Microsoft Excel Formatting

Hands-On Workshop
Spring 2006

Workshop Objectives

1. Change column widths and row heights.
2. Apply indentation to text.
3. Apply currency, accounting, and special formats.
4. Use the Autoformat feature.
5. Merge cells.

The Budget.xls Worksheet

Selecting A Column Or Row
**Column Selection**
1. Move mouse over the LETTER designating a column (this is the column LABEL).
2. When you see the BLACK ARROW,
   - Click to select that column
   - Click and drag to select several columns that are side by side
   - Use Ctrl + click to select columns that are not side by side

**Row Selection**
1. Move mouse over a row label (the number of a row).
2. When you see the BLACK ARROW,
   - Click to select that row
   - Click and drag to select several rows that are side by side
   - Use Ctrl + click to select rows that are not side by side

**Column Width and Row Height**
- Move pointer to the line between column labels
- When you see + double-click to make it ‘autofit’
- OR drag to manually resize it
Changing Width of Several Columns

- Select the columns using the
- Move pointer to the line between column labels
- When you see ‘autofit’ double-click to make it
- OR drag to manually resize it

A Strange Error Message…

- ####### is an error message that means the column is too narrow!
- Widen columns to get rid of error message.

Changing Row Height

- Follow same procedure used for column widths.
- Practice with:
  - One row
  - Two rows that are side by side
  - Two rows that are not side by side (Ctrl + click)

Indentation

Avoid using the space bar to indent!
Formatting: Indentation
• Select Cell or Cells (remember the Ctrl key)
• Press Increase Indent or Decrease Indent button

Formatting: Cell Shading
• Select Cell or Cells
• Press Fill Button or The Drop-Down Arrow Next to it to get the whole color palette

Formatting: Font Color
• Select Cell or Cells (remember the Ctrl key)
• Press Font Color Button or The Drop-Down Arrow Next to it to get the whole color palette

Formatting: Decimal places, Dollar Sign
• Select the cells
• Click on Currency Button
• Use Increase Decimal and Decrease Decimal Buttons
Formatting A Cell or Cells: Number & Alignment formats

- Click on a cell
- Click on the Format Menu/Cells command

These are some of the Format Cells Dialog Boxes We’ll Use

Another Currency Format

- We used the ACCOUNTING format to add the Dollar signs.
- Now we’ll use the CURRENCY format
  1. Click on a cell with a dollar amount
  2. Click on the Format Menu/Cells Command

Another Currency Format

- Click on Currency
- Click on OK
- What’s the difference between the Accounting and Currency formats??
- Let’s look at an example.....

Accounting vs. Currency Format

- The January cells are in Currency format.
- The February cells are in Accounting format.
Social Security Number And Phone Formats

- Type the text you see in rows 14 to 16
- We’ll format the SSN and Phone number

Try To Apply the Phone Number Format to Cell A16

Social Security Number and Phone Formats

1. Click on Cell A15
2. Click on Format Menu/Cells Command
3. Select Special Category
4. Click on Social Security Number
5. Click on OK

Formats Save Time & Reduce Error

- No need to type characters like dollar signs, decimals, and dashes
- Less chance of data entry errors
- Easy to make all formats consistent
Borders And Patterns

- Click on a cell
- Click on the Format Menu/Cells command

AutoFormats

- Select Cells
- Click on Format Menu/AutoFormat command

AutoFormats

- Select an AutoFormat
- Click OK button
AutoFormat Cautions

• The AutoFormat changes any of your own formatting of:
  – Font
  – Color
  – Number or currency formats
  – Alignment of data
  – Row and Column Sizes

Merging & Centering Cells

• Select Cells A1 to D1
• Click on Merge & Center button

That’s All For Now!

• We invite you to attend other CELTT sessions.
• Check the bulletin: http://news.kcc.hawaii.edu/
• Check the CELTT website for handouts & additional material: www.hawaii.edu/kccceltt

Thanks for Joining Us!