

20.3 Present data

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Adjust display features: display formulae or values, row heights, column widths, wrap text, hide and display rows and columns
- Format a spreadsheet: text and cell colour, bold, underline, italic, shading, number formats, conditional formatting
- Set the page layout: orientation, number of pages, print area, gridlines, row and column headings

Adjusting the display

Feature	What it does	Why it is used
Display formulae or values	Shows the formulae in the cells instead of their results (Show Formulas), or the results as normal.	To check a model for errors or to print the formulae as evidence.
Row height and column width	Drag the border or set a size so that the cell is big enough.	So that all data, labels and formulae are fully visible. Too narrow a column shows ##### for numbers.
Wrap text	Long text is split over several lines inside the same cell.	So that all the text is visible without widening the column.
Hide rows or columns	Removes them from view but does not delete them. Formulae still work.	To hide working or private data. Unhide to display them again.

Formatting

- **Text:** font, size, colour, **bold**, *italic* and underline
- **Cells:** background (shading) colour, borders, alignment (left, centre, right, top, middle, bottom)
- Formatting makes headings stand out and the sheet easier to read, but it does not change the data

Number formats

Format	Example	Use
Decimal places	12.5 shown as 12.50	Controls how many digits appear after the point. The stored value does not change.
Currency	E150.00, \$150.00, R150.00	Adds a currency symbol such as E (lilangeni), R (rand) or \$ (dollar).
Percentage	0.25 shown as 25%	Displays a fraction as a percentage.
Integer	150	Displays a whole number with no decimal places.

Conditional formatting

Conditional formatting changes how a cell looks automatically, depending on what the cell contains. When the value changes, the format changes too.

Rule 1: Cell value < 50 -> red fill, white bold text
 Rule 2: Cell value >= 80 -> green fill
 Rule 3: Text equals "Absent" -> yellow fill

Uses: highlighting failing marks, low stock levels, overdue dates or the highest values.

Page layout and printing

Setting	Effect
Orientation	Portrait (tall) for lists with few columns; landscape (wide) for tables with many columns.
Number of pages	Fit the sheet to a set number of pages wide and tall, for example 1 page wide, so columns are not split over several pages.
Print area	Selects only the cells that will print, so that unneeded cells are left out.
Gridlines	Display or hide the lines between cells in the printout. Hidden gridlines look cleaner; shown gridlines help to read a table.
Row and column headings	Display or hide the row numbers and column letters on the printout. Show them when the printout is used to check cell references.

EXAM TIP

If a question says that all data must be 'fully visible', the answer is to widen the column or row, or to wrap text. If it asks to print formulae, mention displaying formulae and, if needed, showing the row and column headings and gridlines.

Key terms

Term	Meaning
Wrap text	Splits long text over several lines in a cell.
Conditional formatting	Formatting that changes automatically depending on a cell's contents.
Print area	The selected cells that will be printed.
Orientation	Portrait (tall) or landscape (wide) page direction.
Gridlines	The faint lines that separate cells.