

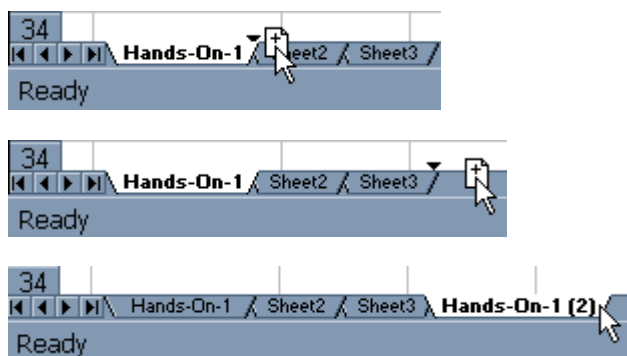
Exercise 2: Basic Skills - Formatting Worksheets

After completing this exercise you will be able to:

- add, delete and copy worksheets;
 - format worksheets.
-

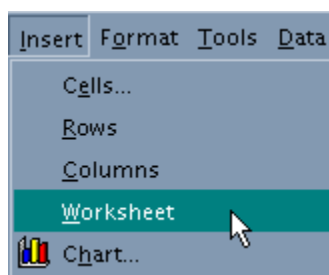
Copying Worksheets

1. Create a copy of the Ex-1 worksheet and rename it Ex-2.
2. To make an exact copy of Hands-On-1, hold the [Ctrl] key down while selecting the 'Ex-1' Sheet Tab; drag the Sheet Tab beyond Sheet 3; release the mouse button before the [Ctrl] key; you should now have a worksheet called Ex-1(2) which you can rename Ex-2: Alternatively Right click on Ex-1 and check Create a Copy, choose Move or Copy and press OK.



Adding New Worksheets

1. To add a new worksheet to an existing workbook, Select Insert/Worksheet on Excel's main menu or Right click on a tab and select Insert then Worksheet.



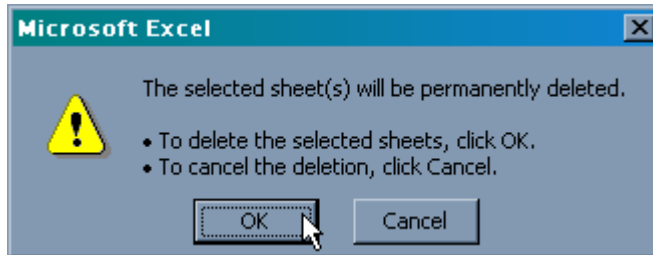
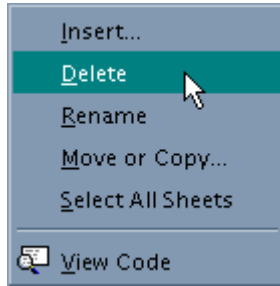
Deleting Worksheets

School of Computer Science & Information Systems

Birkbeck College

Jan 2007

1. Right click on the Sheet tab of the worksheet you want to delete and Select Delete from the drop-down list that is displayed:



2. Note if you delete a sheet there is no going-back, it will be permanently deleted, so make be sure you have selected the right sheet!


Formatting Worksheets

1. Move to the worksheet Ex-2 and think about how you would like your table to look, ie. what formatting would you like to apply? You might want to: align the text differently; add borders; change the text font, size, type, colour, alignment, etc; add shading to highlight certain cells.
2. Experiment with the Format/Cells command or use the appropriate buttons on Excel's Formatting Toolbar:



3. To add cell borders, select the cell(s) you want to add a border to, click on the Borders button and select the style of border required or Format/Cells - Border.

