

Contents

SKILL SET 1 FUNDAMENTALS.....	11
1 - SPREADSHEET PRINCIPLES	12
2 - STARTING EXCEL	13
3 - THE LAYOUT OF THE EXCEL SCREEN	14
4 - THE RIBBON.....	16
5 - THE WORKSHEET WINDOW	18
6 - CLOSING EXCEL	19
7 - DEVELOP YOUR SKILLS.....	20
SUMMARY: FUNDAMENTALS	21
SKILL SET 2 OPEN, SAVE AND CLOSE WORKBOOKS.....	22
8 - OPENING A WORKBOOK	23
9 - MOVING AROUND A WORKSHEET	25
10 - SHEET TABS	26
11 - CLOSING A WORKBOOK	27
12 - SAVING A NAMED WORKBOOK	28
13 - DEVELOP YOUR SKILLS.....	29
SUMMARY: OPEN, SAVE AND CLOSE WORKBOOKS	30
SKILL SET 3 CREATING A WORKSHEET	31
14 - SPREADSHEET STRUCTURE	32
15 - CREATING A SPREADSHEET	33
16 - STARTING A NEW WORKBOOK.....	34
17 - ENTERING LABELS	35
18 - ENTERING NUMBERS.....	36
19 - INSERTING AN IMAGE.....	37
20 - SAVING A NEW WORKBOOK.....	38
21 - DEVELOP YOUR SKILLS.....	39
SUMMARY: CREATING A WORKSHEET.....	40
SKILL SET 4 EDITING CELLS	41
22 - OVERTYPING.....	42
23 - EDITING CELL CONTENTS.....	43
24 - COPYING CELLS	44
25 - FINDING TEXT	46
26 - REPLACING TEXT	47
27 - DELETING CELL CONTENTS.....	48
28 - UNDO AND REDO	49
29 - DEVELOP YOUR SKILLS.....	50
SUMMARY: EDITING CELLS	51
SKILL SET 5 FORMULAS.....	52
30 - INTRODUCING FORMULAS	53
31 - MATHEMATICAL OPERATORS.....	54
32 - SELECTING CELLS WITH THE MOUSE.....	55

33 - THE SUM FUNCTION	56
34 - THE AVERAGE FUNCTION	57
35 - THE ROUND FUNCTION.....	58
36 - USING THE FILL HANDLE TO COPY	59
37 - COPYING FORMULAS.....	60
38 - BRACKETS	62
39 - CHECKING FORMULAS	64
40 - DEVELOP YOUR SKILLS.....	66
SUMMARY: FORMULAS.....	67
SKILL SET 6 PRINTING.....	68
41 - INTRODUCTION TO PRINTING.....	69
42 - PRINT PREVIEW.....	70
43 - PRINT SETTINGS	71
44 - CHANGING PAGE MARGINS.....	73
45 - PAGE ORIENTATION	74
46 - HEADERS AND FOOTERS	75
47 - SPELL CHECKING	77
48 - PRINTING WORKSHEETS.....	78
49 - DEVELOP YOUR SKILLS.....	79
SUMMARY: PRINTING	80
SKILL SET 7 FORMATTING WORKSHEETS	81
50 - CHANGING COLUMN WIDTHS.....	82
51 - CHANGING ROW HEIGHT.....	83
52 - INSERTING ROWS AND COLUMNS.....	84
53 - DELETING ROWS AND COLUMNS.....	86
54 - DEVELOP YOUR SKILLS.....	87
SUMMARY: FORMATTING WORKSHEETS	88
SKILL SET 8 FORMATTING CELLS.....	89
55 - FORMAT CELLS	90
56 - FORMAT NUMBER.....	91
57 - CURRENCY.....	93
58 - PERCENTAGES.....	94
59 - FONTS AND FONT SIZE	95
60 - DATE AND TIME.....	96
61 - ALIGNMENT	97
62 - BORDERS AND SHADING	98
63 - DEVELOP YOUR SKILLS.....	101
SUMMARY: FORMATTING CELLS	102
SKILL SET 9 SUMMARISING DATA.....	103
64 - ORGANISING DATA.....	104
65 - SORTING DATA	105
66 - SUMMARISING DATA.....	106
67 - DEVELOP YOUR SKILLS.....	107
SUMMARY: SUMMARISING DATA	108

SKILL SET 10 INTRODUCTION TO CHARTS	109
68 - INTRODUCTION TO CHARTS.....	110
69 - CREATING A QUICK CHART.....	111
70 - CREATING AN EMBEDDED CHART.....	112
71 - MOVING AND RESIZING CHARTS	114
72 - DEVELOP YOUR SKILLS.....	115
SUMMARY: INTRODUCTION TO CHARTS	116
SKILL SET 11 CHART TYPES	117
73 - TYPES OF CHART	118
74 - PIE CHARTS.....	119
75 - LINE CHARTS	120
76 - BAR CHARTS.....	121
77 - DEVELOP YOUR SKILLS.....	122
SUMMARY: CHART TYPES	123
SKILL SET 12 FORMATTING CHARTS	124
78 - PARTS OF A CHART	125
79 - CHART TITLES.....	126
80 - AXIS TITLES	127
81 - CHART LEGENDS.....	128
82 - ADDING DATA LABELS	129
83 - EDITING CHART DATA	130
84 - FORMATTING CHARTS.....	131
85 - PRINTING CHARTS.....	133
86 - DEVELOP YOUR SKILLS.....	134
SUMMARY: FORMATTING CHARTS.....	135
ANSWERS	136
GLOSSARY	141
INDEX	145

