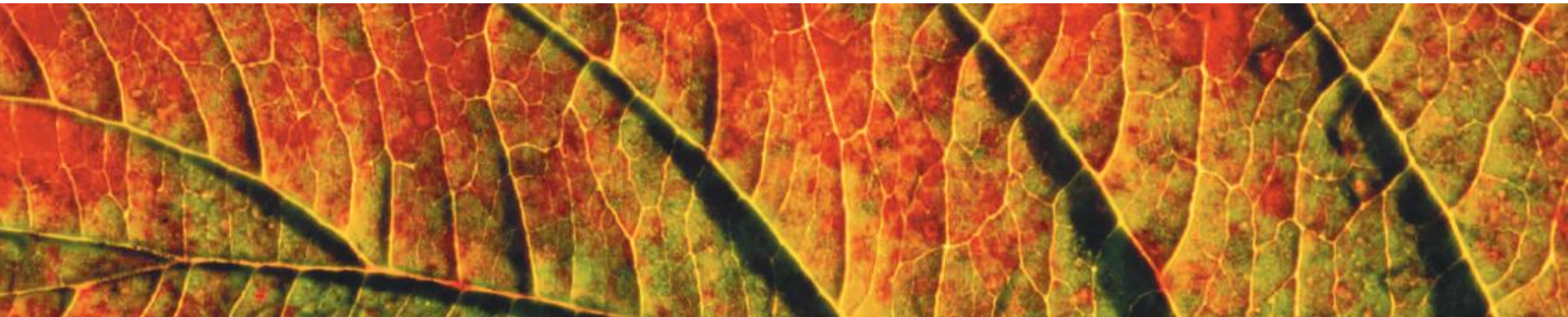


Excel Tutorial 2: Formatting a Workbook

Microsoft[®] Office 2010



Objectives

- Format text, numbers, and dates
- Change fonts and font colors
- Add fill colors and background images
- Create formulas to add, subtract, and divide values
- Apply number formats
- Align, indent, and rotate cell contents

Objectives

- Merge a range into a single cell
- Copy and paste formats
- Apply built-in cell styles
- Change the theme of a workbook
- Create formulas to add and subtract values
- Apply a built-in table style and select table style options

Objectives

- Highlight cells with conditional formats
- Hide worksheet rows
- Define the print area, insert page breaks, and add print titles
- Create headers and footers
- Select page margins

Visual Overview

The **Format Painter** copies and pastes formatting from one cell or range to another without duplicating any data.

You can format a text string within a cell in Edit mode.

The appearance of text is determined by its **typeface**, which is the specific design of a set of characters, including letters, numbers, punctuation marks, and symbols.

Every font can be formatted with a font style such as *italic*, **bold**, or **bold italic** and special effects such as underline, ~~strikethrough~~, and **color**.

You can rotate content in the cell.

The Comma style adds a thousands separator and two decimal places to the right of the decimal point, and lines up values by their decimal points. You can change how many decimal places are displayed.

A **font** is a set of characters that employ the same typeface, such as Arial, Times New Roman, and Courier.

The Accounting style lines up currency values by their currency symbol and decimal point; negative numbers are enclosed in parentheses.

The Alignment group has buttons for setting the horizontal and vertical alignment, the orientation, indents, and text wrapping of text in a cell, as well as merging cells.

You can **merge**, or combine, several cells into one cell. This content is merged and centered across the range A4:F4.

You can set the **font size** to increase or decrease the size of the text. Font sizes are measured in **points**, where one point is approximately 1/72 of an inch.

ExerComp Sales Report

X310 Yearly Sales Analysis			
Region		2011 Sales	2012 Sales
Units Sold	R01	3,605	3,853
	R02	3,966	3,842
	R03	3,760	4,035
	R04	3,777	4,063
	R05	3,974	3,725
	R06	3,656	3,937
	R07	3,554	3,875
	R08	3,844	3,844
Total		30,136	31,174

Region		2011 Sales	2012 Sales
Units Sold	R01	\$ 104,364.75	\$ 115,397.35
	R02	114,815.70	115,067.90

Ready | Scroll Lock

Worksheet Formatting

The screenshot displays the Microsoft Excel interface with a worksheet titled 'port'. The ribbon shows the 'Home' tab with various formatting options. The worksheet contains two tables of data. Callouts provide explanations for specific formatting features:

- Background Image:** A callout points to a cell with a light blue background, stating: "You can use a picture or image as the background for a worksheet. The background image does not affect any cell's format or content."
- Background Color (Fill Color):** A callout points to a cell with a light blue background, stating: "A background color, also known as a fill color, can be added to cells to help differentiate parts of a worksheet or highlight data."
- Percentage Style:** A callout points to a cell containing a percentage value, stating: "The Percentage style formats numbers with the % symbol after the number and two digits to the right of the decimal point. You can change the number of decimal places that are displayed."
- Border:** A callout points to a cell with a black border, stating: "A border is a line you add along an edge of a cell to improve readability of the data."
- Decimal Places:** A callout points to a cell containing a decimal value, stating: "You can increase or decrease the number of decimal places that are displayed in a cell value."

Increase	% Increase
248	6.88%
-124	-3.13%
275	7.31%
286	7.57%
-249	-6.27%
281	7.69%
321	9.03%
0	0.00%
1,038	3.44%

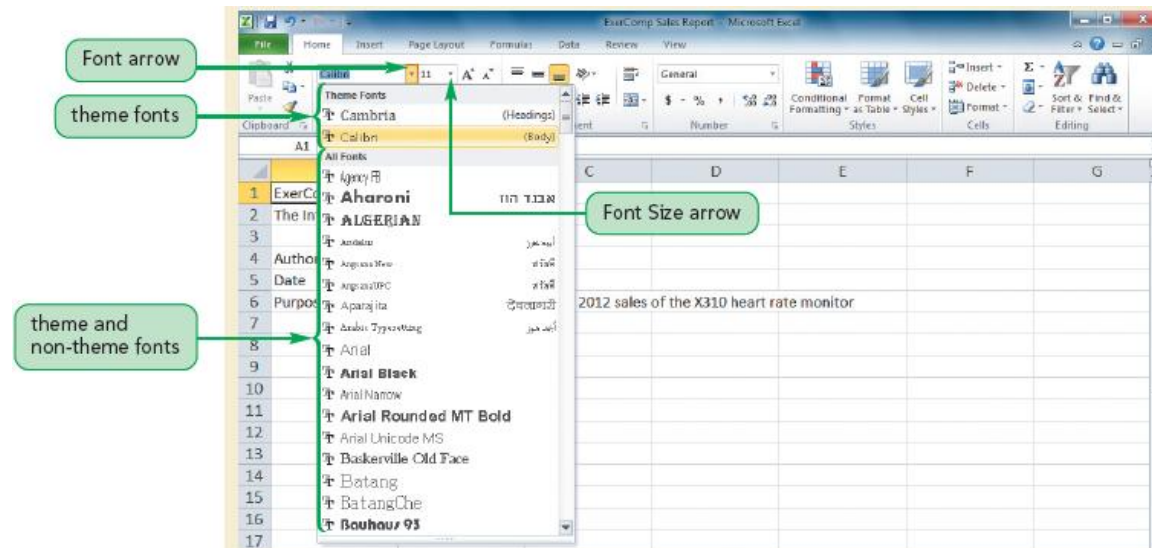
Increase	% Increase
\$ 11,032.60	10.6%
252.20	0.2%

