



Formatting Text

Lesson 20

Formatting Toolbar

The **Formatting Toolbar** features allow you to change the style of text, change page orientation and add headers and footers. The Formatting features are located on the Features tab.

How to display the **Formatting** Features

Click the **Formatting** button and the Formatting Features will be displayed.



Bold button. It makes the selected text Bold, *like this*. Click it again to remove bold formatting. You can click this button before you start typing to make all characters Bold.



Italic button. It makes the selected text Italic, *like this*. Click it again to remove italic formatting. You can click this button before you start typing to italicize all the new characters in the document.



Underline button. It makes the selected text Underlined, like this. Click it again to remove underline formatting. You can click this button before you start typing to underline all the new characters in the document.



Align Left, Align Center and Align Right buttons. It makes the selected text move to the Left, Center, or Right side of the page. You can click any of these buttons before you start typing to make all new text align to the Left, Center, or Right side of the page.



Page Orientation button. Clicking this button will toggle the document between Portrait and Landscape page orientations.



Rotate Text Left button. It rotates text within the selected cell into 45-degrees and 90-degrees to the left.



Rotate Text Right button. It rotates text within the selected cell into 45-degrees and 90-degrees to the right.

Changing the font

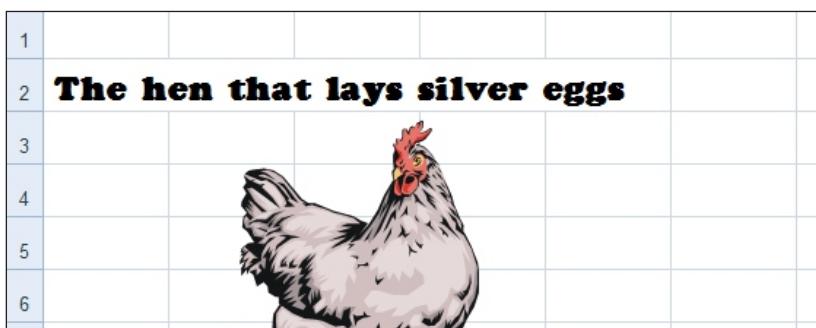
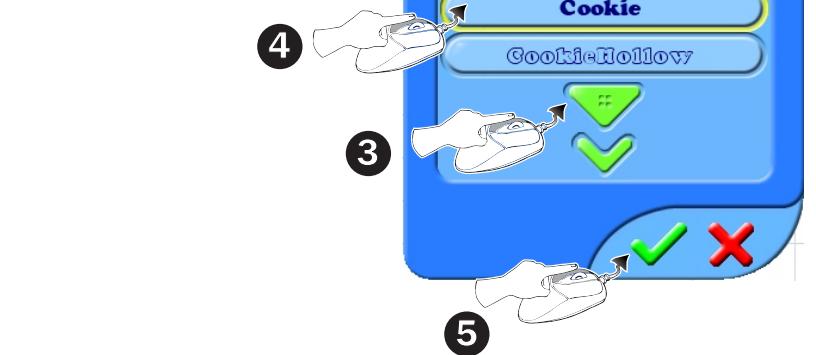
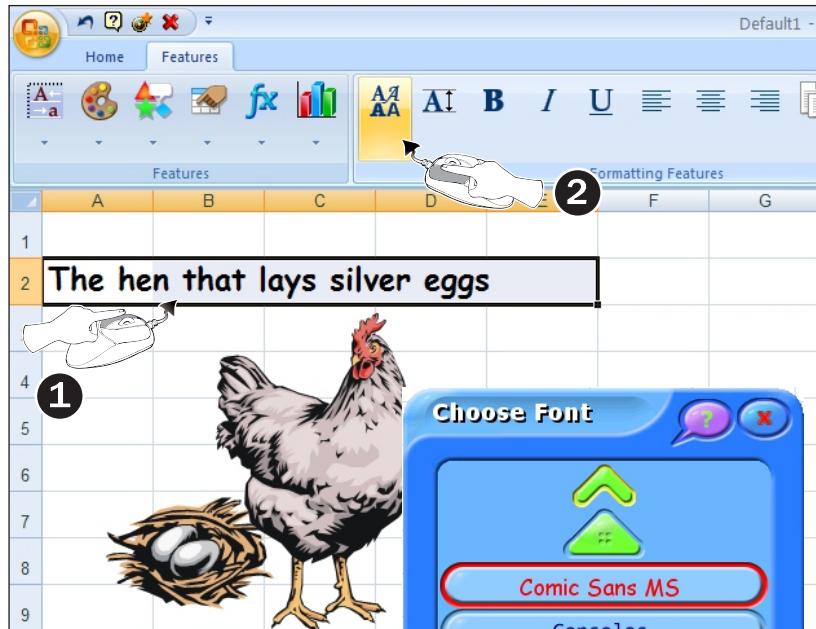


