



IIT Madras

ONLINE DEGREE

Statistics for Data Science - 1
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Indian Institute of Technology, Madras

Lecture – 08
Tutorial – 2

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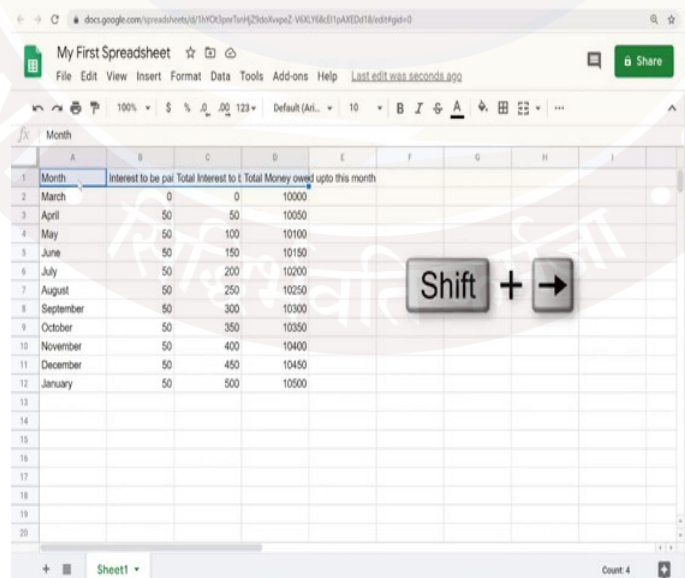
Learning Objectives for statistics week tutorials

Tutorial 2 Spreadsheet Formatting Learning Objectives

Doing the following operations to format a spreadsheet so that it is understandable to a third person

1. Labelling the columns
2. Highlighting the label row (or headings) using a different colour for that row and formatting text by choosing bold.
3. Formatting the text in rows and columns by using text wrap, alignment of text in the vertical and horizontal direction.
4. Formatting the numbers into the currency format or other formats
5. Understanding the other formatting options like italic, underline and strikethrough

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Month	Interest to be paid	Total Interest to date	Total Money owed up to this month
March	0	0	10000
April	50	50	10050
May	50	100	10100
June	50	150	10150
July	50	200	10200
August	50	250	10250
September	50	300	10300
October	50	350	10350
November	50	400	10400
December	50	450	10450
January	50	500	10500

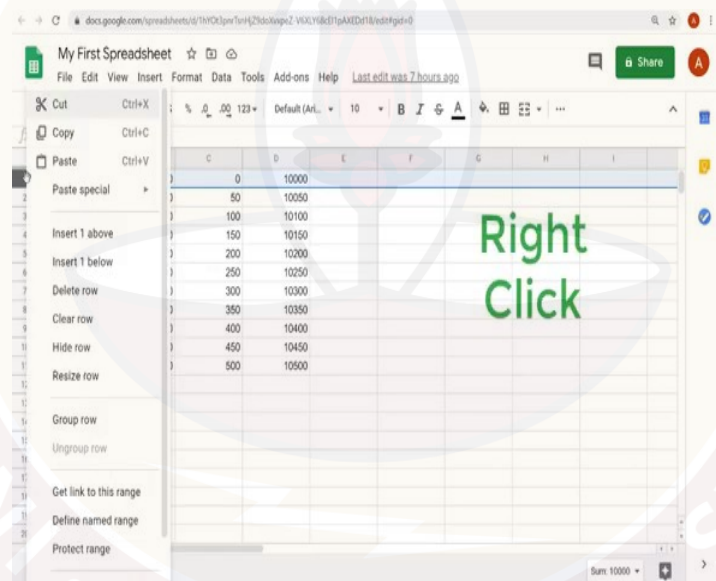
We will continue with our simple interest example. But before we go into the finer utility of spreadsheet software's, you should first try to represent our data in a more meaningful

format. Right now we just put down the numbers and the month names, but if somebody were to look at this spreadsheet, they are not really going to understand what is happening right.

So, we are going to try to format this properly and for that I think, the first thing we should be doing is to label the columns that we have here. Clearly, the first column is all month and we decided the second column is the interest for that month, the third column C is the total interest and the column D is the total money that you are owed.

