



# **Excel 2002 Exercise #2**

## **Formatting a Worksheet**

**June 6, 2003**



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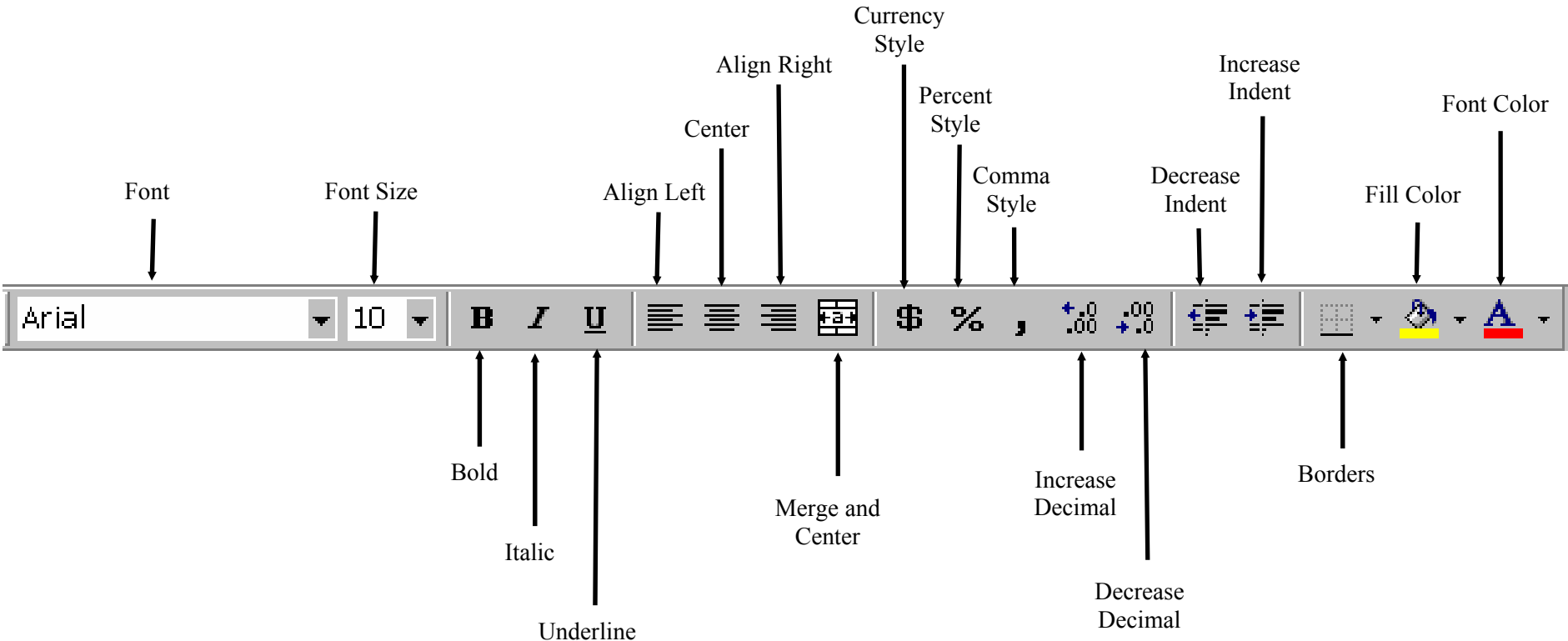
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# Formatting Toolbar in Excel



## Exercise 2 - Formatting an Excel Worksheet

### Format Worksheet Heading

Follow the instructions below to format the worksheet that you previously created in Exercise 1. (The worksheet created in Exercise 1 is shown in Figure 6.) Helpful hints are indicated by the raised hand (👉).

1. Start Excel.
2. Open the following worksheet file from the disk in drive A: `create-1.xls` or from another drive as specified by your instructor.
3. Save this file to the disk in drive A with a new name of: `format-1.xls`.  
👉 Use the **Save As** command to rename the file. Don't forget to select drive A as the location where you want to save the file.
4. In cell A2, change the text from `Creating a Spreadsheet` to `Formatting a Spreadsheet`.

