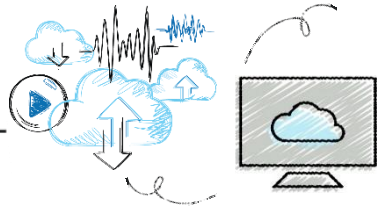
Excel 2016 Module 3

Formatting a Worksheet



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Module Objectives

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns
- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling

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Format Values (Slide 1 of 2)

- The **format** of a cell determines how the labels and values look
  - Bold, italic, dollar signs, commas, and so on
- Formatting does not change the data only its appearance
- Select a cell or a range, then apply formatting
  - Can apply before or after you enter data

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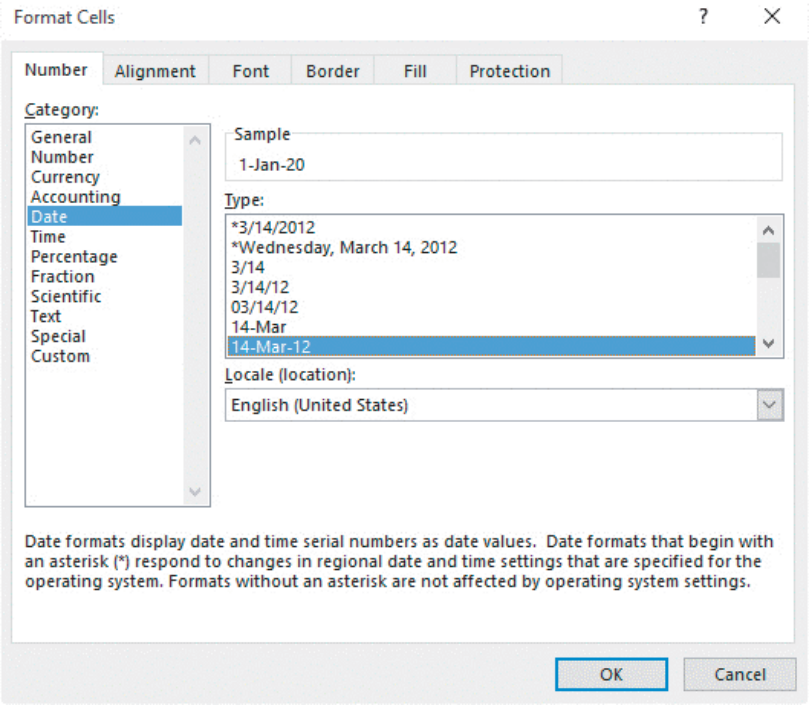
Format Values (Slide 2 of 2)

Format Cells dialog box



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Change Font and Font Size (Slide 1 of 2)

- A **font** is the name for a collection of characters with a similar, specific design
- **Font size** is the physical size of text
  - Measured in points
    - 1 **point** = 1/72 of an inch
- The default font in Excel is 11-point Calibri

