



Al- Mustaqbal University College

Computer Applications

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LECTURE 3

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X EXCEL

Applying Number Formatting

the process of changing the appearance of values contained in cells.

- Values that you enter into cells normally are unformatted.
- you want to format the numbers so that they're easier to read or are more consistent in terms of the number of decimal places shown.

	A	B	C	D
1				
2	Unformatted	Formatted	Type	
3	1200	\$1,200.00	Currency	
4	0.231	23.1%	Percentage	
5	42403	2/3/2016	Short Date	
6	42403	Wednesday, February 3, 2016	Long Date	
7	123439832	123,439,832.00	Accounting	
8	5559832	555-9832	Phone Number	
9	434988723	434-98-8723	Social Security Number	
10	0.552	1:14:53 PM	Time	
11	0.25	1/4	Fraction	
12	12332354090	1.23E+10	Scientific	
13				
14				

Formatting numbers by using the Ribbon

- ▶ **Home** ⇔ **Number** group in the Ribbon contains controls that let you quickly apply common number formats.
- ▶ Accounting Number Format
- ▶ a currency format
- ▶ a Percent Style button
- ▶ Comma Style button
- ▶ a button to increase the number of decimal places
- ▶ another to decrease the number of decimal places.

Formatting Styles

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Conditional Formatting' dropdown menu is open, displaying a list of formatting options for the selected cell (C1) containing the value 16562. The menu items are as follows:

- General**: No specific format
- Number**: 16562.00
- Currency**: \$16,562.00
- Accounting**: \$16,562.00
- Short Date**: 5/5/1945
- Long Date**: Saturday, May 5, 1945
- Time**: 12:00:00 AM
- Percentage**: 1656200.00%
- Fraction**: 16562
- Scientific**: 1.66E+04
- Text**: 16562

At the bottom of the menu, there is a link for [More Number Formats...](#)

	A	B	C	D	E	F	G
1			16562				
2			17726				
3			17252				
4			17876				
5			19067				
6			18856				
7			17978				
8			16513				
9			16512				
10			16703				
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Adding a new worksheet to your workbook

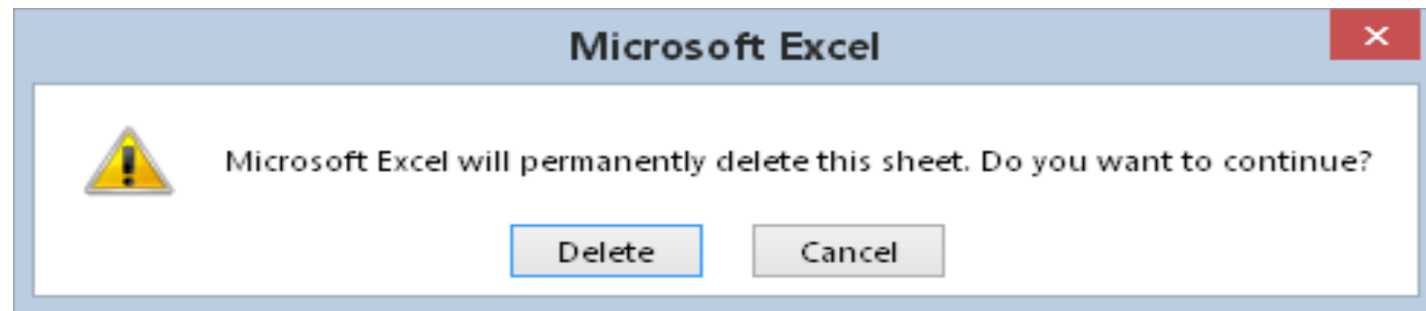
Instead of placing everything on a single worksheet, you can use additional worksheets in a workbook to separate various workbook elements logically.