👉 To edit a cell's content, double-click the desired cell. The mouse pointer changes to an insertion point. Move the insertion point to desired location within the cell and type the revised data. If needed, use the Backspace key to delete unwanted characters. Press the Enter or Tab key to finish editing the cell.

5. In cell A3, change the text from `Exercise #1` to `Exercise #2`.
6. In cell A6, format the worksheet heading (i.e. `Monthly Office Expenses`), so that it is boldfaced.

👉 To boldface all text in a cell, click the desired cell and then click the Bold button.

(If you had wanted to boldface only a portion of the text in a cell... Double-click to edit the cell. Then highlight the text which is to be boldfaced and click the Bold button.)


**Figure 6**

	A	B	C	D	E	F	G
1	Jane Doe						
2	Creating a Spreadsheet						
3	Exercise #1						
4	5/13/97 - 2:39 PM						
5							
6	<b>Monthly Office Expenses</b>						
7		Rent	Supplies	Utilities	Insurance	Total by Office	
8	Seattle	675.00	780.00	600.00	333.00	2388.00	
9	Atlanta	235.25	363.49	325.76	175.75	1100.25	
10	Albuquerque	340.10	240.00	205.62	152.40	938.12	
11	Boston	160.45	453.21	170.54	100.00	884.20	
12	Total	1410.80	1836.70	1301.92	761.15		
13							
14	Highest	675.00	780.00	600.00	333.00		
15	Lowest	160.45	240.00	170.54	100.00		
16							

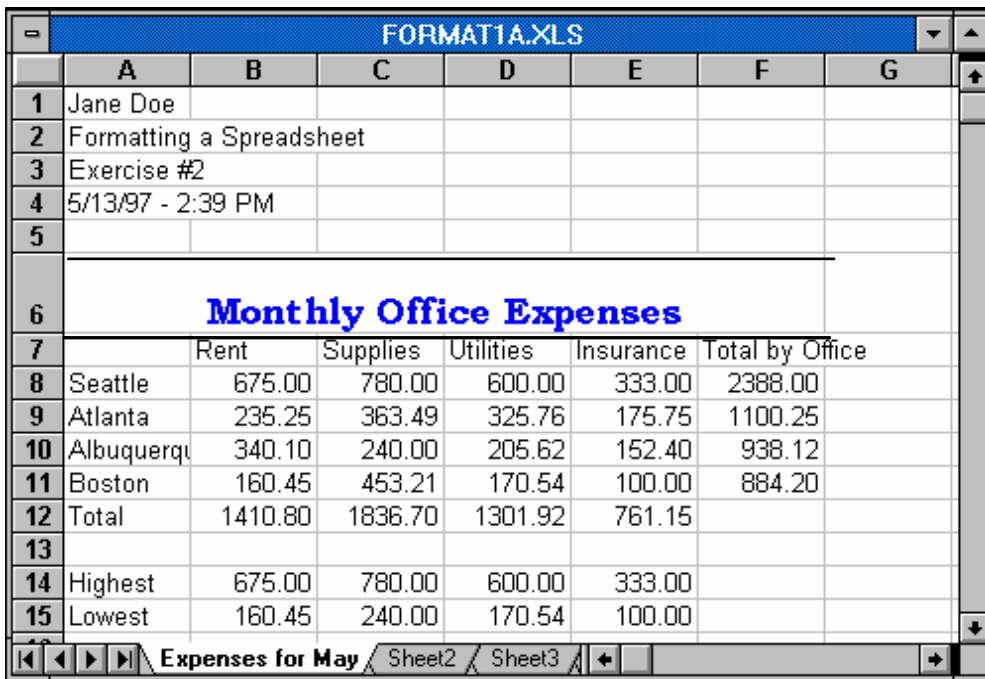
⏪ ⏩ Expenses for May / Sheet2 / Sheet3 ⏪ ⏩