Formatting Cell Text

- **Formatting**
 - Process of changing workbook's appearance by defining fonts, styles, colors, and graphical effects
 - Only the *appearance* of data changes, not data itself
 - Enhances readability and appeal
 - Live Preview shows the effects of formatting options before you apply them
- **Themes**
 - Named collections of formatting effects

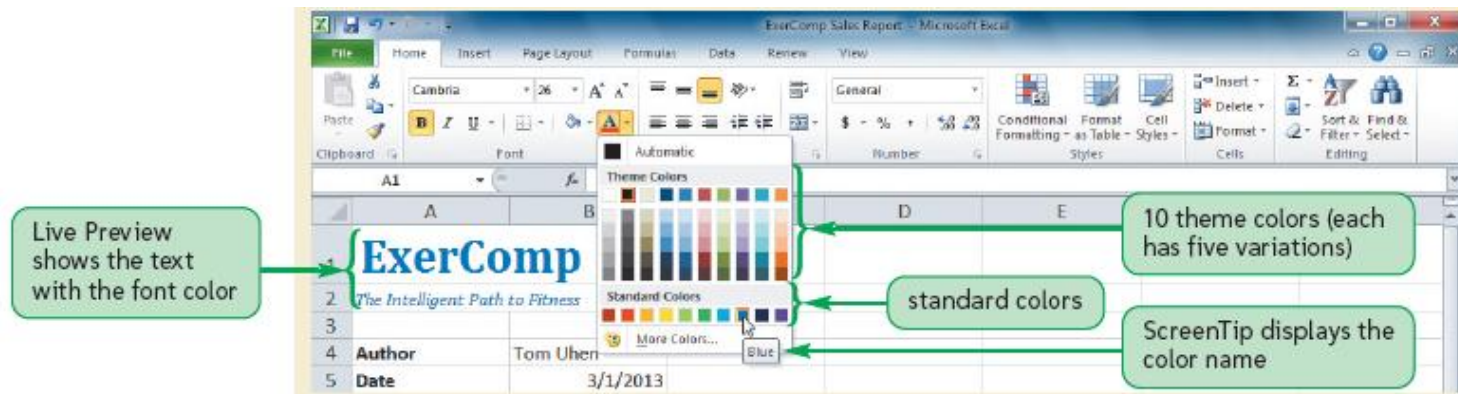
Applying Fonts and Font Styles

- Theme fonts and non-theme fonts
- Character styles (serif fonts and sans serif fonts)
- Font styles, special effects, font size



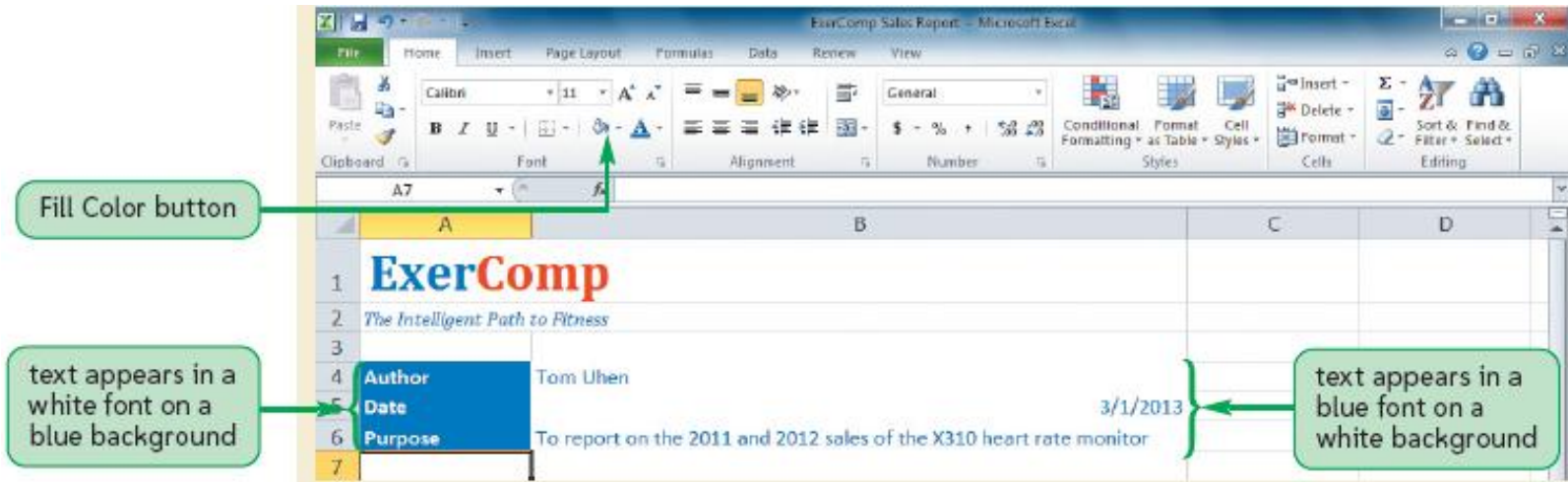
Applying a Font Color

- Themes have 12 colors: 4 for text and backgrounds, 6 for accents and highlights, and 2 for hyperlinks
- Standard colors (always available)
- Custom colors
- Automatic colors



