

Section 7 Formatting

By the end of this section you will be able to:

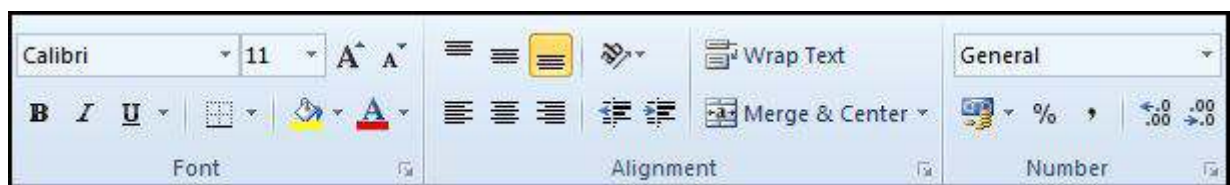
- Format cell appearance
- Format data appearance
- Format rows and columns
- Use and understand the format dialog box
- Merge and unmerge cells
- Change row and column heights
- Change orientation of cells and data

Quick Formats

Having produced a spreadsheet, it may be formatted to achieve a more professional and more easily readable layout of data for both screen display and printout. There are several different ways of formatting data in Excel2010 to produce extremely impressive effects, and many of the tools in the **FORMATTING** groups on the **HOME** ribbon are used for the most popular formatting tasks. This section looks at several different approaches to improving the layout of a spreadsheet.

Formatting Groups On Home Ribbon

The Formatting groups are together on the **HOME** ribbon the buttons that create formats most frequently used to enhance worksheet appearance. Not all the formats that you can apply in Excel are contained in the Formatting group icons some can only be accessed via the dialog box which is accessed by the dialog launch button found at the bottom right of a formatting group which is discussed later in this section.



Font



By default, Excel2010 uses Calibri as its base font and all new worksheets will use this font for data that you enter. However, you can choose different font faces for cells on the worksheet using the Formatting toolbar.

To Change The Font:

MOUSE

1. Select the cells where you want to change the font.
2. Click the drop-down list arrow to the right of the Font box in the Formatting group on the home ribbon.
3. The fonts are listed alphabetically. Use the vertical scroll bar on the right of the list to move the list items up and down.
4. Select the desired font by clicking on it. The font face for the selected cells will change to reflect your choice.

OR

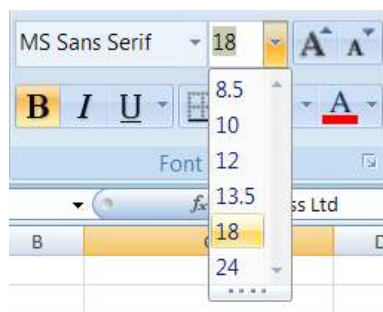
KEYBOARD

1. Select the cells to change.
2. Press **CTRL+SHIFT+[F]** to highlight the current font on the formatting toolbar.
3. Use **ALT[↓]** to drop down the list of available fonts, use the up and down arrows to move the highlight bar up and down the list and **ENTER** to apply the chosen font to the selected cells.

Point Size

To Change The Point Size :

MOUSE



1. Select the cells with the data to change.
2. Click on the drop-down list arrow to the right of the currently displayed point size.
3. Pick a new number from the list – the selected cell data will change size accordingly.

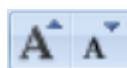
OR

KEYBOARD

1. Select the text to change. Then Press **CTRL+SHIFT+[P]** to highlight the current point size on the formatting toolbar.
2. Either type the point size that you want to use (your typing will replace the currently selected number) or use **ALT+[↓]** to display the list of point sizes and move the highlight bar to the selected size using the up and down arrow keys.
3. Press **ENTER** to apply the currently highlighted size to the selected cells.

OR

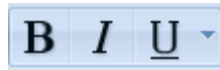
MOUSE



After selecting cells you may use your mouse to increase or decrease the size of your font in the selected cells by clicking on the increase or reduce point size buttons in the font group. This will change the size of your font one point at a time

- Although Excel displays from 8 to 72 points in the list, you can type your own numbers in and press ENTER to apply the format)

Bold, Italic And Underline

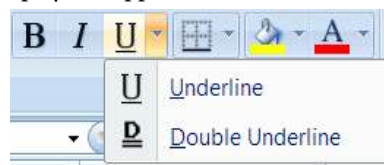


Bold, italic and underline can be applied to the selection using buttons on the formatting toolbar or keyboard shortcuts.

Apply Bold, Italic Or Underline:

MOUSE

1. Select the cells to change. then Click on either the **B**, **I** or **U** buttons on the toolbar. The button will “switch on” and the selected text will display the applied format.



2. Clicking on the underline drop down arrow will give you the option of having double underline instead of the regular single one. You may still toggle this off by clicking the **U** again

Or

KEYBOARD

1. Select the cells to change.
2. Press **CTRL+[B]** to apply bold formatting, **CTRL+[I]** to apply italic formatting or **CTRL+[U]** to apply single underline formatting to the selected cell data.

Remove Bold, Italic And Underline:

MOUSE

1. Select the cells with the format. Then Click the **BOLD**, **ITALIC** or **UNDERLINE** button to turn the format off.

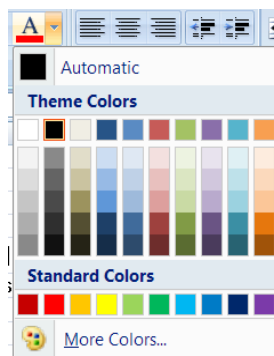
OR

KEYBOARD

1. Select the cells with the format. Then Press **CTRL+[B]**, **CTRL+[I]** or **CTRL+[U]** to switch the format off.

Font Colour

This will change the colour of on-screen information. It will also print the information in the chosen colour if you are connected to a colour printer.

To Change Font Colour:MOUSE

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1. Select the cells whose font colour you want to change. Then Click the drop-down list arrow displayed on the right-hand side of the button and choose the desired colour.
2. Themes (see later) show complimentary colours and shades on the theme that you may have chosen for your worksheet (those in figure are default)
3. There are also standard colours to choose from
4. If you still cannot find what you want from the default palette there are more colours to choose from. Click more colours to find any colour you desire.

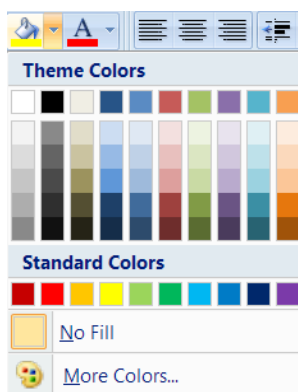
To Reset Font Colour:

MOUSE

1. Select the cells you want to reset to the default colour. Then Click the drop-down list arrow displayed on the right-hand side of the Font colour button.
2. The **AUTOMATIC** option will reset text back to the default colour (normally black).