The **Choose Font** button displays a list of available fonts that can be applied to the selected text. You can choose a font before you begin typing.

1. Select the text that you want to change.
2. Click the **Choose Font** button.

The Choose Font dialog box will be displayed.

3. To select a font, use the navigation buttons to move through the font list. The font name button with red border shows the font that is used in the document where the cursor is located.
4. Select the font that you want to use (it will appear with red border).
5. Click the **OK** button to apply the font.





Rotate Text Left/Right button

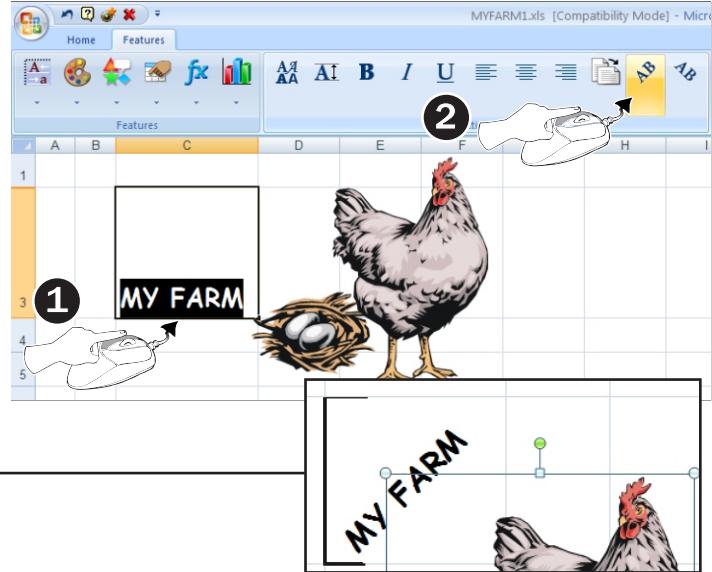


It angles the text in the selected cell and position it upwards at 45° angle. Clicking the button again will angle the text and position it upward at 90° angle.

How to rotate text left/right in a cell

1. Select the cell(s) that you want to format.
2. Click the **Rotate Text Left** or **Rotate Text Right** button.

The selected cell will be aligned and rotated left or right.