## Exercise 2 - Formatting an Excel Worksheet

7. In cell A6, change the font for the worksheet heading to Bookman Old Style.
  - 👉 To change the font of all text in a cell, click the desired cell and then click the Font drop-down arrow. Click the desired font style.
8. In cell A6, change the font size for the worksheet heading to size 14.
  - 👉 To change the font size of all text in a cell, click the desired cell and then click the Font Size drop-down arrow. Click the desired font size.
9. In cell A6, format the worksheet heading so that it is centered across the range A6:F6.
  - 👉 To center text across columns, click on the cell that contains the text which is to be centered across columns. Drag the mouse to select the desired range (using the block plus sign mouse pointer). Then click the Merge and Center button.

10. In cell A6, change the color of the worksheet heading to blue.
  - 👉 To change the color of all text in a cell, click the desired cell. Click the Font Color drop-down arrow and then click on the desired color.
11. Change the height for row 6 to size 30.00.
  - 👉 To change the row height, move the mouse pointer to the bottom border line for the desired row. The mouse pointer changes to a vertical double arrow. Click and drag this pointer downward until you see the desired row height displayed in the pop-up box.
12. Add a border to the worksheet heading for the range A6:F6. Use the border style which has a thin line at the top of the cell and a thick line at the bottom of the cell .
  - 👉 To apply a border, select the desired cell or range. Click the Borders drop-down arrow and select the desired border style.
13. Save your worksheet again. It should look similar to the worksheet pictured in Figure 7.

**Figure 7**



FORMAT1A.XLS							
	A	B	C	D	E	F	G
1	Jane Doe						
2	Formatting a Spreadsheet						
3	Exercise #2						
4	5/13/97 - 2:39 PM						
5							
6	<b>Monthly Office Expenses</b>						
7		Rent	Supplies	Utilities	Insurance	Total by Office	
8	Seattle	675.00	780.00	600.00	333.00	2388.00	
9	Atlanta	235.25	363.49	325.76	175.75	1100.25	
10	Albuquerque	340.10	240.00	205.62	152.40	938.12	
11	Boston	160.45	453.21	170.54	100.00	884.20	
12	Total	1410.80	1836.70	1301.92	761.15		
13							
14	Highest	675.00	780.00	600.00	333.00		
15	Lowest	160.45	240.00	170.54	100.00		

## Exercise 2 - Formatting an Excel Worksheet

### Format Worksheet


14. Format the range B8:F15 with a currency style.
  - 👉 To format cells with a currency style, highlight the desired cell or range and click the Currency Style button.
15. Decrease the width of a column so that at least one of the numeric values is displayed with number signs (i.e. ###).
  - 👉 When you see a cell that contains number signs (###), this means that the length of the number exceeds the column width.
  - 👉 Method A - To adjust the column width, place the mouse pointer over the column's right border (until it changes to a horizontal double arrow), click, and drag to desired width.
16. Now adjust the column widths so that all numeric values display completely. (You can use Method A in the previous step or Methods B or C below.)
  - 👉 Method B - Double-click on the column's right border.
  - Method C - Select the desired column and then select **Format/Column/Autofit Selection** from the menu.
17. Apply the AutoFormat Classic 2 table format to the range A7:F15.
  - 👉 To apply an AutoFormat style, highlight the desired range. Select **Format/AutoFormat** from the menu. Then click on the desired format from the AutoFormat dialog box. Click OK and then click outside the highlighted cells to see the new format.
18. Boldface the row headings for the range B7:F7.
  - 👉 To boldface text, highlight the desired cell or range and click the Bold button.
19. Center the text in the row headings for the range B7:F7.
  - 👉 To center text within a cell, select the desired cell or range and click the Center button (**not** the Merge and Center button).
20. Change the background color for the range A13:F13 to a fuschia or pink color.
  - 👉 To change the background color, highlight the desired cell or range. Click the Fill Color drop-down arrow (i.e. the arrow is next to the button with a paint bucket) and then click the desired color.
21. Save your worksheet. Your worksheet should look similar to the one in Figure 8.

