

UNIT THREE: Formatting Data



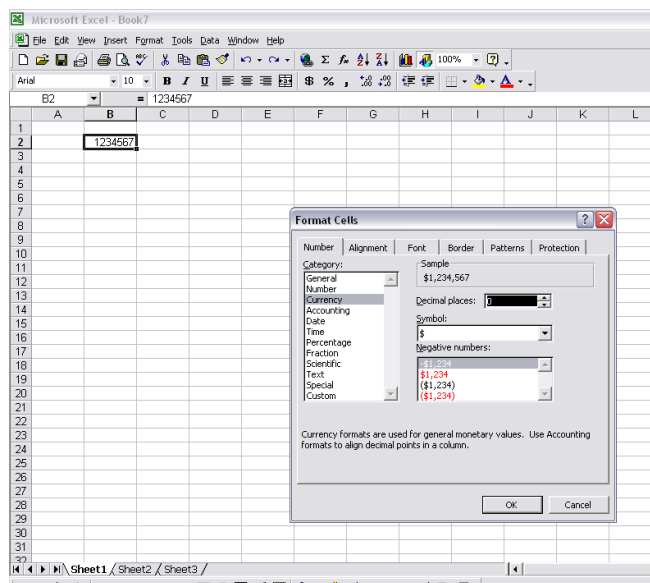
Topics:

- 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. Click on the **Format** menu and select **Cells**.
6. On the **Number** tab, choose **Currency**. In **Decimal places**, click the down arrow until **0** appears, and then click **OK**. Notice the number is now displayed as currency with a \$ sign.



7. Click on **Cell B2** again.
8. Click on the **Format** menu and select **Cells**.
9. On the **Number** tab, choose **Special** and select **Phone number**.
10. Click **OK**. Notice the number is now displayed as a telephone number.
11. **Close** the workbook without saving.

Do This:

II. Using Formatting Toolbar Buttons:

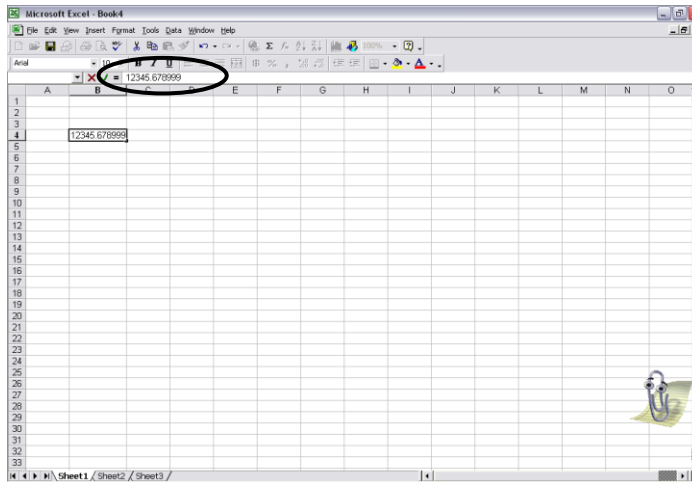
1. Open a new workbook.
2. Click **Cell B2**, and type **School Teams**.
3. Press **ENTER**.
4. Click and drag to select **Cell B2** through **Cell H2**.
5. On the **Formatting** toolbar, click **Merge and Center**. 
6. With the words **School Teams** still selected, click the **Italic** button.

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 6** in the **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.

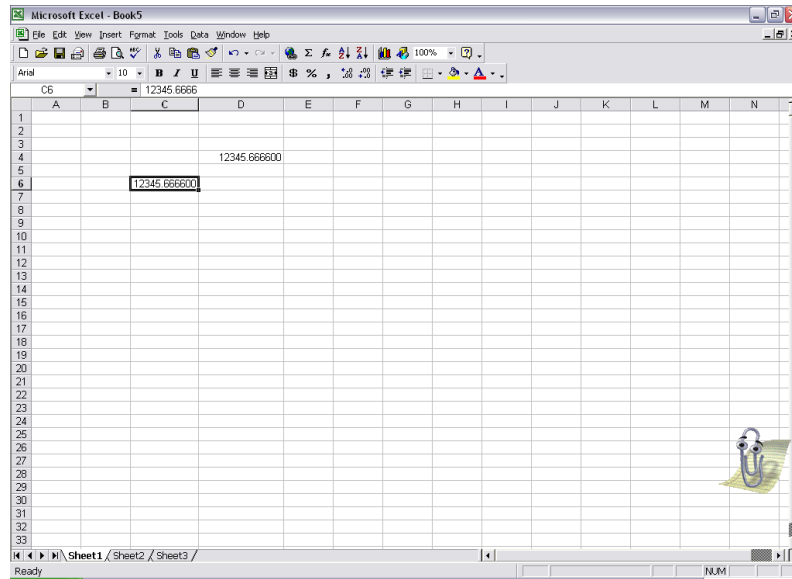


Do This:

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

1. On the **Standard** toolbar, click **New**.
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 **Format** menu, select **Column**, and click **Width**.
6. In the **Column Width** box, type **24**, and click **OK**.
7. In **Cell C6**, repeat steps 2 through 5, but enter a width of 10, and see what happens to your number.
8. Position the pointer **between the C and D column headers** until you see the **double arrow**, and then **double-click**.
9. Position the pointer **between the D and E column headers** until you see the **double arrow**, and then **click and drag** until the width is 15.

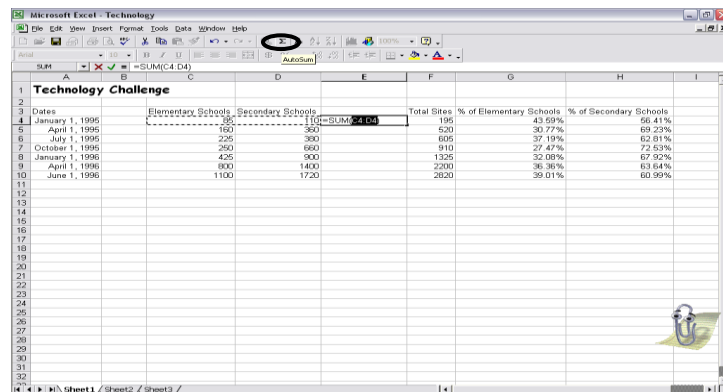


10. Close the workbook without saving.

Do This:

V. Using the AutoSum Function:


1. Open the **Technology** workbook saved earlier.
2. Click the **E column header**, click the **Insert** menu, and then click **Columns**.
3. Click **Cell E4**.
4. Click the **AutoSum** button on the Standard toolbar, and verify that the cells selected for summation are correct.

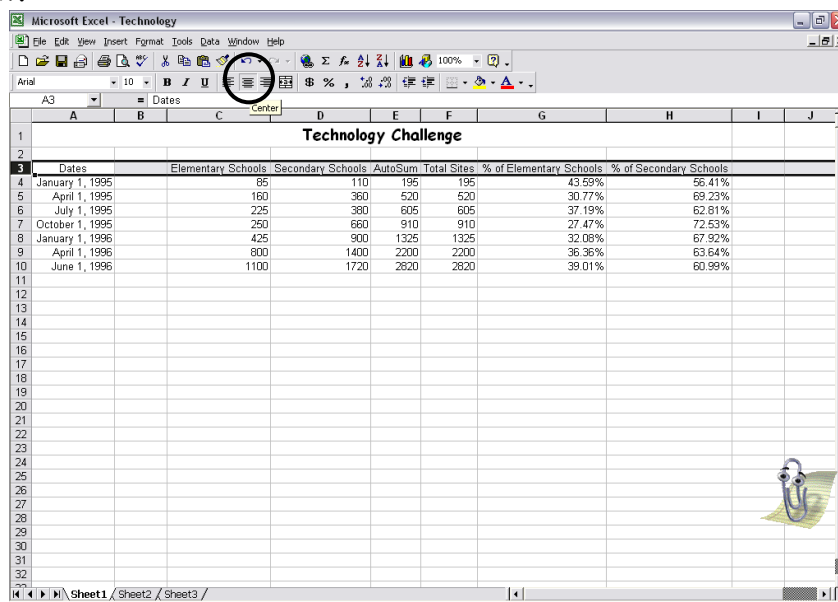


5. Press ENTER, and note the summation results in **Cell E4**.
6. Click **Cell E4**, and drag the fill handle to **Cell E10**.
7. In **Cell E3**, enter the heading **AutoSum** and hit ENTER.
8. **Adjust the column width** for Column E.
9. **Save the workbook.**

Do This:

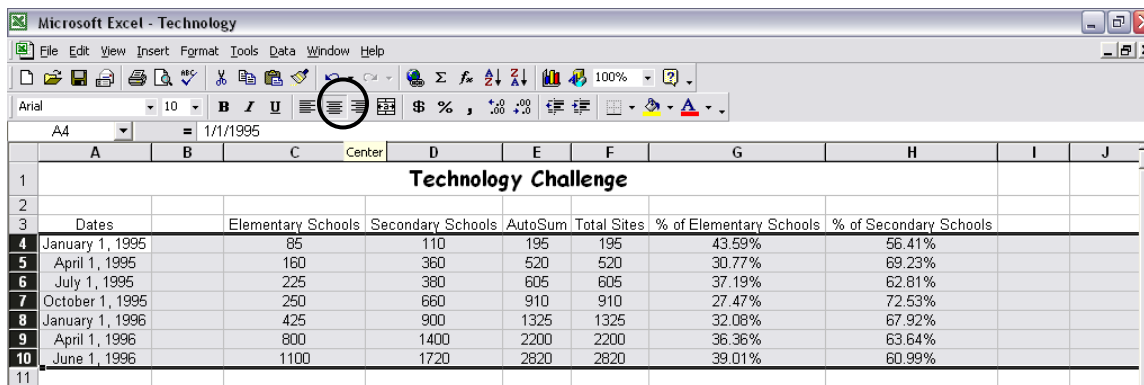
VI. Centering Rows and Aligning Columns:

1. In the **Technology** worksheet, select **Cells A1 through H1**.
2. On the **Formatting toolbar**, click **Merge and Center**. 
3. Click on the **Row 3 Header** to select the entire row.
4. On the **Formatting toolbar**, click the **Center** button to center all of the text in that row.



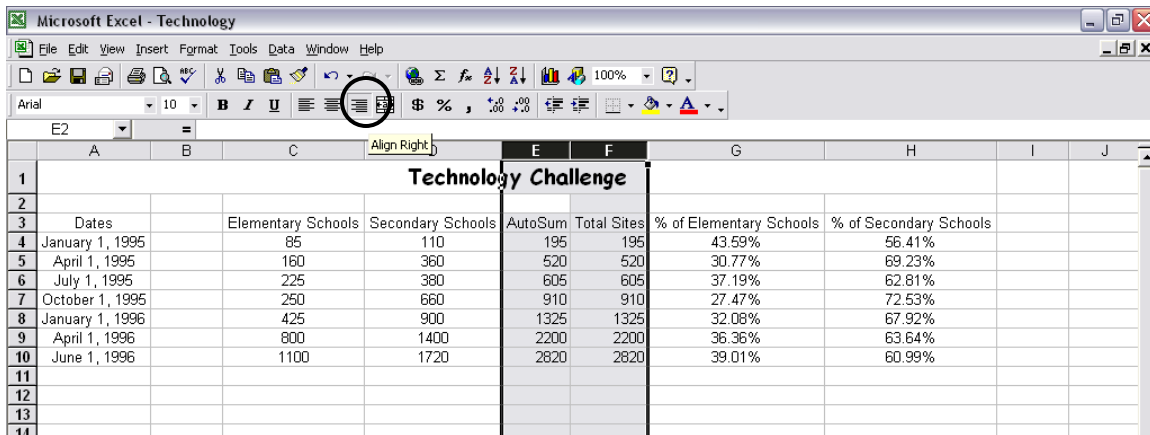
Technology Challenge							
3	Dates	Elementary Schools	Secondary Schools	AutoSum	Total Sites	% of Elementary Schools	% of Secondary Schools
4	January 1, 1995	85	110	195	195	43.59%	56.41%
5	April 1, 1995	160	360	520	520	30.77%	69.23%
6	July 1, 1995	225	380	605	605	37.19%	62.81%
7	October 1, 1995	250	660	910	910	27.47%	72.53%
8	January 1, 1996	425	900	1325	1325	32.08%	67.92%
9	April 1, 1996	800	1400	2200	2200	36.36%	63.64%
10	June 1, 1996	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**.



Technology Challenge							
3	Dates	Elementary Schools	Secondary Schools	AutoSum	Total Sites	% of Elementary Schools	% of Secondary Schools
4	January 1, 1995	85	110	195	195	43.59%	56.41%
5	April 1, 1995	160	360	520	520	30.77%	69.23%
6	July 1, 1995	225	380	605	605	37.19%	62.81%
7	October 1, 1995	250	660	910	910	27.47%	72.53%
8	January 1, 1996	425	900	1325	1325	32.08%	67.92%
9	April 1, 1996	800	1400	2200	2200	36.36%	63.64%
10	June 1, 1996	1100	1720	2820	2820	39.01%	60.99%

- Click and drag **Column Headers E and F** to select the entire columns.
- Click the **Align Right** button to right-align everything in the two columns.

