



Excel

Cell editing and manipulation

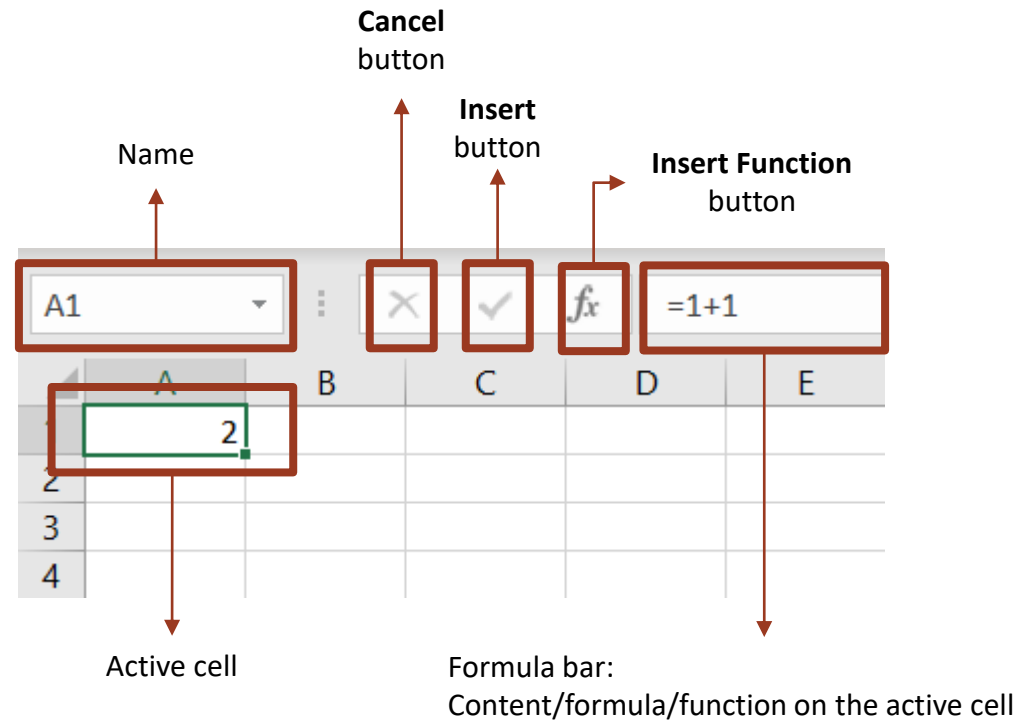
Catarina
Oliveira

DCT DEPARTAMENTO DE CIÊNCIA
E TECNOLOGIA

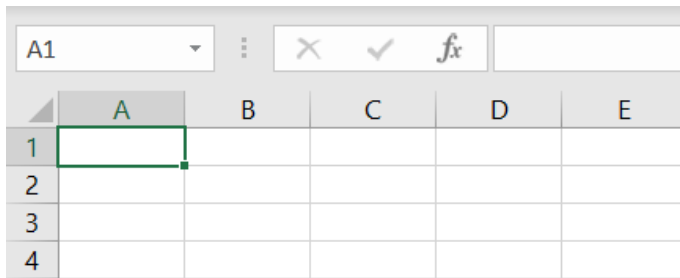
CONTENT

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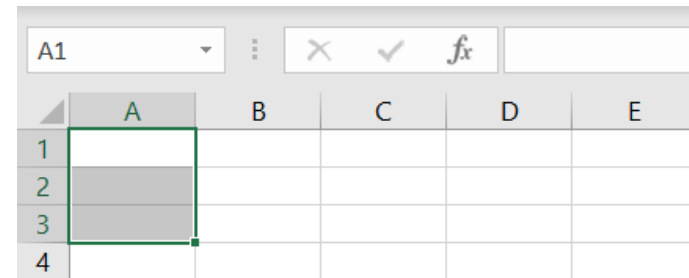
Active cell



