Number Formatting and Worksheet tools

Applying Number Formatting

Number formatting refers to the process of changing the appearance of values contained in cells. Values that you enter into cells normally are unformatted. Typically, 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.

Figure 1. shows a worksheet that has two columns of values. The first column consists of unformatted values. The cells in the second column are formatted to make the values easier to read. The third column describes the type of formatting applied.

	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				

Figure (1): Using of numeric formatting

Formatting numbers by using the Ribbon

The Home ⇨ Number group in the Ribbon contains controls that let you quickly apply common number formats. It also includes an Accounting Number Format drop-down list (to select a currency format), a Percent Style button, and a Comma Style button. The group also contains a button to increase the number of decimal places and another to decrease the number of decimal places.
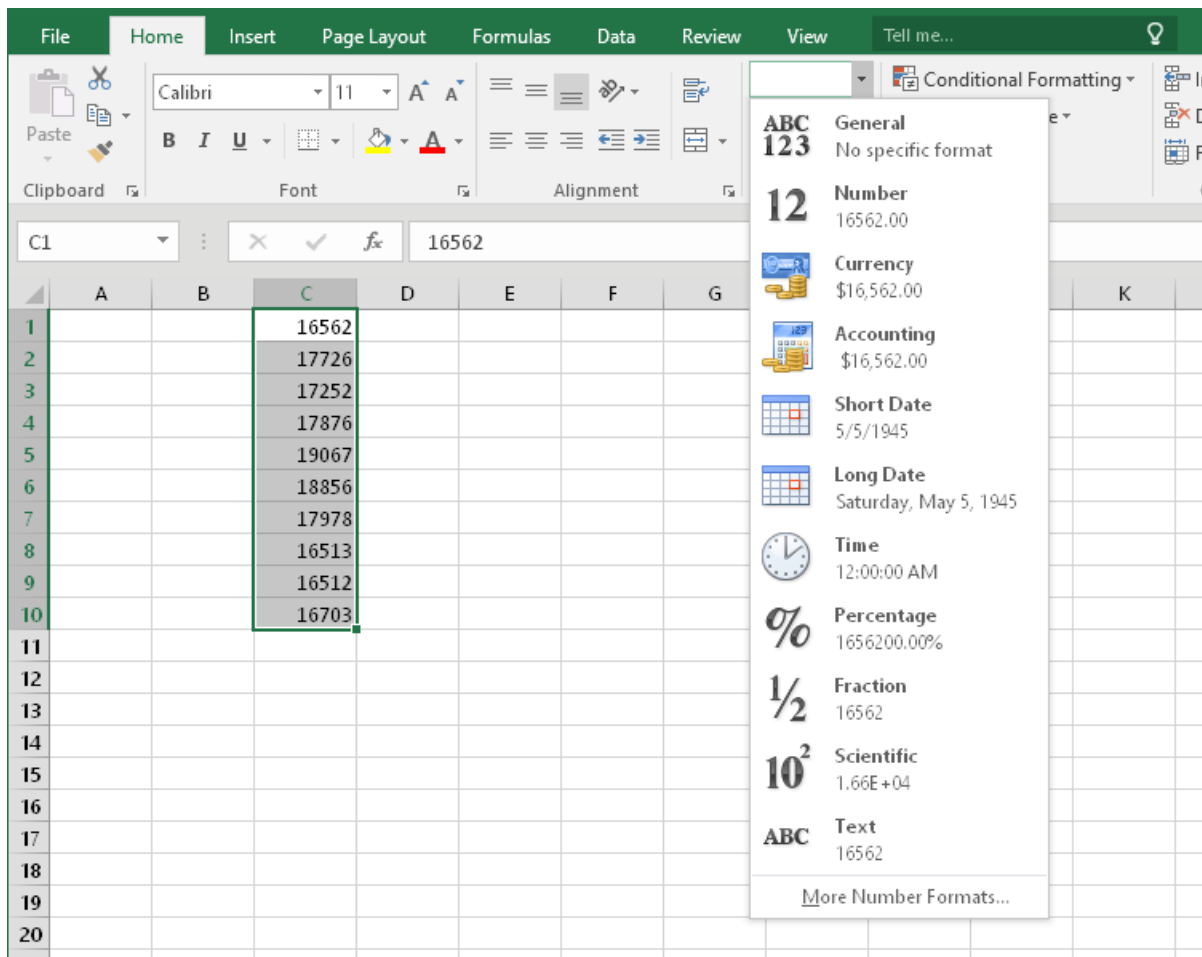
Figure (2): Number formatting commands in the Number group of the Home tab.

