



## 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:

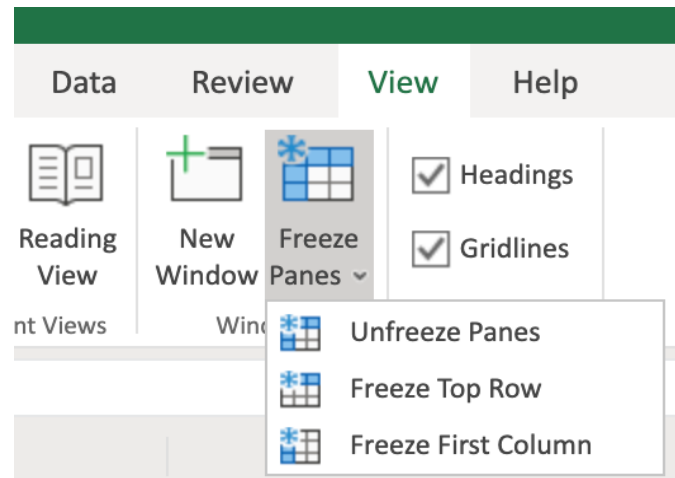
- Use viewing options, and enter and edit data
- Copy and fill data, and format cells and data

# 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.



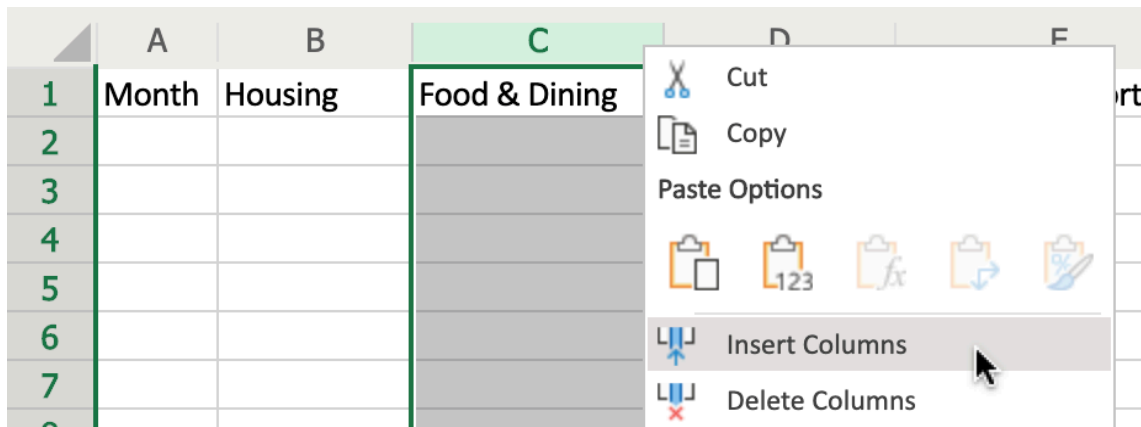
4. To freeze both the top row and the first column at the same time, select cell **B2** and click **View, Freeze Panes, Freeze Panes**.

File Home Insert Formulas Data Review View Help					
Default					
Keep Exit New Options Editing View Reading View New Freeze Window Panes					
Sheet View Document Views Window Show					
B2 12/20/2019					
	A	B	C	D	
1	Sr No	Date	Startup Name	Industry Vertical	Sr
2	17	12/20/2019	Lenskart.com	E-Commerce	On
3	12	12/17/2019	Healthians	B2B-focused foodtech startu	For
4	13	12/16/2019	Licious	E-Commerce	On
5	14	12/16/2019	InCred	Finance	Ne
6	15	12/14/2019	Trell	Video	Ex
7	11	12/13/2019	Rivigo	Technology	Lo
8	8	12/12/2019	Ecozen	Technology	Ag

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

1. Download the file [Personal\\_Monthly\\_Expenditure\\_Lab3.xlsx](#). Upload and open it using Excel for the web. Go to the **Expense - 2018** worksheet.
2. 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.
3. 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**.
4. 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**.

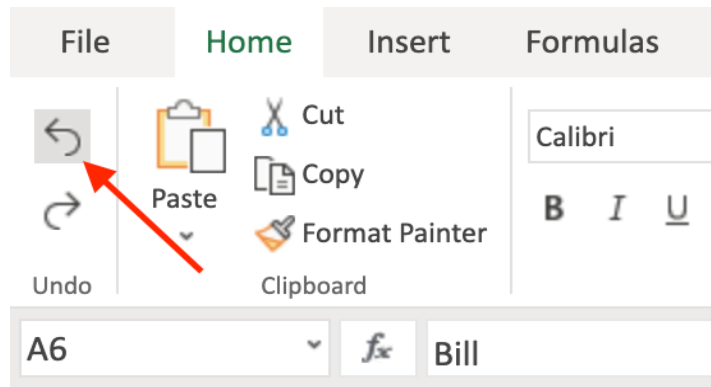


5. Select columns **A to G**, then double-click the divider between **A** and **B** to adjust the column widths.

	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

1. Select cell **C1** and press **Backspace** to clear the contents. Then type **Bills**.
2. 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		✚	B6:B9
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		

3. 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**.

4. 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**.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Tables' group in the ribbon is active, and the 'Format as Table' button is highlighted. A context menu is open, showing options for 'Cell Size', 'Visibility', and 'Organize Sheets'. The 'Auto Fit Column Width' option is selected. The spreadsheet data is visible in the background, showing a table with columns A through G and rows 1 through 13.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Month	Housing	Bills & Utilities	Food & Dining	Personal	Auto & Transport	Health & Fitness								
2	Jan														
3	Feb														
4	Mar														
5	Apr														
6	May														
7	Jun														
8	Jul														
9	Aug														
10	Sep														
11	Oct														
12	Nov														
13	Dec														

## Task B: Formatting Cells and Data

### 1. Formatting Cells:

- 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**.

	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												

- 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)

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## Other Contributor(s)

- [Steve Ryan](#)

## Changelog

Date	Version	Changed by	Change Description
2020-09-10	1.2	Steve Ryan	Added software/dataset info

<b>Date</b>	<b>Version</b>	<b>Changed by</b>	<b>Change Description</b>
2020-06-17	1.1	Steve Ryan	Tech & edit review completed
2020-06-11	1.0	Sandip Saha Joy	Initial version created

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