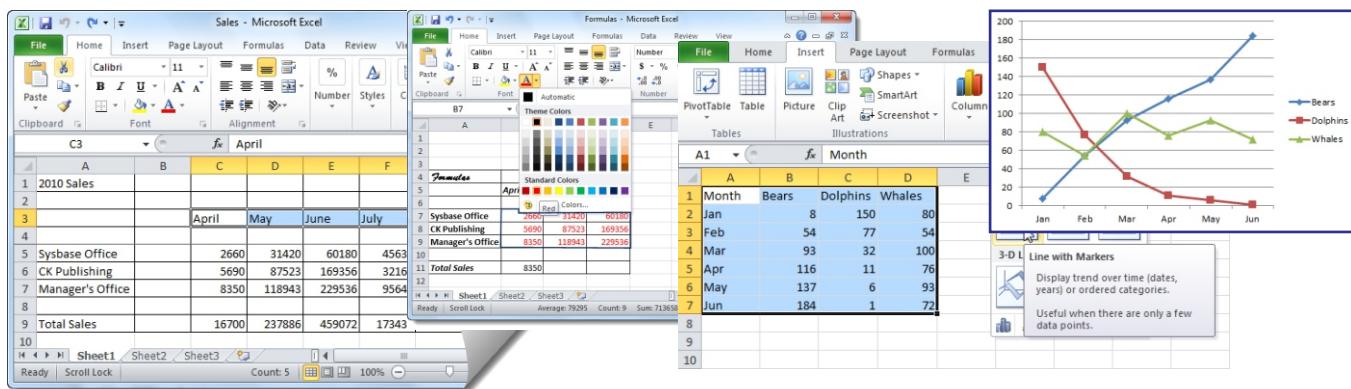


# Lesson 3

## Word Watch

- number format
- alignments
- rotate
- Format Painter



# Formatting Text, Numbers, and Images

## Learning Objectives

After completing this lesson, you should be able to:

- format & apply font style, bold, italics & underline to worksheet text or data;
- change number format;
- increase or decrease decimal formatting;
- change text color & alignment;
- rotate cell data;
- insert picture(s) & char; and
- copy cell format.

## Applying Bold, Italics and Underline

You can make your worksheets more presentable by applying one or several of Excel's many formatting features. One of the quickest and easiest ways to add formatting to your worksheet data is to apply bold, italics, or underline. For example, you want to underline a column heading or bold a title in a worksheet. You can apply formatting to the selected data, cells, ranges, columns, rows, or an entire worksheet.

### Apply Bold, Italics and Underline

- 1 Select the cell or data that you want to format.
- 2 Click the Home tab.
- 3 Click a formatting button.
  - Click the Bold icon ( **B** ) to bold the data.
  - Click the Italic icon ( *I* ) to italicize the data.
  - Click the Underline icon ( U ) to add an underline to the data.
  - You can also choose combinations of the formatting buttons or apply all three to your data.

Excel immediately applies the formatting to the data.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. In the top ribbon, the 'Font' group is active, with the 'Bold' button highlighted. Below the ribbon, the formula bar displays 'f3 April'. The main workspace shows a table with data from rows 1 to 9. Row 3 is selected, and the cell 'C3' contains the text 'April'. The data in the other cells includes '2010 Sales', 'Sysbase Office', 'CK Publishing', 'Manager's Office', and 'Total Sales' along with their corresponding values.

In this example, bold formatting is added to the cell.

In this example, bold and italic formatting is added to the cell.

In this example, bold, italic, and underline formatting is added to the cell.

This screenshot shows the same Microsoft Excel interface as the previous one, but the 'Underline' button in the Font group is highlighted. The formula bar now shows 'f3 July'. The data in the worksheet remains the same, with the 'April' cell in row 3 now having an underline applied.

## Changing the Font and Size

You can control the font and size of your worksheet data. For example, you can make the worksheet title larger than the rest of the data, or you can resize the entire worksheet to a more legible font size, making the data easier to read.

### Change The Font

- 1 Select the cell or data that you want to format.
- 2 Click on Font's pull-down arrow .
  - You can use the scroll arrows and scroll bar to scroll through all the available fonts; the Live Preview feature previews the fonts on a selected cells.
- 3 Click a font.

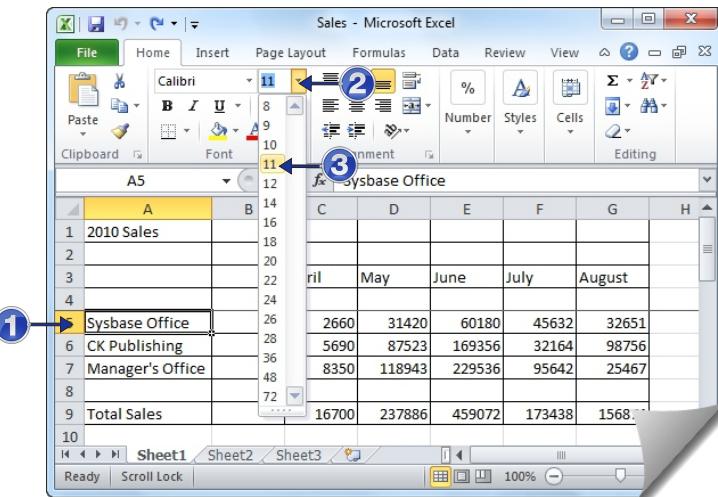
Excel immediately applies the font.

