

VBk Practical Mathematics and Microsoft Excel Course



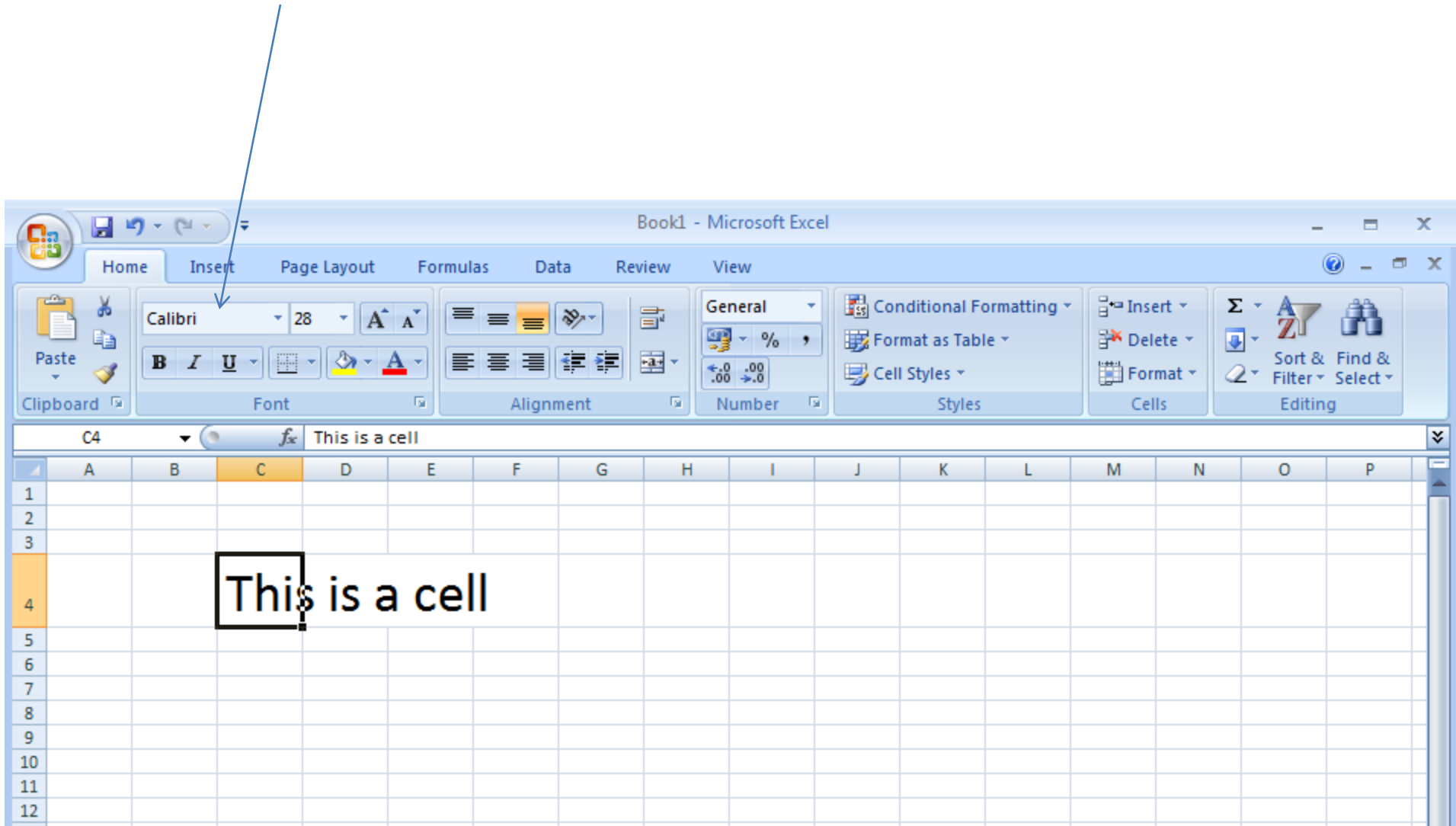
**Formatting
cells**



WINCHESTER
COLLEGE

Load up Excel and click in the spreadsheet. Type something!

