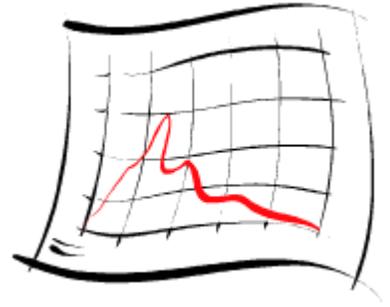


Using Microsoft Excel

Formatting a Spreadsheet

Formatting a spreadsheet means changing the way it looks to make it neater and more attractive. Formatting changes can include modifying number styles, text size and colours. Many people format their spreadsheet as they go but a lot of time and effort can be saved by waiting until the sheet is relatively complete before worrying about the formatting. This is because it is a lot easier to format a sheet once it already has a good amount of content.



Formatting a spreadsheet can be done in a number of different ways:

- Using AutoFormat
- Using toolbar icons and shortcuts
- Using the format cells dialog box

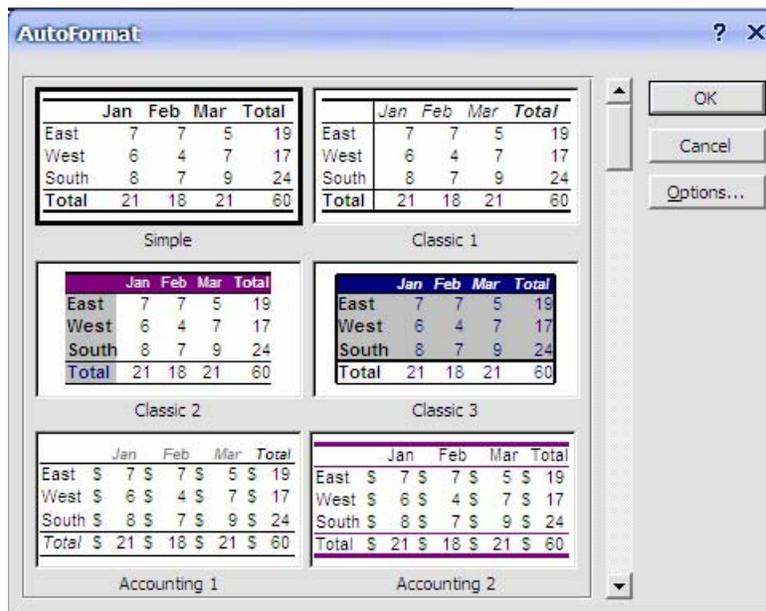
That later methods take more time and effort but allow for far greater control over the end result.

Using AutoFormat

Excel's AutoFormat feature allows you to choose from a number of different table formats and then apply the formatting settings to a range of cells you specify. When you apply an AutoFormat, it will replace any existing formatting on the selected cells. You can add your own formatting afterwards though.

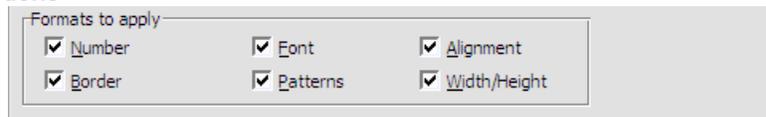
Exercise 1. Using AutoFormat on a Table

- 1) Open your Grades workbook if it is not still open.
- 2) Select the cell range **A5:H18**.
- 3) From the menu select **Format, AutoFormat**. A dialog box like the one below will appear.



A list of previews for each format appears.

- 4) Click the **Options** button.



You can now choose what parts of the formatting you want to use. For example, if you didn't want the column widths to be changed, you could turn off the **Width/Height** option.

- 5) Scroll through the list to see the available formats. Click on one you like and then click **OK**.
- 6) If you like, you can repeat the process with the cells still selected to try other AutoFormats.

Note The colours of the formatting will look different while the cells are still selected.

Formatting Using Shortcuts

Many of the most commonly used formatting options can be selected from the formatting toolbar or by using keyboard shortcuts.



