


# Excel Formatting

Instructional Technology

## Formatting Excel Cells, Columns, Rows, Worksheets and Workbooks

Presented By: Terence Peak



## Topics

- What's New in 2007
- Navigate and Manage Workbooks
- Format Worksheets
- Multiple Worksheets

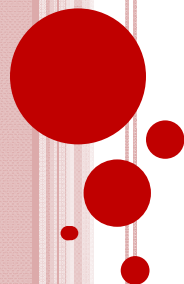
## What you will Need



- 1 Before you begin this tutorial, click here:  
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- 2 Download the Zip file For Excel.zip
- 3 The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.



## What's New?

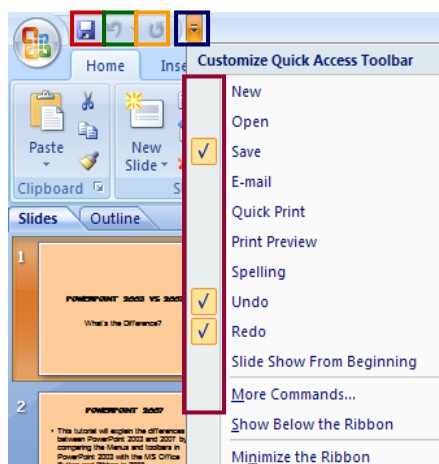


## The Quick Access Toolbar, MS Office Button, Mini Toolbar & Ribbon

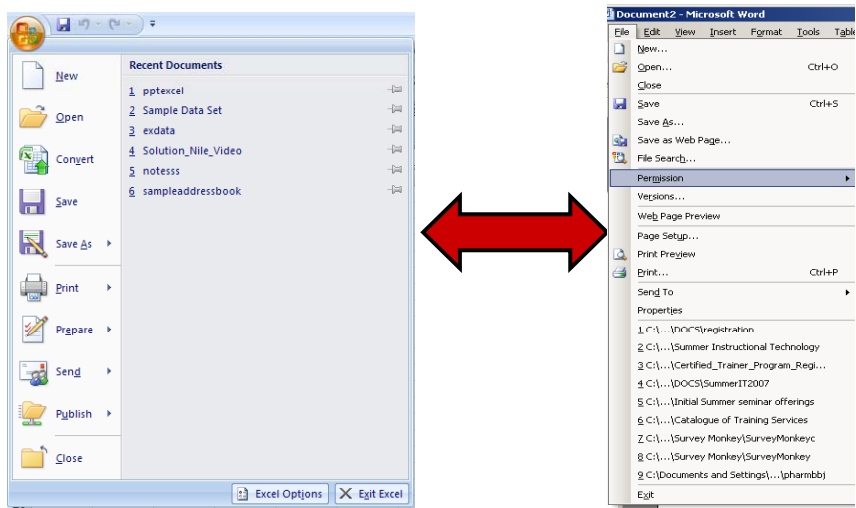
- The **MS Office Button**, **Quick Access Toolbar** and the **Ribbon** replace the menu, Standard and Formatting Toolbars in Excel 2003.

## Quick Access Toolbar

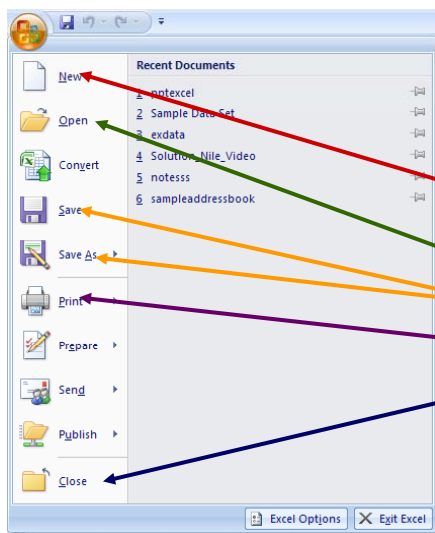
- Located next to the MS Office Button, the **Quick Access Toolbar** offers one-click access to the most widely used office functions.
- By default, there are 3 buttons **Save**, **New**, and **Open**.
- Click on the **arrow** next to the toolbar, to open the customize menu
- Click the **checkbox** next to each feature to add and more options to the toolbar
- **This is a New Feature**