Background Fill Colour

If you want to shade the background of cells, use the Fill colour button.

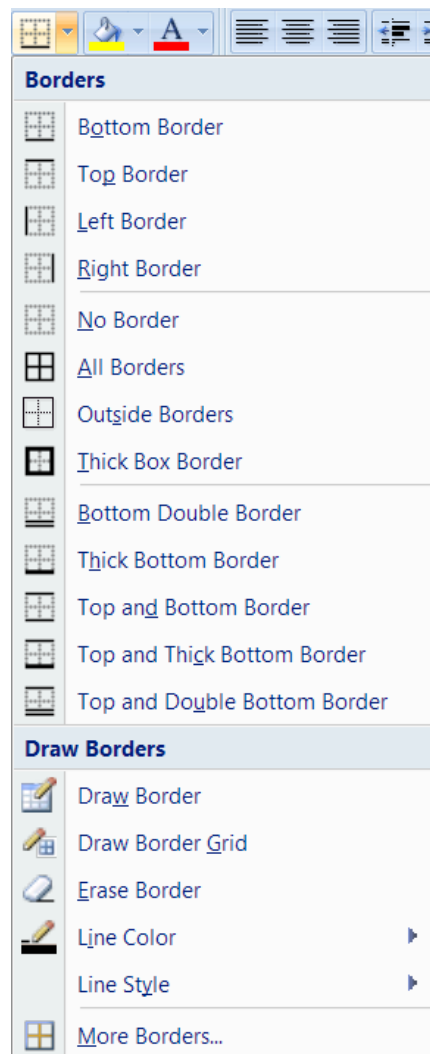


To Change Fill Colour:

MOUSE

1. Select the cells whose background colour you want to change.
2. Click the drop-down list arrow displayed on the right-hand side of the Fill colour button.
3. The **NO FILL** option will remove any applied fill colours.
4. The fill colour palette has the same range of colours and colour options that in the text colour drop down list

Borders



When you print a worksheet, Excel allows you to choose whether you want all the cell gridlines to print or not. Often, you want to print some but not all of the lines – this is when you need to apply borders. You can then tell Excel not to print the gridlines but your borders *will* be printed.

To Apply Borders:

MOUSE

1. Select the area you want to border.
2. Click the drop-down list arrow to the right of the Borders button on the Formatting toolbar.
3. From the palette, click on the required border option.

If the palette does not have the bordering option that you want to apply, use the Format cells dialog (discussed later in this section) to apply the borders.

To Remove Borders:


MOUSE

1. Select the area with the borders you want to remove.
2. Click the drop-down list arrow to the right of the Borders button on the Formatting toolbar.
3. From the palette, click on the first border option.

Alignment

You can select from three different cell alignment options in Excel by clicking the relevant button (described below). The buttons determine how data lines up between the left and right edges of the selected cell(s).



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To Change Alignment:

MOUSE

1. Select the cell(s) whose alignment you want to change.
2. Click on the button for the alignment you require (*see below*).



Click this button to left-align cell data. Left alignment ensures that the left edge of an entry is flush with the left edge of the cell. Left alignment is the default alignment for text entries in cells.



Click this button to centre cell data. This will make each cell entry in the selection position itself in the middle of the cell.



Click this button to right-align cell data. Right alignment ensures that the right edge an entry is flush with the right edge of the cell. Right alignment is the default for numeric cell entries.

Merge Cells

If you want to type a heading across the top of a table of data, it can be quite difficult to line it up in the centre. If the columns in your table are different widths, or the title is a certain length, the chances of you getting it exactly central along the top of the table are practically nil. Luckily Excel has a solution. You can merge the cells across which you want the heading, centring it at the same time.

	A	B	C	D	E	F
1	ORDERS 1997					
2						
3	Order date	Customer	Product	Quantity	Price	Total
4	01/01/97	Viking Supplies	Viking Supplies	10	5	50
5	02/01/97	Bloggs & Co	Bloggs & Co	23	7	161
6	02/01/97	Jones Brothers	Jones Brothers	200	3	600

To Merge Cells:**MOUSE**

1. Select the cells you want to merge.



2. Click the **MERGE AND CENTRE** button from the Formatting toolbar.

	A	B	C	D	E	F
1	ORDERS 1997					
2						
3	Order date	Customer	Product	Quantity	Price	Total
4	01/01/97	Viking Supplies	Viking Supplies	10	5	50
5	02/01/97	Bloggs & Co	Bloggs & Co	23	7	161
6	03/01/97	Jones Brothers	Jones Brothers	200	3	600

To Unmerge Cells**MOUSE**

1. Select the cells you want to unmerge
2. Click the Merge and Centre button again and this will unmerge the cells selected
3. As you can see from the figure right if you click the drop down arrow to the right of the merge cell button you have options to merge cells with different alignments.

Indents

Indents allow you to control where a cell entry begins inside a cell.

To Indent Cell Data:**MOUSE**

1. Select the cell(s) where you want an indent.



2. Click the increase indent button to indent the selected cell data by a standard amount from the left. You can click this button again to increase the amount of indent and so on.



3. If you need to take the indent back, click the decrease indent button to do this.

Number Formats

Initially, numbers in Excel use a General format. You may find that the results of formulae run to different numbers of decimal places, or you might want to display numbers as monetary values with a currency symbol and two decimal places. There is no need for you to enter the numbers in the way you want them displayed – it is far better to use Excel's number formatting buttons.



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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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Increase And Decrease Decimal Places

You can add and remove decimal places from numeric data using the Increase Decimal and Decrease Decimal buttons. Where you decrease, Excel will round numbers up or down to the nearest unit. However many places that you may increase or decrease the value to excel will still use the entered value to calculate not the value that appears in the cell as this is only an appearance not a true value (check formula bar)

To Increase Decimals:

MOUSE



1. Select the cells with the numbers you want to change.
2. Click the **INCREASE DECIMAL** button from the **ALIGNMENT** group on the **HOME** ribbon
3. Keep clicking the **INCREASE DECIMAL** button until your numbers display the correct number of decimal places.

To Decrease Decimals:

MOUSE



1. Select the cells with the numbers you want to change. Click the **DECREASE DECIMAL** button from the **ALIGNMENT** group on the **HOME** ribbon
2. Keep clicking the Decrease Decimal button until your numbers display the correct number of decimal places.

Comma Style

Comma style sets all the selected numbers to 2 decimal places and puts commas between different thousand multiples.

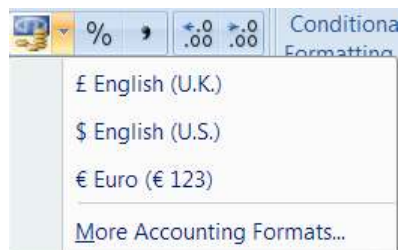
E.G. 100000 would become 100,000.00 when comma style is applied to it.

