

# BIS Help Guides

## How to Format the Data

Learn how to format data.

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The screenshot shows the Google Sheets interface with the 'Format' menu open. The 'Number' option in the menu is highlighted with an orange box. The 'Number' submenu is also open, showing various formatting options. The 'Automatic' option is highlighted with a green box. The 'Number' option in the submenu is highlighted with a yellow box. The spreadsheet data is visible in the background, showing a sequence of numbers in column A.

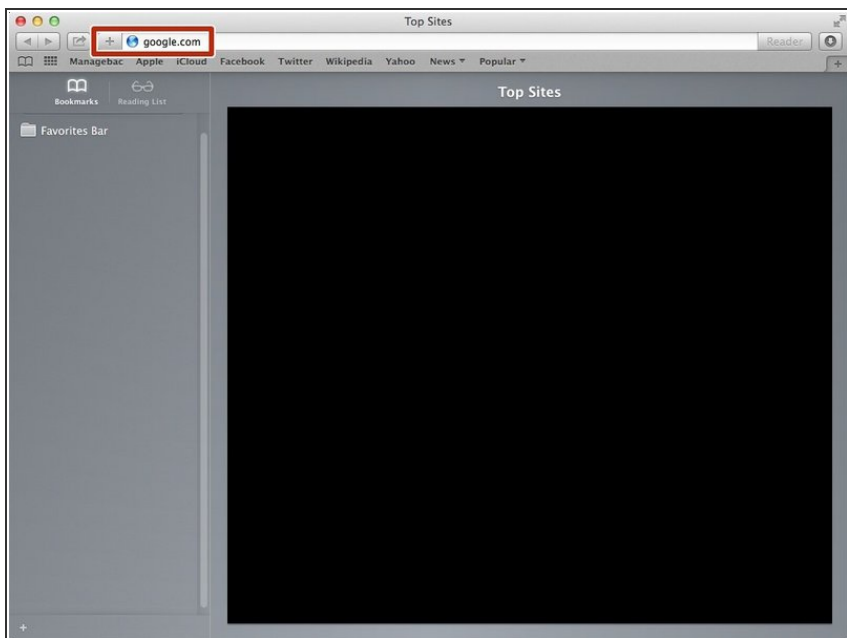
	A	B
1	4	
2	9	
3	16	
4	25	
5	36	
6	49	
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

The 'Format' menu options include: Number, Font, Font size, Bold, Italic, Underline, Strikethrough, Align, Merge cells, Text wrapping, Conditional formatting..., and Clear formatting. The 'Number' submenu options include: Automatic, Plain text, Number, Percent, Scientific, Financial, Currency, Date, Time, Date time, Duration, and More Formats.

# INTRODUCTION

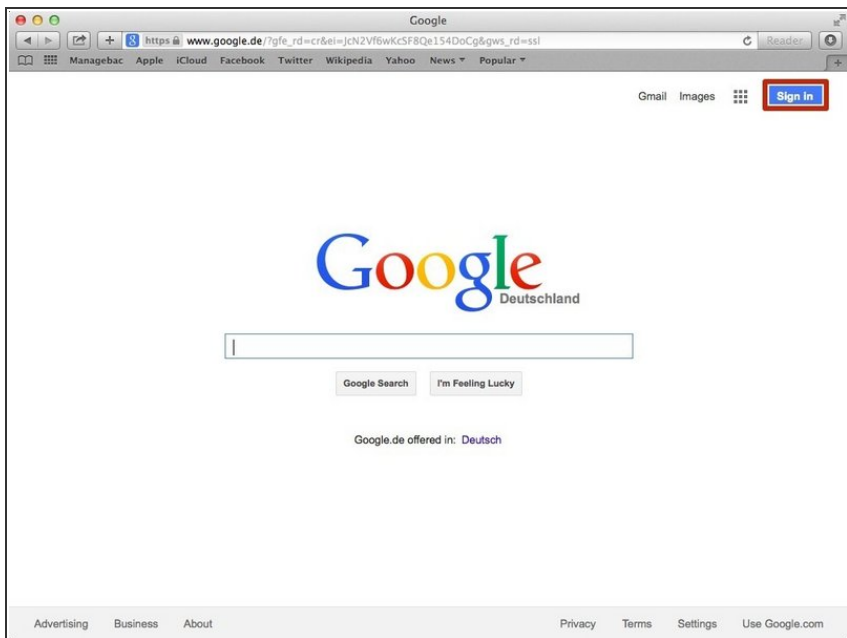
Learn how to format data.

