Spreadsheet Methods 5N1977

4. Spreadsheet Design Features: Formatting

Contents

## 1. RECOGNISE THE FEATURES AVAILABLE ON TOOLBARS

The toolbar at the top of any Microsoft software is known as the **ribbon,** along the ribbon there are a series of **tabs** for example Home, Insert and Page Layout. On each of these tabs there are **command** buttons that allow the user to apply different options for example formatting, alignment, insert objects, create charts and much more. These commands are shown in **groups**. In this image the Home **tab** and the Clipboard and Font **groups** can be seen.
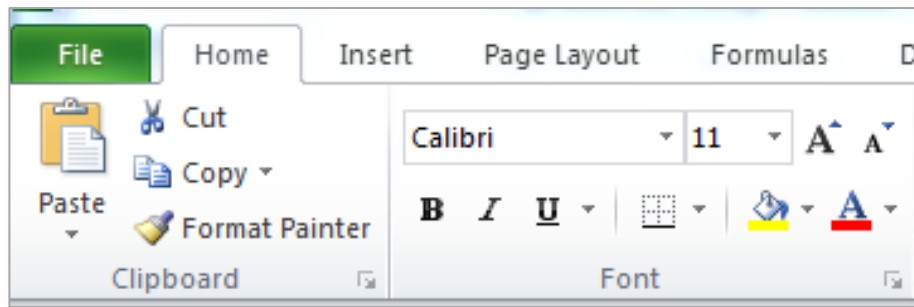
To see the name of a command and understand what that command does hover over the button symbol or text (without clicking) for just over a second. This will show the command name, an explanation of what that command does and it's short cut key is shown (not all commands have shortcut keys). In the example shown the mouse was over the **Border** command therefore the name and explanation are shown.
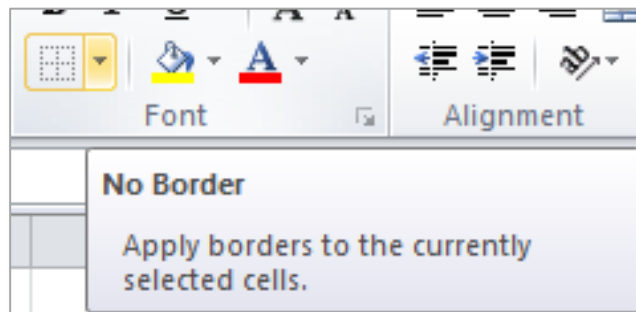
In this example the **Copy** command is showing its name, shortcut and an explanation of how it works.
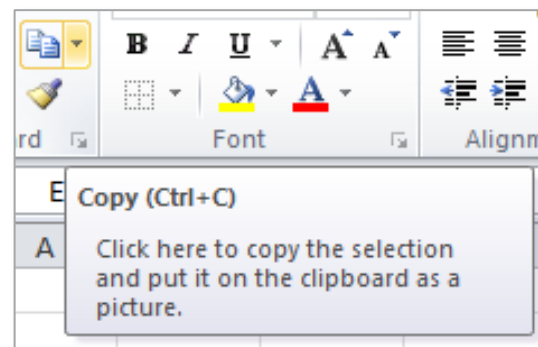
TASK 1   Take time to familiarise yourself with as many commands as you can, start with the **Home** tab and ensure you understand how all of these commands work before the end of this class.
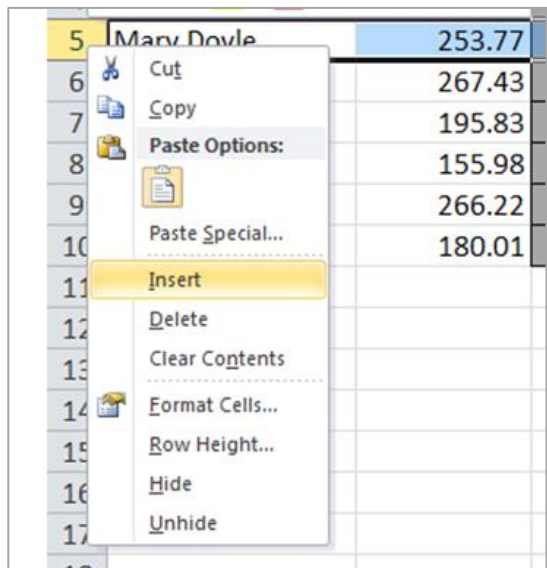
2. INSERT AND DELETE ROWS AND COLUMNS

Rows and columns can be inserted at any position in a spreadsheet. This can be done in a number of ways and the methods for both inserting and deleting the methods used are very similar. On the **Home** tab in the **Cells** group there are the **Insert** and **Delete** commands.