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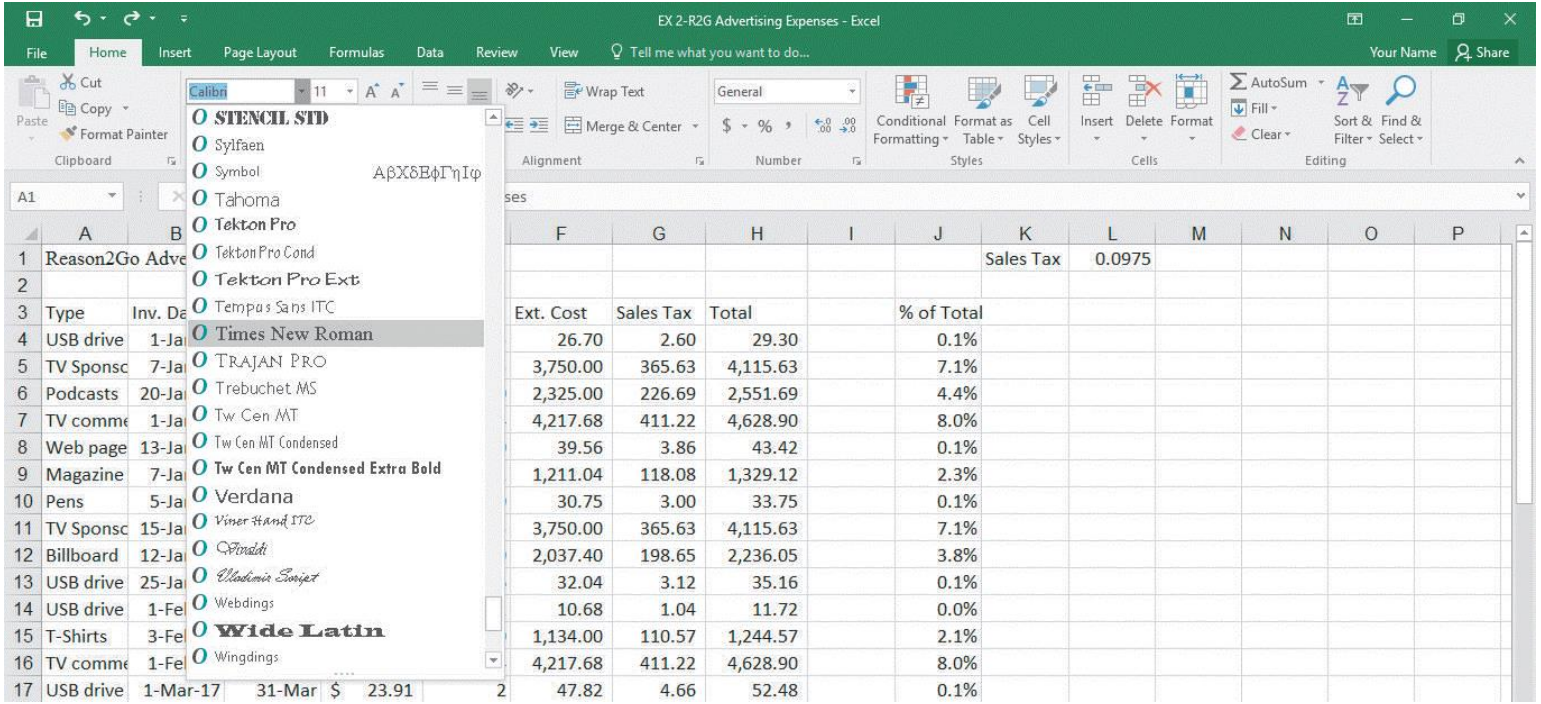
Change Font and Font Size (Slide 2 of 2)

Font list



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Change Font Styles and Alignment (Slide 1 of 3)

- Attributes are styling formats such as bold, italics, and underlining
- **Alignment** determines the position of data in a cell
  - Left, right, or center
- The Format Painter allows you to copy all formatting attributes of selected cells and apply them to other cells
  - Use to copy multiple format settings or individual ones