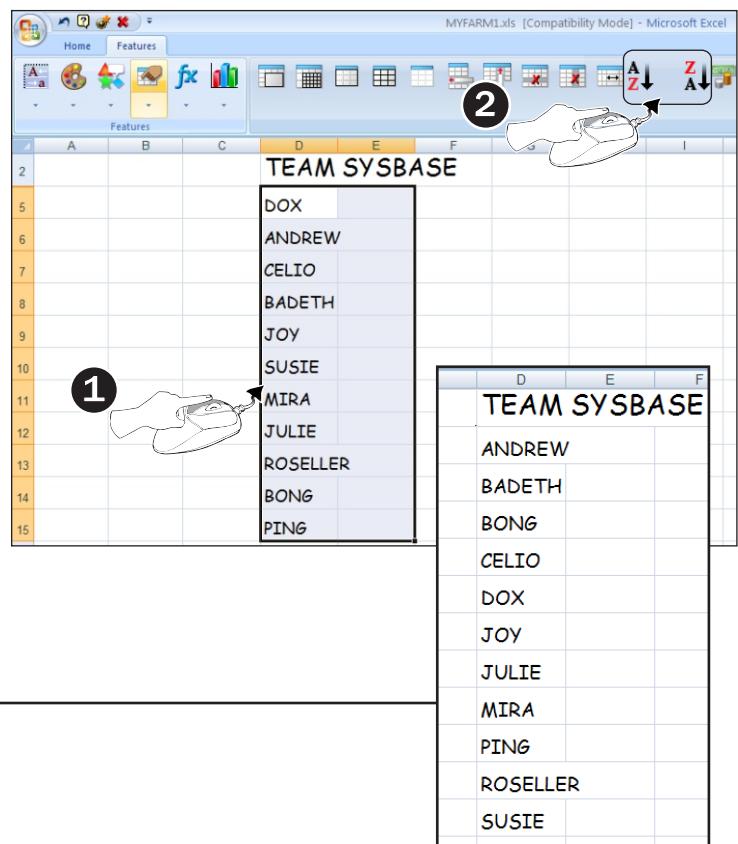
Sort Ascending/Descending button

It sorts the text in the selected cells into ascending or descending order.

How to arrange/sort cell(s) in ascending/descending order

1. Select the text that you want to format or arrange.
2. Click the **Ascending** or **Descending** button.

The selected cell will be arranged into ascending or descending order.





Currency button

It toggles the Currency Style in the selected cell between \$ (dollar), £ (pound), JPY (Japanese Yen), and € (Euro).

How to format numbers into currency

1. Select the cell(s) that you want to format.
2. Click the **Currency** button.

Check the numbers that have been formatted to a currency format. Clicking Currency button again changes the currency either into pound, yen, euro or no currency.

	A	B	C
2	PRICE LIST		
5			
6	Pencil		3.50
7	Scissors		1.76
8	Paper		0.89
9	Eraser		1.2
10			

	A	B	C
2	PRICE LIST		
5			
6	Pencil		\$3.50
7	Scissors		\$1.76
8	Paper		\$0.89
9	Eraser		\$1.20
10			



Decimal button

It toggles the value in the selected cell between comma separators, 1 decimal place, 2 decimal places, and no decimal places.

How to format numbers into 1 or 2 decimal places

1. Select the cell(s) that you want to format.
2. Click the **Decimal** button.

	A	B	C
1	PRICE LIST		
2			
3	Pencil		3.5
4	Scissors		1.8
5	Paper		0.9
6	Eraser		1.2
7			

	A	B	C
1	PRICE LIST		
2			
3	Pencil		3.50
4	Scissors		1.76
5	Paper		0.89
6	Eraser		1.20
7			



Date button

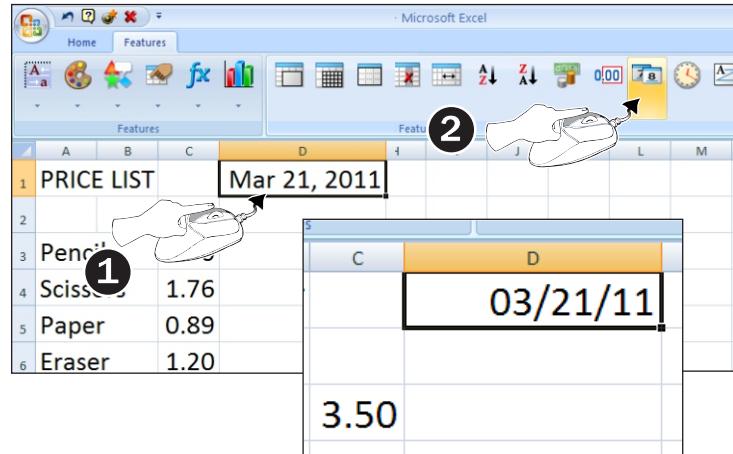
It toggles the value in the selected cell between a short date (e.g., 2000-12-31), US short date (e.g., 12/31/00), medium date (e.g., Dec 31, 2000), and international date (e.g., 31/12/00).

How to format date in your workbook

1. Select the cell(s) that you want to format.
2. Click the Date button.

Note:

Type the whole date like: March 21, 2011. Don't forget to put a space between words and numbers so that MaxCount will recognize the number as a date.



