13

FORMATTING WORKSHEETS

13.1 INTRODUCTION

Excel has a number of formatting options to give your worksheets a polished look. You can change the size, colour and angle of fonts, add colour to the borders and backgrounds of cells, and have the format of a cell change, based on its value. You may remember some of the formatting features in MS Excel are same as you have used in MS Word.

13.2 OBJECTIVES

After going through this lesson you would be able to

- use autoformat features
- format data and worksheets
- explain format painter

13.3 USING FORMATTING TOOLBAR TO FORMAT CELLS

The contents of a highlighted cell can be formatted in many ways. Font and cell attributes can be added from shortcut buttons on the formatting bar. If this toolbar is not already visible on the screen in your computer, select **View→Toolbars→ Formatting** from the menu bar.
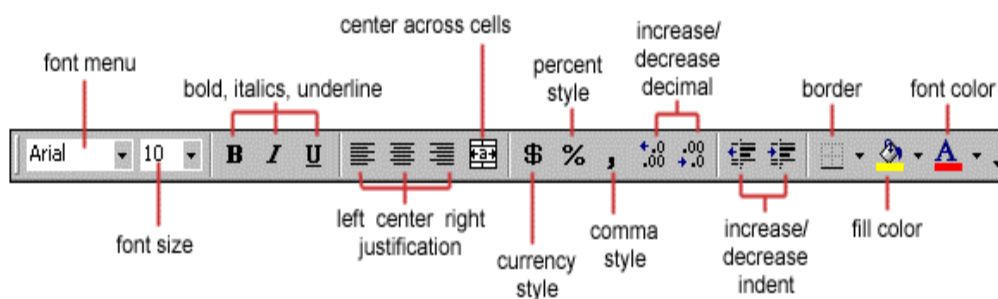
Fig. 13.1

13.3.1 Formatting Cells Using Dialog Box For a complete list of formatting options, right-click on the highlighted cells and choose **Format Cells** from the shortcut menu or select **Format→Cells** from the menu bar.
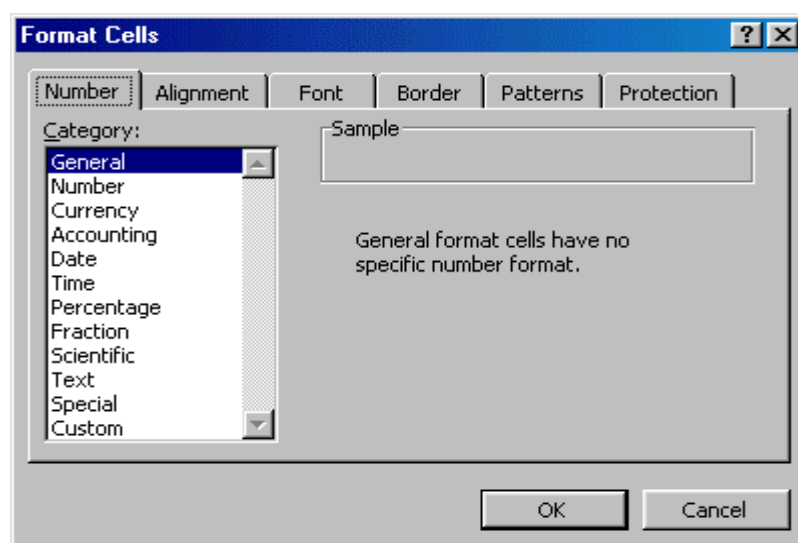

Fig. 13.2

13.3.2 Number tab

The data type can be selected from the options on this tab. Select the range you would like to format and click on one of the Category number as shown in Figure 13.2 to apply that style to your numbers. Select General if the cell contains text and number and it does not have any specific number format. If you select Number Category you can represent numbers as integers, decimals with number of decimal as option etc. For exam-

ple, if you want to restrict the number of decimals to 2, choose Number Category and then decimal places as 2. You may try the other options in your computer.