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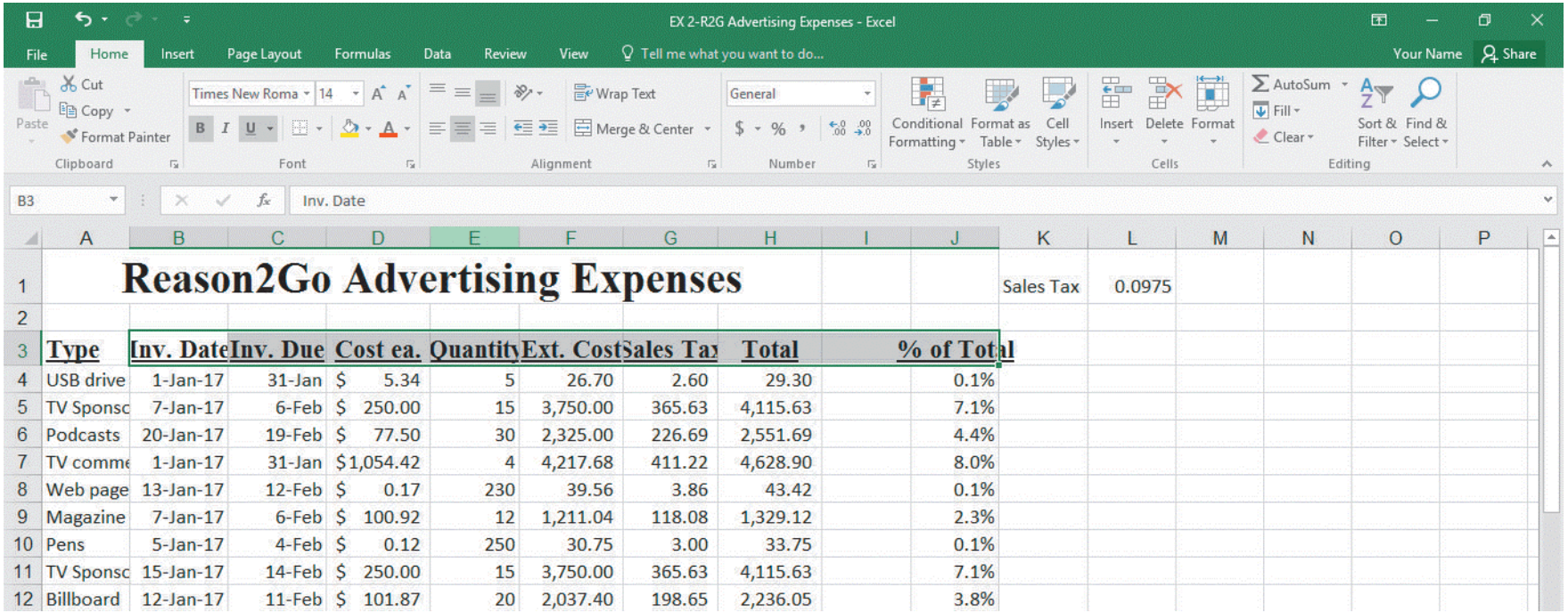
Change Font Styles and Alignment (Slide 2 of 3)

Worksheet with font styles and alignment applied



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Reason2Go Advertising Expenses										Sales Tax	0.0975				
2																
3	Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total		% of Total						
4	USB drive	1-Jan-17	31-Jan	$ 5.34	5	26.70	2.60	29.30		0.1%						
5	TV Sponsc	7-Jan-17	6-Feb	$ 250.00	15	3,750.00	365.63	4,115.63		7.1%						
6	Podcasts	20-Jan-17	19-Feb	$ 77.50	30	2,325.00	226.69	2,551.69		4.4%						
7	TV comme	1-Jan-17	31-Jan	$1,054.42	4	4,217.68	411.22	4,628.90		8.0%						
8	Web page	13-Jan-17	12-Feb	$ 0.17	230	39.56	3.86	43.42		0.1%						
9	Magazine	7-Jan-17	6-Feb	$ 100.92	12	1,211.04	118.08	1,329.12		2.3%						
10	Pens	5-Jan-17	4-Feb	$ 0.12	250	30.75	3.00	33.75		0.1%						
11	TV Sponsc	15-Jan-17	14-Feb	$ 250.00	15	3,750.00	365.63	4,115.63		7.1%						
12	Billboard	12-Jan-17	11-Feb	$ 101.87	20	2,037.40	198.65	2,236.05		3.8%						

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Change Font Styles and Alignment (Slide 3 of 3)

Common font style and alignment buttons

button	description
B	Bolds text
I	Italicizes text
U	Underlines text
	Centers text across columns, and combines two or more selected, adjacent cells into one cell
	Aligns text at the left edge of the cell
	Centers text horizontally within the cell
	Aligns text at the right edge of the cell
	Wraps long text into multiple lines