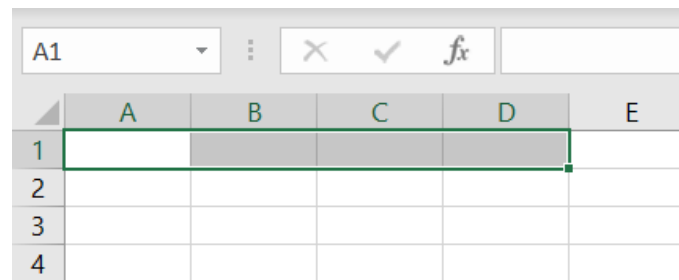
Cell selection



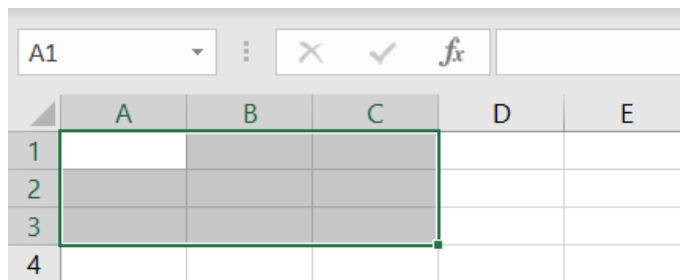
Selecting a single cell: → A1



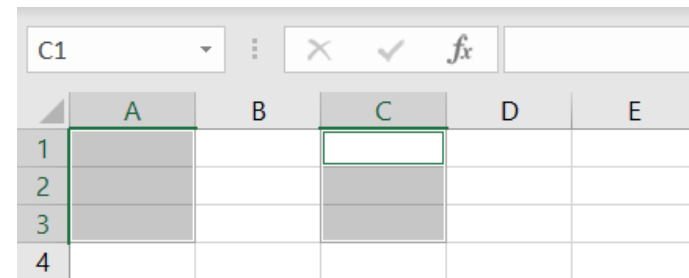