## The MS Office Button replaces the File menu

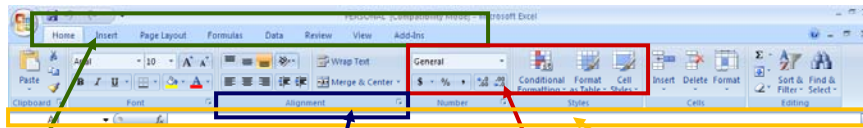


## The MS Office Button



- The MS Office Button is a **New Feature** of Excel 2007.
- This button is the access point to
  - **Create New Excel Workbooks**
  - **Open**
  - **Save**
  - **Print**
  - **Close**
- This Button replaces the **File menu**

## The Ribbon



**Tabs:** 8 tabs representing common related activities

**Groups:** Sections containing Related items or tasks

**Formula Bar:** Shows Excel Formulas

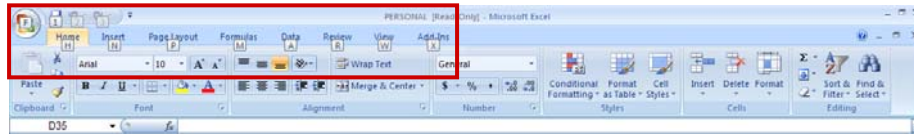
**Commands:** Buttons, boxes or menus relating to specific functions within Excel

Office 2007 is arranged differently. All menus are located within tabs on a menu bar called the **ribbon**

## The Ribbon tabs

1. **Home:** Popular Excel options found on the Standard and Formatting Toolbars in Excel 2003.
2. **Insert:** Items associated with the Insert menu.
3. **Page Layout:** Items relating to how a Workbook is set up before any text is typed on the screen.
4. **Formulas:** Functions found Insert/Formulas menu.
5. **Data:** Database functions of Excel.
6. **Review:** Options for Proofing, Comments, Tracking Changes and Workbook protection.
7. **View:** Options for how you see Workbooks on the screen.
8. **Add-ins:** Converts Workbook to Flash Paper format.

## Key Tips



- **Key Tips** are shortcuts to tab and menu options on the Ribbon.
- Push the **alt** key to show the Key Tips, then push the corresponding letter on the keyboard to activate the Key Tip. **New Feature**

