

Step-By-Step

- 1 Start **Excel**.
- 2 Open the data file **Goals.xlsx**. Save as: **Goals-[your first initial and last name]** (for example, *Goals-jking*). Ask your teacher where to save your file.
- 3 Select **A1:F1**.
- 4 Choose **Home>Font** and click the **Font** drop-down arrow. Select **Times New Roman**.
- 5 In the **Font** group, click **Bold** **B**. In the **Font Size** box, click **12**.
- 6 **CHECK** Your screen should look like Figure 3.1.
- 7 Select **A2:A11**. Click the **Font** drop-down arrow and choose **Times New Roman** (see Figure 3.2).
- 8 Click the **Font Size** drop-down arrow. Choose **12**. Click **Bold** **B**.
- 9 **CHECK** Your screen should look like Figure 3.2. Save your file.

➔ Continue to the next exercise.

EXERCISE 3-1

Change Font, Font Size, and Style

The **font** is the “look” of the characters. A **font style** is a trait such as **bold**, *italic*, or underline that is applied to a font. Choosing the right fonts helps to make your worksheet more readable. You can either use the Format group or launch the Format Cells dialog box to change a font.

FIGURE 3.1 Font group

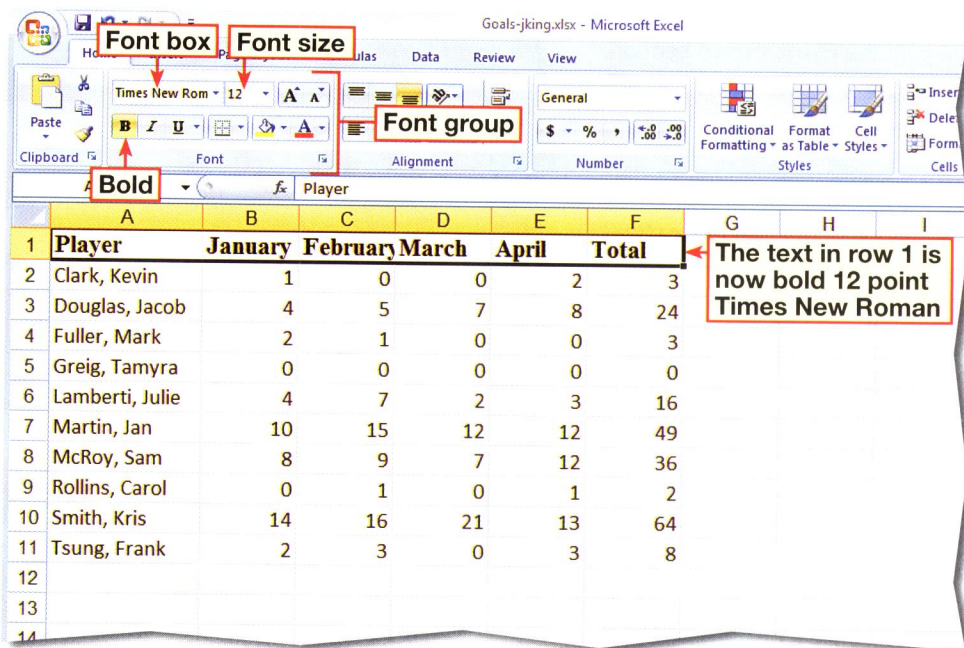
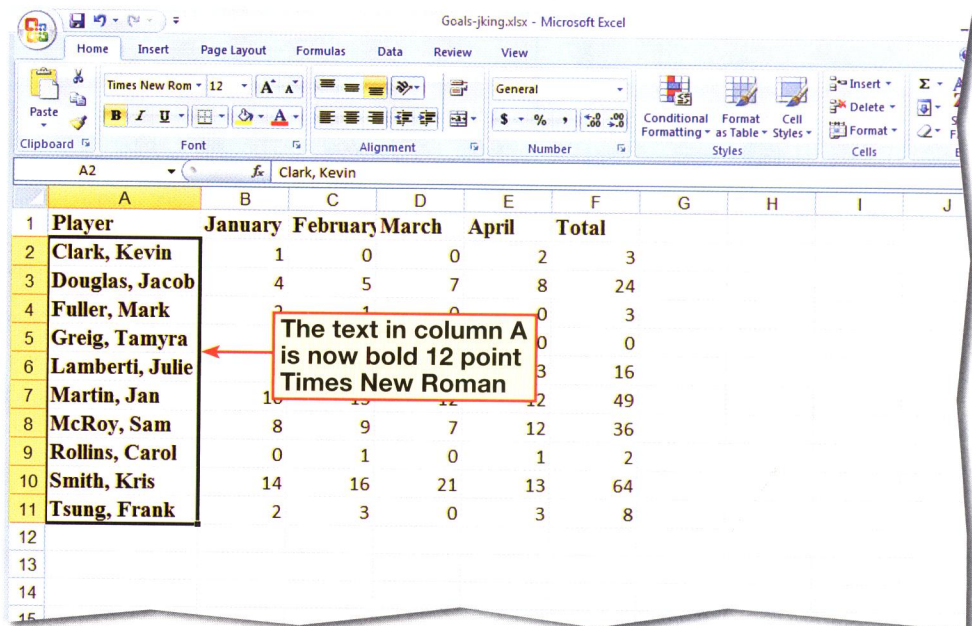


FIGURE 3.2 Font, font size, and font style changed for selected cells



Step-By-Step

- 1 In your **Goals** file, select **A1:F1**.
- 2 Choose **Home>Font**. Click the **Borders** drop-down arrow.
- 3 Click **Bottom Border** (see Figure 3.3).
- 4 Select **A2:A11**.
- 5 Click the **Borders** drop-down arrow.
- 6 In the drop-down menu, click **Right Border**.
- 7 Select cell **A11**. Click **Bottom Border**. A bottom border is added to the cell.
- 8 Click **No Border**. The borders are removed from A11.
- 9 Click **Right Border**. Now the right border is added back to the cell.
- 10 **CHECK** Your screen should look like Figure 3.4.

Shortcuts

Font, alignment, and other formatting changes only affect the cells that are selected. Remember to select a range, or group of cells, first, and then make the formatting change.

EXERCISE 3-2 Apply Borders and Copy Cell Contents

A **border** is a line along one or more edges of a cell. Borders make worksheet labels easier to find. By applying a border to a cell or groups of cells, you can make information easier and quicker to find. Sometimes you want a border around certain cells and not around others. Excel allows you to copy text without copying the border. You should use the Paste Special dialog box to control which information is pasted into a new cell.

