
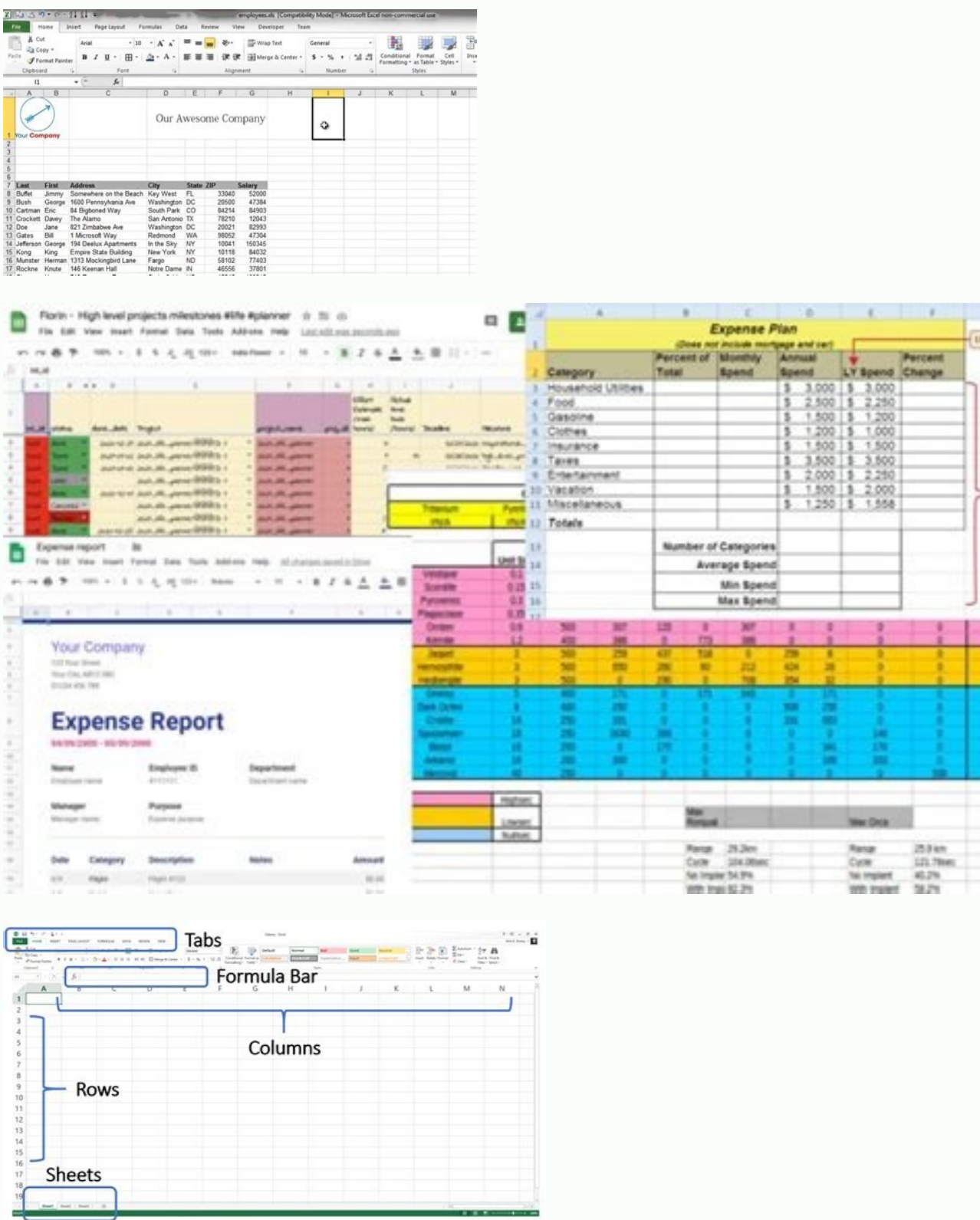


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Formatting worksheet in ms excel



	Exp	B	C	D	E	F	G	H	Total
1 Planning Office									2.2
2 Marketing	0.5	0.2	0.5	0.5	0.2				1.9
3 Story Design Design-Orig Art	0.5	0.2	0.2						0.9
4 Story Design Design-Previsibility		0.2	0.2						0.4
5 Story Development of Characters									0.7
6 Story Development of Characters									0.7
7 Story Development of Characters									0.7
8 Story Development of Characters									0.7
9 Story Development of Characters									0.7
10 Verification									0.7
11 Marketing									0.7
12 Training									0.7
13 Other									0.7
14 Total	0.5	0.2	0.5	0.5	0.2				48.0

In ms excel while formatting a worksheet user can. Explain the options in formatting worksheet in ms excel. Editing and formatting a worksheet in ms excel. Formatting worksheet in ms excel class 6. Formatting worksheet in ms excel class 6 questions and answers.