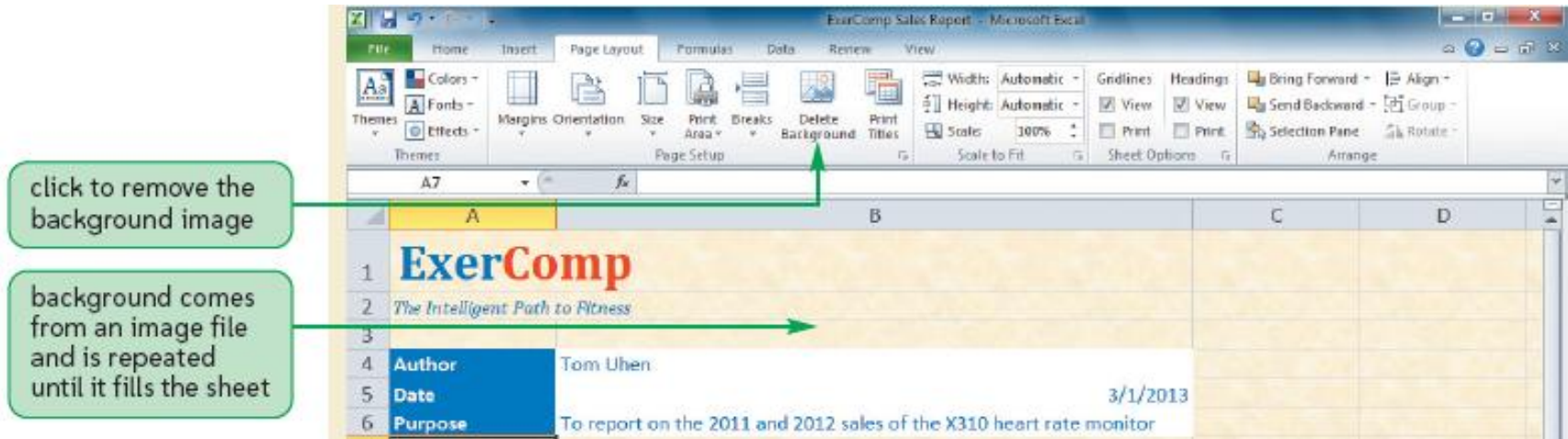
Working with Colors and Backgrounds

- Changing a fill color



Working with Colors and Backgrounds

- Background images do not print



Formatting Calculated Values

- Goal: Make workbook easier to interpret
 - Add a comma as a thousands separator
 - Control number of decimal places
 - Use percentage and currency symbols

Formatting Calculated Values

- Create formulas to add, subtract, and divide values

The screenshot displays an Excel spreadsheet with two data tables. The first table, located in rows 8-15, lists units sold for regions R02 through R08, with a total of 30136 units in cell C15. The second table, located in rows 17-26, lists sales revenue for the same regions, with a total of 872437.2 in cell C26. Green callouts highlight the SUM function in the formula bar, the total unit sales cell, and the total revenue cell.

	A	B	C	D	E	F	G
8		R02	3966	3842			
9		R03	3760	4035			
10		R04	3777	4063			
11		R05	3974	3725			
12		R06	3656	3937			
13		R07	3554	3875			
14		R08	3844	3844			
15		Total	30136	31174			
16							
17	Revenue	Region	2011 Sales	2012 Sales			
18		R01	104364.75	115397.35			
19		R02	114815.7	115067.9			
20		R03	108852	120848.25			
21		R04	109344.15	121686.85			
22		R05	115047.3	111563.75			
23		R06	105841.2	117913.15			
24		R07	102888.3	116056.25			
25		R08	111283.8	115127.8			
26		Total	872437.2	933661.3			
27							
28							

Formatting Calculated Values

- Applying number formats
 - Use **General number format** for simple calculations
 - Apply Excel's additional formatting to make numbers easier to interpret
 - Accounting style
 - Lines up currency values within a column by currency symbol and decimal point
 - Encloses negative numbers within parentheses

Applying Number Formats

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Number' group in the ribbon is highlighted, showing the 'Comma Style' button and the 'Decrease Decimal' button. The 'Custom' dropdown menu is open, showing the 'Comma Style' option. The 'Decrease Decimal' button is also highlighted. The spreadsheet data is as follows:

	A	B	C	D	E	F
4	X310 Yearly Sales Analysis					
5						
6	Units Sold	Region	2011 Sales	2012 Sales	Increase	% Increase
7		R01	3,605	3,853	248	0.068793343
8		R02	3,966	3,842	(124)	-0.031263739
9		R03	3,760	4,035	275	0.073138298
10		R04	3,777	4,063	286	0.075721472
11		R05	3,974	3,725	(249)	-0.062657272
12		R06	3,656	3,937	281	0.076859956
13		R07	3,554	3,875	321	0.090320765
14		R08	3,844	3,844	-	
15		Total	30,136	31,174	1,038	0.034443855
16						

Annotations:

- thousands separators added to each value; no digits appear to the right of the decimal place
- Comma Style button
- Decrease Decimal button
- negative values are displayed within parentheses
- zeroes appear as dashes

Applying Number Formats

Accounting Number Format button

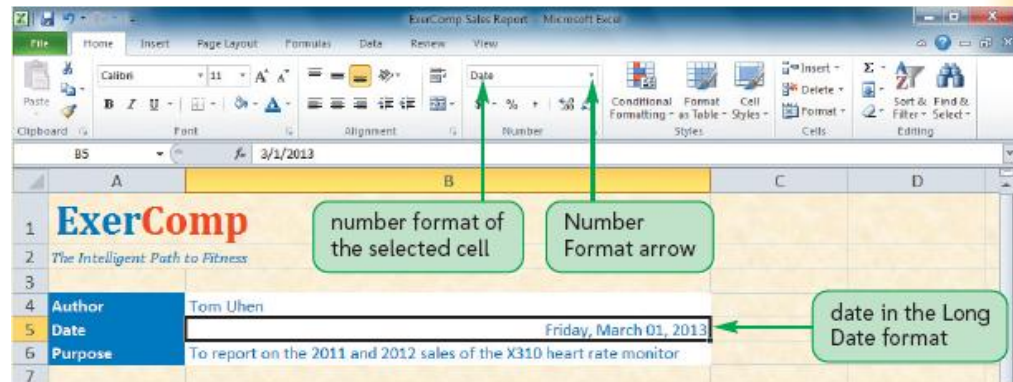
\$ symbols added to the revenue values in the first and last rows

\$ symbols and decimal points are lined up within each column

Revenue	Region	2011 Sales	2012 Sales	Increase	% Increase
	R01	\$ 104,364.75	\$ 115,397.35	\$ 11,032.60	0.105711938
	R02	114,815.70	115,067.90	252.20	0.002196564
	R03	108,852.00	120,848.25	11,996.25	0.110206978
	R04	109,344.15	121,686.85	12,342.70	0.112879381
	R05	115,047.30	111,563.75	(3,483.55)	-0.030279285
	R06	105,841.20	117,913.15	12,071.95	0.114057191
	R07	102,888.30	116,056.25	13,167.95	0.127982968
	R08	111,283.80	115,127.80	3,844.00	0.034542314
	Total	\$ 872,437.20	\$ 933,661.30	\$ 61,224.10	0.070175939

