



Introduction to IT

SECTION2 – MICROSOFT EXCEL

Chapter 2

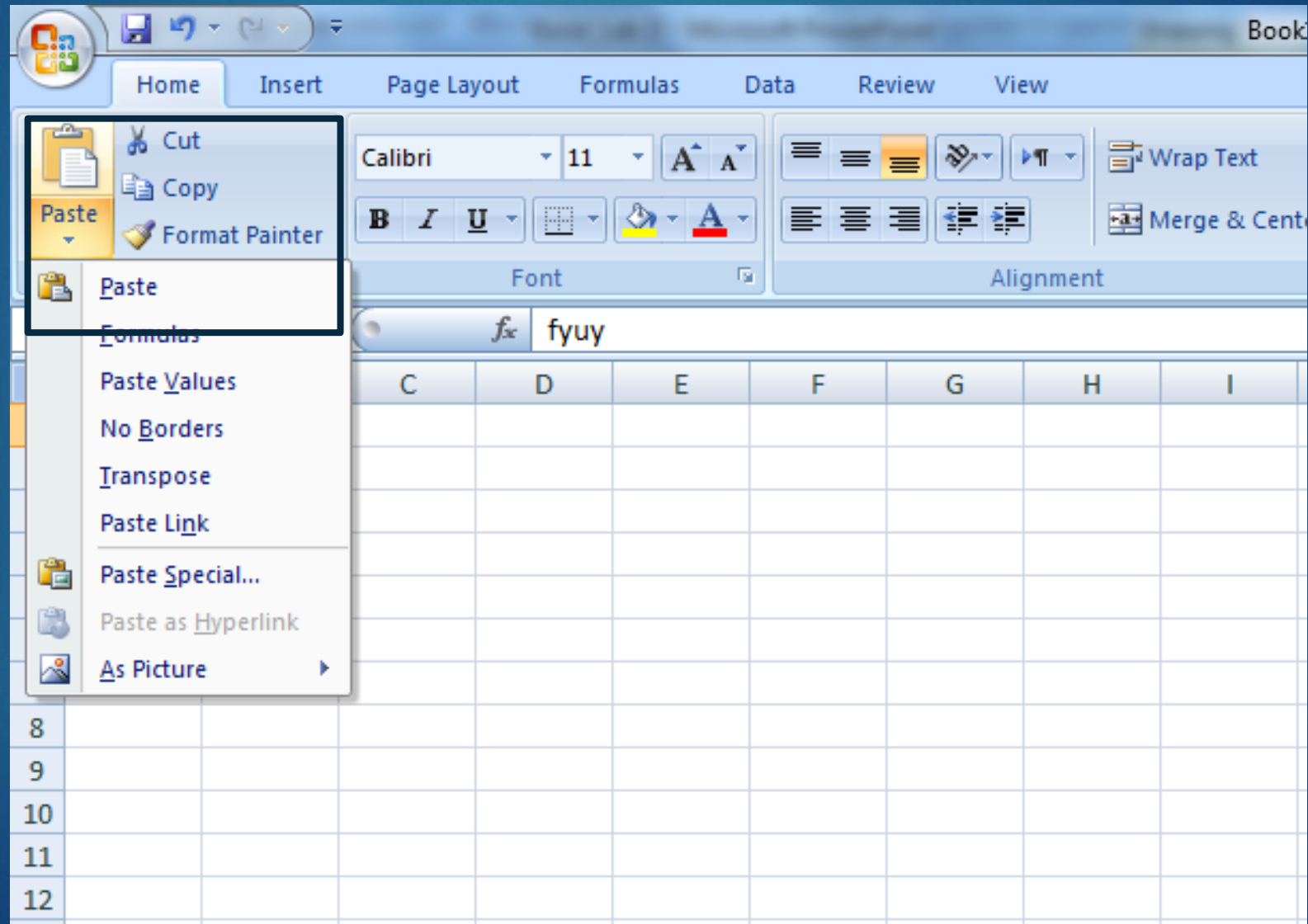
Creating and Formatting Cell Data

Objective

Review Home Tab

- 1.Clipboard
- 2.Font
- 3.Alignment
- 4.Number
- 5.Styles
- 6.Cells
- 7.Editing

1. Clipboard



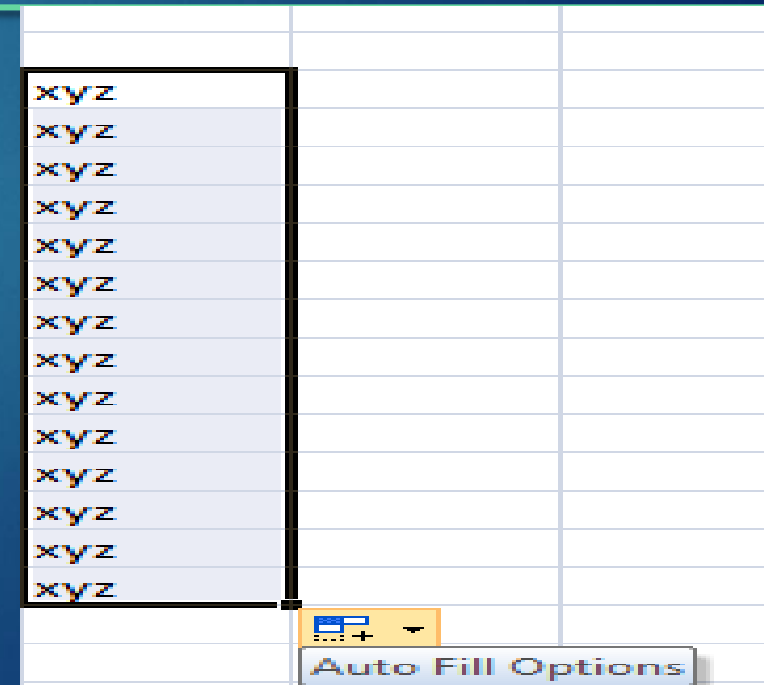
1. Clipboard

Copying Data

You can copy text data, numeric data, or cell formatting (such as text color, background color, and alignment) to adjacent cells.