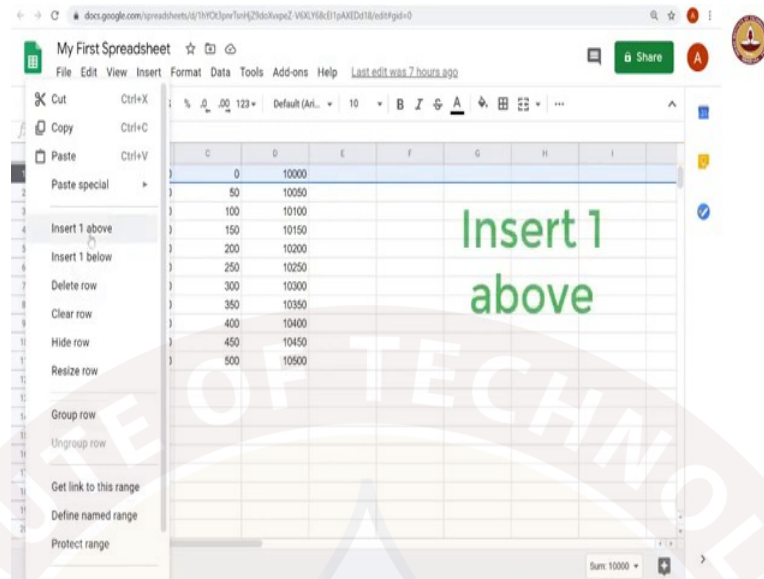
So, in order to represent this, it will be nice to have a heading; a label for the column. So, something above this, for that we will add a row above the first row; so, that we can keep the headings or the labels on them.

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And for this, we first go to the row 1, we right click and here you see a lot of options you could do. You could delete the row, you could clear the row, you could hide it, resize it, group and a lot of things.

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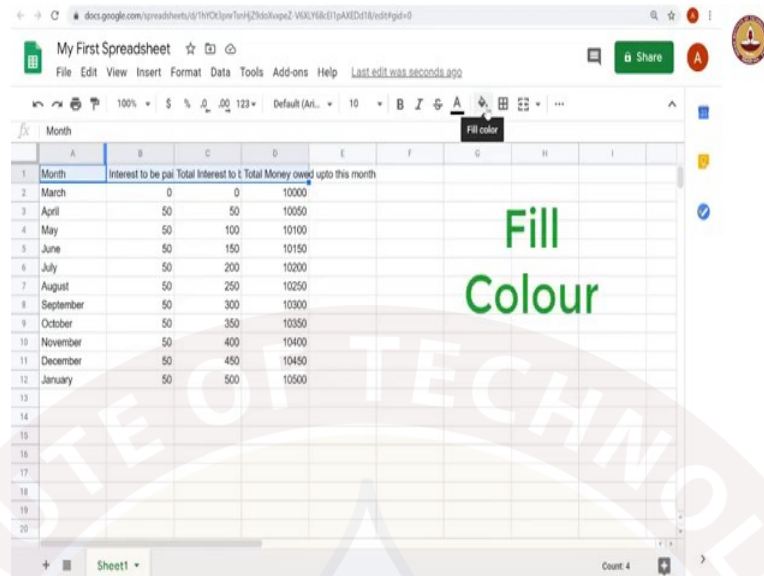
What we are interested in is inserting 1 row above and there we go we have a row here and let us give the names. This one is month; this one is interest to be paid for the month. As you can see, it is spilling over we will attend to that in a bit and then go to this cell and this cell would be the heading for column C which is again I press enter.

This would be the total interest to be paid up to this month, again its spilling over, does not matter, we will come back to that and then here again go and press enter and this one would be the total money owed up to this month.

So, now we have a decent indication of what that column is. However, we have trouble because this does not look good. First of all, the month looks the heading looks pretty much the same as the rest of the cells in that column and here this is cut off, this is cut off and this one is spilling over. So, we are going to have to format this so, it looks better; so, it looks meaningful.