## Step 1 — How to Access google.com



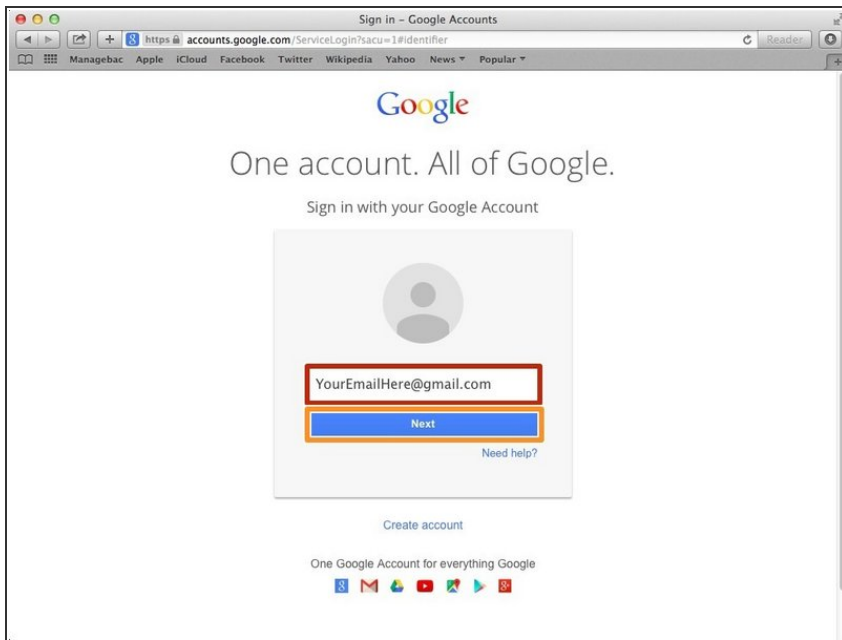
- Typing "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



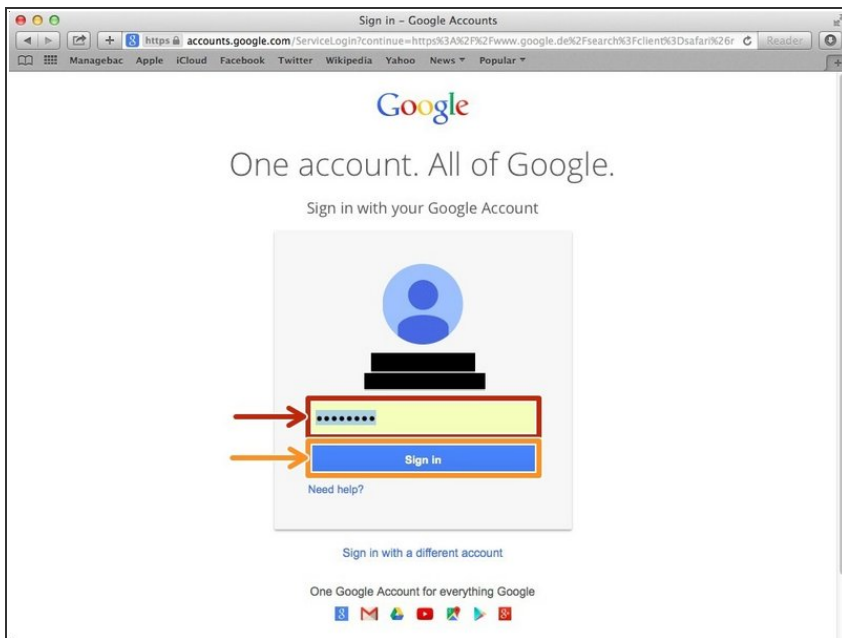
- Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