From here it is possible to insert or delete individual cells, whole rows or columns across a worksheet. The command is applied to the spreadsheet at the position the current active (selected) cell, row or column.
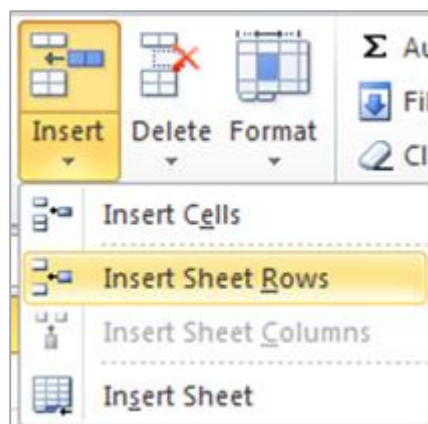
Another method to insert or delete columns or rows is to right click directly on the row or column headings. Right click on the row or column heading and select the **Insert** or **Delete** option from the shortcut menu.

Adding a Row   **Deleting a Column**
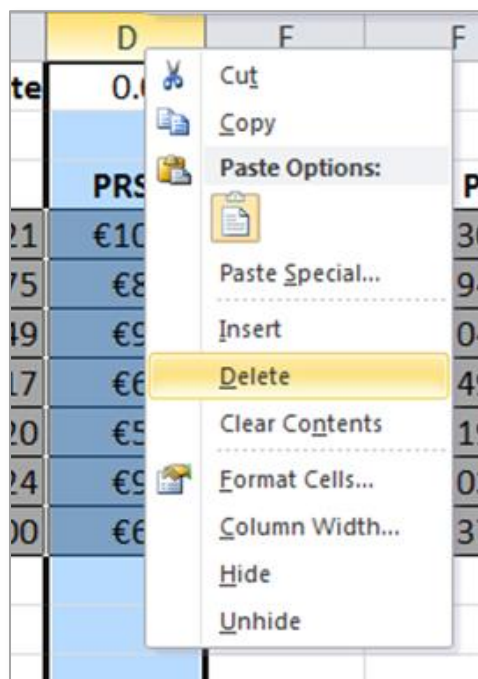
Note: This will always insert the line above the row selected or inset to the left of the column selected.

TASK 2   Inset a Row and Column into a spreadsheet you have created and delete a row and column in a spreadsheet you have created.

3. ADJUST COLUMN AND ROW WIDTHS

Occasionally the information in a column does not display properly or a label in a cell is not fully displaying. This is because there is not enough space in the column to show the full cell content. If this happens Excel will replace the number with **###** (hash) symbols to prevent the user reading the incorrect figure as shown below.

To increase or decrease the width or height of a row or column hover over the line between the row or column heading at the top of spreadsheet until the mouse icon changes to this symbol. Then click and hold using the mouse while dragging the column to the required width.

An alternative to dragging is to double click on the column or row line and this will apply the auto fit to the column or row automatically correcting the width or height to the most suitable width for that row or column. In addition row and column measurements can be set precisely by going to the **Page Layout** tab to the **Scale to Fit** group and typing the required measurements into the command text boxes.

TASK 3   Use the drag and double click methods to increase the size of a row and the size of a column. Use the Scale to Fit commands to choose 5cm exactly for the width of a cell.

NOTES:

These notes have been compiled by Rynagh McNally for students of Monaghan Institute.

4. FORMAT COLUMN ENTRIES

There are a variety of pre-set number formats available in Excel. To use any of these first highlight the required cells. To highlight a group of cells click in the top left cell hold the mouse button and drag the curser to the bottom right cell of the required selection. If the cells to be formatted are in non-adjacent positions on the worksheet highlight the first group, then hold the **Ctrl** key and highlight the second group. On the Home tab in the **Number** group choose the number drop down list and select the appropriate format. The format menu can also be accessed by right clicking on the selected cells.

The following are some of the pre-set number formats:

Decimal

Number will display the number typed into the cell. To increase or decrease the number of decimal places displayed use the **Increase Decimal** or **Decrease Decimal** buttons which are in the Number group.

Currency

To set the cell format to currency use the **Currency** or **Accounting** number formats. These will both apply the appropriate currency symbol £ $ €, however **Currency** will align the symbol to the immediate left of the number and **Accounting** will apply the symbol to the left of the cell.