To Apply Comma Style:**MOUSE**

1. Select the cells with the numeric data you want to format. Click the Comma Style button from the Number group on the **HOME** ribbon

Currency

Applying this style will add a £ sign and two decimal places (pence) to the selected numbers.

To Apply Currency Style:**MOUSE**

1. Select the cells with the numeric data you want to format. Click the Currency button from the Number group on the **HOME** ribbon.
2. Using the drop down arrow to the right of the currency button gives access to the most likely used currency formats in use you can choose from different currency symbols using the **FORMAT CELLS** dialog discussed later in this section

Percent Style

Where you have typed decimals on the worksheet, you may want to express those values as percentages. You can do this with the Percent Style format.

E.G. 0.5 would become 50% when you apply Percent Style.

To Apply Percent Style:**MOUSE**

1. Select the cells with the numeric data you want to format. Click the Percent Style button from the Formatting toolbar.
 - *The number formats (apart from Increase and Decrease Decimal) are mutually exclusive. Applying Comma Style to cells that already have Currency formats would lose the currency symbol. If you need to return to the default General style for numbers, you can use the Format Cells dialog discussed later in this section.*
 - *If you ever see ##### in cells that normally display numbers, it is because the format you have applied is too wide for the column. To show the numbers, either change to a format that fits or widen the column (see later in this section for details on changing column widths).*

Advanced Formats

When you want to apply formats that Excel does not give you buttons for on the Formatting toolbar, you need to use the Format Cells dialog. This dialog contains all the formatting options (including those accessible via the Formatting toolbar) that you can use within the Excel application.

Format Cells Dialog

The Format Cells dialog is divided into tabs, each tab dealing with a format category.



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To Access The Format Cells Dialog:**MOUSE**

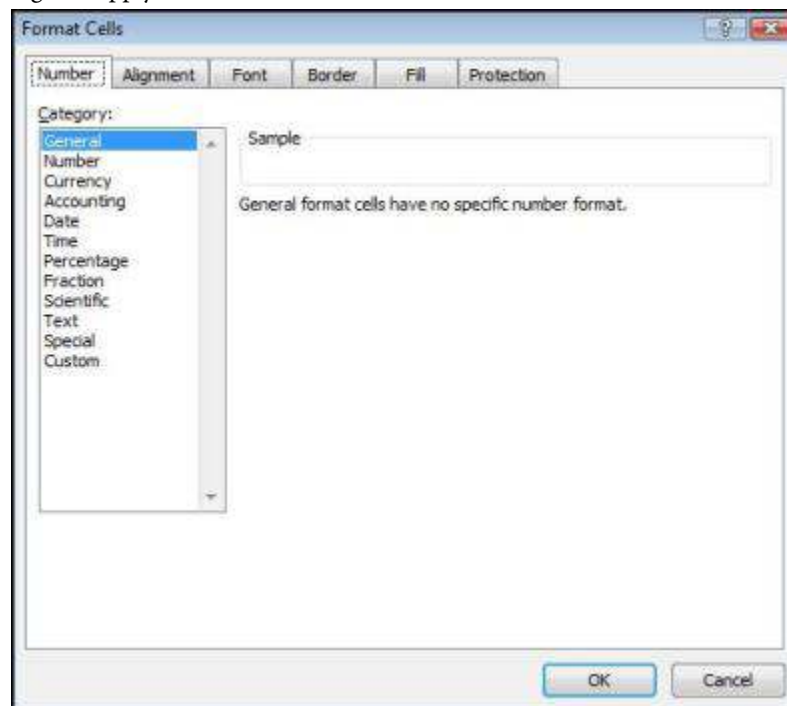
1. Select the cells whose formats you want to change.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon

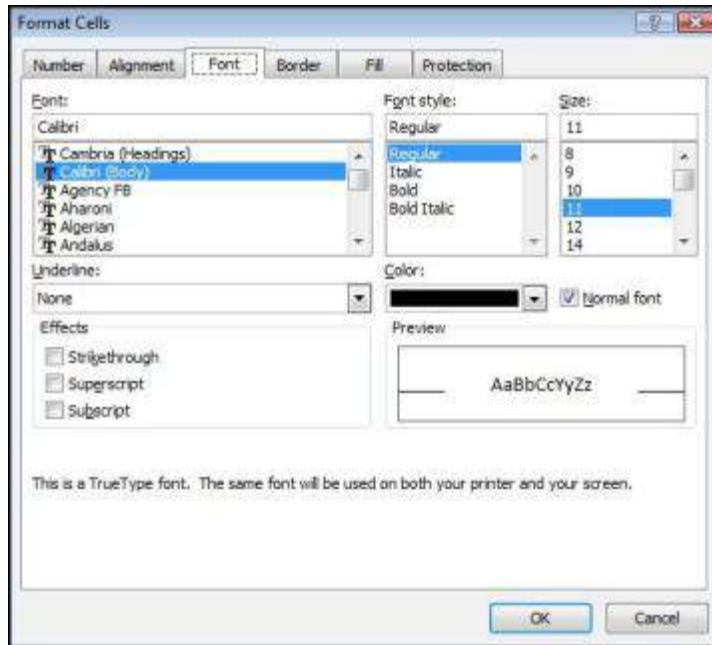
OR**KEYBOARD**

1. Press **CTRL+[1]**
2. The dialog box as seen top of next page will appear. Depending on which **DIALOG BOX LAUNCHER** you clicked will depend on which tab will appear first of the six in the dialog box
3. Once the dialog is on-screen, you can move between the format categories by clicking on the labelled tabs and change settings on each. Each tab has a Preview window to show you what the effects of your changes will look like should you choose to apply them. When all the formats have been set, click the **OK** button to close the dialog and apply the new formats.



Font Tab

Most of the formats you find on the Font tab of the Format cells dialog can be applied directly from the Formatting Toolbar and need no further discussion. However, there are some extra Effects that can be applied should you need to do so.