- click the New Sheet control



Deleting a worksheet you no longer need

- ▶ If you no longer need a worksheet or if you want to get rid of an empty worksheet in a workbook
- ▶ Right-click its sheet tab and choose Delete from the shortcut menu.
- ▶ Activate the unwanted worksheet and choose Home ⇨ Cells ⇨ Delete ⇨ Delete Sheet



Changing the name of a worksheet

- ▶ The default names that Excel uses for worksheets — Sheet1, Sheet2, and so on
- ▶ To change a sheet's name, **double-click the sheet tab**. Excel highlights the name on the sheet tab so that you can edit the name or replace it with a new name.
- ▶ Sheet names can contain as many as 31 characters
- ▶ Spaces

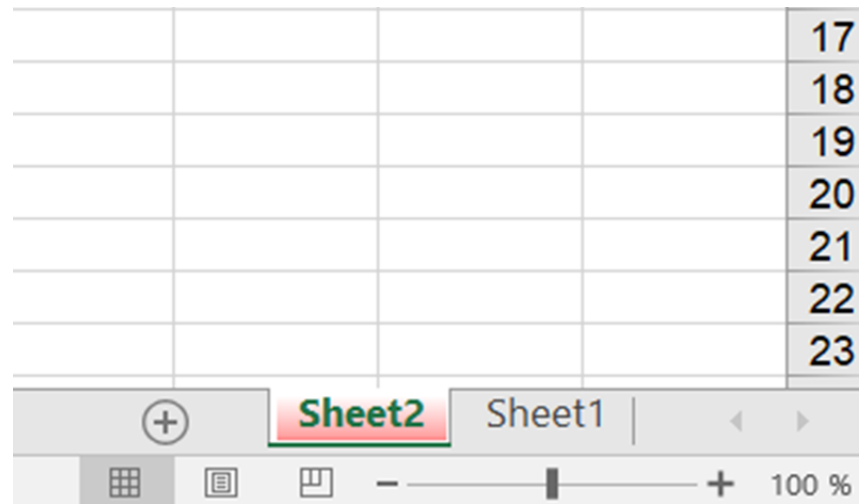
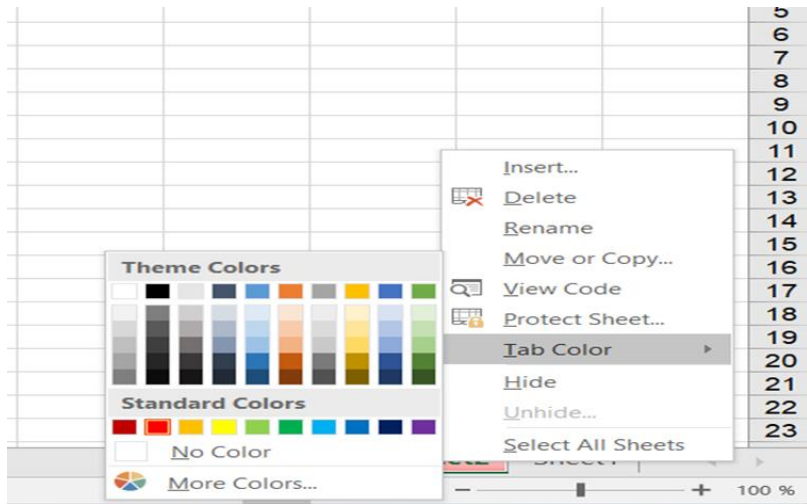
You can't use the following characters in sheet names:

- ▶ : colon
- ▶ / slash
- ▶ \ backslash
- ▶ [] square brackets
- ▶ ? question mark
- ▶ * asterisk

Changing a sheet tab color

Excel allows you to change the background color of your worksheet tabs

To change the color of a sheet tab, right-click the tab and choose Tab Color from the shortcut menu. Then select the color from the color selector box.