**Figure 8**


	A	B	C	D	E	F	G
1	Jane Doe						
2	Formatting a Spreadsheet						
3	Exercise #2						
4	5/13/97 - 2:39 PM						
5							
6	<b>Monthly Office Expenses</b>						
7		Rent	Supplies	Utilities	Insurance	Total by Office	
8	<b>Seattle</b>	\$ 675.00	\$ 780.00	\$ 600.00	\$ 333.00	\$ 2,388.00	
9	<b>Atlanta</b>	\$ 235.25	\$ 363.49	\$ 325.76	\$ 175.75	\$ 1,100.25	
10	<b>Albuquerque</b>	\$ 340.10	\$ 240.00	\$ 205.62	\$ 152.40	\$ 938.12	
11	<b>Boston</b>	\$ 160.45	\$ 453.21	\$ 170.54	\$ 100.00	\$ 884.20	
12	<b>Total</b>	\$ 1,410.80	\$ 1,836.70	\$ 1,301.92	\$ 761.15		
13							
14	<b>Highest</b>	\$ 675.00	\$ 780.00	\$ 600.00	\$ 333.00		
15	<b>Lowest</b>	\$ 160.45	\$ 240.00	\$ 170.54	\$ 100.00		


## Exercise 2 - Formatting an Excel Worksheet

### Add Embedded Chart to Worksheet

22. Create a 3D column chart for the range A7:E11 and place the chart in the range A18:G32.
-  To create an embedded chart (i.e. one that appears on same worksheet as the data), do the following....
- Highlight the desired range (in this case A7:E11). Click the Chart Wizard button.
  - At the ChartWizard-Step 1 of 4 dialog box, click on Column for the chart type. Then click on Clustered Column 3D Visual Effect for the chart sub-type. (It's the 1<sup>st</sup> sub-type in the second row of choices.) Click the Next button.
  - At the ChartWizard-Step 2 of 4 dialog box, you may choose to graph the data in columns or rows. In this case, click on Rows. Click the Next button.
  - At the ChartWizard-Step 3 of 4 dialog box, click in the Chart Title box and type: `Office Expenses for May`. Click the Next button.
  - At the ChartWizard-Step 4 of 4 dialog box, click on As Object In to place the chart on your worksheet. Click the Finish button.
  - Move the chart to the desired location on your worksheet.
  - Resize your chart if needed.
23. Save the worksheet. Your worksheet should look similar to the one pictured in Figure 9.


### Insert Header & Footer

24. Insert a customized header (with your name, worksheet title, and date) and a pre-formatted footer (with the file name and page number).
-  The header and footer will only appear on the printed worksheet.

-  To add a customized header to the printed worksheet, select **File/Page Setup** from the menu. At the Page Setup dialog box, click the Header/Footer tab. Click the Custom Header button. In the Header dialog box, type your first and last name in the Left Section box. Click in the Right Section box and then click on the Date button (i.e. the fourth button from the left in the middle of the dialog box). Click OK.

To add a pre-formatted footer to the printed worksheet, click the Footer drop-down arrow (near bottom of dialog box) and select the format that shows the file name and page number. Click OK.

### Print Worksheet

25. View the worksheet in the Print Preview mode and then print the worksheet to a printer.
-  To select a printer, select **File/Print** from the menu, click the drop-down arrow next to the printer name and then click on the desired printer. Click on the Preview button (in the lower left corner of the Print dialog box.) At the Print Preview screen, click the Print button.
26. Pick up your printed worksheet from the printer.
27. Exit from Excel.

**Exercise 2 - Formatting an Excel Worksheet**

**Figure 9**