## Navigate and Manage a Workbook

Instructional Technology

Parts, Definitions & Management Tools



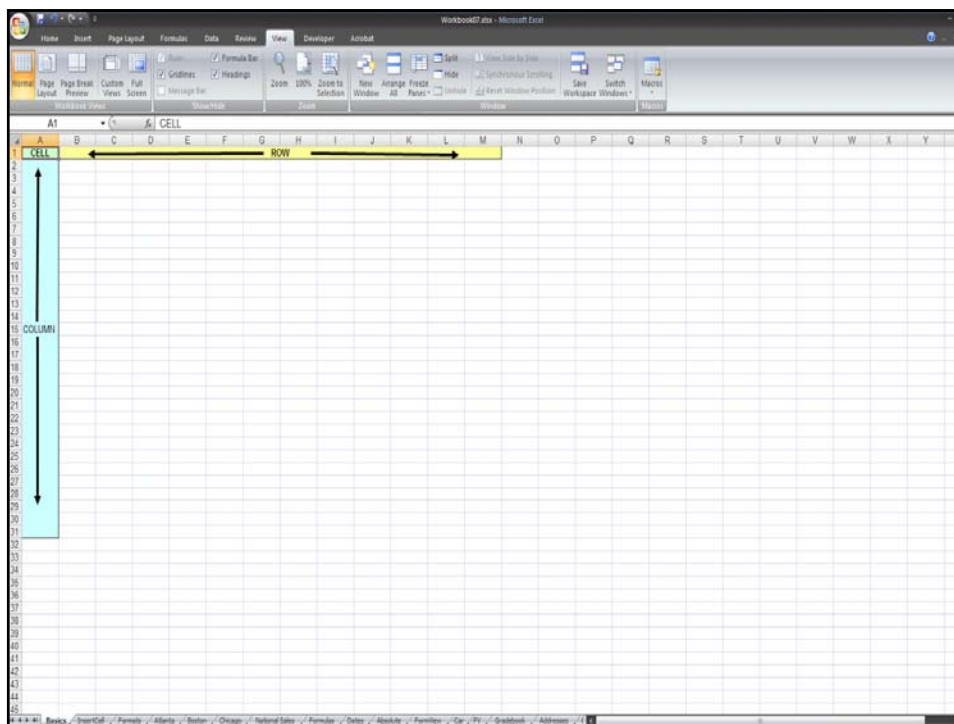
## Parts of a Worksheet

- Open the spreadsheet “**Workbook07**”, This workbook will be used throughout the course
- Click on the tab “**Basics**”



## Parts of a Worksheet

- **Columns:** Represented by letters; (A, B, C, D...etc). The column letter is at the top of the spreadsheet.
- **Rows:** Numbered (1,2,3,4..etc). The number is on the left side of the spreadsheet.
- **Cell:** The intersection of a row and a column.
- **Worksheet:** One Page of a spreadsheet.
- **Workbook:** A series of related spreadsheets.
- **Tabs:** Allow you to quickly choose and reference pages



## Navigate a Workbook or Worksheet

Navigation :

- Go to First Page
- Page Forward
- Page Backward
- Go to Last Page

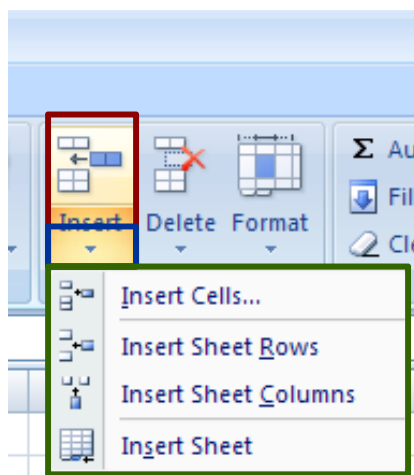
Tabs: Tabs should be named according to the sheet content

The image shows a screenshot of the Excel worksheet tab bar. The tabs are labeled 'Basics', 'Sheet1', 'Atlanta', 'Boston', 'Chicago', 'National Sales', 'Formulas', 'Dates', 'Absolute', 'FormView', 'Car', 'FV', and 'G'. A red arrow points from the 'Navigation' section to the navigation icons in the tab bar. Another red arrow points from the 'Tabs' section to the 'Basics' tab.

## Select (Highlight) Cells, Columns, Rows, or Spreadsheets

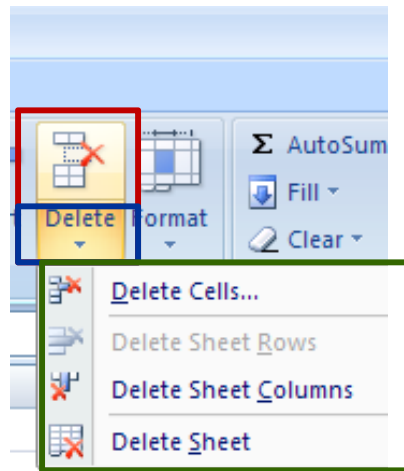
- 1 Click **Cell A1**, it is outlined in **black**.
  - 2 Drag mouse up, down, left and right to select multiple rows or columns.
  - 3 Hold SHIFT and ARROW keys at the same time to select multiple **rows or columns**.
- 4 Click on the top of **Column A** to select the entire column.
- 5 Click on **Row 1** to select the entire row.
- 6 Click the **upper-left corner** to select the worksheet
- 7 Note that the selected area is outlined in **black**.

