CMPT 155: Computer Applications for Life Sciences

Lecture 4: Formatting Cells

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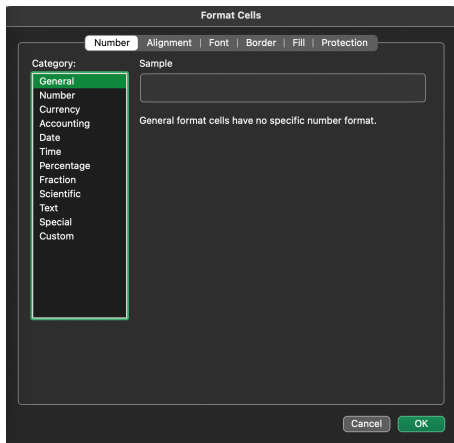
Presentation Outline

Formatting Cells

Cells formating options can be accessed through:

- Clicking home on the ribbon, → Cells → Format Cells
- right-click (ctrl-click) on the cell and clicking Format Cell
- include graphics of the format cell menu

Various Cell Formats

|	A	B	C	D		E	F		G	H
1	General	Number	Currency	Accounting		Percentage	Fraction		Scientific	Text
2	1	1.00	$1.00	$	1.00	100.00%	1		1.000E+00	1
3	1.025	1.03	$1.03	$	1.03	102.50%	1	1/40	1.025E+00	1.025
4	1.05	1.05	$1.05	$	1.05	105.00%	1	1/20	1.050E+00	1.05
5	1.075	1.08	$1.08	$	1.08	107.50%	1	3/40	1.075E+00	1.075
6	1.1	1.10	$1.10	$	1.10	110.00%	1	1/10	1.100E+00	1.1
7	1.125	1.13	$1.13	$	1.13	112.50%	1	1/8	1.125E+00	1.125
8	1.15	1.15	$1.15	$	1.15	115.00%	1	3/20	1.150E+00	1.15
9	1.175	1.18	$1.18	$	1.18	117.50%	1	7/40	1.175E+00	1.175
10	1.2	1.20	$1.20	$	1.20	120.00%	1	1/5	1.200E+00	1.2

Alignment and Orientation

- Wrap Text
  - Allows for a large amount of text to flow across multiple lines
  - just click the wrap text icon in Home tab near the text alignment sections.
- Mergeing Cells
  - Home → Merge & Center → Merge Cells.
  - make sure to have a whole selection of the cells you want to merge.
- Rotating Content
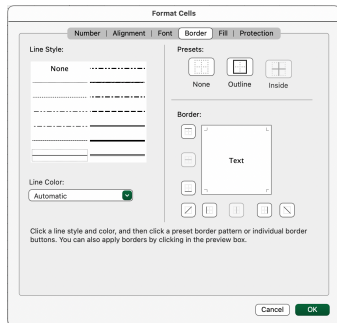 - rotate content by clicking the rotate content icon near the text alignment sections.
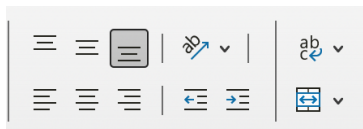
Fonts and Color

- font style, size, style attributes (italics, underline bold), color
- special characters and emoji's!
  - ▸ copyright symbol ©
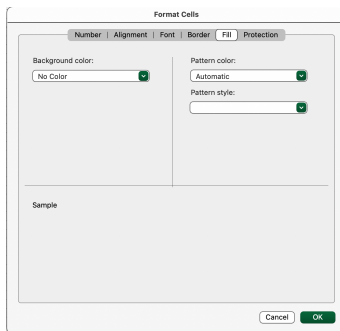 - ▸ Insert → Symbols → Symbol
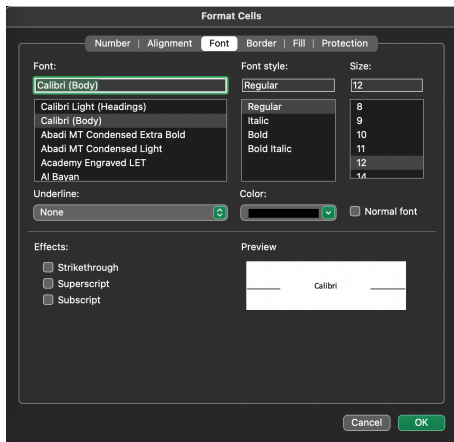
Borders and Fills

- Home→Cells→Format→Format Cells
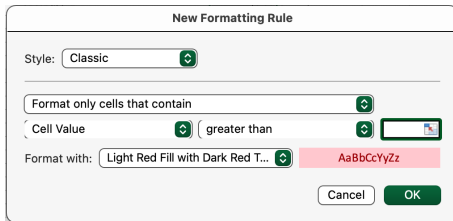- right-click →Format Cells → fill tab, border tab

(a)

(b)

Figure: (a) shows the Border Tab, and (b) shows the Fill tab

Highlting Specific Values

- Conditional formatting rule
- A rule is an instruction that tells Excel when to apply conditional formatting to a cell and when to ignore it.
- Home $\rightarrow$ Styles $\rightarrow$ Conditional Formatting $\rightarrow$ Highlight Cells Rules

Lets try some formatting exercises by downloading *Product.xlsx*

Zoom and Rearranging the Spread Sheet

- Zooming
  - View → Zoom → Zoom
  - (bottom right side of screen) zoom percentage
  - (Office 365 web app) Ctrl(Cmd) + '+' , Ctrl(Cmd) + '-'
- Viewing Distant Parts of a Spreadsheet at Once
- View→Window→Split
- *demo*: What practical reasons are there view different parts of the spreadsheet/workbookv at once?

Freezing Panes

- to freeze the first column or first row
  - View→Window→Freeze Panes→Freeze Top Row
- use Freeze Panes
  1. place the cursor just-right of all the columns you want to freeze
  2. bring the cursor up(down) to just below all the rows you want to freeze
  3. go to 'Freeze Panes'
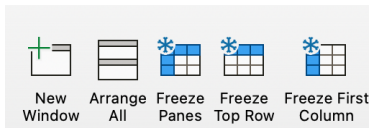 4. Freeze/Unfreeze Panes until you get a selection that works for you!

Figure: freeze panes buttons in office 365

Printing

- File →Print
- Scaling option
    - Fit All Columns on One Page
    - Fit All Rows on One Page
    - Fit Sheet on One Page