



## Hands-on Lab 3: Entering and Formatting Data

**Estimated time needed:** 30 minutes

In this lab, first you will learn some of the viewing options in Excel, and then learn how to enter and edit data in cells. Then, you will learn how to move, copy, paste, and fill data, and how to format cells and cell data in a worksheet.

### Software Used in this Lab

The instruction videos in this course use the full Excel Desktop version as this has all the available product features, but for the hands-on labs we will be using the free 'Excel for the web' version as this is available to everyone.

Although you can use the Excel Desktop software if you have access to this version, it is recommended that you use Excel for the web for the hands-on labs as the lab instructions specifically refer to this version, and there are some small differences in the interface and available features.

### Dataset Used in this Lab

The first dataset used in this lab comes from the following source: <https://www.kaggle.com/sudalairajkumar/indian-startup-funding> under a [CC0: Public Domain license](#). Acknowledgement and thanks also goes to <https://trak.in> who were generous enough to share the data publicly for free.

We are using a modified subset of that dataset for the lab, so to follow the lab instructions successfully please use the dataset provided with the lab, rather than the dataset from the original source.

The second dataset used in this lab is an internal dataset.

### Objectives

After completing this lab, you will be able to:

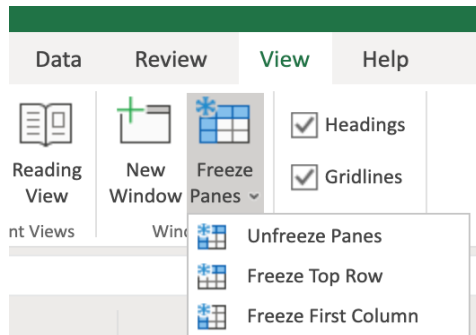
- Use viewing options, and enter and edit data
- Copy and fill data, and format cells and data

### Exercise 1: Viewing, Entering and Editing Data

In this exercise, you will learn some of the viewing options in Excel, how to enter and edit data in cells.

#### Task A: Viewing Data

1. Download the file [indian\\_startup\\_funding\\_Lab3.xlsx](#). Upload and open it using Excel for the web.
2. Select **F20:H26** (if required, use the vertical and horizontal scroll bars to bring the selected cell range area to the center of the screen). Hold **CTRL and +** to zoom in closer to the specific area of the data. Then hold **CTRL and -** to zoom the worksheet back out to its original size. (**Note: Zoom to Selection** which is found under the **View** tab of Excel Desktop, is not available for Excel for the web)
3. On the ribbon, click **View, Freeze Panes, Freeze Top Row**. Now you have headings in your columns like a header row, which will remain static on screen while you move down the worksheet. Next, click **Unfreeze Panes**, and click **Freeze First Column**. The *Sr No* column will remain static on the screen while you move right across the worksheet. Lastly, click **Unfreeze Panes** to end this step.



4. To freeze both the top row and the first column at the same time, select cell **B2** and click **View, Freeze Panes, Freeze Panes**.

File
Home
Insert
Formulas
Data
Review
View
Help

Default

Editing View

Reading View

New Window

Freeze Window Panes

☒
Headings

☒
Gridlines

Sheet View
Document Views
Window
Show

B2		12/20/2019		
	A	B	C	D
1	Sr No	Date	Startup Name	Industry Vertical
2	17	12/20/2019	Lenskart.com	E-Commerce
3	12	12/17/2019	Healthians	B2B-focused foodtech startu
4	13	12/16/2019	Licious	E-Commerce
5	14	12/16/2019	InCred	Finance
6	15	12/14/2019	Trell	Video
7	11	12/13/2019	Rivigo	Technology
8	8	12/12/2019	Ecozen	Technology

5. You can open multiple workbooks in multiple browser tabs in Excel for the web, and to switch between them, you just click each browser tab. (In Excel Desktop you have to click the **View** tab, then click **Switch Windows**)

