UNIT THREE: Formatting Data
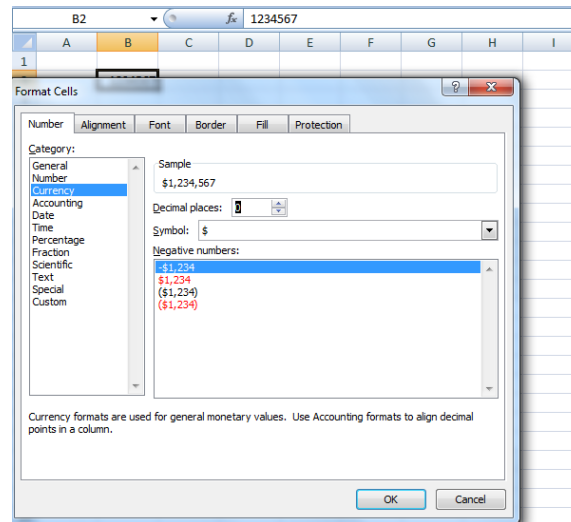
Topics:

- Use number formats
- Formatting toolbar
- Format numbers in cells
- Resize columns
- Use the AutoSum button (Σ)
- Format rows and columns
- Rotating text

Do This:

I. **Exploring Number Format**:

1. **Open** a new workbook.
2. Click in **Cell B2**, type **1234567**.
3. Hit **ENTER**.
4. Click in **Cell B2** again.
5. **Format** this cell to **Number, Currency** and **0 Decimal places**.

6. Notice the number is now displayed as currency with a $ sign.
7. Click on **Cell B2** again.
8. Format this cell to **Number, Special**, and select **Phone Number**.
9. Click **OK**.
10. Notice the number is now displayed as a telephone number.
11. **Close** the workbook without saving.

Do This:

II. **Using the Ribbon:**

1. Open a new workbook.
2. Click **Cell B2**, and type *School Teams*.
3. Press **ENTER**.
4. Click and drag to select **Cell B2 through Cell H2**. Just highlight these cells do not use the Fill Handle!
5. On the **Home Tab Ribbon**, click **Merge and Center.**
6. With the words *School Teams* still selected, click the **Italic** button.

7. Click the **Bold** button. Notice the title now is centered between Cell B2 and Cell H2 and is formatted for Bold and Italic.

8. **Close** the workbook without saving.

Do This:

III. **Formatting Numbers in Cells:** Note: Excel changes the width of any cell as you enter the number. It automatically adjusts the width to accommodate your numbers.

1. **Open** a new workbook.

2. In **Cell B4**, enter *12345678999*, and press ENTER.

3. Click **Cell B4** again and place your cursor **between the 5 and the 6** in the **Formula Bar**.

Formula Bar
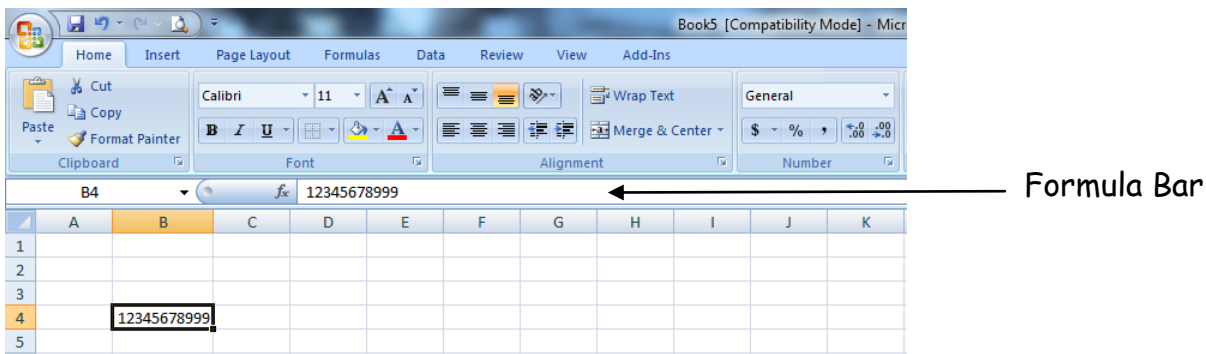
4. **Add a decimal point between the *5* and *6*,** and press ENTER.