Skill Set 7

Formatting Worksheets

By the end of this Skill Set you should be able to:

Change Column Width and Row Height

Insert Rows and Columns

Delete Rows and Columns

Exercise 50 - Changing Column Widths

Knowledge:

You may sometimes need to change column widths to display the contents of the cells within the columns. A column width is measured using the average number of digits in the standard **font**, the default is **8.43** or **64** pixels (the tiny dots which make up the screen). These figures are displayed as the **Adjust Cursor**, **+**, is dragged to the required size.

Activity:

1. Open the workbook **Theatre**.
2. Some of the labels in **Column A** and **Row 2** have been shortened. Move the pointer to the border between **Column A** and **Column B** in the **column Title Bar**. The pointer should change shape to a double arrow, **+**, the **Adjust Cursor**.
3. Click the mouse button and, with the button still pressed, drag the column border to the right. Drag to **Width 14.00 (103 pixels)**.

	A	B	C	D	
1	Theatre Audience Attendances				
2	Manches	London	Newcastle	Edinburg	
3	Monday	2000	5000	1000	2000
4	Tuesday	2200	5500	1100	2000
5	Wednes	2200	6000	1100	2100

Click and drag to change width of column A

4. Release the mouse button. This is the easiest way of changing the width of individual columns.
5. An alternative way to change a column width is to use the **Ribbon**. Click on any cell in **Column C**. Click the **Format** button in the **Cells** group on the **HOME** tab.
6. Select **Column Width**. Enter a **Column width** of **20**, then click on **OK**.
7. Move the mouse pointer to the border between **Column B** and **Column C** in the column headings. Double click the mouse. The width of column **B** is automatically adjusted to the widest entry in the column.
8. Select **Columns B to G** by clicking and dragging across the column headings **B, C, D**, etc.
9. Drag any of the adjust cursors in the range to change all columns to **12.00** units (**89 pixels**). Columns **B to G** will be resized to this value.
10. Leave the workbook open for the next exercise.


Exercise 51 - Changing Row Height

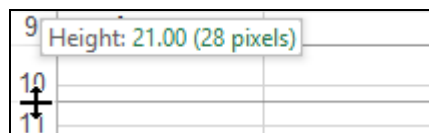
Knowledge:

Row Heights are increased to create more space between rows of data, making it easier to read the worksheet, or decreased to fit more data on a page.

Row heights are changed in exactly the same way as changing column widths, except the adjust cursor is between two rows and the adjustment changes the row above.

Activity:


- Using the workbook **Theatre**, point in the **Row Border**, at the division between rows **10** and **11**. The mouse pointer changes to .
- The height of each row is **12.75** units (the default). Clicking and dragging up or down now alters the height of the row above (take care when dragging up as a row can be hidden - **0** height). Carefully drag down to make the height of row **10** to **21.00** units.



- Select the rows **1** to **9** by dragging in the **Row Border**. Adjust any row by dragging the adjust cursor down till it displays **18** units.
- Click on any cell to deselect the rows.
- Place the cursor between the **6** and **7** in the row border, to display the adjust cursor.
- Double clicking the adjust cursor between the rows, automatically adjusts the row above to the height of the highest entry on that row. Double click and the row height is adjusted to the height of the text on row **6**.

4	Tuesday	2200	5500	1100	2000	1500
5	Wednesday	2200	6000	1100	2100	1600
6	Thursday	2400	6000	1200	2150	1550
7	Friday	2500	6200	1200	2200	1650
8	Saturday	3000	6500	1300	2500	1700

Note: Double clicking, with the cursor at the division between the rows, can be used after changing the font size to get the row height to fit the text.

- Click the **Undo** button,  on the **Quick Access Toolbar** to return row **6** to its previous height.
- Leave the workbook open for the next exercise.

Exercise 52 - Inserting Rows and Columns

Knowledge:

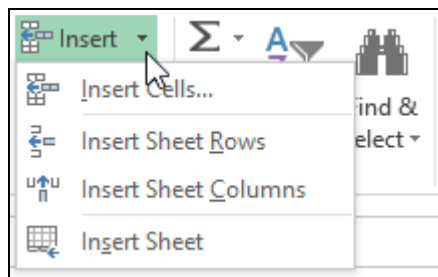
When developing spreadsheets it is inevitable that at some point, room will not have been provided for particular data that is important. Instead of starting again, rows or columns can be inserted.

Columns are inserted to the left of the active cell. New rows are inserted above the active cell.

It is important to check that all formulas are correct after inserting rows and columns.

Activity:

1. The workbook **Theatre** should still be open. If not, open it.
2. Use **AutoSum** in cell **G3** to total **Row 3**.
3. Use the **Fill Handle** to complete the row totals in cells **G4** to **G8**.
4. Another city must be included in the statistics. Click on any cell in **Column D**. To insert a new column for **Belfast**, click the **Insert** button drop down in the **Cells** group on the **HOME** tab.



