

# Proicere, Inc.

## MS Excel: Formatting

Lesson Notes

Author: Pamela Schmidt

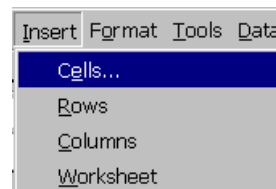
### Insert Cell/Row/Column

To insert a cell, from the menu choose, Insert, Cells.

Inserting a cell will cause the adjoining cells to move down or to the right.

To insert a row, from the menu choose, Insert, Row

This will add a row above the selected row.



To insert a column, from the menu choose, Insert, Column

This will add a column to the left of the selected row.

*Note: In version MS Excel 97 and below Inserting a row, column, or cell inside a range, will adjust the range accordingly. Inserting a row, column, or cell outside a range, will not adjust the range. i.e. If the range is B3:B6 and a line is inserted between line 3 and 4, the range will be adjusted to B3:B7. In all versions before 2000, if the range is B3:B6 and a line is inserted between line 6 and 7, the range will not be adjusted to include the new line.*

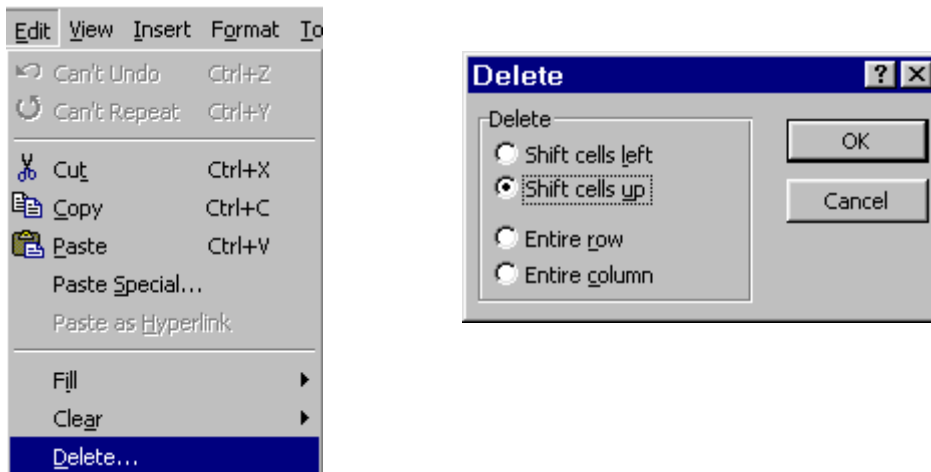
1	Baskets		
2		Basket 1	B
3	Apples	3	
4	Bananas	5	
5	Grapes	4	
6	Oranges	2	
7	Total for Basket	=SUM(B3:B6)	
8			

1	Baskets		
2		Basket 1	E
3	Apples	3	
4	Apricots	6	
5	Bananas	5	
6	Grapes	4	
7	Oranges	2	
8	Total for Basket	=SUM(B3:B7)	

1	Baskets		
2		Basket 1	E
3	Apples	3	
4	Bananas	5	
5	Grapes	4	
6	Oranges	2	
7	Apricots	6	
8	Total for Basket	=SUM(B3:B6)	

## Delete Cell/Row/Column

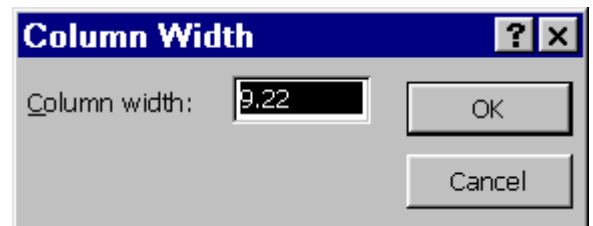
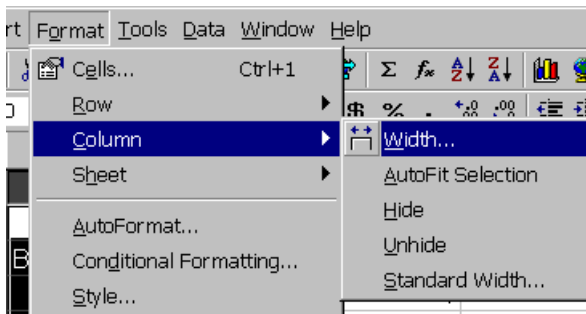
To delete a cell, row or column, from the menu choose Edit, Delete.



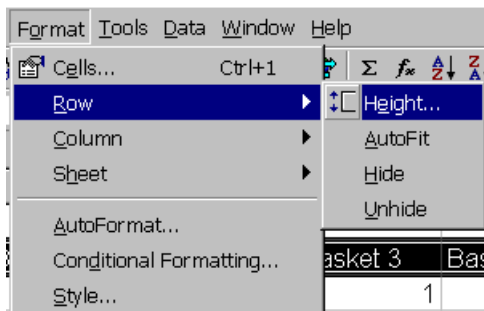
*Note: if cells are selected, a dialog box will appear. If a row is selected, it will automatically delete the row. If a column is selected, it will automatically delete the column.*

## Row/Column Spacing

Format, Column

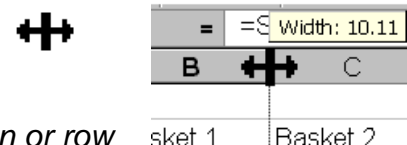


Format, Row



OR

Take the mouse over the column or row dividers, when the resizing arrow (black cross with two arrows) appears, click and drag to resize



*Hint: when the resizing arrow appears, double click. The column or row will adjust for the largest item.*

## Splitting/Freezing Screen

### Window, Split

Splitting allows the user to display and work in several areas of the spreadsheet on one screen.

To split a window, from the menu choose Windows, Split.

Each section will have its own scroll bars.

