Brackets

These need to be entered in a **Brackets' Column**. They are used mostly to show that more than one plot is included in a calculation of acreage or payment.

| 38		Garden		Garden			27
78		Barn Yard Cottage					
79		Garden and part of Barn field	**}**	Garden	1	2	0
84		Parsonage Brook			5	0	0
					24	2	0

You will first need to merge the cells. Left click on the first one and drag down to the final one. Click on the **merge** symbol:

Type in the bracket. You may need to change the font size for this. To position the bracket correctly you must first click out of the cell and then back again with a right click. Select **Format Cells**. Click on **Alignment'**. Under **Horizontal** select **Left (indent)** and under **Vertical** choose **Center**.

Cell Alignment

This is a useful tool when putting the numbers into the front pages table so that they sit in the correct position in the box. First select the section you wish to align. Right click, choose **Alignment** then whichever position you wish your data to be aligned to.
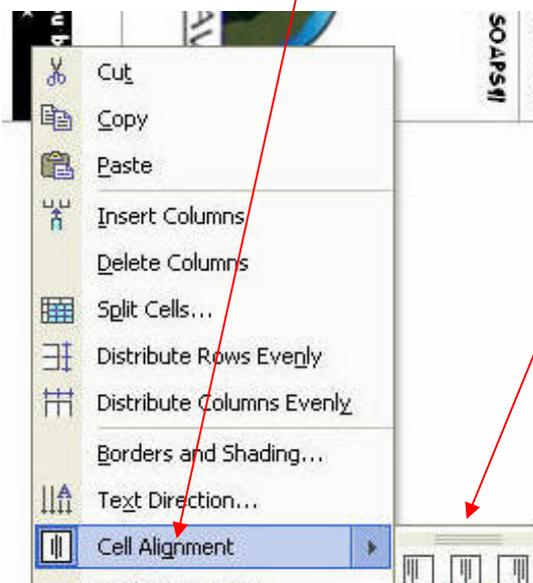
Formatting Cells

How to use the **Format Painter**:

Click on a cell that has the required
formatting. Click on the **Format Painter**
symbol. Click on the cell that you want
to re-format. If you wish to re-format several
cells in different locations on the spreadsheet, double click on the **Format Painter** symbol first.
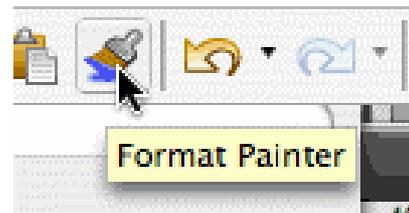
Using Fractions in a Word Document

Choose where you would like to place the fraction in your document. Click on **Insert** and **Symbol**. Find the fraction, click **Insert** and **Close**. These may also be copied and pasted into an Excel spreadsheet.
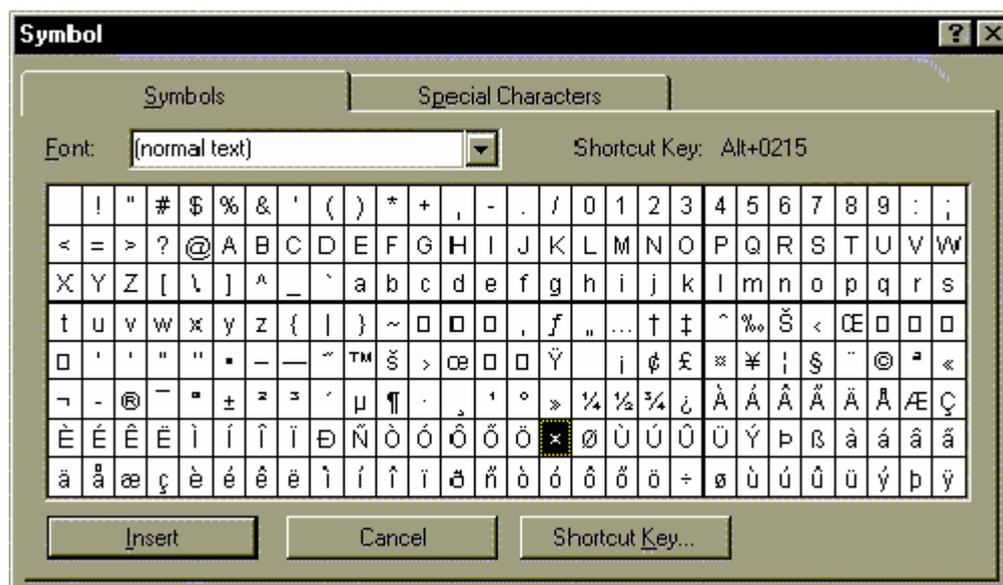
Putting in the (**L.S.**)

Click on **AutoShapes** then **Basic Shapes**. Select the oval shape. Right-click in the shape and chose **Add Text**. Type in **LS** adjust the size and shape by moving the text box arrows.
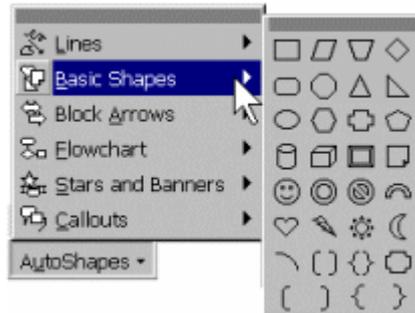
Centering a table on a page

If you are working in Word 2000 or later:

1. Right click your table.
2. Select **Table Properties**.
3. Under **Alignment**, click **Center**.
4. Click **OK**.
5.

If you are working in a previous version of Word:

1. Click within the table.
2. From the **Table** menu, click **Select Table**.
3. From the **Table** menu click **Cell Height and Width**.
4. Select the **Center** radio button.
5. Click **OK**.