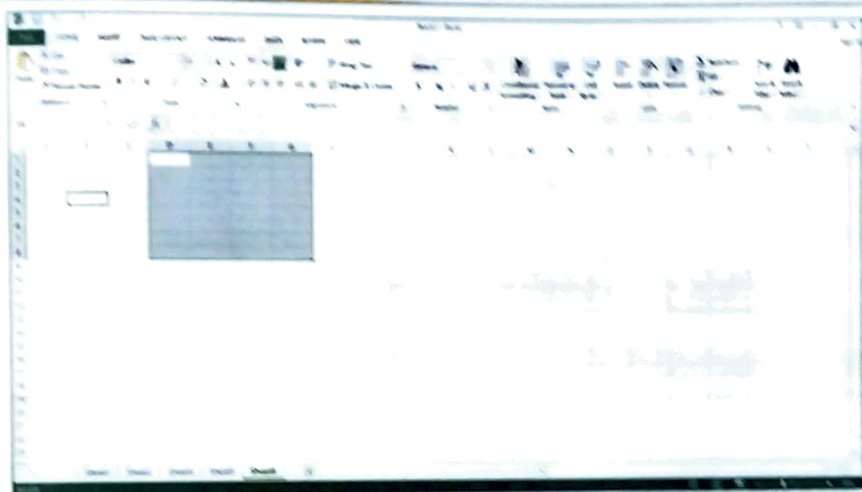




# Format Cell Contents in Spreadsheets

## Connect

Study the given worksheet carefully. Answer the questions that follow.



- Number of worksheets in the given workbook:
- Name the missing worksheet:
- Define the range of cells:
- Cell address that has a border:
- Zoom percentage:

## Learn

You will learn about:

- ✦ Formatting a worksheet
- ✦ Using commands in Font, Alignment and Number group

## Task

As part of the task, you have created a worksheet with the details of people who purchased annual carnival tickets. The data entered is difficult to read and understand at once. The heading or the data items do not stand out as they should.

Now, learn how to format a worksheet to improve its appearance.

# INTRODUCTION

After you have entered and edited data, you should format it so that it can be read easily. Formatting a worksheet means changing the text style, size or color. This makes its appearance more attractive. Formatted text and cells can draw attention to specific parts of the spreadsheet. They also make the spreadsheet visually appealing and easier to understand.

# FORMATTING THE TEXT

Commands in the Font group allow you to change the style, size and color of text (Fig. 8.1). You can also use them to add borders and fill colors to cells.