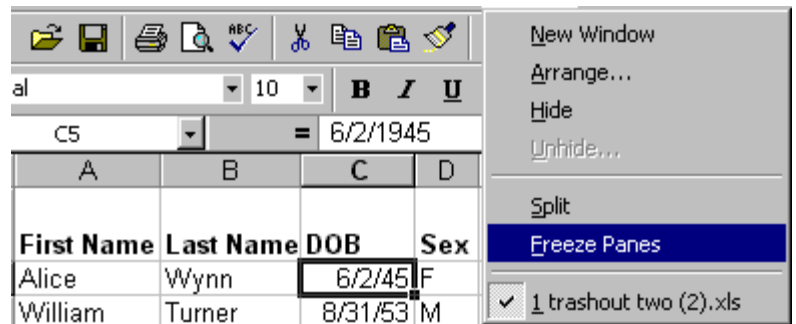
The divider for the sections can be moved to resize a section.

	Principle	payment	Applied to Principle	interest
2035	1,224,646.68	\$0.00	(9,695.12)	9,695
2035	1,234,341.80	\$0.00	(9,771.87)	9,771
2036	1,244,113.67	\$0.00	(9,849.23)	9,849
2036	1,253,962.90	\$0.00	(9,927.21)	9,927
2036	1,263,890.11	\$0.00	(10,005.80)	10,005
2036	1,273,895.90	\$0.00	(10,085.01)	10,085
2036	1,283,980.91	\$0.00	(10,164.85)	10,164
2036	1,294,145.76	\$0.00	(10,245.32)	10,245
2036	1,304,391.08	\$0.00	(10,326.43)	10,326
2036	1,314,717.51	\$0.00	(10,408.18)	10,408
2036	1,325,125.69	\$0.00	(10,490.58)	10,490
2036	1,335,616.27	\$0.00	(10,573.63)	10,573
2036	1,346,189.90	\$0.00	(10,657.34)	10,657
2036	1,356,847.24	\$0.00	(10,741.71)	10,741

### Window, Freeze Panes

Freezing the rows above and the columns to the left of the selected cell the desired text on the screen at all times. ie headings, names, etc.

To freeze a pane, click in the first cell **not to** be frozen, then from the menu choose Windows, Freeze Panes.



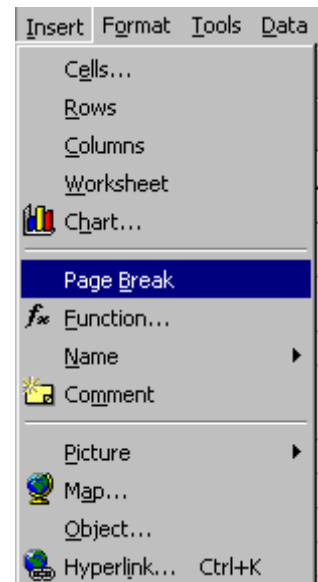
*Note: Splitting and Freezing Panes has no effect on printing.*

## Page Break

Page breaks can be created both horizontally and vertically. The page break will be created above and to the left of the cell selected.

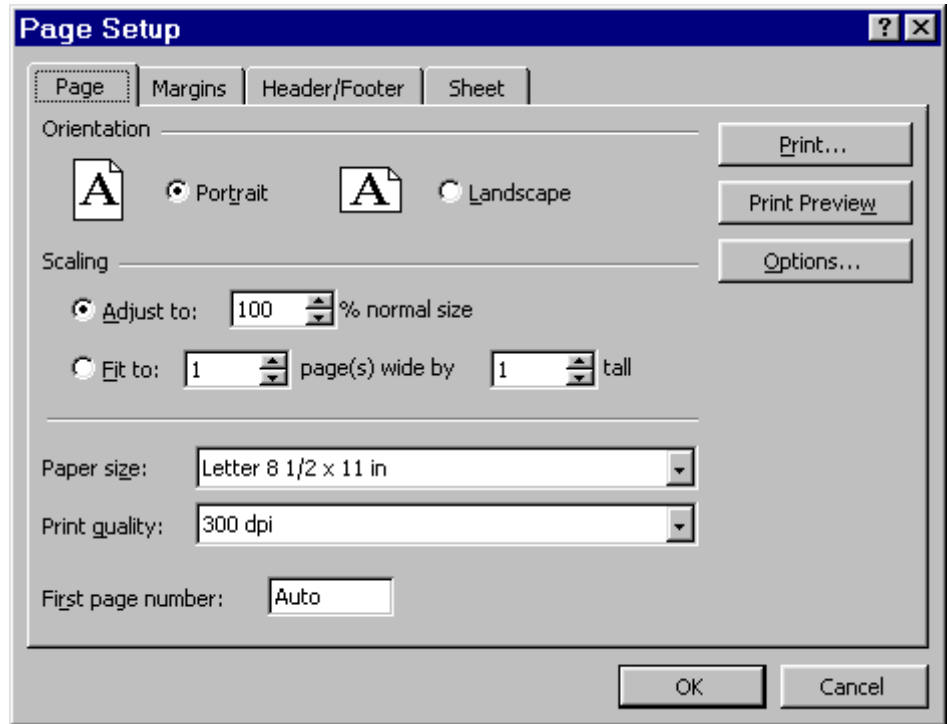
To insert the page break, click on the desired cell then from the menu choose Insert, Page Break.

To insert just a horizontal break, choose a cell in column A. To insert just a vertical break, choose a cell in row 1.