13.3.3 Alignment tab

These options allow you to change the position and alignment of the data with the cell. You have already seen some of these options in Figure 13.1. The Format Cells dialog box offers you more options than the alignment buttons on the Formatting toolbar. For example, you can change the orientation of the text.

13.3.4 Font tab

All of the font attributes are displayed in this tab including font face, size, style, and effects. Using Formatting toolbar you can bold, italicize, and underline your cell entries. For even more formatting options you can use the Format Cells dialog box.

13.3.5 Border and Pattern tabs

You can also use the Formatting toolbar for adding borders, cell shading, and font colour. These buttons are actually tear-off palettes. When you click on the picture portion of the button, the format of the picture displayed will be applied to the contents of the cell(s) you have selected in the worksheet. You can change the picture displayed on the button by clicking on the button's small drop-down arrow to access the palette of samples from which to choose.

Follow these steps to apply a border and colour to a selection using the options in the Format Cells dialog box.

1. Select **Format→Cells** to display the Format Cells dialog box.
2. Select the Border tab.
3. In the Presets area, choose None, Outline, or Inside to specify the location for the border.
4. Choose any of the following options for the border:
    - In the Border area, click on any of the buttons to toggle its border.
    - Choose the border's line style in the Style area.
    - If necessary, select a colour for the border in the Color Palette.

5. Select the Patterns tab, and then choose any of the following options:

   – Select a colour for the background of the selection in the Color palette.

   – If necessary, select a pattern for the background of the selection in the Pattern palette.

6. Choose OK to apply the border and colour.

13.3.6 Dates and Times

If you enter the date "January 1, 2001" into a cell on the worksheet, Excel will automatically recognize the text as a date and change the format to "1-Jan-01". To change the date format, select the Number tab from the Format Cells window. Select "Date" from the Category box and choose the format for the date from the Type box. If the field is a time, select "Time" from the Category box and select the type in the right box. Date and time combinations are also listed. Press OK when finished.
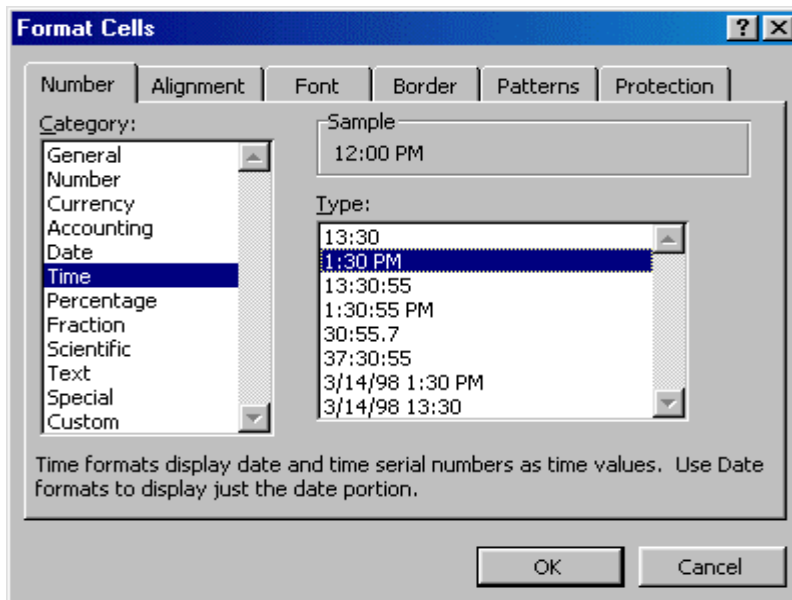

Fig. 13.3

13.3.7 Formatting Columns and Rows

You have learned how to resize columns and rows. You can also use AutoFit Selection feature. It adjusts a column width or a row

height according to the widest entry of a column or tallest height of a row. To use this feature select **Format→Columns→AutoFit Selection** commands. It adjusts the width of the column according to the widest entry in that column. Similarly, you can select **Format→Rows→AutoFit Selection** commands. It increases the height of the row(s) to accommodate the tallest character in a row.