This screenshot shows the Microsoft Excel interface again, but the font dropdown arrow in the Font group is highlighted. The formula bar shows 'f3 July'. The data in the worksheet includes the word 'Alpha Print' in a larger font size compared to the other data.

## Change The Font Size

- ① Select the cell or data that you want to format.
- ② Click the Font Size ▾.
- ③ Click a size.

Excel immediately applies the new size to the selected cell or data.



## Changing Number Format

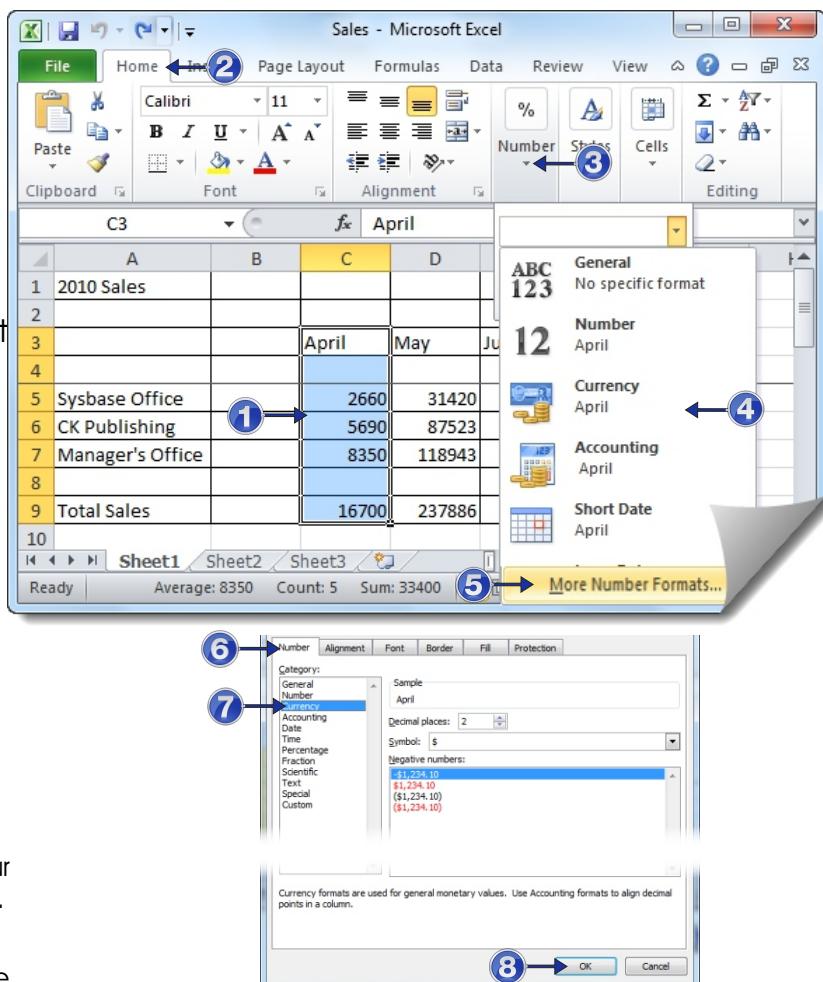
You can use number formatting to control the appearance of numerical data in your worksheet. For example, if you have a column of prices, you can apply currency formatting to the data to format the numbers with dollar signs and decimal points. Excel offers 12 different number categories, or style, to choose from.

### Change Number Format

- ① Select the cell, range, or data that you want to format.
  - ② Click the Home tab.
  - ③ Click the Number Format's pull down arrow ▾ .
  - ④ Click a number category.
  - ⑤ If you don't see the category that you want in this list, click More Number Formats.
- The Format Cells dialog box opens.
- ⑥ Click the Number tab.
  - ⑦ Click a number Category.
  - ⑧ Click OK.

Excel applies the number formatting to the numerical data in the cell or range.

- To quickly apply dollar signs to your data, click the Accounting Number Format icon (¤).
- To quickly apply percent signs to your data, click the Percent Style icon (%).
- To quickly apply commas to your number data, click the Comma Style icon (,).