To copy text or currency amounts to adjacent cells

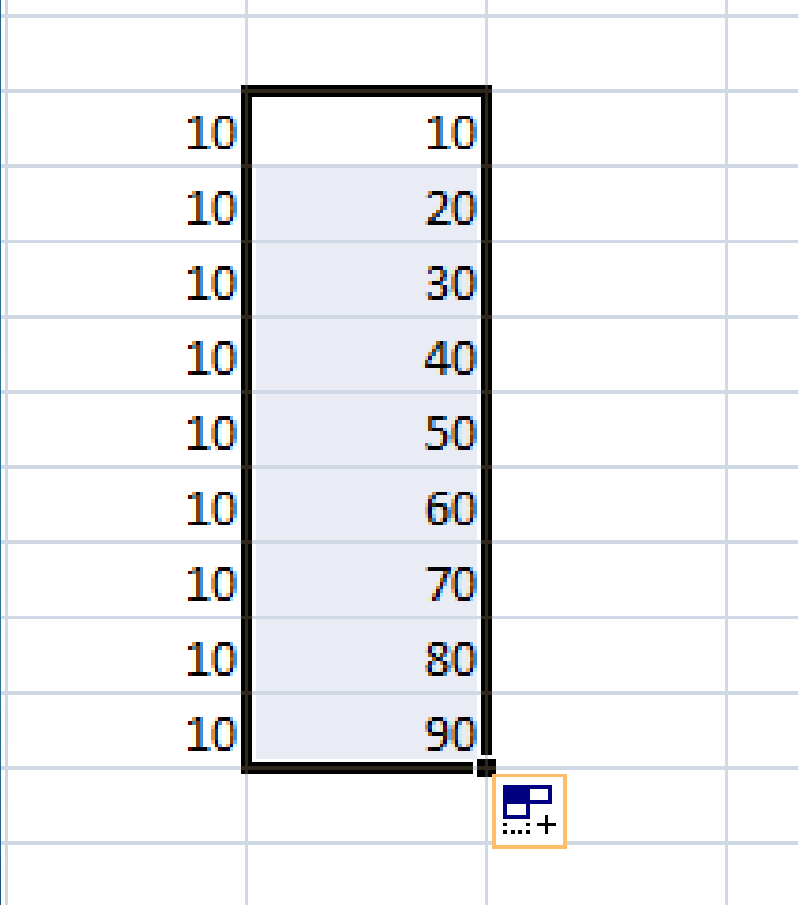
1. In the upper-left cell of the range you want to fill, enter the text or currency amount you want to duplicate, and then select the cell.
2. Drag the fill handle up, down, to the left, or to the right to encompass the cell range you want to fill.



1. Clipboard

To copy numeric data to adjacent cells

1. In the upper-left cell of the range you want to fill, enter the value you want to duplicate, and then select the cell.
2. Drag the fill handle up, down, to the left, or to the right to encompass the cell range you want to fill.