Let's look at them. A dropdown menu will unfurl. One is a large A with an arrow pointing upward, and the other is a smaller A with an arrow pointing downward. These buttons are just another way to change the font size. As you can see in the next example, a cell with the number 12 has been highlighted. Whenever you choose to merge cells, Excel 2010 will warn you about data loss with a warning window like this: To continue, just click OK Applying Number Formats You can change the appearance of numbers in MS Excel 2010 without changing the value behind those numbers. The actual value is always displayed in the formula bar. For example, we can have a number formatted like this in the worksheet- But in the formula bar, it's still displayed like this: You can apply a number format to a cell by selecting the cell(s) that you want to format, then navigating to the Number group on the Home tab of the ribbon. The only difference is, you'll select Row Height from the Format button instead of Column Width. The row height by default is 12.75 and can stretch from a minimum of zero (which will hide the row) to a maximum of 409. Represents italics. To change a row height, select the row(s) that you want to change, navigate to the Home tab, and click the Format button in the Cells group. For instance, in the example above, we'd have three cells as in the following example. When designers and typesetters talk about fonts, they use the terms "Serif" and "Sans Serif." Serif fonts are the ones with little embellishments in them. To change a default column width for every column in a worksheet, click the worksheet tab to make the worksheet active. To change it for the entire workbook, click a worksheet tab, then right click, and select Select All Sheets Click the Format button and select Default Width. Choose whichever option suits you best. In the following example, we've chosen to make a bottom double border. You can also select a color from this window. When you are at the right point, the mouse pointer will turn into a double-arrow. If you do it this way, the Format Cells window will open automatically on the Border tab. The cells have already been selected. To merge cells, select the cells to be merged. Enter a value into the Row Height box and click OK. You can even choose to remove all borders by clicking the No Border button. You may or may not have to click the Borders tab. (Note: In Excel 2003, this feature was called AutoFormat.) They include options for changing: Borders Number Formatting Background color Alignment Cell and row size Fonts To see some of the predefined cell styles, go to the Home tab and click the Cell Styles button. If you click the arrow to the right of the underlining button, you have a choice of a single underline (example), or a double underline (example). Adding Borders and Colors to Cells Adding borders and colors to cells is something that's fun to do because you can really get fancy with the worksheet or simply highlight things that you want to stand out. You can add borders to your cells by going to the Font group on the Home tab or by launching the Format Cells window. Now, select the condition that you want MS Excel to notify you about. For this example, we're going to choose to be notified about a value of less than 15. Change Font Styles and Sizes In our digital age, we're all pretty familiar with the use of fonts. This will reveal a dropdown menu full of options. What that means is, if you were to click inside a cell and start typing, it would appear as Calibri, size 11. To change the color of a border, click the Line Color option. Changing Column Width In MS Excel 2010, the width of a column is determined by how many characters that can be displayed within a cell. The maximum width for a column is 255 characters if the default font and font size is used. The minimum width is zero, of course. If a column width is zero, the column will be hidden. To do so, move your mouse into the column header at the top of the work sheet, then move your mouse to the border between two columns. Keep in mind, though, that it reflects the number of characters that can be displayed. Changing Row Height Changing row height is nearly identical to the ways in which we changed column width. You can change the font of selected cells the same way we change the default font. This is sometimes easier than entering a value, because you can see in real time what the new width will look like. Below is an illustration of the Alignment group. Represents underlining. Click Row Height. You can create your own conditional formatting rules by clicking the Conditional Formatting button and choosing New Rule. You can restrict which formatting options to apply to a cell by right clicking an option and clicking Modify. They can also be aligned left, right, and center, just like the text in a word processing program like MS Word. Cell Styles Your worksheets can contain a lot of data that might be hard to browse through. It helps to apply colors, different fonts and font sizes, etc. However, if you're new to MS Excel 2010, adding all these things may be difficult and time consuming. The Merge Across Option will merge each row of selected cells into a larger cell. The Merge & Center option will merge all the cells into a single large cell, with the data centered. Another way to do it, is to click the arrow next to the Border button, then click More Borders. Click the smaller A, and the font gets smaller. As you can see, the basic functions are identical to your options in the Border button dropdown menu. When it changes into a double-headed arrow, click the left mouse button and drag it to the desired width. When you create