

# Spreadsheet Formatting Guidelines

## **Main Heading:**

Size 18-24

Bold

Center Across

Looks the BIGGEST

Any NON-all cap font

## **Column Headings:**

Size 14-18

Bold

Align Right over Numbers (Values)

Align Left over Labels

Same font as Main Headings

Looks bigger than text but smaller than Main Headings

## **Body Text:**

Serif – Times New Roman, Garamond, Goudy Old Style, Palatia

Size 10-14 (usually 12)

Align Labels – left

Align Values - right

**Borders/Shading** – as instructed

**Alignment:** Center Vertically and Horizontally on ONE page

**Footer** – default font/size – file name, your name, date