## Insert Cells, Rows, Columns or Worksheets



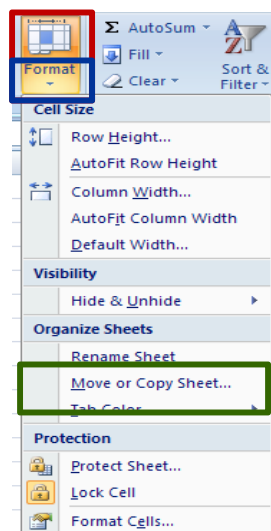
- 1 Select the **Insert Cells** worksheet tab
- 2 Select **any cell**
- 3 On the Home tab, locate **Insert** and click **the arrow**
- 4 Click on **Cells**
- 5 Repeat the process to add a **Sheet Row, Sheet Column, and a Sheet**

## Delete Cells, Rows, Columns, and Worksheets



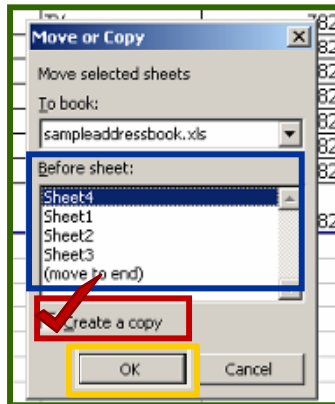
- 1 Select a cell on the worksheet
- 2 On the Home tab, locate **Delete** and click the **arrow**
- 3 Click on **Cells, rows, columns or sheet**

## Copy Worksheets



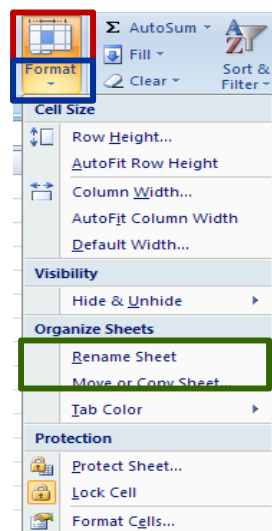
- 1 It is not possible to highlight, copy and paste cell content and formatting in Excel. Instead, the worksheet and formatting are **copied as a whole**.
- 2 On the Home tab, locate **Format** and click the **arrow**
- 3 Click **Move or Copy Sheet**

## Copy Worksheets



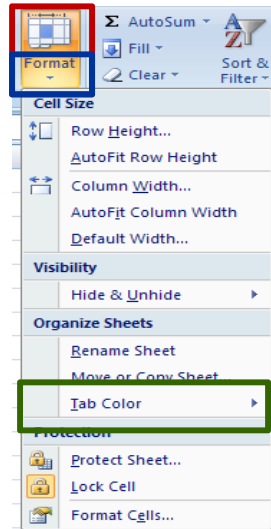
- 1 On the **Move or Copy** menu
- 2 Select **Create a copy**
- 3 Choose **Move to end**
- 4 Click **OK**

## Rename Worksheet Tabs



- 1 Select **Insert Cells(2)**
- 2 On the Home tab, locate **Format** and click **the arrow**
- 3 Click **Rename Sheet**
- 4 The tab name is highlighted in Black
- 5 Type **"Cells"**
- 6 As an alternative, right-click the **tab**
- 7 Click **Rename**, and type the new sheet name

## Recolor Worksheet Tabs



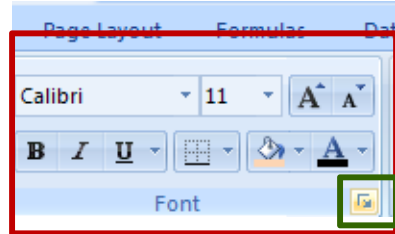
- 1 Select **Cells**
- 2 On the Home tab, locate **Format** and click **the arrow**
- 3 Click **tab Color**
- 4 Choose a color from the menu

