MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson03 - Formatting Text in Excel

Lesson Objectives

- Data Entry
  - Entering Text data, Numbers, Date & Times
  - Editing Data
  - Replacing Data
  - Deleting Data
  - Moving & Copying Cells
  - Using Paste Special
- Formatting Data
- Conditional formatting
- Tables
- Custom List
- Data Validation
- Grouping
- Sort and Filter

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Entering Data

- The simplest way to add data to a worksheet is to select a cell and enter data. A cell can contain a maximum of 32,767 characters and can hold any of three basic types of data: text, numbers, or formulas.
- To enter text:
  - Select the cell in which you want to enter text.
  - Type the desired text, and then press the Enter key.

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Entering Dates and Times

- Excel treats dates and times as special types of numeric values.
- To enter a date:
  - Select the cell in which you want to enter the date.
  - Type the month, day, and year, with each number separated by a forward slash /) or a hyphen (-), and then press the Enter key.
- To enter a time:
  - Select the cell in which you want to enter the time.
  - Type the hour, a colon (:), and the minutes, press the Spacebar, type a for A.M. or p for P.M., and then press the Enter key.

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NOTE: A number that does not fit within a column is displayed as a series of pound signs (#####).
       To accommodate the number, increase the column width.

Editing Data

- If a cell contains a long entry and you only want to change a few characters, it is faster to edit the data than to retype the entire entry. You can edit the contents of a cell directly in the cell or in the Formula bar.
- To edit data:
  - Double-click the cell that contains the data you want to edit. The cursor (a blinking vertical line) appears in the cell in the location that you double-clicked.
  - To insert characters, click where you want to make changes, and then type the new characters.
  - To delete characters, click where you want to make changes, and then press the Backspace or Delete key.
  - When you are finished, press the Enter key.

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Replacing Data

- You can replace the entire contents of a cell with new data. Any formatting applied to the cell remains in place and is applied to the new data.

- To replace data:
  - Select the cell that contains the data you want to replace.
  - Type the new data, and then press the Enter key.

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Add the notes here.

Deleting Data

- You can delete the entire contents of a cell if the data is no longer needed. Deleting data does not remove any formatting applied to the cell.
- To delete data:
  - Select the cell that contains the data you want to delete.
  - Press the Delete key.

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Add the notes here.

Moving and Copying Cells

- When you move or copy a cell, Excel moves or copies the entire cell, including formulas and their resulting values, cell formats, and comments.
  - Select the cells that you want to move or copy.
  - On the Home tab, in the Clipboard group
  - To move cells, click Cut .
  - To copy cells, click Copy .
  - Click in the center of the cell you would like to Paste the information too.
  - On the Home tab, in the Clipboard group, click Paste

Paste
✂ Cut
📋 Copy ▾
🖌 Format Painter
Clipboard

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Paste Special

- The Paste Special dialog box offers many more paste options.
- To launch the Paste Special dialog box, execute the following steps:
  - Select cell B5, right click, and then click Copy (or press CTRL + c).
  - Next, select cell D5, right click, and then click Paste Special.
  - The Paste Special dialog box appears.
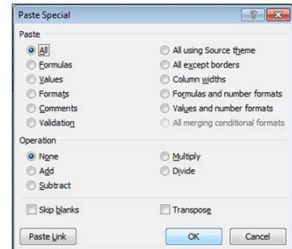
➢ **Note : Excel actually has several different Paste Special dialog boxes, each with different options. The one displayed depends on what's copied. The above figure describes the Paste Special dialog box that appears when a range or cell has been copied.**