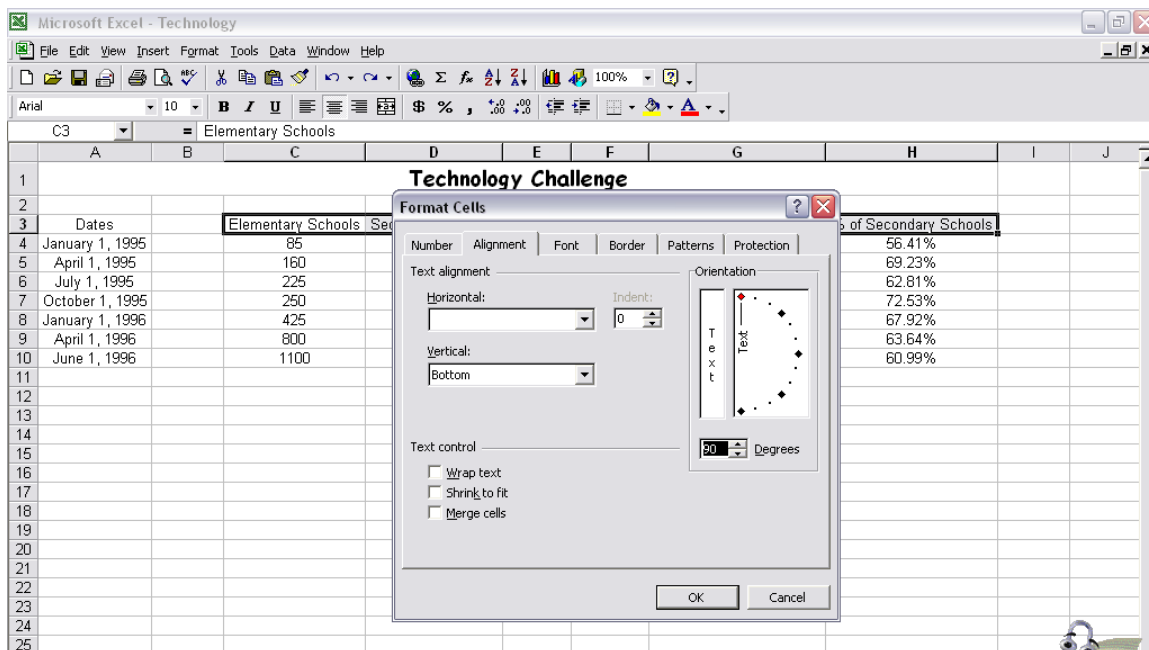


- Save the **Technology** workbook.

Do This:

VII. Rotating Text:

- Open the **Technology** workbook.
- Click and drag to select **Cells C3 through H3**.
- On the **Format** menu, click **Cells**.
- On the **Alignment Tab**, under **Orientation**, click and drag the **Red Diamond** to the **vertical position (+90 degrees)**.



- Click **OK**. Notice the Column Headers have rotated 90 degrees.
- In the Column Headers, adjust the width of the columns.

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

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Technology'. The worksheet is named 'Elementary Schools'. The data is organized as follows:

	A	B	C	D	E	F	G	H	I	J
1	Technology Challenge									
2										
3	Dates		Elementary Schools	Secondary Schools	AutoSum	Total Sites	% of Elementary Schools	% of Secondary Schools		
4	January 1, 1995		85	110	195	195	43.59%	56.41%		
5	April 1, 1995		160	360	520	520	30.77%	69.23%		
6	July 1, 1995		225	380	605	605	37.19%	62.81%		
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8	January 1, 1996		425	900	1325	1325	32.08%	67.92%		
9	April 1, 1996		800	1400	2200	2200	36.36%	63.64%		
10	June 1, 1996		1100	1720	2820	2820	39.01%	60.99%		
11										
12										
13										

Do This:

Practice Exercise, Unit 3— SAVE THIS FILE AND SHOW YOUR TEACHER THE COMPLETED WORKSHEET.

1. Open the worksheet, **Activity Two**.
2. Select **Cells A1 through E1** and click the **Merge and Center** button on the formatting toolbar.
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 in the following ways:
 - a. Percentage
 - b. Currency
 - c. Date
 - d. All of the above
2. Excel changes the width of any cell as you enter the number.
 - 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 standard toolbar
 - c. Select the row or column and hit the left-align button on the formatting toolbar
 - 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