## Formatting a Spreadsheet

Instructional Technology

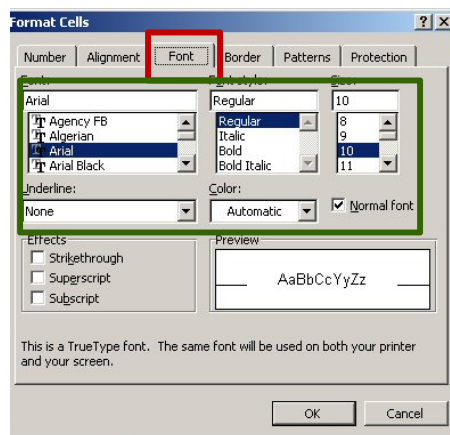
Getting Cells Ready for Data

## Format Cells



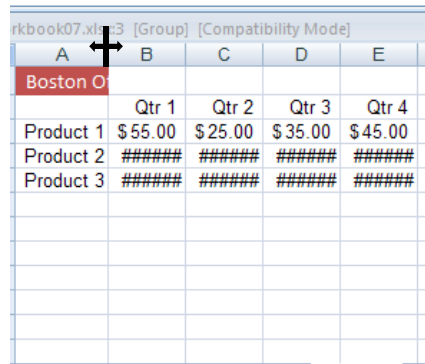
- 1 Click on **"Formats"**
- 2 Select cells A1-J7
- 3 On the Home tab, locate the **Font group**
- 4 Click the **arrow** to open the **Formatting menu**

## Format Cell Font Style



- 1 Click on **Font** tab.
- 2 Change **Font, Font Style, & Size** to **Arial 12 Bold**.
- 3 Use this feature to set the font for an entire worksheet, or a few cells

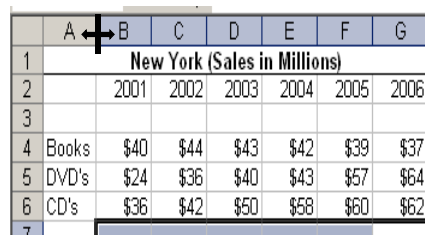
## Remove #####



rkbook07.xls [3] [Group] [Compatibility Mode]				
A	B	C	D	E
Boston O				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Product 1	\$55.00	\$25.00	\$35.00	\$45.00
Product 2	#####	#####	#####	#####
Product 3	#####	#####	#####	#####

- 1 Sometimes, after formatting a worksheet numeric data will appear as #####
- 2 Place the cursor *between the cells*
- 3 When the cursor changes to a double-arrow line, (↔) click

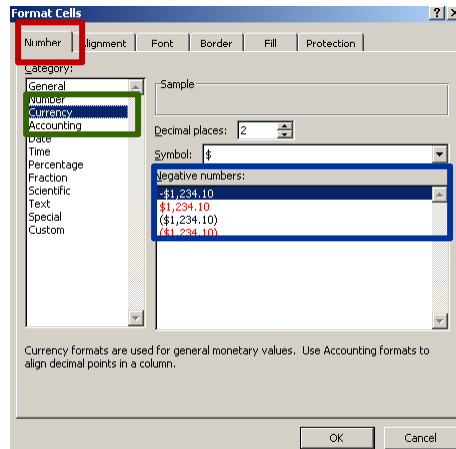
## AutoFit



A	B	C	D	E	F	G	
	New York (Sales in Millions)						
	2001	2002	2003	2004	2005	2006	
4	Books	\$40	\$44	\$43	\$42	\$39	\$37
5	DVD's	\$24	\$36	\$40	\$43	\$57	\$64
6	CD's	\$36	\$42	\$50	\$58	\$60	\$62
7							