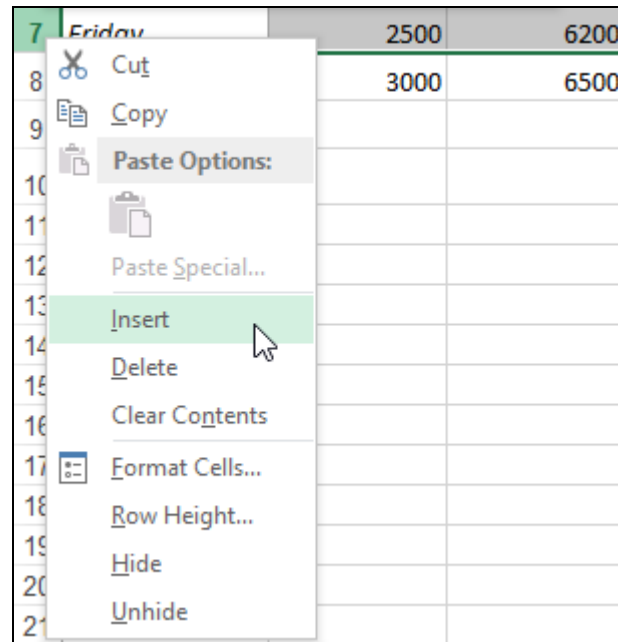
5. Select **Insert Sheet Columns**.
6. All the existing columns are moved to the right to make way for the new column.

Note: Columns are best inserted in the middle of a range, inserting at either end may require the formulas to be adjusted.

7. Enter the label **Belfast** in cell **D2** and the attendance figures in **column D**, the same as for **Newcastle**.
8. The totals in column **H** are adjusted to include the new numbers. Click on cell **H6**. To check that **Belfast** is included in the range that is summed, look at the **Formula Bar** the formula is **=SUM(B6:G6)**.

Exercise 52 - Continued

9. Thursday matinee attendances now need to be included. As an alternative to using the **Insert** button, right click on the **row heading 7** to display a **Shortcut** menu and select **Insert**.



10. Enter **Matinee** in cell **A7**. Enter any numbers across the row in columns **B** to **G**. On entering the last value the formula is added to cell **H7** automatically. If this does not happen, copy the formula from **H6** into **H7**.
11. Complete the **Totals** in row **10** using **AutoSum**.

Note: When rows or columns are inserted, remember to check all the formulas.

12. Enter your name in cell **A12**.
13. Preview the worksheet and set up to print on a single page.
14. Display the **HOME** tab.
15. Leave the workbook open for the next exercise.

Exercise 53 - Deleting Rows and Columns

Knowledge:

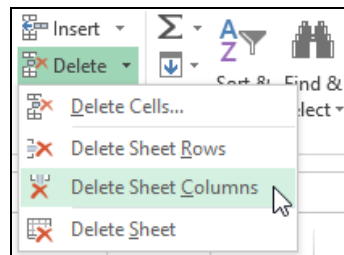
Unwanted rows or columns can be deleted. Deleting a whole row or column is not the same as deleting cell contents.

Activity:

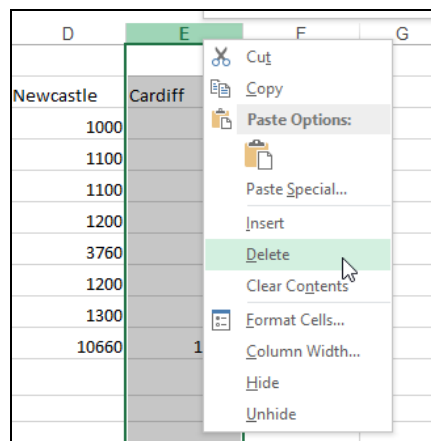
1. The workbook **Theatre** should still be open. If not, open it.
2. Only cities in England are to be included. Columns **D**, **F** and **G** are to be deleted. Click on the column heading **D**. Click the **Delete** button in the **Cells** group.

Note: The column was deleted without using the drop down because the entire column was selected by clicking on the column heading.

3. Click anywhere in **Column E** (Edinburgh). To remove the entire column the **Delete** drop down must be used. Click the **Delete** button drop down and select **Delete Sheet Columns**.



4. Right click on the column **E** heading (the column for **Cardiff**).



5. Select **Delete** from the shortcut menu.

Note: The results in cell formulas can be altered by deleting parts of the worksheet, resulting in errors, indicated by **#REF** in the cells.

