



**Al-Mustaqbal University College**

**Optics Techniques Department**

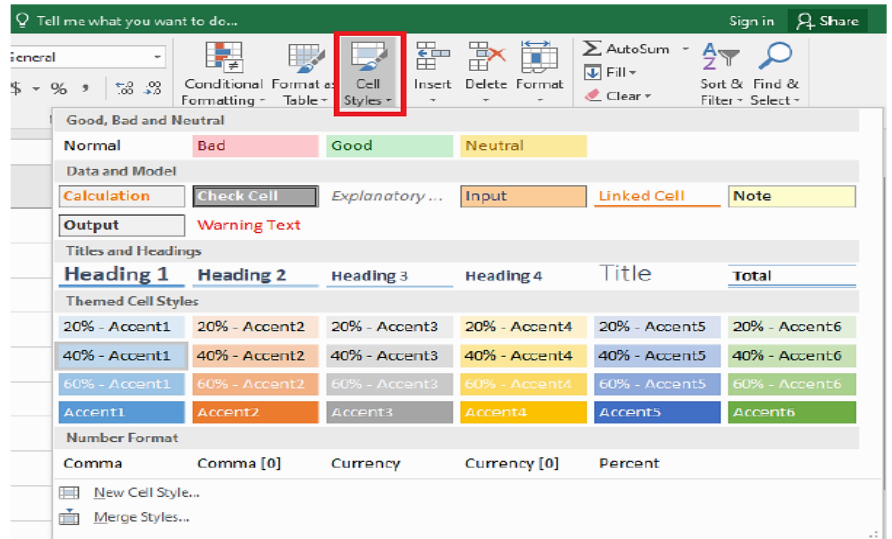
**Lecture 5**

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## Cell Styles

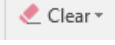
Cell style is a pre-defined set of formats, such as fonts, font sizes, number formats, borders, and shading.

1. Select the cell, then from **Home** tab, **Styles** group, and click on **Cell Styles**.



2. Choose the suitable style.

## Using Clear command

1. Click the Clear button  , in the **Editing** group On the **Home** tab.

2. Choose one of the following:

- ✓ Clear All: will clear all contents, formats, and comments in the selected cells.
- ✓ Clear Formats: will clear only the formats in the selected cells.
- ✓ Clear Contents: will clear only the contents and leaving the comments and any applied formats in the selected cells.
- ✓ Clear Comments: will clear any comments in the selected cells if there is any.

**Notes:** If you select a cell or a group of cells and then press **DELETE** from the keyboard, this will clear the cell contents only and leaving the cell formats

## Dealing with Excel Columns & Rows:

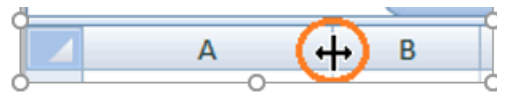
### Select column or row:

- ✓ To select a **single** column or row, click on the column heading [A, B,...] or row heading number [ 1, 2, ....] .

- ✓ To select **adjacent** columns or rows, click on the first column or row heading and drag to the last one. Or press **shift key** hold down while you select the last one.
- ✓ To select multiple columns or rows, click on the first column or row heading and then hold down **CTRL** while you select other headings.

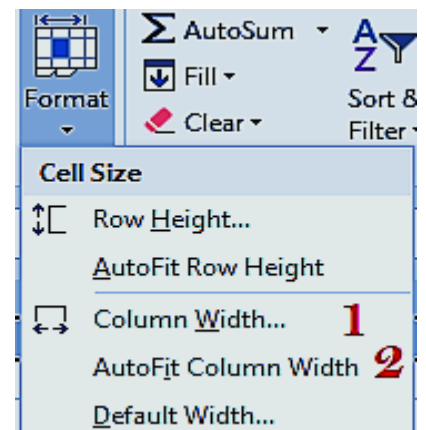
### Modify column width:

- Position the mouse cursor over the column line in the column heading, and then drag the cursor to the right to increase the column width or to the left to decrease the column width.



**OR** Click the **Format** command in the **Cells** group on the **Home** tab.

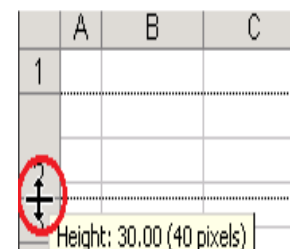
- 1. Select **Column Width...** to enter a specific column width.
- 2. Select **AutoFit Column Width** to adjust the column width according to the contents of that column so all of the content will fit.



- ✓ **NOTE:** If you see ##### in a cell, it means that the column width is not wide enough to display the cell content. You have to **increase the column width** to display the cell content.