FIGURE 3.3 Bottom border

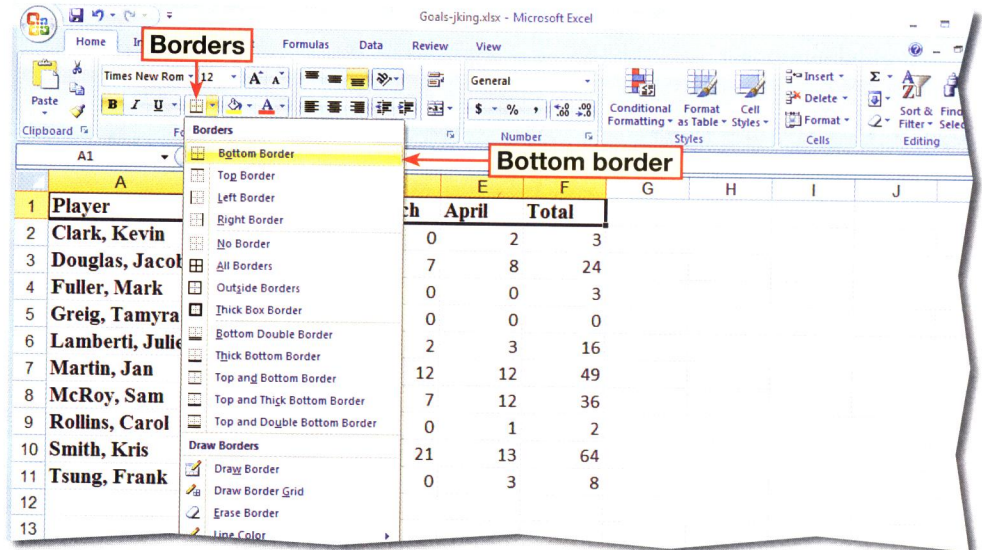
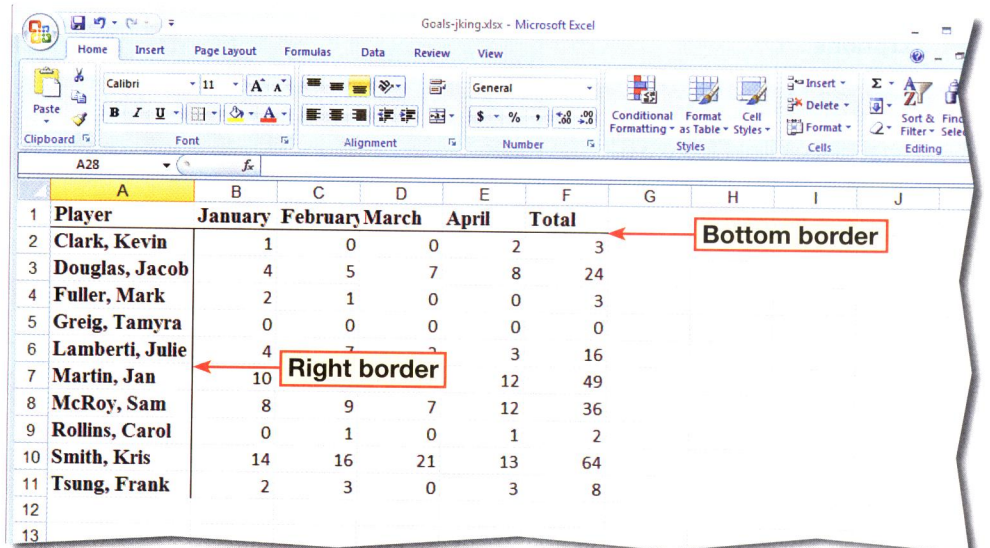




FIGURE 3.4 Cell Borders



Step-By-Step

- 11 With **A11** selected, choose **Home>Clipboard>Copy**.
- 12 Click cell **A12**. Then click the **Paste** drop-down menu. Choose **Paste Special**.
- 13 In the **Paste Special** dialog box, click the **All except borders** button (see Figure 3.5). Click **OK**.
- 14 **iCHECK** Your screen should look like Figure 3.6. Notice that the name **Tsung, Frank**, with the correct font, is copied, but the border is not.
- 15 Click **Undo** . Click .
- 16 Save your file.

You Should Know

Borders are used to keep different types of information separate. Just as a border separates two countries, a border in an Excel worksheet tells viewers that the information in one column or row is distinct from the information in another column or row.

EXERCISE 3-2 (Continued)

Apply Borders and Copy Cell Contents



FIGURE 3.5 Paste Special dialog box.

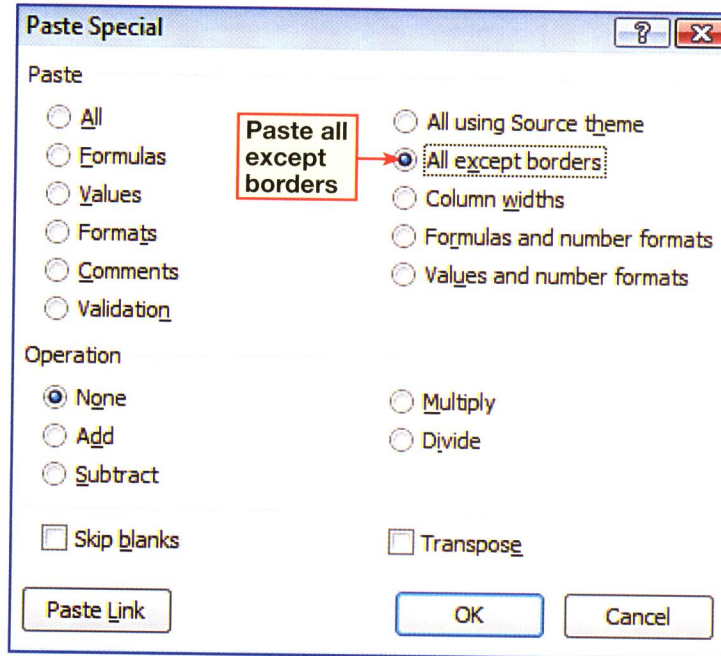


FIGURE 3.6 Cell borders

	A	B	C	D	E	F	G	H
1	Player	January	February	March	April	Total		
2	Clark, Kevin	1	0	0	2	3		
3	Douglas, Jacob	4	5	7	8	24		
4	Fuller, Mark	2	1	0	0	3		
5	Greig, Tamyra	0	0	0	0	0		
6	Lamberti, Julie	4	7	2	3	16		
7	Martin, Jan	1	5	1	12	12		
8	McRoy, Sam	0	5	2	7	12		
9	Rollins, Carol	0	1	0	1	2		
10	Smith, Kris	14	16	21	13	64		
11	Tsung, Frank	2	3	0	3	8		
12	Tsung, Frank							
13								
14								
15								
16								
17								

Step-By-Step

- 1 In your **Goals** file, click column heading **B**.
- 2 Right-click and select **Insert**. A new column is inserted. Notice that column B has become column C.
- 3 Select **A2:A11**. Choose **Data>Data Tools>Text to Columns**. The Convert Text to Columns Wizard opens (see Figure 3.7).
- 4 Make sure **Delimited** is selected. Click **Next**.
- 5 In the **Convert Text to Columns Wizard** dialog box, under **Delimiters**, click **Comma**. Uncheck **Tabs**.
- 6 Click **Next**. Click **Finish**. The contents of column A have been separated out into two columns.
- 7 **CHECK** Your screen should look like Figure 3.8.
- 8 Click column heading **B** to select column B. Right-click and select **Delete**.
- 9 Save your file.

 Continue to the next exercise.