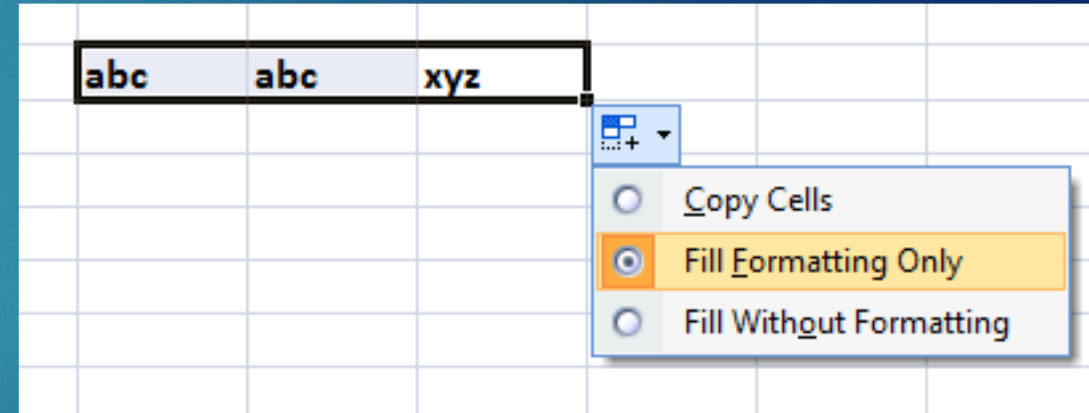


10	10		
10	20		
10	30		
10	40		
10	50		
10	60		
10	70		
10	80		
10	90		

1. Clipboard

To copy formatting to adjacent cells without changing the cell content

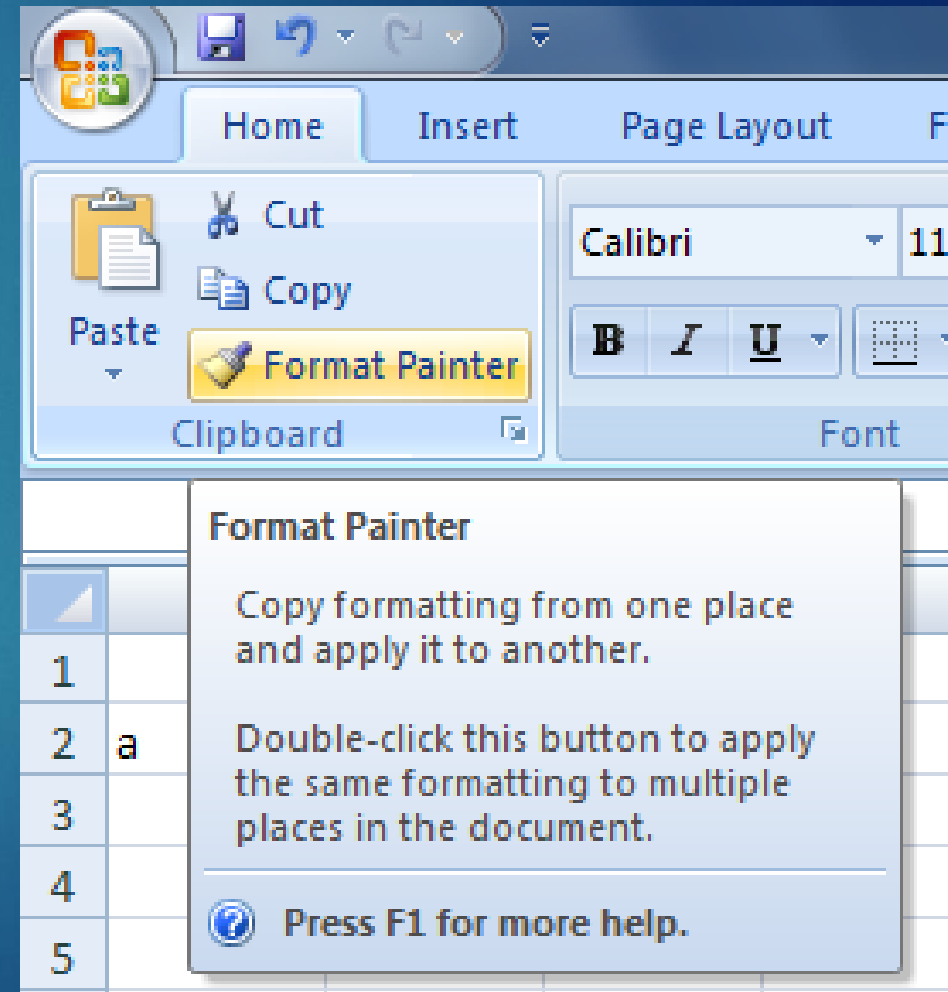
1. Select the cell that has the formatting you want to copy.
2. Drag the fill handle up, down, to the left, or to the right to copy the formatting to the adjacent cells.
3. Click the Auto Fill Options button, and then click Fill Formatting Only.



1. Clipboard

To copy formatting of cells without changing the cell content

1. Select the cell that has the formatting you want to copy.
2. On the Home tab, in the Clipboard group, click the Format Painter button.
3. Click on the cell you want to change it.



1. Clipboard

To paste formula results from one cell range to another

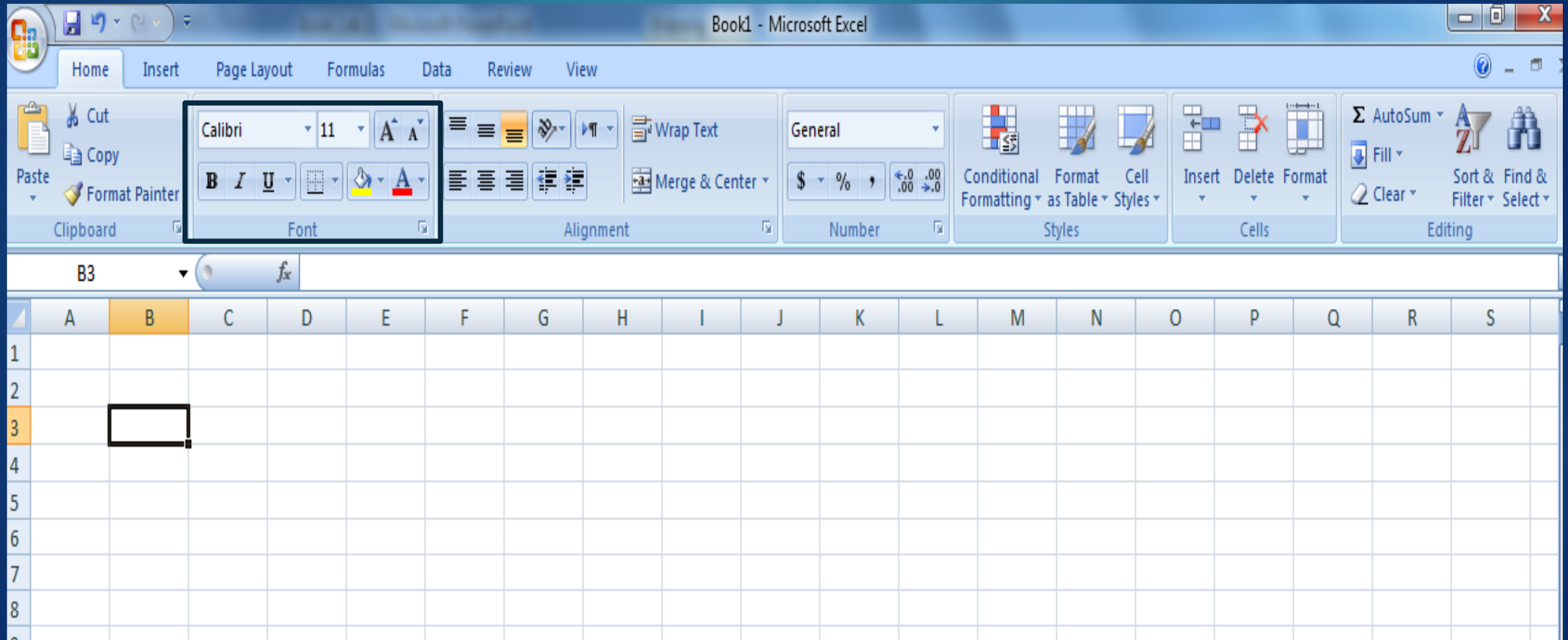
1. Select and copy the cell range containing the formulas you want to copy the values from.
2. Select the cell into which you want to copy the first value.
3. On the Home tab, in the Clipboard group, in the Paste Values section of the Paste list, click the Paste Values.