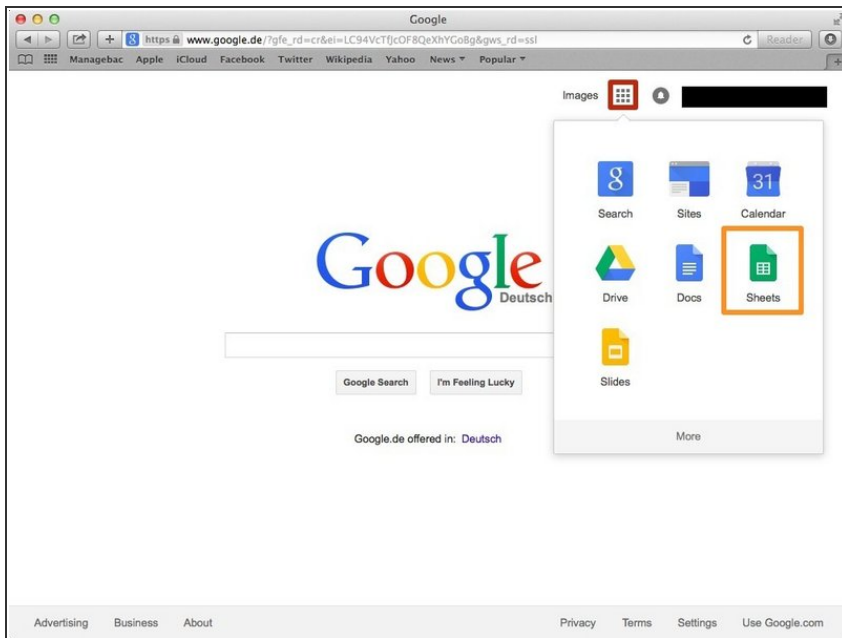
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



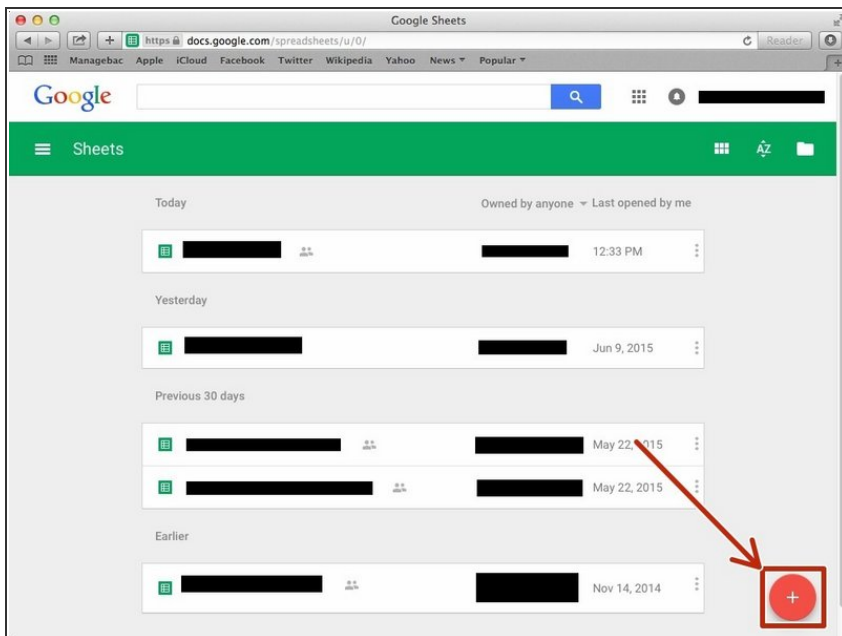
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Sheet