EXERCISE 3-3

Convert Text to Columns



Use the Convert Text to Columns Wizard to separate the content of a cell, such as a list of first names and last names, into different columns. Excel makes use of a **delimiter**, or divider, to separate the text. The Convert Text to Columns function saves time by making many changes to a group of data in one step.

FIGURE 3.7 Convert Text to Columns Wizard

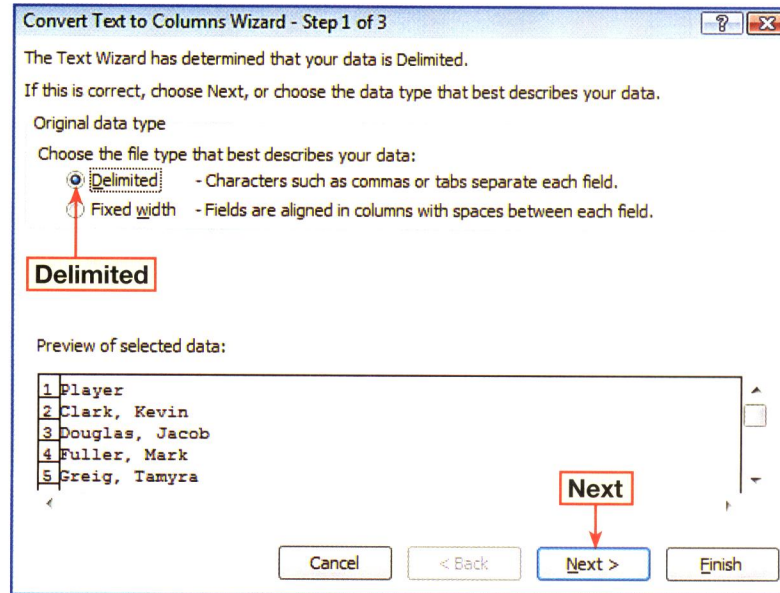


FIGURE 3.8 Players' last names in column A

	A	B	C	D	E	F	G	H
1	Player		January	February	March	April	Total	
2	Clark	Kevin	1	0	0	2	3	
3	Douglas	Jacob	4	5	7	8	24	
4	Fuller	Mark	2	1	0	0	3	
5	Greig	Tamyra	0	0	0	0	0	
6	Lamberti	Julie			2	3	16	
7	Martin	Jan			12	12	49	
8	McRoy	Sam	8	9	7	12	36	
9	Rollins	Carol	0	1	0	1	2	
10	Smith	Kris	14	16	21	13	64	
11	Tsung	Frank	2	3	0	3	8	
12								
13								
14								

Step-By-Step

- 1 In your **Goals** file, select **A1:F11**.
- 2 Choose **Home>Styles>Format as Table**. Under Light, click **Table Style Light 17**. Click **OK**. Notice that the contextual tab **Table Tools** and **Design** tab are now displayed on the Ribbon.
- 3 **iCHECK** Your screen should look like Figure 3.9.
- 4 With your table still selected, click the **Table Styles** group drop-down arrow in the upper-right corner of your screen (see Figure 3.9).
- 5 Rest your pointer on each of the Quick Style thumbnails in the Table Styles menu. Note how each style affects your table with the Live Preview (see Figure 3.10).

Continued on the next page.

Microsoft Office 2007

When you format a table in Microsoft Office 2007, table headers are added by default. You can change the default names, or you can turn them on or off by choosing **Design>Table Style Options**.

EXERCISE 3-4 Apply Table Styles

A **theme** is a predefined set of colors, fonts, and effects that you can apply to an entire workbook to ensure that the cells have consistent formatting. Microsoft Office Excel 2007 has 16 built-in themes that you can apply or modify to create your own. You can also use the Format as Table command to apply a **table style**, or predefined set of formats, to a range of data. Themes and table styles save time by making formatting changes, such as adding borders and changing font colors, in one step.

FIGURE 3.9 Table Style Light 17 applied to cells

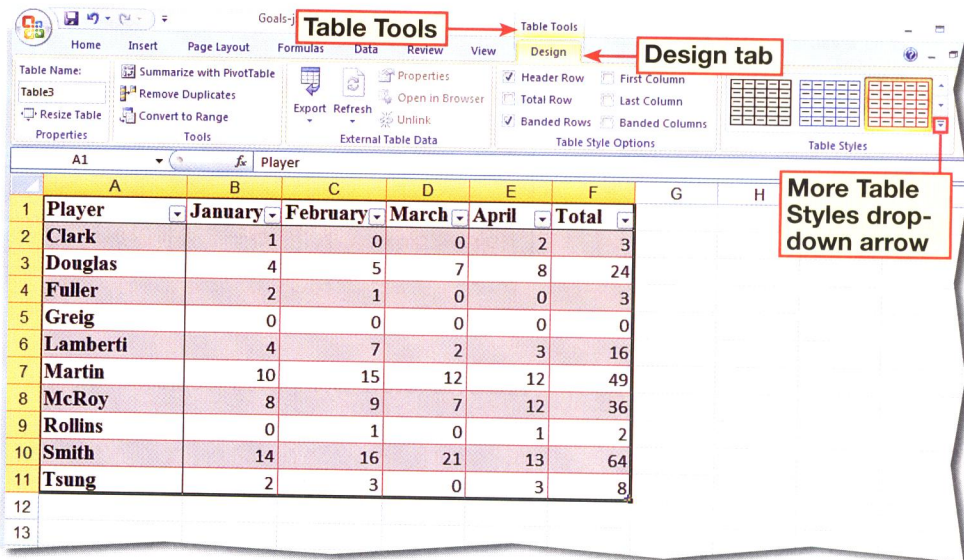
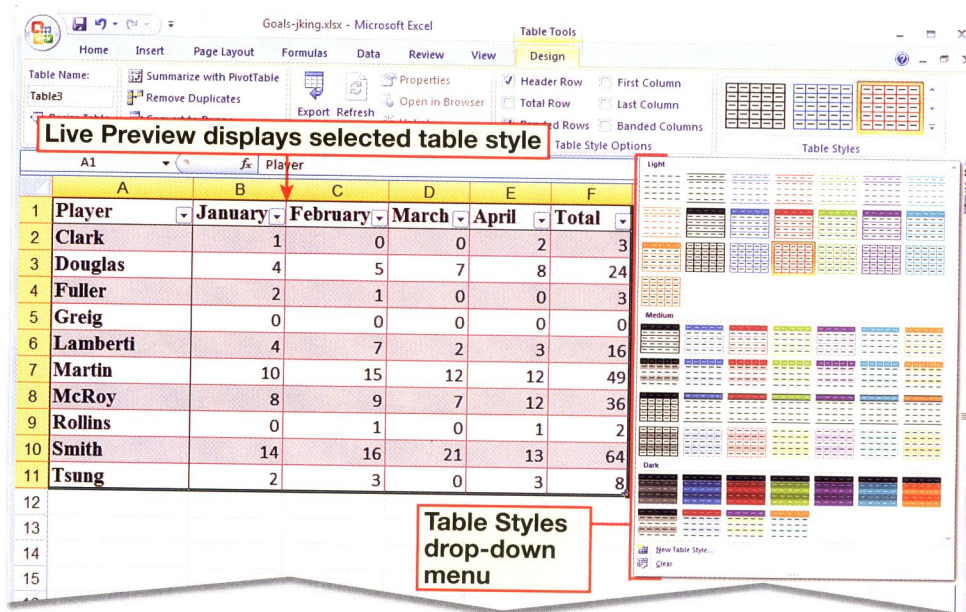