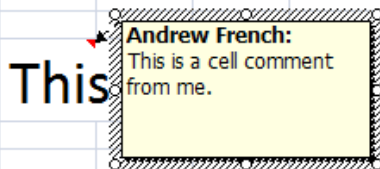
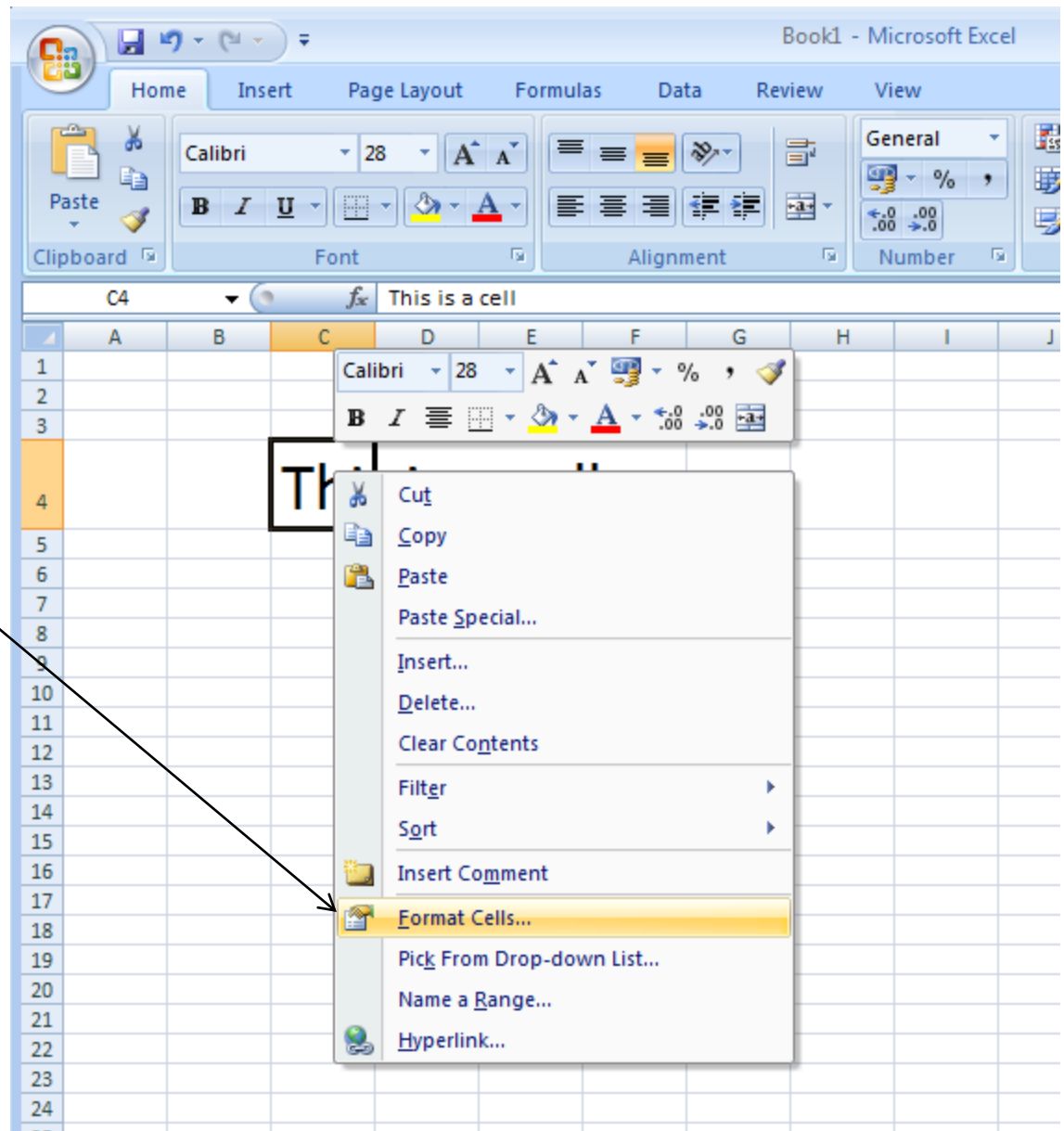
Many text effects (typeface, font size, underline etc...) can be accessed via the **Home** tab



For more comprehensive cell formatting options
Right click in the cell. This will bring up a *context menu* (i.e. the menu which appears depends on what you right click on).

