



DIRECTIONS FOR CUSTOMIZING A SPREADSHEET

Using Claris Works or AppleWorks

- I. Setting the size of the Spreadsheet--Use the **Set Print Range** to limit or increase the number of cells you see. To **decrease** the number of cells seen:
 - A. Click in the outermost cell you want to view.
 - B. Go Options...Set Print Range. It will show you the address of the outermost cell, like Z20...Z20.
 - C. Correct the first address to A1 or to the first cell you want to see. Your result should look like this: A1...Z20.

To **increase** the number of cells you see:

- A. Go Options...Set Print Range.
 - B. Click in the outermost cell to determine the address.
 - C. Correct the first address to A1 or the first cell you want to see. Make the second number the address of the cell you want to increase to.
- II. Resizing a cell--To make the cell taller...Click on the cell and go to Format...Row Height. Then select the Height you want by typing it in the box.

To make the cell wider...Click in the cell and go to Format...Column Width. Then select the width you want. By highlighting multiple rows or columns, you can change many of them rather than one at a time.
or
Move the cursor to the line that separates two rows or columns in the label spaces. The cursor will change in appearance. Hold down the mouse button and drag the line to adjust the size. You must use Format for the final cell in the row or the last column.
- III. Removing the Column and Row Headings---Do this after you resize your cells if you plan to resize them.
 - A. Go Options...Display
 - B. Unclick (or Deselect) the Column Headings and Row Headings boxes.
- IV. Adding Borders--Highlight the cell(s). Go Format...Borders. Select from Outline, Right, Left, Top, Bottom. You cannot change the thickness of these lines.
- V. Solid Lines rather than Dotted Lines---Go Options...Display. Click in the Solid Line Box. Click OK. All lines will become solid. To return to Dotted Lines--Go Options...Display. Unclick the solid line box. Unclick the Cell Grid Box to remove all lines for making tables and charts.
- VI. Heavy Lines--Use the line tool in the Drawing tools to create heavy lines between rows or columns. To get the drawing tools, in AppleWorks, go Window...Show Tools. In ClarisWorks, go View...Show Tools. Click on the line tool. Hold down the shift key to make the line straight. Drag the cursor to create a line of the desired length. Reposition it as needed using the arrow tool.
- VII. Putting a Title above the Spreadsheet---Go Format...Insert Header. Type the title. By going View or Windows...Show Rulers, you can turn on the WP text ruler. This will allow you to align your title easily. Click on any cell to return to the spreadsheet.
- VIII. Coloring the Background of Cells--Highlight the cells you want to color. Use the Fill in the Paint Can tool to select a color. Once you click on it, the color of the cell will change to the color selected.