## Increasing or Decreasing Decimal

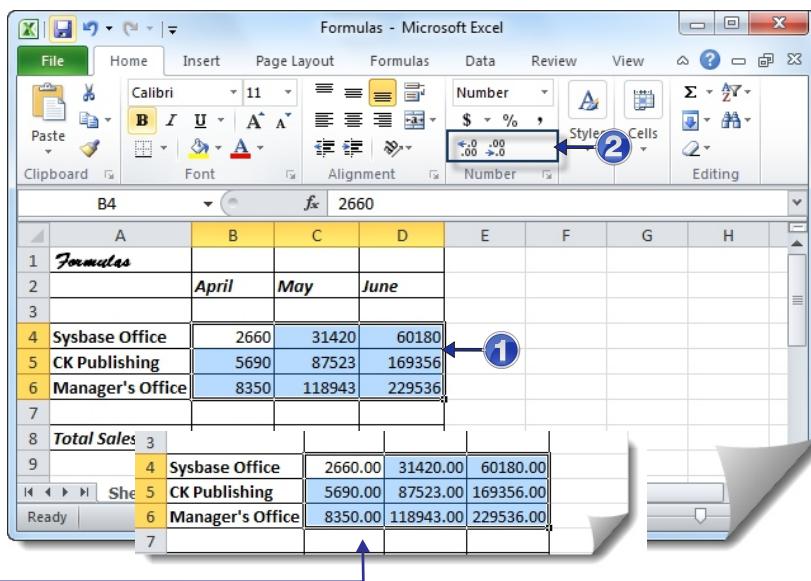
You can control the number of decimals that appear with numeric data using the Increase Decimal and Decrease Decimal commands. For example, you may want to increase the number of decimals shown in a cell, or reduce the number of decimals in a formula result.

### Increase or Decrease Decimal

- 1 Select the cell or range that you want to format.
- 2 Click a decimal button.

- Click the Increase Decimal icon (↑) to increase the number of decimals.
- Click the Decrease Decimal icon (↓) to decrease the number of decimals.

Excel adjusts the number of decimals showing in the cell or cells.



## Changing Data Color

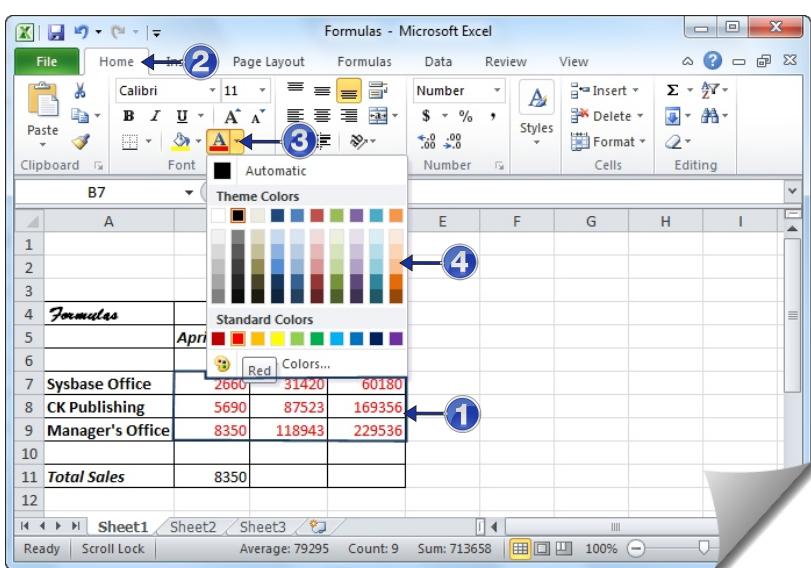
You can change the color of your data, whether the data are numeric or text. For example, you can select a brighter color for any cell data that you want to bring attention, or select a different color for the column headers in your worksheet.

When adding color to your worksheets, always consider the color's effect on the legibility of your data, if You want your worksheet to be easy to read, not jarring or distracting to the eyes.

### Change Data Color

- 1 Select the cell, range, or data that you want to format.
- 2 Click the Home tab.
- 3 Click the Font Color's pull-down arrow ▾.
- 4 Click a color from the palette.

Excel applies the color to the data.



# Aligning Cell Data

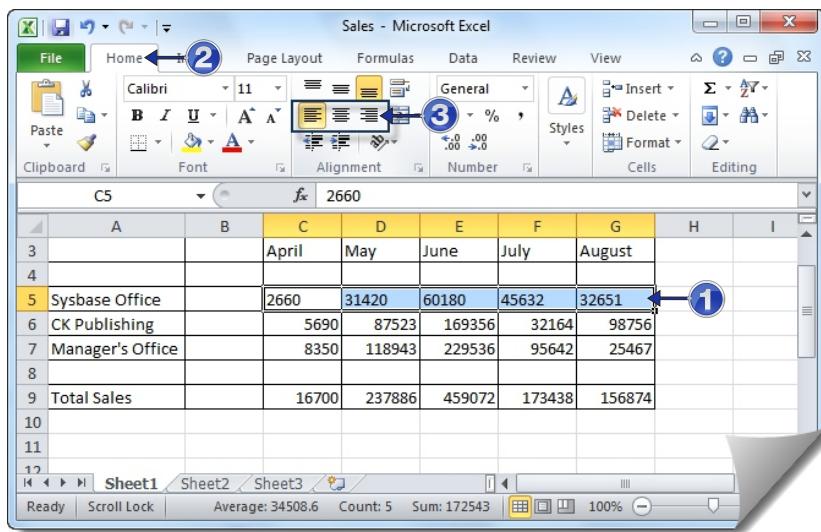
You can control the alignment of data within your worksheet cells. By default, Excel automatically aligns text data to the left and number data to the right. Data are also aligned vertically to sit at the bottom of the cell. You can change the horizontal and vertical alignments to improve the appearance of your worksheet data.

