

Unit 3 Customising Workplace

3.0 Introduction

Workplace is the area of the worksheet which is visible and where we work. The display of that workplace can be customised, like we can arrange the different windows which are opened, and the column or rows can be freezed so that they do not scroll off the screen when we move in the worksheet.

Another important feature which is provided with Microsoft Excel is that controls (edit box, check box, spinners, radio button, list) can be created on the worksheet as well as in the dialog box, which also can be created and placed on the worksheet.

3.1 Objectives

After studying this unit , you are able to

Arrange windows, move between windows, hide windows

Work with some of the displays like toolbars, menu bar , formula bar or status bar

Use different custom controls and dialog boxes.

3.2 EXCEL Windows

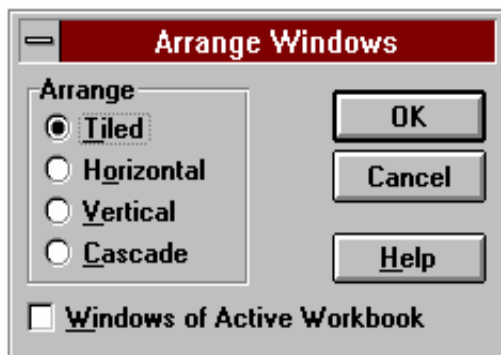
One Workbook can be displayed in more than one window. This can be done by selecting **Window -> New Window** command. Then there will be two windows of the same workbook (<bookname>:1 and <bookname>:2). Similarly you can create more than one window to arrange the workspace to quickly access the information needed.

3.2.1 Arranging Windows

There are different ways to arrange the windows. Create 3 or 4 windows of your workbook and follow the given method:

Choose **Window -> Arrange** command

The following dialog box is displayed.



The various options available are :

Tiled - Each window is completely visible in the total workspace which is divided evenly to all the windows.

Horizontal - The windows are arranged horizontally and are fully visible.

Vertical - Again all the windows are completely visible but are arranged vertically.

Cascade - The windows are overlapped on each other and only the title are visible of each window.

3.2.2 Moving between Windows

Different ways are :

1. The list of all the windows are given in the Windows menu. Choose the window you want to open.
2. Click on the title of the window you want to make the active window.
3. Press **Ctrl+F6** to go to the next window or **Ctrl+Shift+F6** to go to the previous window.

3.2.3 Hiding/Unhiding Windows

You can temporarily hide the some of the windows to clear the workplace.

1. Choose **Window -> Hide** to hide the active window.
2. Choose **Window -> Unhide** to unhide the hidden window.

3.2.4 Splitting and Freezing Window Panes

While working on a very large worksheet with row and column headings, when you move right, the row headings scroll off to the left. When you move down to see the data the column headings scroll up. To fix these headings, you can split the active window into two, with row or column headings in one window and the data on the other window. Follow the given steps:

1. Select the entire row or column where you want to split the windows.

or

2. Select a single cell to split the window immediately above and to the left of the cell.
3. Choose **Window -> Split** command.
4. The different regions are separately scrollable.

To freeze the heading row or column window(s), choose **Window -> Freeze Panes**.

This command will allow you to scroll only the current section of the window. The rest of the section(s) will be freezed or locked.

To unfreeze the panes, choose **Window -> Unfreeze Panes**.

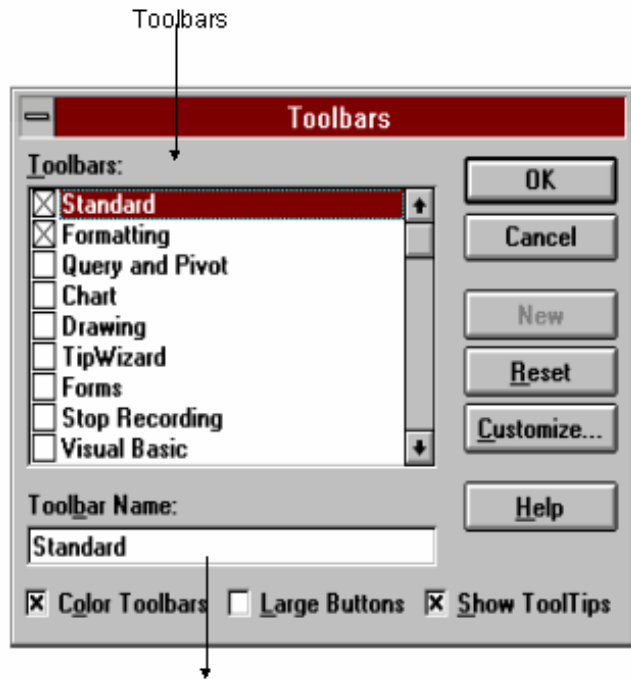
To remove the splits, choose **Window -> Remove Split** command.