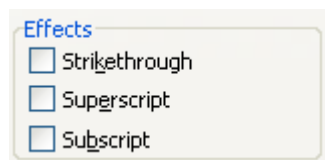
To Apply Effects:

MOUSE

1. Select the cells you want to format.
2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon



3. Click the **FONT** tab.

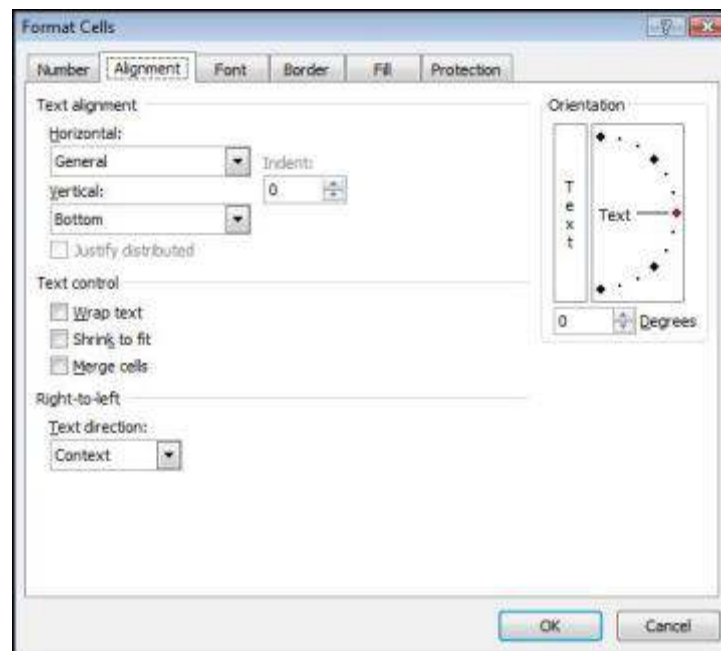


4. Check the **STRIKETHROUGH**, **SUPERSCRIP** or **SUBSCRIPT** boxes (the **PREVIEW** window will show you what the formatting will look like on sample data).

5. Click **OK** to close the dialog and apply the changes.
 - *The Superscript and Subscript options are mutually exclusive.*

Alignment Tab

The settings on this tab give you lots of options for alignments which are not available on the Formatting toolbar.



Horizontal alignment

Most of the formats for horizontal alignment are available on the Formatting toolbar, however there are some extras:

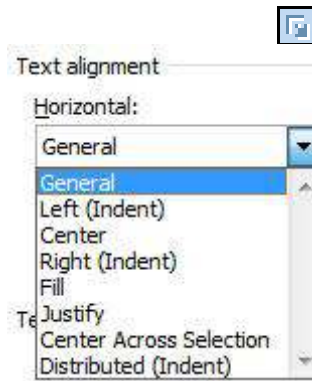
Justify - where you have several lines of data in a cell, you can ensure that the left and right edges of the data are straight.

Fill – use this to repeat the selected cell entries within their cells so that the entire cell from left to right is full.

To Change Horizontal Alignment:

MOUSE

1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **ALIGNMENT** tab.
4. Click the drop-down list arrow to the right of the Horizontal list box.
5. Choose the alignment by clicking on the required option from the list.
6. Choose **OK** to close the dialog and apply the changes.

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Vertical alignment

Use the options in this list to choose how data lines up between the top and bottom edges of cells.

To Change Vertical Alignment:

MOUSE

1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **ALIGNMENT** tab.
4. Click the drop-down list arrow to the right of the **VERTICAL** list box.
5. Choose the alignment by clicking on the required option from the list.
6. Choose **OK** to close the dialog and apply the changes.

Text Control

The text control options allow you to determine how the size of the data in the selected cells will affect columns and rows.

Wrap text - Where you have an entry that is too wide for the column, you can get Excel to wrap within a cell. Where a single line becomes multiple lines, Excel will automatically adjust the row height.

BEFORE

Viking Sup

AFTER

Viking
Supplies

Shrink to fit –

Reduces the apparent size of font characters so that all data in a selected cell fits within the column. The character size is adjusted automatically if you change the column width. The applied font size is not changed on printouts.

BEFORE

Viking Sup

AFTER

Viking Supplies

Merge cells –

Makes the selected cells into one cell.

- *Where there are entries in all the selected cells, when you merge them together, Excel will warn you that it will only keep the entry in the top left cell in your selection.*

To Change Text Control Settings:**Mouse**

1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **ALIGNMENT** tab.
4. Check the relevant options under the **TEXT CONTROL** heading to switch on the effect.
5. Click **OK** to close the dialog and apply the new formats.

Orientation

You can display and print data in Excel oriented any way you choose.

BEFORE

Customer

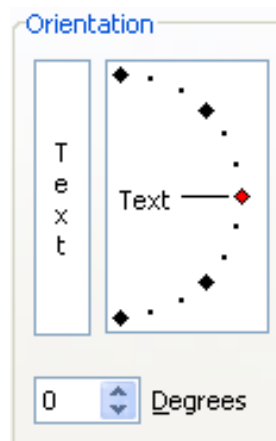
AFTER

C
u
s
t
o
m
e
r

Shown here are some examples of different orientations.

**To Change Orientation:****MOUSE**

1. Select the cells you want to format.



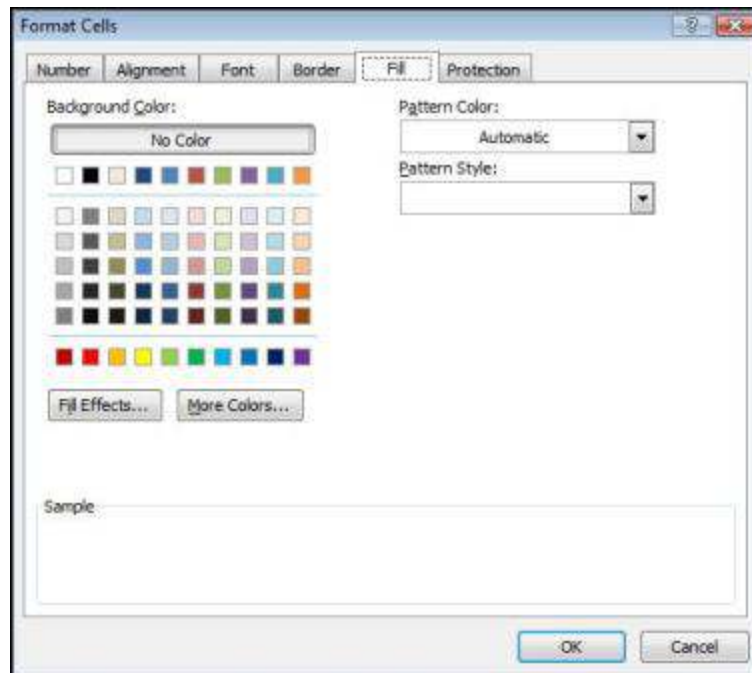
2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **ALIGNMENT** tab.
4. In the **ORIENTATION** section, to keep characters horizontal but arrange them one underneath the other, click the picture that corresponds.

OR

1. Drag the red dot marker up or down to give a degree value of plus or minus 90° from the base position (horizontal).
2. Click **OK** to apply the new formats and close the dialog.

Fill Tab

You can use settings on the Patterns tab to not only add background fill colours to cells, but apply patterns to them as well.