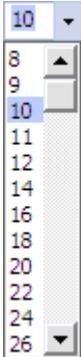
Below is a list of the icons available in the formatting toolbar along with a description of each.

	▼ Change the font style for the selected cells
	▼ Change the text size in the selected cells
	Turns Bold formatting on and off in the selected cells [Ctrl] [B]
	Turns <i>Italic</i> formatting on and off in the selected cells [Ctrl] [I]
	Turns <u>Underline</u> formatting on and off in the selected cells [Ctrl] [U]
	Aligns the contents of each of the selected cells to the left
	Aligns the contents of each of the selected cells to the centre
	Aligns the contents of each of the selected cells to the right
	Merges the selected cells and aligns the contents to the centre
	Formats the selected cells with the currency style (\$#,###.##)
	Formats the selected cells with the percent style (##%)
	Formats the selected cells with the comma style (#,###.##)
	Increases the number of decimal places
	Decreases the number of decimal places
	Decreases indent for the selected cells
	Increases indent for the selected cells
	▼ Change the border style around the selected cells
	▼ Change the background colour of the selected cells
	▼ Change the colour of text in the selected cells

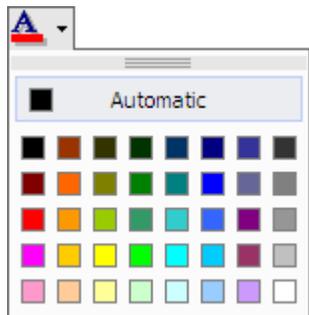
Exercise 2. Formatting Text in Individual Cells

- 1) Select cells A1:A3.
- 2) Click the Bold formatting **B** icon or press **[Ctrl] [B]**.

Note that clicking it again turns the bold formatting off.

- 3) Click the arrow to the right of the **Font Size** box.  A list of font (text) sizes will appear as shown to the right.
- 4) Click **12**. You can also type a number directly in the box and press **[Enter]** if the size you want is not listed.

Note Font heights are measured in points. 72 points equals one inch.

- 5) Click the left align icon. 
- 6) Click the arrow to the right of the **font** select box.  A list of fonts will appear.
- 7) Type the letter C. The list will move to fonts with names that begin with C.
- 8) Click **Comic Sans MS** in the list to choose this font. You can also type the font name in the selection box and press **[Enter]**.
- 9) Click the arrow next to the **Font Colour** icon.  A list of available font colours will appear as shown to the right.
- 10) From the list of colours, choose a colour and click it. You will notice that the line on the bottom of the icon will turn to the colour you just selected. You can choose that colour again by clicking on the icon itself instead of clicking the arrow next to the icon.
- 11) Click the arrow next to the **Font Colour** icon again.

Notice the small horizontal lines above the word Automatic. This indicates that this colour palette can be separated from the main toolbar.

- 12) Move your mouse over the horizontal lines. A caption should appear which says *Drag to make this menu float*.
- 13) Drag downwards to turn this in to a floating menu. You can now select colour without returning to the toolbar. When you have finished using the colour palette, you can close it by clicking the cross icon in the top-right corner.  Floating menus like this can be found in other icons and are common in other programs such as Word and PowerPoint.

Note All of the formatting shortcuts we have used are identical to the ones found in other programs such as Microsoft Word.

When your formatting is complete, the cells should look similar to the example below.

Joe Bloggs

15

24/11/2003

Exercise 3. Basic Number Formatting

It is often important to change the way numbers are presented in a spreadsheet. For example, you might want a number that looks like.

3845

To appear as

\$3,845.00

In Excel it is not necessary to type things such as dollar signs yourself since the formatting options can place them in for you. Formatting options can easily be changes later as well.

- 1) Select the cells that have the grades for the students. These should be cells **B6:F18**. Some of the AutoFormats chosen before may have formatted these numbers as dollar amounts which is not appropriate in this instance.
- 2) Click the **Comma** formatting icon. 
- 3) Click the **Decrease Decimals** icon twice. 