1. Clipboard

To transpose rows and columns

1. Select the row(s) or column(s) you want to transpose.
2. On the Home tab, in the Clipboard group, click the Copy button.
3. Select the cell into which you want to copy the first value of the transposed data.
4. On the Home tab, in the Clipboard group, in the Paste section of the Paste list, click the Transpose button.

2. Font



2. Font

To change the font

On the Home tab, in the Font group, click the Font button to select an appropriate font.

To change the font size

On the Home tab, in the Font group, click the Font Size button to select an appropriate size.

2. Font

To bold, italic, underline the text

On the Home tab, in the Font group, click the Bold, Italic, Underline buttons.

To increase/decrease size of text

On the Home tab, in the Font group, click the increase/decrease buttons.

2. Font

To change the color of a text cell

- On the Home tab, in the Font group, click the Font Color button to apply the active color.
- In the Font group, click the Font Color arrow, and then click a theme color or a standard color in the palette.

2. Font

To change the color of a selected cell

- On the Home tab, in the Font group, click the Fill Color button to apply the active color.
- In the Font group, click the Fill Color arrow, and then click a theme color or a standard color in the palette.

Tip: Clicking More Colors at the bottom of the palette opens the Colors dialog box, where you have a wider range of choices (more than 16 million).

2. Font

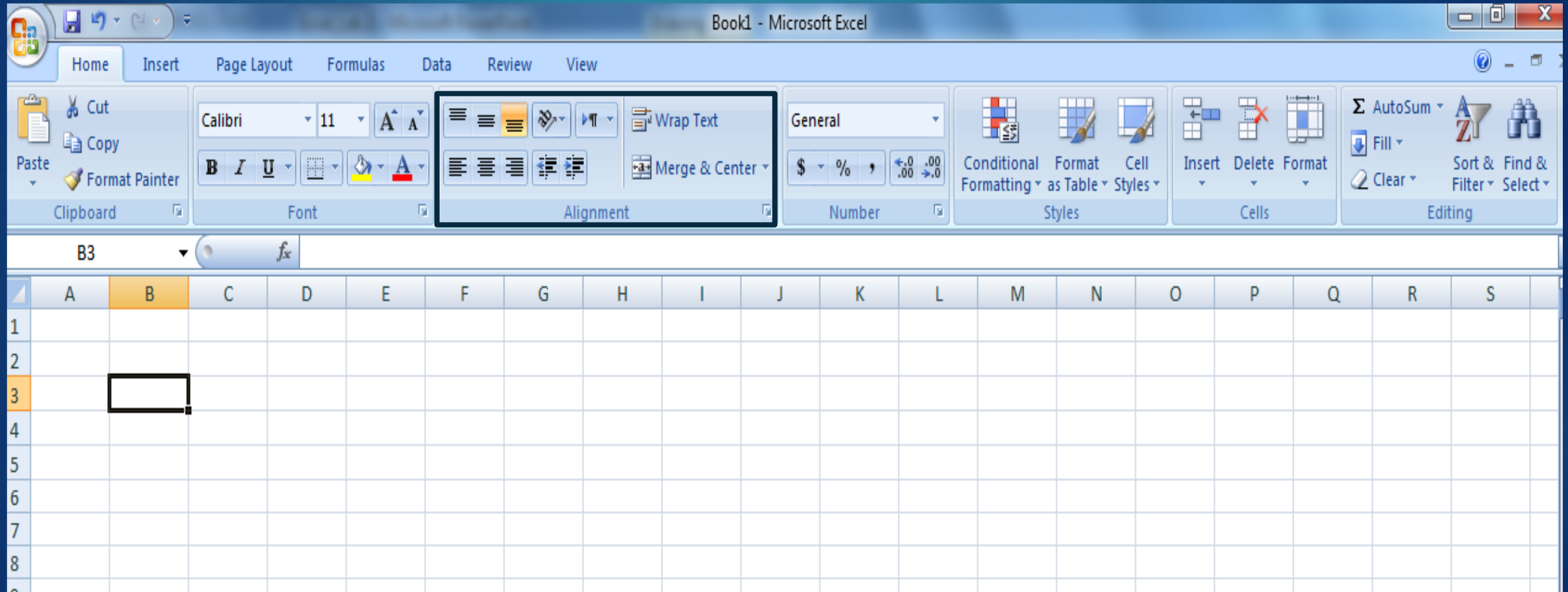
To add a border to a selected cell

- On the Home tab, in the Font group, click the Border button to apply the most recent border.
- In the Font group, on the Border menu, click the border you want.

To remove the border from a selected cell

On the Home tab, in the Font group, click No Borders in the Border list.

3. Alignment



3. Alignment

To align the entries of a selected column

→ On the Home tab, in the Alignment group, click the Align Text Left, Center, or Align Text Right button to specify horizontal alignment, or click the Top Align, Middle Align, or Bottom Align button to specify vertical alignment.

To change the orientation of a selected row of headers

→ On the Home tab, in the Alignment group, click the Orientation button, and then click the angle you want in the list.

To allow the entries in a selected column to wrap

→ On the Home tab, in the Alignment group, click the Wrap Text button.

To increase/decrease text indent

→ On the Home tab, in the Alignment group, click the increase/decrease indent Text button.

To allow the entries in a selected column to wrap

→ On the Home tab, in the Alignment group, click the Wrap Text button.

