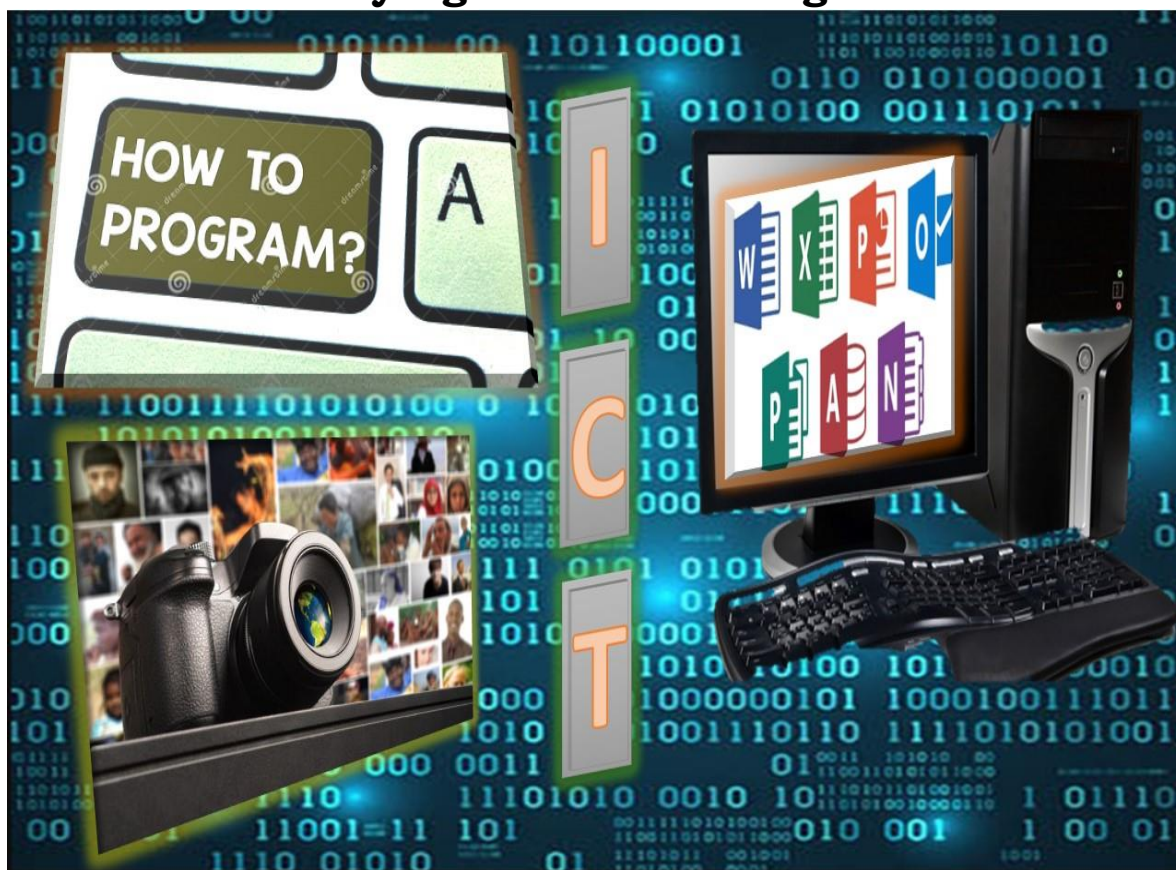




ICT 7 Activity Sheet

Quarter 3 | Weeks 3-4

Modifying and Formatting Cells




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WRITERS

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Introductory Message


Welcome to ICT 7!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.



For learning facilitator:

The **ICT 7 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.



For the learner:

The **ICT 7 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

Name of Learner: _____ Grade and Section: _____
 School: _____ Date: _____

ICT -7 ACTIVITY SHEET

Modifying and Formatting Cells

Learning Competency:

Perform modifying and formatting cells.

Support Competencies:

1. Demonstrate the following in a cell / worksheet:
 - modifying row height and column width.
 - merging cells
 - change Fonts and Font size
 - apply Font color and Fill color
 - apply Bold, Italic and Underline
 - apply Border Line

Background Information for Learners

By default, every row and column of a new workbook is set to the same height and width. Excel allows you to modify column width and row height in different ways, including merging cells.