6. Use one of the methods described above to delete row **7**.
7. Close the workbook without saving.

Exercise 54 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the workbook **Home Accounts**.
2. Insert 3 new columns between the **March** column and the **Total** column.
3. Enter labels in these new columns for **April, May** and **June**.
4. In **Row 2**, use the **Fill Handle** to complete cells **E2, F2** and **G2**.
5. Click on cell **H2** and notice the formula does not include the newly created columns. Edit the formula to correct this.
6. Copy the amended formula in **H2** to the range **H3** to **H15**.
7. Use the **Cell Border** drop-down button in the **Font** group on the **HOME** tab to add the cell borders to cells **H4** and **H14** to match other cells in their row.
8. Enter other income as follows: **Apr-200, May-250** and **June-100**.
9. Click in **E4** and use **AutoSum** to calculate the total income for **April**.
10. Complete the totals in cells **F4** and **G4** using any method.
11. The **Rent** has doubled to **£200** from **April** onwards. Enter these amounts in the relevant cells.
12. Expenditure is to be cut severely. The car has been sold, therefore no petrol or car costs. There are to be no holidays and the telephone is disconnected. Remove the appropriate rows.
13. Remove the row for **Leisure** too.
14. Complete the column for **April**. **Electricity: 40, Gas: 40, Food: 70** and **Others: 150**.
15. Copy the values for the above **April** values to **May** and **June**.
16. Complete **Row 10, Total Expenses** and **Row 11, Savings**.
17. Amend the formula in cell **H11** to **=G11** a copy of the previous cell.
18. Check all the other formulas in column **H**.
19. Insert two rows at the top of the worksheet and enter your name in cell **A1**.
20. Print a copy of the worksheet.
21. Save the workbook as **home accounts2** and then close it.

Note: *The solution is listed in the **Answers** section at the end of the guide.*

Summary: Formatting Worksheets

In this Skill Set you have manipulated worksheets by inserting, and deleting columns and rows, also by changing the column width and row height.

You should now be able to demonstrate your ability to:

- Format spreadsheet rows and columns by:
 - Changing column widths to fully display the content
 - Changing the row height to add more space and reduce clutter

- Change the worksheet structure:
 - Insert column and rows
 - Delete columns and rows

- Provide evidence of before and after formatting by printing worksheets

Skill Set 8

Formatting Cells

By the end of this Skill Set you should be able to:

- Format Numbers
- Format Currency
- Format Percentages
- Change Fonts and Font Size
- Format Date and Time
- Use Cell Alignment
- Add Cell Borders and Shading

Exercise 55 - Format Cells

Knowledge:

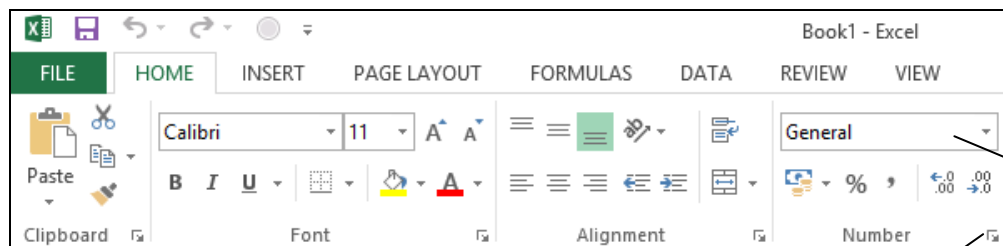
Cells can be **formatted** in a number of ways. Formatting cells in a worksheet improves its appearance and makes it easier to read and use.

Formatting can change the look of text, text alignment, text colour, number formats, font style, font size, border lines and cell colour. This Skill Set will concentrate on alignment, number and currency formatting.

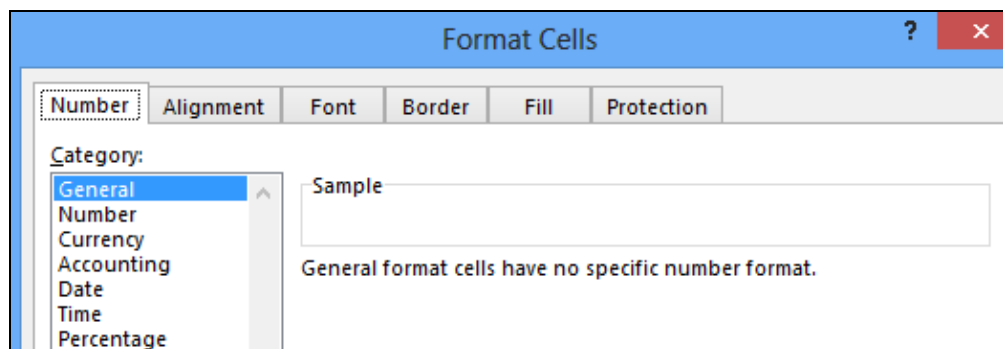
Most of the basic formatting can be added to a worksheet in three ways: by clicking buttons on the **Ribbon**, selecting from dialog boxes and using key presses.

Activity:

1. On a blank worksheet display the **HOME** tab, if not already displayed.
2. General formatting can be achieved using the **Font**, **Alignment** and **Number** groups. All the 3 dialog box launchers display the **Format Cells** dialog box.



3. To the right of **Number**, click the **Format Number** dialog box launcher to display the **Format Cells** dialog box.



4. The **Number** tab is displayed. This formats numbers, dates, times and percentages, etc. Click on the **Alignment** tab. This controls how the contents are positioned in the cells. Click the **Font** tab this controls the look of the text.
5. Click the **Cancel** button to return to the worksheet.

Note: The majority of formatting can be achieved directly by using individual buttons on the **Ribbon** in the groups described.

6. Close the workbook without saving.

Exercise 56 - Format Number







Knowledge:

Numbers can be formatted to be displayed in a variety of ways, such as currency, percentages, etc.

