Microsoft Office 2007 - Illustrated Introductory,

Formatting a Worksheet
Formatting Values

• The format of a cell determines how the labels and values look
  • Bold, italic, dollar signs, commas, etc.
• Formatting does not change the data only its appearance
• Select a cell or a range, then apply formatting
Formatting Values

Format Cells dialog box

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.
Changing Font and Font Sizes

• A **font** is the name for a collection of characters with a similar, specific design

• Font size is the physical size of text
  • Measured in points
    • 1 point = 1/72 of an inch

• The default font in Excel is 11-point Calibri
Changing Font and Font Sizes

Font tab in the Format Cells dialog box

- Currently selected font
- Type a custom font size or select from the list
- Font style options
- Preview area

Changing Font and Font Sizes

Worksheet with formatted title and labels

Font and size of active cell or range
Changing Attributes and Alignment

- Attributes are styling formats such as bold, italics, and underlining.
- The Format Painter allows you to copy all formatting attributes of selected cells and apply them to other cells.
  - Use to copy multiple format settings or individual ones.
Changing Attributes and Alignment

- **Alignment** determines the position of data in a cell
  - Left, right, or center
- Apply attributes and alignment options using:
  - Home tab, or
  - Format Cells dialog box, or
  - Mini toolbar
Changing Attributes and Alignment

Worksheet with formatting attributes applied

Formatting buttons selected

Center button

Merge & Center button

Title centered across columns

Column headings centered, bold, and underlined
# Changing Attributes and Alignment

## Common attribute and alignment buttons

<table>
<thead>
<tr>
<th>button</th>
<th>description</th>
<th>button</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bolds text</td>
<td></td>
<td>Aligns text at the left edge of the cell</td>
</tr>
<tr>
<td>I</td>
<td>Italicizes text</td>
<td></td>
<td>Centers text horizontally within the cell</td>
</tr>
<tr>
<td>U</td>
<td>Underlines text</td>
<td></td>
<td>Aligns text at the right edge of the cell</td>
</tr>
<tr>
<td></td>
<td>Adds lines or borders</td>
<td></td>
<td>Centers text across columns, and combines two or more selected, adjacent cells into one cell</td>
</tr>
</tbody>
</table>
Adjusting Column Width

• Adjust column widths to accommodate data
  • Default column width is 8.43 characters wide (a little less than one inch)
  • One or more columns can be adjusted using the mouse, the Ribbon, or the shortcut menu
Adjusting Column Width

- **Column heading** is the box at the top of each column containing a letter
- Changing a column width with the mouse
  - Position the mouse pointer between the column headings of the column and the column to its right
  - Click and drag the resize pointer to the right
Adjusting Column Width

• Using the AutoFit feature
  • Position the mouse pointer between the column headings of the column and the column to its right
  • Double-click to activate the AutoFit feature
Adjusting Column Width

Preparing to change the column width

Resize pointer

Click to change column or row formatting
Inserting and Deleting Rows and Columns

- When you insert a new row, the contents of the worksheet shift down from the newly inserted row.
- When you insert a new column, the contents of the worksheet shift to the right of the new column.
- Excel inserts rows above the cell pointer and columns to the left.
Inserting and Deleting Rows and Columns

Insert dialog box

Entire row option button
Inserting and Deleting Rows and Columns

• Deleting rows and columns
  • Select the row or column heading
  • Click the Delete button in the Cells group or use the Delete command on the shortcut menu
Applying Colors, Patterns, and Borders

• You can add enhancements such as colors, patterns, and borders by using:
  • Border and Fill Color buttons in the Font group on the Home tab of the Ribbon and on the Mini toolbar, or
  • Fill tab and Border tab in the Format Cells dialog box
Applying Colors, Patterns, and Borders

- **Cell styles** are pre-designed combinations of formatting attributes
  - Use the Cell Styles button in the Styles group on the Home tab
Applying Colors, Patterns, and Borders

Viewing fill color using LivePreview
Applying Conditional Formatting

- Excel can format cells based on specific results
  - Automatic application of formatting attributes on cell values is called conditional formatting
  - For example: values above a certain number can be one color and values below a certain number can be another color
Applying Conditional Formatting

• To apply conditional formatting:
  • Click Conditional Formatting button in the Styles group on the Home tab
  • Point to Highlight Cells Rules, and then choose from “Between”, “Greater Than”, “Less Than”, etc.
  • Define conditions and formatting in the dialog box that opens
Applying Conditional Formatting

- Data bars are a type of conditional formatting that visually illustrate differences among values
  - Click the Conditional Formatting button in the Styles group, point to Data Bars, and then choose from a formatting
Applying Conditional Formatting

Previewing a Data Bar

Data bars
## Applying Conditional Formatting

### Results of Conditional Formatting

![Excel Spreadsheet](https://via.placeholder.com/150)

<table>
<thead>
<tr>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$72.84</td>
<td>381.70</td>
<td>30.42</td>
<td>392.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$250.00</td>
<td>3,750.00</td>
<td>315.38</td>
<td>4,065.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>$75.50</td>
<td>2,265.00</td>
<td>190.49</td>
<td>2,456.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$1,054.42</td>
<td>3,975.55</td>
<td>334.34</td>
<td>4,305.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$0.17</td>
<td>39.56</td>
<td>3.33</td>
<td>42.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$100.82</td>
<td>1,211.04</td>
<td>101.65</td>
<td>1,312.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$0.12</td>
<td>30.75</td>
<td>2.59</td>
<td>33.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>$250.00</td>
<td>3,750.00</td>
<td>315.38</td>
<td>4,065.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>$101.87</td>
<td>2,037.40</td>
<td>171.35</td>
<td>2,208.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>$72.34</td>
<td>434.04</td>
<td>96.50</td>
<td>470.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$23.81</td>
<td>47.82</td>
<td>4.02</td>
<td>51.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$5.67</td>
<td>1,134.00</td>
<td>95.37</td>
<td>1,229.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Naming and Moving a Sheet

• By default, an Excel workbook initially contains three worksheets, named Sheet1, Sheet2, and Sheet3

• To move to another sheet, click its sheet tab

• To make it easier to identify the sheets, you can rename each sheet and add color to the tabs
Naming and Moving a Sheet

- To rename a sheet, double-click its sheet tab, type the new name, and then press [Enter]
- To add color to a sheet tab, right-click the sheet tab, point to Tab Color, and then choose a color
- You can change the order of sheets by dragging the sheet tabs
Naming and Moving a Sheet

Sheet during move

Sheet relocation pointer
Sheet1 renamed
Indicates tab color
Checking Spelling

- Spelling checker scans the worksheet and flags possible mistakes and suggests corrections
  - To check other worksheets in a workbook, display the worksheet and run the spelling checker again
  - Add words that are spelled correctly but are not recognized by the spelling checker
Checking Spelling

Spelling: English dialog box

- Misspelled word
- Replacement word suggestions