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Adjust Column Width (Slide 1 of 3)

- Adjust column widths to accommodate data
  - Default column width is 8.43 characters wide (a little less than one inch)
  - One or more columns can be adjusted using the Ribbon, the shortcut menu, or the mouse

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Adjust Column Width (Slide of 2 of 3)

Common column formatting commands

command	description	available using
Column Width	Sets the width to a specific number of characters	Format button; shortcut menu
AutoFit Column Width	Fits to the widest entry in a column	Format button; mouse
Hide & Unhide	Hides or displays hidden column(s)	Format button; shortcut menu
Default Width	Resets column to worksheet's default column width	Format button

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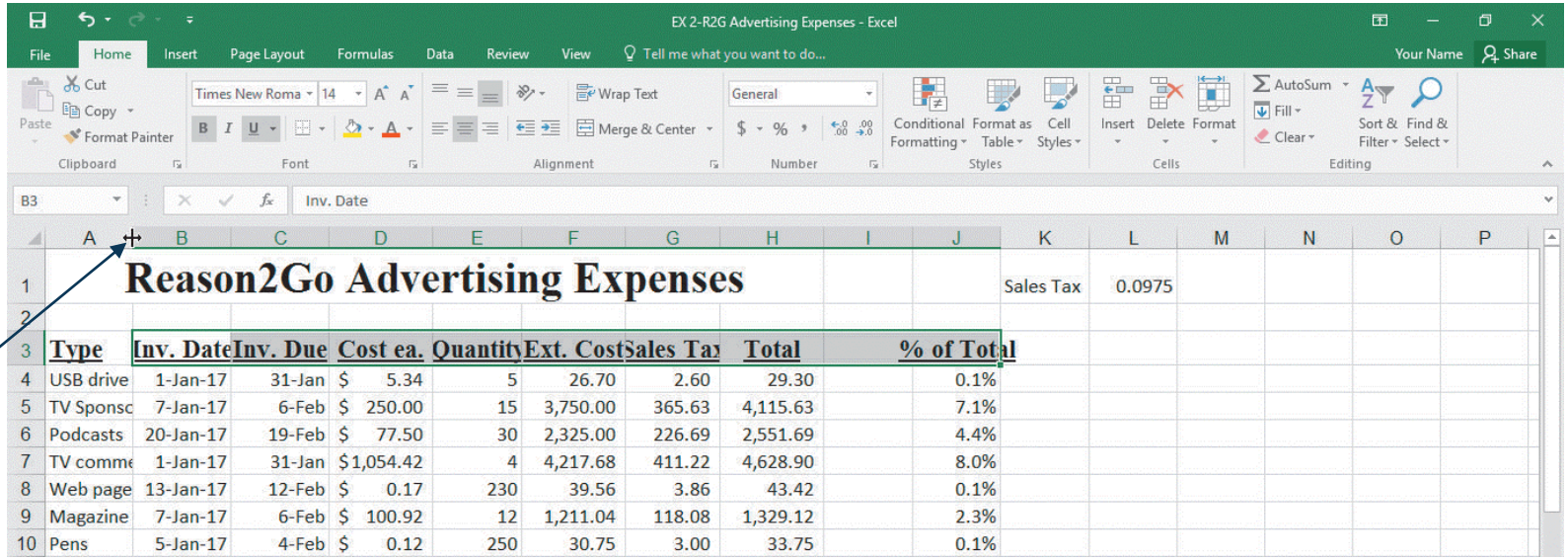
Adjust Column Width (Slide of 3)

Preparing to change the column width



Resize pointer

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Insert and Delete Rows and Columns (Slide 1 of 3)

- When you insert a new row, the contents of the worksheet shift down from the newly inserted row
- When you insert a new column, the contents of the worksheet shift to the right of the new column
- Excel inserts rows above the cell pointer and columns to the left
- Insert multiple rows or columns by selecting the same number of row or column headings to be inserted