FIGURE 3.10 Table Styles drop-down menu



Step-By-Step

- 6 Click **Table Style Light 19**.
 - 7 With your table still selected, choose **Page Layout>Themes> Themes** (see Figure 3.11). Move your pointer over the built-in themes.
 - 8 Click **Verve**. Notice how the style is updated. Click **Undo**. Click cell **F11**.
 - 9 Under **Table Tools**, click the **Design** tab. In the **Table Styles Options** group, click to add a checkmark next to **Banded Columns**. Note the difference on-screen. Uncheck **Banded Columns**.
 - 10 Uncheck **Header Row**. Note row 1 is now empty. Check **Header Row**.
 - 11 Click to add checkmarks next to **Total Row and Last Column**.
 - 12 **iCHECK** Your screen should look like Figure 3.12. Note that the numbers in the last column are bold and that a Total has been added to Row 12.
 - 13 Save your file.
-  Continue to the next exercise.

EXERCISE 3-4 (Continued)

Apply Table Styles



FIGURE 3.11 Page Layout Themes

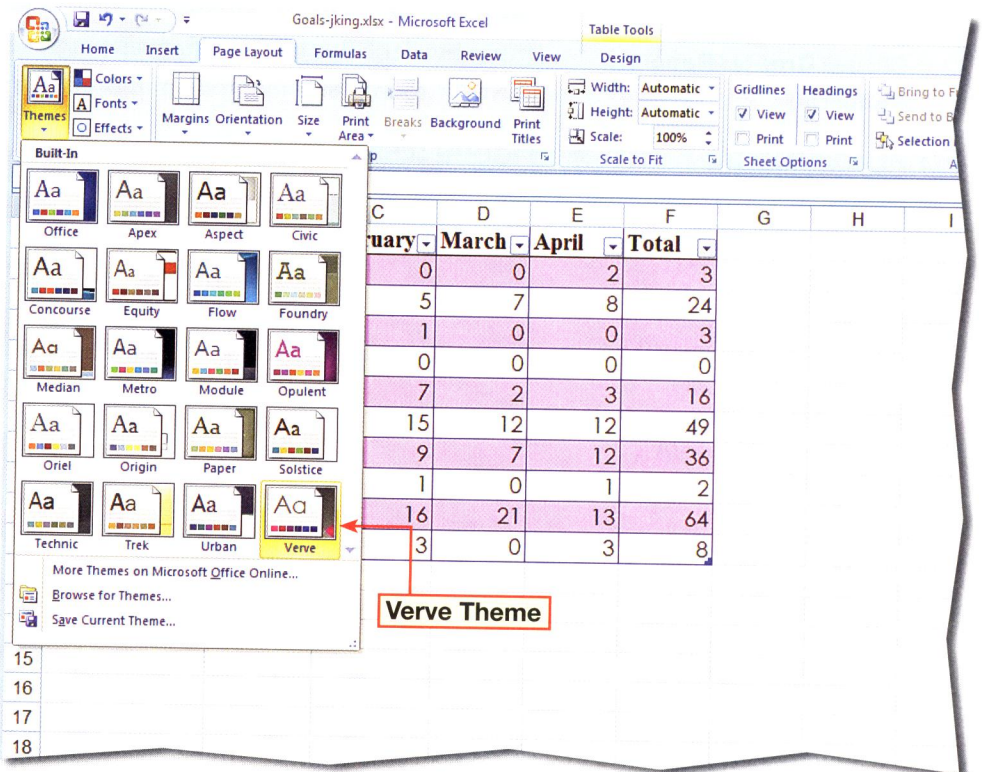
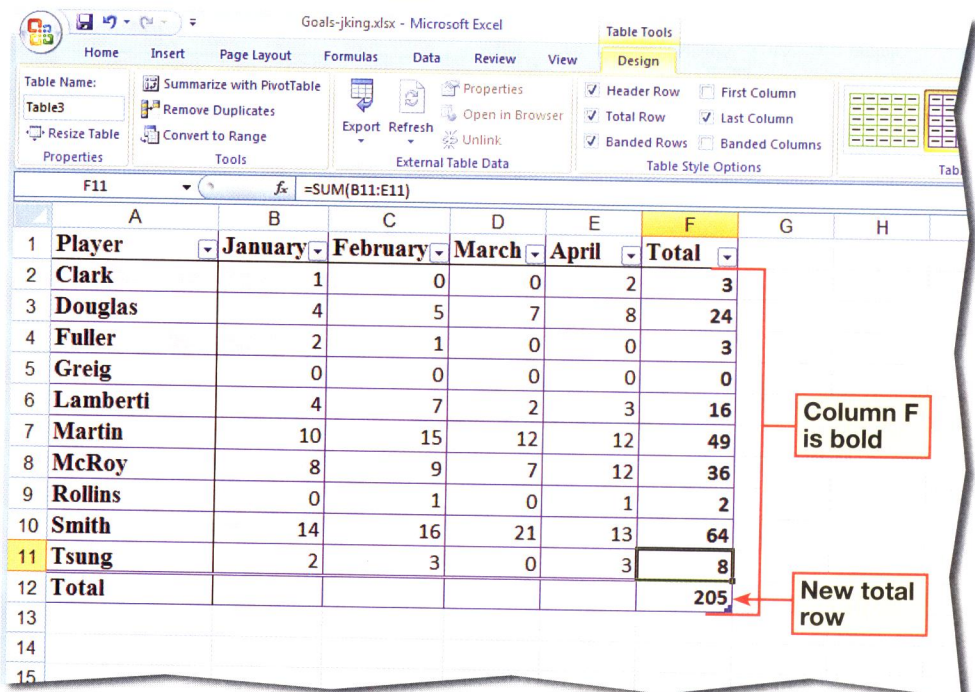


FIGURE 3.12 Format applied to cells



Step-By-Step

- 1 In your **Goals** file, select **F12**. Click the **AutoSum** drop-down menu. Choose **More Functions**. In the **Insert Function** dialog box, select **Average** and click **OK**.
 - 2 In the **Function Arguments** dialog box, make sure the range of cells is **F2:F11**. Click **OK**. The number **20.5** appears as a total.
 - 3 Repeat Step 1 but choose **SUM** from the list. Click **OK**.
 - 4 Repeat Step 2. Click **OK**. The number **205** appears.
 - 5 **CHECK** Your screen should look like Figure 3.13.
 - 6 Position the pointer over the lower right corner of cell **F12** so that the resize handle appears (see Figure 3.14).
- Continued on the next page.