a worksheet, you can decide what type of font you want to use. You can also decide the size of the font. To change the default font, make sure that no cells are selected, click the arrow to the right of box that says Calibri, scroll through your options, and click on one. The currently selected font in the illustration above is Calibri, size 11. This will show you a color palette from which you can choose. Note: the default unit for cell width in Excel will be characters and the default unit for cell height will be in pixels. The most popular types are Times New Roman, Courier New, and Arial. You can tell the cells are selected because of the dark line around them, the shaded blue area inside, or the highlighted row and column labels. Below is an example of the cells we want to Merge. Select your desired options, then click OK. Freeze and Unfreeze Rows and Columns Freezing a row or column keeps it visible while you scroll. You have even more control over your options if you click the More Number Formats button at the bottom of the dropdown. We're then going to use the dropdown menu on the right of this window to have our cells filled with red and a dark red text. This will launch the Format Cells window which we became familiar with earlier in this article. If the Number options are not already visible in this window, simply click its tab at the top. Click OK when finished to close that window, then click OK in the Style window to save your new style. You can clearly see how just changing the font type and size can alter the look of a worksheet. But let's learn how to do it. Here you can enter any value you wish and the entire column size will change accordingly. This will launch the New Rule window. A font is basically a letter style. But by using a few simple formatting features that you are probably already familiar with, you can make the information in it easy to grasp and attractive. Align Cell Contents You can align the contents of a cell by navigating to the Alignment group in the Home tab of the ribbon. So MS Excel 2010 comes with a number of predefined cell styles that you can apply simply by clicking a button. Select the column(s) that you want to format. Go to the Home tab, and click the Format button in the Cells group. A sans-serif type font contains no embellishments. This will launch a window in which we can enter our value. Here cells A1, B4, and A6 have been selected. For instance, you may have column titles that you otherwise wouldn't be able to see if you scrolled down to the bottom a long document. Another way to launch this window is to right click on a cell, then select Format Cells. If no cell has been selected, this represents the default font. You can choose to Freeze Panes based on the current location, to freeze just the top row, or to freeze just the first column. This will reveal a dropdown menu. Changing Column Width Using The Mouse You can also alter a column width by dragging it with your mouse. Enter a new measurement, and click OK. Merge Cells Merging cells simply means that you merge a group of cells into one cell. It is not the same as combining cells because when you combine cells, the data in those cells is also combined. When you merge cells, the information in the upper left cell will be the only information remaining in the merged cell. If the content you want in the merged cells is not in the upper left cell, then you must copy and paste all the data into the upper left cell. Clicking the Cell Styles button will unfurl a dropdown menu that contains a preview of a number of ready to use styles. Conditional Formatting Conditional formatting is a neat little feature of MS Excel 2010 because it helps you do your job better. Let's say that you're entering in employees' work hours into a spreadsheet. Your boss has told you to let him know if anyone exceeds more than eight hours in any given day. Did you know that you Excel can notify you each time this happens? You can program MS Excel 2010 to give you a "red flag" every time a certain situation exists. To apply conditional formatting, go to the Home tab and click the Conditional Formatting button as shown below: This is an example of italics. Represents boldface. This can be changed in Excel advanced settings to inches or centimeters or millimeters however it is best to stick with the default units to avoid confusion. Click the area associated with this dialogue box to view your other options. Creating Your Own Cell Styles If you frequently use the same formatting options for the cells in your worksheets, you may want to create a formatting style to save you time. A formatting style is a collection of formatting choices. It may include, but not be limited to, font, font size, and color. You'll see a window which looks like this: If you want to only apply a border and background color, you'd uncheck every box except Border and Fill. You can choose which side of the cell you want the border to be on, as well as a border style. This can be found in the Styles group of the ribbon. A floating window will open that looks nearly identical to the Column Width window. (You can also launch the Format Cells window by clicking the arrow in the lower right hand corner of the Numbers group.) Creating Custom Number Formats If you go to the dialogue box above, and click Custom in the Category box, you can then create a custom number formatting based on an existing number format in MS Excel 2010. In the Type list, select the format that you want to edit and edit it in the Type box. Click OK to apply the format to a cell. To do that, click the Format button and select AutoFit Column Width. You can also click the arrow associated