3. Alignment

To merge selected cells: firstly select the cell using shift key

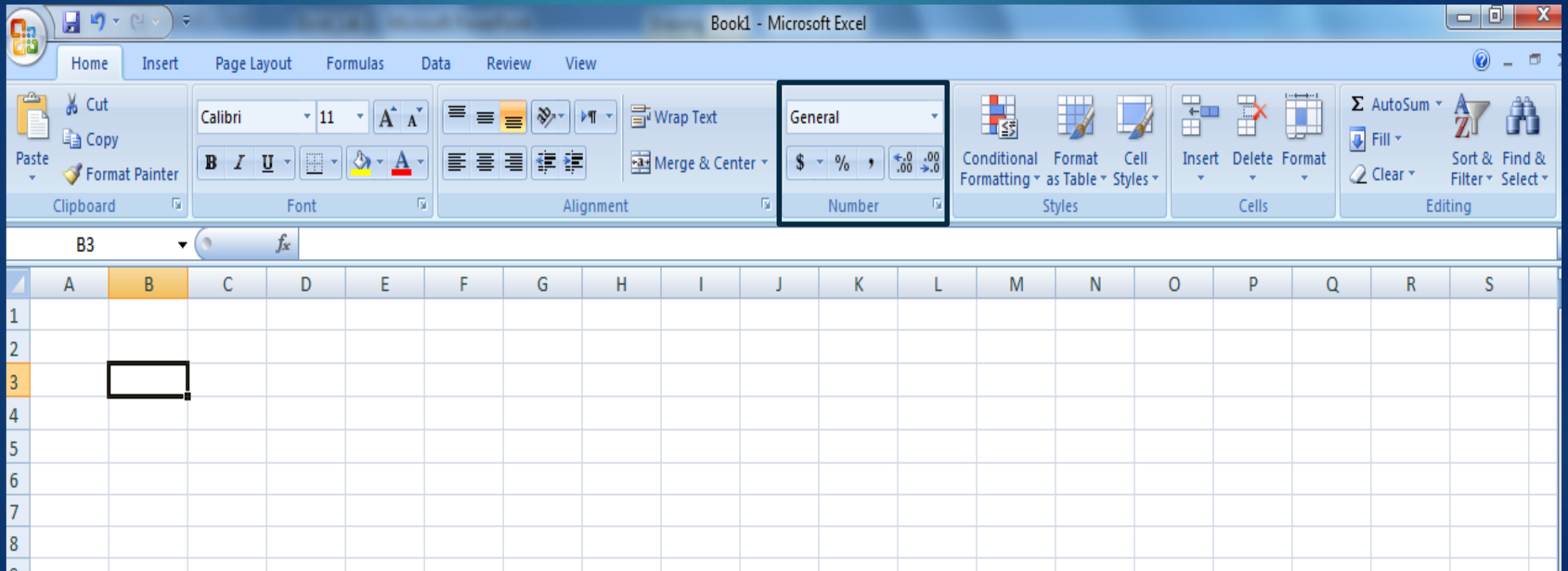
→ On the Home tab, in the Alignment group, click the Merge & Center button to center and bottom-align the entry from the first cell.

To split a selected merged cell

1. On the Home tab, in the Alignment group, click Merge & Center button
2. Then click Unmerge Cells.

		Merged horizontal cells				Merged vertical cells					
		Monday		Tuesday		Wednesday		Thursday		Friday	
		5/30/2010		5/31/2010		6/1/2010		6/2/2010		6/3/2010	
Time In		Total		Total		Total		Total		Total	Total Hours Scheduled
Time Out		0.00		0.00		0.00		0.00		0.00	
Meal Break											
Time In		Total		Total		Total		Total		Total	
Time Out		0.00		0.00		0.00		0.00		0.00	
Total		0.00		0.00		0.00		0.00		0.00	0.00

4. Number



4. Number

To refine a number or currency format

→ On the Home tab, in the Number group, click buttons to add a currency symbol, percent sign, or comma; or to increase or decrease the number of decimal places.

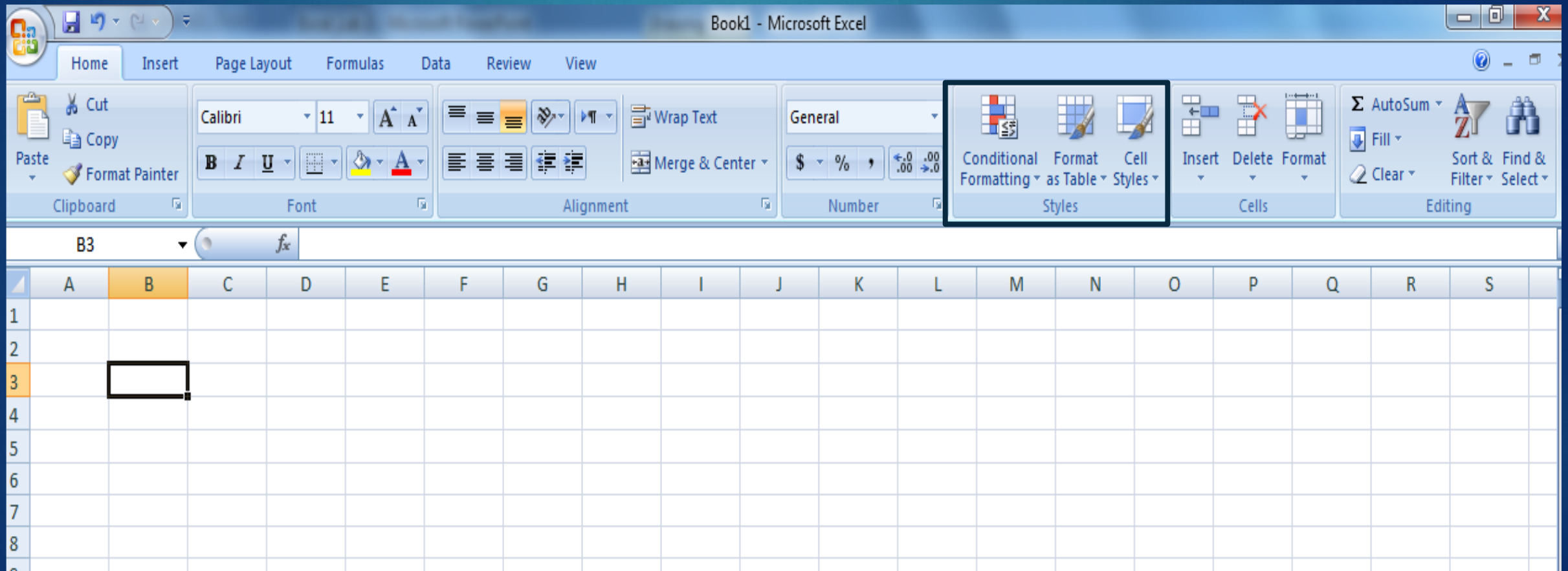
To create a custom format

1. On the Home tab, click the Number dialog box launcher.
2. In the Format Cells dialog box, in the Category list, click Custom.
3. In the Type list, select a format that is close to the one you want, and then in the Type box, modify the format to meet your needs.
4. Click OK to apply the custom format to the selected cell(s).