## Task B: Entering Data

- Download the file [Personal Monthly Expenditure Lab3.xlsx](#). Upload and open it using Excel for the web. Go to the **Expense - 2018** worksheet.
- In cell **A1**, type **Month** and press **Tab**. Then type **Housing** and press **Tab**, type **Food & Dining**, and press **Tab**, type **Personal**, and press **Tab**, type **Auto & Transport**, then press **Tab**, type **Health & Fitness**, then press **Tab**. You are now done with the header row.
- To enter some data as rows in column A, in **A2**, type **Jan** and press **Enter**. Then type **Feb**, and press **Enter**, type **Mar**, and press **Enter**, type **Apr**, and press **Enter**.
- To add another column between the **Housing** and **Food & Dining**, select column C, then right-click column C, and choose **Insert Columns**. In the top row header cell **C1**, type **Bills & Utilities**.

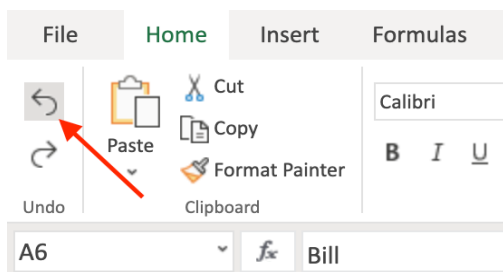
	A	B	C	D	E	F
1	Month	Housing	Food & Dining			
2						
3						
4						
5						
6						
7						

5. Select columns **A to G**, then double-click the divider between **A** and **B** to adjust the column widths.

	A	B	C	D	E	F	G
1	Month	Housing	Bills & Utilities	Food & Dining	Personal	Auto & Transport	Health & Fitness
2							
3							

## Task C: Editing Data

- Select cell **C1** and press **Backspace** to clear the contents. Then type **Bills**.
- Click **Undo** to undo the change.



## Exercise 2: Copying, Filling, and Formatting Cells and Data

In this exercise, you will learn how to move, copy, paste, and fill data, and how to format cells and cell data in a worksheet.

### Task A: Copying and Filling Data

1. Select **A2:A5**. Hover over the edge of the selected cells to get the **Move** pointer and then drag the selection to move the selected cells to **B6**. Click **Undo**.

	A	B	C
1	Month	Housing	Bills & Utilities
2	Jan		
3	Feb		
4	Mar		
5	Apr		
6			
7			
8			
9			
10			
11			

2. Select cell **A5**. Hover over the bottom right corner of cell **A5** to get the **+** (**Fill Handle**) symbol, then drag to **A13**.

	A	B
1	Month	Housing
2	Jan	
3	Feb	
4	Mar	
5	Apr	
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

- On the **Expense - 2018** sheet, select **A1:G13** and press **CTRL+C**. Then on the **Expense - 2019** sheet, select cell **A1** and press **CTRL+V**.
- Select cell **A1** and press **CTRL+A** to select the whole datasheet. On the **Home** tab, in the **Cells** group, click the drop-down arrow under **Format**, and click **Auto-Fit Column Width**.

[illegible]

## Task B: Formatting Cells and Data

Download the file [Data for Personal Monthly Expenditure Lab3.xlsx](#), which contains data for the Expense - 2019 sheet.

Copy the values from **B2:G13** and paste them into your existing Expense - 2019 sheet, which should then look like this:

	A	B	C	D	E	F	G
1	Month	Housing	Bills & Utilities	Food & Dining	Personal	Auto & Transport	Health & Fitness
2	Jan	800	210	400	100	100	60
3	Feb	800	180	350	100	125	70
4	Mar	800	170	420	100	120	60
5	Apr	800	160	400	120	100	60
6	May	800	150	420	100	100	80
7	Jun	800	150	380	100	130	60
8	Jul	800	150	420	120	100	60
9	Aug	800	150	420	100	100	80
10	Sep	800	150	400	120	110	60
11	Oct	800	170	420	100	100	60
12	Nov	800	200	390	120	100	50
13	Dec	800	220	400	100	115	60
14							

### 1. Formatting Cells:

- o a. Select **A1:G13**. On the **Home**, in the **Tables** group, click **Format as Table**, and choose a table style from the list. In the pop-up dialog box, ensure that the option **My table has headers**, is checked and then click **OK**.