5. Click **Cell B4** again, and click the **Decrease Decimal** button twice.

6. **Increase the number four times** with the **Increase Decimal** button.
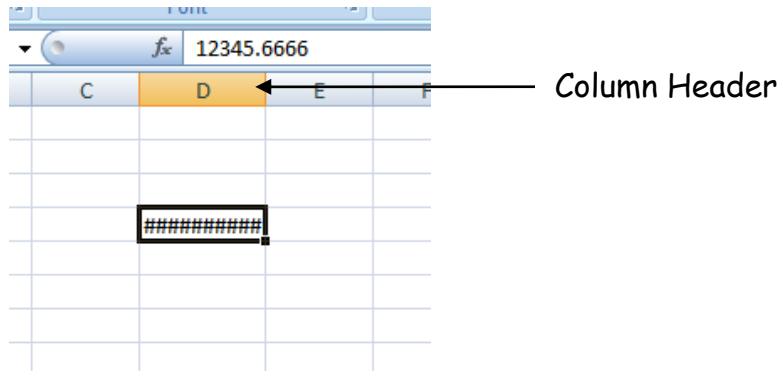
7. **Close** the workbook without saving.

Do This:

IV. **Resizing Columns:** Note: When "*#######*" appears in a cell, the cell is too narrow for the data to be displayed.

1. Open a new workbook.

2. Click **Cell D4**, and type *12345.6666,* and then press ENTER.

3. **Right-click D4**, and click **Format Cells.**

4. In the **Number** tab, click **Number,** click the **up arrow** in **Decimal places** to **6,** and then click **OK.**

5. On the **Home Tab**, in the Cells dialogue box, select **Format, Column Width.**

6. In the **Column Width** box, type *24,* and click **OK.**

3

7. Now change the column width of cell D4 to 10.

8. The number is too wide for the width of the cell. You should see ###### appear in this cell.

9. Position the pointer **between the D and E column headers** until you see the **double arrow**, and then **double-click**. This should automatically resize the cell to fit the number so that you can see it again.
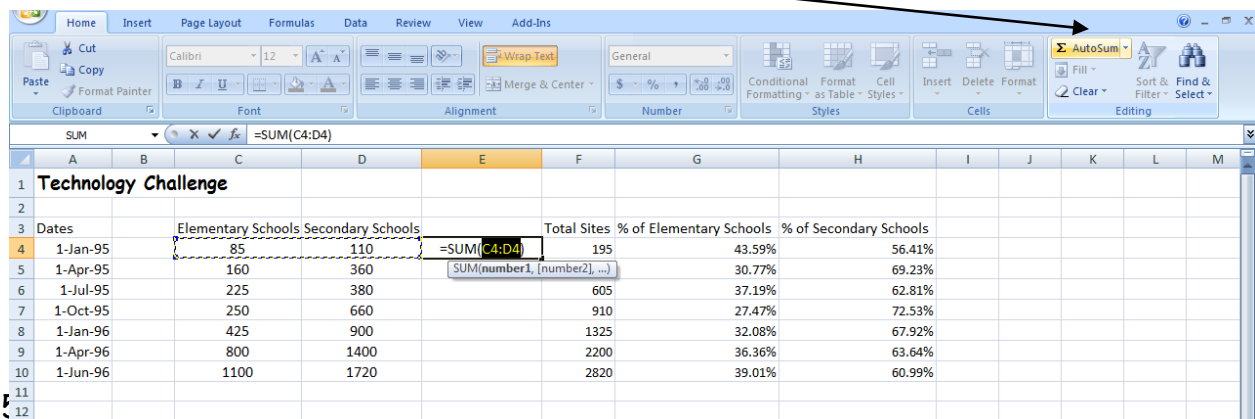

Column Header

10. **Close** the workbook without saving.

Do This:

V. **Using the AutoSum Function:**

1. **Open** the *Technology* workbook saved earlier.

2. Right-click the **E column header** and select **Insert**. This will insert a new column.

3. Click **Cell E4**.

4. Click the **AutoSum** button on the Home Tab ribbon, and verify that the cells selected for summation are correct. Hit Enter.