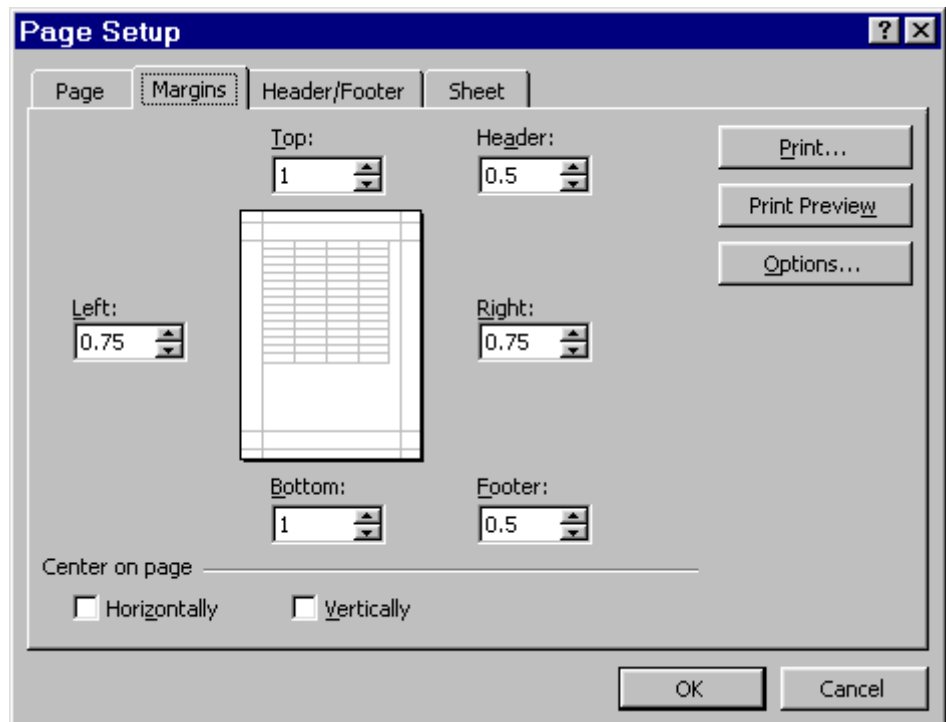
## Change Paper Size

File, Page Setup



## Set Margins

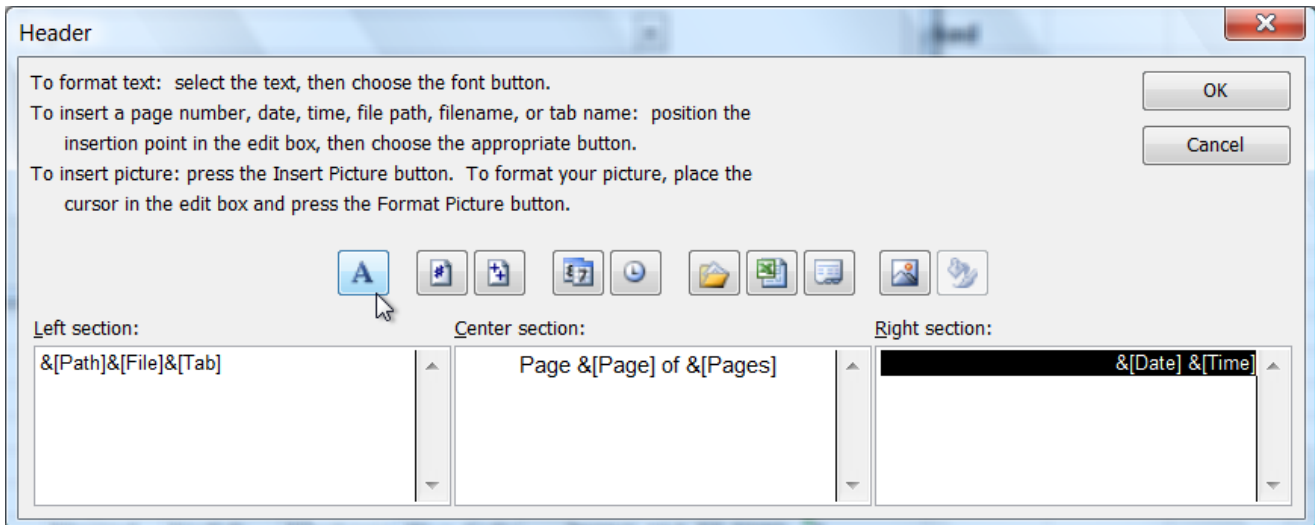
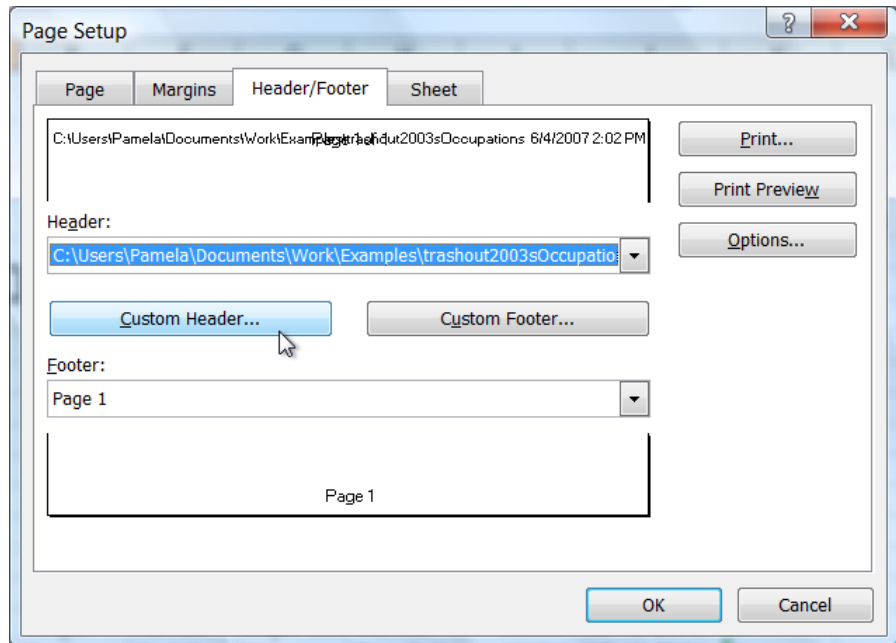
File, Page Setup



## Headers/Footers

File, Page Setup

To create a custom header or footer, click the appropriate button.