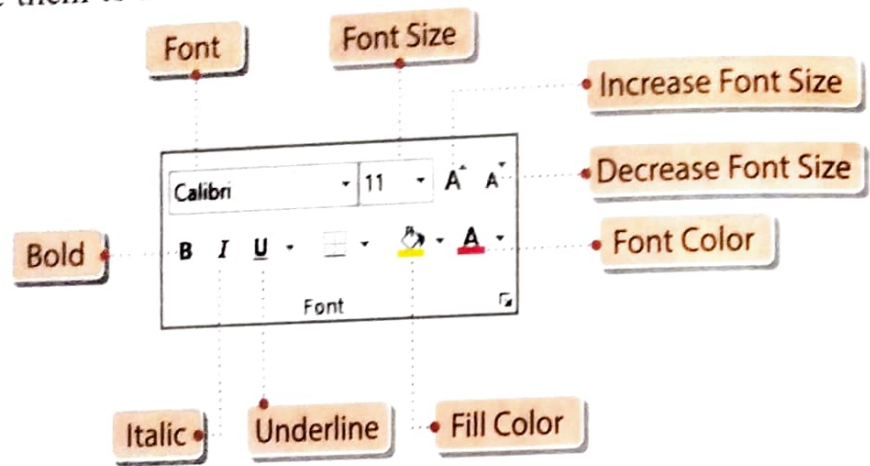
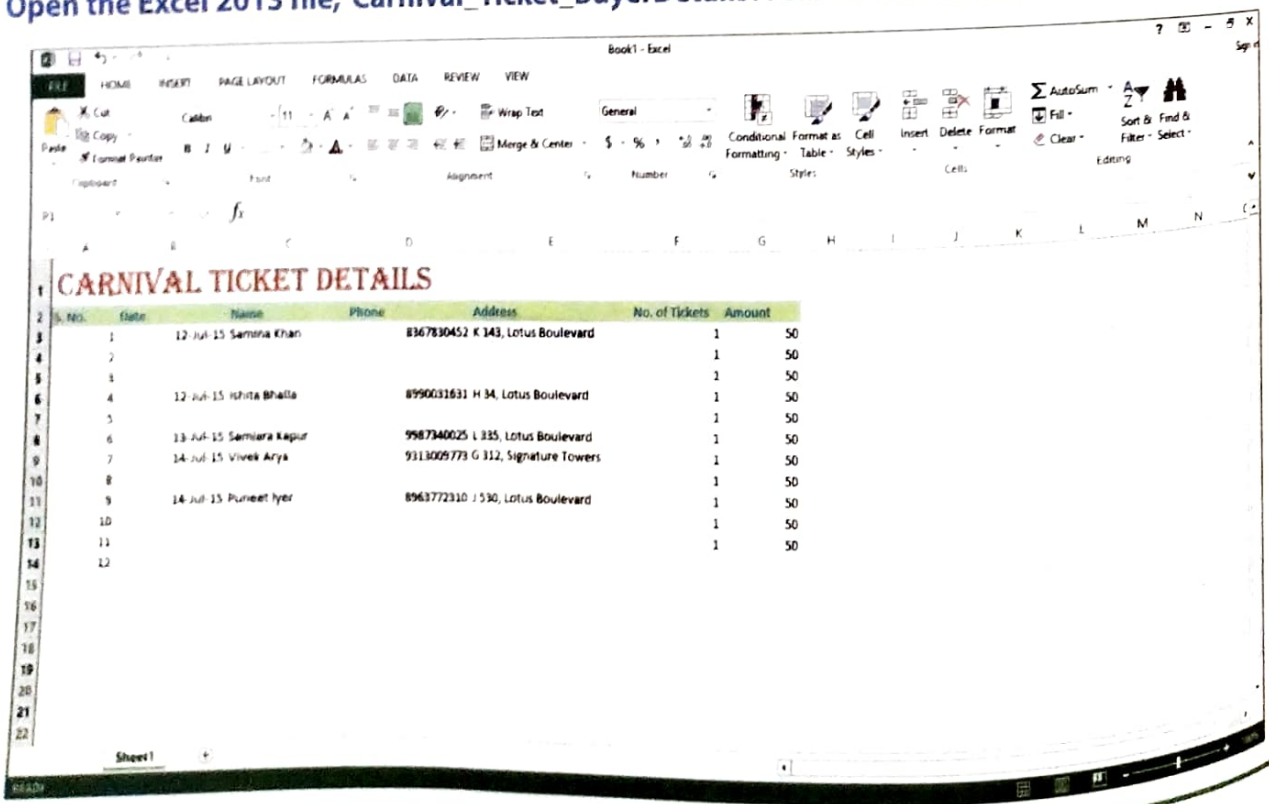


Fig. 8.1 Commands in Font group

Practise

## Activity 1

Open the Excel 2013 file, 'Carnival\_Ticket\_BuyerDetails'. Format the worksheet as shown.





## APPLYING A BORDER

To add a border, follow the steps:

**Step 1:** Select the cells you want to modify (Fig. 8.2).

**Step 2:** On the **HOME** tab, in the **Font** group, click the drop-down arrow next to the **Borders** command. The border drop-down menu appears.

**Step 3:** Select the border style you want to use.

To remove the applied border, select the **No Border** from the **Borders** drop-down menu.