Formatting Calculated Values

- Formatting dates and times
 - Dates/times are stored as numbers, not as text
 - Applying different formats does not affect values
 - Makes it easier to calculate time intervals
 - Short Date format or Long Date format
 - 12- or 24-hour time














Formatting Worksheet Cells

- Format appearance of individual cells by:
 - Modifying alignment of text within the cell
 - Indenting cell text
 - Adding borders of different styles and colors to individual cells or ranges

Formatting Worksheet Cells

- Aligning cell content
 - Default:
 - Cell text aligned with left bottom borders
 - Cell values aligned with right bottom borders
 - Buttons to set alignment options are in Alignment group on Home tab

Button	Description
	Aligns the cell content with the cell's top edge
	Vertically centers the cell content within the cell
	Aligns the cell content with the cell's bottom edge
	Aligns the cell content with the cell's left edge
	Horizontally centers the cell content within the cell
	Aligns the cell content with the cell's right edge
	Decreases the size of the indentation used in the cell
	Increases the size of the indentation used in the cell
	Rotates the cell content to any angle within the cell
	Forces the cell text to wrap within the cell borders
	Merges the selected cells into a single cell

Formatting Worksheet Cells

- Indenting cell content
 - Useful for entries considered subsections of a wc

The screenshot displays two tables in an Excel worksheet. The first table, titled 'Units Sold', is located in the range A6:F15. The second table, titled 'Revenue', is located in the range A17:F26. Both tables have a similar structure with columns for Region, 2011 Sales, 2012 Sales, Increase, and % Increase. Annotations with green arrows point to specific cells: one points to cell A6 with the text 'text centered in each cell', and another points to cell A17 with the text 'text indented one character space'.

Units Sold	Region	2011 Sales	2012 Sales	Increase	% Increase
	R01	3,605	3,853	248	6.88%
	R02	3,966	3,842	(124)	-3.13%
	R03	3,760	4,035	275	7.31%
	R04	3,777	4,063	286	7.57%
	R05	3,974	3,725	(249)	-6.27%
	R06	3,656	3,937	281	7.69%
	R07	3,554	3,875	321	9.03%
	R08	3,844	3,844	-	0.00%
	Total	30,136	31,174	1,038	3.44%

Revenue	Region	2011 Sales	2012 Sales	Increase	% Increase
	R01	\$ 104,364.75	\$ 115,397.35	\$ 11,032.60	10.57%
	R02	114,815.70	115,067.90	252.20	0.22%
	R03	108,852.00	120,848.25	11,996.25	11.02%
	R04	109,344.15	121,686.85	12,342.70	11.29%
	R05	115,047.30	111,563.75	(3,483.55)	-3.03%
	R06	105,841.20	117,913.15	12,071.95	11.41%
	R07	102,888.30	116,056.25	13,167.95	12.80%
	R08	111,283.80	115,127.80	3,844.00	3.45%
	Total	\$ 872,437.20	\$ 933,661.30	\$ 61,224.10	7.02%

Formatting Worksheet Cells

- Merging cells
 - Retains only content (and cell reference) from upper-left cell in the range
 - Merge options: **Merge & Center**, **Merge Across**, **Merge Cell**, and **Unmerge Cells**

Diagram illustrating the 'Merge & Center' button in the Excel ribbon and its application to a worksheet.

The diagram shows the 'Merge & Center' button in the 'Home' tab ribbon. A green arrow points from the button to the range A4:F4, which is merged into a single cell with centered content. Another green arrow points from the button to the range A6:A15, which is merged into a single cell.

The worksheet displays the following data:

Region	2011 Sales	2012 Sales	Increase	% Increase
R01	3,605	3,853	248	6.88%
R02	3,966	3,842	(124)	-3.13%
R03	3,760	4,035	275	7.31%
R04	3,777	4,063	286	7.57%
R05	3,974	3,725	(249)	-6.27%
R06	3,656	3,937	281	7.69%
R07	3,554	3,875	321	9.03%
R08	3,844	3,844	-	0.00%
Units Sold Total	30,136	31,174	1,038	3.44%

Formatting Worksheet Cells

- Rotating cell contents saves space and provides visual interest

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Orientation' button in the 'Alignment' group is highlighted with a green box and a callout. The worksheet displays a table with columns A, B, and C. Column A is five characters wide, and the label 'Units Sold' is rotated 90 degrees counter-clockwise, fitting within the cell. The 'Revenue' label is also rotated. The data table is as follows:

	Region	2011 Sales
R01		3,605
R02		3,966
R03		3,760
R04		3,777
R05		3,974
R06		3,656
R07		3,554
R08		3,844
Total		30,136

Formatting Worksheet Cells

- Adding cell borders enhances readability of rows and columns or data
 - Add borders to left, top, right, or bottom of cell or range; around an entire cell; or around outside edges of a range
 - Specify thickness and number of lines in border

Border button

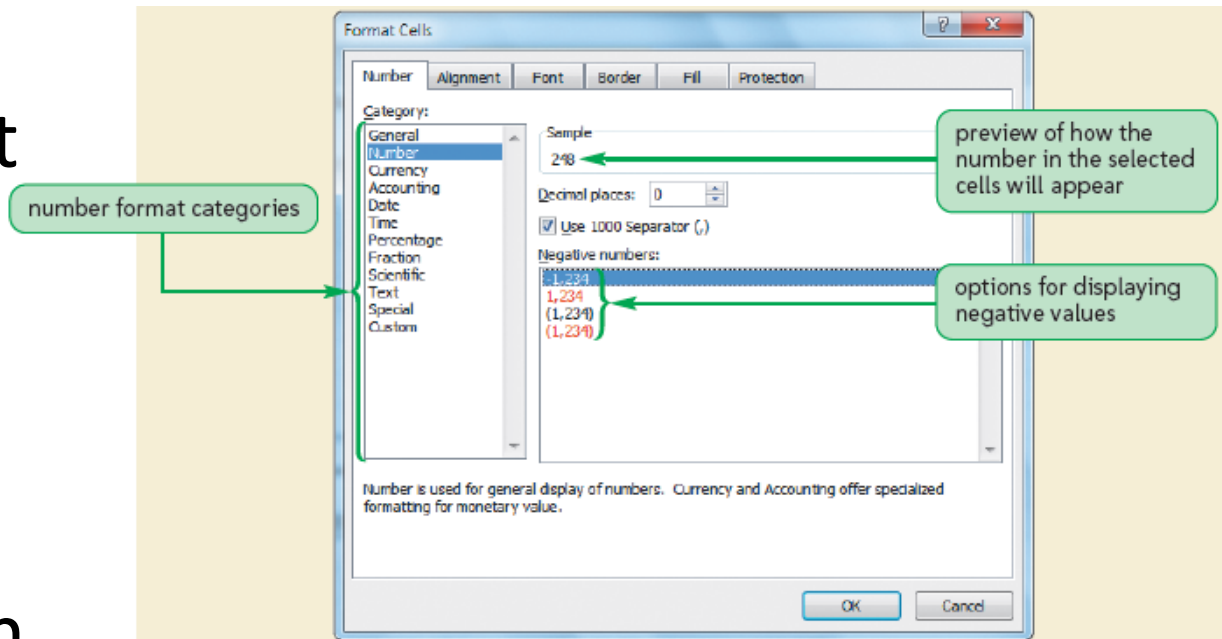
column titles have a single bottom border