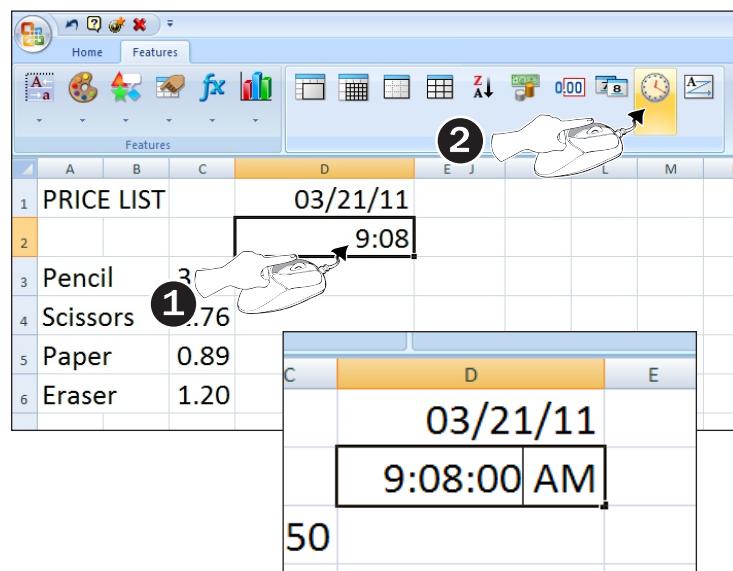
Time button

It converts the value in the selected cell from a 24-hour time format into a 12-hour time format.

How to convert value or number from 24-hour time format into 12-hour time format

1. Select the cell(s) that you want to format.
2. Click the Time button.

Clicking the Time button more than once toggles the format from 12-hour to 24-hour.



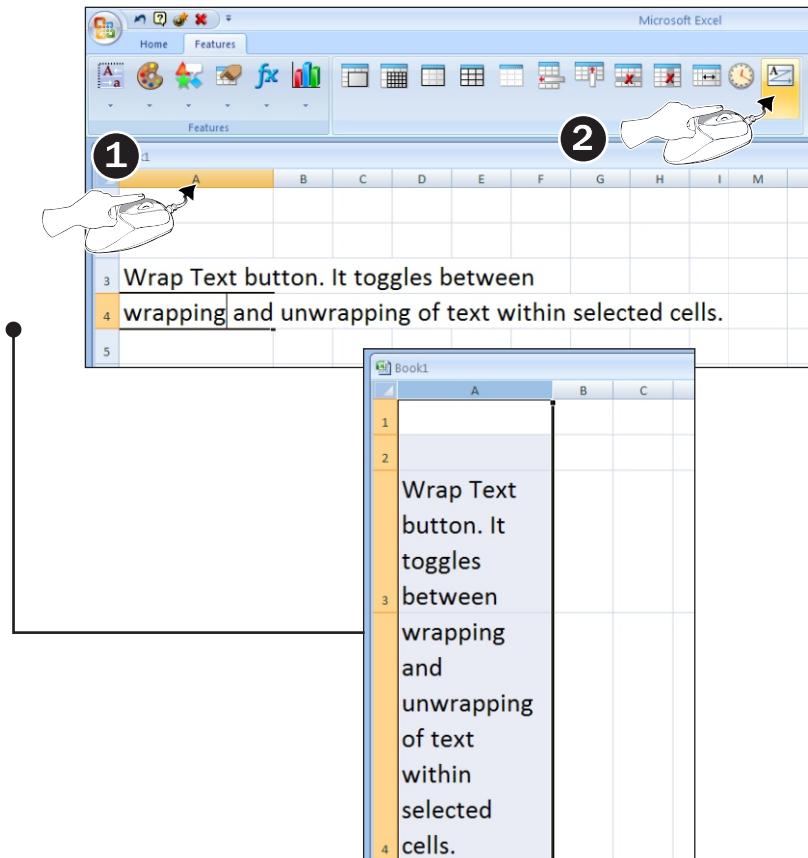
Wrap Text Button

It toggles between wrapping and not wrapping of text within the selected cells.

How to get the text wrap within the cell.

1. Select the cell that you want to format.
2. Click the **Wrap Text** button.

The selected text wraps down within the cell. This feature is only applicable if the cell contains more words in a column.



Cut, Copy, and Paste

The Cut, Copy and Paste features are located on the Home tab.



Cut button. When you select text and/or a graphic and click the Cut button, it will be removed from your document.



Copy button. When you select text and/or a graphic and click the Copy button, it will be copied to your document.



Paste button. To paste the cut or copied text and/or graphic, place your cursor point within the desired location in the document and click the Paste button.