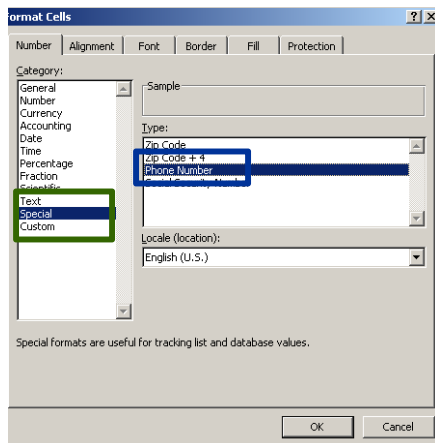
- 1 **AutoFit** will make columns wide and tall enough for text to fit, no matter how much text is in the cell.
- 2 Move the mouse to the line in between two columns (A and B)
- 3 When the mouse becomes this symbol, (↔), double-click

## Format Cell Numeric Functions



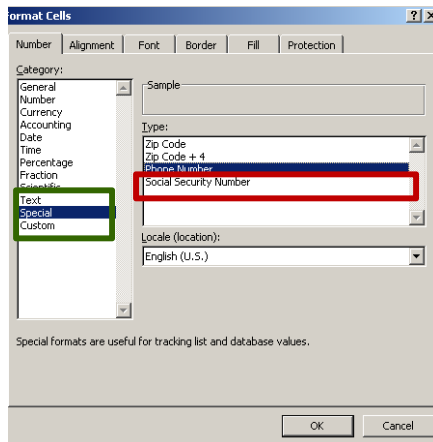
- 1 Click on the **Number tab**
- 2 Choose **Currency**
- 3 Choose the option to show **Negative numbers** in red

## Special Number Formats



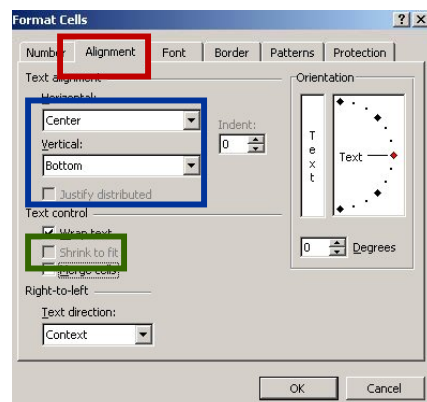
- 1 Open the worksheet **"Formats"**
- 2 Highlight **G4 - G14**
- 3 Click the **Number** group on the **Home** tab
- 4 Click **Special**
- 5 Click **Phone Number**
- 6 Click **OK**

## Special Number Formats



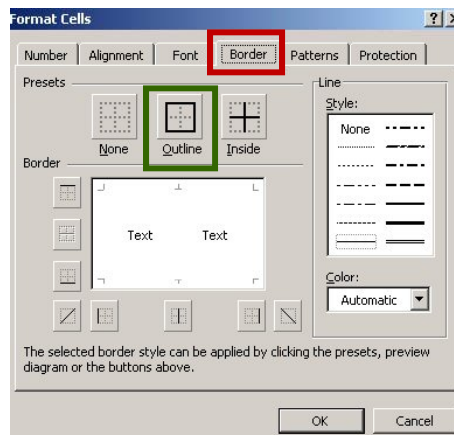
- 1. Open the worksheet **“Formats”**
- 2. Highlight **C4 - C14**
- 3. Click the **Number** group on the **Home** tab
- 4. Click **Special**
- 5. Click **Social Security Number**
- 6. Click **OK**

## Format Cell Text



- 1. Select **A1 – H13**
- 2. Click the **Alignment** tab.
- 3. Click the check box **Wrap text** to engage text wrapping and allow multiple lines of text to stay within a cell
- 4. Click on the **Horizontal** or **Vertical** drop down arrows to center and align text within cells