Total row has a single top border and a double bottom border

	A	B	C	D
4				
5				
6		Region	2011 Sales	2012 Sales
7		R01	3,605	3,853
8		R02	3,966	3,842
9		R03	3,760	4,035
10		R04	3,777	4,063
11		R05	3,974	3,725
12		R06	3,656	3,937
13		R07	3,554	3,875
14		R08	3,844	3,844
15		Total	30,136	31,174
16				

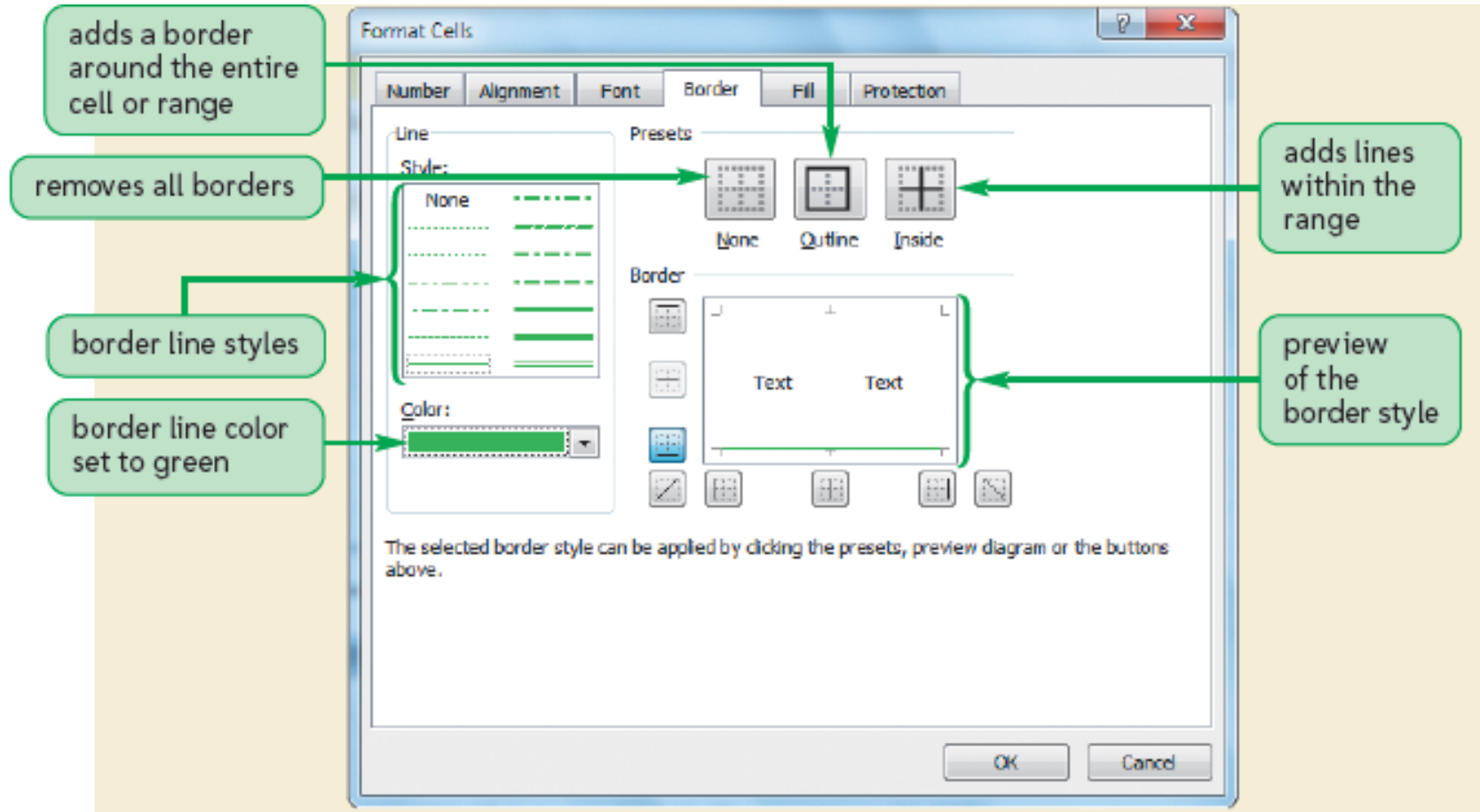
Options in the Format Cells Dialog Box

- Presents formats available from Home tab in a different way and provides more choices
- Six tabs, each focusing on different options:
 - Number
 - Alignment
 - Font
 - Border
 - Fill
 - Protection



Options in the Format Cells Dialog Box

- Border tab



Copying and Pasting Formats

- Copying formats with Format Painter
 - Fast and efficient way of maintaining a consistent look and feel throughout a workbook
 - Copies formatting without duplicating data

Copying and Pasting Formats

- Use Paste Options Button to paste formatting from a copied range along with its contents