Selecting cells in a column → A1:A3



Selecting cells in a row → A1:D1

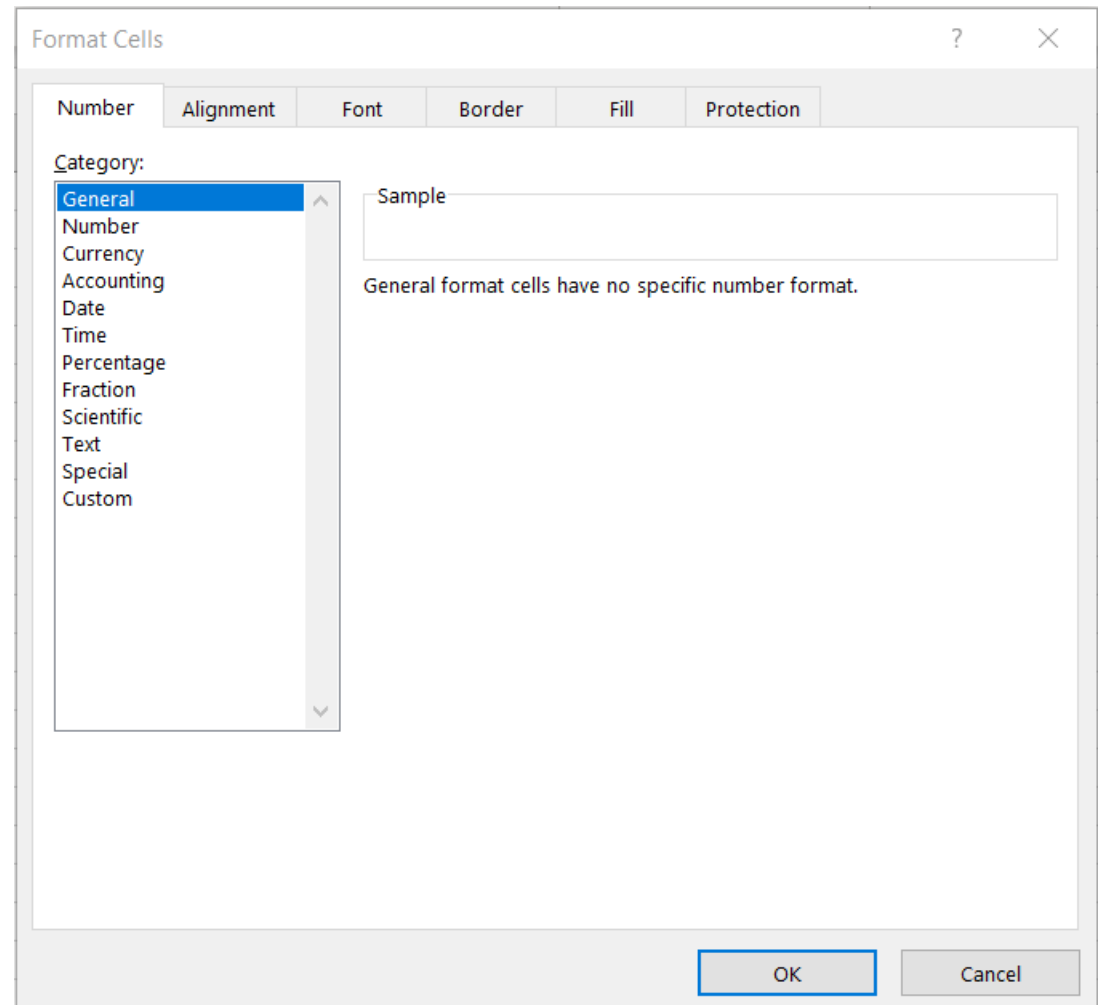
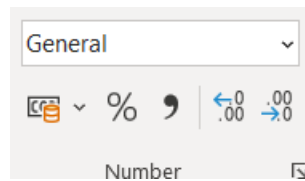


