7

FORMATTING WORKSHEETS

- **Formatting tools :**It appears
  - ✓ In the Home tab
  - ✓ In the mini toolbar (It appears when you right click on a cell)
  - ✓ In the Format cell dialog box
- **Home Tab:** Select Home tab, here you can do formatting of text, cells or worksheet.
- **Mini Toolbar**: Using mini toolbar you can do common formatting as
  - ✓ Font Type
  - ✓ Font Size
  - ✓ Accounting Number Format
  - ✓ Comma Format
  - ✓ Font Colour
  - ✓ Format Painter
  - ✓ Borders
  - ✓ Fill Colours & many more
- **Format cell dialog box:**
  Press **Ctrl**+1. Format Cell dialog box appears.
  Or
  Select **Home tab**→Select **Number section** to open **Format Cell dialog** box

- There are 6 tabs in Format Cell dialog box: **Number, Alignment, Font, Border, Fill and Protection**

- **Number Tab:** The data type can be selected from the options.
  - ✓ **General**: If the cell contains text and number. It does not have any specific value.

- **Alignment Tab:** These options allow you to change the position and alignment of the data in the cell.
- **Font Tab:** All Font attributes present here.
- **Border & Fill Tab:** You can provide border to the sheet and fill different colours in background.
- **Protect Tab:** You can provide password to protect your worksheet.
- **To clear a cell format:**
  - ✓ Click in the Cell that contains formatting
  - ✓ Select the Arrow on the Clear button on the Home Ribbon
  - ✓ Select Clear Formats
- **To Apply the Currency Format:**
  - ✓ Highlight Cells
  - ✓ Click on Currency Style on the Home Ribbon

- **To Apply the Comma Format:**
  - ✓ Highlight Cells
  - ✓ Click on Comma Style on the Home Ribbon
  - ✓ If necessary, click on the Increase or Decrease Decimal button

- **Format Painter:**
  Highlight Cells
  - ✓ Format the cells to the desired format
  - ✓ Select the formatted cells

- ✓ Click Format Painter from the Clipboard Section
- ✓ Highlight the cells you wish to format

- **To AutoFit Columns:**
  - ✓ Click on **Column Header** or any other cell in the Column to change width
  - ✓ Go to Home tab →Select Format from the Cells Group → Select AutoFit Column width

- **To AutoFit Rows:**
  - ✓ Click on Row Header or any other cell in the Row to change height
  - ✓ Go to Home tab →Select Format from the Cells Group on the Ribbon → Select AutoFit Row Height

- **Columns and Rows in best fit:**
  - ✓ Place your pointer on or near the right edge of a column header of the column you wish to adjust.
  - ✓ The pointer changes to a double-headed arrow
  - ✓ Double-Click your pointer

- **To Hide/Unhide Columns & Rows:**
  - ✓ Select Columns/Rows→Right Click→Hide/Unhide options

- **AutoFormat**: Select Cells→Home Tab→Style Group→Format as Table

- **Hide/Unhide Worksheet:** Select sheet → Right Click →select Hide/Unhide option

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CHECK YOURSELF

1. Which of the following is not a basic step in creating worksheet?

A. Save Workbook

B. Modify Workbook

C. Enter text and data

D. Copy Workbook

2. To change the font of your entire spreadsheet, to make it bold, italic or underline it, you must first:

A. Select the font you wish to use

B. Go to Insert and select "Insert Font options"

C. Select all the cells to which you wish to apply the formatting changes

D. Click the bold, underline or italic buttons in the home tab.

3. You can activate a cell by

a. Pressing the Tab key

b. Clicking the cell

c. Pressing an arrow key

d. All of the above

4. To activate the previous cell in a pre-selected range, press?

A. Alt
B. Tab
C. Enter
D. None of the above

5. The Software which contains rows and columns is called _____

A. Database   B. Drawing
C. Spreadsheet   D. Word processing

STRETCH YOURSELF

1. What is Format Painter?
2. Write down the steps to hide column and row.
3. How to copy styles from an open workbook to another?
4. How to insert new sheet and rename it?
5. How to do auto fit for rows and columns?
6.

	A	B
1		
2	Date:	1/1/2011
3	EMPL Number	EMPL Name
4	E00001	Ford
5	E00002	Mino
6	?	Bell
7	?	Davis
8	?	Turro

I. Create a new workbook as shown below and save the file with the name "Payroll".

II. Enter the labels and values in the exact cells locations as desired.

III. Use AutoFill to put the Employee Numbers into cells A6:A8.

IV. Set labels alignment appropriately.

V. Format cell B2 to Short Date format.

VI. Save your work

ANSWERS

1. D
2. C
3. D
4. D
5. C