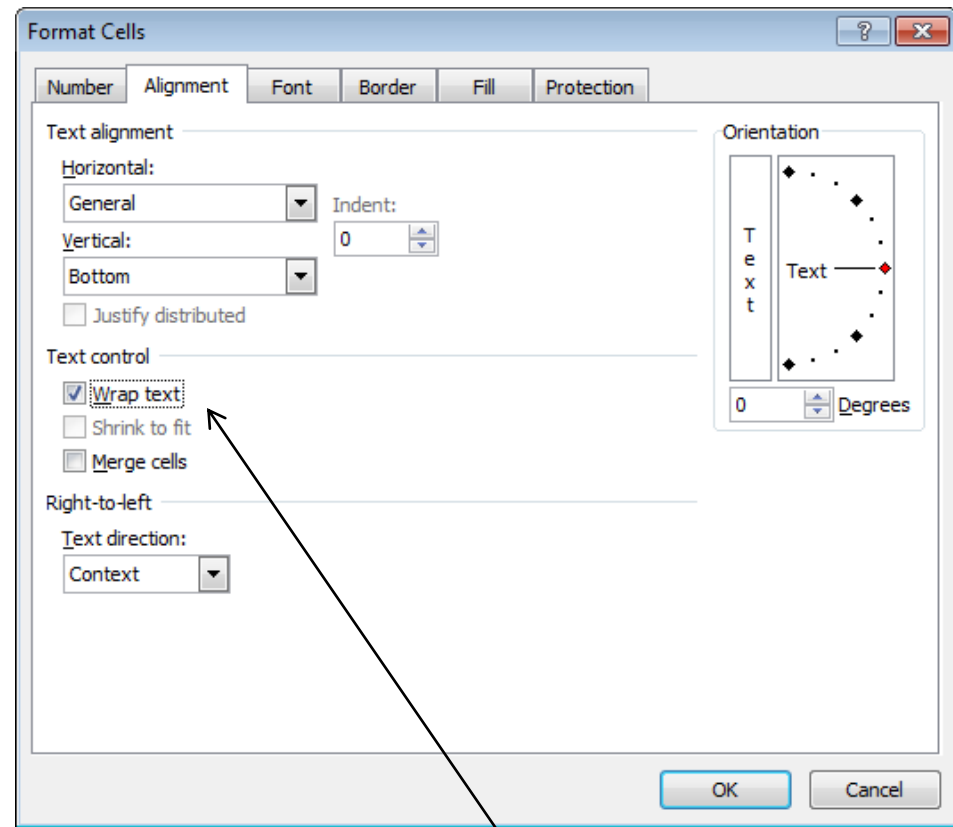
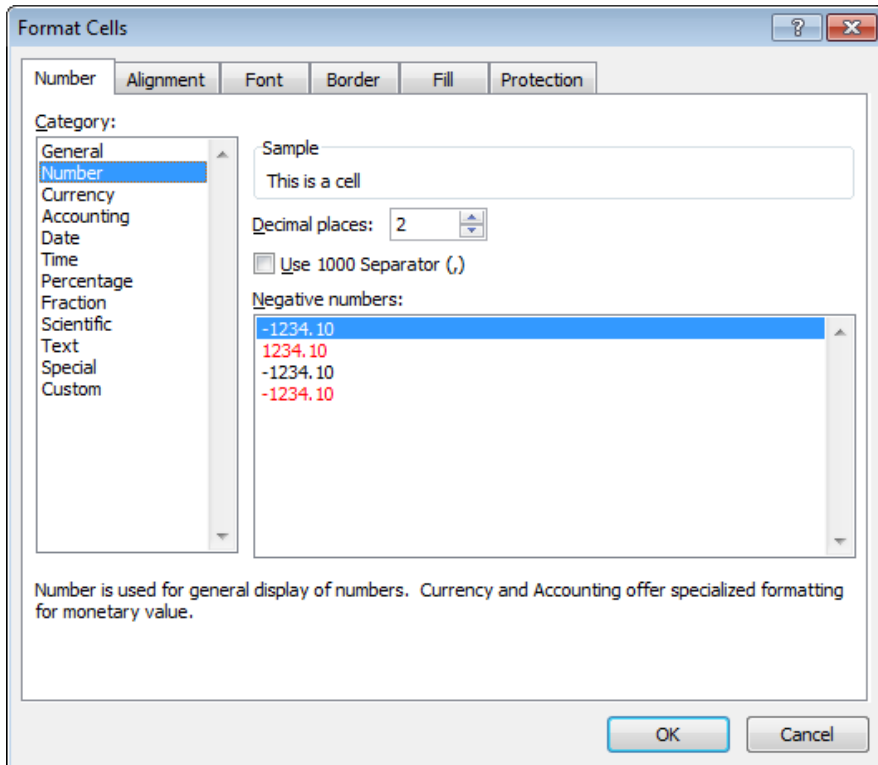
Select the **Format Cells ...** option.