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To Apply Patterns To Cells:**MOUSE**

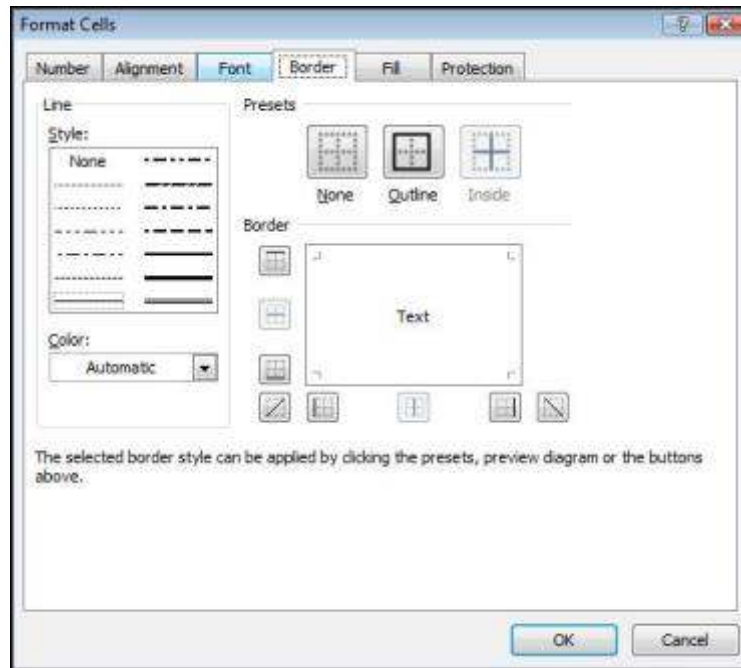
1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **FILL** tab.
4. Click the drop-down list arrow on the right of the **PATTERNS** box to display a palette of colours for the pattern.
5. Choose the pattern that you want (i.e. lines, dots etc). If you want to change what colour the lines/dots etc. that make up your pattern will be, access the palette once again and click a colour.
6. The colour palette on the left will give the cell a background colour
7. Click the fill effects button to choose more advanced patterns and colouring.. The fill effects dialog will be launched (This will be discussed later. It is a dialog box that is used for filling colours and patterns of many types of objects.)
8. Choose the more background colours the more colours button a separate dialog box will be launched with an extensive choice of colours
9. The **SAMPLE** pane will display what the chosen formats will look like should you choose to apply them. Choose **OK** to close the dialog and apply your formats.

Borders Tab

You can change border line styles, colours and directions using the Borders tab.



To Apply Custom Borders:

Mouse

1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **BORDER** tab.
4. Choose the line style by clicking on the appropriate line from the **STYLE** palette.
5. Choose the line colour by clicking on the drop-down arrow to the right of the **COLOUR** box to access a colour palette. Click the colour you want your border to be.
6. In the **BORDER** section, set which edges of your selection need bordering by clicking the button which shows the relevant edge.

OR

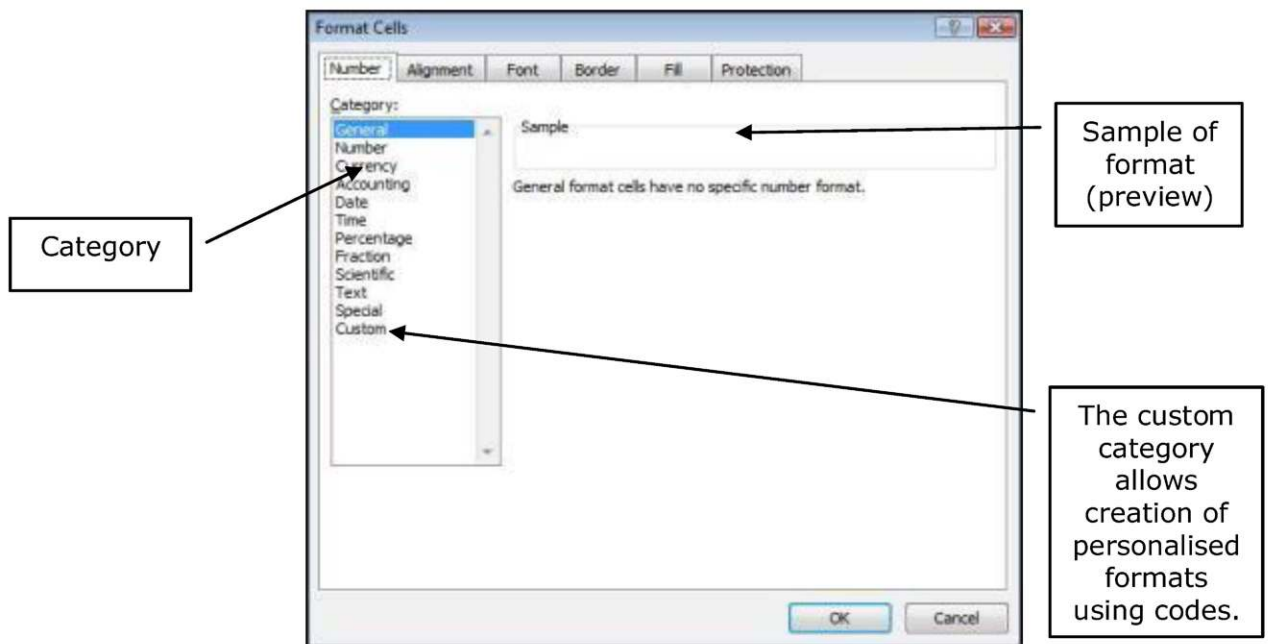
1. If there are multiple edges that need borders, click the preview diagram (where the word "Text" sits) along the edges that you want the borders. Clicking the word "Text" in the preview diagram will give diagonal borders. One click will add a border, another will remove it.

OR

1. Use the preset buttons to apply a borders see the effects in the preview
2. Click the **OK** button to close the dialog and apply your changes.

Number Tab

The Numbers tab gives you the ability to display data that Excel stores numerically in lots of different ways. The Formatting toolbar gives you buttons for applying only very few of the vast selection of number formats that Excel contains. The options that you see on the tab vary depending on which category of format you select. Generally speaking, Excel will display a sample based on the contents of the active cell and the default option within the category you selected. You can then pick from a list of format codes until the sample is displayed the way you want it.



To Apply Number Formats:

MOUSE

1. Select the cells you want to format.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **NUMBER** tab.
4. Click the category of formatting your numeric data should use from the **CATEGORY** list.


5. Select the relevant options that appear until the **SAMPLE** data looks the way you want your numbers to look.
6. Click **OK** to close the dialog and apply the format.

