

Lecture 11

Today: Formatting in Excel and References (relative, absolute, mixed)

1. Reopen Z:\yummy.xlsx
2. More Formatting Cells
 - a. Alignment: Wrap Text in a cell
 - i. Change the cell that contains the word “Women” to “Average Number for the Ladies”
 - ii. Now select the cell and click the “Wrap Text” icon on the ribbon
 - b. Numeric Formatting
 - i. Add a calculated column that displays the percentage of green M&Ms in each bag for every person. Format the column as a percentage
 - c. Increase / Decrease Decimal
 - i. Select the cells with the percentage formatting and use the “Increase Decimal” icon to display them in a format of xx.y%
 - ii. Select the cells in the two rows that display averages and use the “Decrease Decimal” icon to display them in a format of xx.yy
 - d. Show me the money formatting!
 - i. In cell A2, type the value **.12**. This will represent the cost of each bag of M&Ms
 - ii. Select the A2 cell and click the “\$” icon on the ribbon to format it
 - iii. ... Accounting - lines up the dollar signs in a column
... Currency - dollar sign sits right next to the leftmost digit
 - iv. Add a calculated column that displays the cost per M&M in each bag for every person. Format the cells in a Currency format that displays as \$0.xxx
3. References in Excel
 - a. Relative Reference
 - i. In a function or formula, a relative reference is the address of a cell based on the relative position of the function/formula to the cell referred to (e.g.- **J3**)
 - b. Absolute Reference
 - i. In a function or formula, an absolute reference is the exact address of a cell (e.g.- **\$J\$3**)
 - c. Mixed Reference
 - i. Part absolute, part reference (e.g.- **\$J3** or **J\$3**)
 - d. **It’s all about how these references copy!!!**
 - e. **Show how to use the <F4> key to change a reference type**
 - f. Cell Reference Practice
 - i. Open T:\Teach\Classes\FOR112\references.xls
Look at each worksheet and perform the requested action
4. General Tip: When you need borders in a worksheet, add them as one of the last steps. The reason is that other formatting (copying/pasting, use of the Format Painter) can remove the borders you’ve added in previous steps. This applies to the HW4 assignment.