Selecting a cell range → A1:C3

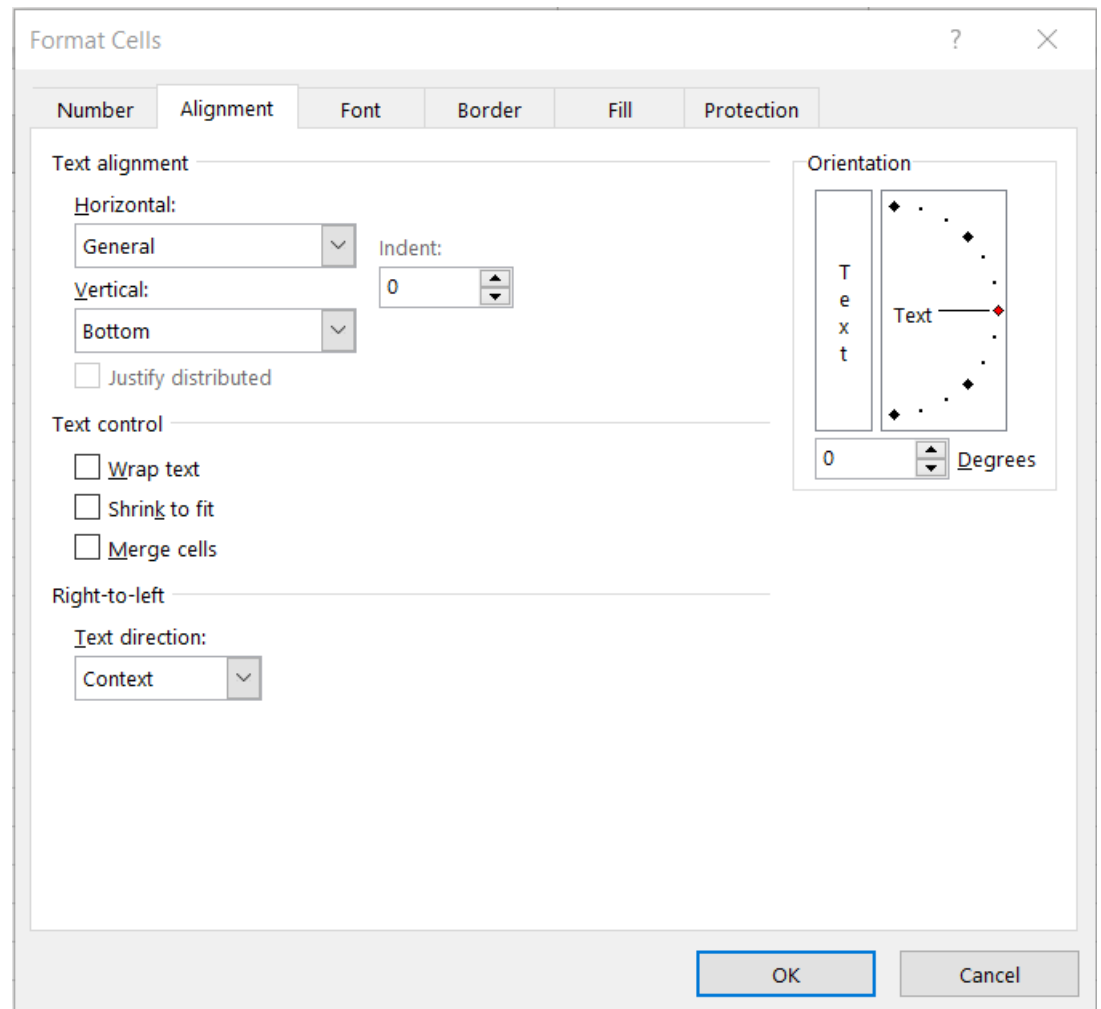
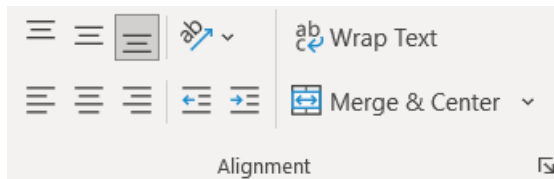