The number formats are as follows:

<u>Type</u>	<u>Description</u>
General	No specific number format
Number	Plain number formats
Currency	Pound signs and decimal places
Accounting	Specialised accounting formats
Date	Various date formats
Time	Various time formats
Percentage	Multiplied by 100 (followed by %)
Fraction	Decimals expressed as fractions
Scientific	Exponent / Mantissa format
Text	Displays formulas, not results
Special	Telephone numbers, N.I. numbers or Postcode
Custom	Allows custom formats to be designed

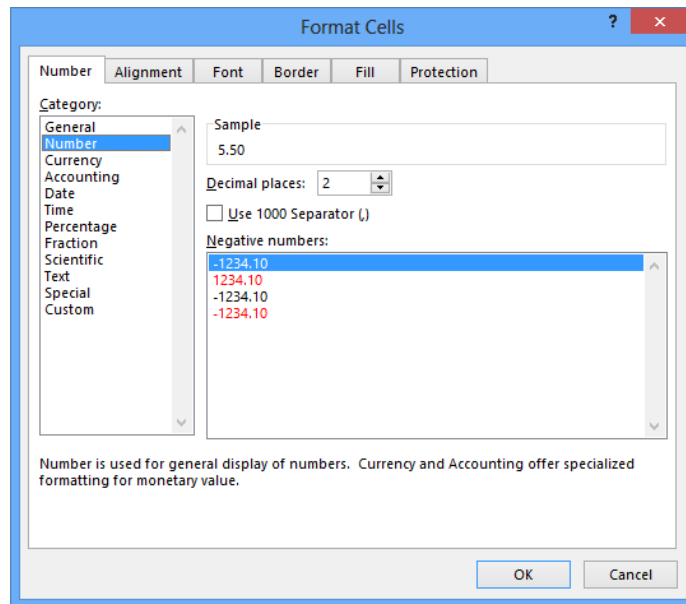
There are also six number formatting buttons on the **HOME** tab of the **Ribbon**.

Accounting Number format, , **Percentage Style** format, , **Comma Style** format, , **Increase Decimal**, , **Decrease Decimal**,  and a **Number Format** box, .

Activity:

1. Open the workbook **World Weather**.
2. Click on cell **B5** and drag the mouse to **I16** to highlight all the cells that contain numbers.
3. On the **HOME** tab in the **Number** group, click the **Number Format** box drop down and then select **More Number Formats**. The **Format Cells** dialog box is displayed showing the **Number** tab (this is an alternative method to using the dialog box launcher).
4. Click on each of the different categories to see the types of number formatting available, then select the **Number** category.

Exercise 56 - Continued






5. Check that the number of **Decimal places** is **2**. The value can be changed by using the spinner or typing directly into the box. Change the value to **1**.

Note: The **Sample** box shows the results of the chosen formats applied to the first number in the range of selected cells.

6. Change the value back to **2** and click **OK** to apply the chosen formats. All the numbers are now formatted to two decimal places.
7. Click on cell **B7** and look in the **Formula Bar**. Although the cell contents are formatted to 2 decimal places, the **Formula Bar** shows the actual data that would be used in any calculations (1 decimal place).

Note: The **Use 1000 Separator (,)** allows 'thousands' commas to be displayed (or not) in a long number.

8. To display the numbers as integers, highlight the range **B5:I16**, display the **Format Cells** dialog box and the **Number** tab. Change the number of **Decimal places** to **0** and click **OK**.
9. There are also buttons on the toolbar to **Increase Decimal** places,  and **Decrease Decimal** places, , one for each click. Select the cells **B5:B16** and click the **Increase Decimal** button, . The numbers are displayed with one decimal place.

Note: After applying number formats, cells may display **#####**. This means that the number is too big for the cell. Widening the columns solves the problem.

10. Close the workbook without saving.

Exercise 57 - Currency


Knowledge:

It is useful to be able to format numbers as currency. This does not always have to be to two decimal places, e.g. if you wanted to show rounded figures, such as **£32** rather than **£32.23**.

Activity:

1. Open the workbook **CD Sales**.
2. Click on cell **C7** and click the **Number** group dialog box launcher. Examine the selections in the dialog box. The figures in row **7** have been formatted as **Currency** with a currency symbol **£** and **0** decimal places. Select **Cancel** to return to the worksheet.
3. Click on cell **C8** and repeat the actions in step 2. The figures in row **8** have been formatted as **Currency** to **2** decimal places with negative numbers shown in red with a minus sign. Click **Cancel** again.
4. Click and drag the mouse to highlight cells **C7** to **F7**. Display the **Number** tab of the **Format Cells** dialog box again. In the **Decimal places** area, increase the display to **2**. Click **OK**.
5. Close the workbook without saving.
6. Start a new workbook and starting in cell **B2**, enter a column of four numbers, **23.06**, **15**, **-8.125** and **7.8**.
7. Select the numbers and display the **Format Cells** dialog box showing the **Number** tab. Select the **Currency** category. By default, the formatting is to show the **£** sign with **2** decimal places. Under **Negative numbers**, select the last option, red with a minus symbol. Click **OK**.

	A	B	C	D	E
1					
2		£23.06			
3		£15.00			
4		-£8.13			
5		£7.80			
6					

8. With the cells still highlighted click the **Decrease Decimal** button, , in the **Number** group. Click the same button again to format the numbers to no decimal places.