I Made It (3)

Activity 56

Formatting Text

Lesson 20



Score

Directions:

1. Launch MaxCount.
2. Open the document that you have saved as **I made it**.
3. Follow the steps on how to display the Formatting toolbar. Refer to your Worktext for your guide.

* Perform the following:

- a. Set the first row to bold.
- b. Set the second row to Italic.
- c. Underline the third row.



After performing the following, set the text back to its normal format.

4. Follow the steps on how to align text. Refer to your textbook for your guide.

* Perform the following:

- a. Align the first row to the left.
- b. Align the second row to the right.
- c. Align the third row to the center.

After performing the following, set the text back to its previous alignment. Save the activity to its current filename.

Top 4

Activity 57

Formatting Text**Lesson 20**

Score

Directions:

1. Launch MaxCount.
2. Type the following data below.



Name	1st Grading	2nd Grading	3rd Grading	4th Grading
John Lennon	83	85	86	87
Leah Jean	81	90	89	88
Kristine Joy	92	88	89	89
Diane Durf	89	85	86	88

3. Perform the following:
 - a. Wrap the cell which contains more words in a column.
 - b. Rotate the first column to the left.
 - c. Format the whole data into ascending and descending order except the data in the first row.
4. After doing the task, set it back to its normal format and save it as **Top 4 Grades**.

Computed Top 4

Activity 58

Formatting Text

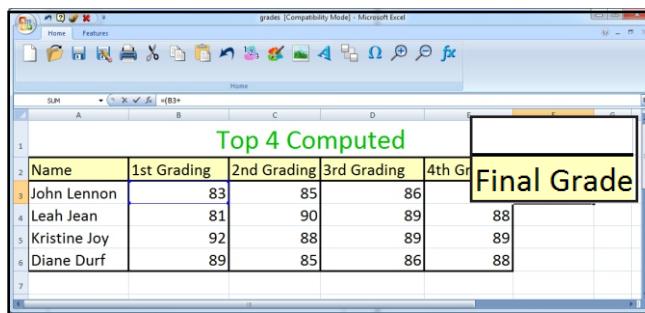
Lesson 20



Score

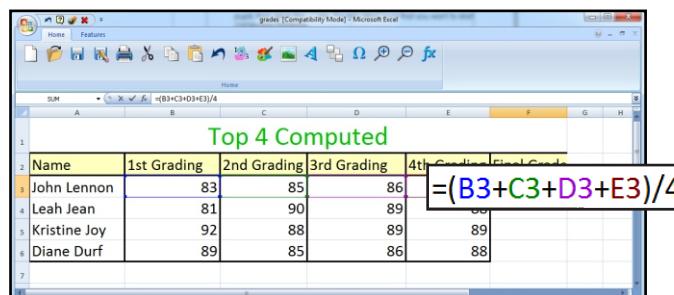
Directions:

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 57 **Top 4 Grades**.
3. Follow the steps in computing the average of each pupil:
 - a. Add a new column with the heading: Final Grade
 - b. Be sure to place it at the same row and Final Grade column of the first pupil; then press the = (key). This tells MaxCount that you want to start computing numbers.
 - c. Move your cell pointer to the first grading of the first pupil, then press the + key. This will tell MaxCount that you will add numbers.



Name	1st Grading	2nd Grading	3rd Grading	4th Grading	Final Grade
John Lennon	83	85	86		
Leah Jean	81	90	89	88	
Kristine Joy	92	88	89	89	
Diane Durf	89	85	86	88	

- d. Move your cell pointer to the second grading of the first pupil then press again the + key.
- e. Do the same step with the third and fourth grading of the first pupil to compute the grade of the first pupil. Then, divide the total grade with 4 because there are four grading periods to get the average grade.
- f. Do the same steps to the rest of the pupils in the list.