The numbers should now be back to normal. Now we will format the main heading so that it becomes centred across several cells.

- 4) Select cells B1:H1.
- 5) Click the **Merge and Centre** icon. 

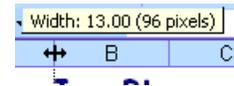
The selected cells will now be merged in to one with the contents centre aligned.

Column Widths and Row Heights

Column widths and Row heights can be adjusted by going to the menu and selecting **Format, Column, Width** or **Format, Row Height**. It is usually easier, however, to do it using the mouse as demonstrated in the following exercise.

Exercise 4. Adjusting Height And Width

- 1) Move your mouse pointer so that it is between the column **A** and **B** headings. Your mouse pointer will change to a double arrow shape.
- 2) Click your mouse button and drag to the right. A caption will appear telling you how wide the column will be.
- 3) Keep on dragging until the column width reaches 15 (110 pixels).



You can also resize a column so that it will automatically fit the contents of the column.

- 4) Move your mouse pointer so that it is between the column **A** and **B** headings again.
- 5) Double-click to automatically fit the column's contents.

Note: if you have a heading in the top of the column that is very wide then you may not want the whole column to be that wide. If you want a column width to fit a selection of cells instead of the entire column you can choose **Format, Column, AutoFit Selection** from the menu.

It is also possible to re-size several columns at the same time.

- 6) Select column **B** through to column **F** by dragging across the column headings.



- 7) Follow the first three steps in this exercise to change the width of any of the selected columns to 9.29 (70 pixels). All of the selected columns will become the same width.

If you use the AutoFit method, then each column will resize to fit its contents so each column may end up a different size.

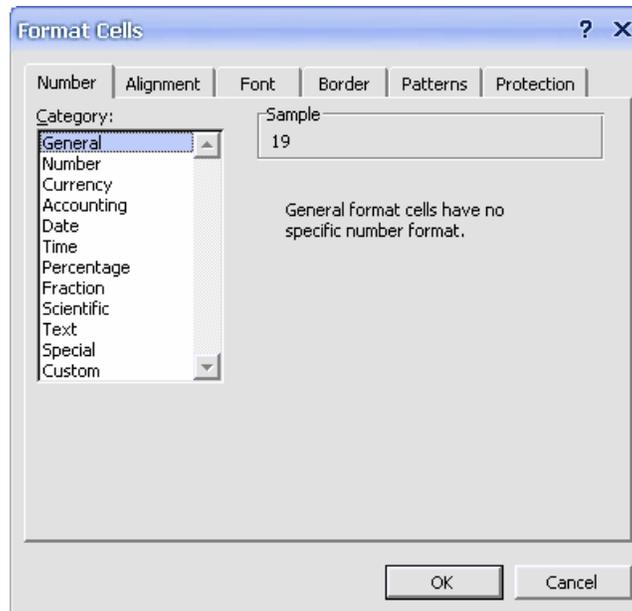
- 8) Use any of the above methods to select suitable widths for columns **G** and **H**.

These same methods can also be used for adjusting the height of rows. Row height will often change automatically when you change the size of text in the row.

Tip: If you want to have gaps in your table, instead of leaving rows and columns blank, it is often better to adjust row heights and column widths to create the gaps. Some features of Excel can automatically select an entire table, but only if there are no blank rows or columns.