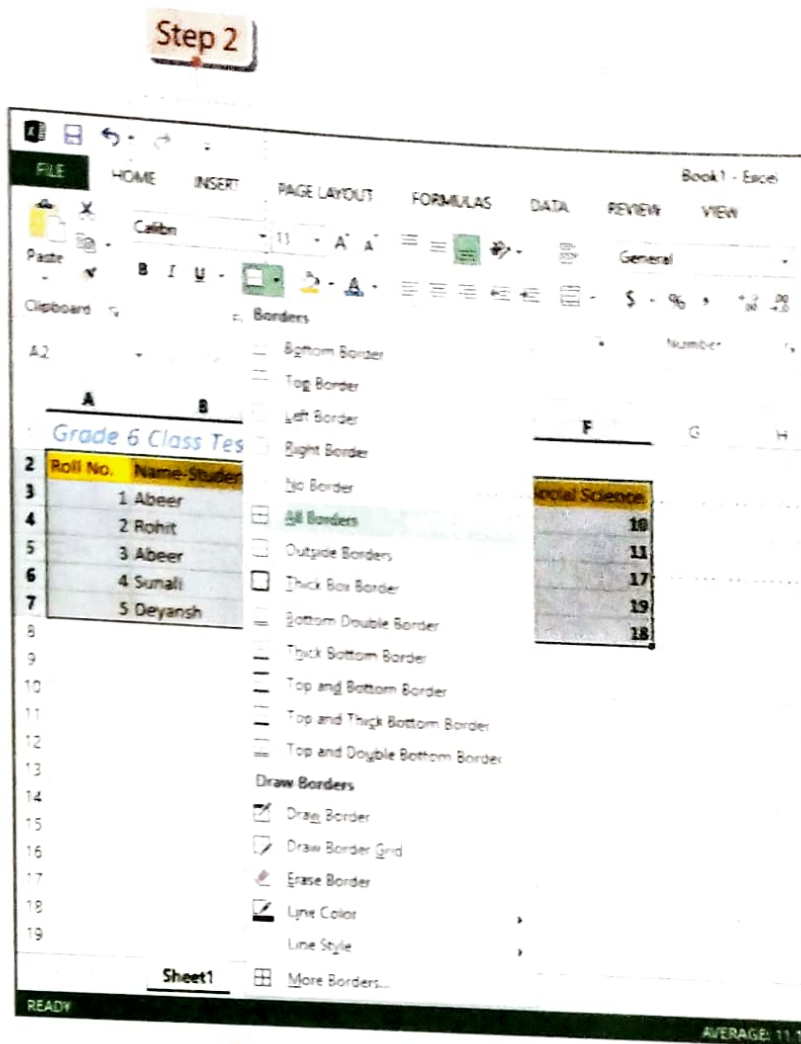


Fig. 8.2 Applying a border

### Tech Help

You can draw borders and change the line style and color of borders with the **Draw Border** tools at the bottom of the **Borders** drop-down menu.

## Activity 2

Practise

In 'Carnival\_Ticket\_BuyerDetails' file, the teacher suggested the following changes.

- Count and mention the total tickets bought by a person. Accordingly, change the **Amount** column. Move the cells up so that there are no blank rows.
- Apply a border around the data.
- Explore more borders by clicking **More Border** option from **Borders** drop-down list.

S. No	Date	Name	Phone Number	Address	No. of Tickets	Amount
1	12-Jul-15	Samina Khan	8367830452	K 143, Lotus Boulevard	3	150
2	12-Jul-15	Ishita Bhalla	8990031631	H 34, Lotus Boulevard	2	100
3	13-Jul-15	Samira Kapur	9987340025	L 335, Lotus Boulevard	1	50
4	14-Jul-15	Vivek Arya	9313009773	G 321, Signature Towers	2	100
5	13-Jul-15	Puneet Iyer	8963772310	J 530, Lotus Boulevard	3	150

## ALIGNING THE TEXT

Commands in the **Alignment** group allow you to format how text is displayed across cells both horizontally and vertically (Fig. 8.3).