To refine a number as percentage type

→ On the Home tab, in the Number group, click Percentage style button firstly then click a number.

5. Styles



5. Styles

To change color based on a cell value

1. Select the relevant range of cells.
2. On Home tab, Styles group, click the Conditional Formatting button, and choose New Rule.
3. Choose “Format all cells based on their values“, 2-color scale, 3-color scale, or Data bar for example.
4. Select maximum, minimum as your appropriate values.
5. Choose the color from the drop down menu on the right.

To remove a rule

1. On Home tab, Styles group, click the Conditional Formatting button, and choose Clear Rules.

To apply a table style to a selected cells

1. Firstly select cells you want.
2. On the Home tab, in the Styles group, click the Format as Table button.

5. Styles

To apply a style to a selected cell

1. On the Home tab, in the Styles group, click the Cell Styles button.
2. In the Cell Styles gallery, click the style you want.

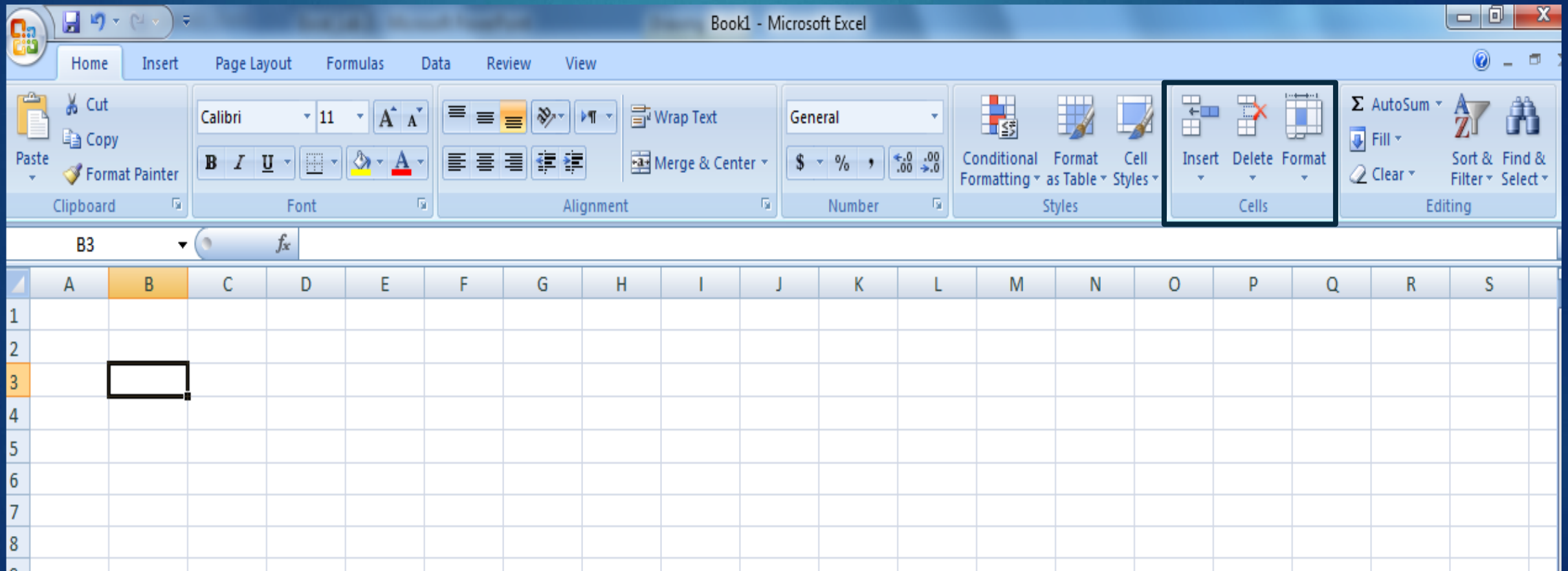
To create a cell style based on a formatted cell

1. Select a cell that has the combination of formatting you want to save as style.
2. In the Cell Styles gallery, click New Cell Style.
3. In the Style dialog box, name the style, clear the check boxes of any elements you don't want to include in the style, and then click OK.

To create a cell style from scratch

1. In the Cell Styles gallery, click New Cell Style.
2. In the Style dialog box, enter a name for the style in the Style name box.
3. Click Format. In the Format Cells dialog box, on the Number, Alignment, Font, Border, Fill, and Protection pages, specify the properties of the custom cell style.
4. Click OK in each of the open dialog boxes.

6. Cells



6. Cells

To insert rows or columns

1. Select the number of rows you want to insert, starting with the row above which you want the inserted rows to appear.
2. On the Home tab, in the Cells group, click the Insert button.

To delete rows or columns

1. Select the number of rows you want to delete, starting with the row above which you want the deleted rows to appear.
2. On the Home tab, in the Cells group, click the delete button.

To delete existing sheet

1. Select the sheet you want to delete.
2. On the Home tab, in the Cells group, click the delete sheet button.

6. Cells

To change the height of a selected row

→ Drag the bottom border of the row heading up or down.

Or

1. On the Home tab, in the Cells group, display the Format list, and then click Row Height.
2. In the Row Height dialog box, specify the height you want, and then click OK.

To change the width of a selected column

→ Drag the right border of the column heading to the left or right.