6. Click **Cell E4**, and drag the fill handle to **Cell E10** to copy the formula.

7. In **Cell E3**, enter the heading *AutoSum* and hit ENTER.

8. **Adjust the column width** for Column E.
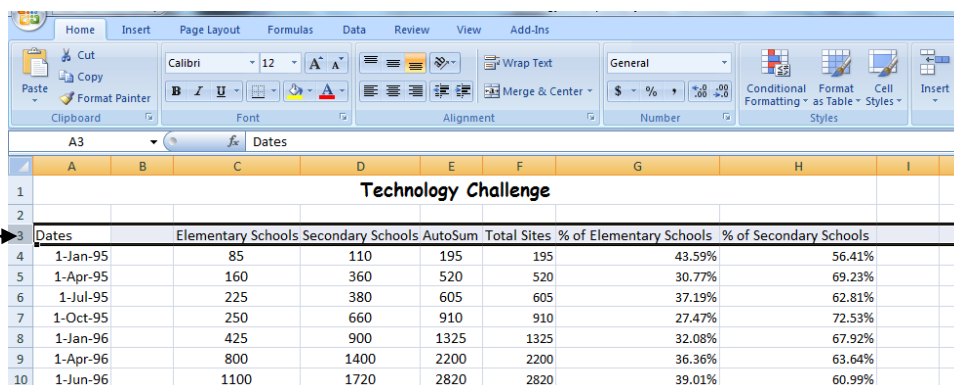9. **Save** the workbook.

VI.   **Centering Rows and Aligning Columns:**

1. In the **Technology** worksheet, select **Cells A1 through H1**.
2. On the **Home Tab Ribbon**, click **Merge and Center**.

   [Merge & Center ▼]

3. Click on the **Row 3 Header** to select the entire row.
4. On the **Home Tab Ribbon**, click the **Center** button to center all of the text in that row.
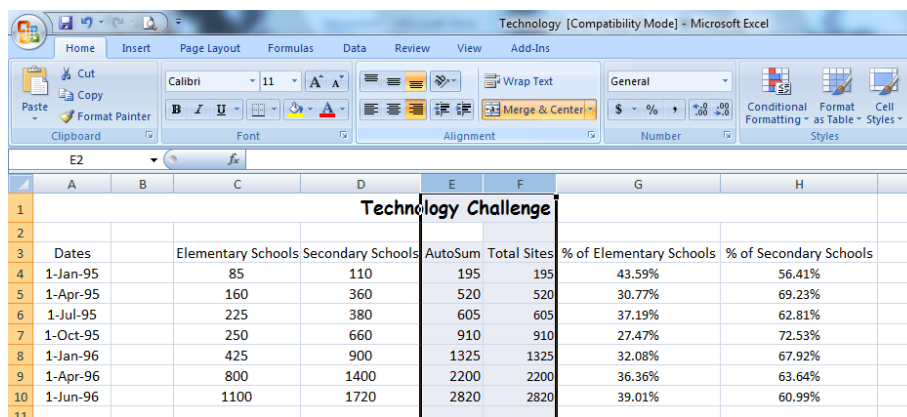
Row Header →

	Dates	Elementary Schools	Secondary Schools	AutoSum	Total Sites	% of Elementary Schools	% of Secondary Schools
4	1-Jan-95	85	110	195	195	43.59%	56.41%
5	1-Apr-95	160	360	520	520	30.77%	69.23%
6	1-Jul-95	225	380	605	605	37.19%	62.81%
7	1-Oct-95	250	660	910	910	27.47%	72.53%
8	1-Jan-96	425	900	1325	1325	32.08%	67.92%
9	1-Apr-96	800	1400	2200	2200	36.36%	63.64%
10	1-Jun-96	1100	1720	2820	2820	39.01%	60.99%

5. Click **Row Headers 4 through 10** to select all the cells, and click **Center** again on the **Formatting toolbar**. This will center all data in these rows.
6. Click and drag **Column Headers E and F** to select the entire columns.
7. Click the **Align Right button** on the **Home Tab Ribbon** to right-align everything in the two columns.