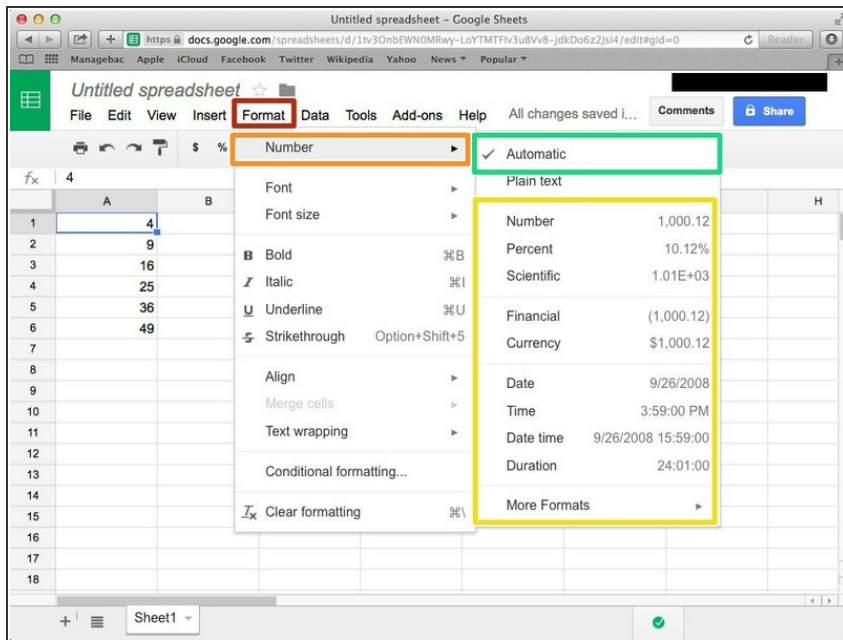
- Click this button to open a menu of options
- Click on the "Sheet" button

## Step 6 — Creating a New Spreadsheet



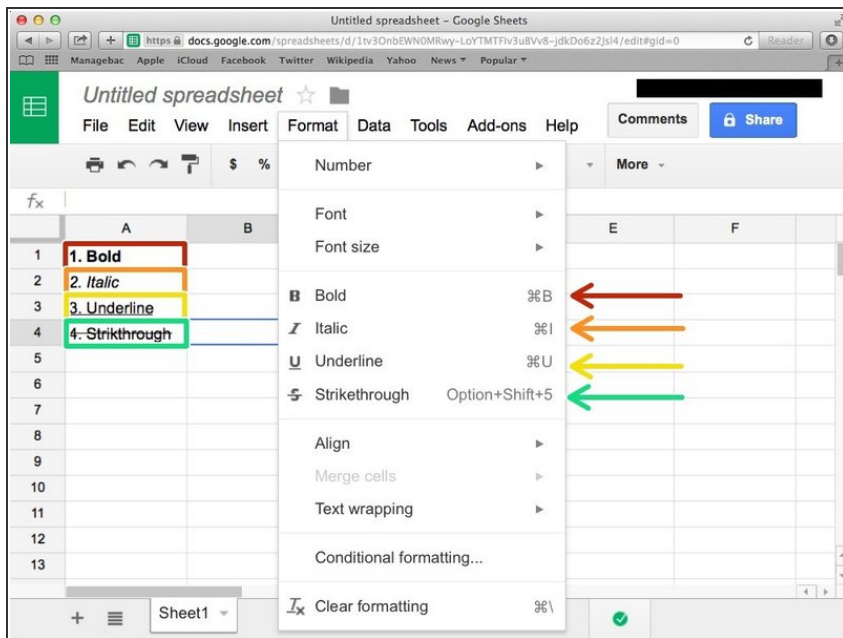
- Click + button to create new spreadsheet