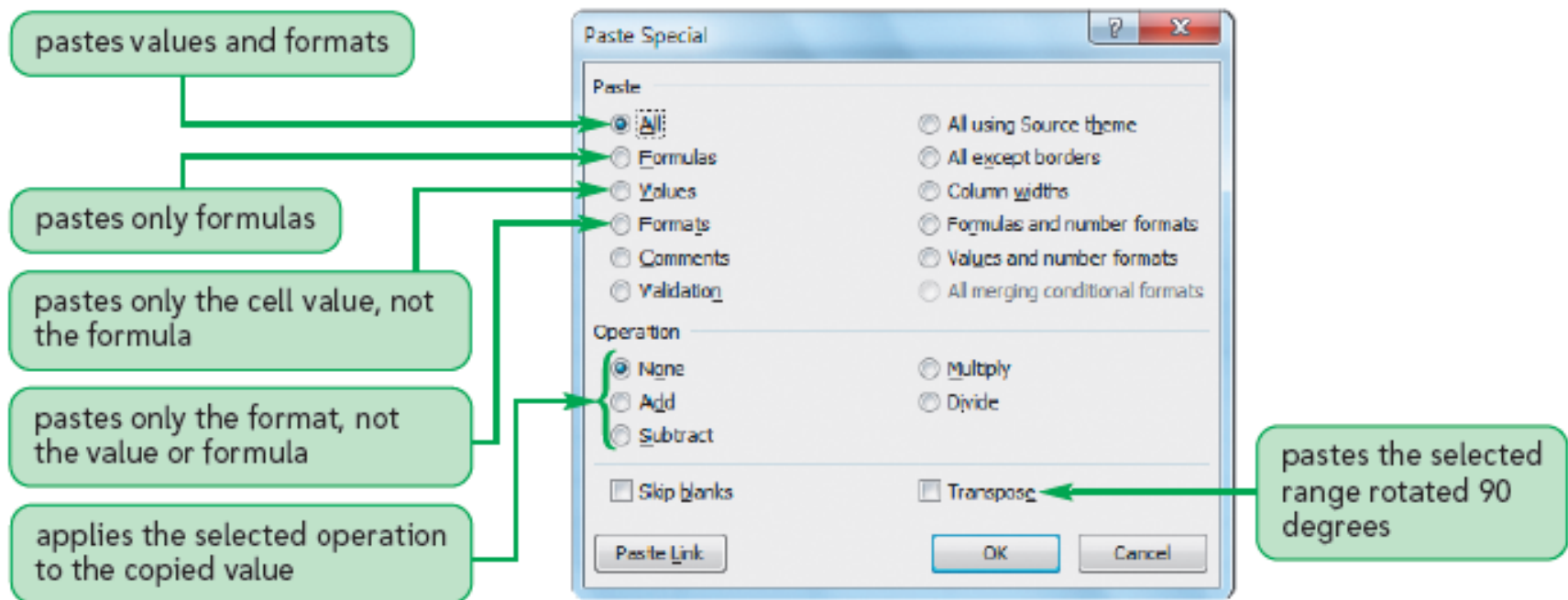
The screenshot shows an Excel spreadsheet with two tables. The first table, '2011 Sales', is in the range B2:G6. The second table, '2012 Sales', is in the range B9:G13. The '2012 Sales' table is highlighted in blue, indicating it is the pasted range. A green arrow points from the '2011 Sales' table to the '2012 Sales' table, labeled 'copied range'. Another green arrow points to the '2012 Sales' table, labeled 'pasted range'. A third green arrow points to the bottom-right corner of the '2012 Sales' table, labeled 'button appears in the lower-right corner of the pasted range'. A fourth green arrow points to the Paste Options menu, labeled '14 option buttons specify what to paste into the selected cell range'. The Paste Options menu is open, showing various options like Paste, Paste Values, and Other Paste Options. The status bar at the bottom indicates 'Average: 5249.75 Count: 26 Sum: 83996'.

Model	R01	R02	R03	Total
X310	3,605	3,996	3,760	11,361
X410	1,875	1,924	2,112	5,911
X510	850	912	750	2,512
Total	6,330	6,832	6,622	19,784

Model	R01	R02	R03	Total
X310	3,853	3,842	4,035	11,730
X410	2,112	1,801	2,304	6,217
X510	1025	1,115	912	3,052
Total	6,990	6,758	7,251	20,999

Copying and Pasting Formats

- Use Paste Special to control exactly how to paste the copied range



Visual Overview

The Page Layout tab has options you can use to define print formatting.

A **header** is information that appears in the top margin of each printed page. It often includes summary information such as the filename and the date.

You can set **print titles**, information that appears on every printed page, by specifying rows or columns to repeat on the top or left of each page; use the Print Titles button on the Page Layout tab to do this.

Banded rows displays alternate rows in an Excel table with different fill colors. You can also create banded columns.

A **footer** is information that is printed in the bottom margin of each printed page. Like a header, it often includes summary information such as the current page number and the number of pages in the printout.

ExerComp Sales Report - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Table Name: Table1

Summarize with PivotTable

Remove Duplicates

Export Refresh Unlink

External Table Data

Properties Tools

Resize Table

Convert to Range

Properties

K19 =SUM(K7:K18)

Filename: ExerComp Sales Report

ExerComp
The Intelligent Path to Fitness

X310 Monthly Sales Analysis

Month	R01	R02	R03	R04	R05	R06
Jan	288	345	326	307	364	310
Feb	278	304	294	297	310	316
Mar	294	320	297	304	316	320
Apr	288	313	300	300	320	313
May	284	329	304	297	313	326
Jun	313	339	316	315	326	313
Jul	313	332	320	310	313	339
Aug	294	339	315	339	316	316
Sep	284	310	310	304	316	316
Oct	284	326	304	297	316	364
Nov	339	364	326	320	364	377
Dec	346	345	348	387	377	3,974
Total	3,605	3,966	3,760	3,777	3,974	3,974

Units Sold in 2011

Page 1 of 2

Documentation Yearly Sales Monthly Sales

Ready Page: 1 of 2

You can apply a collection of common formats, called a style, to different cells using the Cell Styles button.

Table Styles and Page Formatting

The screenshot displays the Microsoft Excel interface with the **Table Tools** tab active. The **Design** ribbon shows options for **Header Row**, **Total Row**, and **Banded Rows/Columns**. The **Table Styles** gallery is visible, showing various pre-defined styles. A table is selected in the worksheet, and its data is displayed in the **Table** view. The table has columns labeled R06, R07, R08, and Total. The data is as follows:

R06	R07	R08	Total
310	316	352	2,608
278	275	294	2,330
291	297	307	2,426
284	275	295	2,375
288	275	310	2,400
307	288	329	2,533
300	304	336	2,528
304	307	323	2,560
284	281	304	2,393
281	281	300	2,389
345	294	336	2,688
384	361	358	2,906
3,656	3,554	3,844	30,136

Annotations and callouts provide additional context:

- The Table Tools tab appears when an Excel table is selected.** (Points to the Table Tools tab)
- After you identify a range as an Excel table, you can apply a **table style** that formats the entire table as a single unit.** (Points to the Table Styles gallery)
- These optional elements can be added to or removed from a table style.** (Points to the Table Style Options section)
- A **margin** is the space between the page content and the edges of the page.** (Points to the margin area)
- A **conditional format** applies formatting only when a cell's value meets a specified condition. This is often used to help analyze data. Cell highlighting applies a different font color and fill color to data that matches specified criteria, such as the top 10.** (Points to the highlighted cells in the table)
- You can treat a range of data as a distinct object in a worksheet known as an **Excel table**. The entire table is formatted using a single table style.** (Points to the table)
- In Page Layout view, the worksheet is displayed as it will appear on the printed page.** (Points to the Page Layout view icon in the bottom status bar)