## Align Cell Data

### Set Horizontal Alignment

- ① Select the cells that you want to format.
- ② Click the Home tab.
- ③ Click an alignment icon in the Alignment group:
  - Click the Left Align icon (□) to align data to the left.
  - Click the Center icon (□) to align data to the center.
  - Click the Right Align icon (□) to align data to the right.

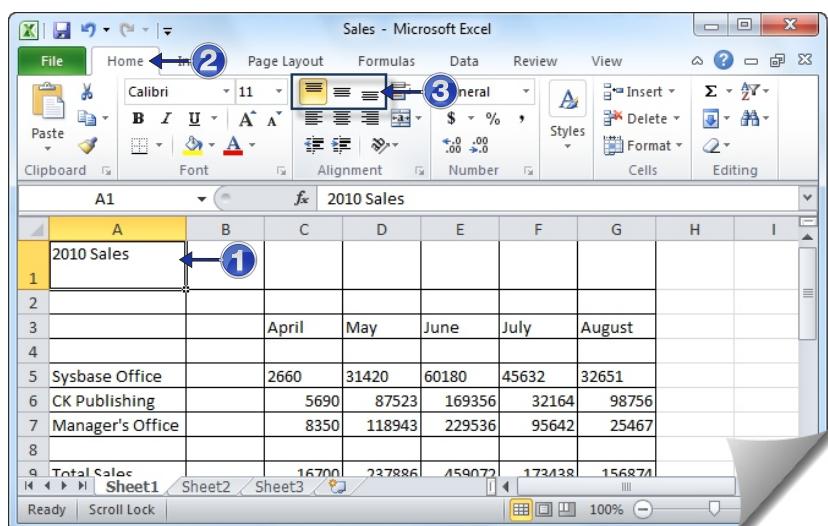
Excel immediately applies the alignment to your cells.



### Set Vertical Alignment

- ① Select the cells that you want to format.
- ② Click the Home tab.
- ③ Click an alignment icon in the Alignment group:
  - Click the Top Align icon (□) to align data at the top of the cell.
  - Click the Middle Align icon (□) to align data to the center.
  - Click the Bottom Align icon (□) to align data at the bottom of the cell.

Excel immediately applies the alignment to your cells.

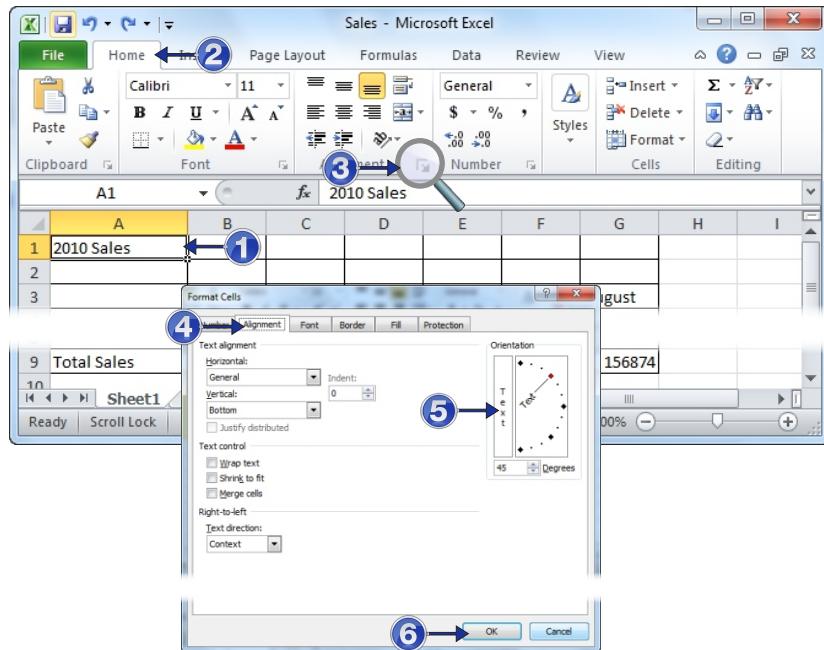


## Rotating Cell Data

You can rotate cell data to flip text sideways or print it from top to bottom instead of from left to right. For example, you may want to rotate long column headers to keep your column widths shorter.

### Rotate Cell Data

- 1 Select the cells that you want to rotate.
  - 2 Click the Home tab.
  - 3 Click the Alignment dialog box launcher ().
  - The Format Cells dialog box opens.
  - 4 Click the Alignment tab.
  - 5 Click the orientation that you want to apply or type the degrees of rotation you want to set.
    - To orient data to display from top to bottom instead of from left to right, click this box shown in the snapshot.
  - 6 Click OK.
- Excel applies the orientation alignment to the cells.