In this lesson, you will learn how to modify and format cell contents in a worksheet.

Activity 1. Modifying Cells.

To modify column width

1. Open your **Q3_PT1_***** workbook.
 The data contents in your **Q3_PT1_***** workbook should look something like this.

| | A | B | C | D | E | F | G |
|----|-----------|------------------------|---|--------|-------|--------|----------|
| 1 | | LIST OF RENTAL SUMMARY | | | | | |
| 2 | | | | Action | Drama | Comedy | Suspense |
| 3 | | Video Outlets | | | | | |
| 4 | January | AR Video Shop | | 3600 | 1500 | 4500 | |
| 5 | February | Magnetic Video Shop | | 1500 | 1500 | 4500 | |
| 6 | March | Magnatech Video | | 5000 | 5000 | 4500 | |
| 7 | April | 3-R Video Shop | | 1500 | 1500 | 4500 | |
| 8 | May | Gomez Video Shop | | 6500 | 6500 | 4500 | |
| 9 | June | Arthur Video Shop | | 1500 | 1500 | 4500 | |
| 10 | July | Laser Video | | 1500 | 1500 | 4500 | |
| 11 | August | Hi-Tech Entertainment | | 10400 | 10400 | 4500 | |
| 12 | September | | | | | | |
| 13 | October | | | | | | |
| 14 | November | | | | | | |
| 15 | December | | | | | | |

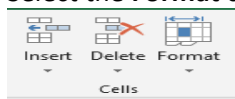
2. Position the mouse over the **column A line** in the **column heading** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the column width. Adjust column width to fit column A.
4. Release the mouse. The **column width** will be changed.

Note. With numerical data, the cell will display **pound signs (#####)** if the column

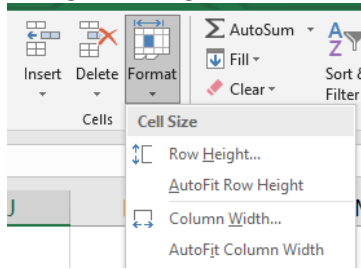
Modify Row Height :

To set the height in cell A1

1. **Select A1**
2. Select the **Format** command from the **Home** tab on the Ribbon.



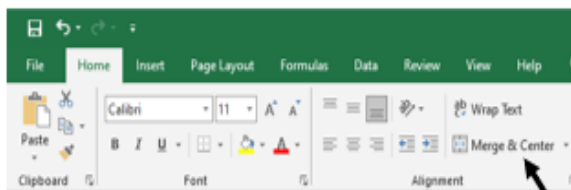
3. Select row height. In the input box, change the height to 30 then click **OK**.



Merge and Center cell contents

To merge and center cell contents in range A1:G1

1. Select range A1:G1
2. Select **Merge and Center** command on the Ribbon from the **Home** tab.



To set the column width of column B.

1. Select column header B.
2. Select the **Format** command from the **Home** tab on the Ribbon.
3. Select column width. In the input box, change the width to 20 then click **OK**.

Save the workbook with a **new file name**
Q3_W3-4_***(*** is your family name)

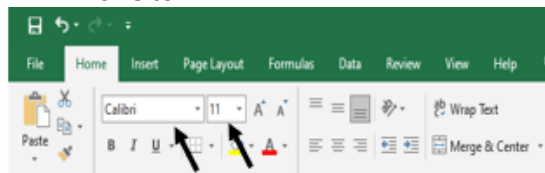
Activity 2. Formatting Cells

Use the same workbook in Activity 1.

Changing Font and Font size

To change the Font and Font size to range A1:G1

1. Highlight range A1:G1.
2. Select the **Font box** command on the Ribbon from the **Home** tab.
3. Change the font to **Arial black** and Font size to **14**.



Apply Bold, Italic and Underline in a cell

To apply Bold, Italic and underline to range D2:G2

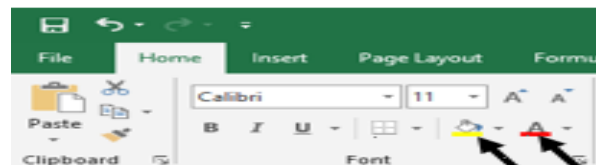
1. Highlight range D2:G2.
2. Click **B**, **I**, **U** commands on the Ribbon from the **Home** tab.