Applying Cell Styles

- Use styles to ensure that cells displaying same type of data use the same format
- Style
 - Selection of formatting options using a specific font and color from the current theme
 - If style is later revised, appearance of any cell formatted with that style is updated automatically; saves time and effort

Applying Cell Styles

The screenshot shows the Microsoft Excel interface with the 'Cell Styles' task pane open. The spreadsheet contains data for 'ExerComp' with columns for 'Region' and '2011 Sales'. The 'Cell Styles' task pane is divided into sections: 'Good, Bad and Neutral', 'Data and Model', 'Titles and Headings', 'Themed Cell Styles', and 'Number Format'. The 'Titles and Headings' section is selected, and 'Heading 1' is highlighted. A green callout box points to the 'Heading 1' style in the task pane, and another green callout box points to cell A4, which now displays the 'Heading 1' style. A third green callout box points to the 'Cell Styles' task pane itself.

gallery of built-in styles

Live Preview of the Heading 1 style applied to cell A4

Heading 1 selected

	Region	2011 Sales
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Working with Themes

- Appearance of fonts, colors, and cell styles depends on workbook's current theme
- If theme is changed, formatting of fonts, colors, and cell styles changes throughout entire workbook
- Only elements directly tied to a theme change when you select a different theme

Working with Themes

Themes button

different font is used for the heading

different fonts and fill colors appear in the two tables

Region	2011 Sales	2012 Sales	Increase	% Increase
R01	3,605	3,853	248	6.88%
R02	3,966	3,842	-124	-3.13%
R03	3,760	4,035	275	7.31%
R04	3,777	4,063	286	7.57%
R05	3,974	3,725	-249	-6.27%
R06	3,656	3,937	281	7.69%
R07	3,554	3,875	321	9.03%
R08	3,844	3,844	0	0.00%
Total	30,136	31,174	1,038	3.44%

Region	2011 Sales	2012 Sales	Increase	% Increase
R01	\$ 104,364.75	\$ 115,397.35	\$ 11,032.60	10.57%

Creating Formulas to Add and Subtract Values

- Use this data to identify trends

The screenshot shows an Excel spreadsheet titled "ExcelComp Sales Report - Microsoft Excel". The formula bar at the top displays the formula `=SUM(C7:C18)` for cell C19. The spreadsheet contains a table of sales data with columns for months, regional sales (R01-R05), and monthly totals (R06-R08). The "Total" column (R09) shows the sum of regional sales for each month. The "Total" row (R19) shows the sum of monthly sales for each region. Annotations include a green box labeled "Sum button" pointing to the Σ icon in the ribbon, and two green boxes labeled "regional sales totals" and "monthly sales totals" pointing to the respective columns.

Units Sold in 2011	Month	R01	R02	R03	R04	R05	R06	R07	R08	Total
Jan		288	345	326	307	364	310	316	352	2608
Feb		278	304	294	297	310	278	275	294	2330
Mar		294	320	297	304	316	291	297	307	2426
Apr		288	313	300	300	320	284	275	295	2375
May		284	329	304	297	313	288	275	310	2400
Jun		313	339	316	315	326	307	288	329	2533
Jul		313	332	320	310	313	300	304	336	2528
Aug		294	339	315	339	339	304	307	323	2560
Sep		284	310	310	304	316	284	281	304	2393
Oct		284	326	304	297	316	281	281	300	2389
Nov		339	364	326	320	364	345	294	336	2688
Dec		346	345	348	387	377	384	361	358	2906
Total		3605	3966	3760	3777	3974	3656	3554	3844	30136

Working with Table Styles

- Specifies formats (e.g., font color, fill color) for each element
- More efficient than formatting individual cells
- Ensures that table's formatting reflects any changes made to the table

	A	B	C	D
1	Region	Year 1 Sales	Year 2 Sales	Difference
2	R01	3,605	3,853	248
3	R02	3,966	3,842	-124
4	R03	3,760	4,035	275
5	R04	3,777	4,063	286
6	R05	3,974	3,725	-249
7	R06	3,656	3,937	281
8	R07	3,554	3,875	321
9	R08	3,844	3,844	0
10	Total	30,136	31,174	1,038
11				

original table with banded rows

	A	B	C	D
1	Region	Year 1 Sales	Year 2 Sales	Difference
2	R01	3,605	3,853	248
3	R02	3,966	3,842	-124
4	R03	3,760	4,035	275
5	R07	3,554	3,875	321
6	R08	3,844	3,844	0
7	Total	18,729	19,449	720
8				

after deleting a row from a table formatted manually, the banded effect is lost

	A	B	C	D
1	Region	Year 1 Sales	Year 2 Sales	Difference
2	R01	3,605	3,853	248
3	R02	3,966	3,842	-124
4	R03	3,760	4,035	275
5	R07	3,554	3,875	321
6	R08	3,844	3,844	0
7	Total	18,729	19,449	720
8				

after deleting a row from a table formatted with a table style, the table formatting adjusts to keep banded rows

Working with Table Styles

- Table style elements can be turned on or off
 - **Header Row**
 - **Total Row**
 - **First Column**
 - **Last Column**
 - **Banded Rows**
 - **Banded Columns**

Selecting Table Style Options

selected table elements are displayed in the table

click to view the Table Styles gallery

header row formatted

last column formatted

X310 Monthly Sales Analysis										
Month	R01	R02	R03	R04	R05	R06	R07	R08	Total	
Jan	288	345	326	307	364	310	316	352	2,608	
Feb	278	304	294	297	310	278	275	294	2,330	
Mar	294	320	297	304	316	291	297	307	2,426	
Apr	288	313	300	300	320	284	275	295	2,375	
May	284	329	304	297	313	288	275	310	2,400	
Jun	313	339	316	315	326	307	288	329	2,533	
Jul	313	332	320	310	313	300	304	336	2,528	
Aug	294	339	315	339	339	304	307	323	2,560	
Sep	284	310	310	304	316	284	281	304	2,393	
Oct	284	326	304	297	316	281	281	300	2,389	
Nov	339	364	326	320	364	345	294	336	2,688	
Dec	346	345	348	387	377	384	361	358	2,906	
Total	3,605	3,966	3,760	3,777	3,974	3,656	3,554	3,844	30,136	

Highlighting Cells with Conditional Formats

- Goal of highlighting: Provide strong visual clue of important data or results
- Format applied to a cell depends upon value or content of the cell
- Dynamic: If cell's value changes, cell's format also changes as needed
- Excel has four conditional formats: data bars, highlighting, color scales, and icon sets