3.3 Workplace Displays

Toolbars, Menu bar, Formula bar or Status bar are some of the displays on your workplace. All these displays are not required always. Like, once you have created the workbook, you do not require the toolbars, status bar, formula bar. These can be hidden.

To hide toolbars

1. Select **View -> Toolbars**.
2. Uncheck all those toolbars which you want to hide by clicking on the toolbar name in the dialog box shown below.



Name of Highlighted Toolbar

To hide formula and status bars

Select **View -> Formula Bar** to toggle hide or display of the bar.

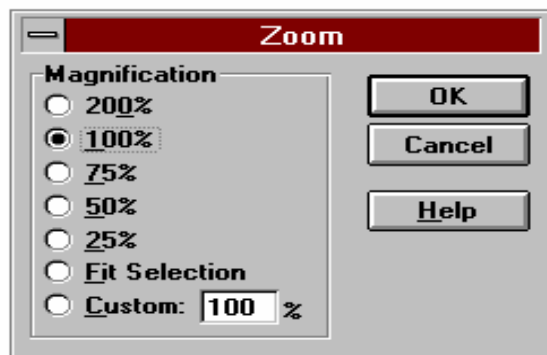
or

Select **View -> Status Bar** to toggle hide or display of status bar.

3.4 Worksheet at different Magnifications

You can Zoom-in or Zoom-out to view less number of cell or more cells in the workplace.

1. Select **View -> Zoom** command.
2. In the dialog box, default zoom percentage is given. Click on new option or type-in new value for magnification by clicking on Custom.



3. Click OK and look at the results.
- or**

1. Click on the right arrow of the Zoom box on the Standard Toolbar.
2. Choose the option from the list.

3.5 Using Custom Controls

Users input data in the worksheets and number of calculations are done on this data. Therefore the data plays a very significant role as important information are extracted through calculations done on this data. Care is required to enter the correct and validated data. This can be done by increasing user interface by placing controls on the worksheet such as list boxes, check boxes and dialog boxes.

3.5.1 Forms Toolbar

The controls are the special objects which enhance user interface and facilitate user input. Example : instead of typing-in the response, you can select the appropriate option from the drop-down list. The tool buttons that are used to draw control objects are found on the

Forms Toolbar. To display this toolbar -

Choose **View -> Toolbars**.

Check the box against Forms Toolbar.

(picture of all the tool buttons and the description

TOOL BUTTONS	DESCRIPTION
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label (text)



edit box



group box

	button
	check box
	option box
	list box
	drop-down list box
	list box link to edit control
	combination of edit control & drop-down
	scrollbar control
	spinner control

The edit control, list box linked to edit control, and combination of edit control & drop-down tool buttons cannot be linked to worksheet cell. These controls can be used inside dialog box only. One control can be linked to only one cell but one cell can have many controls linked to it.

3.5.2 Create Controls on the Worksheet

The steps to place the control on the worksheet are :

1. Display the Forms Toolbar on the worksheet.
2. Click on the control object tool which you want to place on the worksheet.
3. As the shape of the mouse pointer changes (crosshair), draw the object on the worksheet as you draw other objects.
4. Choose **Format -> Object** command.
5. Click on the **Control** tab from the dialog box which is displayed.
6. Enter the cell reference or cell name in the **Cell Link** box..

3.5.3 Format Controls

Formatting of control includes setting-up their properties.

The steps to format the control object are :

1. Select the object by clicking on the object while you hold down the Ctrl key.
 2. Choose **Format -> Object** command
- or
3. Click on the object with the right mouse button which opens the short-cut menu. Click on **Format Object** option.
 4. Set the appropriate options in the dialog box which is displayed.