## Format Borders

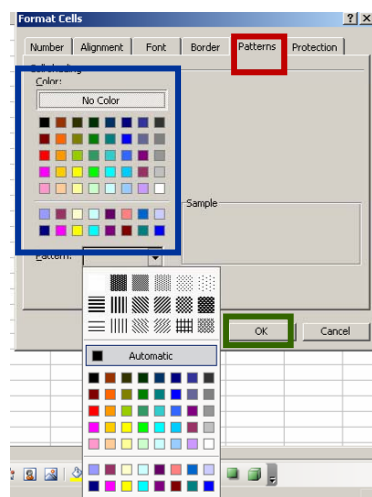


Note the pale gray cell borders . These are called grid lines. They are not visible when printed unless they are outlined with a border

Click the **Border tab**

Choose **Outline** border style

## Format Cell Shading

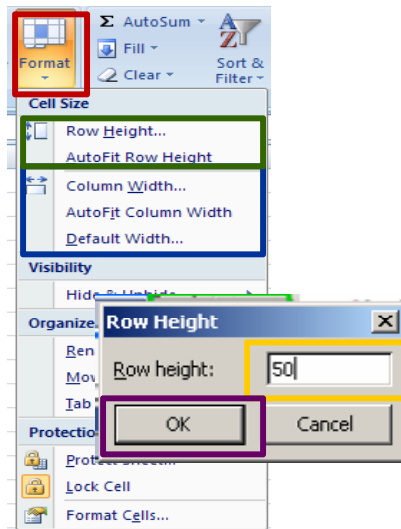


Worksheets have a white background. In order to create a colored background, click on the **Patterns tab**

Choose a **color** to use for a cell shading. Pastel colors work best

Click **OK**

## Format Rows and Columns

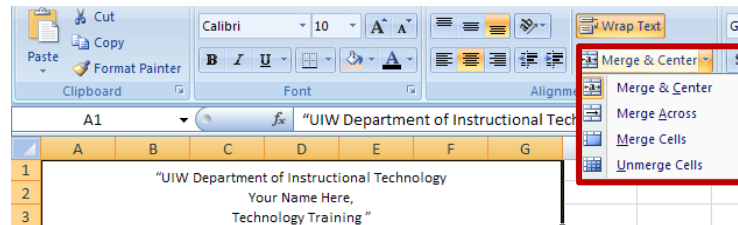


- ① Locate **Format** on the Home tab
- ① Click **Row Height**, and change it to **50** on the menu, and click **OK**
- ① As with rows, choose **Format Column Width** to adjust column width

## Merge and Center

- ① Merge and Center allows for several rows or columns of cells to be combined to create a single cell.
- ① This function is useful for creating a worksheet heading.
- ① This option will not effect the size of other cells in a worksheet.

## Merge and Center



- 1 Click on **A1** and insert **3 rows**
- 2 Select cells **A1 through G3**
- 3 Locate and click the **Merge and Center** icon on the Home tab
- 4 Type

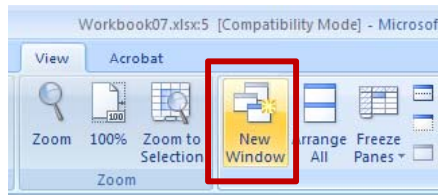
"UIW Department of Instructional Technology  
Your Name Here,  
Technology Training"

## Merge and Center

	A	B	C	D	E	F	G
1	"UIW Department of Instructional Technology Your Name Here, Technology Training"						
2							
3							

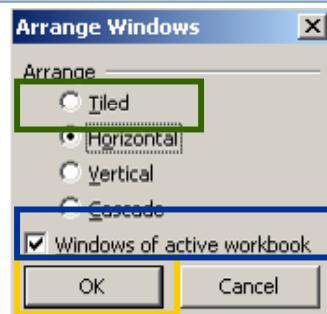
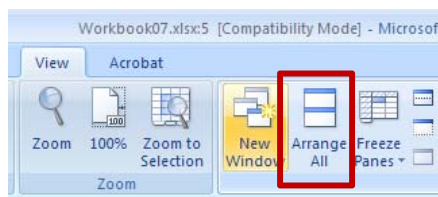
- 1 The text covers 3 lines. If you press the **Enter Key** after each line, the cursor will be moved to an empty cell (B1)
- 2 Hold down the **ALT + Enter** keys *at the same time*, this will create a line break for multiple lines of text

