# Text Version

## Ledger Design

Note: This is a text version of Ledger Design.

A useful task to know about in Microsoft Excel is ledger design. A typical ledger will have alternating rows using different formatting styles, for example, green white green, etc. This is an easy way to keep track while working across the rows especially when a chart is longer. One of the problems with this type of spreadsheet is, if a row is inserted into the chart it will take the formatting of an adjacent row and thus disturb the formatting of the entire spreadsheet. There is an easy way to fix this and that is what you are going to be learning about.