Selection of non-contiguous cell range → A1:A3; C1:C3

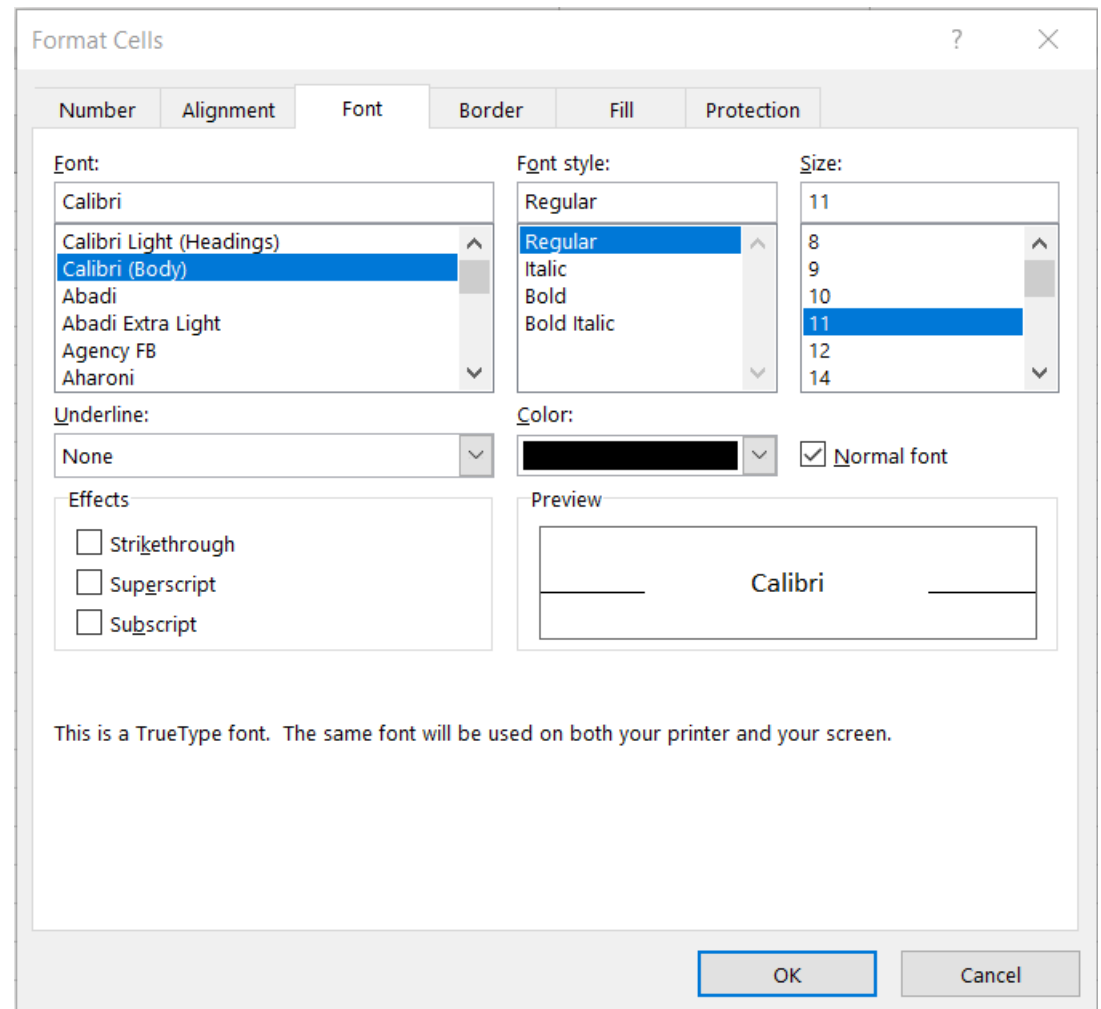
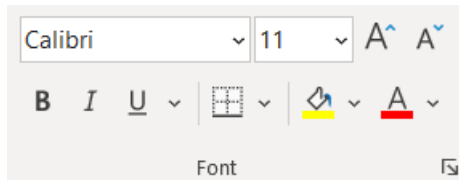
Basic formatting: number