You Should Know

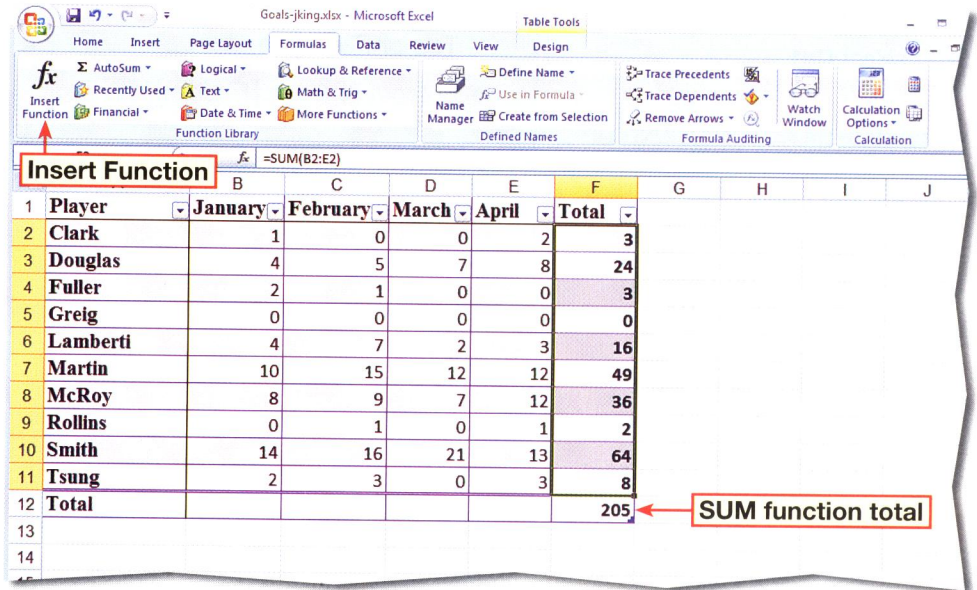
If you need to add a row or column between existing rows and columns in a table, select the row or column where you want the contents to appear, right-click, and choose **Insert**.

EXERCISE 3-5

Modify Tables to Show New Data

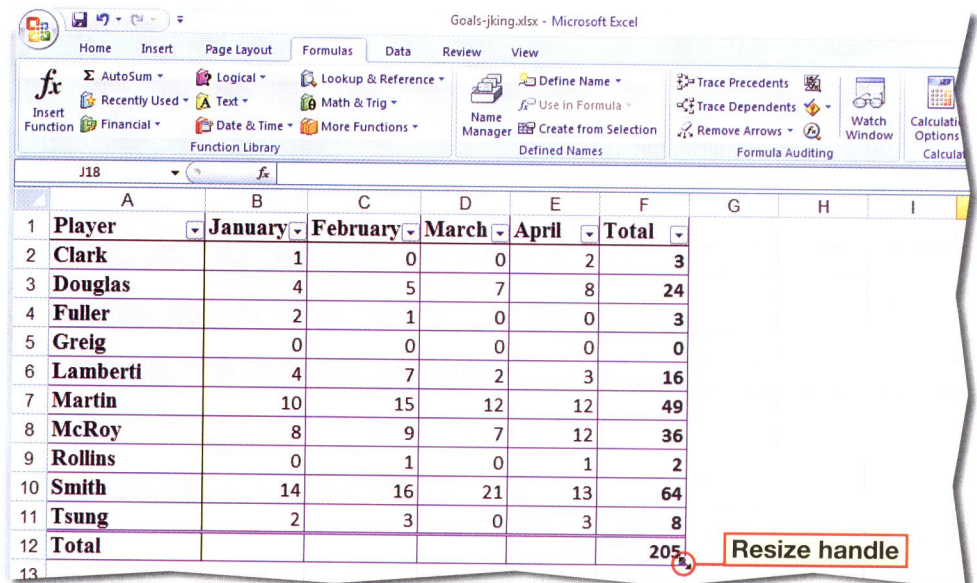
As you create your table, you may decide that you would like Excel to show data in a different way. For example, maybe you would like to see the average number of goals kicked by your team, but later you want to see the total number of goals. You can either key a value or text in a cell that is directly below or adjacent to the right of the table, or drag the resize handle at the lower-right corner of the table to select rows and columns.

FIGURE 3.13 SUM function




1	Player	January	February	March	April	Total
2	Clark	1	0	0	2	3
3	Douglas	4	5	7	8	24
4	Fuller	2	1	0	0	3
5	Greig	0	0	0	0	0
6	Lamberti	4	7	2	3	16
7	Martin	10	15	12	12	49
8	McRoy	8	9	7	12	36
9	Rollins	0	1	0	1	2
10	Smith	14	16	21	13	64
11	Tsung	2	3	0	3	8
12	Total					205

FIGURE 3.14 Resize handle in F12



1	Player	January	February	March	April	Total
2	Clark	1	0	0	2	3
3	Douglas	4	5	7	8	24
4	Fuller	2	1	0	0	3
5	Greig	0	0	0	0	0
6	Lamberti	4	7	2	3	16
7	Martin	10	15	12	12	49
8	McRoy	8	9	7	12	36
9	Rollins	0	1	0	1	2
10	Smith	14	16	21	13	64
11	Tsung	2	3	0	3	8
12	Total					205

Step-By-Step

- 7 Drag the pointer over cell **G12** and release the mouse button. A new column is added to the table.
- 8 **CHECK** Your screen should look like Figure 3.15
- 9 Click **Undo** .
- 10 Click cell **B12**. Choose **Formulas>Function Library>AutoSum** to calculate the total goals for January. Continue until you have the total goals for totals for February, March, and April.

- 11 Click cell **F13**.

- 12 **CHECK** Your screen should look like Figure 3.16.

- 13 Save your file.

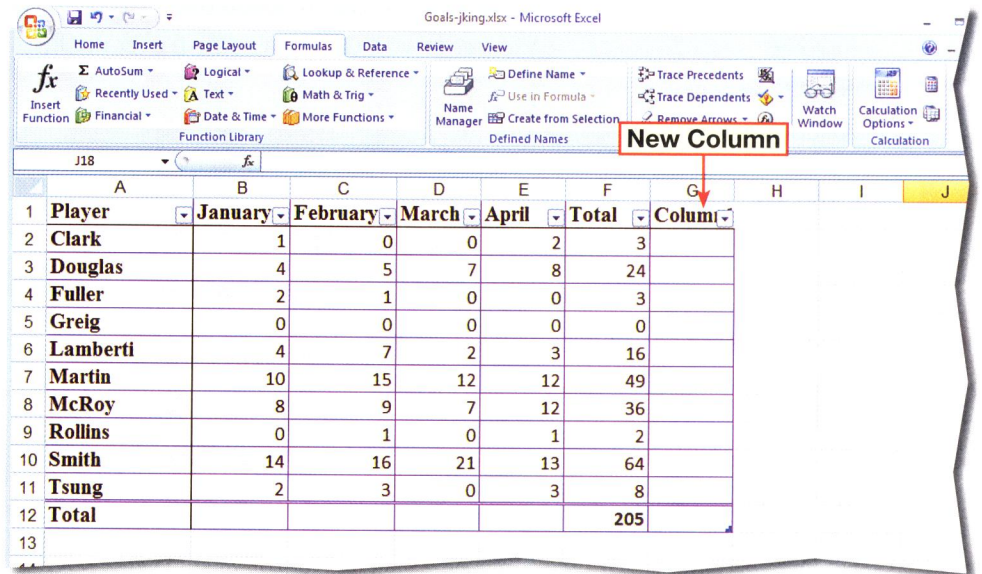
 Continue to the next exercise.