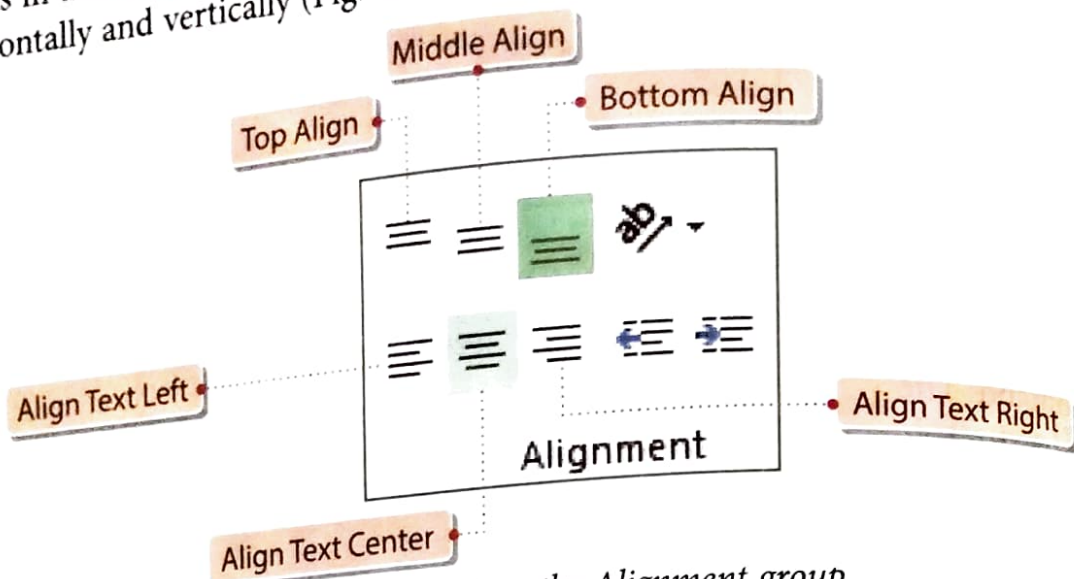


Fig. 8.3 Commands in the Alignment group

To change horizontal text alignment, follow the steps:

**Step 1:** Select the cells you want to modify (Fig. 8.4).

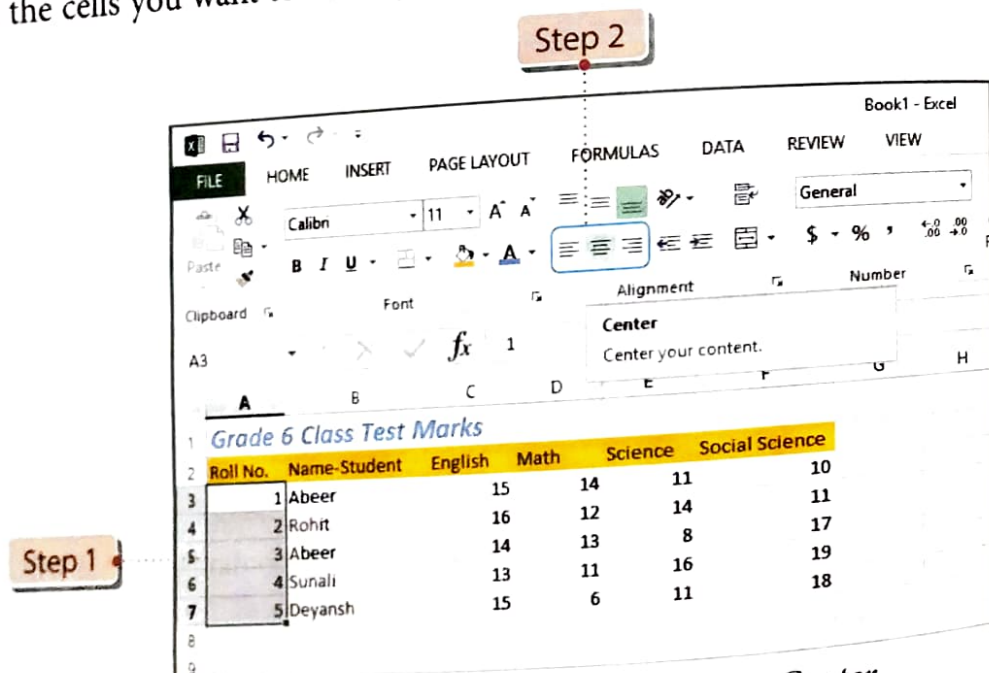


Fig. 8.4 Changing alignment to Center

**Step 2:** On the **HOME** tab, in the **Alignment** group, select one of the three horizontal alignment commands:

- **Align Left:** It aligns text to the left of the cell.
- **Center:** It aligns text to the centre of the cell.
- **Align Right:** It aligns text to the right of the cell.



