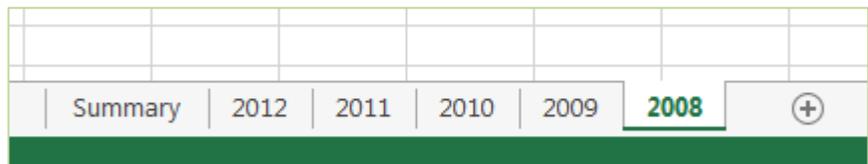


02 - Formatting Excel Workbooks

1. Naming and Editing Sheet Names

(blank workbook)

- sheet names
- adding sheets
- deleting sheets
- hiding/unhiding sheets



2. Selecting Techniques

(blank workbook)

In order to perform an operation to a cell or group of cells you have to select the cell(s).
Examples of operation to perform on selected cell(s): change background color, make font bold,
delete a cell's contents, copy a cells contents

Types of Selections:

- One Cell (click on cell or type cell's address in name box)
- Entire Sheet
- Entire Row or Entire Column
- Multiple, Contiguous Cells
- Multiple, Contiguous Rows or Columns
- Multiple, Non-Contiguous Cells
- Multiple, Non-Contiguous Rows and/or Columns

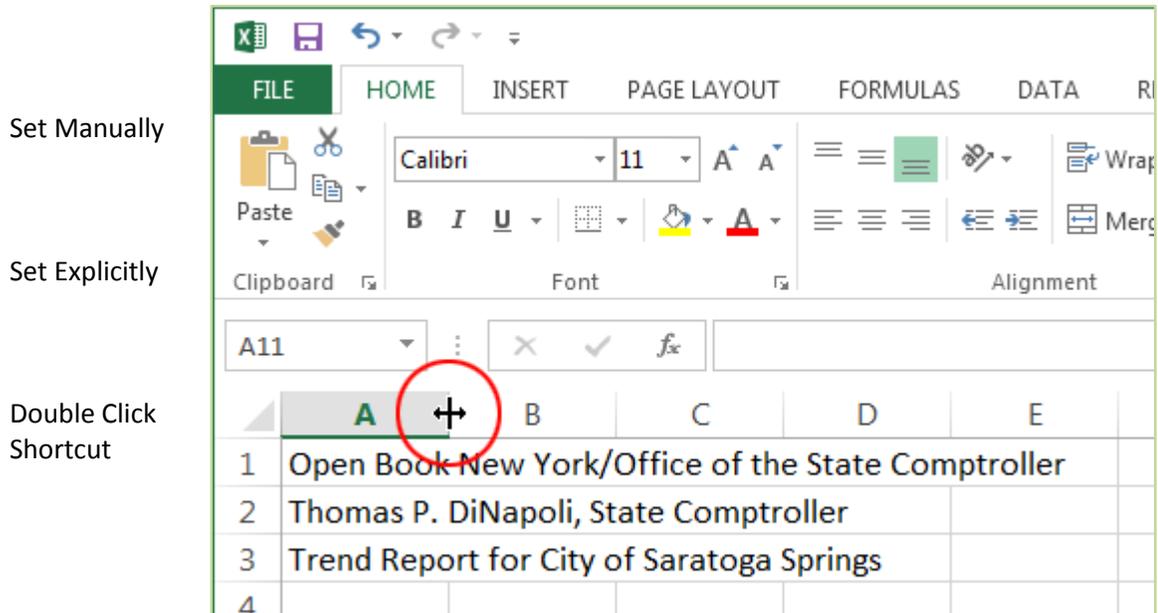
Deleting a Cell's Contents

Moving a Cell's (or group of cells') Contents

Copy and Paste a Worksheet as a Template

3. Column Width and Row Height

(Saratoga Expenditures)



Set Multiple Column Width or Row Heights

- all the same width (or height)
- all only as wide (or high) as necessary
- contiguous or non-contiguous rows or columns

Insert Rows or Columns

Delete Rows or Columns

Hide/Unhide Rows or Columns

4. The Format Cells Dialog Box

(blank workbook)

Number tab – select what type of data is appropriate for the cell(s)

- Numbers (Saratoga Expenditures)

Decimal places

1000 separator

Accounting

- Date/Time

How Excel handles a date

About times - (enter wrong time eg 7:77 Excel corrects)