Apply Fill color and Font color

To apply fill color and font color and size to range A1:G1

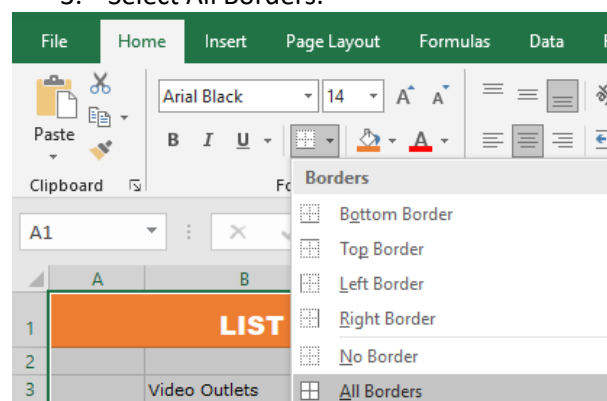
1. Highlight range A1:G1.
2. Select the Fill color command on the Ribbon from the **Home** tab.
3. Select the **Orange** color.
4. Select the Font color command on the Ribbon from the **Home** tab.
5. Select Color **white**.



Apply border in a worksheet

To apply border to range A1:G15

1. Highlight range A15:G15.
2. Select Borders command on the Ribbon from the **Home** tab.
3. Select All Borders.



Save the workbook with the same filename.

Activity 3. Using the same workbook file in Activity 2, perform the following tasks:

- Complete the data in your worksheet. Refer to the highlighted area in the table given below.

| | A | B | C | D | E | F | G |
|----|-------------------------------|-----------------------|---|---------------|--------------|---------------|-----------------|
| 1 | LIST OF RENTAL SUMMARY | | | | | | |
| 2 | | | | Action | Drama | Comedy | Suspense |
| 3 | | Video Outlets | | | | | |
| 4 | January | AR Video Shop | | 1500 | 1500 | 4500 | 8000 |
| 5 | February | Magnetic Video Shop | | 1500 | 1500 | 4500 | 5700 |
| 6 | March | Magnatech Video | | 5000 | 5000 | 4500 | 3000 |
| 7 | April | 3-R Video Shop | | 1500 | 1500 | 4500 | 6000 |
| 8 | May | Gomez Video Shop | | 6500 | 6500 | 4500 | 3500 |
| 9 | June | Arthur Video Shop | | 1500 | 1500 | 4500 | 9000 |
| 10 | July | Laser Video | | 1500 | 1500 | 4500 | 10000 |
| 11 | August | Hi-Tech Entertainment | | 10400 | 10400 | 4500 | 6900 |
| 12 | September | Vivo Video Shop | | 5200 | 8900 | 5000 | 7000 |
| 13 | October | XYZ Entertainment | | 6825 | 4500 | 6000 | 5800 |
| 14 | November | Star Zinema Video | | 5230 | 6300 | 7000 | 2300 |
| 15 | December | Regal Video Shop | | 6400 | 7000 | 8000 | 8900 |

- Center align range A2:G3.
- Center align cell B3, change the font color to Blue and change the font size to 16.
- Set the width of column B to 25.
- Apply fill color in range A4:A15 to yellow.
- Change the font color of range B4:B15 to Dark blue

- Apply fill color to the following cells:

Cell D2 – light green cell F2- blue

Cell E2 – gold cell G2-dark red

- Delete column C
- Highlight range A4:F15, change the font to Tahoma with the font size of 12.
- Highlight range A3:F3 and change the row height to 32.
- Select cell A17 and write your name, grade/section.
- Save the workbook with a new filename **Q3_PT3-4_*****(where *** is your family