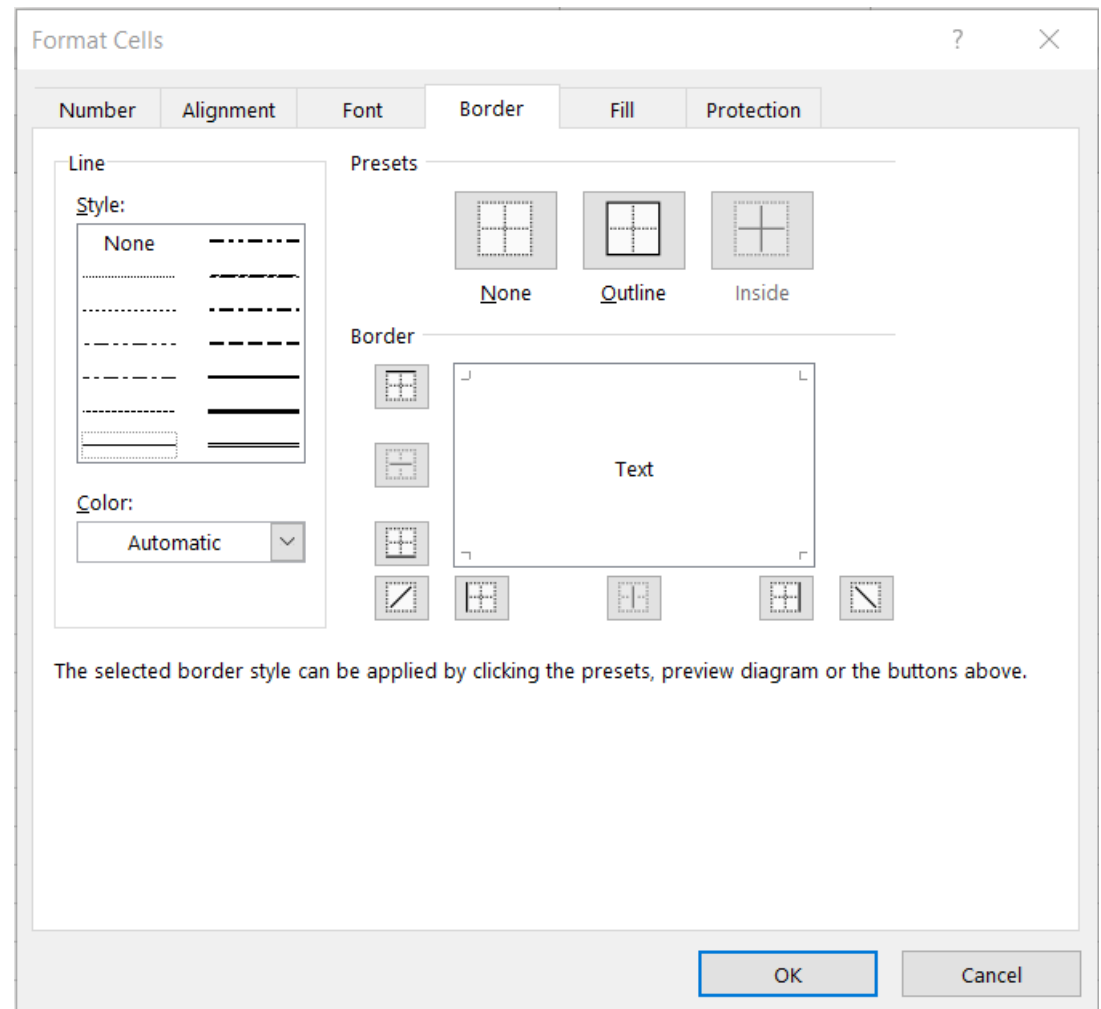
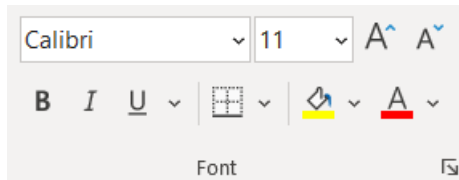
Basic formatting: alignment