Note: As the number of decimal places is reduced the numbers are rounded up when a number of 5 or over is removed.

9. Close the workbook without saving.

Exercise 58 - Percentages

Knowledge:


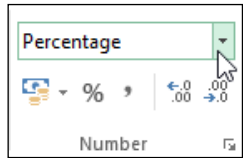
Percentages are displayed with a percentage symbol, e.g. 25%. A percentage is a fraction or decimal displayed differently. Percent means per hundred. 20% is 20/100 as a fraction or 0.2 as a decimal.

There is a **Percent Style** button, , that changes a decimal to a percentage.

Activity:

1. Start a new workbook and create the following worksheet.

	A	B	C	D	E
1					
2		1st	2nd	Percentage	
3		15	25		
4					

2. To display the first number as a percentage of the second in **D3**, enter the formula **=B3/C3** using any method.
3. To format the answer as a percentage, click the **Percent Style** button, , found in the **Number** group on the **HOME** tab (this displays whole number percentage).
4. Change the second number from **25** to **27** and press **<Enter>**, notice that the percentage value changes automatically.
5. To display percentage with two decimal places, click cell **D3** and click the **Number Format** box drop down, and select the **Percentage** option from the list. The cell displays **55.56%**, a percentage to **2** decimal places. 
6. Add the following data starting at cell **B5**.

	A	B	C	D	E
1					
2		1st	2nd	Percentage	
3		15	27	55.56%	
4					
5		Number	Percent	Answer	
6		20	50%		
7					

Note: To enter **50%** in cell **C6** type **50** followed by **<Shift 5>**.




7. To find 50 percent of 20, in cell **D6** enter the formula **=B6*C6**. The answer is **10** (half of 20 is 10).
8. Change the value in **B6** to **86** and in **C6** to **45%**. Press **<Enter>** to display the new answer, **38.7**.
9. Save the workbook as **percentages** and close it.

Exercise 59 - Fonts and Font Size


Knowledge:

A **Font** is a type or style of print. Examples of fonts are Arial, Times New Roman, Modern, *Script*, etc. The default font and font size in *Excel* is **Calibri 11pt**. **Font Size** is measured in points, more points means a larger size.

Activity:

1. Open the workbook **Climate**.
2. Select cell **A2**, the title. To change the font, a selection can be made using the **Font** drop down (the down triangle) in the **Font** group, , on the **HOME** tab. As the mouse moves over each font the results are displayed on the worksheet.
3. Change the font to **Algerian** (if not available, any other font).
4. Change the formatting of the text in cell **B2** to bold, using the **Bold** button,  in the **Font** group of the **HOME** tab.
5. Highlight the range **B2:J2** and change the font to **Times New Roman** (scroll down the font list to find the required one).
6. To make the titles bigger you can change the **Font Size**. Select cell **A2** and change the size by clicking on the drop down **Font Size** box, , in the **Font** group.
7. Select **14** (clicking on the **11** and typing **14** also works. This is especially useful when a size is not displayed in the list).

Note: *If the row height has not been manually changed then an increase in font size automatically increases row height to display the text correctly.*

8. Select cells **B2:J2** and change the font size to **12**.
9. The formatting on any cell can be copied to other cell(s) using the **Format Painter**. Click on cell **B2**, click the **Format Painter** button,  in the **Clipboard** group, then click and drag the range **B3:K4**. On release of the mouse button the formats from cell **B2** are painted to the range **B3:K4**.
10. Check that the cells in the range **B3:K4** are **Times New Roman** font, size **12pt** and **bold**.

Note: *To use the **Format Painter** repeatedly, double click when selecting it and when finished painting the format, press <Esc> to turn it off.*

11. Close the workbook without saving.

Note: *These changes can also be made using the **Format Cells** dialog box.*

Exercise 60 - Date and Time

Date and **Time** are stored as numbers. The **Date** is stored as a number representing the number of days since 1 January 1900, but can be displayed in a variety of formats including both numbers and text. For those formats that represent the year with only two digits, years between 00 and 29 are treated as being after 2000, e.g. 18 is taken to be 2018.

The **Time** is stored as a decimal number representing a fraction of a day.

Activity:

1. Start a new workbook.
2. In cell **B2** enter your date of birth (in the form **31/09/10**). Press <Enter>.
3. Click back in cell **B2**. Display the **Format Cells** dialog box.
4. The **Date** category should be displayed, select each format from within **Type**. A preview is available in the **Sample** box.








5. Select either of the **14 March 2012** formats and click **OK**.
6. Click in cell **B4** and enter today's date by using the quick key press <Ctrl ;>. Press <Enter> to complete the entry.
7. Display the date in cell **B4** in a different format.
8. Click in cell **B6** and enter the current time by pressing <Ctrl Shift ;>. Press <Enter>.
9. Click back in cell **B6**.
10. To change the format of the time, display the **Format Cells** dialog box.
11. From **Category**, select **Time**, if not selected, then select a suitable format and click **OK**.
12. Close the workbook without saving.

Exercise 61 - Alignment






Knowledge:

Alignment is changing the position of cell contents within the cell relative to its edges. Contents can be aligned horizontally or vertically and the orientation may also be changed.