Note this menu is also how you can add **comments** to a cell. Commented cells will be indicated by a red triangle in the top right hand corner.



Selecting **Format Cells** will bring up a *dialogue box*. Probably the most useful options are in the **Number** and **Alignment** tabs.

In the **Number** tab you can set the display format, e.g. £ or \$ prefix, decimal places etc.

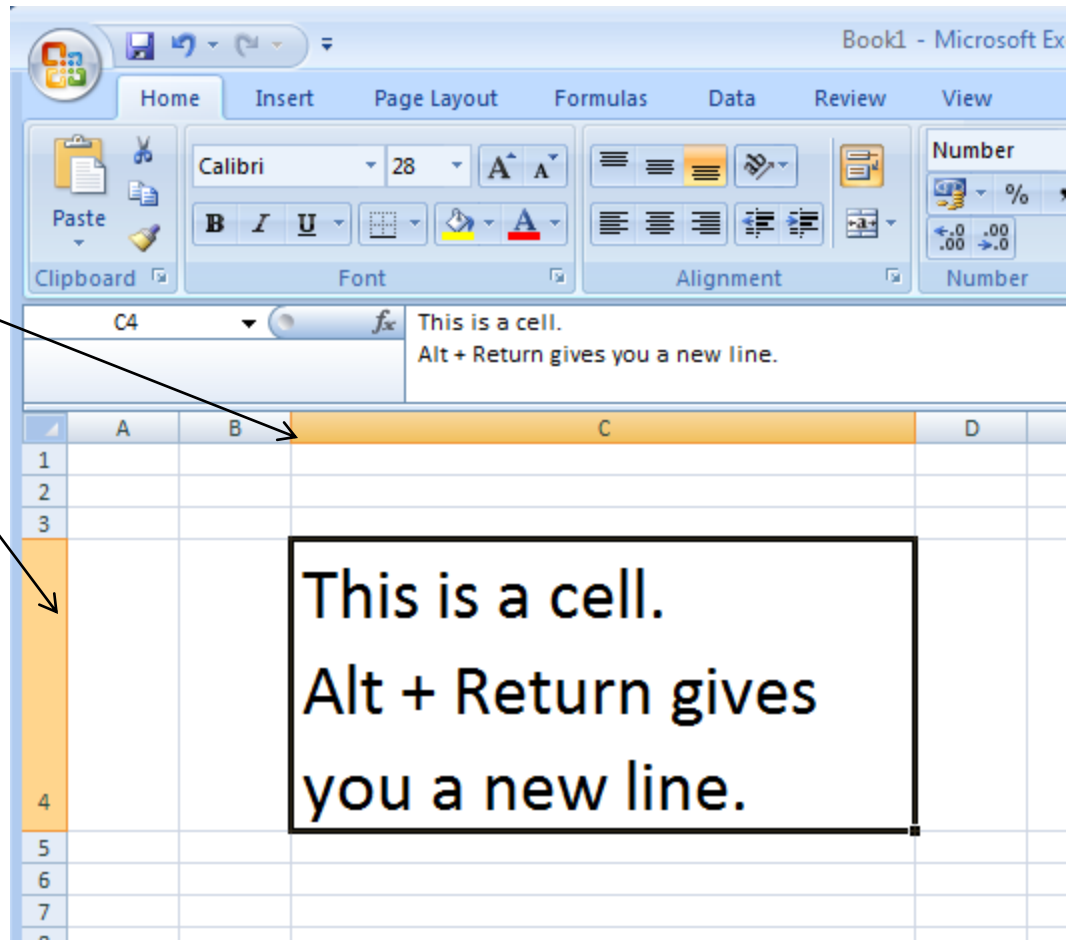