Or

1. On the Home tab, in the Cells group, display the Format list, and then click Column Width.
2. In the Column Width dialog box, specify the width you want, and then click OK.

To automatically size a row to fit its contents

→ On the Home tab, in the Cells group, display the Format list, and then click AutoFit Row Height.

6. Cells

To automatically size a column to fit its contents

- Double-click the right border of the column heading.
- On the Home tab, in the Cells group, display the Format list, and then click AutoFit Column Width.

To hide selected rows or columns

- Right-click the selection, and then click Hide.

Or

1. On the Home tab, in the Cells group, display the Format list.
2. In the Visibility section of the Format list, point to Hide & Unhide, and then click Hide Rows to hide the selected row(s) or Hide Columns to hide the selected column(s).

6. Cells

To unhide rows or columns

1. Select the columns or rows on both sides of the hidden column(s) or row(s).
2. Right-click the selection, and then click Unhide.

Or

1. Select the rows or columns on both sides of the hidden rows or columns.
2. On the Home tab, in the Cells group, display the Format list.
3. In the Visibility section of the Format list, point to Hide & Unhide, and then click Unhide Rows to display the selected row(s) or Unhide Columns to display the selected column(s).

6. Cells

To hide a worksheet

→ Right-click the worksheet tab, and then click Hide.

To display a hidden worksheet

1. Right-click any worksheet tab, and then click Unhide.
2. In the Unhide dialog box, select the worksheet you want to display, and then click OK.

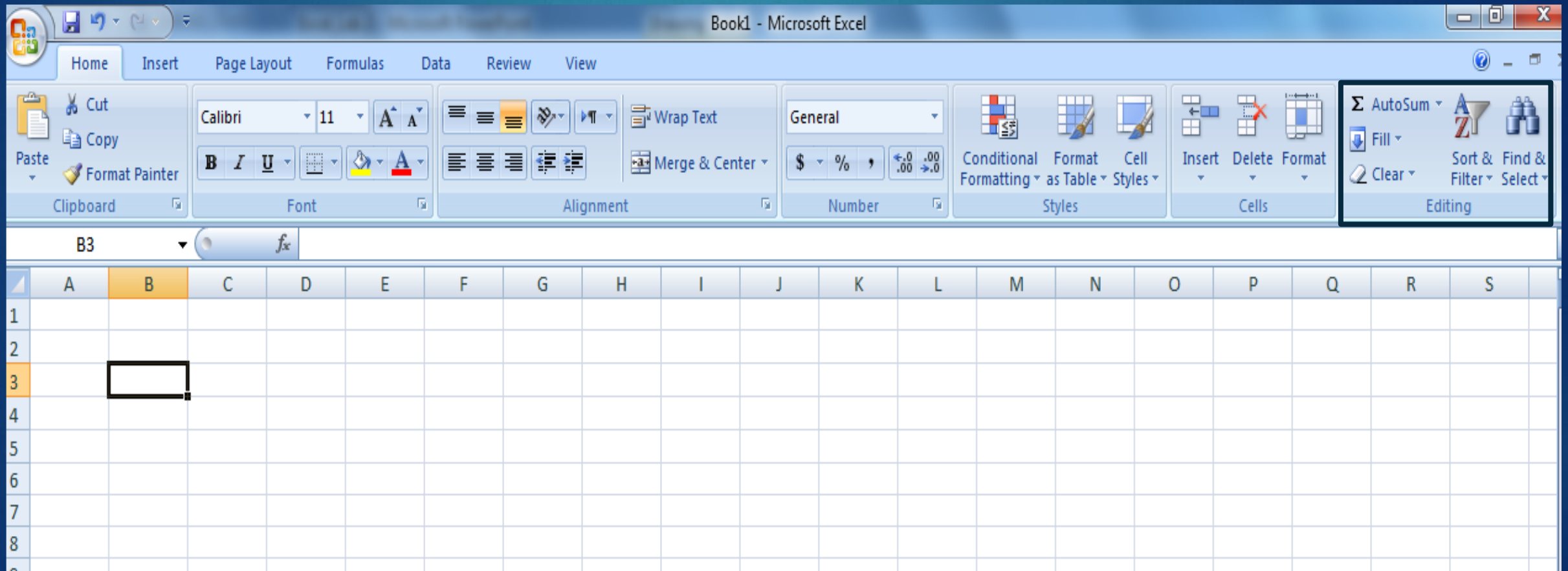
To rename a worksheet

- Double-click the tab, and then enter the name you want.
- Right-click the tab, click Rename, and then enter the name you want.

To assign a color to a worksheet tab

→ Right-click the tab, click Tab Color, and then in the color palette, click the color you want.

7. Editing



7. Editing

To compute quick functions

- On the Home tab, in the Editing group, Autosum button.

To clear content of cell

- On the Home tab, in the Editing group, Clear button.
 - Choose Clear contents.

To clear format of cell and keep content

- On the Home tab, in the Editing group, Clear button.
 - Choose Clear format.

To clear content and format of cell

- On the Home tab, in the Editing group, Clear button.
 - Choose Clear All.