You Should Know

To delete a table row or column, select the row or column and press **DELETE**.

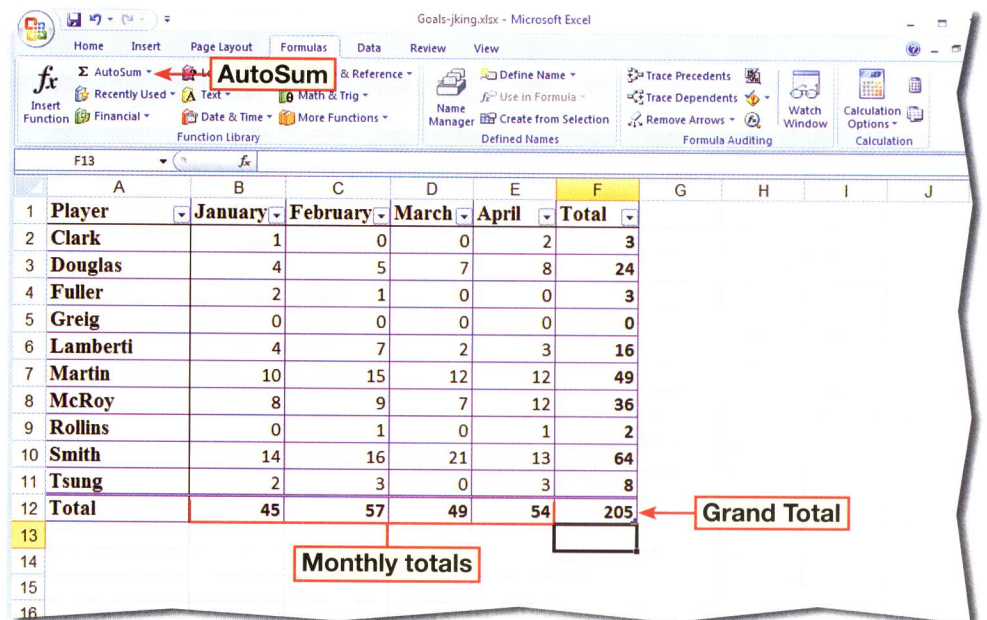
EXERCISE 3-5 (Continued) Modify Tables to Show New Data

FIGURE 3.15 New column added to table



	A	B	C	D	E	F	G	H	I	J
1	Player	January	February	March	April	Total	Column			
2	Clark	1	0	0	2	3				
3	Douglas	4	5	7	8	24				
4	Fuller	2	1	0	0	3				
5	Greig	0	0	0	0	0				
6	Lamberti	4	7	2	3	16				
7	Martin	10	15	12	12	49				
8	McRoy	8	9	7	12	36				
9	Rollins	0	1	0	1	2				
10	Smith	14	16	21	13	64				
11	Tsung	2	3	0	3	8				
12	Total					205				

FIGURE 3.16 Total row added



	A	B	C	D	E	F	G	H	I	J
1	Player	January	February	March	April	Total				
2	Clark	1	0	0	2	3				
3	Douglas	4	5	7	8	24				
4	Fuller	2	1	0	0	3				
5	Greig	0	0	0	0	0				
6	Lamberti	4	7	2	3	16				
7	Martin	10	15	12	12	49				
8	McRoy	8	9	7	12	36				
9	Rollins	0	1	0	1	2				
10	Smith	14	16	21	13	64				
11	Tsung	2	3	0	3	8				
12	Total	45	57	49	54	205				
13										
14										
15										
16										

Academic Skills

Investigate how the number 20.5 was arrived at in **Step 3**. The AVERAGE function added (+) all the goals together (205). Then they were divided (/) by the total number of players (10).

Step-By-Step

- 1 In your **Goals** file, select **B12:E12**.
- 2 Choose **Home>Font**. Click the **Font** group dialog box launcher.
- 3 In the **Format Cells** dialog box, click the **Font** tab.
- 4 Click the **Color** drop-down arrow. Under **Standard Colors**, choose **Green** (see Figure 3.17). Click **OK**.
- 5 Click on the lower right corner of cell **E12** and drag it to the right to cell **F12**. In the **Auto Fill Options** drop-down menu, choose **Fill Formatting Only**.
- 6 Click **F12**. Choose **Home>Font** and click the **Font Color** drop-down arrow. Under **Standard Colors**, choose **Red**.
- 7 **CHECK** Your screen should look like Figure 3.18.
- 8 Save and close your file.

➔ Continue to the next exercise.

EXERCISE 3-6 Change Font Color



You can change the font color of text and numbers. You might use different font colors for headings and totals to make them **distinct**, or separate, from the rest of the worksheet. You can use the Format menu or the Formatting toolbar to change font color. You can also copy a font color from one cell to another without changing any of the data in the cell.

FIGURE 3.17 Font color selected in dialog box

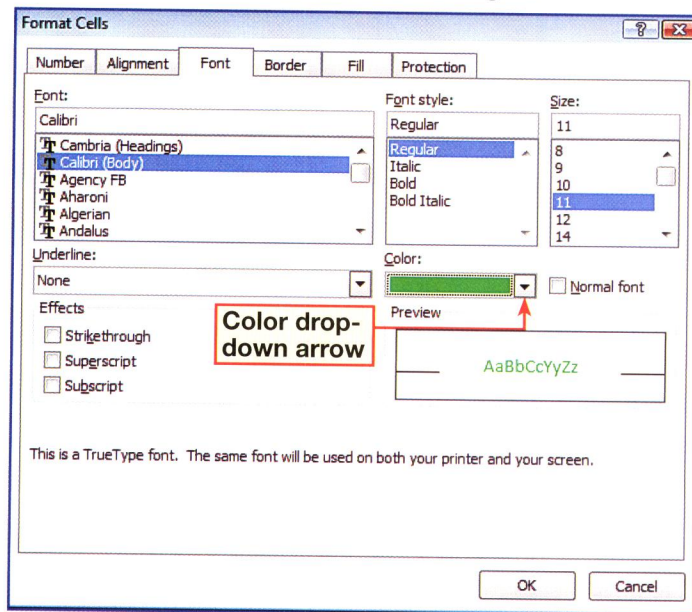


FIGURE 3.18 Font color changed for selected cells

	A	B	C	D	E	F	G	H	I
1	Player	January	February	March	April	Total			
2	Clark	1	0	0	2	3			
3	Douglas	4	5	7	8	24			
4	Fuller	2	1	0	0	3			
5	Greig	0	0	0	0	0			
6	Lamberti	4	7	2	3	16			
7	Martin	10	15	12	12	49			
8	McRoy	8	9	7	12	36			
9	Rollins	0	1	0	1	2			
10	Smith	14	16	21	13	64			
11	Tsung	2	3	0	3	8			
12	Total	45	57	49	54	205			
13									
14									

Step-By-Step



EXERCISE 3-7 Apply Cell Styles

A **cell style** is a set of formatting traits that has been given a name. When you apply a cell style, you apply all of the formatting traits of that style. Microsoft Office 2007 has several built-in cell styles, called Quick Styles, which allow you to change the look of a group of data (such as currency or percentages) in one quick step.

