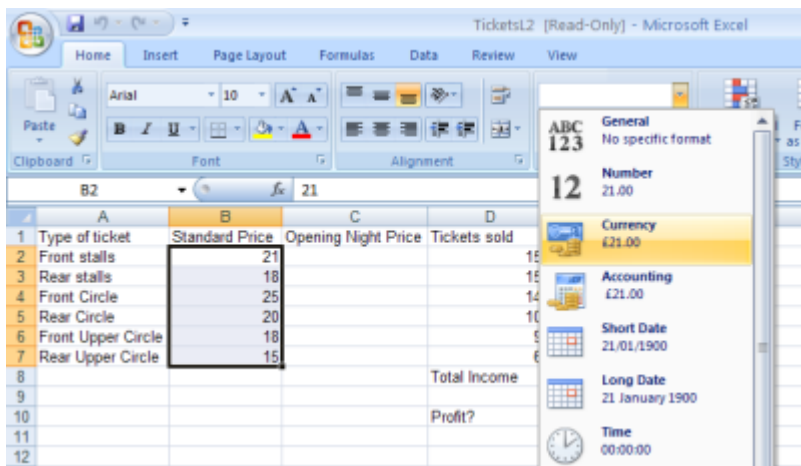
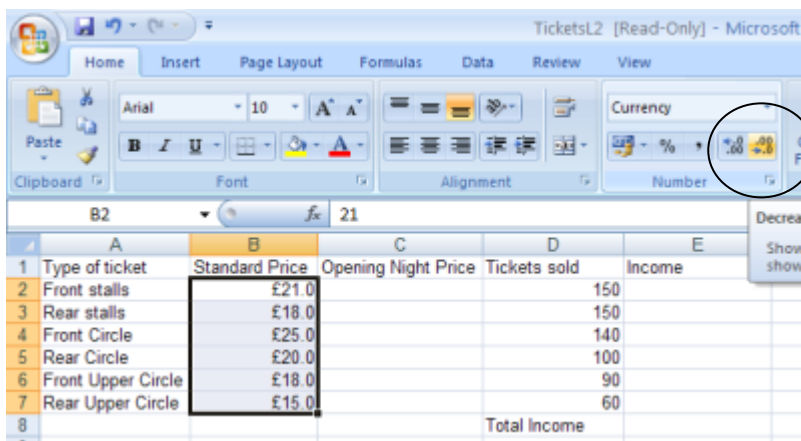


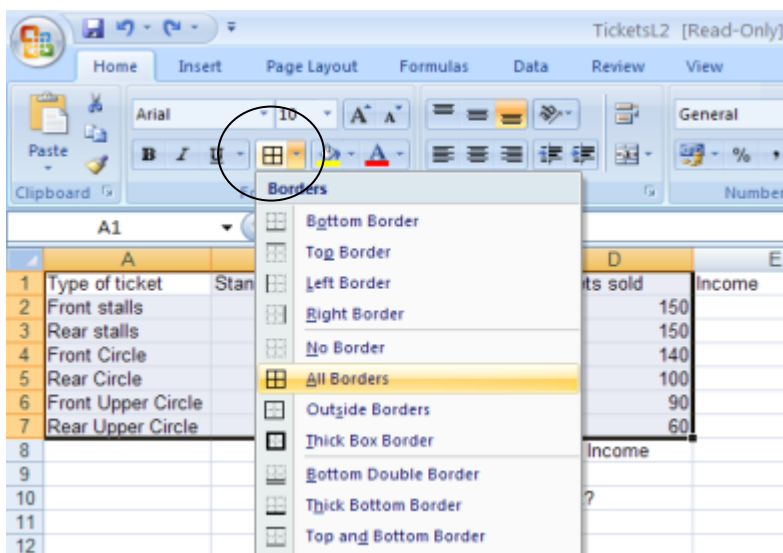
ICT Revision - Formats, Decimals and Borders



To change the format of the cells to currency or any other different format types, highlight the cells and by using the home tab click in the number format tab and choose the currency option.



To change the decimal places in a price or number, just highlight the column and click this button here! The left one will increase and the right one will decrease the amount of decimal places. This will be found in the home tab.



To create the gridlines around the information to make a table, just highlight the whole area you want outlined and using the home tab, click on the button circled and go down to the window looking one. There are also lots of different types of gridlines to use.