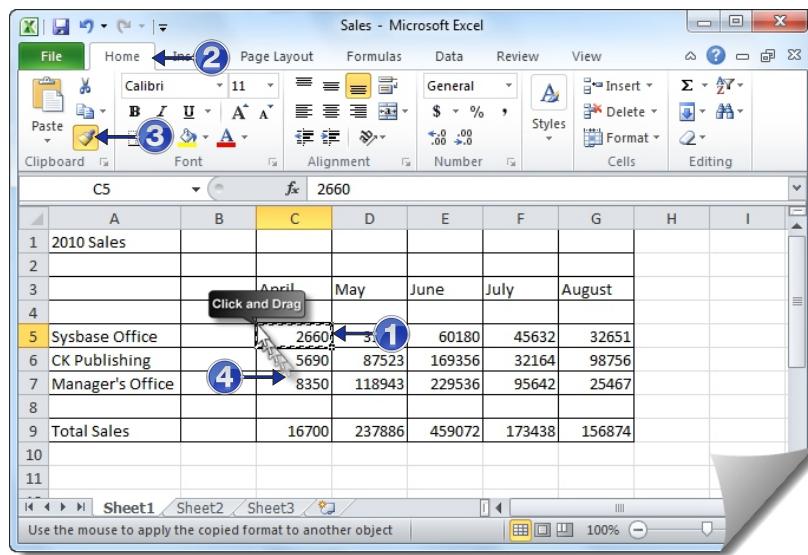
## Copying Cell Format

You can use the Format Painter feature to copy formatting to other cells in your worksheet.

When you want to re-create the same look elsewhere in the worksheet, you don't have to repeat the same steps that you have applied to assign the original formatting. Instead, you can paint the formatting to the other cells with a single procedure.

### Copy Cell Format

- 1 Select the cell or range containing the formatting that you want to copy.
  - 2 Click the Home tab.
  - 3 Click Format Painter ().
  - Excel surrounds the cell or range with a blinking border.
    - To copy the same formatting multiple times, double-click .
  - 4 Click and drag over the cells to which you want to copy the formatting.
- Excel immediately copies the formatting to the new cells.
- You can press **Esc** to cancel the Format Painter at any time.



# Inserting a Picture

In this digital age, photos or what we call pictures can easily be produced and managed as well as incorporating it to your Office files. For example, if you have a photo or graphic file that relates to your Excel data, you can insert it into the worksheet. After you insert an image, you can resize, reposition, rotate, and flip it. You can also perform other types of editing on the image, such as cropping, image correction, color correction, and more. Office 2010 also includes several tools, called filters, used for applying artistic effects to images you insert in the files.

## Insert a Picture

- 1 Click the area where you want to add a picture. You can move the image to a different location after inserting it into the page.

- 2 Click the Insert tab.

- 3 In the Illustrations group, click Picture.

The Insert Picture dialog box will appear.

- 4 Navigate to the folder or drive containing the image file that you want to use.

To browse for a particular file type, you can click the button beside the filename text box and choose a file format.

- 5 Click the file that you want to add.

- 6 Click Insert tab.

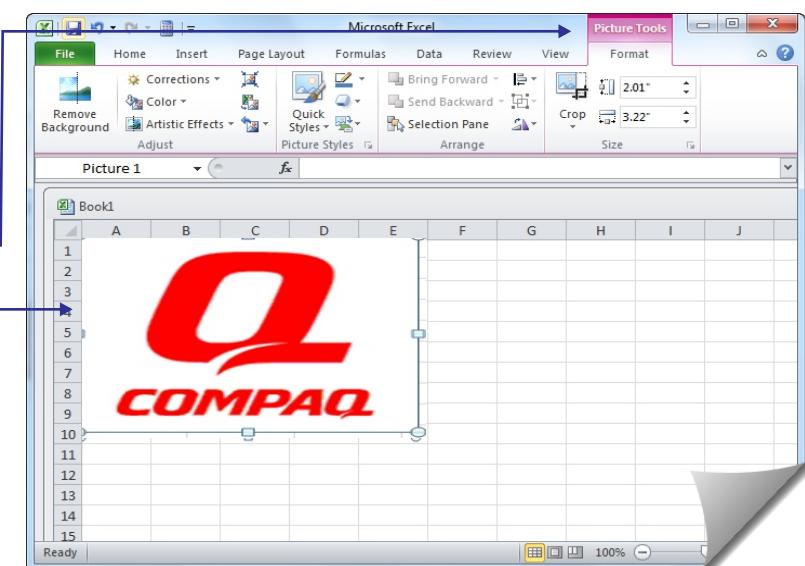
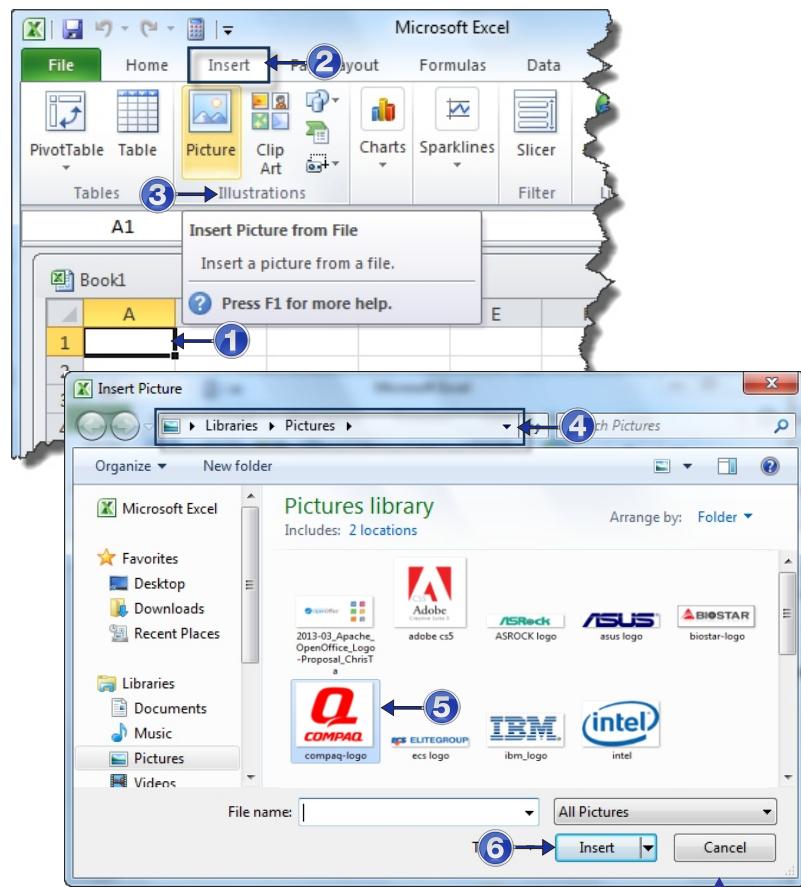
Note: Image files, also called objects, come in a variety of file formats, including GIF, JPEG, and PNG.