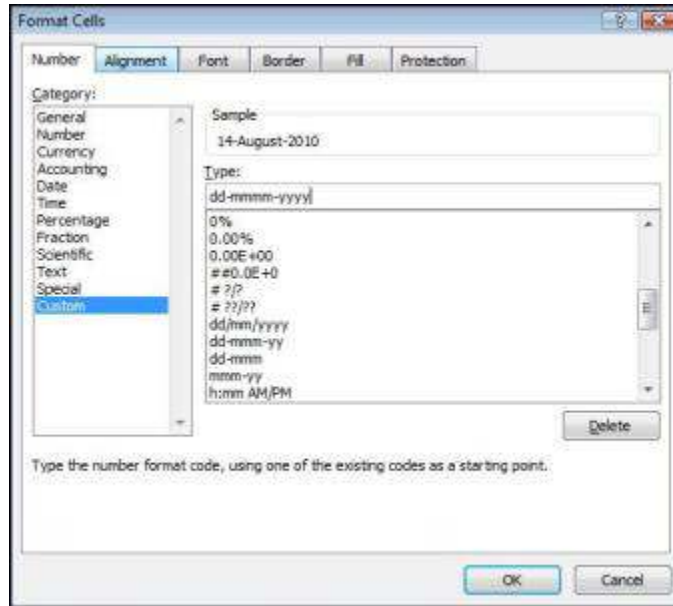
Custom Number Formats

There are occasions when you want numeric data to display in a way that Excel does not have a format for. When this happens, you can create a custom format.

To Create A Custom Number Format:

MOUSE

1. Select the cells you want to format. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon

2. Click the **NUMBER** tab. Then choose the Custom category (the last option on the Category list). The dialog box will change to show you a list of Type format codes.
3. Scroll down the Type list until you find a code similar to the one you want to format your data with.
4. For example, if you wanted to change a date currently displaying as 01/01/2000 to display as “January”, select the format code “mmmm-yy” to give you a base to alter – it would initially display your date as “Jan-2000”, but you can change it to what you want.
5. Click in the Type box and amend the code to give the display you want (watch the sample as you do this). For the example mentioned above, you would type “mmmm”. When you have the correct code, click OK to close the dialog and apply the custom number format.



- Custom formats, once created, only exist in the file that they were set up in. If you want to use them in another workbook, you can copy the format across. You can copy formats only using Paste Special (see Section 5 for more information).

Brain power

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Protection Tab

You can use the settings on this tab to control which cells are accessible when you protect a worksheet. This topic is dealt with in the section “Working with multiple sheets” later in this manual.

Formatting Columns and Rows

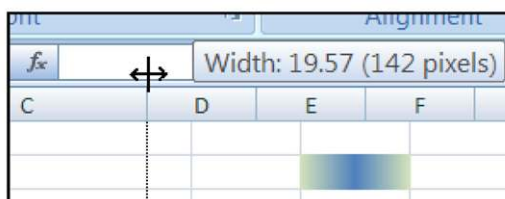
Excel has some formats that apply themselves to whole columns and rows. Changing widths and heights, hiding, inserting and deleting rows and columns are all operations that you might want to carry out.

Column Width

You can alter the width of a single column, or by selecting the columns whose width you want to change, you can make all columns in the selection the same width. With a single column, Excel changes the width of the column to the left of your mouse pointer.

To Change Column Width:

MOUSE



1. Move the mouse over the intersection between the column letters on the right-hand side of the column you want to change. The mouse pointer will display the shape that you need for changing column width.
2. Click and drag to the right or left to widen or narrow the column – a guide will draw itself down into the worksheet to preview where the column edge will jump to, and Excel will display the actual width of the column in points in a tip box that appears.
3. Release the mouse when the desired width has been reached.

To Change Width Of Multiple Columns:

MOUSE

1. Select the columns whose width you want to change by clicking and dragging over the column letters with the selection pointer (white plus).



2. Position the mouse over one of the intersections between the column letters in your selection. The pointer will display the shape needed for altering column widths.
3. Click and drag to the right or left to widen or narrow the column - a guide will draw itself down into the worksheet to preview where the column edge will jump to, and Excel will display the actual width of the column in points in a tip box that appears.
4. Release the mouse when the desired width is reached. All the columns in the selection will jump to the same width as the one you changed.

AutoFit

If you're not sure what the optimum width for a column would be, you can get Excel to AutoFit it for you. AutoFit looks at all the data in a column and fits the column width around the widest entry – you may find the column gets wider or narrower when you AutoFit.

To Autofit A Column:

MOUSE



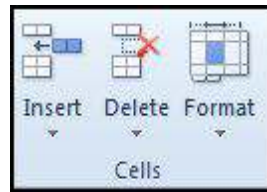
1. Move the mouse over the intersection between the column letters on the right-hand side of the column you want to change. The mouse pointer will display the shape that you need for changing column width.
2. Double-click the intersection.

To Autofit Multiple Columns:

MOUSE

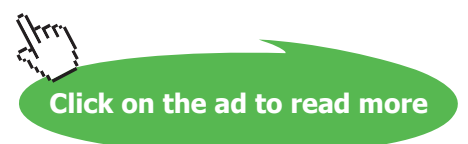
1. Select the columns you want to AutoFit by clicking and dragging over the column letters with the selection pointer (white plus).
2. Position the mouse over one of the intersections between the column letters in your selection. The pointer will display the shape needed for altering column widths.
3. Double-click to AutoFit all selected columns.

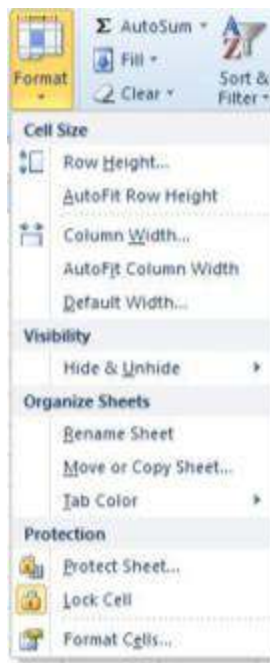
Default width



If you need to change Excel's default width, you can choose an option from the menu to do so and to set a new default for the whole sheet

An advertisement for an English course. It features a woman with sunglasses on her head, smiling. To her left, there is a quote: "I studied English for 16 years but... ...I finally learned to speak it in just six lessons". Below the quote is the name 'Jane, Chinese architect'. To her right, there is a green speech bubble that says 'ENGLISH OUT THERE'. Below the speech bubble, there is a call to action: 'Click to hear me talking before and after my unique course download'. The background is a blurred image of a city street.



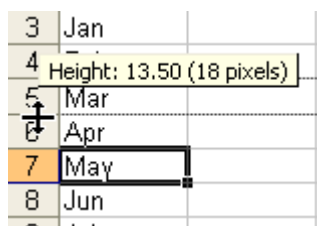
To Change The Default ColumnWidth:**MOUSE**

1. Click in any column.
2. Choose Format from the cells group on the home ribbon, and click on default Width.
3. A dialog box appears. Enter a size and click OK
4. All columns on that sheet will change to the new size

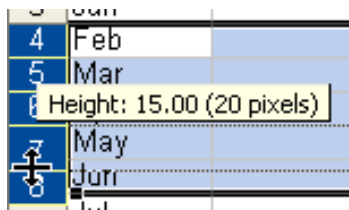
Any column that has previously had its width changed will be unaffected by this those that have been changed will have to have their width changed manually if you wish all columns to be same width. Because other formats can affect the widths your columns need to be, it is often a good idea to leave changing column widths until last, this will avoid you repeatedly having to change the widths as you apply other formats. If the column of a cell is too narrow to display the numbers, Excel displays the cell with '###'. If you hover over the cell a tool tip will appear displaying the information within the cell.