➢ **Below are the list of operation that can be performed :**
  - ➢ All: Pastes the cell's contents, formats, and data validation from the Windows Clipboard.
  - ➢ Formulas: Pastes values and formulas, with no formatting.
  - ➢ Values: Pastes values and the results of formulas (no formatting). The destination for the copy can be a new range or the original range. In the latter case, Excel replaces the original formulas with their current values.
  - ➢ Formats: Copies only the formatting.
  - ➢ Comments: Copies only the cell comments from a cell or range. This option doesn't copy cell contents or formatting.
  - ➢ Validation: Copies the validation criteria so the same data validation will apply. Data validation is applied by choosing Data ➪ Data Tools ➪ Data Validation.
  - ➢ All Using Source Theme: Pastes everything, but uses the formatting from the document theme of the source. This option is relevant only if you're pasting information from a different workbook, and the workbook uses a different document theme than the active workbook.
  - ➢ All Except Borders: Pastes everything except borders that appear in the source range.
  - ➢ Column Widths: Pastes only column width information.
  - ➢ Formulas and Number Formats: Pastes all values, formulas and number formats (but no other formatting).
  - ➢ Values and Number Formats: Pastes all values and numeric formats, but not the formulas themselves.
  - ➢ All merging conditional formats: Merges the copied conditional formatting with any conditional formatting in the destination range. This option is enabled only when you are copying a range that contains conditional formatting.

Paste Special (Transposing a range)

- The Transpose option in the Paste Special dialog box changes the orientation of the copied range.
- Rows become columns, and columns become rows. Any formulas in the copied range are adjusted   so that they work properly when transposed.

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Demo

- Entering data
- Replacing data
- Deleting data
- Copying and pasting cells
- Using paste special
- Using paste special for transpose

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Formatting

- Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand.

- In Excel, there are many tools you can use to format text and cells to
  - Change the font
  - Change the font size
  - Use the bold, italic, and underline commands
  - Add a border and lines
  - Change font color
  - Add a fill color
  - Text alignments
  - Indenting data

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➢ Changing the Font

A font is defined as a group of characters sharing similar type attributes. The default font in new Excel 2010 workbooks is Calibri.

To change the font:

1. Select the cell that you want to format.

2. On the Home tab, in the Font group, click the Font arrow and select the desired font from the list.

➢ Changing the Font Size

Font size is measured in points. The larger the font size, the larger the data. The default font size in new Excel 2010 workbooks is 11 points.

To change the font size:

1. Select the cell that you want to format.

2. On the Home tab, in the Font group, click the Font Size arrow and select the desired font size from the list. If a font size you want is not listed in the Font Size list, click in the Font Size box, type the desired number, and then pre the Enter key.

➢ Applying Font Styles

We can apply one or more font styles to emphasize important data in a worksheet. Font styles are attributes such as bold, italic, and underline. Bolding makes the characters darker. Italicizing slants the characters to the right. Underlining adds a line below the characters in a cell, not the cell itself.

➢ Changing the Font Color and Fill Color
We can change the font color or fill color of cells to emphasize important data or add visual impact to a worksheet. Fill color refers to the background color of a cell.

➢ To change the font color:
1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Font Color button to apply the most recently used color, or click the Font Color arrow and select a different color from the color palette.

➢ To change the fill color:
1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Fill Color button to apply the most recently used color, or   click the Fill Color arrow and select a different color from the color palette.

➢ Adding Border and Lines
Borders (and lines within the borders) are another visual enhancement that you can add around groups of cells. Borders are often used to group a range of similar cells or to delineate rows or columns. Excel offers 13 preset styles of borders, as you can see in the Home ➪ Font ➪ Borders dropdown list shown in figure.This control works with the selected cell or range and enables you to specify which, if any, border style to use for each border of the selection. Another way to apply borders is to use the Border tab of the Format Cells dialog box. One way to display this dialog box is to select More Borders from the Borders drop-down list.

➢ Indenting Data
Indenting moves data away from the edge of the cell. This is often used to indicate a level of less importance (such as a subtopic). Each click increments the amount of indentation by one character.
To indent data:
1. Select the cell that contains the data you want to indent.
 2. On the Home tab, in the Alignment group, click the Increase Indent button the number of times that you want the data indented

➢ Positioning Cell Content
The *Alignment* group on the *Home* tab on the *Ribbon* contains the most useful commands for positioning data within cells . They can be used to change the alignment, indentation, and orientation of cell data, **wrap data within cells**, as well as merge cells.
Wrap data within cells

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Conditional formatting

- Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value.
- Excel has several presets you can use to quickly apply conditional formatting to your cells. They are grouped into three categories:
  - Data bars
  - Color scales
  - Icon sets

Conditional
Formatting ▾

➢ **Apply the conditional formatting** :
            On the Home tab, in the Styles group, click the arrow next to Conditional Formatting, and then click a preset e.g. Color Scales

➢ **Presets :**
  - ➢ Data bars are horizontal bars added to each cell, much like a bar graph.
  - ➢ Color scales change the color of each cell based on its value. Each color scale uses a two- or three-color gradient.
  - ➢ Icon sets add a specific icon to each cell based on its value.
  - ➢ Highlight Cells Rules , to highlight cells that are greater than a value.
  - ➢ Top/Bottom Rules, to highlight cells that are above the average of the cells.