## Sheet Options

Print area – Enter a range to be printed. Only that range will print. If nothing is entered into Print area, the whole sheet will be printed. *Note: this can be over ridden by selecting an area and under File, Print choosing selection.*

Print titles – select any rows or columns to be repeated on each page. *Note: a partial row or column can not be selected.*

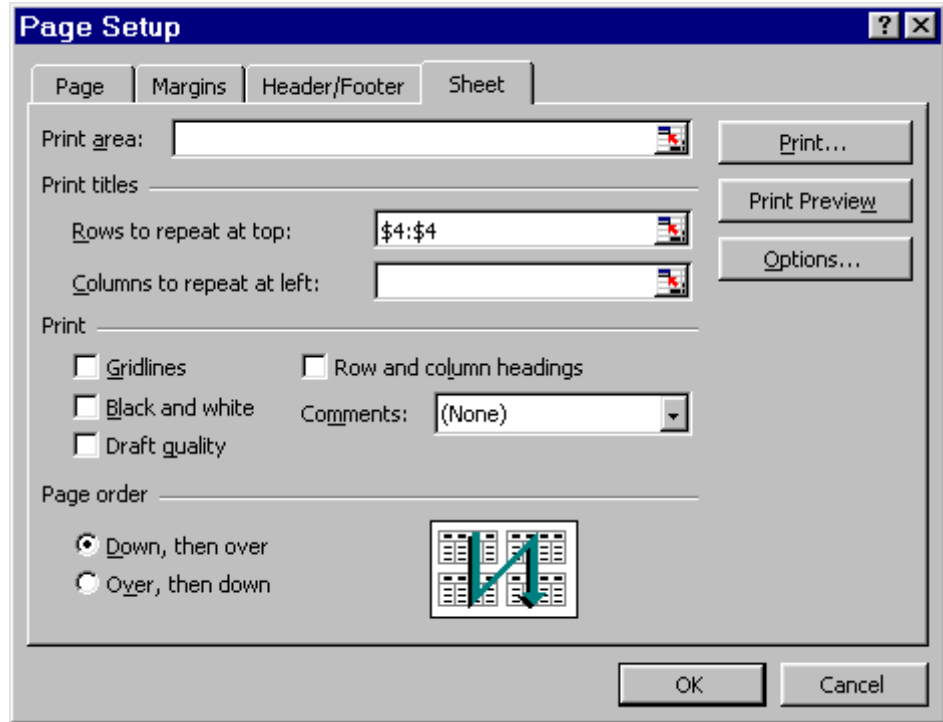
Print – click in the check boxes to turn selections on or off.

Gridlines – prints lines between rows and columns.

Black and White – turns color off.

Draft quality – faster printing, uses less ink, does not print good quality for charts and graphics.

Row and column headings – row and column headings are the column and row names. i.e. column A



	A	B	C	D	E	F
1	Baskets					
2		Basket 1	Basket 2	Basket 3	Basket 4	Total Fruits
3	Apples	3	2	1	5	11
4	Bananas	5	4	2	4	15
5	Grapes	4	5	2	3	14
6	Oranges	2	3	1	5	11
7	Total for Basket	14	14	6	17	

## Cell Alignment

Cells containing text default to left justification. Cells containing numbers default to right justification. The justification can be overridden using either the formatting toolbar, or by choosing Format, Cells, Alignment from the menu.



left justification    center justification    right justification    merge and center



The Format Cells options give more control over the look of the document.

To use the Merge cells option, block the cells to be merged, then choose the merge option. If the toolbar is used, it will both merge and center. If the Format Cells is used, the cell can be merged, but have any alignment.

**Format Cells** (Alignment tab)

Horizontal: Center    Indent: 0

Vertical: Bottom

Text control:

- Wrap text
- Shrink to fit
- Merge cells

Orientation: 0 Degrees

	A	B	C	D	E	F	G	H
1	<b>Occupations</b>							
2	<b>10/14/00 21:08</b>							
3								
4	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>S e x</b>	<b>Marital Status</b>	<b>City</b>	<b>Occupation</b>	<b>Salary</b>

## Insert Date/Time Functions

The date and time functions are used to bring in the current system date and time. This will update automatically every time the document is opened.

Today function pulls in the date only.

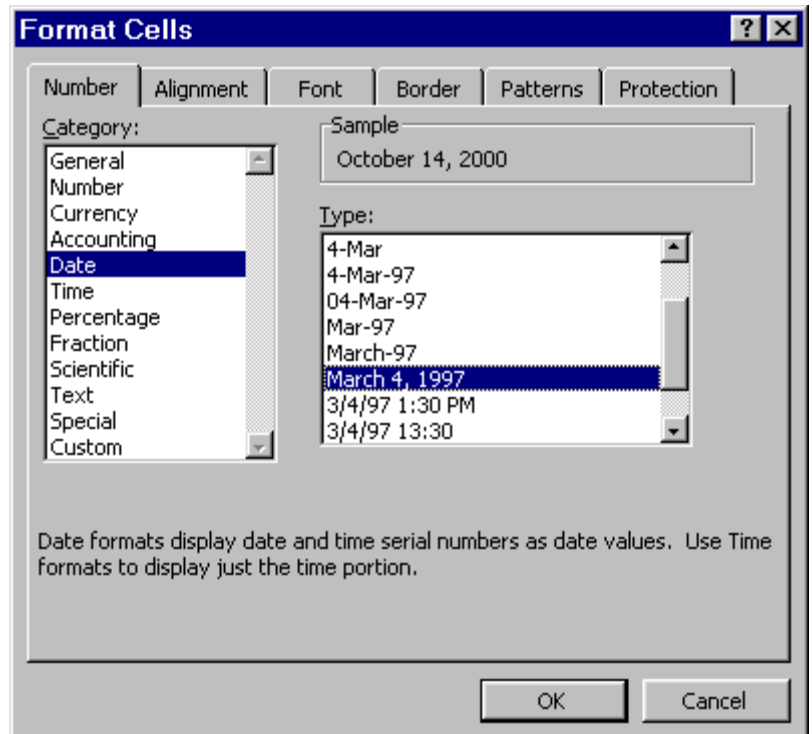
=today()

Now function pulls in both the date and time.