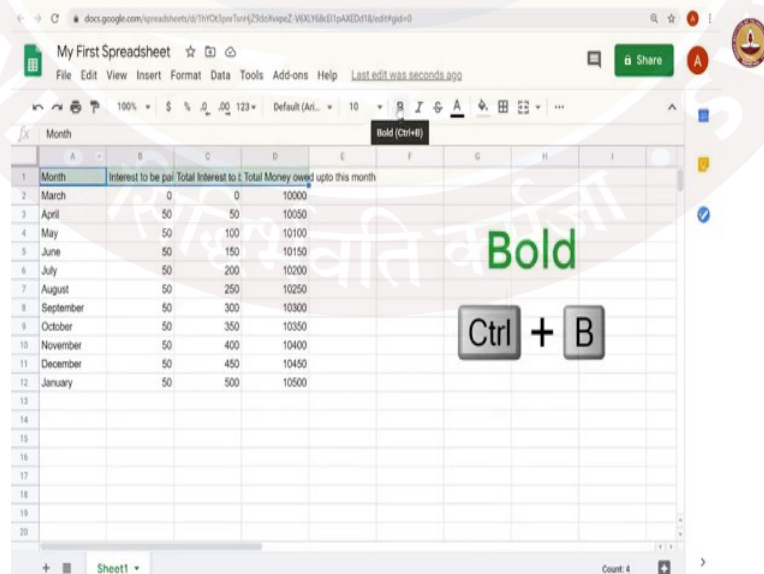
What we could do is, first we should make the headings the labels look distinct. So, we could probably try to fill them with a different color instead of the whole column, I am just going to take the non-empty ones. So, I have selected the cells A1, B1, C1 and D1 by using the shift and right key.

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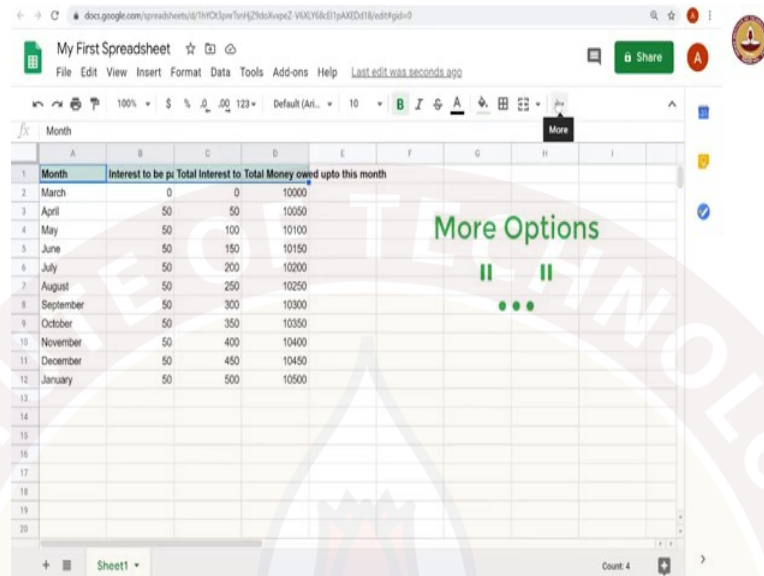
And now I am going to go to this, this is fill color; fill color as and it will fill the cells with that particular color and I can choose whatever color. There are lot of colors here as you can see; you can choose whichever and this is a Google provided theme. If you use just these colors, you will get something that looks reasonably good. So, you can just choose that; however, I am going to go for something kind of light. Let us look at light green 3 and there you go. Now we have these cells have a distinct color.

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We can do better; we can make them B, bold text. So, this option is the bold text which you could also get through control B; there it is bold.