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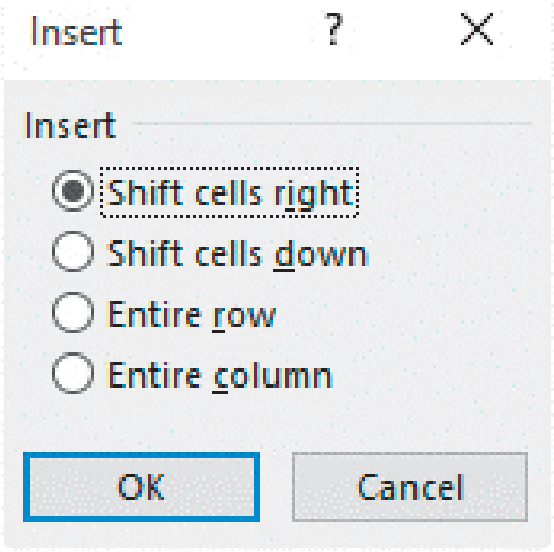
Insert and Delete Rows and Columns (Slide 2 of 3)

Insert dialog box



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Insert and Delete Rows and Columns (Slide 3 of 3)

- When you delete a row, the contents of the worksheet shift up
- When you delete a column, the contents of the worksheet shift to the left
- Delete multiple rows or columns by selecting all of the row or column headings to be deleted

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Apply Colors, Patterns, and Borders (Slide 1 of 2)

- You can add enhancements such as colors, patterns, and borders by using:
  - Border and Fill Color buttons in the Font group on the Home tab of the Ribbon and on the Mini toolbar, or
  - Fill tab and Border tab in the Format Cells dialog box
- **Cell styles** are pre-designed combinations of formatting attributes
  - Use the Cell Styles button in the Styles group on the Home tab

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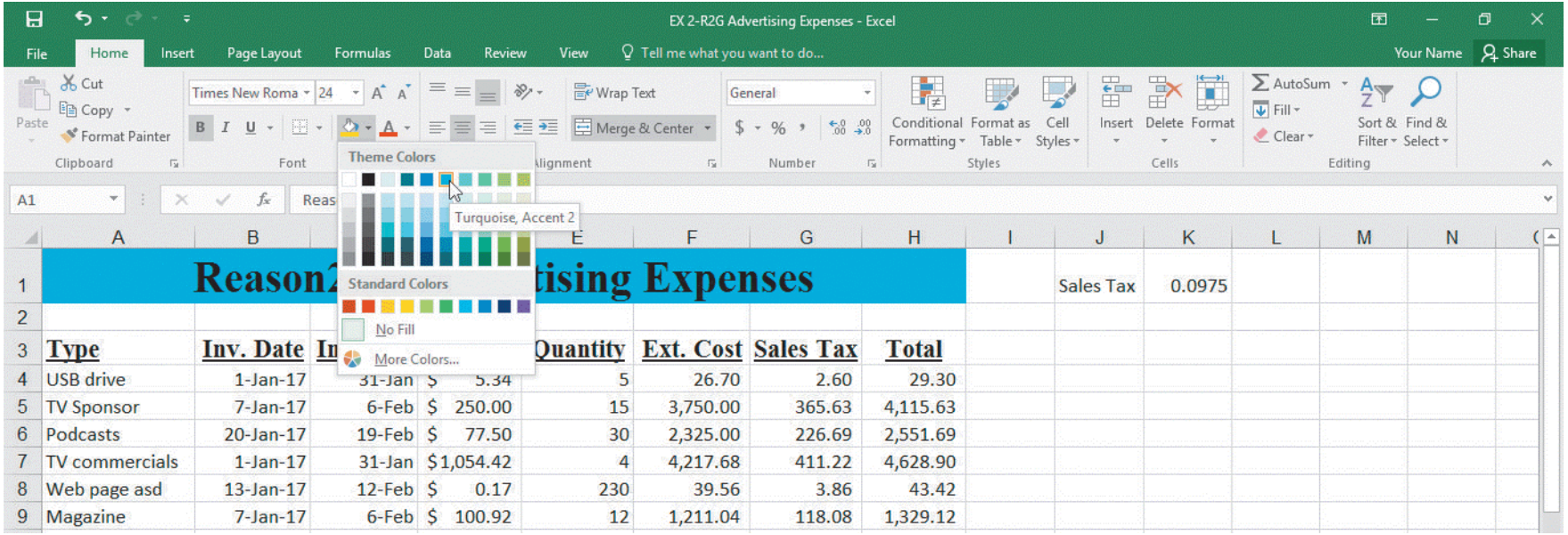
Apply Colors, Patterns, and Borders (Slide 2 of 2)