FIGURE 3.19 Cell Styles

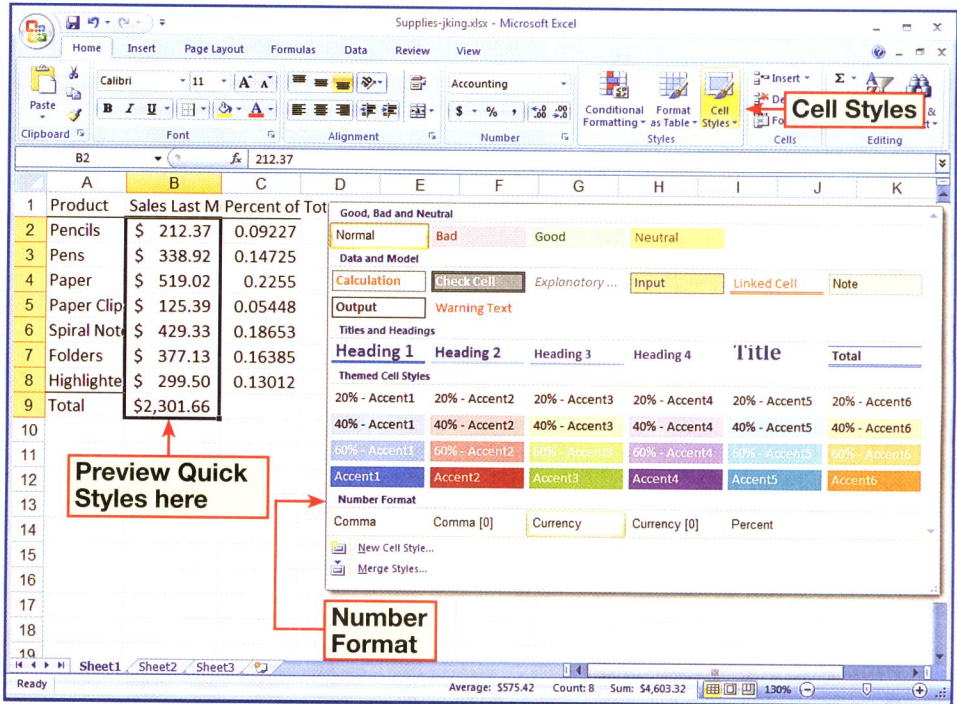
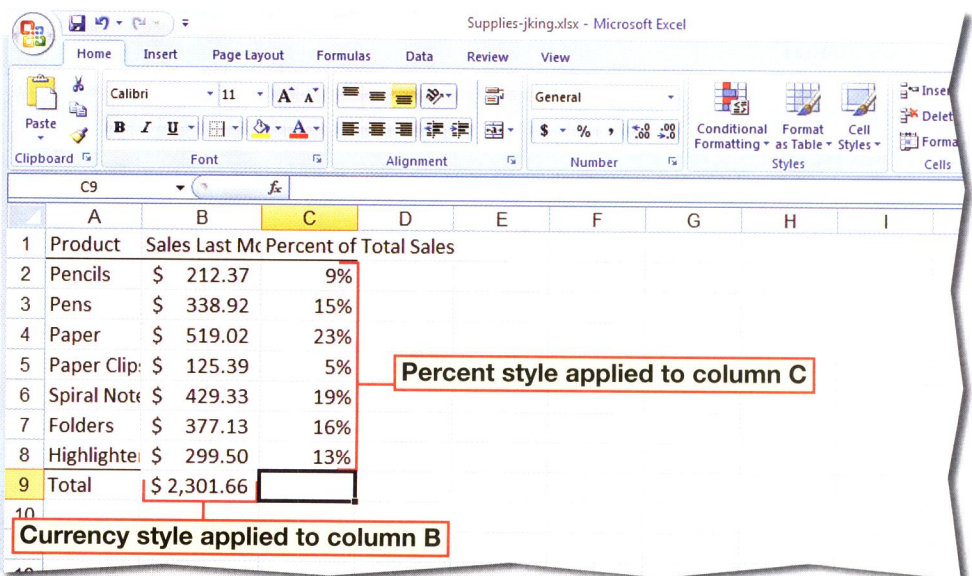


FIGURE 3.20 Percent style applied to selected cells



- 1 Open the data file **Supplies.xlsx**. Save as: **Supplies-[your first initial and last name]**.
- 2 Select **B2:B9**.
- 3 Choose **Home>Styles>Cell Styles**.
- 4 In the Cell Styles list, under Number Format, choose **Currency** (see Figure 3.19).
- 5 Select **C2:C8**.
- 6 Choose **Home>Styles>Cell Styles**.
- 7 In the Cell Styles list under Number Format, click **Percent**.
- 8 Click **C9**.
- 9 **CHECK** Your screen should look like Figure 3.20.
- 10 Save your file.

Continue to the next exercise.

Microsoft Office 2007

When you rest your pointer on a cell style thumbnail without clicking, the Microsoft Office 2007 Quick Styles feature allows you to see how the style affects your data.

Step-By-Step

- 1 In your **Supplies** file, click **A1**.
- 2 In the column heading row, move the pointer to the line between column headings A and B until the pointer becomes a double arrow (see Figure 3.21).
- 3 Click and drag to the right to make the column wider until you can see all of the text in the cells.
- 4 Double-click the line between column headings B and C (see Figure 3.21).
- 5 Click **C1**.
- 6 Choose **Home>Cells>Format**. Click **Column Width**.
- 7 In the **Column Width** box, key: **19**.
- 8 Click **OK**.
- 9 **CHECK** Your screen should look like Figure 3.22.
- 10 Save your file.

➔ Continue to the next exercise.

EXERCISE 3-8 Change Column Width



Often, the contents of a cell do not fit in the cell. Excel has several methods to change column width. You can drag the line between the column headings, double-click the line between the column headings to AutoFit them, or use the Format menu to adjust column width using a specified value.