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My First Spreadsheet

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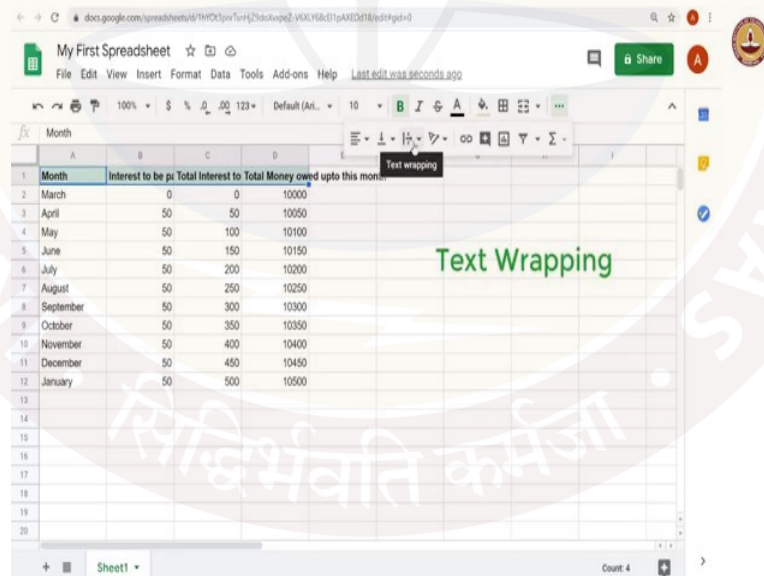
100% \$ % .00 123 Default (Arial) 10 B I A

Month	Interest to be paid	Total Interest	Total Money owed upto this month
March	0	0	10000
April	50	50	10050
May	50	100	10100
June	50	150	10150
July	50	200	10200
August	50	250	10250
September	50	300	10300
October	50	350	10350
November	50	400	10400
December	50	450	10450
January	50	500	10500

More Options

Count 4

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My First Spreadsheet

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100% \$ % .00 123 Default (Arial) 10 B I A

Month	Interest to be paid	Total Interest	Total Money owed upto this month
March	0	0	10000
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Text Wrapping

Count 4

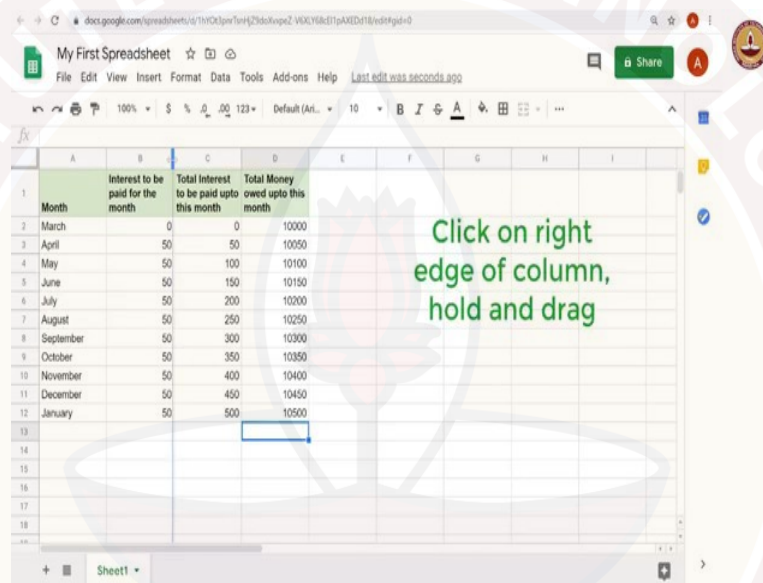
And now, we still have the trouble that some of this text is cut off some and this text is spilling over. So, what do you want to do in these cases is again select those and you can do what is called text wrapping. So, that is an additional option which is there.

So, if these three dots indicate more options and go to this and here, this is text wrapping and there are three options; one is overflow which is what you are seeing now; it is

spilling over into the next cell and this is wrapping which means that text will be adjusted into the same cell in multiple lines and this one is clip, it will get clipped to that particular end of the cell. I think the wrap is best because we want to see the whole text and there we go.

Now, you can see the whole text, it is coming up as multiple lines right and instead of three lines, we might want it to be maybe just two lines. So, for that it helps if the cell width is greater right; if the cell were wider, then we can fit this into two lines.