=now()

## Format Dates

To change the date format, from the menu choose Format, Cells, Number, then from the Category list, choose Date, then choose a date format type.



## Customizing the date format

To customize a date, choose Custom from the Category list. In use the Type: area on the right, key in the desired codes to get the look desired.

MMMM           Month spelled out  
 MMM            Month abbreviated  
 MM             Month as two digits  
 M              Month as one or two digits

DDDD           Day of the week spelled out  
 DDD            Day of the week abbreviated  
 DD             Day as two digit date  
 D              Day as one or two digits date

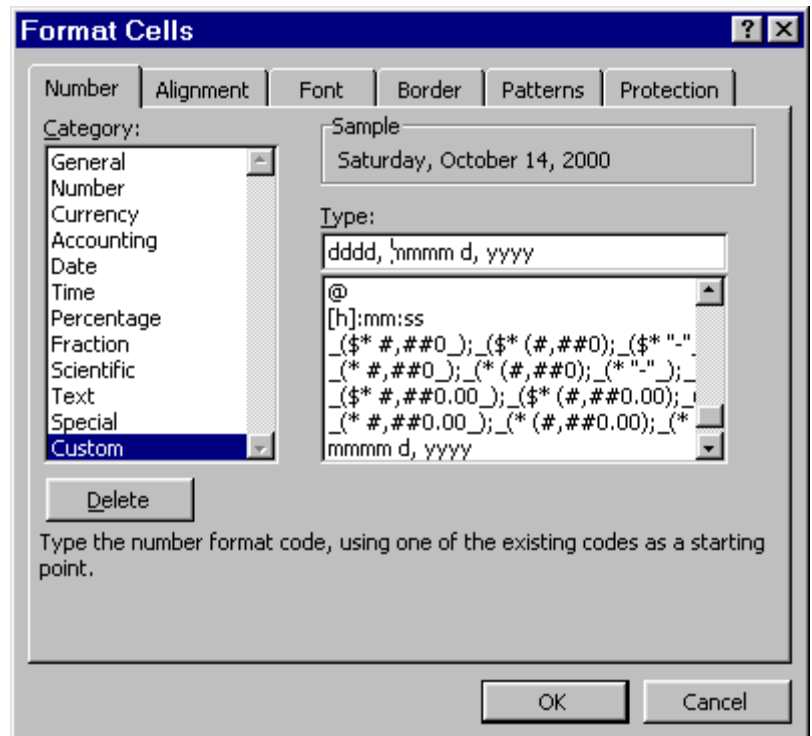
YYYY           Year as four digits  
 YY             Year as two digits

i.e.        6/5/97 would show as  
 follows for the specified formats:

DDDD, MMMM DD, YYYY  
 Thursday, June 05, 1997

DDD, MMM D, YY  
 Thu, Jun 5, 97

For more help on customizing the date, while in the customize type area, hit the F1 key.



## Format Numbers

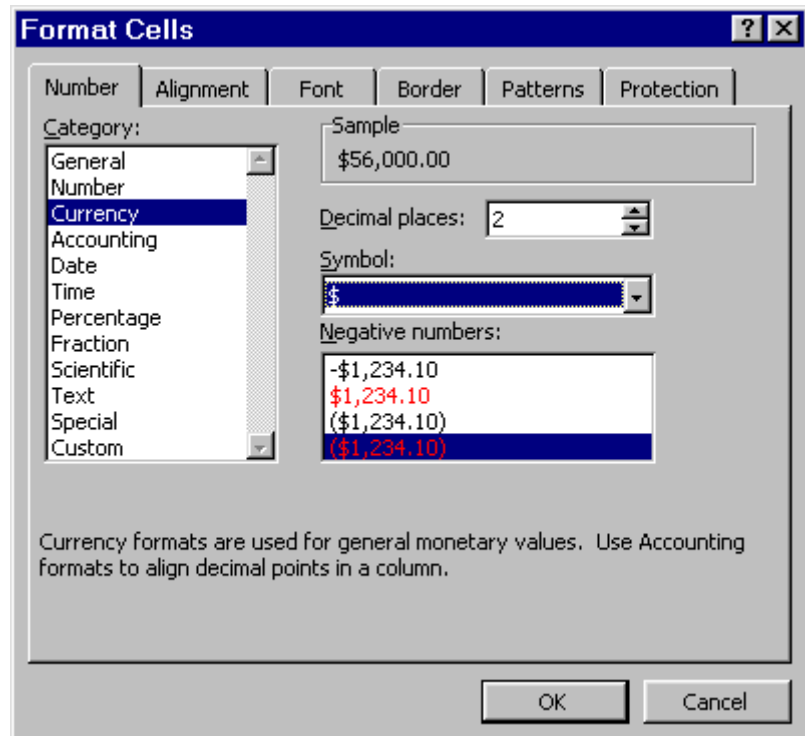
The formatting for a number can be changed using either the Formatting Toolbar, or from the menu choose Format, Cells, Number.



The Format Cells options give more control over the look of the number.

Choose the format that shows red numbers to have the system indicate negative numbers in red.

*Note: Any color format that is set in Number Format overrides any color set in the text format.*



## Customizing the number format

To customize a date, choose Custom from the Category list. In the Type: area on the right, key in the codes needed to get the desired look.