Advanced Formatting Options

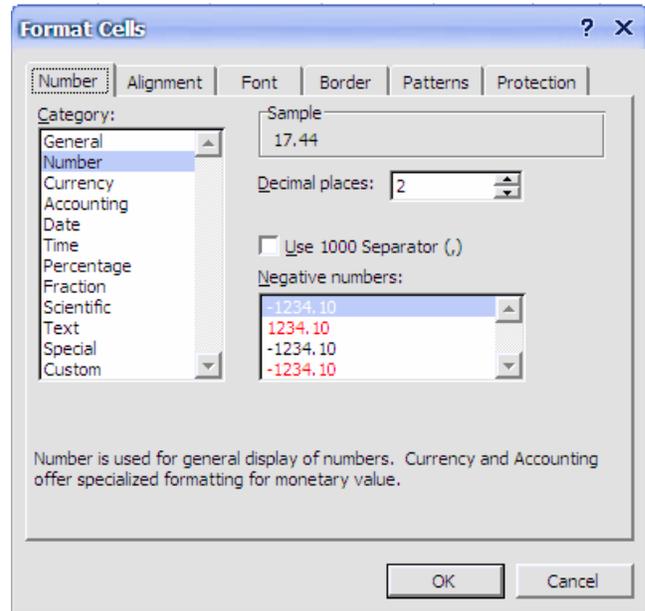
Many additional formatting options are not available on the Formatting Toolbar. These additional options can be found in the Format Cells dialog as shown below.



There are six tabs along the top of the dialog box which allow you to go to different categories for formatting. The first five tabs will be demonstrated below. Sheet protection will be explained in a later exercise.

Number Formats

Numbers, dollar amounts, percentages, dates and times are all treated by Excel as numerical values. As far as Excel is concerned, they are all numbers. The only difference is the way they're formatted. In an earlier exercise, we used icons on the toolbar so change the number format of the main cells in the table. The toolbar icons only give a few format choices. The Formatting options however, give numerous number formatting options and even allow you to create your own custom number formats.



Exercise 5. Changing Number Formats

- 1) Select the cells with the table averages (B15:F15).
- 2) Access the Format Cells dialog box by using one of the following methods.
 - From the menu, select **Format, Cells**.
 - Right-click the selected cells and choose **Format Cells**.
 - Press **[Ctrl] [1]**.
- 3) Make sure the **Number** tab is selected.
- 4) From the list of **Categories** on the left choose **Number**.
- 5) Set the number of **Decimal Places** to **2**. Note that a sample of the selected number format appears at the top.
- 6) Click **OK** to confirm the change.

Number formats will remain even if the numbers in the cells change.

Exercise 6. Changing Date Formats

- 1) Select cell A3.
- 2) Access the Format Cells options as shown above.
- 3) Choose Date for the number category.
- 4) Select a date format which includes the name of the month rather than the number of the month.
- 5) Click Ok when done.

	A
1	Joe Bloggs
2	15
3	24-November-2003
4	

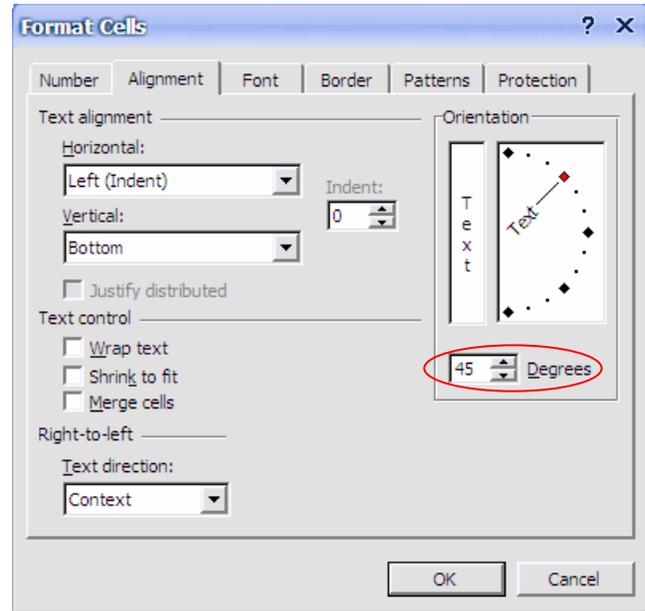
Note If you open the Format Numbers options and the only tab available is the Font tab, it is most likely because you are editing the contents of a cell.