Date

There are two date formats **Short Date** and **Long Date** both show dates in different formats as shown in the screen shot. When typing a date into a cell ensure to include a dash or forward slash between the days, months and years for example 2/8/14 or 12-9-2015.
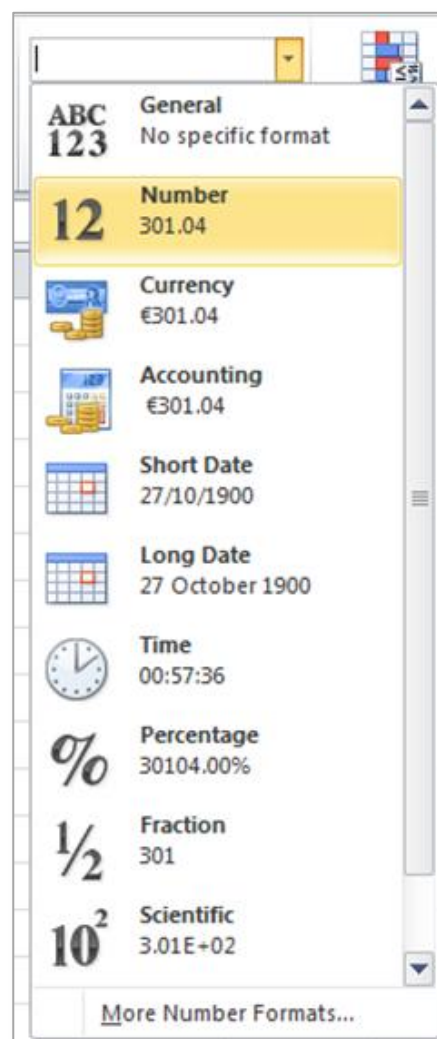
Additional Formats

There are additional formats available including **Time, General, Fraction, Scientific** and **Percentage**. It is important to note that a percentage is shown as a percentage of the number 1. It is advisable to set the cell to percentage first and add the variables in afterwards.

TASK 4   Use the increase and decrease decimal buttons to a cell which has a number with 5 decimal places in it. Examine what happens.

TASK 5   Apply the currency and accounting formatting to cells and ensure you understand the difference between both of these formats.

TASK 6   Enter a date and a percentage and apply the correct formatting.
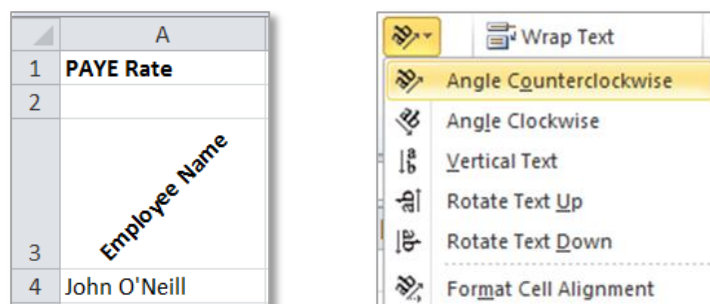
Alignment

Alignment has a variety of different forms in Excel. To apply alignment formats go to the Home tab to the **Alignment** group. From here a cell contents can be set to **left**, **centre** and **right** as normal for Microsoft software but in addition they can be set to **top**, **middle** and **bottom** alignment of the cell. The following selection shows the middle and centre alignment applied to a cell.
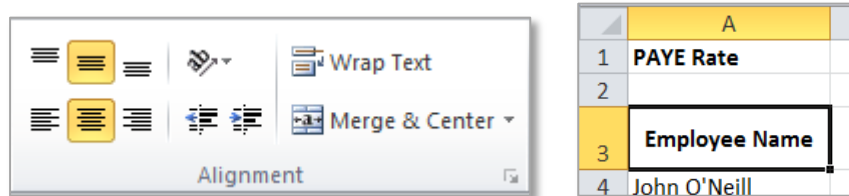
Text orientation can be formatted from the alignment group and text can be displayed at an angle. In the **Orientation** command list these options will set the contents of the selected cells to the chosen orientation.

In addition text in cells can be wrapped and merged using the **Wrap Text** command and the **Merge & Centre** command. These are both commonly used styles of alignment.

Wrap text will allow text to flow to two or more lines of text within a cell. Note that if the cell width is too long or not deep enough the cell content will not be displayed as wrapped.