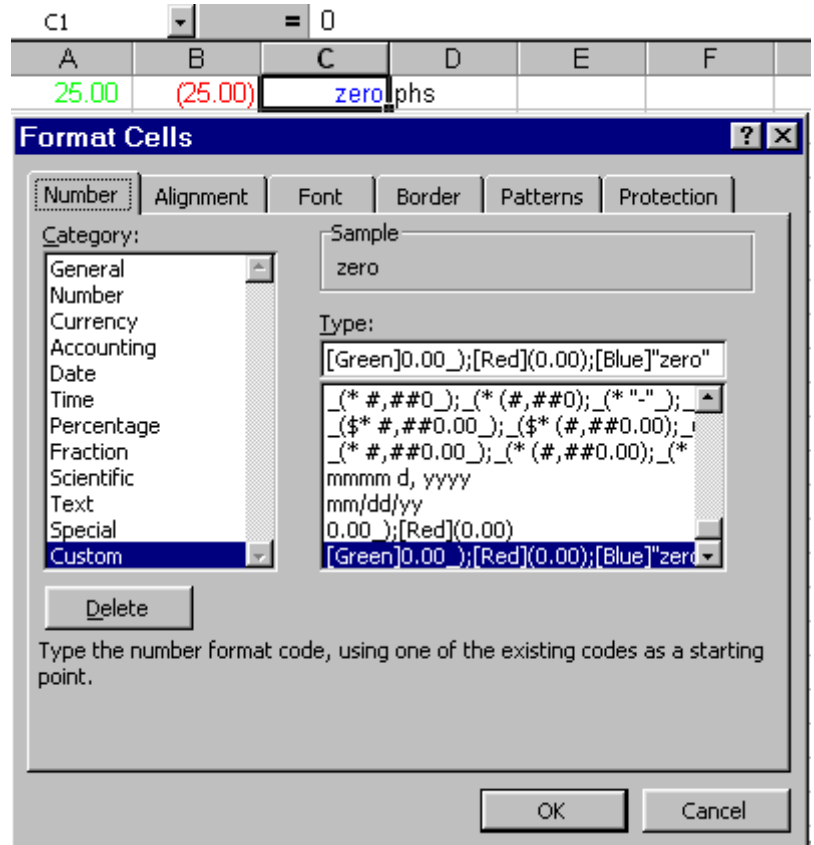
There are three (3) parts to a number format, each part is separated by a semicolon.

Positive numbers; Negative numbers; zeros

[green]\$,##0.00\_);[Red](\$\$,##0.00);[blue]"zero"

Any text can be added to the format if it is placed in quotes. i.e. the word "zero" can show instead of the number "0". This does not affect the number contained in the cell.

Colors can be added to a format by enclosing it in square parenthesis. i.e. [Red]



The following codes are used to customize a number format:

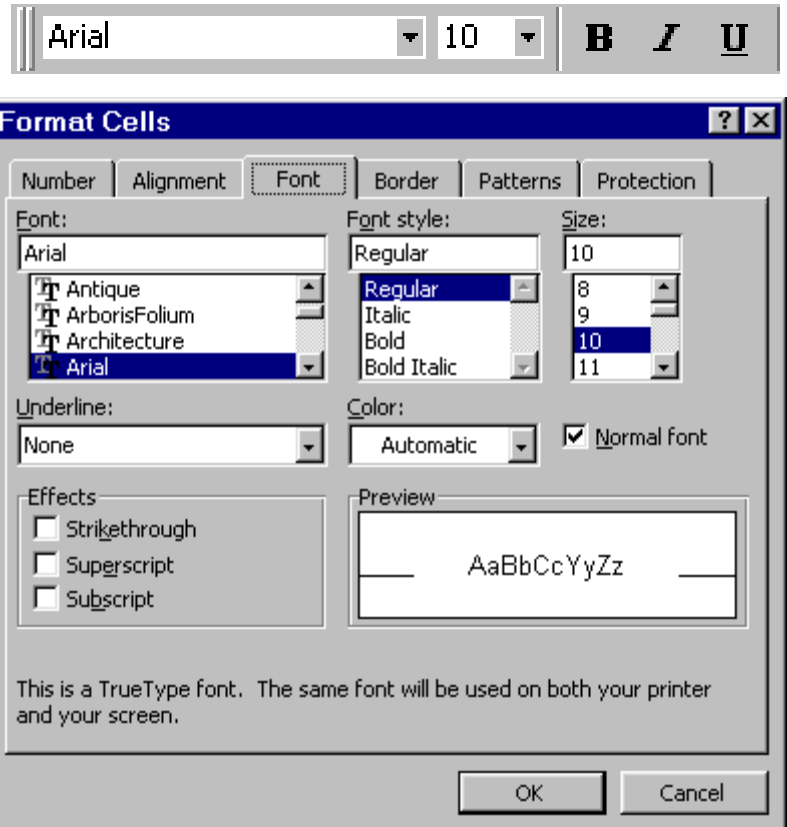
0 - place holder      # - shows digits if needed

i.e.the numbers would show as follows:

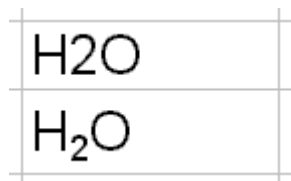
format	.045	.1561
0.0000 %	4.5000 %	15.6100 %
0.00 %	4.50 %	15.61 %
0.0 %	4.5 %	15.6 %
0. %	5. %	16. %
##### %	4.5 %	15.61 %
### %	4.5 %	15.61 %
0.## %	4.5 %	15.61 %