## View and Format Multiple Workbooks

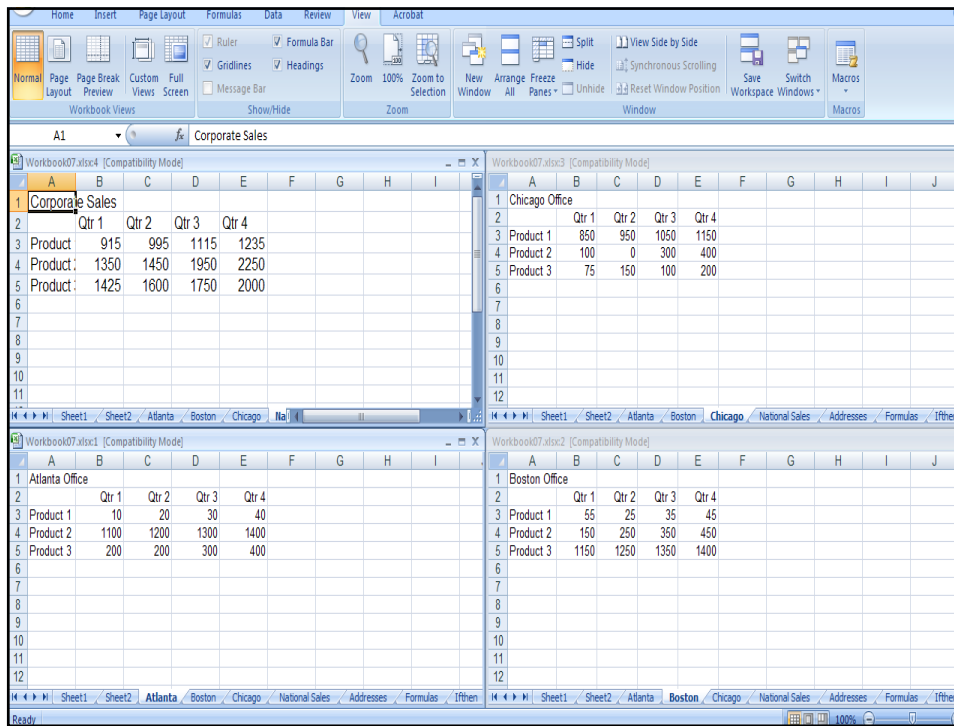


- 1 Click the Workbook tab **Chicago**
- 2 On the View tab, locate and click **New Window 3** times
- 3 Click on the tabs for the worksheets **National Sales, Atlanta & Boston**
- 4 4 worksheets are open

## View and Format Multiple Workbooks



- 1 Click **Arrange All**
- 2 Choose **Tiled**
- 3 Select the **Windows of active workbook** check box
- 4 Click **OK**
- 5 This process will also work with multiple workbooks



## Group Editing

- 1. Hold down the CTRL Key and click each tab of one of the worksheets. The tab color should be white
- 2. Locate **Cell Styles** on the Home tab
- 3. Click **Cell Styles** and choose a **40% Accent 1**
- 4. Click **Cell Styles** again and choose **Currency**
- 5. All of the worksheets have \$\$ signs and the same formatting



## Questions?

**Terence Peak, M.Ed.**

**Coordinator of Technology Training**

**Blackboard Certified Trainer**

**The University of the Incarnate Word**

**(210) 829-3920**

**[tpeak@uiwtx.edu](mailto:tpeak@uiwtx.edu)**