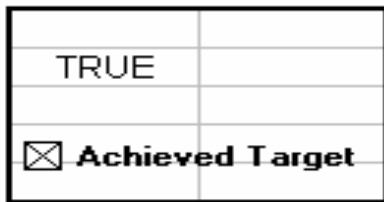
You can also move or resize the control objects as you move or resize other graphic objects.

3.5.4 Worksheet Controls

Some of the controls on the worksheet are passive, that is, they cannot be clicked or interacted with. Example : label and group box. Other controls can be easily created to provide user interface, like :

Check Box -

This box can be used to select or deselect an option and the cell linked to it displays the result as TRUE / FALSE.



Scrollbar -

This object controls the integer value in the cell(s). The range of the values which can be given is 0 - 30000. The value of the cell will increment / decrement by 1 if you click on the arrows of the scrollbar. The value will increment/decrement if you click on the bar. The placement of the object is either vertically or horizontally.



Option Button -

This button is used to select any one of the options given against these buttons and the value will be displayed in the cell linked to this control.

			<input type="radio"/> First Quarter
Sales for the quarter :	<input type="text" value="2"/>		<input checked="" type="radio"/> Second Quarter
			<input type="radio"/> Third Quarter

List Box -

The control allows the user to choose an item from the list of items given in the list box.

			NORTH	
Sale for the region :	<input type="text" value="3"/>		SOUTH	
			EAST	
			WEST	

Drop-down List Box -

This control is similar to List Box, except that you have to specify the number of lines it will use when the list is dropped down. This is specified while setting the properties of this control.

MONDAY	↓
SUNDAY	↑
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	↓

Spinner -

It is similar to scrollbar except that the increment / decrement is by 1 only. Spinner can be placed only vertically.

3.6 Using Dialog Boxes

Though all the controls which can be placed on the worksheet can also be placed on the dialog boxes. Worksheet control do not support shortcut keys whereas, this feature can be added in the dialog boxes.

3.6.1 Create Dialog Boxes

1. Choose **Insert -> Macro -> Dialog** command.

This will display the Forms Toolbar automatically on the worksheet and two buttons (OK and CANCEL) in

the dialog box. The frame of the dialog box can be separately moved if you click on its border or frame and the title can be changed.

2. Place the control in the dialog box as you placed it in the worksheet.
3. Click the right mouse button on the control while it is still selected.
4. Choose **Format -> Object** and click on control tab in the Format Object dialog box.

The additional controls which can be placed in the worksheet are :

Edit Box	This box can be used to enter text or numeric data.
Text	maximum 255 characters can be entered.
Integer	range is -32765 - 32767
Number	any valid number
Reference	valid cell reference
Multiline Edit	allows word-wrap in the control
Vertical Scrollbar	places vertical scrollbar against the control

List Box linked to Edit Control (Combination List-Edit or Combo List-Edit) - These are two different controls which work in combination to each other. You can either choose an item from the list or enter the item in the edit box.

Combination Drop-down Edit Box (Drop-down Combo List-Edit) - Similar to Combo List-Edit except that the list is drop-down list.

3.6.2 Test Dialog Boxes

Choose **Tools -> Run Dialog** command.

or

Click on the **Run Dialog** tool

3.7 Summary

In the session, you have learned to customise or arrange your workspace on the worksheet in many different ways :

1. You can open more than one window of the same worksheet and arrange the windows to have the view of all the data you require.
2. If you want that the row or column headings should not scroll off the screen when you move to the farther cells, you have the option to freeze those headings.
3. Controls, like buttons, check box, option box, list box etc., can be placed on the worksheet to make your tasks easier.
4. Dialog Box gives the option for application development where all the controls can be used.

3.11 Exercise

1. What is the use of creating more than one window at a time ?
2. There are different ways for arranging the windows on screen. What are these ?
3. What are the different workplace displays. Give the importance of each.
4. Explain the term Custom Controls. Name them.
5. How Controls are created on the Worksheet ? Give the steps in sequence.
6. What is the advantage of creating Controls within Dialog boxes ?