

Data formatting

Toolbar shortcuts

Format as currency

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Format as percentage

Decimal places

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.00

Font

Defaul...

Font size

10

Italicise

B

Bold

Text colour

I

Strikethrough

Horizontal alignment

≡

Text wrapping

↓

Vertical alignment

↻

Text rotation

A

Text formatting

The process of **modifying the appearance of text** in a cell to ensure readability.

• **Split text to columns:** Divides text around a specified character or string, and puts each fragment into a separate cell in the row.

Data > Split text to columns

• **Find and replace:** Find and replace complete or partial words or characters in a spreadsheet.

Edit > Find and replace

• **Left function:** Returns a substring from the beginning of a specified string.

=LEFT(string, [number\_of\_characters])

• **Right function:** Returns a substring from the end of a specified string.

=RIGHT(string, [number\_of\_characters])

• **Trim function:** Removes all spaces in a text string, leaving just a single space between words.

=TRIM(text)

Numerical formatting

The process of **altering the appearance of numerical data** into a format that the spreadsheet application can understand to which we can apply numerical functions.

Custom number: Allows you to create your own numerical format if you don't find the appropriate one for your particular sheet.

Format > Number > Custom currency  
or  
> Custom date and time  
or  
> Custom number format

Date and time formatting

Enhances the spreadsheet by ensuring that the right date or time formats are used thus improving human interpretation.

Split date and time: Divides a text string (or value) around a given delimiter, and outputs the separate pieces into their own cells.

=SPLIT(text, delimiter, [split\_by\_each], [remove\_empty\_text])

Summarise date and time by frequency: Pivot tables provide easier methods of summarising date and time data.

1. Insert > Create pivot table

2. Rows = Date ; Values = Date

3. Right-click on any date > Create pivot date group > Select frequency

Conditional formatting

Enables the formatting of cells so that their **appearance changes dynamically** in response to the value they hold, or to values in other cells.

Select a cell range > Format > Conditional formatting > Select the condition for the formatting > Select the formatting style > Select Done

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