To change vertical text alignment, follow the steps:

**Step 1:** Select the cells you want to modify (Fig. 8.5).

**Step 2:** On the **HOME** tab, in the **Alignment** group, select one of the three vertical alignment commands:

- **Top Align:** It aligns text to the top of the cell.
- **Middle Align:** It aligns text to the middle of the cell.
- **Bottom Align:** It aligns text to the bottom of the cell.

By default, numbers align to the bottom-right of cells, while words and letters align to the bottom-left of cells.

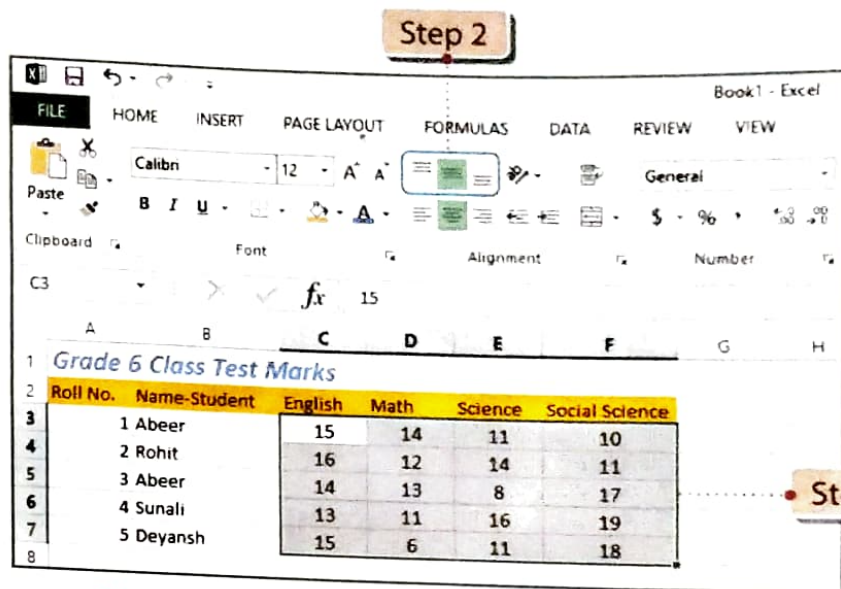


Fig. 8.5 Changing alignment to Middle Align

## ORIENTATION OF TEXT

**Orientation** means direction or positioning. Orientation of text is the rotation of text at different angles inside the cell. The various orientation options in the **Alignment** group are shown in Fig. 8.6.

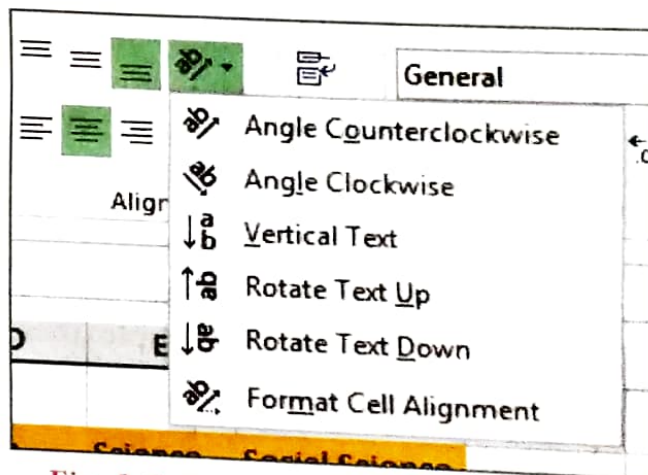


Fig. 8.6 Orientation drop-down menu

## Activity 3

Explore the options in the Orientation menu. One has been done for you.