	D	E	F	G
	Total Fees	Number of Classes	Duration of Class	Total Hours
	€2,000.00	15	2	30

Merge & Centre will join two or more cells together and show them as one longer cell. To apply this option select the cells to be merged and click on the **Merge & Centre** command, to turn this option off click on the merged cell and click on the command again.

|	A	B	C	D	E	F	G
1			Household Budget				
2							
3		January	February	March	April	May	
4	Opening Balance	€55.00	€212.19	€472.80	€760.44	€918.06	
5	Interest Rate	3.0%	3.1%	3.0%	2.9%	2.9%	

5. ADD BORDERS AND CELL COLOURS

Borders

Borders can be applied to cells to enhance the visual formatting of a spreadsheet and to ensure that certain cells, rows or columns stand out. There are a variety of different borders available and a variety of methods to apply them. To add a border to a cell highlight the cell/group of cells and go to the Home tab and the **Font** group, from here use the border command drop down menu. The formats available are as shown.

Note that the **Draw Borders** options at the bottom of the drop down menu allow border **Line Colour** and **Style** to be changed and the **Erase Border** button will allow applied borders to be erased.

TASK 7 Experiment with the border drop down menu and ensure you can use the options available. Try to change the colour and style of a border and apply a diagonal border to a cell.
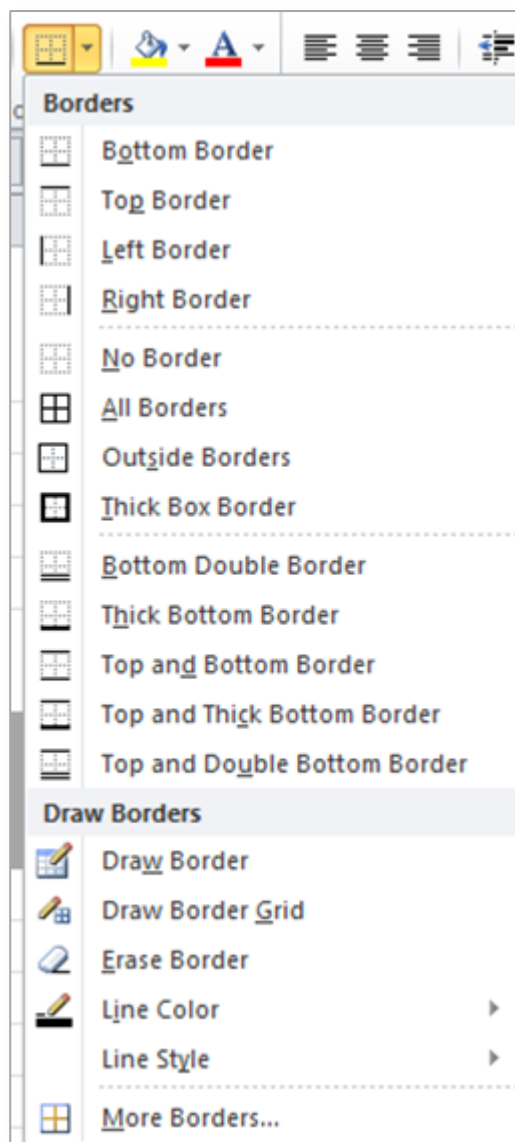
Cell Colours

Cell colour can be formatted in two ways the **text** and the **fill/background** of the cell can be changed. To apply cell **Font Colour** highlight the appropriate cells go to the Home tab to the **Font** group, from her select the required colour from the drop down menu. To apply the **Fill Colour** repeat the same steps using the **Fill Colour** command.

**TASK 8** Apply font colour and fill colour to cells in a spreadsheet.

TASK 9 Apply counter clockwise orientation to a cell with text.

TASK 10 Use the merge cell and wrap cell formats and ensure you understand the difference between both of these.

NOTES:

6. USE THE FORMAT PAINTBRUSH

The **Format Paintbrush** is a formatting tool available in all Microsoft Office software. It is available on the Home tab on the **Clipboard** group next to the **Paste**, **Copy** and **Cut** commands.
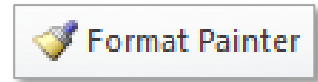
The format paintbrush tool copies the formatting (font style, size, colour, cell fill, number format and border etc.) of a cell and applied these formats to another cell without copying the contents (text or numbers) of that cell.   To use the format paintbrush click into the cell with the formatting applied, click on the format painter command button and then simply paint with the curser over the cells to be formatted.

To apply formatting to multiple places in a document double click on the command.

TASK 11 Use the format paintbrush to apply formatting to cells within an Excel document.

TASK 12 Ensure you can use the paste, copy and cut commands in the clipboard group.

TASK 13 There are a variety of different paste options in Excel ensure you become aware of all of them and ensure you understand how to use them correctly.

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