## Format Fonts

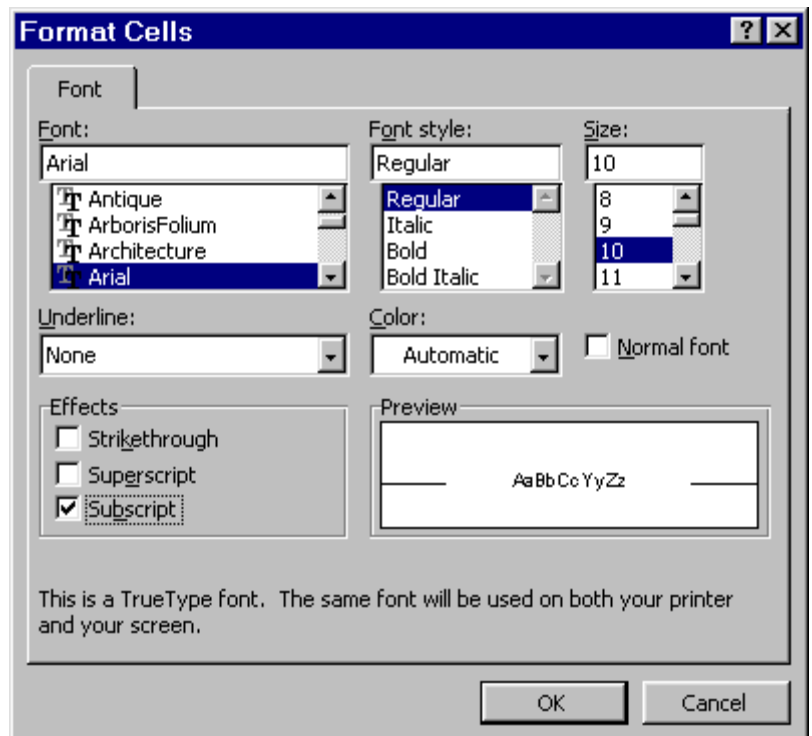
The format of a font can be changes for the whole cell or any part of a cell using either the Format Toolbar, or from the menu choose Format, Cells, Font.



To change a part, block just the characters to be changed.  
i.e. block the 2 in H<sub>2</sub>O and make it subscript



*Note: when a cell is in the edit mode, Format, Cell will only display the Font tab.*



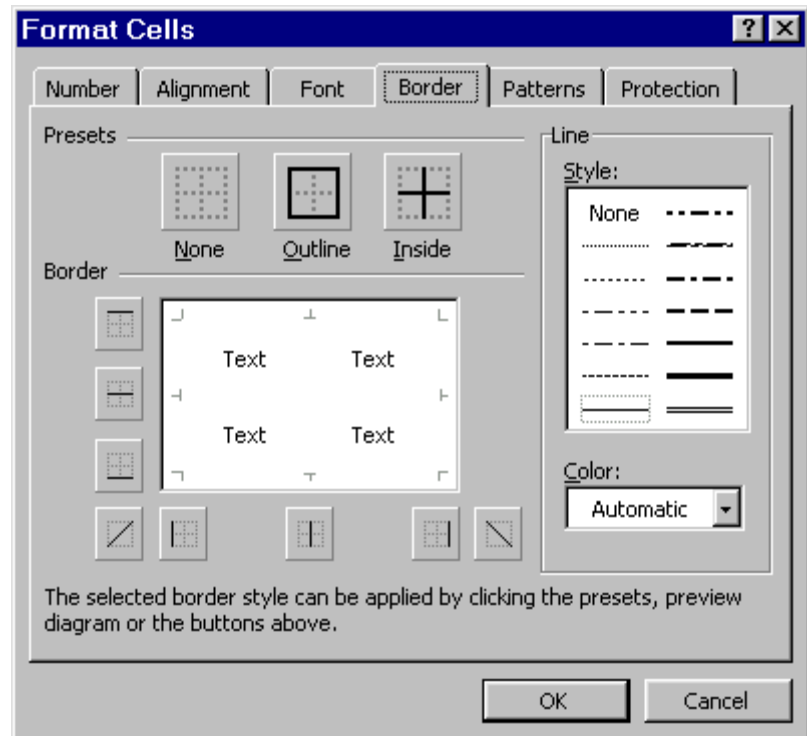
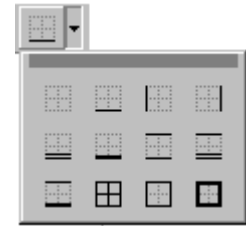
## Borders

Borders can be added using either the formatting toolbar, or from the menu choose Format, Cells, Border.

Block off cells to which borders are to be added.

Using Format Cells will allow more control of the borders. In the Format Cells, Border tab, the type and color of the line can be changed. Diagonal lines can also be added.

Choose the style and color before choosing the border location.



## Fill Colors/Shading/Patterns

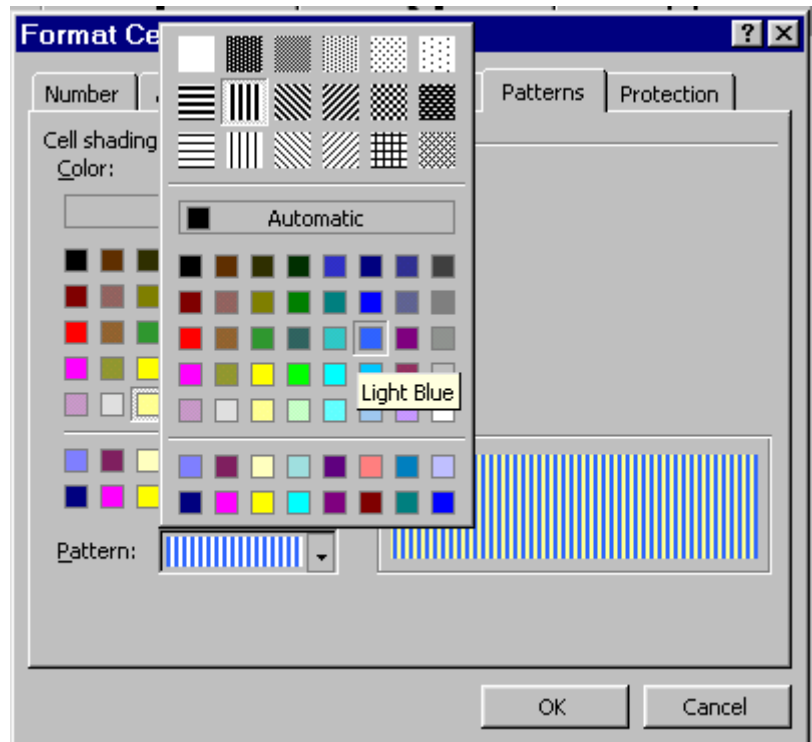
Fill colors can be added using either the formatting toolbar, or from the menu choose Format, Cells, Patterns.