Text Formats

The next two Alignment and Font tabs are both for the purpose of changing how the contents of cells look.

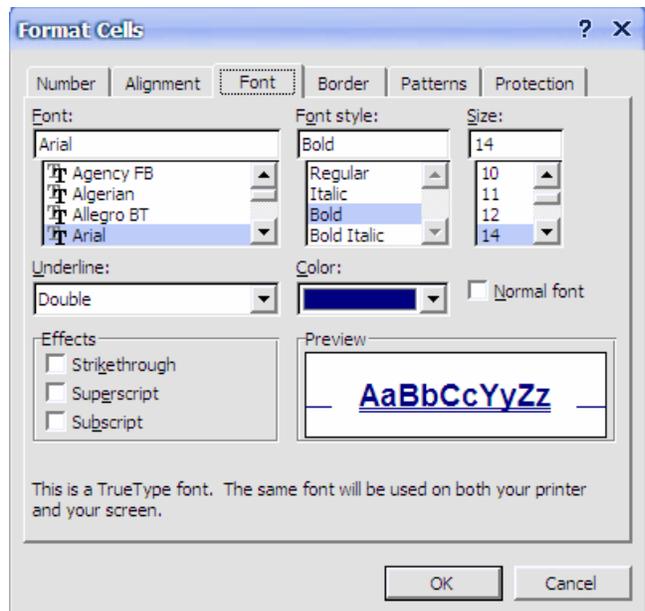
Exercise 7. Aligning Text

- 1) Select the cells B5:H5.
- 2) Access the **Format Cells** options as shown above.
- 3) Change the **horizontal** alignment to **Left**.
- 4) Change the **Orientation** to 45 Degrees (this can be set by entering the number in the **degrees** box shown or by dragging the text line above it to the angle you want).
- 5) Click **Ok** to confirm the settings.
- 6) Select cell **B1** (this cell should contain your heading in the merged cells).
- 7) Access the **Format Cells** options.
- 8) Notice that the **Merge Cells** option is turned on and the **Horizontal** alignment is set to center because we used the **Merge and Center** icon earlier. Click **Cancel** to leave these options as they are.



Exercise 8. Font Options

- 1) Select cell B1.
- 2) Access the **Format Cells** options.
- 3) Select the **Font** tab.
- 4) Select the following options as shown to the right:
 - **Font Style** **Bold**
 - **Size** **14**
 - **Underline** **Double**
 - **Colour** **Dark Blue**
- 5) Click **OK** to confirm the changes.

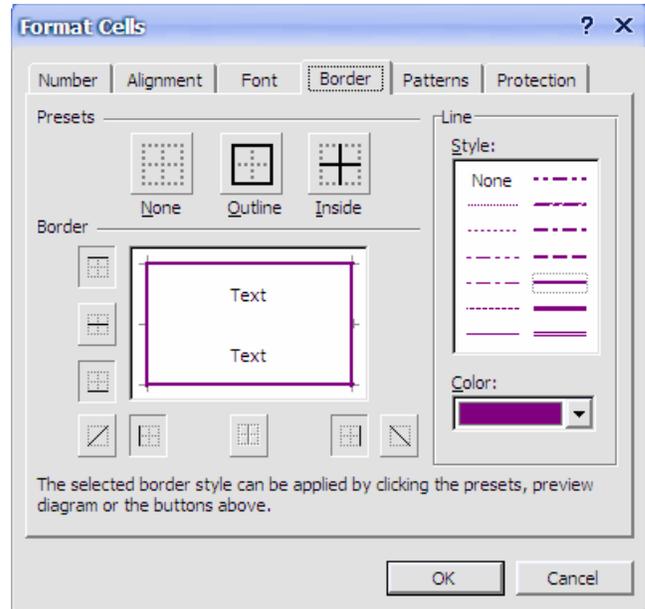


Borders and Shading

In addition to using the borders icon, there are two other ways to format the borders of selected cells.