Activity:

1. Open the workbook **Fruit Sales**.
2. Select the range **B3:E3**. There are buttons in the **Alignment** group to align these titles differently: **Align Left**, , **Center**,  and **Align Right**, .
3. Click the **Center** button, . The labels are centred. Click the **Align Right** button,  and the labels are moved to the right, in line with the numbers beneath them. Click on a cell away from the range to see the effects.

	A	B	C	D	E	F
1	Fruit Sales First Quarter					
2						
3	Fruit	Apples	Pears	Oranges	Total	
4	Jan	36	38	26	100	
5	Feb	40	26	37	103	

4. There are also buttons to align text vertically. **Top Align**, , **Middle Align**,  and **Bottom Align**, . Highlight the range **A3:E3** and click the **Top Align** button, .
5. The text moves to the top of the cell. With the range still highlighted, click the **Middle Align**, . The labels are displayed in the vertical centre of the cells.

	A	B	C	D	E	F
1	Fruit Sales First Quarter					
2						
3	Fruit	Apples	Pears	Oranges	Total	
4	Jan	36	38	26	100	
5	Feb	40	26	37	103	

Note: Vertical alignment only applies when the row height is greater than the height of the cell contents.


6. Leave the workbook open for the next exercise.

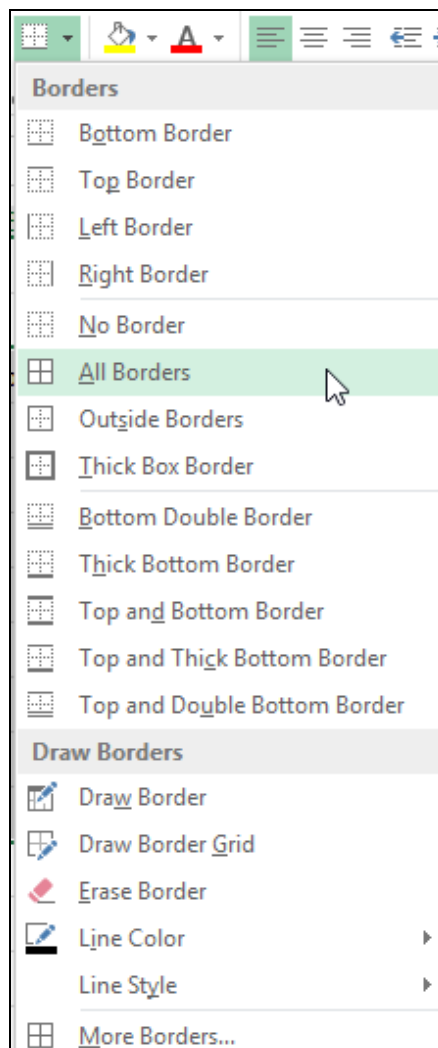
Exercise 62 - Borders and Shading

Knowledge:

Borders are lines around the edges of the cells. Options are available on the style of line used, including thin lines, thick lines, dotted lines, etc. The lines may be put around the outside or inside of the range, or on any cell edge. The colour of the lines may also be changed. The colour of the cells may be changed to improve the appearance of a worksheet. There is a **Fill Color** button (**Yellow** is the default) in the **Font** group on the **HOME** tab.

Activity:


1. The workbook **Fruit Sales** should still be open from the previous exercise. If not, open it.
2. Select the range **A3:E11**. Click the **Borders** button drop down arrow, , from the **Font** group.
3. Choose the **All Borders** option to add lines to the whole range.