In the **Alignment** tab, the **Wrap text** option will enlarge the cell to fit the text. Note **Alt + Return** when typing text in a cell will result in a line return.

Just pressing return will move you one cell down. You may find this initially frustrating.

Drag the columns and rows around set the cell size to your needs.

If the **Wrap text** option is set, the text will be shaped by the cell boundaries.



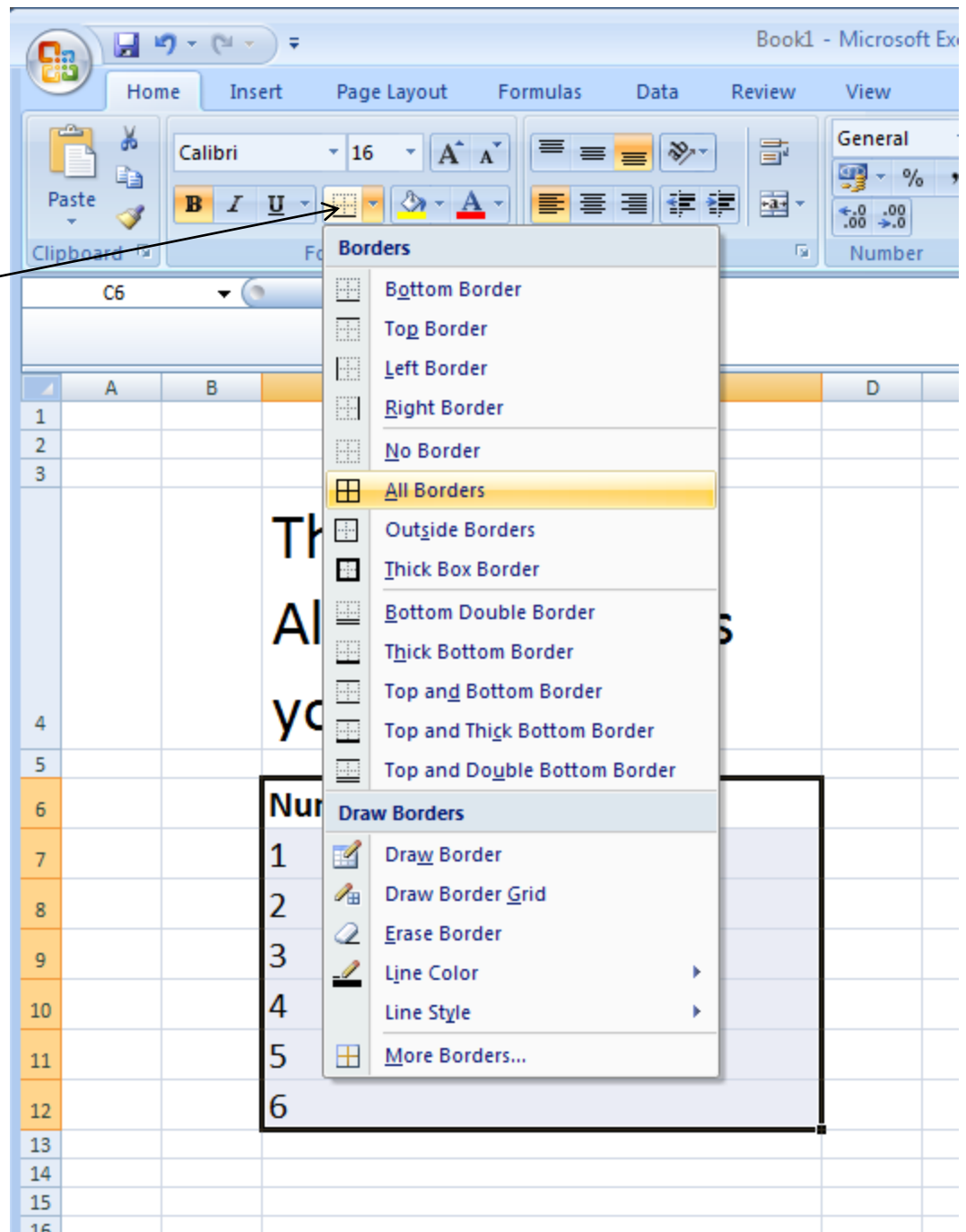
Now experiment with **cell borders** and **colour**