Block off cells to which fill colors/shading/patterns are to be added.

Using Format Cells will allow more control of the patterns. In the Format Cells, Patterns tab, the type and color of the pattern can be changed.



There are two color palettes on the Patterns tab. The main palette allows the choosing of the fill/background color of the cell(s). The second palette appears when the Pattern arrow is selected on the bottom left of the dialog box. This palette is used to select the color of the pattern.

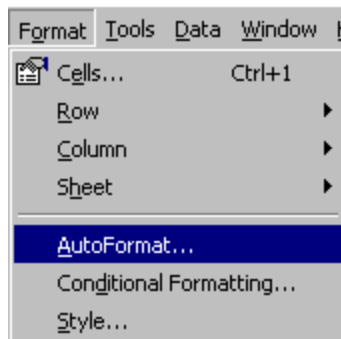


## Auto Format

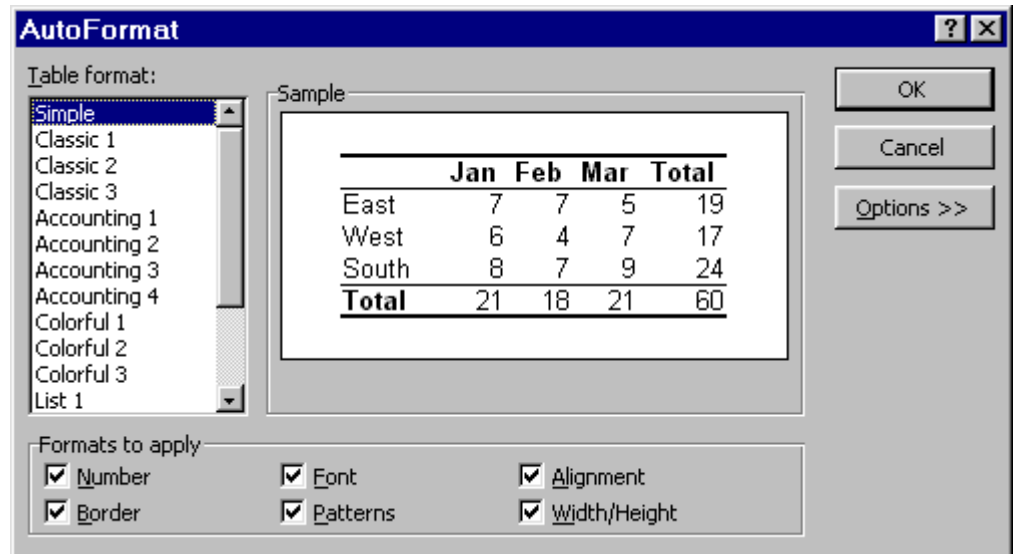
The Auto Format feature allows the machine to do the work of formatting based on preset formats.

To use Auto Formatting, select cells to be formatted (if no cells are selected the system will assume all the cells with information).

From the menu choose Format, Auto Format.



Choose the desired format.



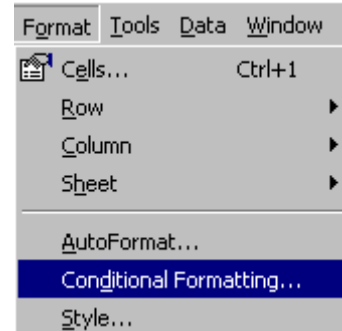
Click on the Options button to see the Formats to apply check off boxes at the bottom of the dialog box. If a box is un-checked, the system will not change that part of the formatting.

## Conditional Formatting

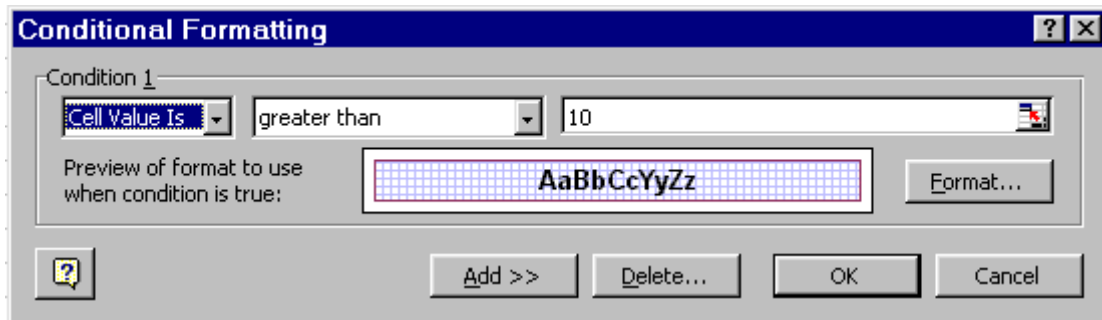
Conditional Formatting is used to change the format of a cell based on a criteria.

Select cell(s) for Conditional Formatting.

From the menu choose Format, Conditional Formatting.



In the dialog box that appears, choose the condition and formatting.



Baskets	Basket 1	Basket 2	Basket 3	Basket 4	Total Fruits
Apples	5	2	1	5	13
Bananas	2	2	2	4	10
Grapes	4	5	2	3	14
Oranges	2	1	1	5	9
Total for Basket	13	10	6	17	

When the condition is met, the formatting will change.

## Copy Formats

Click on desired cell  
Edit, Copy  
go to destination cell  
Paste, Special, Format

or



Format Painter tool on the toolbar (looks like a paintbrush)

Click on desired cell  
Click on the Format Painter tool  
Go to the destination cell and click

*Hint: double clicking on the Format Painter tool will allow the formatting to be copied to several cells.*



## Clear Formats

Hitting the delete key only deletes the data in the cell, but does not clear the formatting. To clear formats, select the desired cells, then from the menu choose Edit, Clear, Formatting.