Adding a new worksheet to your workbook

Worksheets can be an excellent organizational tool. Instead of placing everything on a single worksheet, you can use additional worksheets in a workbook to separate various workbook elements logically.

To add a new worksheet, click the New Sheet control, which is the plus sign icon located to the right of the last visible sheet tab. A new sheet is added after the active sheet.

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, you can delete it in either of two ways:
■ Right-click its sheet tab and choose Delete from the shortcut menu.

■ Activate the unwanted worksheet and choose Home ⇨ Cells ⇨ Delete ⇨ Delete Sheet.
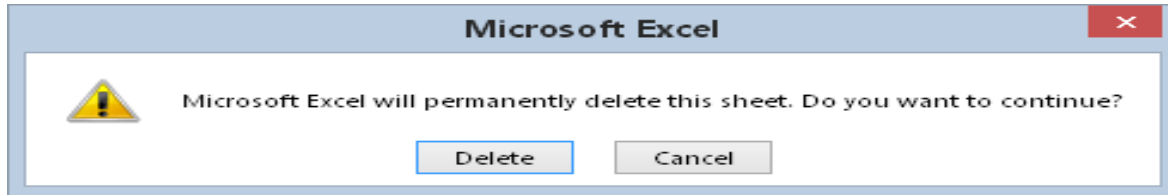

Figure (3): Deleting worksheet dialog box

Changing the name of a worksheet

The default names that Excel uses for worksheets — Sheet1, Sheet2, and so on — are generic and non-descriptive.
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, and spaces are allowed. However, 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. For example, you may prefer to color-code the sheet tabs to make identifying the worksheet's contents easier.
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 (see Figure 4.). Use this dialog box to specify the operation and the location for the sheet.
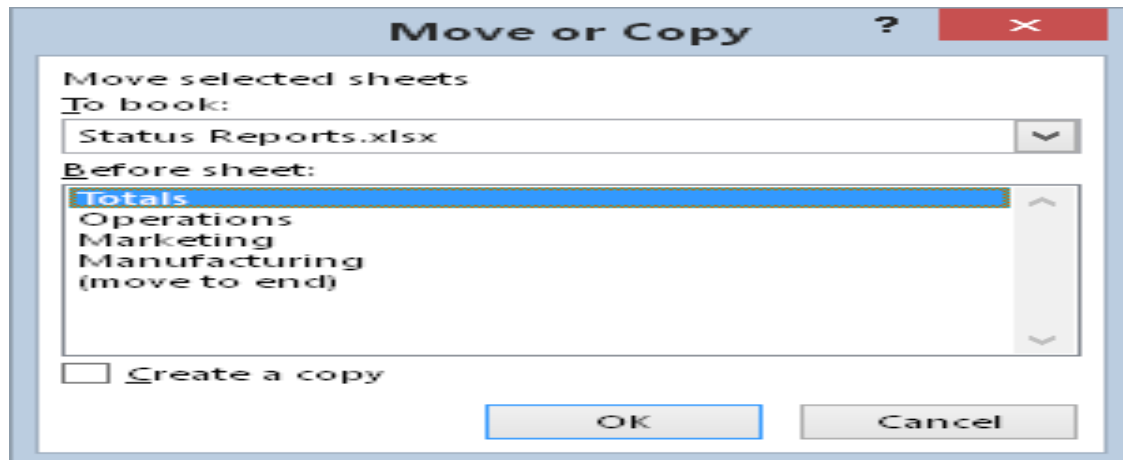

Figure (4): Move or Copy dialog box to move or copy worksheets in the same or another workbook.

Hiding and unhiding a worksheet

In some situations, you may want to hide one or more worksheets. Hiding a sheet may be useful if you don't want others to see it or if you just want to get it out of the way. When a sheet is hidden, its sheet tab is also hidden. You can't hide all the sheets in a workbook; at least one sheet must remain visible.

- 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

As you add more information to a worksheet, you may find that navigating and locating what you want gets more difficult. Excel includes a few options that enable

you to view your sheet, and sometimes multiple sheets, more efficiently. This section discusses a few additional worksheet options at your disposal.

Zooming in or out for a better view.

Normally, everything you see onscreen is displayed at 100%. You can change the *zoom percentage* from 10% (very tiny) to 400% (huge).

You can change the zoom factor of the active worksheet window by using any of four methods:

■ 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.