Exercise 9. Format Borders Using the Cell Format Options

- 1) Select cells **A1:A3** (the ones with your name, age and date of birth).
- 2) Access the **Format Cells** options and click the **Border** tab.
- 3) Select a line **style** from the options to the right.
- 4) Choose a line **colour** from below the line styles.
- 5) The rest of the options allow you to specify which cell borders will have lines. Click the **outline** button to place borders around the outer edge of the selected cells.
- 6) Click **OK** to confirm the options.



Exercise 10. Drawing Borders

Another easy way to format borders is by drawing them using the **Borders** toolbar.

- 1) Click the arrow next to the **Borders** icon.
- 2) At the bottom of the list of border styles, click **Draw Borders...** to show the **Borders** toolbar. The **Draw Border** icon will be turned on automatically.



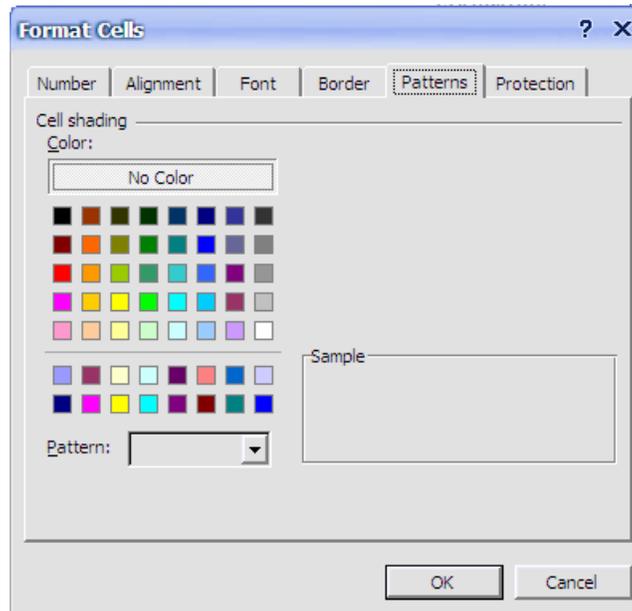
- 3) Before drawing a border you need to select a border style. Click the **Line Style** box and choose a thick line style.
- 4) Click the **Line Colour** icon and select Red from the colour palette.
- 5) Now that the line style has been chosen, drag around the cell range **K6:L10** to create a border around those cells.
- 6) Now draw a vertical line down the middle of those cells so that they look like the example to the right.
- 7) When you are finished, you can click the **Draw Border** icon to turn it off or close the Borders toolbar.

0	F
35	D
50	C
65	B
80	A

Note You can use the **Erase Border** icon to draw over any borders you want to remove.

Exercise 11. Editing Border Patterns

- 1) Select the cells that you have been drawing borders around (K6:L10).
- 2) Access the **Format Cells** options and click the **Patterns** tab.



- 3) Click the patterns drop-down list .
- 4) When the list of pattern appears, click the diagonal stripe pattern. .
- 5) Click the Patterns list again and choose Tan from the list of colours below the patterns. .
- 6) From the list of colours under cell shading click yellow. .
- 7) Click OK to confirm the choices. The cells should now have a striped pattern like the example to the right.

0	F
35	D
50	C
65	B
80	A

Exercise 12. Removing Formatting

- 1) Click on a blank cell in your spreadsheet.
- 2) Click the **Fill Colour** icon to change the background colour of that cell.  ▾
- 3) Make sure that cell is still selected and press **[Del]**.

Pressing delete will remove the contents of a cell but won't affect the formatting in that cell. If you want to remove formatting, such as the background colour in this cell, you need to use a different method.

- 4) From the menu choose **E**dit, **C**lear, **F**ormats.

All formatting will now be removed from that cell.

- 5) Save the changes to your Grades worksheet.

Note If you enter text or numbers in to a blank cell and get unexpected results, it is often because of some text or number formatting left over from something that was previously in those cells.