- Special

Zip code problem example – Saratoga Springs 12866, Longmeadow, MA 01106

Zip codes, phone numbers, and social security numbers

Alignment tab ([Saratoga Expenditures](#))

- Text Alignment – vertical and horizontal

- Text Control – wrap text, shrink to fit, merge cells

- Orientation – change angle of text display

Font, Border, Fill tabs ([Saratoga Expenditures](#))

- Includes basic Excel formatting features

- Most of the controls are available on the ribbon

- Gridlines vs. borders

Formatting Shortcuts on the Ribbon

5. Adding Comments

([skyscrapers.xlsx](#))

Small red triangle in upper right corner indicates a comment for that cell

Adding - Right click, choose Insert Comment from pop-up menu

Editing or Deleting – Right click, choose Edit Comment or Delete Comment from pop-up menu

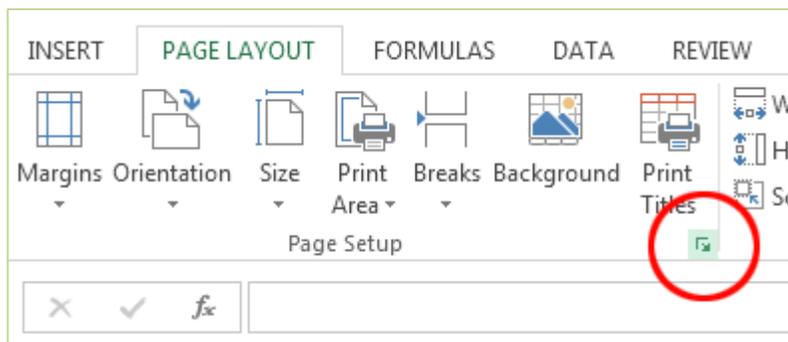
Format Comment – Select text in Comment, Right click, choose Format Comment

Review tab, Comments group – can Show All Comments or Hide All Comments

6. Formatting a Worksheet for Printing

([skyscrapers.xlsx](#))

The Page Setup dialog box



Page Tab

- Orientation
- Scaling
- Paper Size

Margins Tab

- Set Margins
- Center on Page

Header/Footer Tab

- Custom Header and Footer
- Different Odd/Even, First Pages

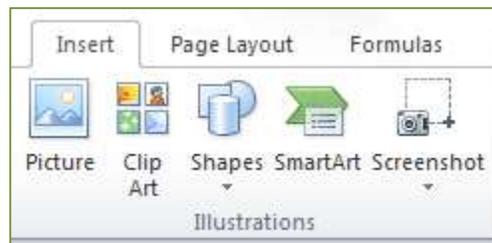
Sheet Tab

- Print Area
- Print Titles – rows at top, columns at left
- Gridlines
- Printing Comments
- Page Order

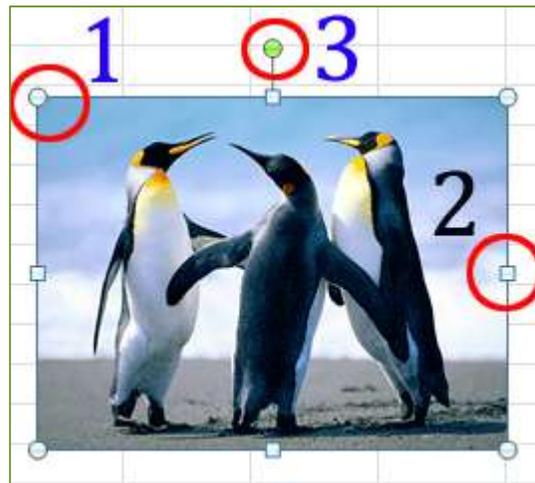
7. Inserting Graphics

(blank workbook)

Pictures, ClipArt, Shapes, SmartArt



Basic Picture Tools



1. Maintain Aspect Ratio
2. Distort Aspect Ratio
3. Rotate

Picture Tools/Format Tab

Adjust Group

Picture Styles Group

Text Boxes

Symbols

Creating a Flowchart and Connecting Shapes

8. Protecting

[\(donor_intake_form.xlsx\)](#)