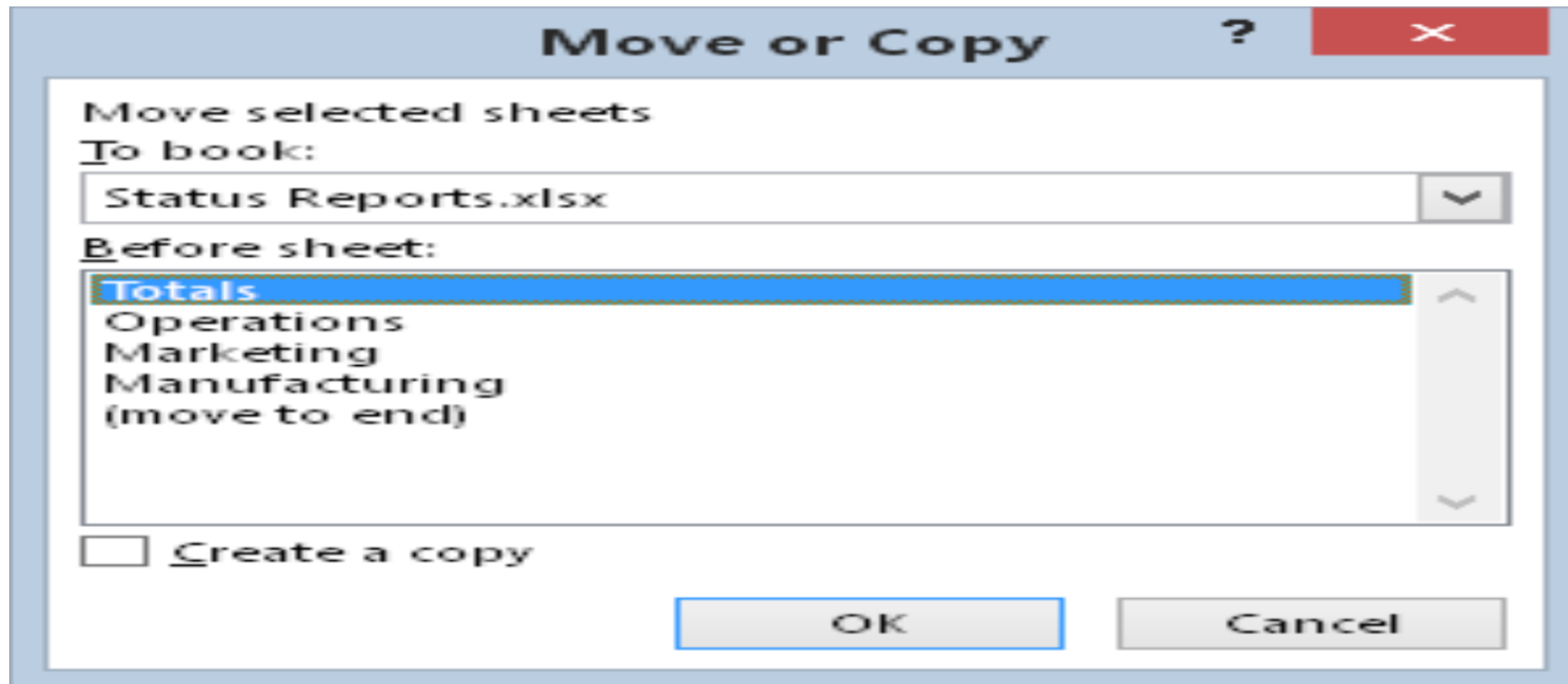


Rearranging your worksheets

You may want to rearrange the order of worksheets in a workbook. For example, arranging the worksheets in alphabetical order might be helpful

- ▶ You can also move a worksheet from one workbook to another and create copies of worksheets, either in the same workbook or in a different workbook.
- ▶ You can move or copy a worksheet in the following ways:
- ▶ **Right-click** the sheet tab and choose Move or Copy to display the Move or Copy dialog box

Move or Copy Dialog Box



Hiding and unhiding a worksheet

- ▶ To **hide** a worksheet, **right-click** its sheet tab and choose Hide Sheet.
- ▶ To **unhide** a hidden worksheet, right-click any sheet tab and choose Unhide Sheet. Excel opens the Unhide dialog box, which lists all hidden sheets. Choose the sheet that you want to redisplay, and click OK.

Controlling the Worksheet View

- ▶ Excel includes a few options that enable you to view your sheet, and sometimes multiple sheets, more efficiently.
- ▶ everything you see onscreen is displayed at 100%.
- ▶ You can change the *zoom percentage* from 10% (very tiny) to 400% (huge).

Ways of Zooming Worksheet

- ▶ Use the Zoom slider located on the right side of the status bar. Click and drag the slider, and your screen transforms instantly.
- ▶ Press Ctrl and use the wheel button on your mouse to zoom in or out.
- ▶ Choose View ⇨ Zoom ⇨ Zoom, which displays a dialog box with some zoom options.
- ▶ Select a range of cells, and choose View ⇨ Zoom ⇨ Zoom to Selection. The selected range will be enlarged as much as possible, but it still fits entirely in the window.