The Picture tools appear on the Format tab.

The picture is added to the file.

You may need to resize or reposition the picture to fit the space.

Note: See the "Resize and Move Objects" section to learn more. To remove a picture that you no longer want, you can click the picture and press **(Delete)**.



# Inserting Charts

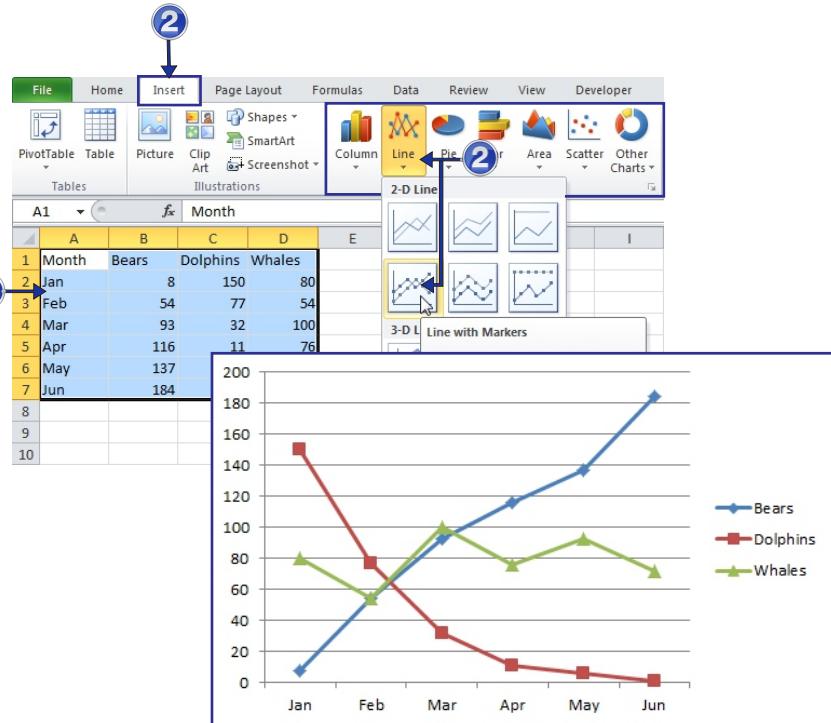
Charts are used to display series of numeric data in a graphical format to make it easier to understand large quantities of data and the relationship between different series of data.

To create a chart in Excel, you start by entering the numeric data for the chart on a worksheet. Then you can plot that data into a chart by selecting the chart type that you want to use.

## Create a Chart

To create a line chart, follow the steps below.