Angle Counter-clockwise



Click the currently selected orientation again to reset the text back to its original orientation.

## INDENTATION OF TEXT

**Indent** is the distance between the cell boundary and text. You may increase or decrease the indent for better spacing (Fig. 8.7).

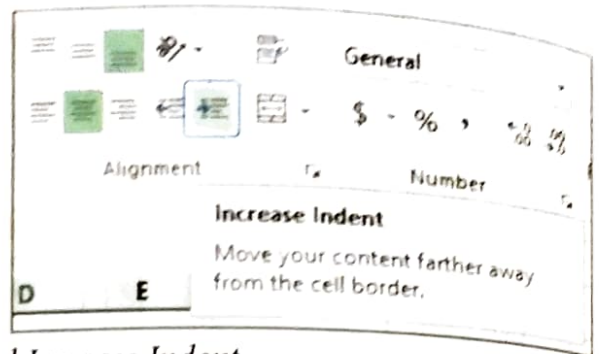
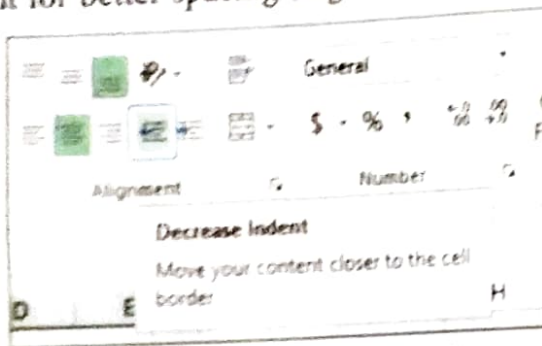


Fig. 8.7 Decrease and Increase Indent

## WRAP TEXT AND MERGE & CENTER

To wrap text or merge center, follow the steps:

**Step 1:** Select the cells you want to modify.

**Step 2:** On the **HOME** tab, in the **Alignment** group, select **Wrap text** or **Merge & Center** option as required (Fig. 8.8).

**Wrap Text** makes all content visible within a cell by displaying it in multiple lines. Select the cell and click the wrap text button. You will see that long data will fit in the cell in multiple lines. (Fig. 8.9).

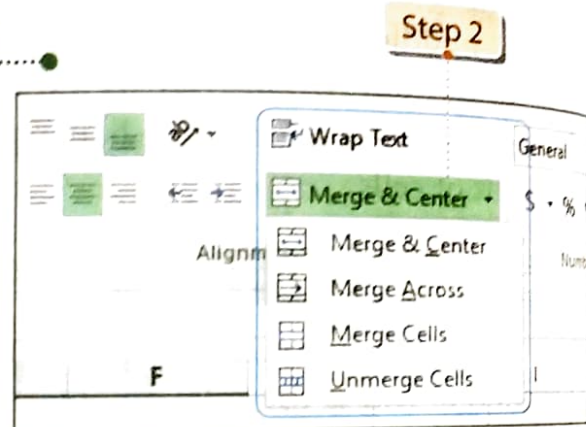


Fig. 8.8 Wrap Text and Merge & Center commands

	A	B	C	D	E	F
1	Grade 6 Class Test Marks					
2	Roll No.	Name-Student	English	Math	Science	Social Science
3	1	Abeer	15	14	11	10

Fig. 8.9 Using Wrap text feature

**Merge & Center** joins or merges the selected cells into one larger cell. The text is placed in the centre of the cell. This is used to create labels that span multiple columns (Fig. 8.10).

	A	B	C	D	E	F	G
1	Grade 6 Class Test Marks						
2	Name-					Social Science	
3	Roll No.	Student	English	Math	Science	Science	
4	1	Abeer	15	14	11	10	

Fig. 8.10 Using Merge & Center feature

To split the merged cells again, click the **Unmerge Cells** option.