Another way of automatically adjusting columns and rows is by way of best fit. To do this:

1. Place your pointer on or near the right edge of a column header of the column you wish to adjust. Notice that in this area your pointer changes to a double-headed arrow.

2. Double click your pointer, and the column to the left of it will automatically adjust to fit the data entries within it.

Similarly, pointing to a row header changes pointer to a double-headed arrow. Double clicking results in a best fit (taller or shorter rows).

Hide - Hides the selected column(s) or row(s), though the data is still there. Hiding column(s) or row(s) will help you to prevent unwanted changes. To hide a column, follow these steps:

1. Select the column you want to hide by clicking on the column header.

2. Select **Format→Column→Hide** from the menu bar or right click within the selected columns and choose **Hide** from the shortcut menu that pops up. The columns should be hidden.

 Unhide - To unhide the column follow these steps:

1. Select the visible range of columns that includes the hidden column(s).

2. Select **Format→Column→Unhide** from the menu bar or right click within the selected columns and choose **Unhide** from the shortcut menu that pops up. The columns should now reappear.

You can follow the same procedures to **Hide** and **Unhide** rows.

13.4 FORMATTING WORKSHEETS USING STYLES TOOLBAR

The use of styles in Excel allow you to quickly format your worksheet, provide consistency, and create a professional look.

In Excel, all styles are cell styles. However, a defined style can be applied to an entire worksheet. Cell styles can include any of the formatting that can be applied to a cell using the options on the tabs in the Format Cells dialog box. Select the Styles drop-down box from the formatting toolbar (it can be added by customizing the toolbar). Excel provides several preset styles:
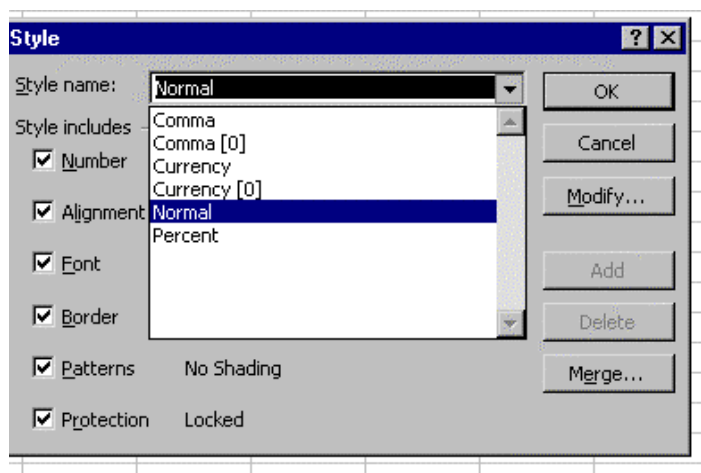

Fig. 13.4

1. **Comma** - Adds commas to the number and two digits beyond a decimal point.

2. **Comma [0]** - Comma style that rounds to a whole number.

3. **Currency** - Formats the number as currency with a dollar sign, commas, and two digits beyond the decimal point.

4. **Currency [0]** - Currency style that rounds to a whole number.

5. **Normal** - Reverts any changes to general number format.

6. **Percent** - Changes the number to a percent and adds a percent sign.

13.4.1 Applying a Style in an Excel Worksheet

In order to apply an existing style in Excel, follow the steps given below:

1 Select the cells to which you want to apply a defined style.

2 Choose **Format→Style** to display the Style dialog box.

3 Select the name of the style to apply in the Style Name drop-down list.

4 Select OK.

13.4.2 Creating or Modifying a Style in Excel

You can create your own styles or modify an existing style using Style dialog box. Follow the steps given below:

1. Highlight the cell(s) you want to add a style to.

2. Select **Format→Style...** from the menu bar.

Fig. 13.5

3. Modify the attributes by clicking the **Modify** button.

4. Check all the items under **Style includes** that the style should format.

5. Click **Add** to preview the formatting changes on the worksheet.

6. Highlight the style you want to apply to the paragraph and click **Apply**.
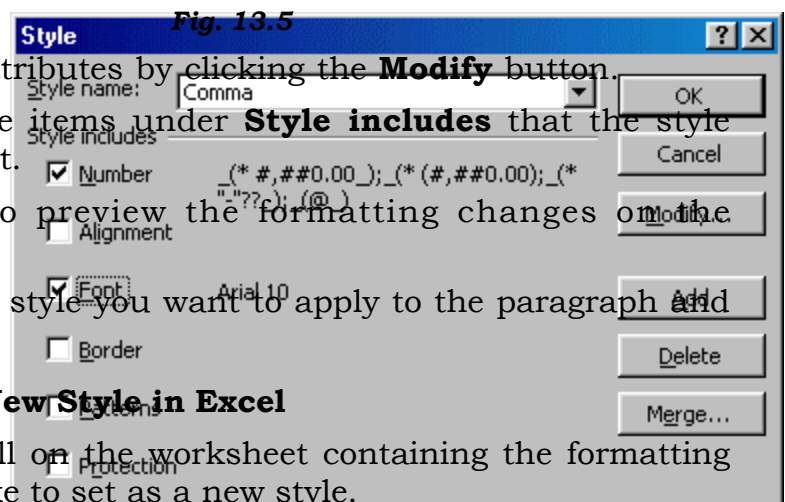
13.4.3 Name a New Style in Excel

1. Select the cell on the worksheet containing the formatting you would like to set as a new style.

2. Click the **Style** box on the Formatting toolbar so the style name is highlighted (see Figure 13.4).

3. Delete the text in the Style box and type the name of the new style.

4. Press **ENTER** when finished.

13.4.4 Copying Styles in Excel

You can copy styles from one open workbook file to another:

1. Activate the workbook to which the styles are to be copied.

2. Choose **Format→Style**, and then choose **Merge** to display the Merge Styles dialog box.

3. Highlight the name of the workbook that contains the styles to be copied in the Merge Styles from list box.

4. Choose **OK** in the Merge dialog box.

5. Choose **OK** in the Style dialog box to return to the workbook.

13.4.5 Deleting Styles Other Than Excel's Built-in Styles

To delete a style other than one of Excel's built-in styles, select **Format→Style** to display the Style dialog box, select the name of the style in the Style name drop-down list, and then choose Delete.

13.5 FORMAT PAINTER

A handy feature on the standard toolbar for formatting text is the Format Painter. If you have formatted a cell with a certain font style, date format, number format, border, and other formatting options, and want to format another cell or group of cells the same way, place the cursor within the cell containing the formatting you want to copy. Click the **Format Painter** button in the standard toolbar (notice that your pointer now has a paintbrush beside it). Highlight the cells you want to apply the same formatting. The formatting will change accordingly.

Also, to copy the formatting to many groups of cells, double-click the **Format Painter** button. The format painter remains active until you press the **ESC** key to turn it off.

13.6 AUTOFORMAT

Excel's AutoFormat feature uses table styles, which are predefined collections of number formats, fonts, cell alignments, patterns, shading, column widths, and row heights to have a polished look of ranges of cells you specify. You can use these styles as-is or over rule some of their characteristics.

Excel has many preset table formatting options. Add these styles by following these steps:

1. Highlight the cells that will be formatted.

	A	B	C	D	E	F
1		Marks Scored				
2	Name	Maths	Science	English	Hindi	
3	Ram	55	65	69	60	
4	Suneeta	40	35	25	65	
5	Rahim	70	78	85	75	
6	John	50	45	42	58	
7	Lalita	92	86	85	90	
8	Lakshmi	58	63	65	55	
9						
10						
11						
12						

Fig. 13.6

2. Select **Format→AutoFormat** from the Excel's menu bar. A dialog box will open with many table formats to choose from and apply.