Name	1st Grading	2nd Grading	3rd Grading	4th Grading	Final Grade
John Lennon	83	85	86		85
Leah Jean	81	90	89	88	87.5
Kristine Joy	92	88	89	89	89
Diane Durf	89	85	86	88	88

4. Save your worksheet as **Computed Top 4**.

Date, Time & Formats

Formatting Text

Lesson 20

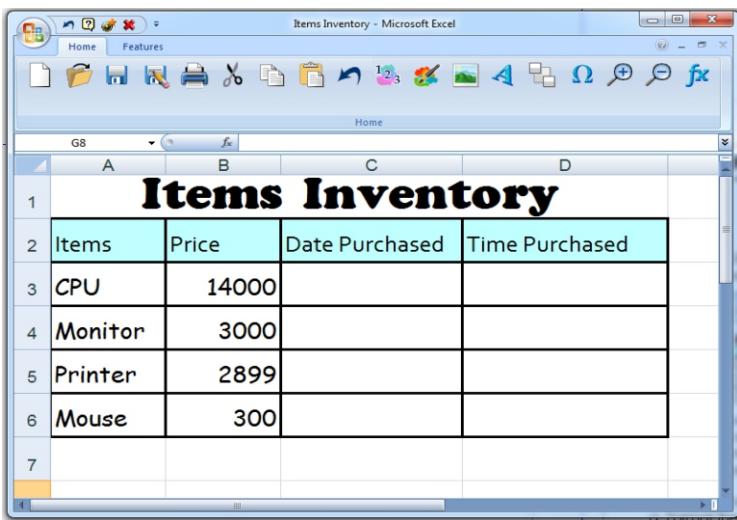


Activity 59

Score

Directions:

1. Launch MaxCount.
2. Type the following data.



A screenshot of Microsoft Excel showing a table titled "Items Inventory". The table has four columns: Items, Price, Date Purchased, and Time Purchased. The data entries are as follows:

Items	Price	Date Purchased	Time Purchased
CPU	14000		
Monitor	3000		
Printer	2899		
Mouse	300		



3. Follow the steps on how to format numbers into currency. Format the numbers into decimal places and date format. Refer to your Worktext for your guide.

- * Perform the following:
 - a. Format the prices into dollar currency.
 - b. Format the prices with two decimal places.
 - c. Date format the cells under date purchased and type any date on it.

4. Save the activity as **DateTimeFormats**.

Let's Compute

Formatting Text

Lesson 20

Activity 60

Score

Directions:

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 59 **DateTimeFormats**.
3. Follow the instructions below.
 - a. Insert one column after the Unit Price, and type Quantity as your column header. Type 8,9,7,20 respectively in the Quantity column.
 - b. Add another column and type **Total** as your column header. Compute the total by multiplying the price and the number of quantities.
 - c. Move your cell pointer to the first row (CPU), and last column Total. Press the = key to tell MaxCount to compute the data.
 - d. Then, move the cell pointer to the price of the CPU and press the * key, again move the cell pointer to the quantity of CPU and press the **Enter** key. See the sample snapshot.

Items Inventory					
Items	Price	Quantity	Date Purchased	Time Purchased	Total
CPU	14000	8	12/14/2011	4:50	=B3*C3
Monitor	3000	9	12/16/2011	11:30	
Printer	2899	7	12/15/2011	3:00	
Mouse	300	20	1/3/2012	9:00	

4. Save the worksheet as **Items Inventory**.

Formatted

Formatting Text

Lesson 20

Activity 61

Score



Directions:

1. Launch MaxCount.
2. Open the file that you have save as **Items Inventory**.
3. Follow the steps on how to change the Time format, Orientation format and changing the font size in a cell in your worktext.
* Perform the following:
 - a. Change the Time format to 24 hour.
 - b. Orient the paper into landscape.
 - c. Change the font size of the hours purchased into size 18.
 - d. Select the hour purchased and copy it, paste it in the next row. After you have pasted, cut the row, and place it in the next row again.

Preview:



The screenshot shows a Microsoft Excel window titled "Default1 - Microsoft Excel". The ribbon has "Home" selected. The toolbar includes icons for font, color, and various cell styles. The formula bar shows cell E6 and the value "9:00:00 AM". The main area displays a table titled "Items Inventory".