Row Height

Excel automatically changes row height when you alter the font and point size of the cell entries within it. However, you can alter the height of a single row manually, or by selecting the rows whose height you want to change, you can make all rows in the selection the same height. With a single row, Excel changes the height of the row above your mouse pointer.

To Change Row Height:**MOUSE**

1. Move the mouse over the intersection between the row numbers below the row you want to change. The mouse pointer will display the shape that you need for changing row height.
2. Click and drag up or down to increase or decrease row height – a guide will draw itself across into the worksheet to preview where the row edge will jump to, and Excel will display the actual height of the row in points in a tip box that appears.
3. Release the mouse when the desired height has been reached.

To Change Height Of Multiple Rows:**MOUSE**

1. Select the rows whose height you want to change by clicking and dragging over the row numbers with the selection pointer (white plus).
2. Position the mouse over one of the intersections between the row numbers in your selection. The pointer will display the shape needed for altering row heights.
3. Click and drag up or down to increase or decrease row height - a guide will draw itself across into the worksheet to preview where the row edge will jump to, and Excel will display the actual height of the rows in points in a tip box that appears.
4. Release the mouse when the desired height is reached. All the rows in the selection will jump to the same height as the one you changed.

AutoFit

If you're not sure what the optimum height for a row would be, you can get Excel to AutoFit it for you. AutoFit looks at all the data in a row and fits the row height around the tallest entry – you may find the row gets taller or shorter when you AutoFit.

To Autofit A Row:MOUSE

1. Move the mouse over the intersection between the row numbers below the row you want to change. The mouse pointer will display the shape that you need for changing column width.
2. Double-click the intersection.

To Autofit Multiple Rows:MOUSE

1. Select the rows you want to AutoFit by clicking and dragging over the row numbers with the selection pointer (white plus).
2. Position the mouse over one of the intersections between the row numbers in your selection. The pointer will display the shape needed for altering row heights. Then Double-click to AutoFit all selected rows.

Hide Columns, Rows And Sheets

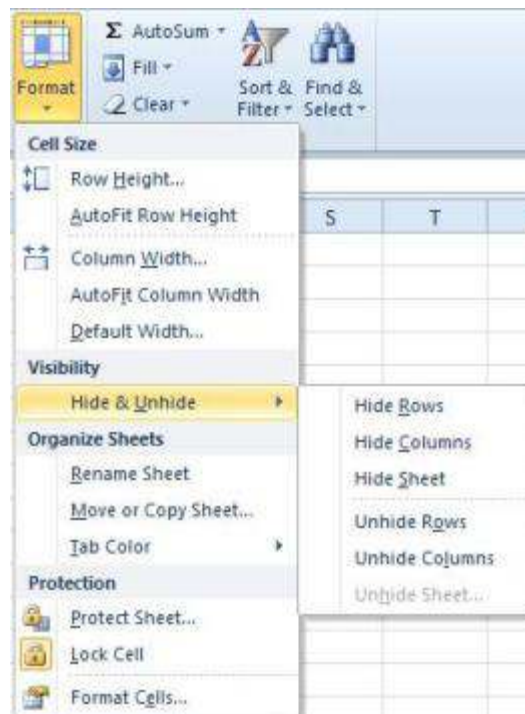
You can choose not to display certain rows and columns on your screen. Hiding them also prevents them from printing.

To Hide Columns:

MOUSE

1. Select the column you want to hide by clicking on the column letter, or if you want to hide multiple columns, highlight them.
2. Click the right mouse button anywhere over the selection to display the shortcut menu. Then choose Hide columns

OR



1. Click on **FORMAT** command in the cell group on the **HOME** ribbon
2. Move mouse cursor to **HIDE & UNHIDE** Click on hide columns

OR

KEYBOARD

1. Repeat step 1 above. Press **CTRL+[0]**

To Hide Rows:**MOUSE**

1. Select the row you want to hide by clicking on the row number, or if you want to hide multiple rows, highlight them.
2. Click the **RIGHT MOUSE** button anywhere over the selection to display the shortcut menu. Then Choose **HIDE**.

OR

1. Select rows to be hiddenClick on **FORMAT** command in the **CELL** group on the **HOME** ribbon
2. Move mouse cursor to**HIDE&UNHIDE**
3. Click on **HIDE** rows

OR**KEYBOARD**

1. Repeat step 1 above.
2. Press **CTRL+[0]**

To Hide Sheets**MOUSE**

1. Select sheet or sheets to be hidden
2. Click on **FORMAT** command in the **CELL** group on the **HOME** ribbon
3. Move mouse cursor to **HIDE& UNHIDE**
4. Click on **HIDE SHEET**

OR

1. Select sheets to be hidden
2. Right click on a selected sheet tab
3. Click **HIDE**

To Unhide Columns And Rows Or Sheets:**MOUSE**

1. Select the columns or rows either side of the hidden ones by dragging over the column letters or row numbers with the selection pointer.
2. Position the mouse over the row or column intersection between the selected rows or columns then Double-click.

KEYBOARD

1. Repeat step 1 above. Then Press **CTRL+SHIFT+[+]**.

OR

MOUSE

1. Click on **FORMAT** command in the cell group on the **HOME** ribbon
2. Move mouse cursor to **HIDE & UNHIDE THEN** Click on unhide sheet, column or row

INSERT AND DELETE CELLS, ROWS, COLUMNS OR SHEETS

You can add new cells into a worksheet if you need to make space to add new entries in. Excel also gives you tools for adding entire rows and columns. If you add cells, Excel will ask you how the existing cells should be rearranged to accommodate the new ones.

What do you want to do?

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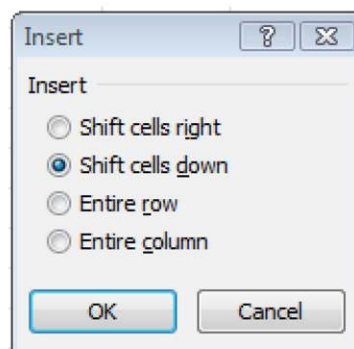


Add Cells

To Insert A Cell:MOUSE**Before...**

1 M	2 M	3 M
1 M	2 M	3 M

1. Select the cell below or to the right of where you want the new one.
2. Click the right mouse button to access the shortcut menu.
3. Choose **INSERT**. The following dialog box will appear:

**Shift cells right**

1 M	2 M	3 M
1 M		2 M

Shift cells down

1 M	2 M	3 M
1 M		3 M
	2 M	

4. Choose **SHIFT CELLS RIGHT** to insert a new cell to the left of the selected one, or **SHIFT CELLS DOWN** to insert a new cell above the selected one.