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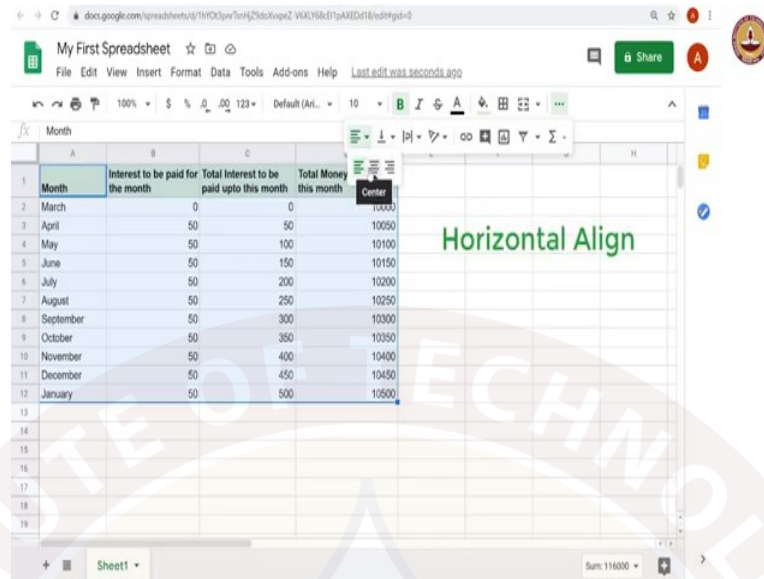


Month	Interest to be paid for the month	Total Interest to be paid upto this month	Total Money owed upto this month
March	0	0	10000
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So, one way to do that is to expand the whole column because if you are expanding this cell, you are expanding every cell under it. So, what you can do is take your cursor to this edge, this border of the column click and drag it and as you can see, it is now expanded. You can do the same for column C and again for column D.

Now, since everything is fitting into two lines, you have the cell height to be accommodating only two lines and you could make this furthermore centrally aligned. So, what we can do is, let us select everything we can take this shift right, right, right and then, holding shift still go down, down, down, down, down in this way.

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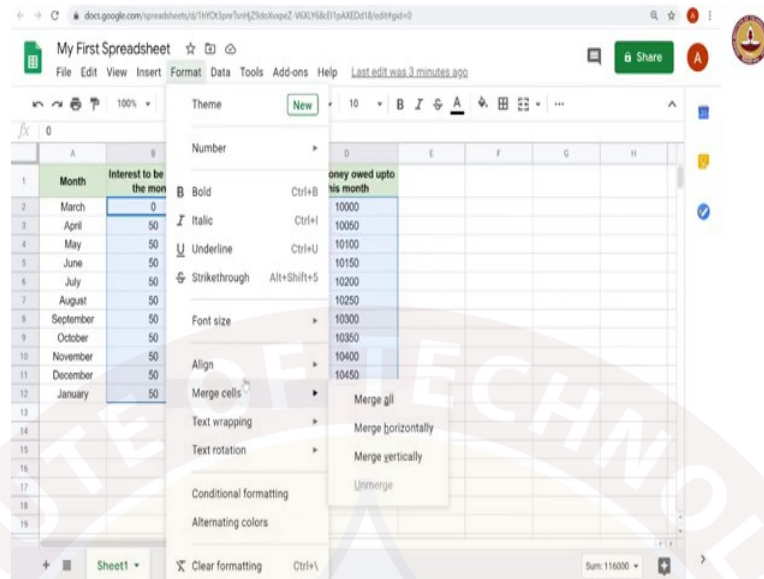
Month	Interest to be paid for the month	Total interest to be paid upto this month	Total Money this month
March	0	0	10000
April	50	50	10050
May	50	100	10100
June	50	150	10150
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October	50	350	10350
November	50	400	10400
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Now, we have selected all these cells and what we can do now is, we can center align the text so, we again went to the more options and the horizontal alignment, we are doing it as center.

