Class: First Stage
Subject: computer applications
Lecturer: Dr. Ameer Al-khaykan
ameer.alkhaykan@mustaqbal-college.edu.iq

MICROSOFT EXCEL -2-
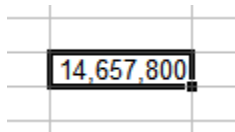
FORMATTING NUMBERS

MAY 2022

Formatting Numbers

Let's look at other formatting options.

Exercise 9

1. Move the cursor to cell A5.
2. Type 145657800. Hit enter and then move back into A5. At this point it is necessary to move out of the cell and then back in. I'm not sure why, but it is the only way to get the appropriate menu up!
3. Right click on the number. A menu will pop up. Click on *Format Cells.*
4. Click on "Number". Click on the comma.
5. The thousands should now be separated by commas.

14,657,800   **After formatting**

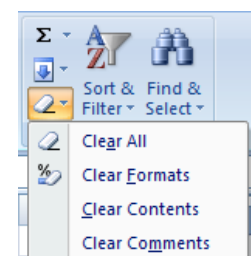Let's change it to a dollar amount.

1. Make sure that the cursor is in cell A5.
2. Right-click again.
3. Click on *Format Cells.*
4. Click Currency in drop down menu.
5. Look at the options available including currency symbols.

Deleting vs Clearing a Cell

Many beginners get confused about clearing versus deleting in Excel, so let's look at this concept briefly. When you clear the content from a cell, the formatting for that cell is still there. It may be helpful to think of an Excel worksheet as a stack of empty cardboard boxes, each one with its open side facing you. You can put something into a cell or take something out. When you take something out of a cell, it's called clearing its content. The cell itself remains in the "stack," but it's now empty.

To clear the content from a cell:

1. Press Delete on the keyboard.

2. Right-click the cell and then select Clear Contents.
3. On the Home tab, in the Editing group, select Clear > Clear Contents.

Unfortunately, clearing a cell's content doesn't clear its formatting.

To clear formatting:

1. On the Home tab, in the Editing group, select Clear > Clear Formats
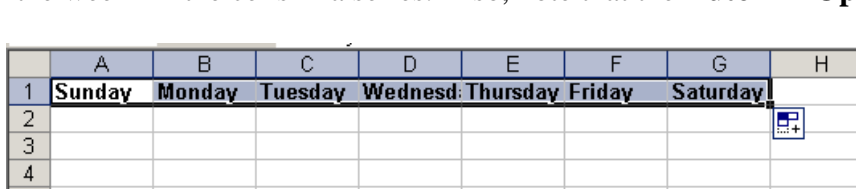2. To clear both contents and formats at once, select Clear All.

In contrast, deleting the cell removes the cell itself from the stack and makes the surrounding cells shift. Think about what happens when you pull a box out of a stack of boxes -- the boxes above it fall down one position, right? It's the same thing with Excel cells, except it's reverse-gravity (cells fall up rather than down), and you have the choice of making the remaining cells shift up or to the left. Let's look at how this works.
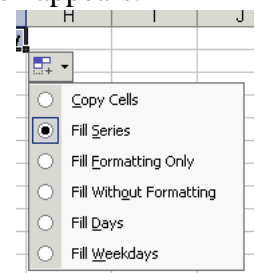
Filling Cells Automatically

You can use Microsoft Excel to fill cells automatically with a series. For example, you can have Excel automatically fill in times, the days of the week or months of the year, years, and other types of series. Days of the week and months of the year fill in a similar fashion.

Exercise 10

1. Let's move to another worksheet.

2. In cell A1, type **Sunday**.

3. Find the small black square in the lower right corner of the highlighted area. This is called the Fill Handle.

4. Grab the Fill Handle and drag with your mouse to fill cell A1 to G1. Note how the days of the week fill the cells in a series. Also, note that the **Auto Fill Options** icon appears.

5. Click the **Auto Fill Options** icon. Click on **Copy Cells**.

6. Choose the **Fill Series** radio button. The cells fill as a series from Sunday to Saturday again.

7. Click the **Auto Fill Options** icon again.

8. Choose the **Fill Without Formatting** radio button. The cells fill as a series from Sunday to Saturday, but the entries are not bolded.

9. Click the **Auto Fill Options** icon again.

10. Choose the **Fill Weekdays** radio button. The cells fill as a series from Monday to Friday.

Filling Time

Exercise 11

1. Click on a new worksheet. Type **1:00** into cell A1.
2. Grab the Fill Handle and drag with your mouse to highlight cells A1 to A24. Note that each cell fills using military time.
3. Click anywhere on the worksheet to remove the highlighting.

To change the format of the time:

1. Select cells A1 to A24.
2. Choose from the Ribbon: *Home > Number.*
3. Click on the drop down box and choose *Time.*
4. The time is no longer in military time.
5. If you wish to change the formatting further, click on the dropdown arrow in lower right-hand corner of number group and choose the way you want the time to appear.

Filling in Numbers

Exercise 12

1. Click on another worksheet. Type a **1** in cell A1.
2. Grab the Fill Handle and drag with your mouse to highlight cells A1 to A7. The number 1 fills each cell.
3. Click the Auto Fill Options icon.
4. Choose the Fill Series radio button. The cells fill as a series starting with 1, 2, 3.

And finally, here is one more interesting fill feature.

1. Go to cell A1.
2. Type **Lesson 1**.
3. Grab the Fill Handle and drag with your mouse to highlight cells A1 to A6.
4. The cells fill in as a series: Lesson 1, Lesson 2, Lesson 3, and so on.

Alignment Options: Wrapping Text

When you enter text that is too long to fit in a cell into a cell, it overlaps the next cell. If you do not want it to overlap the next cell you can wrap the text.

Exercise 13

1. Open another new sheet.
2. Move to cell A1.
3. Type **Text too long to fit**. (After typing, click out of the cell and back in again.)
4. From the Ribbon, choose **Home >Cells > Format**. This will open a dropdown menu.
5. Click on **Format Cells** at the bottom of the dropdown menu.
6. Choose the **Alignment** tab.
7. Click Wrap Text.
8. Click OK. The text wraps.

Merging Cells

Sometimes, rather than having text wrap in a cell, you will actually want the text to run across the width of the data. Usually when making a spreadsheet, you need to create a heading for the sheet. This heading should run across the width of your data. To do this, one must merge the cells across the width of the data.

Exercise 14

1. Select the range A1:B1.
2. Click the ***Merge and Center*** button. The heading is now centered over the data.

Performing Mathematical Calculations

Let's add a column of numbers using the **AutoSum** Button Σ. To select the **AutoSum** button choose **Home > Editing >** Σ and automatically add a column of numbers.

1. Type in the numbers 5, 7, 3, 9, 4, 8 in column C.

2. Move your cursor to select C7. Click the **AutoSum** button Σ found on the **Ribbon** under **Home > Editing**.

3. C1 to C6 should now be highlighted.

4. Press Enter. Cells C1 through C6 are added together.

Introduction to Microsoft Office Excel 2007, part 2   2004   005.54INT

In addition to the books, here are free online tutorials that can help you with Microsoft Excel.

HP Learning Center: http://h30187.www3.hp.com/

Microsoft: http://office.microsoft.com/en-us/excel/FX100646951033.aspx

Goodwill Industries: http://www.gcflearnfree.org/

Baycon Group: http://www.baycongroup.com/el0.htm

Internet4Classrooms: http://www.internet4classrooms.com/on-line_excel.htm