Protecting a Workbook – Structure and Windows

Review Tab, Protect Workbook

Protecting a Worksheet

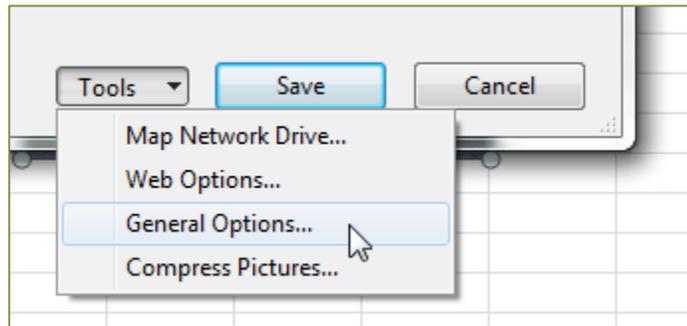
Review Tab, Protect Sheet

Locking Cells

Hiding a Cell's Formula

Encrypting a Workbook

File, Save As, General Options

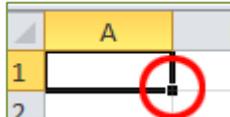


Set Password to Open and/or Password to Modify

9. AutoFill, Part I – Filling a Series

(blank workbook)

Drag Handle



AutoFill Numbers – Same Number

AutoFill Numbers – Incrementing Numbers (1,2) (0,10) (1,150)

Number/text Combination – Incrementing (example: Week 1)

Number/text Combination – Non-Incrementing (example: all Week 1)

Dates – Increment Date by 1 Day

Dates – Same Date in a Series

Dates – Increment by X Days (example: every Wednesday)

Dates – Xth Day of the Month (examples: First or Last Day of the Month Series)

10. Using the Format Painter

(Saratoga Expenditures)

Format Numbers

Format Year Labels

Format Row Labels

11. Conditional Formatting, format a cell based on its value

(2010_movie_ranks.xlsx)

Conditionally format – Total Theaters > 3,700

Start on cell E2

Conditional Formatting (on Home ribbon)

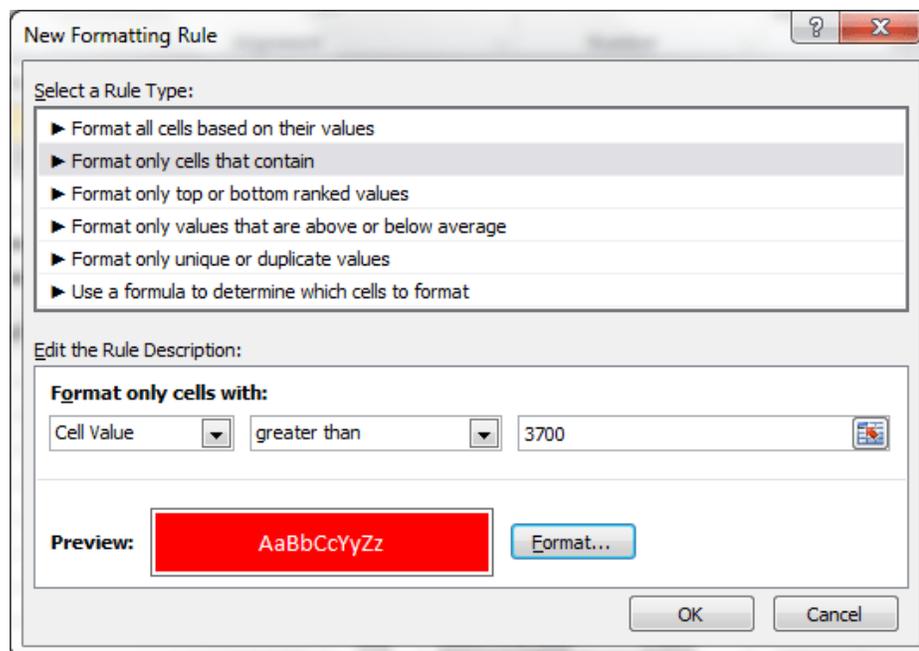
New Rule...

Format only cells that contain

Edit the Rule Description

Set the Format for cells that meet the condition

Use Format Painter to copy the conditional format to other applicable cell(s)



Conditional Formatting / Manage Rules...

Edit a Rule

Delete a Rule