

Microsoft Excel -
Lesson 5:

Formatting Excel Worksheets

Lesson Notes

<p>I. <u>Formatting Toolbar & Pull-Down Menu:</u> a. The formatting toolbar and formatting pull-down menu have all of the tools necessary for changing, improving, and modifying your excel worksheets.</p>	<p>A-6-7 Book</p>
<p>II. <u>Formatting Numbers:</u> a. Cells may be formatted to display numbers in a particular manner. For example, you may want a column of numbers to represent currency, or a percentage. b. Procedure: i. Format – Cells – Numbers – Select the desired format c. Practice Utilizing the Pronto workbook. i. Change the currency and percentage columns in the workbook using the number formatting. d. (#####) – If a number is too long. Widen the column.</p>	<p>C-2 Pronto.xls</p>
<p>III. <u>Aligning Cell Contents:</u> a. Allows you to align cell contents within a cell b. Procedure: i. Select the cells to be aligned. ii. Select the desired alignment icon on the formatting toolbar. c. Practice using Pronto workbook: i. Change the alignment of select cells/columns</p>	<p>C-6-7 Pronto.xls</p>
<p>IV. <u>Wrapping Text in a Cell:</u> a. Allows the user to see the text in a cell by stacking it while the column’s width remains the same. b. Procedure: i. Format – Cell – Alignment Tab – Select Wrap Text c. Practice using Pronto.xls</p>	<p>H-4 Pronto.xls</p>
<p>V. <u>Merging Cells in a Worksheet:</u> a. It is many times necessary to combine a number of cells in a row in order to perform certain operations or allow for headings or titles to be created. b. Procedure: i. Select cells to be merged ii. Select the merge and center icon on the formatting toolbar OR select Format – Merge Cells. iii. May also be accomplished by selecting Format – Cells – Alignment Tab – Center Across Selection under the Horizontal Pull-Down Tab.</p>	<p>Pronto.xls</p>

<p>VI. <u>Changing Font, Font Style, and Font Size:</u></p> <p>a. The procedure for these commands are common to most computer software and will not be addressed here.</p> <p>b. Practice:</p> <p>i. Change fonts, bold, italicize, and underline fonts, and change font size in Pronto.xls</p>	<p>C-4-5 Pronto.xls</p>
<p>VII. <u>Deleting Cells in a Worksheet:</u></p> <p>a. Many times cells, rows or columns need to be removed.</p> <p>b. Procedure:</p> <p>i. Select the cells to be removed.</p> <p>ii. Press the delete key on the keyboard OR go to Edit – Delete</p> <p>iii. Select the desired method in the Delete dialogue box.</p>	<p>B-21 Pronto.xls</p>
<p>VIII. <u>Creating Borders:</u></p> <p>a. Borders give an added organizational quality and distinctions to data and text within a worksheet.</p> <p>b. Procedure:</p> <p>i. Select the cells you would like to place boarders around</p> <p>ii. Select the desired borders by selecting the appropriate border icons on the formatting toolbar.</p> <p>iii. The Format Cells dialogue box may also be used. This option will give you more choices.</p> <p>c. Practice:</p> <p>i. Have students add borders to Pronto.xls as they please.</p>	<p>B-8; C-12-13 Pronto.xls</p>
<p>IX. <u>Using Color & Patterns within a Cell:</u></p> <p>a. Utilizing color or patterns helps emphasize important information within worksheets.</p> <p>b. Procedure:</p> <p>i. Select the cells to be colored.</p> <p>ii. Select the Fill icon on the formatting toolbar OR Select the Format Cells dialogue box and adjust cell color under the Patterns tab.</p> <p>c. Practice:</p> <p>i. Insert color and patterns into Pronto.xls</p>	<p>C-12-13 Pronto.xls</p>

<p>X. <u>The Drawing Toolbar:</u></p> <ul style="list-style-type: none"> a. The drawing toolbar makes available to the user a number of unique tools that can truly enhance the look of a worksheet. b. Tools to be Utilized: <ul style="list-style-type: none"> i. Draw Options ii. Selection Arrow iii. Rotate iv. AutoShapes v. Basic Shapes vi. Text Boxes vii. Word Art viii. Color Adjustment ix. Line Weight, Type, and Arrow Heads x. Shadow & 3-D Options c. Practice: <ul style="list-style-type: none"> i. Perform each once in Pronto.xls 	<p>D-14 Pronto.xls</p>
<p>XI. <u>Hiding/Showing Rows/Columns:</u></p> <ul style="list-style-type: none"> a. Many times it is necessary to hide a column or row filled with data if it is not important at the time or is in the way. b. Procedure: <ul style="list-style-type: none"> i. Select a cell in the column/row to hide. ii. Format – Column or Row – Hide iii. Do the reverse in order to Show the hidden column/row. c. Practice: <ul style="list-style-type: none"> i. Have students hide a column in Pronto.xls 	<p>C-10 Pronto.xls</p>
<p>XII. <u>Independent Practice:</u></p> <ul style="list-style-type: none"> a. Have students format the personal finance workbook and Bull Butt County FFA Assignments. b. Students are to utilize each of the tools learned in this lesson in order to successfully complete the assignment. 	<p>Personal Finance Workbook & Bull Butt Co. Worksheet.</p>