## Activity 4

Practise

A. In the 'Carnival\_Ticket\_BuyerDetails' file, align the text in the worksheet:

- Align the text in center for the columns **S. No.**, **No. of Tickets**, **Amount**
- Apply **All Borders, Thick Border Box**
- Select the cell range **A1:G1**. Apply **Merge & Center** feature to the title.
- Explore the options in **Merge & Center** menu.

S. No.	Date	Name	Phone Number	Address	No. of Tickets	Amount
1	12-Jul-15	Sarmina Khan	8367836452	K 143, Lotus Boulevard	1	150
2	12-Jul-15	Ishita Bhalla	9990031691	M 34, Lotus Boulevard	1	150
3	13-Jul-15	Samir Kapur	9987900225	L 825, Lotus Boulevard	2	100
4	14-Jul-15	Vivek Arya	9113009773	G 312, Signature Towers	1	50
5	14-Jul-15	Puneet Iyer	8968772310	J 503, Lotus Boulevard	2	100
6	16-Jul-15	Mihika Gauram	9910787864	G 312, Signature Towers	1	150
7	16-Jul-15	Peter Jones	8890335781	O 253, Lotus Boulevard	2	150
8	16-Jul-15	Shabeer Ahmed	9312889054	A 313, Signature Towers	1	150
9	17-Jul-15	Manpreet Sehgal	9810967575	G 516, Signature Towers	2	100

B. Excel 2013 provides predefined styles to quickly format the cells. You may choose to create your own style.

On the **HOME** tab, in the **Styles** group, click the drop-down arrow next to the **Cell Styles**. Choose a predefined style.

The screenshot shows the 'Cell Styles' dropdown menu in Excel. The menu is organized into several sections:

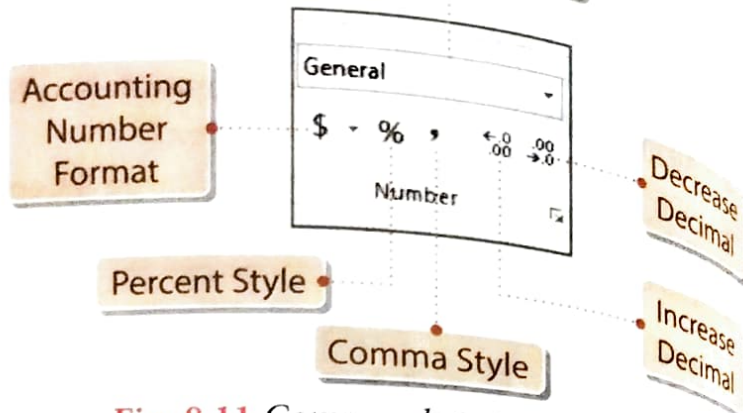
- Normal:** Includes 'Normal', 'Good', and 'Neutral' styles.
- Data and Model:** Includes 'Calculation', 'Check Cell', 'Exploratory', 'Input', 'Input Cell', and 'Note' styles.
- Output:** Includes 'Warning Text' style.
- Titles and Headings:** Includes 'Heading 1', 'Heading 2', 'Heading 3', 'Heading 4', 'Title', and 'Total' styles.
- Themed Cell Styles:** A grid of color-coded styles including '20% - Accent1', '40% - Accent1', '60% - Accent1', '80% - Accent1', '20% - Accent2', '40% - Accent2', '60% - Accent2', '80% - Accent2', '20% - Accent3', '40% - Accent3', '60% - Accent3', '80% - Accent3', '20% - Accent4', '40% - Accent4', '60% - Accent4', '80% - Accent4', '20% - Accent5', '40% - Accent5', '60% - Accent5', '80% - Accent5', '20% - Accent6', '40% - Accent6', '60% - Accent6', '80% - Accent6', '20% - Accent7', '40% - Accent7', '60% - Accent7', '80% - Accent7', '20% - Accent8', '40% - Accent8', '60% - Accent8', '80% - Accent8'.
- Number Format:** Includes 'Comma', 'Comma [0]', 'Currency', 'Currency [0]', and 'Percent' styles.
- List Styles:** Includes 'List Style 1', 'List Style 2', 'List Style 3', 'List Style 4', 'List Style 5', 'List Style 6', 'List Style 7', 'List Style 8', 'List Style 9', 'List Style 10', 'List Style 11', 'List Style 12', 'List Style 13', 'List Style 14', 'List Style 15', 'List Style 16', 'List Style 17', 'List Style 18', 'List Style 19', 'List Style 20', 'List Style 21', 'List Style 22', 'List Style 23', 'List Style 24', 'List Style 25', 'List Style 26', 'List Style 27', 'List Style 28', 'List Style 29', 'List Style 30'.