Live Preview of fill color



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Apply Conditional Formatting (Slide 1 of 4)

- Excel can format cells based on specific results
  - Automatic application of formatting attributes on cell values is called **conditional formatting**
  - Different formats are automatically applied if the data meets conditions you specify
  - Data bars are a type of conditional formatting that visually illustrate differences among values

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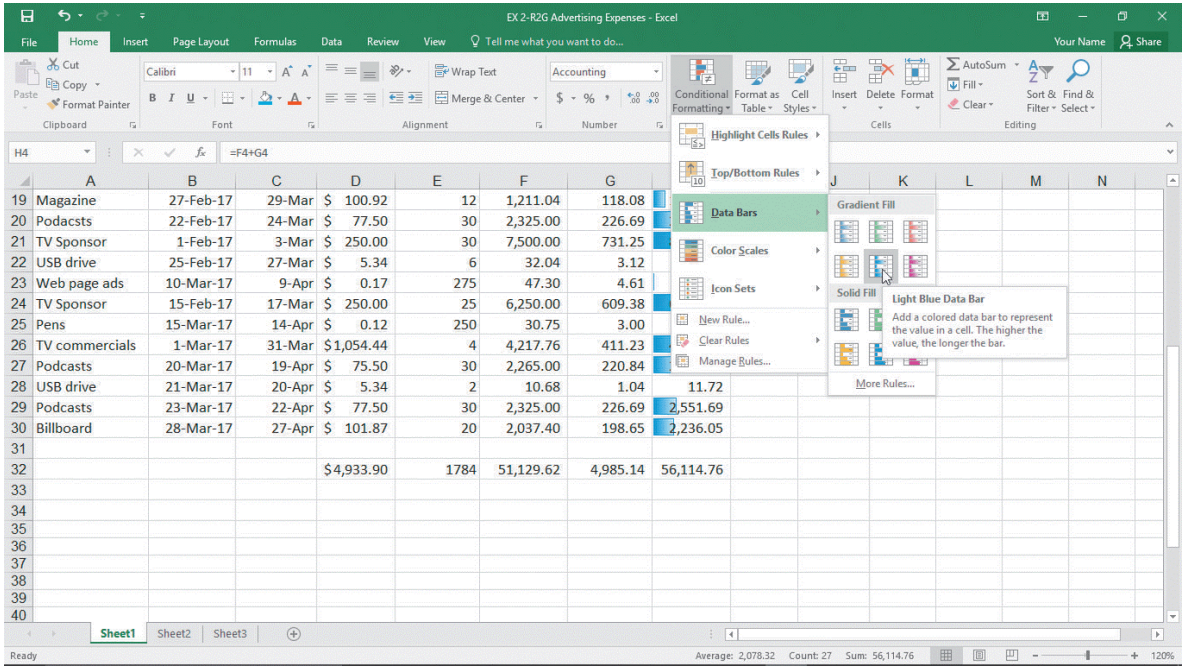
Apply Conditional Formatting (Slide 2 of 4)

