

## Lecture 10

### Today: Formatting in Excel and take Quiz 3 in class.

1. Reopen Z:\yummy.xlsx
2. Put a title in cell A1 that describes the data
3. Selecting a cell, range, and more
  - a. Click to select a cell. Click a row number or column letter to select row/column
  - b. Click and drag for a range (note the Sum in the Status Bar area)
  - c. Click and Shift-Click to select a range
  - d. Click and Ctrl-Click combination to select non-contiguous
  - e. Select All
4. Formatting Cells
  - a. Alignment
    - i. Horizontal and Vertical
    - ii. Wrap Text
    - iii. Merge & Center (Try this... Merge the cells A1 through H1)
    - iv. Font – the use of borders can greatly enhance readability of a worksheet
  - b. Number
    - i. \$ ... Accounting - lines up the dollar signs in a column  
... Currency - dollar sign sits right next to the leftmost digit
    - ii. Percentage formatting – Add a column that calculates the percentage of green M&Ms in each bag...then format the cells to display as a %.
    - iii. Increase / Decrease Decimal
  - c. Format Painter is in Excel, too
  - d. Clear Contents (works with a cell, row, column, range)
5. Working with rows and columns
  - a. You can insert and delete entire rows and columns
  - b. Max Rows in a worksheet (>1,000,000); Max Columns (>16,000)
  - c. Inserts not possible if data exists in last row or the last column
6. Navigation: Arrow Keys, <Ctrl>+<Home>, <Ctrl>+<End>, <Ctrl>+Arrow Keys
- 7. Save the changes you've made to your yummy.xlsx file.**
8. Changing Row Height or Column Width
  - a. Click n' Drag
  - b. Double-Click
  - c. Right-click on a row number or column letter to size it
  - d. You can size multiple rows/columns if they are all selected
  - e. Editing group on the Home tab contains the "Clear" icon. Lots of possibility.
9. On Wednesday we'll explore many important topics including Excel references:
  - a. Relative References, Absolute References, Mixed References
10. Take Quiz 3 in class.