➢ **To remove conditional formatting rules:**
  - ➢ Select the cells that have conditional formatting.
  - ➢ In the Home tab, click the Conditional Formatting command. A drop-down menu will appear.
  - ➢ Select Clear Rules.
  - ➢ A menu will appear. You can choose to clear rules from the Selected Cells, Entire Sheet, This Table, or This PivotTable.

➢ **New Rule :**
  - ➢ If the Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets are not sufficient, you can create a new rule.
  - ➢ Select the cells to which you want to apply the conditional format and click *Conditional Formatting > New Rule.*

Demo

- Formatting data
- Conditional formatting

Tables

- Tables allow you to analyze your data in Excel quickly and easily.
- To convert a range to table , follow the below steps :
  - Enter your table's column headings.
  - Enter the first row of data immediately below the column headings.
  - Click the Table command button in the Tables group of the Insert tab.
  - Click the My Table Has Headers check box to select it.
  - Click OK.

➢ **Special functionality of a Table :**
After defining a table, the area gains special functionalities:
1. Integrated autofilter and sort functionality
2. Easy selecting
3. Header row remains visible whilst scrolling
4. Automatic expansion of table
5. Automatic reformatting
6. Automatic adjustment of charts and other objects source range

➢ **Table Options on the Ribbon:**
Properties group :change the Name of the table, Change the size of the table
Tools group : Summarize with PivotTable, Remove Duplicates , Convert to Range

➢ **Table Styles Group :** To quickly change the style of your table. Click the dropdown button to the right of the gallery to see all choices available to you.

Creating Custom List

- To create a custom list follow below steps :
  - Go to File menu
  - Go to Options
  - Select Advanced category
  - Go to General and click Edit Custom Lists

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Inserting Images and other objects

- MS Excel supports various types of graphic objects available on the Insert tab of the Ribbon.
- Below are the Graphics available :
  - Shapes gallery
  - SmartArt
  - Text Box, and
  - WordArt
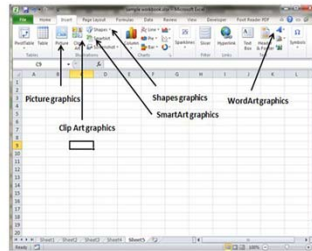
Inserting Images and other objects

- Insert Shape
  - Choose Insert Tab » Shapes dropdown
  - Select the shape you want to insert. Click on shape to insert it.
  - To edit the inserted shape just drag the shape with the mouse. Shape will adjust the shape.

- Insert Smart Art
  - Choose Insert Tab » SmartArt
  - Clicking SmartArt will open the SmartArt dialogue as below screen-shot. Choose from the list of available SmartArt's
  - Click on SmartArt to Insert it in the worksheet
  - Edit the SmartArt as per your need

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Inserting Images and other objects

- Insert Clip Art
  - Choose Insert Tab » Clip Art
  - Clicking Clip Art will open the search box as below screen-shot. Choose from the list of available Clip Arts
  - Click on Clip Art to Insert it in the worksheet

- Insert Word Art
  - Choose Insert Tab » WordArt
  - Select the style of WordArt which you like and click it to enter a text in it.

Demo

- Refer Chapter3_DataFormatting.xlsx to understand working with Basic Editing, Formatting, Conditional Formatting and Tables.

Data Validation

- Data Validation in Excel is used to make sure that users enter certain values into a cell.
- On Settings tab:
  - In Allow list, click whole number.
  - In the Data list, Click between.
  - Enter Minimum and Maximum values.
- Input Message tab:
  - Input messages appear when user selects the cell and tell the user what to enter.
- On input message tab
- Check 'Show input message when cell is selected'
- Enter a Title
- Enter an input Message.