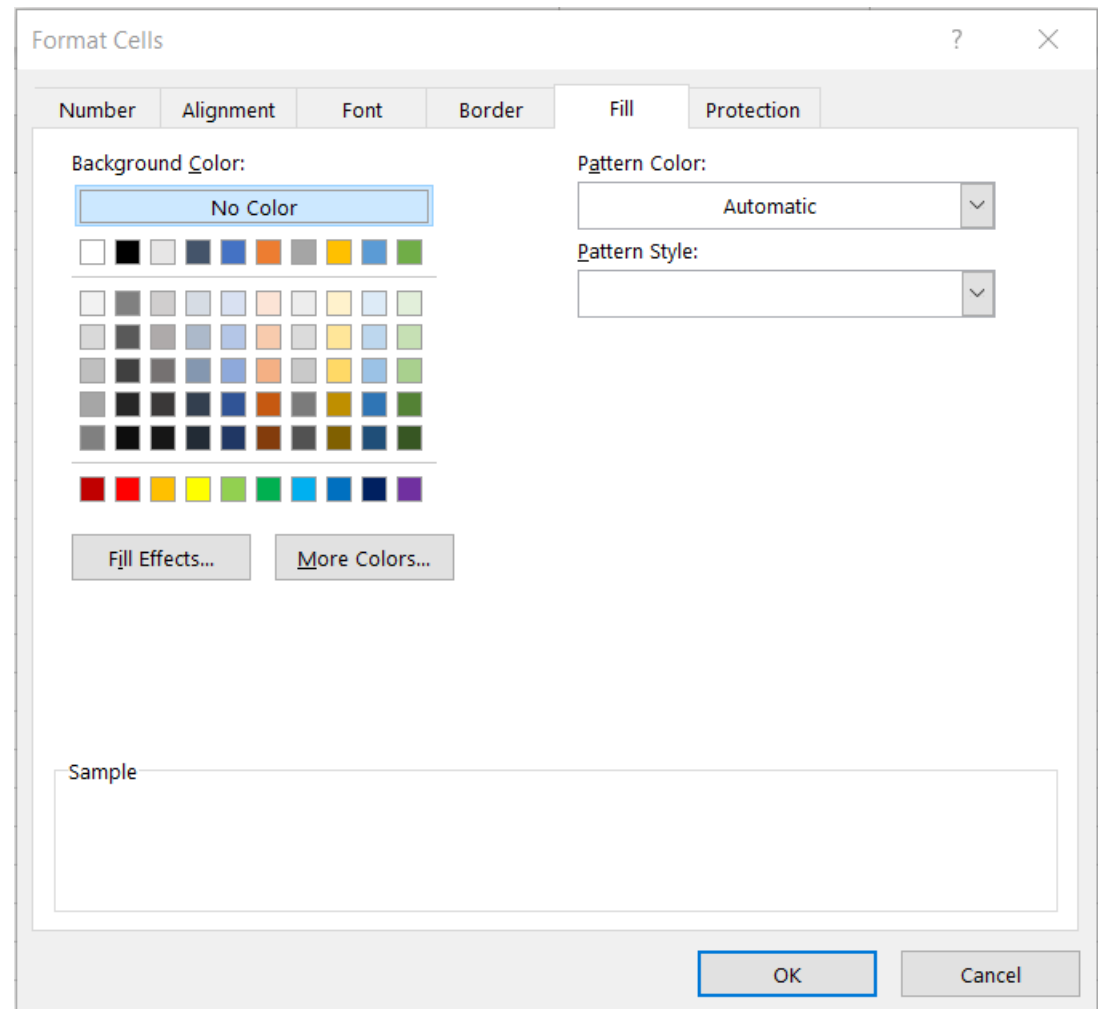
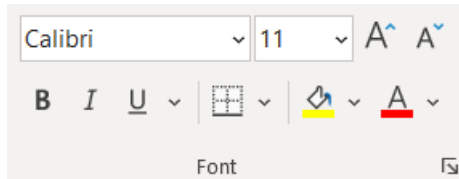
Basic formatting: font



Basic formatting: borders



Basic formatting: fill



Conditional formatting: set of predefined rules

Allows changing the formatting of a set of cells based on criteria

- Highlight cells rules:
 - Greater than X
 - Less than X
 - Between X and Y
 - Equal to X
 - Text that contains X
 - A date occurring at X
 - Duplicate values
- Top/bottom rules (relative)
- Data bars (relative)
- Colour scale (relative)
- Icon sets (relative)

Procedure

1. Select the cell range to apply the conditional formatting
2. In Home > Styles > Conditional Formatting select the group and rule needed
3. Fill the dialog presented according to the requested

Conditional formatting: new rules

Allows changing the formatting of a set of cells based on criteria

- Used when no predefined rule applies
- Allows creating customised rules

Procedure

1. Select the cell range to apply the conditional formatting
2. In Home > Styles > Conditional Formatting select “New Rule”
3. On the dialog:
 1. In “Select a rule type” choose the type
 2. In “Edit the rule description” (diferente among types) fill according to characteristics
 3. Click “Ok”



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