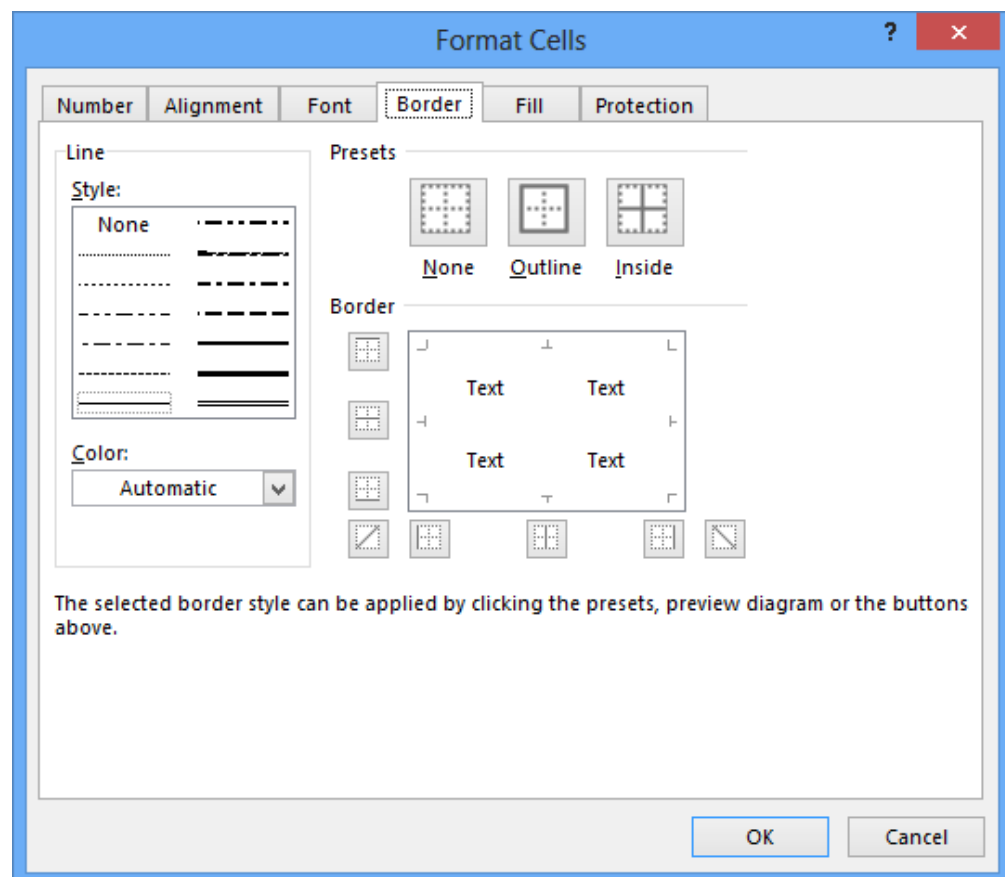


Exercise 62 - Continued

- Click away to view the borders.

Note: Clicking on the button itself applies the last border chosen to the current cells.

- Click the **Undo** button,  on the **Quick Access Toolbar** to remove the lines.
- To have greater control over the **Borders**, including thickness and colour the **Format Cells** dialog box is used. With the range **A3:E11** still selected, click the **Borders** button drop down list and select **More Borders** to display the **Format Cells** dialog box showing the **Border** tab.




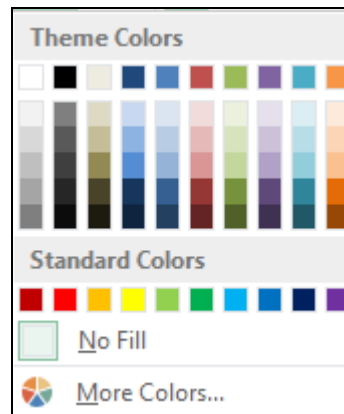
- Within **Style**, select one of the thicker **dotted** lines, using the **Color** drop down, choose **Red**, finally select **Outline** under the **Presets**.

Note: Always select the **Line Style** and **Color** first.

- To apply the formats, click **OK**.

Exercise 62 - Continued

9. Practise adding borders to ranges of cells, using the options in the **Format Cells** dialog box. **Borders** can be added by selecting line style and colour, and then either using the **Presets** buttons, the individual **Border** buttons, or by clicking the required positions on the **Preview** diagram in the centre of the dialog box.
10. Highlight the range **A3:E11**.
11. Click on the **Fill Color** button, , drop down arrow.



12. Pastel colours are ideal to shade cell backgrounds. Select **Olive Green Accent 3** a pale green. The **Fill Color** box is closed and the colour applied to the range.

Note: Clicking on the actual button applies the last colour chosen to the selected cells.

13. Click on cell **G6** and add the same pale **Olive Green** background.
14. Click away from the cell to see the effect. **Cell Shading** hides gridlines and so **Borders** are often used to compliment the colour.
15. Click on cell **G6** and to remove the colour, select the **No Fill** option from the **Fill Color** button drop down menu.

Note: There is also a **Format Cells** dialog box option to add cell colour, using the **Fill** tab. Choose a colour from the **Background Color** area or use the **More Colors** button. Click **OK** to apply it.

16. Close the workbook without saving.

Exercise 63 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the workbook **Interest Rates**. This is a table showing the interest received on varying amounts for different interest rates.
2. The amounts are right aligned, select the range **A4:A11** and centre the range, horizontally.
3. Select the range **B3:E3** and centre align the cell contents.
4. Select the range **B4:E11** and format as **Currency** with **2** decimal places, with **£** signs added.
5. Enter your name in cell **A13**.
6. Horizontally centre the worksheet and fit to a single page.
7. Preview the worksheet to check the results.
8. Save the workbook as **interest rates2**.
9. Close the workbook.
10. Open the workbook **Home Accounts**.
11. The range **B1:E1** is currently centred. Select the range and right align it.
12. Select the range **B2:E16** and format as currency but with no decimal places.
13. Change the paper orientation to **Landscape**.
14. Remove all the cell borders.
15. Use the **Fill Color** button to add pale blue cell shading to the ranges, **A1:E1** and **A2:A16**.
16. Add pale green cell shading to the range **B2:E16**.
17. Add cell borders to the whole range **A1:E16**.
18. In cell **A18** enter **Printed on**.
19. In cell **A19** enter today's date in the form **dd/mm**.
20. Format **A19** to display the date in the format **dd/mm/yyyy**.
21. Preview the worksheet to check the results.
22. Close the workbook without saving.

Summary: Formatting Cells

In this Skill Set you have formatted cells in a variety of ways, including: number (decimal places and currency), fonts, date and time, alignment, borders and shading.

You should now be able to demonstrate your ability to:

- Format cells by:
 - Displaying numbers with decimal places and as currency
 - Changing font and font size
 - Changing cell alignment
 - Adding borders and shading

- Add date and time
 - Format dates and times