ORKEYBOARD

5. Repeat step 1 above. Press **CTRL+SHIFT+[+]**

To Insert Multiple Cells:

MOUSE

Before...

1 M	2 M	3 M
1 M	2 M	3 M
1 M	2 M	3 M

1. Select the amount of cells corresponding to the number you want to insert below or to the right of where you want the new ones.
2. Click the right mouse button to access the shortcut menu.

Shift cells right

1 M	2 M	3 M	
1 M		2 M	3 M
1 M		2 M	3 M

3. Choose **INSERT** to access the dialog.
4. Choose **SHIFT CELLS RIGHT** to insert new cells to the left of the selected one, or **SHIFT CELLS DOWN** to insert new cells above the selected one.

OR

KEYBOARD

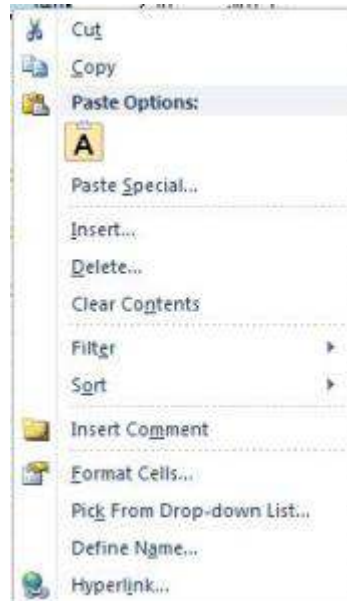
Down

1 M	2 M	3 M
1 M		3 M
1 M		3 M
	2 M	
	2 M	

1. Repeat step 1 above. Press **CTRL+SHIFT+[+]**.

To Insert Entire Rows:**MOUSE**

1. Select the row below where you want the new one by clicking its row number, or if you are inserting multiple rows, highlight them.
2. Click the right mouse button anywhere over the selection to access the shortcut menu.
3. Choose **INSERT**. Excel adds the number of selected rows above the first row in your selection.

**OR****KEYBOARD**

1. Repeat step 1 above. Then Press **CTRL+SHIFT+[+]**.

To Insert Entire Columns:**MOUSE**

1. Select the column to the right of where you want the new one by clicking its column letter, or if you are inserting multiple columns, highlight them.
2. Click the right mouse button anywhere over the selection to access the shortcut menu.
3. Choose **INSERT**. Excel adds the number of selected columns to the left of the first column in your selection.

OR

KEYBOARD

1. Repeat step 1 above.
2. Press **CTRL+SHIFT+[+]**.

Delete Cells

In Excel 2010 we can delete straight from the **HOME** ribbon by clicking on the delete button to show us a menu to delete any part of the workbook, **sheet, row, column** or **cell**



An advertisement for GaiTEYE running shoes. The background is a runner in a red shirt and black leggings running on a dirt path at sunrise or sunset. The GaiTEYE logo is in the top left, with the tagline 'Challenge the way we run'. The main text reads 'EXPERIENCE THE POWER OF FULL ENGAGEMENT...'. Below this, it says 'RUN FASTER. RUN LONGER.. RUN EASIER...'. A yellow call-to-action button in the bottom right says 'READ MORE & PRE-ORDER TODAY WWW.GAITEYE.COM' with a hand cursor icon pointing to it.

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Click on the ad to read more

To Delete Cells:**MOUSE**

1. Select the cells you want to delete.
2. Click the right mouse button to access the shortcut menu.
3. Choose **DELETE**. The following dialog box will appear:
4. Choose **SHIFT CELLS LEFT** to close the gap left by the deleted cells with cell entries to the left.

**OR**

1. Choose **SHIFT CELLS UP** to close the gap left by the deleted cells with cell entries above.

OR**KEYBOARD**

1. Select the cells to delete.
2. Press **CTRL+[-]**.
3. Choose **SHIFT CELLS LEFT** to close the gap left by the deleted cells with cell entries to the left.

OR

1. Choose **SHIFT CELLS UP** to close the gap left by the deleted cells with cell entries above.

To Delete Entire Rows Or Columns:**MOUSE**

1. Select the row or column you want to delete by clicking its row number or column letter or, if you are deleting multiple columns or rows, highlight them.
2. Click the right mouse button anywhere over the selection to access the shortcut menu.
3. Choose **DELETE**.

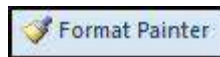
OR

KEYBOARD

1. Repeat step 1 above.
2. Press **CTRL+SHIFT+[-]**

Format Painter

The Format Painter is a tool that you can use to copy all formats from one area of the worksheet to another. This is particularly useful when you have spent time formatting one group of cells and you decide that another group of cells should have the same formats – rather than reapplying the formats again manually, one by one, you can paint them on to the new cells with the Format Painter.



To Paint Formats:

MOUSE

1. Select the cell that has the formatting you want to use. Click the **FORMAT PAINTER** button from the **HOME** ribbon in the **CLIPBOARD** group. Your mouse pointer will change to display a paintbrush next to the selection pointer (white plus).
2. Select all the cells you want to apply the formats to by dragging over them. As soon as you release the mouse, the formats will appear.
 - *If you want to keep cell contents but remove all the formatting from those cells, click on the eraser on the home ribbon and clear formats*

Shortcut Keys For Formatting

Excel uses shortcut keys that you can use for formatting data contained below

To	Press
Display the Cells command (Format menu)	CTRL+[1]
Apply the General number format	CTRL+SHIFT+[~]
Apply the Currency format with two decimal places (negative numbers appear in parentheses)	CTRL+SHIFT+[\$]
Apply the Percentage format with no decimal places	CTRL+SHIFT+[%]
Apply the Exponential number format with two decimal places	CTRL+SHIFT+[^]
Apply the Date format with the day, month, and year	CTRL+SHIFT+[#]
Apply the Time format with the hour and minute, and indicate A.M. or P.M.	CTRL+SHIFT+[@]
Apply the Number format with two decimal places, 1000 separator, and – for negative values	CTRL+SHIFT+[!]
Apply the outline border	CTRL+SHIFT+[&]
Remove all borders	CTRL+SHIFT+[_]
Apply or remove bold formatting	CTRL+[B]
Apply or remove italic formatting	CTRL+[I]
Apply or remove an underline	CTRL+[U]
Apply or remove strikethrough formatting	CTRL+[5]
Hide rows	CTRL+[9]
Unhide rows	CTRL+SHIFT+[9]
Hide columns	CTRL+[0]
Unhide columns	CTRL+SHIFT+[+]