By default, the numbers are entered in a cell as general numbers. Commands in **Number** group let you to change how the selected cells display numbers and dates (Fig. 8.11). For example, you can format numbers with decimal places, currency symbols (\$) or percent symbols (%).

To format numbers and dates, follow the steps.

**Step 1:** On the **HOME** tab, in the **Number** group, click the drop-down arrow next to the **Number Format** command. The **Number Format** menu appears (Fig. 8.12).

**Step 2:** Choose one of the options.

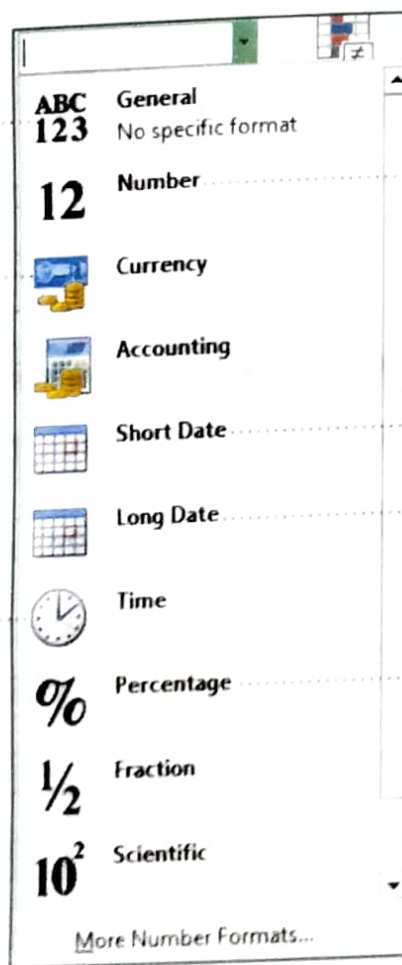


**Fig. 8.11** Commands in Number group

**General** is the default format for any cell. When you enter a number into the cell, Excel 2013 will guess the number format that is most appropriate.

**Currency** formats numbers as currency with a currency symbol. For example, if you enter 6 into the cell, the cell will display the number as \$6.00.

**Time** formats numbers as HH/MM/SS and notes AM or PM. For example, it would appear in this format: 11:20:00 AM.



**Fig. 8.12** Number Format menu

**Number** formats numbers with decimal places. For example, if you enter 5 into the cell, the cell will display the number as 5.00.

**Short Date** formats numbers as M/D/YYYY. For example, August 8th, 2015, would be 8/8/2015.

**Long Date** formats numbers as Weekday, Month DD, YYYY. For example, it would appear in this format: Wednesday, July 01, 2015.

**Percentage** formats numbers with decimal places and the percent sign. For example, if you enter 0.45 into the cell, the cell will display the number as 45.00%.



## Activity 5

Open Excel 2013 worksheet and type 060916 in cell A1. Select the cell and click the options from the drop-down menu of Number Format. Write the output. Undo the action and click the next format.

Explore



Number Format		Output	
Number		A	B
		1	60916.00
		2	
Accounting			
Percentage			
General			
Currency			
Short Date			
Long Date			
Time			


Note that for date and time change the input to 6/9/16

Note that for date and time change the input to 6/9/16 and 11:10.

## Activity 6

Write the description for each icon.

Checkpoint

Number Format	Description
12	
	
	
	
%	
ABC 123	