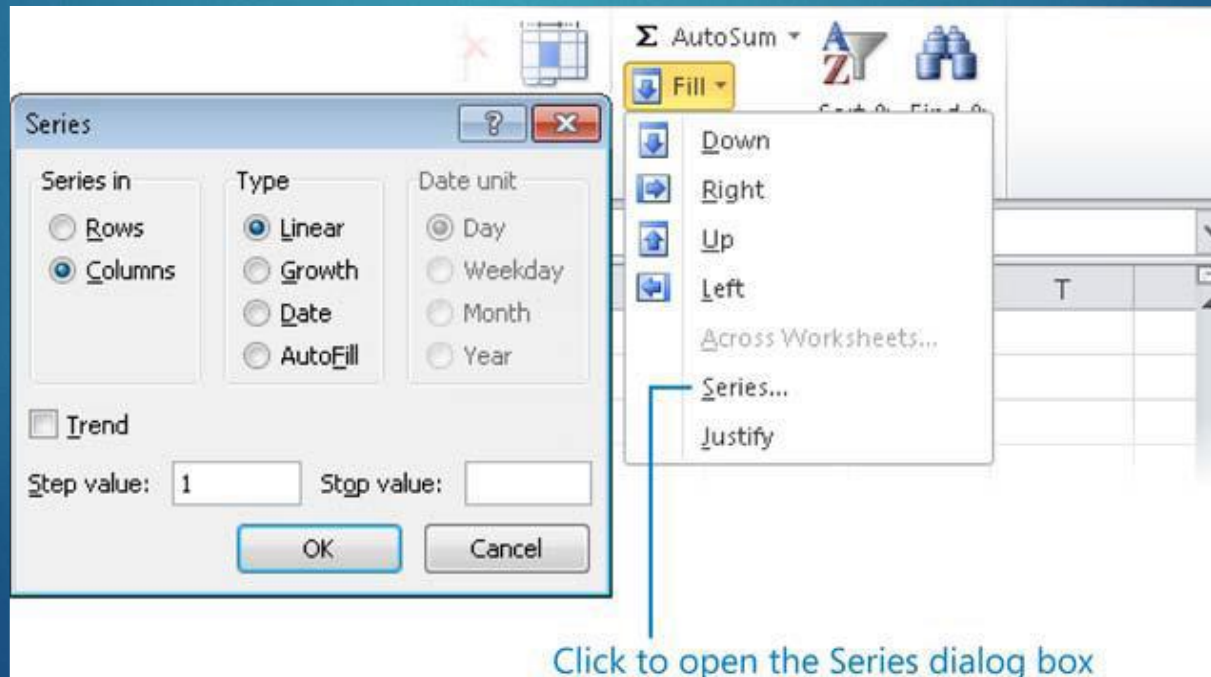
To clear comments

- On the Home tab, in the Editing group, Clear button.
 - Choose Clear comment.

7. Editing

To fill a simple numeric, day, or date series

1. To create a numeric series in which numbers increment by one, enter the first two numbers of the series in the first two cells of the range you want to fill.
2. Select the cell or cells beginning the series.



7. Editing

To display rows containing a specific column value

1. Click any cell in the range to be sorted. Then on the Home tab, in the Editing group, click the Sort & Filter button, and click Filter.
2. Click the filter arrow for the column by which you want to filter the worksheet, and then click Select All to clear all the check boxes.
3. Select the check box(es) of the field value(s) you want to display, and then click OK.

To remove a filter

- On the Home tab, in the Editing group, click the Sort & Filter button, and then click Clear.
- On the Data tab, in the Sort & Filter group, click the Clear button.

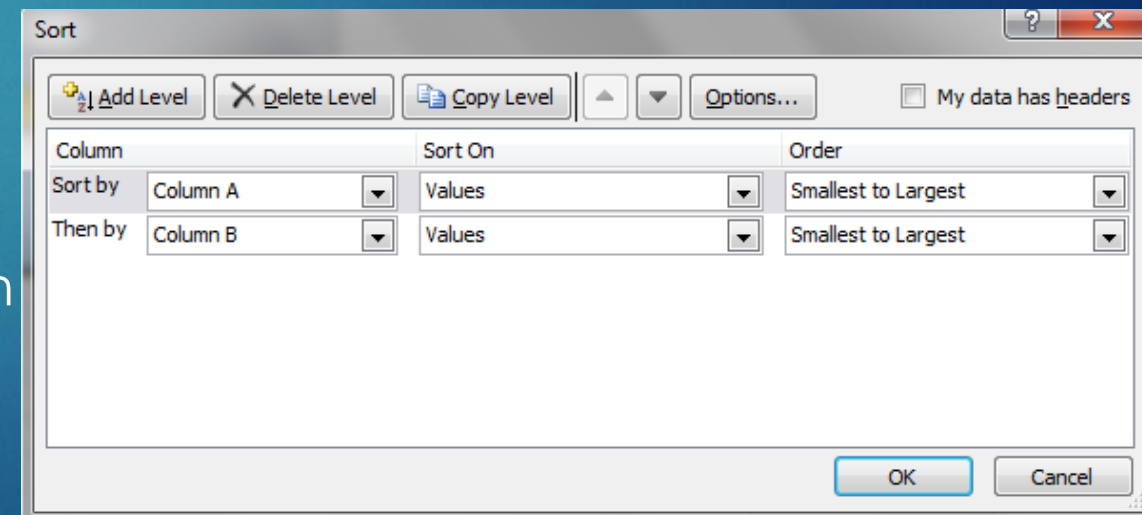
7. Editing

To sort a worksheet or table on one column

- Click any cell in the column. Then on the Home tab, in the Editing group, click the Sort & Filter button, and click the sorting option you want.
- Click any cell in the column. Then on the Data tab, in the Sort & Filter group, click the Sort A to Z or Sort Z to A button.

To sort a worksheet or table on more than one column

1. Click any cell in the range to be sorted. Then on the Home tab, in the Editing group, click the Sort & Filter button, and click Custom Sort.
2. In the Sort dialog box, click the first column you want in the Sort by list. Then click the criteria by which you want to sort in the Sort on list. Finally, click the order you want in the Order list.
3. Click Ok.



7. Editing

To remove a sort level

1. On the Home tab, in the Editing group, click the Sort & Filter button, and then click Custom Sort.
2. In the Sort dialog box, click the level you want to remove.
3. Click Delete Level, and then click OK.

To Find a text or number in a worksheet

- On the Home tab, in the Editing group, click the Find & Select button, and then click Find.
- On the Find what tab, type the word then click find.

To replace a word by another one

- On the Home tab, in the Editing group, click the Find & Select button, and then click Replace.
- On the Find what tab, type the word you want to change it.
- On the Replace with tab, type the new word.
- Be careful when you choose replace/replace all.

Thank You!

Any Questions?