		Items Inventory				
1	Items	Price	Quantity	Date Purchased	Time Purchased	Total
2	CPU	14000	8	12/14/2011	4:50:00 AM	112,000.00
3	Monitor	3000	9	12/16/2011	11:30:00 AM	27,000.00
4	Printer	2899	7	12/15/2011	3:00:00 AM	20,293.00
5	Mouse	300	20	1/3/2012	9:00:00 AM	6,000.00
6						
7						

5. Save the activity as **Formatted Inventory**.

Make 12

Formatting Text



Activity 62

Score

Directions:

1. Launch MaxCount.
2. Open the workbook **Make 12**.
3. Fill in numbers in the tables to the right to add, subtract, multiply, and divide that will equal to 12.
4. Check the formula in the formula bar and observe how the data is computed.
5. Format each table to make it different from the other tables.
5. Save the activity as **Make 12**.



Preview:

Make12 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

MaxCount MaxData Paste Clipboard

Font Alignment Number Conditional Formatting as Table Cell Styles Insert Delete Format Cells

B4

How Many Ways to Make 12?

	Addition				Subtraction			
4	4	+	8	=	12	-	=	0
5		+		=	0	-	=	0
6		+		=	0	-	=	0
7		+		=	0	-	=	0
8		+		=	0	-	=	0
9		+		=	0	-	=	0
10		+		=	0	-	=	0
11		+		=	0	-	=	0
12		+		=	0	-	=	0
13		+		=	0	-	=	0
	Multiplication				Division			
16		X	=	0	/	=	####	
17		X	=	0	/	=	####	
18		X	=	0	/	=	####	
19		X	=	0	/	=	####	
20		X	=	0	/	=	####	
21		X	=	0	/	=	####	

Instructions:
Equivalent expressions are different ways of writing the same number.
How many different ways can you make the number 12? Fill in numbers in the tables to the right to add, subtract, multiply, and divide to equal 12.

Formatted Cities

Formatting Text

Lesson 20



Activity 63

Directions:

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 63 **Famous Cities**.
3. Research the capital, population and area of the following countries and key in all the data that you have gathered to complete the table. Use Encarta Kids as your reference.
4. Perform the following:
 - a. Set all the texts and numbers in bold and underline them.
 - b. Align them to the center.
 - c. Wrap the cell that contains more words.
5. Save the activity as **Famous Cities**.

Preview:

FAMOUS CITIES	
Cities	Population
Berlin	
Boston	
New York	
London	
Chicago	
Paris	
Philadelphia	
Rome	
San Francisco	



Populated Cities

Formatting Text

Lesson 20



Activity 64

Directions:

Score

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 63 **Famous Cities**.
3. Add two column headers: Average Newly Born and Average Died every year.
4. Compute the added columns as:
Average Newly Born = 10% of the population
Average Died = 15% of the population

Note: To compute the two new columns, you need to multiply the population with the percentage.

4. Format each column to make it presentable.
5. Save the activity as **Populated Cities**.



Preview:

FAMOUS CITIES				
	Cities	Population	Average Newly Born	Average Died
3	Berlin	3400000		
4	Boston	5800000		
5	New York	8100000		
6	London	7000000		
7	Chicago	3000000		

Gone Shopping

Activity 65

Directions:

Formatting Text

Lesson 20

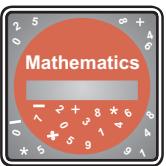


Score

1. Launch MaxCount.
2. Open and answer Lesson 20 Activity 59 **Gone Shopping**.
3. Prepare at least three (3) receipts of grocery that has been purchased.
4. Enter the necessary information and data. Make computations in MaxCount of all the items purchased in each receipt.
5. Compare the total result of each receipt to the one you have made in MaxCount.
6. Show it to your teacher to verify your work.
7. Save your activity as **Gone Shopping**.



SideTrip SideTrip SideTrip



Prime Numbers

A Prime number is a positive whole number which can be divided by itself or one only.

Directions:

1. Launch MaxCount.
2. Open and perform **SideTrip Prime Numbers**.
3. Put any picture in the prime numbers. Use the insert Picture tool in inserting pictures and resize it to fit into the cell.

Preview:

A screenshot of Microsoft Excel showing a 5x15 grid of numbers. The grid is titled "Prime Picture". The numbers are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	71	3	82	20	79	69	35	13	44	137	68	171	83	49	
3	128	97	23	111	75	51	54	61	21	77	101	34	16	80	
4	2	39	92	17	52	29	39	121	25	88	12	87	55	21	
5	19	156	63	99	27	147	312	57	139	136	7	91	9	27	

4. Save sidetrip as **Prime Numbers**.