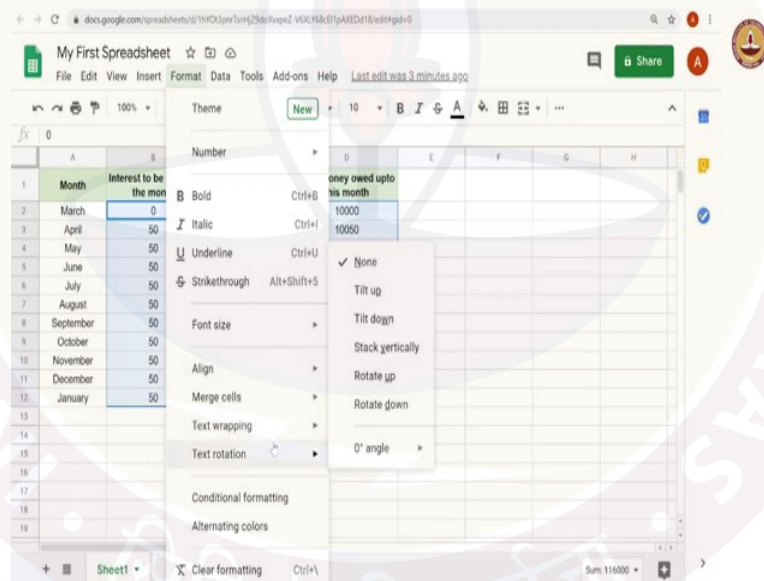
So, what you have seen here is that, all the data is now fitted at the center of the cell and further, we can go to vertical align as well. Here again you have a top, middle and bottom so, we go to middle which has made the text appear at the vertical center. Now, our spreadsheet looks considerably better to read.

We can do a little more formatting in terms of these numbers. These numbers could just be anything right 10,000, 10,050 etcetera. But we know that, they are supposed to be money, these are Indian rupees. So, we can do number formatting, we will again select these cells. You see what I am doing right shift right, right and then down, down, down, down yeah.

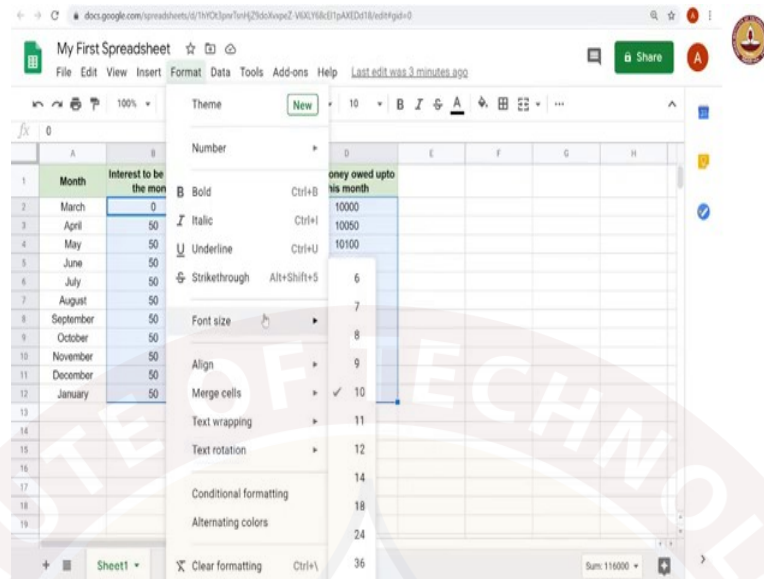
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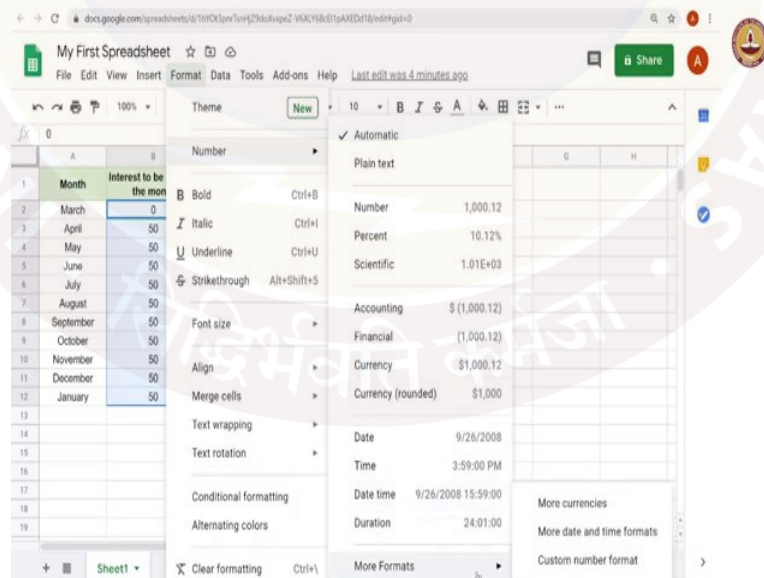