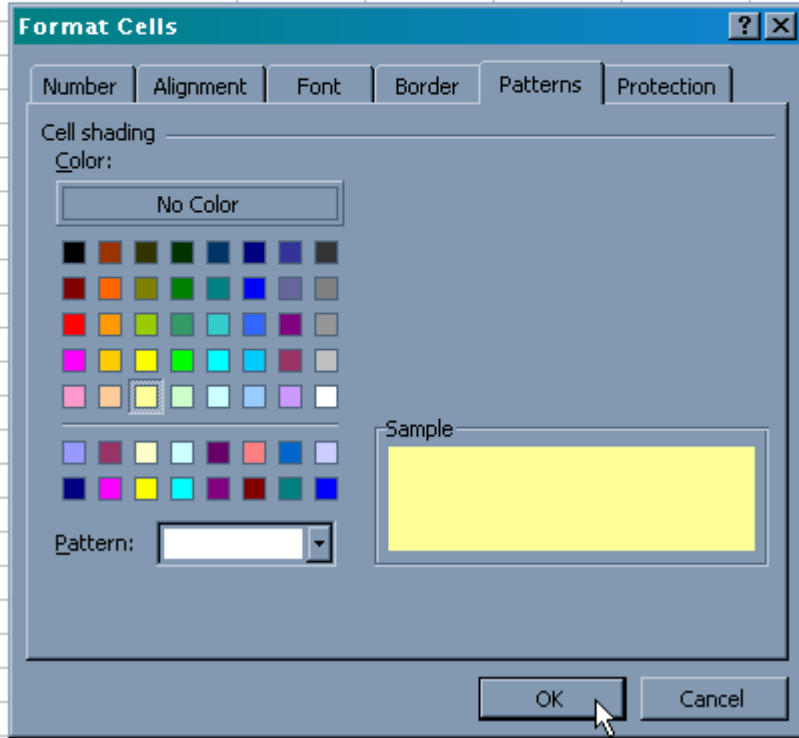
	A	B	C	D	E	F	G	H
1								
2		Wine	1999 Quarterly Sales (Cases)				Total Sales	
3			Q1	Q2	Q3	Q4		
4		Red	300	350	325	550	1525	
5		White	450	475	750	500	2175	
6		Rose	200	175	225	250	850	
7		Sparkling	125	150	175	225	675	
8		Quarterly Total	1075	1150	1475	1525	5225	

4. To add shading, select the cell(s) you want to be shaded, click on the Fill Color button on the Formatting Toolbar  and select the fill colour:

	A	B	C	D	E	F	G	H	I
1									
2		Wine	1999 Quarterly Sales (Cases)				Total Sales		
3			Q1	Q2	Q3	Q4			
4		Red	300	350	325	550	1525		
5		White	450	475	750	500	2175		
6		Rose	200	175	225	250	850		
7		Sparkling	125	150	175	225	675		
8		Quarterly Total	1075	1150	1475	1525	5225		

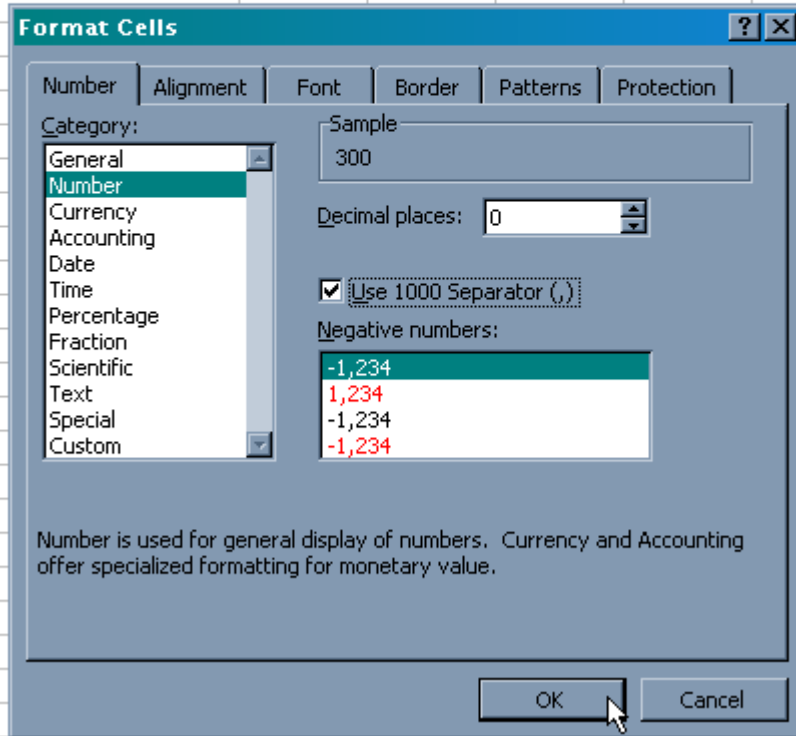
Alternatively you can format cells by selecting Format/Cells and adjust the cell properties by clicking on the appropriate tab:

Wine	1999 Quarterly Sales (Cases)				Total Sales
	Q1	Q2	Q3	Q4	
Red	300	350	325	550	1525
White	450	475	750	500	2175
Rose	200	175	225	250	850
Sparkling	125	150	175	225	675
Quarterly Total	1075	1150	1475	1525	5225



To adjust the number format, for example to add the 1000 separator (,) - highlight the cells you want format, select the Number tab on the Format Cells dialog box and adjust the number formatting accordingly:

Wine	1999 Quarterly Sales (Cases)				Total Sales
	Q1	Q2	Q3	Q4	
Red	300	350	325	550	1525
White	450	475	750	500	2175
Rose	200	175	225	250	850
Sparkling	125	150	175	225	675
Quarterly Total	1075	1150	1475	1525	5225



To adjust the alignment of the data in cells, select the Alignment tab on the Format Cells dialog box and adjust the alignment accordingly:

	A	B	C	D	E	F	G
1		Bacchus Wines, Quarterly Sales of Cases of Wine, 1999.					
2		Wine	1999 Quarterly Sales (Cases)				Total
3			Q1	Q2	Q3	Q4	Sales
4		Red	300	350	325	550	1,525
5		White	450	475	750	500	2,175
6		Rose	200	175	225	250	850
7	S						675
8	Q						5,225

Format Cells [?] [X]

Number | Alignment | Font | Border | Patterns | Protection

Text alignment

Horizontal: Center Indent: 0

Vertical: Center




Text control

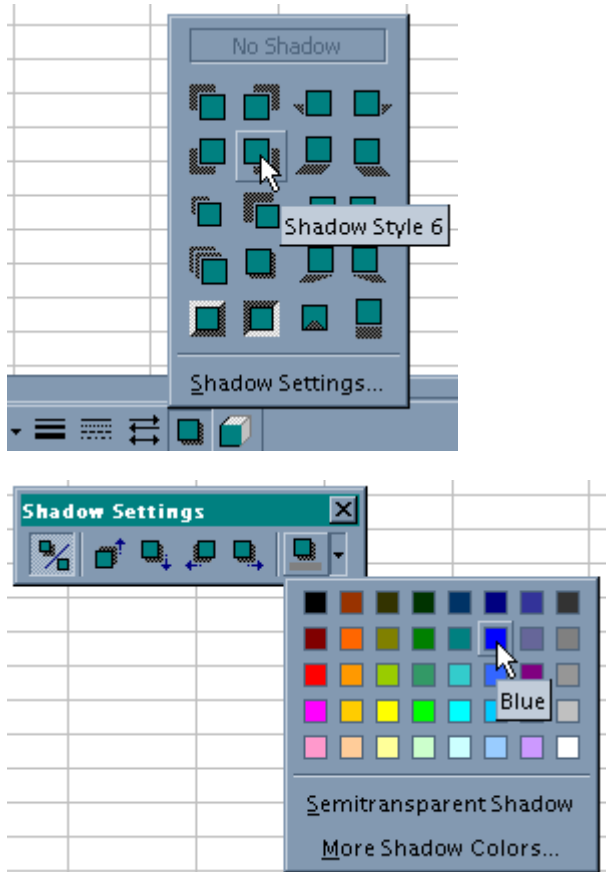
Wrap text
 Shrink to fit
 Merge cells

Orientation

0 Degrees

OK Cancel

- Experiment with the different formatting tools until you are happy with the appearance of your worksheet. Remember though the aim is to present data in a simple and readily understandable format!
- You might also like to experiment the Format Painter  (the yellow brush on the Standard Toolbar). Click on a cell which you have formatted, click on the Format Painter and then select a blank cell. What happens?;
- You can also add shadows and other objects to your worksheet using Excel's drawing tools. For example, to add a shadow select the area of the worksheet you want to add a shadow to, i.e. cells B2:G8. Click on the drawing button  on the Standard Toolbar to reveal the Drawing Toolbar. Select the shadow button  and select the Shadow Style. Then click on Shadow Settings... to customise the shadow:



8. Select cells B2:G8 and experiment with the Format/AutoFormat command;
9. Select cells B1:G8 and click on the Set Print Area button you added to the Standard Toolbar, this sets the area of the worksheet that will be printed (alternatively you can use the File/Page Setup command to set the Print Area);
10. Use the File/Print Preview to examine what your work would look like if printed. Select Page Setup to adjust page layout (landscape v. portrait), margins, add/modify headers or footers. When you are satisfied with the appearance of your work, save it then print it out.
11. Your table may (???) look something like that shown below, but will hopefully look much better!!!

	A	B	C	D	E	F	G
1		Bacchus Wines, Quarterly Sales of Cases of Wine (1999)					
2		Wine	1999 Quarterly Sales (Cases)				Total
3			Q1	Q2	Q3	Q4	Sales
4		Red	300	350	325	550	1,525
5		White	450	475	750	500	2,175
6		Rose	200	175	225	250	850
7		Sparkling	125	150	175	225	675
8		Quarterly Total	1,075	1,150	1,475	1,525	5,225
9							