Data Validation

- Error Alert tab:
  - If users ignore the input message and enter a
  - Number that is not valid, you can show them an error alert.
- On the error alert tab:
  - Check 'Show error alert after invalid data is entered'
  - Enter a title.
  - Enter an error message.
  - Click Ok.
- Data validation result:
  - Select cell C2.
  - Try to enter a number higher than 10.

To remove the data validation from the cell select the cell click on data->data validation click on Clear all button.

Grouping data

- Excel can organize data in groups, allowing you to easily show and hide different sections of your worksheet.
- We can also summarize different groups using the Subtotal command and create an outline for your worksheet.
- Select the range of data for grouping and subtotals , and go to Data tab ☐ Outline group.

Subtotals

- The Subtotal command allows you to automatically create groups and use common functions like SUM, COUNT, and AVERAGE to help summarize your data.
- For example, the Subtotal command could help to calculate the cost of office supplies by type from a large inventory order.
  The Subtotal command will create a hierarchy of groups, known as an outline, to help organize your worksheet.

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Note:
To ungroup data, select the rows or columns you want to ungroup and From the Data tab, click the Ungroup command.
The range of cells will be ungrouped.
To ungroup all of the groups in your outline, open the drop-down menu under the Ungroup command, then choose Clear Outline.
To Ungroup and Clear Outline will not remove subtotaling from your worksheet.
Summary or subtotal data will stay in place and continue to function until you remove it.
To ungroup data and remove subtotaling, from the Data tab, click the Subtotal command to open the Subtotal dialog box.
Then Click Remove All

Demo

- Refer Chapter3_SalesData_Grouping_Subtotal.xlsx to understand working with Subtotals and Grouping of data.

Sort and Filter

➢ Excel's sorting feature can help your rearrange your data so you can use it more efficiently.
➢ To sort a list of data:
➢ Select a single cell in the column containing the data you want to sort.
➢ Select the Home tab.
➢ Under the Editing group, press the Sort and Filtering button and select the order you want your data to be sorted.

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Note: Sort A to Z means ascending order and Sort Z to A means descending order

Sort and Filter

- Unlike sorting, filtering doesn't just reorder the list. It actually hides the rows or columns containing data that do not meet the filter criteria you define. Excel has an AutoFilter feature that makes it very easy to extract data from your spreadsheet.
- To use the AutoFilter:
- Click on any cell in your spreadsheet.
- Select the Home tab.
- Under the Editing group, press the Sort and Filtering button and select the Filter button.
- Drop-down menus will appear next to each cell heading.
- Clicking on any drop-down menu will provide you with options for sorting or filtering.

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Sort and Filter

- Filtering based on color:
- Normally you can fill cells with different colors for any purposes in Excel. If you have a worksheet with using different colors to indicate different type of contents and you want to filter or select those cells by the cell color, you may get it done as follows:
  - Select the column on which you want to Filter Data
  - Click on Home->Editing->Sort & filter->Select Filter Option
  - Click the filter arrow for the column by which you want to filter data.

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Sort and Filter

- Filtering based on color:
- Point to Filter by Color in the drop-down list.
- Select an option.

   Excel displays the data using the filter you requested.

Note:You can also add Number Filter same as that of color filter.

   Steps to add Number Filter:

➢ Select the column on which you want to add number filter.
➢ Click on Home->Editing->Sort & filter->Select Filter Option
➢ Click the filter arrow for the column by which you want to filter data.
➢ Point to Number Filters in the drop-down list.
➢ Select an option.
➢ Excel displays the data using the filter you requested.

Demo

- Sorting and filtering data

Summary

- Data Entry
- Applying Borders, Font, Styles, alignment on Cells /Range of Cells
- Formatting Tables
- Introduction to Conditional formatting
- Creating Lists
- Inserting images , objects and others
- Data Validation
- Grouping data
- Sort and Filter

Summary

Add the notes here.

Review Question

- Question 1 : In Excel , by default the Numeric values appears in
  - Left Aligned
  - Right Aligned
  - Justify Aligned

- Question 2 :The Autofill feature:
  - Extends a sequential series of data
  - Automatically adds a range of cell values
  - Applies a boarder around selected cells
  - None of above

- Question 3: Removing Duplicate records is part of Table Tools. True or False.

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