Previewing data bars in a range



	A	B	C	D	E	F	G
19	Magazine	27-Feb-17	29-Mar	$ 100.92	12	1,211.04	118.08
20	Podacsts	22-Feb-17	24-Mar	$ 77.50	30	2,325.00	226.69
21	TV Sponsor	1-Feb-17	3-Mar	$ 250.00	30	7,500.00	731.25
22	USB drive	25-Feb-17	27-Mar	$ 5.34	6	32.04	3.12
23	Web page ads	10-Mar-17	9-Apr	$ 0.17	275	47.30	4.61
24	TV Sponsor	15-Feb-17	17-Mar	$ 250.00	25	6,250.00	609.38
25	Pens	15-Mar-17	14-Apr	$ 0.12	250	30.75	3.00
26	TV commercials	1-Mar-17	31-Mar	$1,054.44	4	4,217.76	411.23
27	Podcasts	20-Mar-17	19-Apr	$ 75.50	30	2,265.00	220.84
28	USB drive	21-Mar-17	20-Apr	$ 5.34	2	10.68	1.04
29	Podcasts	23-Mar-17	22-Apr	$ 77.50	30	2,325.00	226.69
30	Billboard	28-Mar-17	27-Apr	$ 101.87	20	2,037.40	198.65
31							
32				$4,933.90	1784	51,129.62	4,985.14

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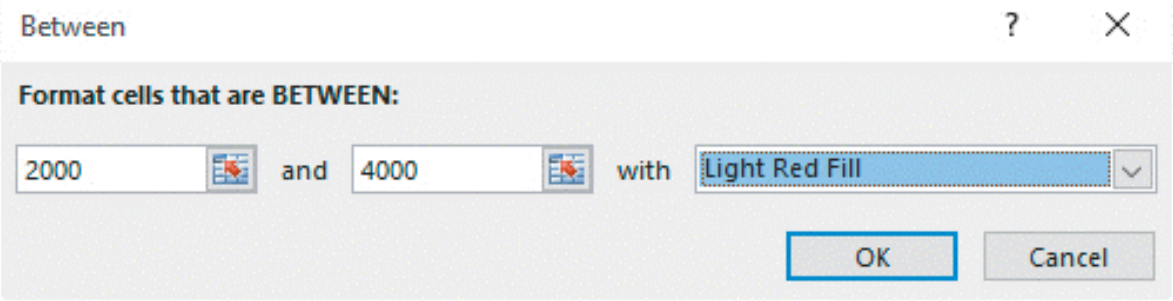
Apply Conditional Formatting (Slide 3 of 4)

Between dialog box



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Apply Conditional Formatting (Slide 4 of 4)

Worksheet with conditional formatting

EX 2-R2G Advertising Expenses - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Tell me what you want to do... | Your Name | Share

E8 | 230

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Reason2Go Advertising Expenses									Sales Tax	0.0975			
2														
3	Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total						
4	USB drive	1-Jan-17	31-Jan	$ 5.34	5	26.70	2.60	29.30						
5	TV Sponsor	7-Jan-17	6-Feb	$ 250.00	15	3,750.00	365.63	4,115.63						
6	Podcasts	20-Jan-17	19-Feb	$ 77.50	30	2,325.00	226.69	2,551.69						
7	TV commercials	1-Jan-17	31-Jan	$1,054.42	3	3,163.26	308.42	3,471.68						
8	Web page asd	13-Jan-17	12-Feb	$ 0.17	230	39.56	3.86	43.42						
9	Magazine	7-Jan-17	6-Feb	$ 100.92	12	1,211.04	118.08	1,329.12						
10	Pens	5-Jan-17	4-Feb	$ 0.12	250	30.75	3.00	33.75						
11	TV Sponsor	15-Jan-17	14-Feb	$ 250.00	15	3,750.00	365.63	4,115.63						
12	Billboard	12-Jan-17	11-Feb	$ 101.87	20	2,037.40	198.65	2,236.05						

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Rename and Move a Worksheet (Slide 1 of 2)