## Step 7 — Formatting Numbers



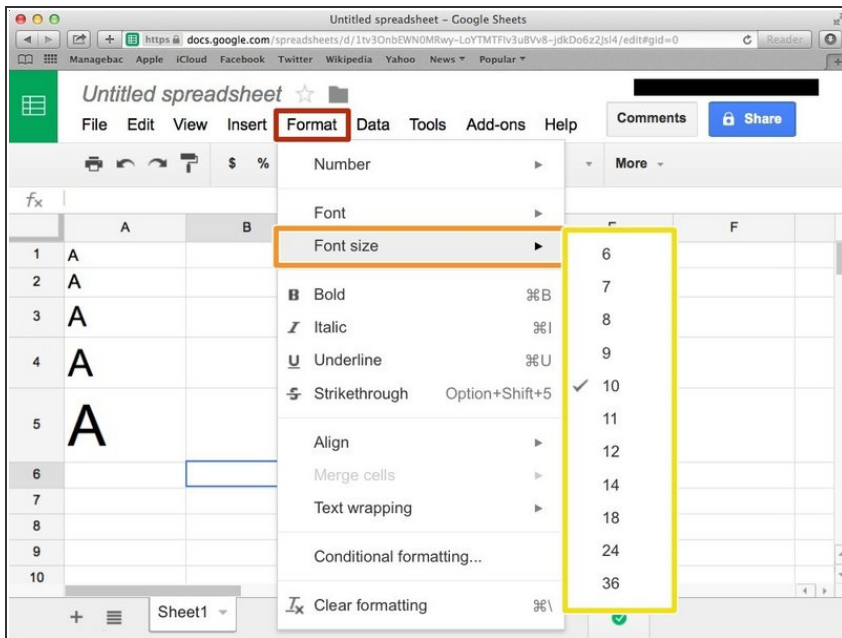
- Click "Format"
- Click "Number"
- From the box, you can choose your required format.
- You can clear formatting by click this.
- ⚠ You have to click one you want to use format.

## Step 8 — Changing Format of Characters (Alphabet & Numbers)



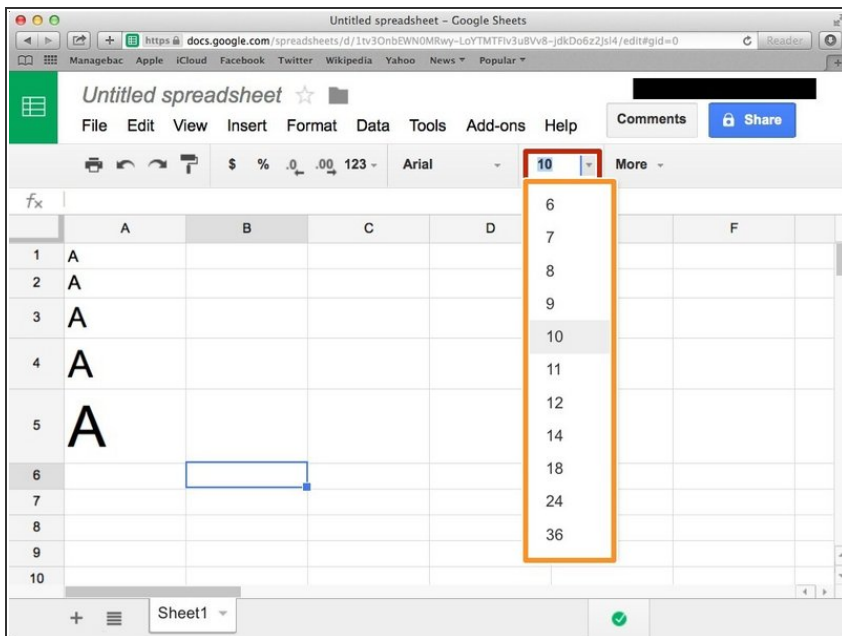
- Press command+B (⌘+B) to make it Bold. Or click "Format"⇒"Bold".
- Press command+I (⌘+I) to make it Italic. Or click "Format"⇒"Italic"
- Press command+U (⌘+U) to make Underline. Or click "Format"⇒"Underline"
- Press Option(alt)+Shift+5 (⌥+⇧+5) to Strikethrough the characters. Or click "Format"⇒"Strikethrough".