	A	B	C	D	E	F	G	H	I
1				Technology Challenge					
2									
3	Dates		Elementary Schools	Secondary Schools	AutoSum	Total Sites	% of Elementary Schools	% of Secondary Schools	
4	1-Jan-95		85	110	195	195	43.59%	56.41%	
5	1-Apr-95		160	360	520	520	30.77%	69.23%	
6	1-Jul-95		225	380	605	605	37.19%	62.81%	
7	1-Oct-95		250	660	910	910	27.47%	72.53%	
8	1-Jan-96		425	900	1325	1325	32.08%	67.92%	
9	1-Apr-96		800	1400	2200	2200	36.36%	63.64%	
10	1-Jun-96		1100	1720	2820	2820	39.01%	60.99%	
11									

8. Save the **Technology** workbook.

5

VII. Rotating Text:

1. Open the *Technology* workbook.

2. Click and drag to select and highlight **Cells C3 through H3**.

3. Right-click these selected cells and click **format cells**.

4. On the **Alignment Tab**, under **Orientation,** click and drag the **Red Diamond** to the **vertical position** (+90 degrees).
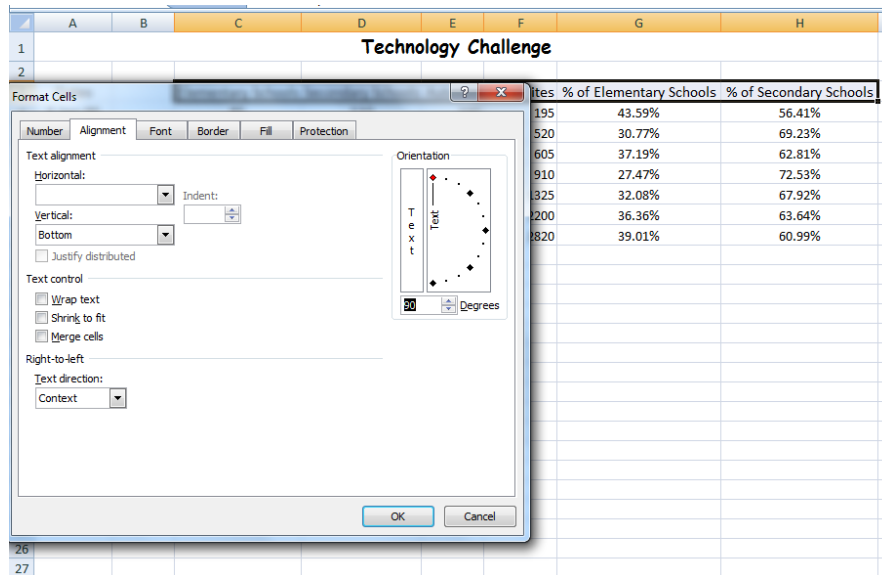
5. Click **OK**. Notice the Column Headings have rotated 90 degrees. This condenses the title but it is still readable.

6. In the Column Headers, adjust the width of the columns so all data fits each cell with no extra space.

7. Save your workbook in your documents as *Technology Challenge*. It should look like this:

Do This:

Unit 3 Exercise: <u>SAVE, do not print.</u>

Show the finished worksheet to your teacher

1. **Open** the worksheet, *Activity Two*.
2. Select **Cells A1 through E1** and click the **Merge and Center** button on the home tab ribbon.
3. Click and drag **Row Headers 3 through 13** and center all data.
4. Click and drag to **select all column headings**, and **bold** the headings.
5. Click and drag to **select all data from Cell B4 to D13**, and change the format of the marks to **Number** with **2 decimals**.
6. Click and drag to **select Cells B3 through E3** (column headings) and **rotate** the headings +90 degrees.
7. From the Column Headers, **adjust all column widths**.
8. Type your name in **Cell A15**.
9. **Save** this worksheet in your server folder as: *Activity Three*.

Unit Three
Review Questions

1.   When entering numbers into any cell, you can format how it is displayed to:
   a. Percentage
   b. Currency
   c. Date
   d. All of the above

2.   Excel automatically changes the width of a cell as you enter the data into the cell.
   a. True
   b. False

3.   When ####### appears in a cell, the cell:
   a. Is too wide
   b. Is too narrow
   c. Is already filled with data
   d. Is outside the workbook

4.   To align a row or column so that the text within it is left aligned, you
     a. Select the row or column and hit delete
     b. Select the row or column and hit the left-align button on the home tab ribbon
     c. Select the row or column and hit the left-align button on the insert tab ribbon
     d. None of the above

5.   Rotating titles allows you to condense (make smaller) the title while keeping column headings readable.
     a. True
     b. False