with the Merge & Center button for more options. These are called Quick Styles. So we'll click the Less Than option. You can also use the Format button to allow AutoFit. Below the font type are three buttons. Change a Row Height by Dragging the Mouse Move the mouse pointer into the Row numbers at the extreme left of the worksheet, and position it at the point between two rows. To use a Cell Style, select the cell (or cells) you'd like to apply it to, then return to this menu and click on an option. Another way to change font of a selected cell is by clicking the tiny arrow in the lower right hand corner of the Font group. The first we mentioned earlier-just click the arrow in the lower right hand corner of the font group, then click the Border tab. The example below shows us how it looks in practice. To do this, you can click in the top left cell, hold your left mouse button, and drag it down to the bottom right cell. We change them regularly on our phones, in our email messages, and in word processing programs like MS Word 2010. You can launch this in a number of ways. The font used in this article (Calibri) is an example of a sans-serif type. In the dialogue box above, you can choose the type of number formatting that you want from the Category box. An explanation of how the formatting is used appears at the bottom of the dialogue box when you click on a specific type of number formatting. Choosing this option will allow the column to expand to fit everything you type into it. As you can see, every cell in our example contains data. That means it doesn't have any particular format. In the next example, we're going to select a range of cells. It simply breaks the cell back up to match the current column widths and row heights. It's just a whole number without decimals and dollar signs. In the above example, the highlighted buttons tell us that the contents of our cell are aligned on the bottom edge, in the center between the left and right borders. This will open a floating window similar to the Column Width window. We've chosen, for an example, to create a style using the format in this cell: When we select new style, the Style window will open. Here you have a myriad of options. Click OK when finished. This will launch the Format Cells window, which looks like this: From this dialogue box, you can also change the size. Just select a size from the Size section of the box. Now let's take another look at the Font group on the Home tab and discuss some of the other options associated with the appearance of our font. This is an example of boldface. The font tools can be found on the Home tab. Let's face it, the basic Excel 2010 worksheet is pretty dull. A series of squares with information entered into them. If you want to select cells that aren't in such close proximity to each other, you can press and hold the CTRL key while clicking on each cell, as in the example below. You can add color, change fonts, create headings, apply headings, and more. This will unveil a dropdown menu that looks like this: The default column width is 8.43 characters. You can change the font size in the same way. To create a new style, first format a cell with the selection of styles that you want. This is the easiest way to do it. Then click the Cell Styles button and select New Style. Clicking the Format button will launch the Format Cell dialog window where we can set options for our style like color, border style, font type and size, and more. To change the width of multiple columns, select the columns that you want to change, then drag the right side of one column to its desired width. If you click the larger A, the font gets bigger. The Merge Cells option will merge all of the cells, but without centering the data. Now let's take a look at border options in the Format Cells window. To freeze columns or rows, go to the View tab and click the Freeze Panes button. Contents can be aligned to the top of the cell, the bottom of a cell, or the center of the cell. Clicking More Colors allows you to create your own colors. To change the font in an individual cell or a series of cells, you must first select them. This is the icon for borders, located on the font group. To add a border around a cell, first select the cell. Now click the arrow associated with the borders button. You can choose to create a bottom border, a top border, left border or right border, and more. To the right of the font size are two buttons. Please note, though, that any data that was lost in the original merge will not be replaced. In the snapshot below, we've used Arial, size 12 font. However, we can change that to another font and another size. Let's change it to Times New Roman, size 12. On the Home tab, click the Merge & Center button. You can also change the width of all the columns in a worksheet by selecting the entire worksheet, then dragging the boundary of any column to the desired width. We'll cover both, of course, starting with the Font group. You will notice in the illustration above that the Number format type is General. Click the left mouse button and drag the row to the desired height. Clicking OK applies the changes to a selected cell. Note: It's important to remember that the cells you merge must be adjacent. The Unmerge Cells option will remove the merging in any selected cell that has already been merged. But maybe you just want to make sure that the columns are wide enough to display all the content, but you don't want to take the time to count characters. Perhaps you aren't even sure how many characters there will be, but want to make sure the column will be wide enough anyway.

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