- By default, an Excel workbook initially contains one worksheet, named Sheet1,
- To move to another sheet, click its sheet tab
- To make it easier to identify the sheets, you can rename each sheet and add color to the tabs
- You can change the order of sheets by dragging the sheet tabs

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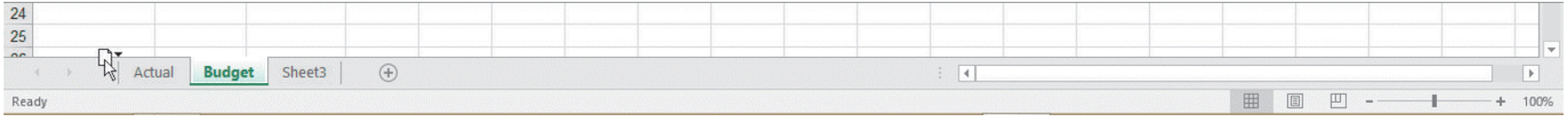
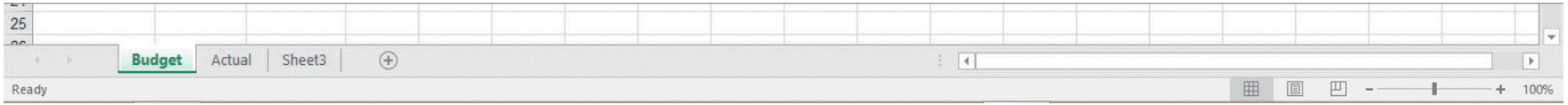
Rename and Move a Worksheet (Slide 2 of 2)

Moving the Budget sheet



Reordered sheets



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Check Spelling (Slide 1 of 2)

- Spelling checker scans the worksheet and flags possible mistakes and suggests corrections
  - To check other worksheets in a workbook, display the worksheet and run the spelling checker again
  - Add words that are spelled correctly but are not recognized by the spelling checker

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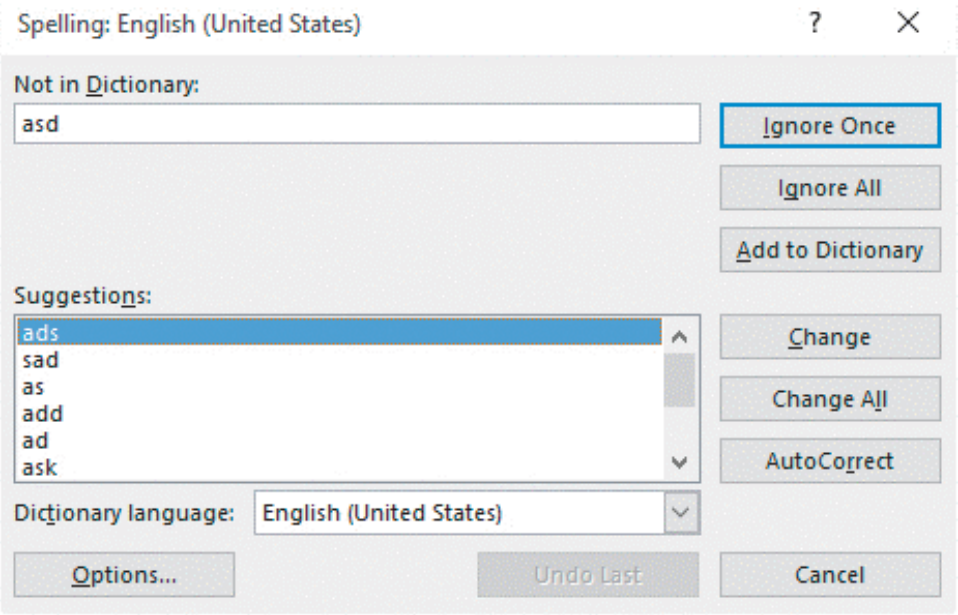
Check Spelling (Slide 2 of 2)

Spelling English (U.S.) dialog box



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