Select some cells using a mouse and click on the **Borders** button. **All Borders** is a typical option to highlight cells.

Note if you print the document you will *need* to have borders in order to view the spreadsheet as a table. (i.e. the grey cell dividers will not be present in the printed copy).

Note I have also made the heading of my table of numbers **Bold**.

Clarity!



Colour can be very effective in highlighting cells of interest.

Red, Amber and **Green** (RAG) colours (i.e. Green meaning 'OK/Done/Good' and Red meaning 'Problem!') are often used in the industrial discipline of *Project Management*.

When reviewing a project, the colour coding system allows you to quickly identify parts of the spreadsheet (and hence parts of the project) which need urgent attention.

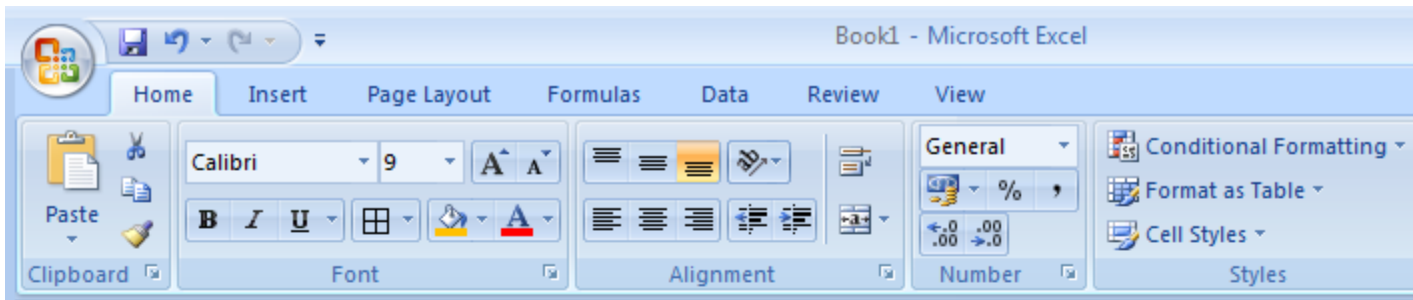
Book1 - Microsoft

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

G5 fx

	A	B	C	D
1				
2				
3				
4			This is a cell. Alt + Return gives you a new line.	
5				
6			Numbers	
7			1	
8			2	
9			3	
10			4	
11			5	
12			6	
13				
14				
15				



This is a cell.
Alt + Return gives
you a new line.

- Other things to try:
- Add pictures
 - Add floating text boxes
 - Change text direction
 - Alignment of text in cells

Numbers	Money
1	£ 3.14
2	£ 2.72
3	£ 1.41
4	£ 1.73
5	£ 0.33
6	£ 0.14

Accounting option
(£ prefix and 2.d.p)

Alignment of cells
is central (both
horizontally and
vertically)

Investigate different Paste options. e.g. 'Paste as Formulas', 'Paste as Values' etc.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Clipboard' group is expanded to show the 'Paste' dropdown menu. The spreadsheet contains the following content:

This is a cell.
Alt + Return gives you a new line.

	Numbers	Money	
7	1	£ 3.14	A
8	2	£ 2.72	B
9	3	£ 1.41	C
10	4	£ 1.73	D
11	5	£ 0.33	E
12	6	£ 0.14	F

To apply similar formatting to other cells, use the 'Format painter' button, then drag a box over cells to Paste the formatting.