Highlighting Rules

- Each conditional format has a set of rules that define how formatting should be applied and under what conditions format will be changed

Rule	Highlights
Greater Than	Cells that are greater than a specified number
Less Than	Cells that are less than a specified number
Between	Cells that are between two specified numbers
Equal To	Cells that are equal to a specified number
Text That Contains	Cells that contain specified text
A Date Occurring	Cells that contain a specified date
Duplicate Values	Cells that contain duplicate or unique values

Highlighting Cells with Conditional Formats

ExcelComp Sales Report - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
35											
36		Month	R01	R02	R03	R04	R05	R06	R07	R08	Total
37		Jan	64	19	19	45	-28	51	9	-10	169
38		Feb	19	22	16	16	-22	22	22	6	101
39		Mar	13	13	29	12	0	25	13	9	114
40		Apr	25	3	29	26	-13	20	35	57	182
41		May	26	-6	22	29	-9	25	38	-10	115
42		Jun	0	9	32	5	3	12	48	-3	106
43		Jul	10	-6	28	19	0	16	22	-7	82
44		Aug	29	-19	11	16	-24	22	18	-18	35
45		Sep	16	-13	16	22	-19	26	26	-11	63
46		Oct	16	-38	28	16	-25	29	32	7	65
47		Nov	16	-67	29	64	-67	16	35	-7	19
48		Dec	14	-41	16	16	-45	17	23	-13	-13
49		Total	248	-124	275	286	-249	281	321	0	1,038
50											

cells highlighted in green rank in the top 10 percent in sales increases

Net Increase

Highlighting Cells with Conditional Formats

- Always include a **legend** – a key that shows each color used in the worksheet and what it means

45	Sep	16	-13	16	22	-19	26	26	-11	63
46	Oct	16	-38	28	16	-25	29	32	7	65
47	Nov	16	-67	29	64	-67	16	35	-7	19
48	Dec	14	-41	16	16	-45	17	23	-13	-13
49	Total	248	-124	275	286	-249	281	321	0	1,038
50										
51										
52										
53										
54										
55										

custom fill colors match the cell highlighting used in the table

light red Bottom 10% in terms of sales increase
light green Top 10% in terms of sales increase

text formatted with the Explanatory style

Hiding Worksheet Data

- Manage contents of a large worksheet by selectively hiding rows and columns of extraneous data
- Allows you to focus attention on only a select few data points
- Does not affect other formulas in workbook
- Never hide data that is crucial to understanding a workbook

Formatting the Worksheet for Printing

- Print options can be applied to an entire workbook or to individual sheets
- Look at a worksheet in Page Layout view to see how it would print

worksheet will print on four separate pages

page is too narrow to fit all of the table columns in portrait orientation

worksheet zoomed to 70%

Page Layout button

Months	R01	R02	R03	R04	R05	R06	R07	R08
Jan	288	245	326	307	354	310	316	352
Feb	228	304	294	297	310	278	275	294
Mar	234	320	297	304	316	291	297	307
Apr	288	212	300	300	320	294	275	295
May	284	328	304	297	313	288	275	310
Jun	313	335	316	315	325	307	288	323
Jul	312	332	320	310	313	300	304	326
Aug	294	338	315	339	339	304	302	323
Sep	284	310	310	304	316	284	281	304
Oct	284	325	304	297	316	281	281	300
Nov	338	384	326	320	384	345	294	338
Dec	345	345	348	367	377	354	361	358
Total	3,885	3,888	3,780	3,777	3,974	3,858	3,554	3,844

Months	R01	R02	R03	R04	R05	R06	R07	R08
Jan	352	364	345	352	338	351	325	342
Feb	297	335	310	313	288	300	297	304
Mar	307	333	326	316	316	316	310	316
Apr	313	316	325	328	307	304	310	352
May	340	323	326	328	304	313	313	300
Jun	313	348	340	320	323	313	336	326
Jul	323	328	348	323	310	316	328	323
Aug	323	380	326	355	316	328	325	306
Total	2,777	2,451	2,540	2,557	2,515	2,633	2,640	2,585

Formatting the Worksheet for Printing

- Defining the **print area** allows you to override default settings and print part of a worksheet
 - Region sent to the printer from the active sheet
 - Can cover adjacent or nonadjacent range in current worksheet
 - Generally easiest to set in Page Break Preview
- Fit a large worksheet on a single page by reducing size of the page margin

Formatting the Worksheet for Printing

- Inserting page breaks
 - Automatic page breaks
 - Manual page breaks

The screenshot displays the Microsoft Excel interface with the 'Page Layout' tab selected. The ribbon includes options for Margins, Orientation, Size, Print Area, Breaks, Background, and Print Titles. The 'Breaks' button is highlighted with a green arrow and a callout: 'click to add or remove a page break'. The worksheet, titled 'K310 Monthly Sales Analysis', contains data organized into three sections. The first section (rows 6-19) is labeled 'Page 1' and the second (rows 21-34) is labeled 'Page 2'. A green box highlights the 'Breaks' button and the 'Page Break Preview' button (a small icon with a double line) in the bottom right corner, with a callout: 'manual page breaks'. The 'Page Break Preview' button is also labeled with a callout: 'Page Break Preview button'. The worksheet shows data for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) and a 'Total' column. The third page (rows 36-39) is labeled 'third page'.

click to set or clear the print area

click to add or remove a page break

manual page breaks

first page

second page

third page

Page Break Preview button

Formatting the Worksheet for Printing

- Add print titles (descriptive information) on each page of a printout in case pages become separated

click to define the print titles

first four rows are printed on every page

Click to add header

Click to add data

Month	R01	R02	R03	R04	R05	R06	R07	R08	Total
Jan	208	345	325	307	364	370	376	352	2,600
Feb	278	304	294	297	310	278	275	254	2,330
Mar	254	320	297	304	318	251	257	307	2,426
Apr	208	370	300	300	320	254	275	255	2,375
May	254	325	304	297	313	258	275	310	2,400
Jun	313	328	316	315	326	307	288	329	2,533
Jul	370	332	320	370	313	300	304	336	2,620
Aug	254	325	315	335	335	304	307	323	2,580
Sep	254	310	310	304	316	254	261	304	2,383
Oct	254	326	304	297	316	251	281	300	2,389
Nov	335	364	325	320	364	345	254	336	2,880
Dec	316	345	345	387	377	354	361	358	2,906
Total	3,605	3,906	3,760	3,777	3,974	3,656	3,554	3,844	30,136

Formatting the Worksheet for Printing

- Create page headers and footers to include text not usually found within the worksheet (e.g., author, date, filename)
- Headers and footers have three sections: left, center, right
- Elements are dynamic