### Modify row height:

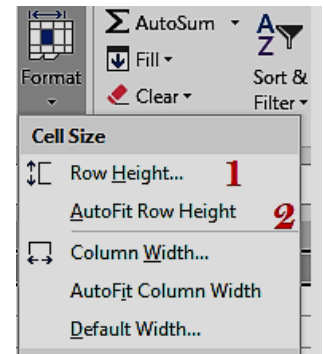
- Position the mouse cursor over the row line in the row heading, and then drag the cursor down to increase the row height or up to decrease the row height.



**OR** Click the **Format** command in the **Cells** group on the **Home** tab. Select :

**1. Row Height...** to enter a specific row height.

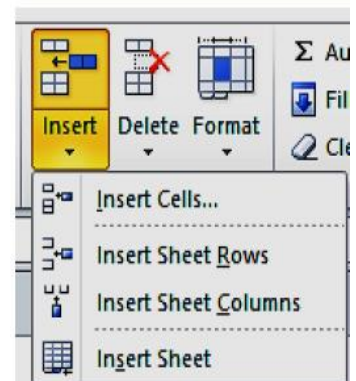
**2. AutoFit Row Height** to adjust the row height according to the contents of that row so all of the content will fit.



### **Insert columns or Rows:**

#### **1- Insert Columns:**

- Select the column to the right of where you want the new column to appear. The new column always appears to the left of the selected column (i.e. *before* the selected column).
- On the **Home** tab, click the **Insert** command in the **Cells** group
- Insert Sheet Columns.



#### **2- Insert rows:**

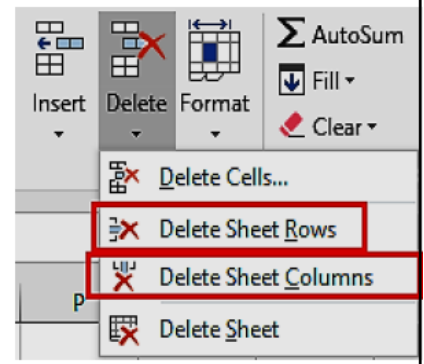
- Select the row to the bottom of where you want the new row to appear. The new row always appears *above* the selected row. On the **Home** tab, click the **Insert** command in the **Cells** group  Insert Sheet Rows.

**Or:** Right click on the column or Row where you want the new one to appear. Choose *Insert* form the list.

### **Delete columns or Rows:**

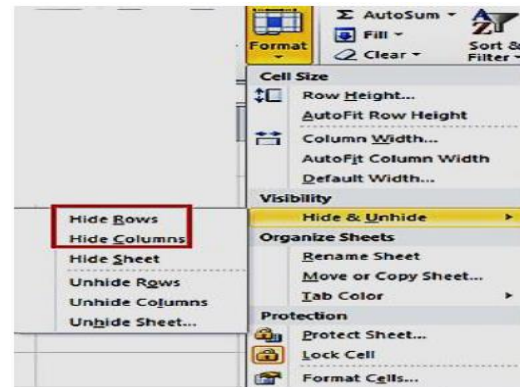
- Select the column or row. On the **Home** tab, click the **Delete** command in the **Cells** group.

**Or:** Right click on the column, choose **Delete** form the list.



### Hide rows or columns:

1. Select the rows or column headings that you want to hide.
2. Right-click the selected, and then select **Hide** or Click the **Format** button in the **Cells** group on the **Home** tab and click on **Hide & Unhide**.
3. Click on **Hide Rows** or **Hide Columns**.








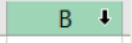

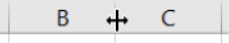

### NOTE:

- The rows heading numbers order are indicator that you've hidden rows.
- The columns heading alphabetical order are indicator that you've hidden columns.



Excel Cursors

You will encounter many different cursor shapes while using Excel.

 Standard	Default cursor shape. Appears when you are pointing at buttons on the Ribbon.
 I-Beam	Appears when you are pointing to editable text or to a text box that you can type into.
 Move	Clicking and dragging will move whatever object you are pointing to.
 Box Cross	Appears when you point to a cell on your spreadsheet. Clicking and dragging will <u>select</u> cells.
 Fill Handle	Appears when you point to the black square in the bottom-right corner of a selected cell. Clicking and dragging will <u>auto-fill</u> adjacent cells (we will talk more about auto-fill later).
 Select Column	Appears when you point to a column header. Clicking will <u>select</u> an entire column.
 Select Row	Appears when you point to a row header. Clicking will <u>select</u> an entire row.
 Resize Column	Appears when you point to the divider line between two column headers. Allows you to <u>resize</u> columns.
 Resize Row	Appears when you point to the divider line between two row headers. Allows you to <u>resize</u> rows.

The following table lists the most common error codes and what they mean.

Error code	Description
#####	The column isn't wide enough to display the value.
#VALUE!	The formula has the wrong type of argument (such as text in a cell where a numerical value is required).
#NAME?	The formula contains text that Excel doesn't recognize (such as an unknown named range).
#REF!	The formula refers to a cell that doesn't exist (which can happen whenever cells are deleted).
#DIV/0!	The formula attempts to divide by zero.