File

Home

Insert

Formulas

Data

Review

View

Help

Tell me what you want to do

Open in Desktop App

Undo

Redo

Paste

Format Painter

Clipboard

Cut

Copy

Font Face

Font Size

Font Color

Bold

Italic

Underline

Text Color

Background Color

Text Alignment

Paragraph Alignment

Wrap Text

Merge & Center

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Formulas

Number

Percentage

Decimal Places

Thousands Separator

A1

fx

Month

	A	B	C	D	E	F	G	H	I	J	K	L
1	Month	Housing	Bills & Utilities	Food & Dining	Personal	Auto & Transport	Health & Fitness					
2	Jan	800	210	400	100	100	60					
3	Feb	800	180	350	100	125	70					
4	Mar	800	170	420	100	120	60					
5	Apr	800	160	400	120	100	60					
6	May	800	150	420	100	100	80					
7	Jun	800	150	380	100	130	60					
8	Jul	800	150	420	120	100	60					
9	Aug	800	150	420	100	100	80					
10	Sep	800	150	400	120	110	60					
11	Oct	800	170	420	100	100	60					
12	Nov	800	200	390	120	100	50					
13	Dec	800	220	400	100	115	60					
14												
15												

Light

Medium

- o b. Select **A2:A13**. In the **Font** group click **Italic**. In the font size box, select **10**. In the font style drop-down box, select **Arial**.

## 2. Formatting Cell Data:

- o a. Select column **B**, and use **SHIFT+right arrow** to select across to include column **G**. On the **Home** tab, in the **Number** group, click the **Number Format** drop-down list and choose **Currency**.
- o b. Select columns **B** to **G** again. On the **Home** tab, in the **Number** group, click **Decrease Decimal** once.
- o c. Select columns **B** to **G** again. On the **Home** tab, in the **Number** group, click the **Accounting Number Format (\$)** drop-down list, and select **£ English (United Kingdom)**.

	A	B	C	D	E	F	G
1	Month ▾	Housing ▾	Bills & Utilities ▾	Food & Dining ▾	Personal ▾	Auto & Transport ▾	Health & Fitness ▾
2	Jan	£ 800.00	£ 210.00	£ 400.00	£ 100.00	£ 100.00	£ 60.00
3	Feb	£ 800.00	£ 180.00	£ 350.00	£ 100.00	£ 125.00	£ 70.00
4	Mar	£ 800.00	£ 170.00	£ 420.00	£ 100.00	£ 120.00	£ 60.00
5	Apr	£ 800.00	£ 160.00	£ 400.00	£ 120.00	£ 100.00	£ 60.00
6	May	£ 800.00	£ 150.00	£ 420.00	£ 100.00	£ 100.00	£ 80.00
7	Jun	£ 800.00	£ 150.00	£ 380.00	£ 100.00	£ 130.00	£ 60.00
8	Jul	£ 800.00	£ 150.00	£ 420.00	£ 120.00	£ 100.00	£ 60.00
9	Aug	£ 800.00	£ 150.00	£ 420.00	£ 100.00	£ 100.00	£ 80.00
10	Sep	£ 800.00	£ 150.00	£ 400.00	£ 120.00	£ 110.00	£ 60.00
11	Oct	£ 800.00	£ 170.00	£ 420.00	£ 100.00	£ 100.00	£ 60.00
12	Nov	£ 800.00	£ 200.00	£ 390.00	£ 120.00	£ 100.00	£ 50.00
13	Dec	£ 800.00	£ 220.00	£ 400.00	£ 100.00	£ 115.00	£ 60.00
14							

Congratulations! You have completed Lab 3, and you are ready for the next topic.

Author(s)

- [Sandip Saha Joy](#)

Other Contributor(s)

- [Steve Ryan](#)

© IBM Corporation 2020. All rights reserved.