3. On the AutoFormat dialog box, select the format you want to apply to the table by clicking on it with the mouse. Use the scroll bar to view all of the formats available. Some of the styles are shown in Figure 13.7.
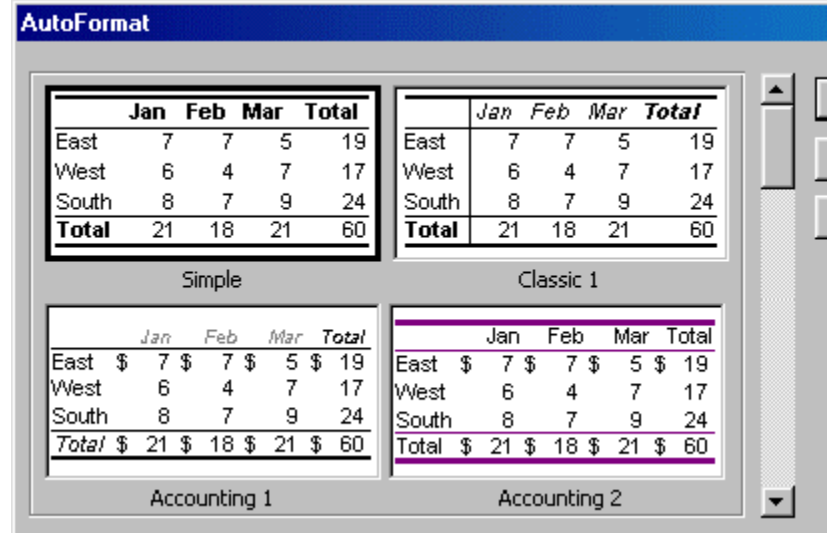

Fig. 13.7

4. Click the **Options...** button to select the elements that the formatting will apply to.

5. Select from the many table styles. If you like one of the formats but don't want to apply every aspect of it, click on the **Options** button. Choose from the **Formats to apply** option box.

6. Click **OK** when finished.

Fig. 13.8

13.7 HIDING/UNHIDING WORKSHEETS AND WORKBOOKS

If you want to hide or unhide all row or columns on a worksheet, select the whole worksheet by clicking the block at the intersection of the first row and first column headings. Once everything is selected, follow the same steps that you have followed for hiding/unhiding columns and rows.

To hide an active workbook, you don't need to select any thing, simply select Window→Hide from the menu bar. Select Window→Unhide to bring it back into view using the Unhide dialog box that opens and then name the workbook name you want to unhide.

INTEXT QUESTIONS

1. Write True or False for the following statements.

   (a) Format cells dialog box offers you more option than the alignment buttons on the formatting toolbar.

   (b) Click Edit to perview the formatting changes on the worksheet.

   (c) If the field is a time select "time" from the category box.

(d) To unhide the column select format → colum → unhide from the menu bar.

(e) Choose Edit → style to display the style dialog box.

2. Fill in the blanks

(a) Modify the _____ by clicking the modify button.

(b) In Excel all style are _____.

(c) Hiding columns or rows will help you to _____ unwanted changes.

(d) It the tool bar is not already visible on the screen select_____.

(e) To change the data format select the _____ from the format cells window.

13.8 WHAT YOU HAVE LEARNT

In this you learnt about various tools available in Excel to format a worksheet. You can align text and change font size, style and effects. Also you learnt how to put a border or shade to the text in the cells selected by you. Also you learnt about applying style to a worksheet and modify the style.

13.9 TERMINAL QUESTIONS

1. Explain the following terms in brief.

   (a) AutoFit   (b) AutoFormat.

2. What is Format Painter? When do you think Format Painter is useful in Excel?

3. Explain different preset styles available in Excel.

4. Explain steps to create a new style.

5. How to copy styles from one open workbook file to another?

6. What are the different tabs available in Format Cells dialog box?

7. What are the different features available in:

   (a) Number tab, (b) Border tab and (c) Patterns tab in Excel's Format Cells dialog box?

8. How do you: (a) Hide a column, (b) Unhide a column, (c) Hide a worksheet, (d) Unhide a worksheet?

9. How do you resize your worksheet columns or rows?

13.10 KEY TO INTEXT QUESTIONS

1. (a) True

    (b) False

    (c) True

    (d) True

    (e) False

2. (a) attributes

    (b) cell style

    (c) prevent

    (d) view toolbar formatting

    (e) number tab