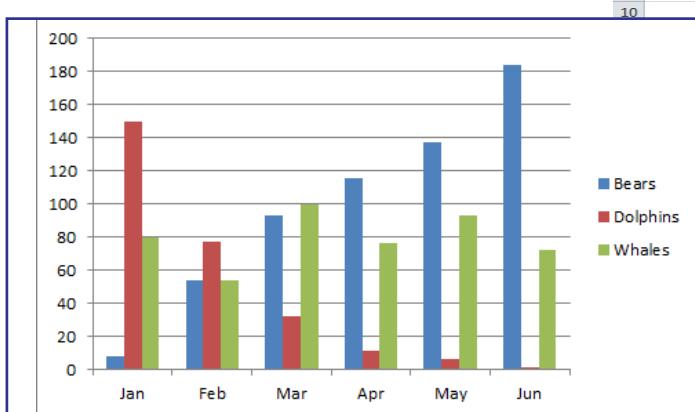
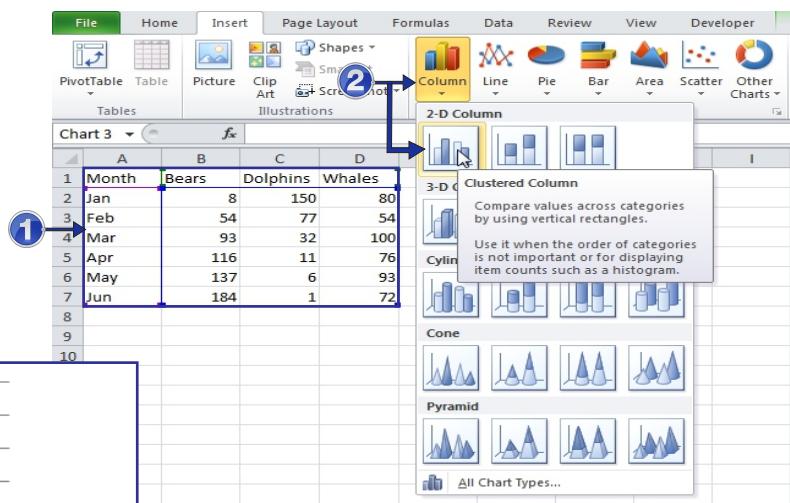
- ① Select the cell range you want to create a graph, in this case select A1:D7.
- ② On the Insert tab, click the Charts group, click to choose Line, and select Line with Markers.



## Change Chart Type

You can easily change to a different type of chart at any time.

- ① Select the chart.
- ② On the Insert tab, in the Charts group, choose Column, and select Clustered Column.



# 3

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## Laboratory



SpreadSheet  
VISUALLESSONGUIDE

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## Manual

# LABORATORY MANUAL

## Lesson 3 Formatting Text, Numbers, Charts, and Image in a Worksheet

Excel's text formatting capabilities can make the results of your workbook more esthetically pleasing and easier to follow. You can use one of several Excel themes with predefined font families, color schemes and text fill effects and apply them to the whole spreadsheet. You can also make discrete changes in the text style of individual cells by using the "Font group" options in Excel's "Home" tab ribbon.

### Objectives

After completing this Laboratory, you should be able to:

- demonstrate the application of applying bold, italic and underline formatting to worksheet data;
- apply the process of inserting images in a worksheet;
- manipulate changing data color in a worksheet; and
- apply the process of inserting chart and applying designs in a worksheet.

### Lab 3.1 The Basic Format

*Estimated Completion time: 5 - 10 Minutes*

Directions:



#### Preview:

Ice Cream Remittance						
Toby's Ice Cream Parlor		Vendors				
Days	Alvin	Jonas	Tiborcio	Bador	Peter	Total Day Remittance:
Monday	765	563	789	478	478	
Tuesday	562	856	758	256	846	
Wednesday	456	941	845	475	851	
Thursday	756	621	658	685	589	
Friday	846	589	951	478	658	
Saturday	874	946	863	568	957	
Answer's of any Function used:						
grade and summary						

1. Launch **Microsoft Excel**.
2. Open the **Cool Freeze** worksheet that you have saved.
3. Follow the steps on how to format text (Applying Bold, Italics and Underlines, Changing the Font and Size).
4. Do the following:
  - a. Set the title "Ice Cream Remittance" to bold.
  - b. Underline the names of the vendors.
  - c. Italicize the days.
  - d. Change the font of all the text to "Berlin Sans FB" and the font size to 18.
5. Save the worksheet as **Formatting Text** and place it to your own folder.

# Lab 3.2 **Formatting Matters**

**Estimated Completion time: 5 - 10 Minutes**

## Directions:

1. Launch **Microsoft Excel**.
  2. Open the **Formatting Text** worksheet.
  3. Follow the steps on how to change the number format and increase or decrease decimal numbers.
  4. Do the following:
    - a. Change the format of all numbers to currency.
    - b. Change the data of "Week 3" in cell A3 to "March 03, 2010". Then set it to the date format.
    - c. Add two (2) decimal places on each figure of sales.
  5. Save the worksheet as **About Numbers** and place it to your own folder.



## Preview:

The screenshot shows a Microsoft Excel spreadsheet titled "Centering to transposing.xlsx". The table has the following structure:

	A	B	C	D	E	F	G	H	I	J
1	Ice Cream Remittance									
2	Toby's Ice Cream Parlor									
3	Week 3		Vendors							
4	Days	Alvin	Jonas	Tiborcio	Bador	Peter	Total Day Remittance:			
5	Monday	765	563	789	478	478				
6	Tuesday	562	856	758	256	846				
7	Wednesday	456	941	845	475	851				
8	Thursday	756	621	658	685	589				
9	Friday	846	589	951	478	658				
10	Saturday	874	946	863	568	957				
11	Answer's of any Function used:									
12	grade and summary									
13										
14										
15										
16										
17										
18										

At the bottom, there are tabs for "Sheet1", "Sheet2", and "Sheet3". The status bar shows "Ready" and "Page: 13 of 13".