When you're finished with Activity 3, your worksheet should look something like this:

| | A | B | C | D | E | F |
|----|-------------------------------|-----------------------|---------------|--------------|---------------|-----------------|
| 1 | LIST OF RENTAL SUMMARY | | | | | |
| 2 | | | Action | Drama | Comedy | Suspense |
| 3 | | Video Outlets | | | | |
| 4 | January | AR Video Shop | 1500 | 1500 | 4500 | 8000 |
| 5 | February | Magnetic Video Shop | 1500 | 1500 | 4500 | 5700 |
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| 9 | June | Arthur Video Shop | 1500 | 1500 | 4500 | 9000 |
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| 12 | September | Vivo Video Shop | 5200 | 8900 | 5000 | 7000 |
| 13 | October | XYZ Entertainment | 6825 | 4500 | 6000 | 5800 |
| 14 | November | Star Zinema Video | 5230 | 6300 | 7000 | 2300 |
| 15 | December | Regal Video Shop | 6400 | 7000 | 8000 | 8900 |
| 16 | | | | | | |
| 17 | MARICAR R. PORNEL | 7-EINSTEIN | | | | |

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Links and/or Other References

<https://edu.gcfglobal.org/en/excel/getting-started-with-excel/1/>

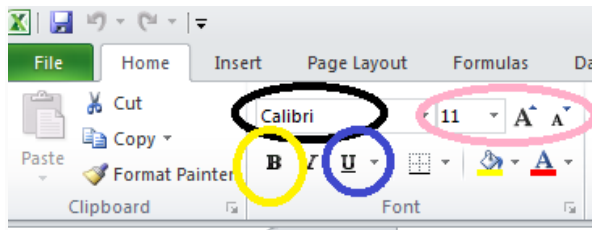
<https://www.deskbright.com/excel/workbook-and-worksheet-basics/>

<https://www.proprofs.com/quiz-school/story.php?title=quiz-1-excel-formatting>

Assess your learning.

Multiple Choice. Select the **letter** of your choice.

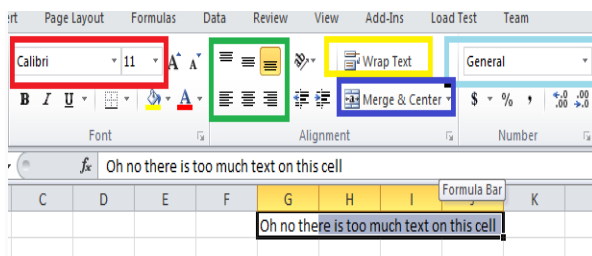
1.



In the screenshot above, which colored circle represents where a user must click to Bold the text inside a cell.

- A. Black Circle
- B. Yellow Circle
- C. Blue Circle
- D. Pink Circle

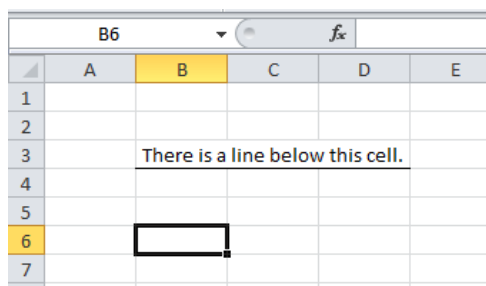
2.



In the screenshot above, which rectangle is around the part the user must click on to combine the cells highlighted so that they may act as one cell for the title.

- A. Dark Blue Square
- B. Yellow Square
- C. Red Square
- D. Light Blue Square
- E. Green Square

3.



To add a line below an entire cell, one must apply what to the cell?

- A. Underline
- B. Bottom Border
- C. Important Border
- D. Top Border

4. It is not possible to resize a row.

- A. False, it is possible to resize a row.
- B. True, it is impossible to resize a row.

5. What is the shortcut for italicizing text?

- A. CTRL + I
- B. CTRL + b
- C. CTRL + u
- D. None of the above

6. From the screenshot in number 2, which rectangle must the user click to align a data content in a cell?

- A. Dark Blue Square
- B. Yellow Square
- C. Light Blue Square
- D. Green Square

7. Where can you locate the formatting commands?

- A. Insert
- B. Page Layout
- C. Home
- D. View

8. When dealing with how the text/font appears in a spreadsheet, we are talking about:

- A. Content Formatting
- B. Auto-Fill Formatting
- C. Structural Formatting
- D. General Formatting

9. From the screenshot in number 1, which colored circle must the user click to change the font size of the text?

- C. Yellow Circle
- D. Blue Circle
- C. Black Circle
- D. Pink Circle

10. This command allows you apply border in a selected cell or group of cells.

- A. Alignment
- C. Border
- C. Font
- D. Format