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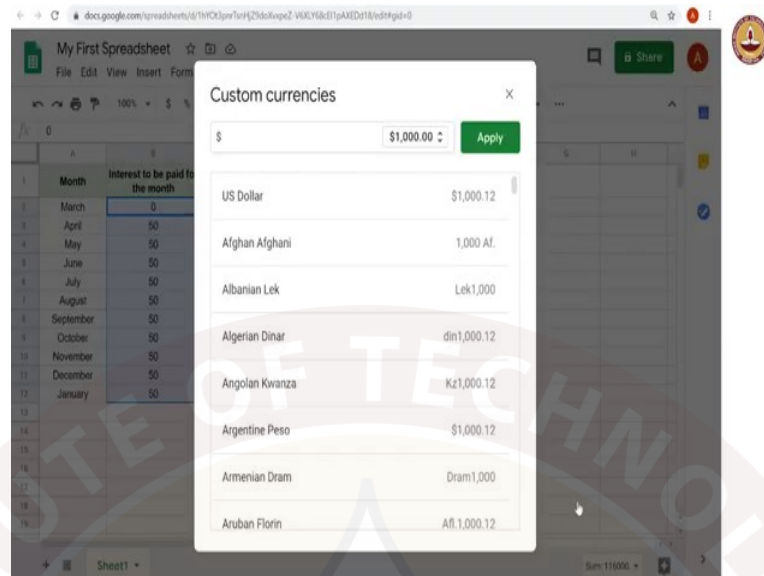
And now, we go to the format option here and here, we have a number of formatting options whatever you have seen there are also here. There is a alignment, left center right is for horizontal, top middle bottom is for vertical and there are lot of other options. We will see them slowly later.

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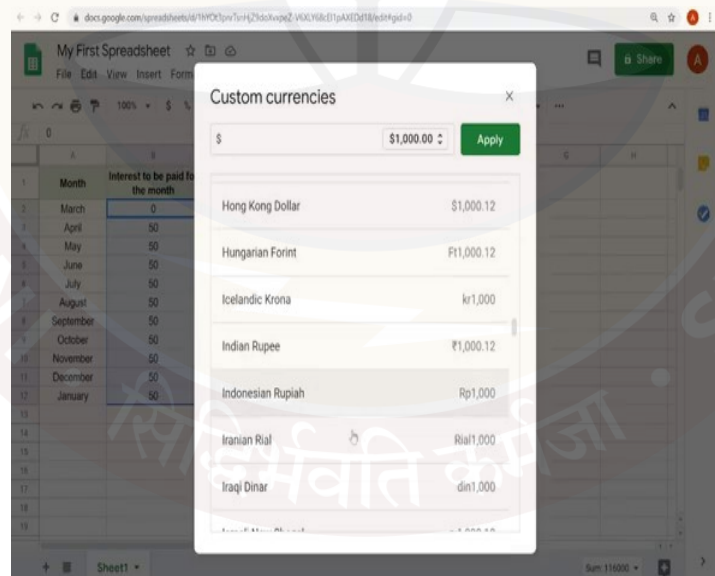
But what we are looking at is number formatting. So, in number formatting, there are lot of options. What we are looking for is currency, but the default currency that Google sheets offers is the dollar symbol; what we want is the Indian rupee.

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So, we go to more formats, then more currencies and within this, if we went down we will see so, there are all these other currency options for formatting.

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But, let us look for the Indian rupee and here we are. This is the rupee symbol and if you apply this, all of this is now in Indian rupees. And now this looks like a good simple interest sheet.

In this video, we have seen some of the formatting options, but they are actually a lot of them. For example, we have not looked at the Italic option or the strikethrough option

and there is also an underlining the text option which is here in the format. So, you are encouraged to go through all these options, play around with all the formatting and find formats that work for you that you think looks good. But more than looking good, make sure that your spreadsheet is doing what you wanted to do; it should represent the data to you in a very usable way.

So, the other options could be the whole we have seen text wrapping, vertical alignment, horizontal alignment. There is also the borders, fill color we have seen, this is the text color. You can play with all of this bar and the other things that are in here. We will see more of these maybe in future. Right now let us go on to seeing how to make more use of spreadsheets with the same example.

Thank you.