## Lab 3.3 Color Copy

*Estimated Completion time: 5 - 10 Minutes*

### Directions:

1. Launch **Microsoft Excel**.
  2. Open the **About Numbers** worksheet that you have saved.
  3. Follow the steps on how to change data color, align cell data and copy cell format.
  4. Do the following:
    - a. Assign a definite color to each sale of vendors in a week. Then set the rest of the data into green color.
    - b. Apply Center Horizontal and Vertical alignment to the data.
    - c. Rotate the five names of vendors to 45 orientation.
    - d. Copy cell format. Copy all the data and place them in cell A25.
  5. Save the worksheet as **Coloring and Copying** and place it to your own folder.



Preview

The screenshot shows a Microsoft Excel spreadsheet titled "Centering to transposing.xlsx". The table has the following structure:

	Ice Cream Remittance						
	Toby's Ice Cream Parlor						
	Week 3 Vendors						
	Days	Alvin	Jonas	Tiborcio	Bador	Peter	Total Day Remittance:
4	Monday	765	563	789	478	478	
5	Tuesday	562	856	758	256	846	
6	Wednesday	456	941	845	475	851	
7	Thursday	756	621	658	685	589	
8	Friday	846	589	951	478	658	
9	Saturday	874	946	863	568	957	
10	Answer's of any Function used:						
11							
12							
13	Grade and summary						
14							
15							
16							
17							
18							

The ribbon tabs are Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, Insert, Styles, Format Cells, Sort & Filter, and Editing.

## Lab 3.4 Animal Class

Estimated Completion time: 10 - 15 Minutes

Directions:

**Score**



1. Launch Excel and open the **Animal Class** activity workbook file.
2. Insert Clip Arts in each class of animals. Resize the clip art if necessary to fit into each row.
3. Save the activity workbook with a new filename as **Classified Animals**.

**Preview:**

## Lab 3.5 Sales Chart

Estimated Completion time: 10 - 15 Minutes

Directions:

**Score**



1. Launch Microsoft Excel
2. Open the **Agent Sales** Worksheet
3. Follow the steps on how to insert chart in a worksheet
4. Create a column Chart using the given data in the worksheet
5. Save the worksheet as **Charting Agent Sales** and place it to your own folder.

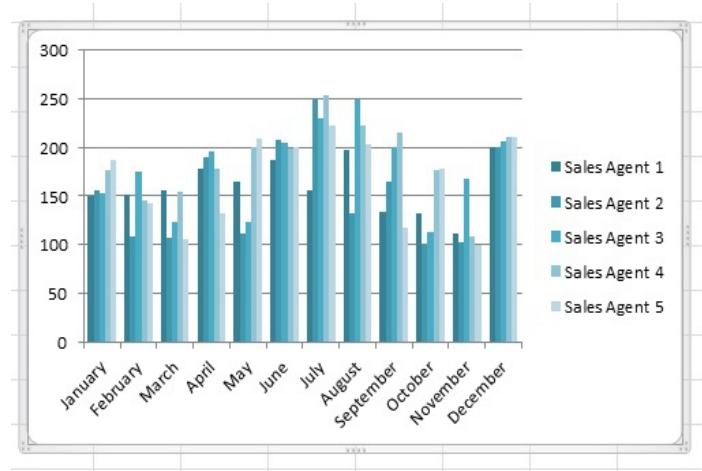
**Preview:**

Months	Sales Agent 1	Sales Agent 2	Sales Agent 3	Sales Agent 4	Sales Agent 5
January	150	156	153	176	187
February	152	109	175	145	143
March	156	107	123	154	105
April	178	190	196	178	132
May	165	111	123	201	209
June	187	208	205	199	200
July	156	250	230	254	222
August	198	132	250	222	203
September	134	165	201	215	117
October	132	100	113	176	178
November	111	103	167	109	100
December	200	201	207	210	211

**Lab 3.6 Sales Chart Design***Estimated Completion time: 10 - 15 Minutes*

Directions:

1. Launch Microsoft Excel
2. Open the **Charting Agent Sales** worksheet
3. Follow the steps on how to change the design and layout of the charts
4. Change the design of the layout to style 7
5. Save the worksheet as **Charting Agent Sales Design** and place it to your own folder.

**Score****Preview:****Lab 3.7 Book Sales Graph***Estimated Completion time: 5 - 10 Minutes*

Directions:

1. Launch Microsoft Excel
2. Open the **Book Sales Report** worksheet
3. Compute the sales from year 2012-2014
4. Create a graph of your choice to show the sales rate
5. Save the worksheet as **Book Sales Report Graph** and place it to your own folder.

**Score****Preview:**