## Step 9 — Changing the Font Size



- Click "Format"
- Click "Font size"
- Select a size from this box

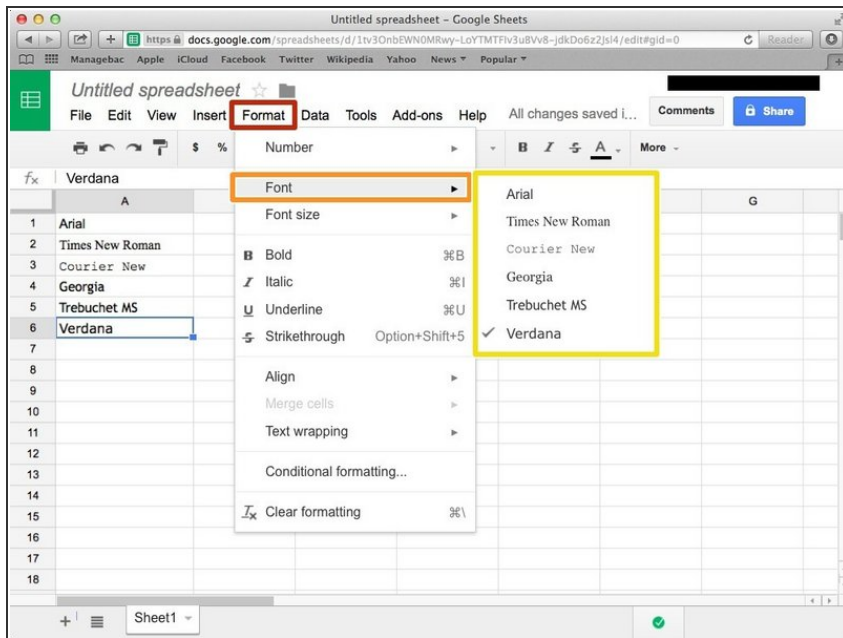
## Step 10 — Other Way of Changing the Font Size



- Click this box and type font size (number).
- Or just click from this box.

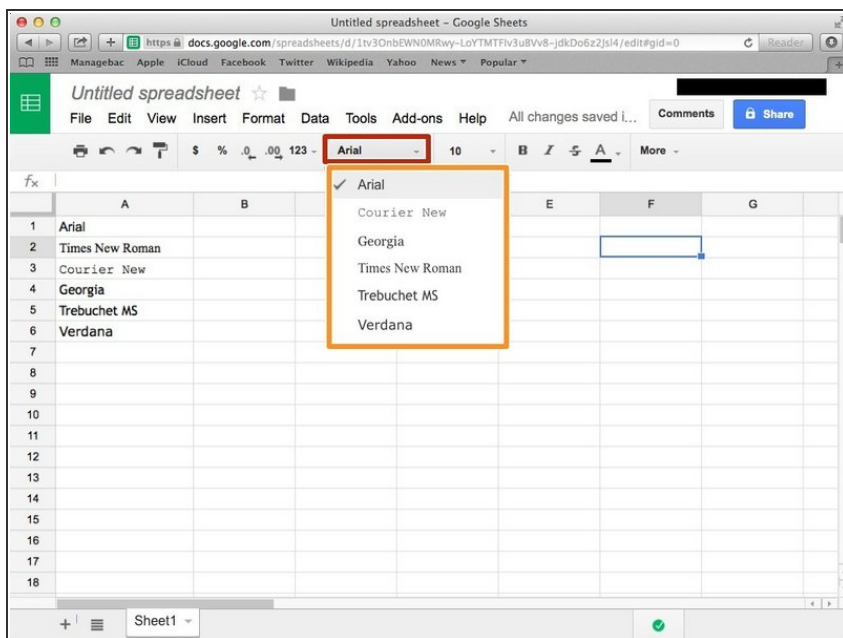


## Step 11 — Changing the Font



- Click "Format"
- Click "Font"
- Click one from the box.

## Step 12 — Other Way of Changing the Font



- Click here (the name is depend on the font you using).
- Click one from this box.