FIGURE 3.21 Adjusting column width by dragging

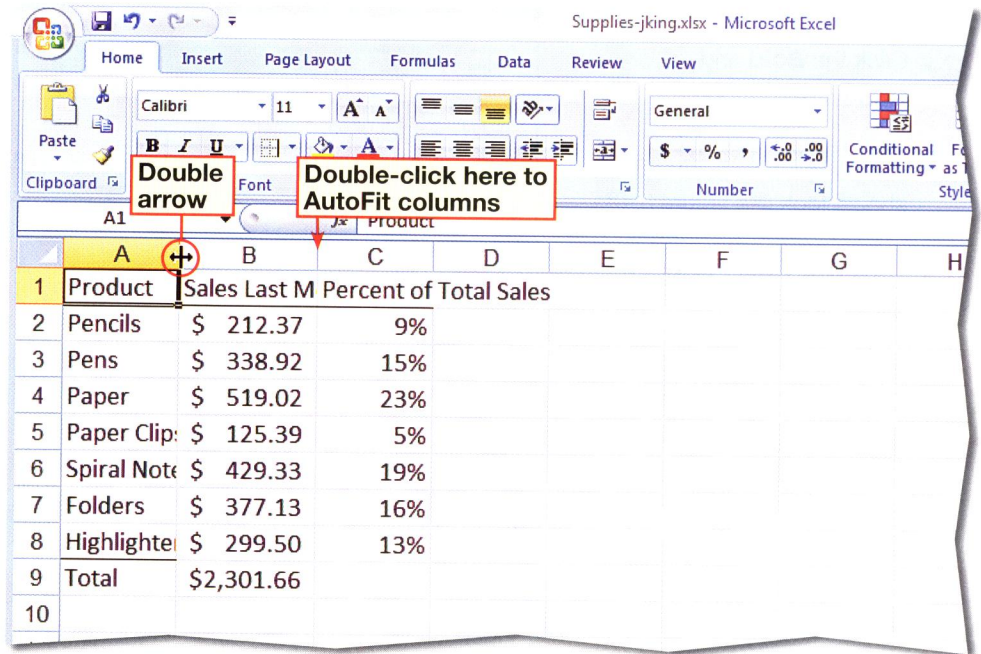
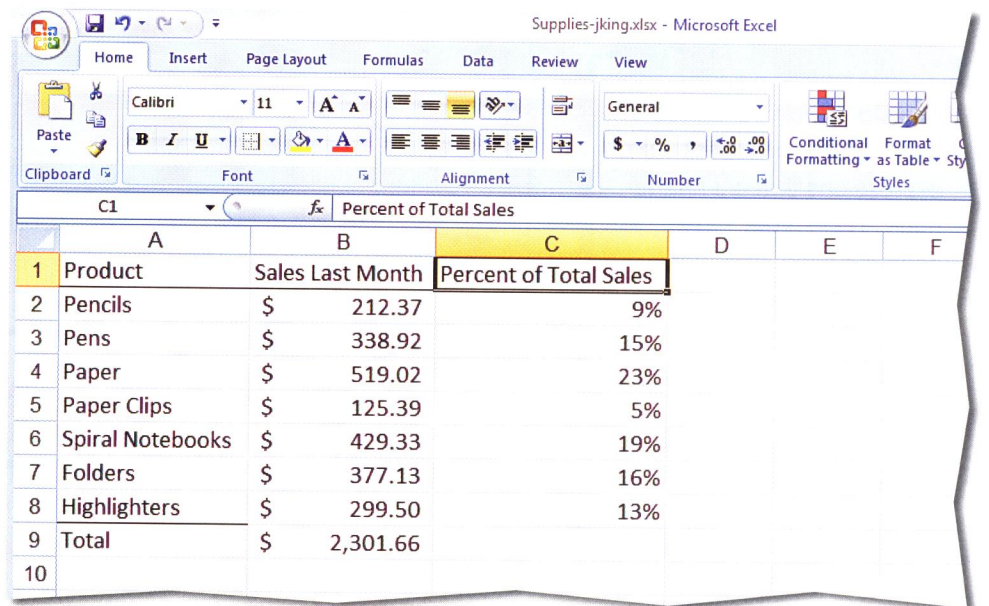


FIGURE 3.22 Resized columns



Step-By-Step

- 1 In your **Supplies** file, move the pointer to the line between row headings 1 and 2 (see Figure 3.23).
 - 2 Click and drag down until the line is even with the bottom of row 2.
 - 3 Click **A9**.
 - 4 Choose **Home>Cells>Format**. Click **Row Height**.
 - 5 In the Row Height box, key: **25**. Click **OK**.
 - 6 Click cell **A9**. Choose **Home>Cells>Format** and then click **AutoFit Row Height**. Now row 9 is just tall enough for the contents in the row.
 - 7 **iCHECK** Your screen should look like Figure 3.24.
 - 8 Save your file.
- ➔ *Continue to the next exercise.*

EXERCISE 3-9

Change Row Height



You can change row height to fit the contents of a cell or to call attention to labels or totals. You can change row height by dragging the line between row headings or using the Format menu.

FIGURE 3.23 Adjusting row height by dragging

	A	B	C	D	E	F
1	Product	Sales Last Month	Percent of Total Sales			
2	Pencils	\$ 212.37	9%			
3	Pens	\$ 338.92	15%			
4	Paper	\$ 519.02	23%			
5	Paper Clips	\$ 125.39	5%			
6	Spiral Notebooks	\$ 429.33	19%			
7	Folders	\$ 377.13	16%			
8	Highlighters	\$ 299.50	13%			
9	Total	\$ 2,301.66				
10						
11						

FIGURE 3.24 Row height resized

	A	B	C	D	E	F
1	Product	Sales Last Month	Percent of Total Sales			
2	Pencils	\$ 212.37	9%			
3	Pens	\$ 338.92	15%			
4	Paper	\$ 519.02	23%			
5	Paper Clips	\$ 125.39	5%			
6	Spiral Notebooks	\$ 429.33	19%			
7	Folders	\$ 377.13	16%			
8	Highlighters	\$ 299.50	13%			
9	Total	\$ 2,301.66				
10						
11						

Step-By-Step

- 1 In your **Supplies** file, key the data shown in column D of Figure 3.25.
- 2 Use the **Cell Styles** drop-down menu to apply the Currency Number Format to cells D2:D9. AutoFit column D.
- 3 Click column heading **C** to select column C.
- 4 Choose **Home>Cells>Format**. Under Visibility, choose **Hide & Unhide>Hide Columns**.
- 5 Click row heading **9** to select the row.
- 6 Choose **Home>Cells>Format**. Under **Visibility**, choose **Hide & Unhide>Hide Rows**.
- 7 **iCHECK** Your screen should look like Figure 3.26.
- 8 Select column heading **B** through column heading **D**. Choose **Home>Cells>Format>Hide & Unhide**. Click **Unhide Columns**.
- 9 Select row heading **8** through row heading **10**. Choose **Home>Cells>Format>Hide & Unhide**. Click **Unhide Rows**. Save your file.

➔ Continue to the next exercise.

EXERCISE 3-10

Hide and Unhide Columns and Rows

To make your worksheet easier to read, you can hide columns or rows. Hiding a column can make it easier to compare data side by side, and hiding a row can help you to focus only on certain data. Unhide columns and rows when you want to see them again.

FIGURE 3.25 Data added to worksheet

	A	B	C	D	E	F
1	Product	Sales Last Month	Percent of Total Sales	Sales This Month		
2	Pencils	\$ 212.37	9%	\$ 318.26		
3	Pens	\$ 338.92	15%	\$ 445.76		
4	Paper	\$ 519.02	23%	\$ 322.07		
5	Paper Clips	\$ 125.39	5%	\$ 298.45		
6	Spiral Notebooks	\$ 429.33	19%	\$ 552.97		
7	Folders	\$ 377.13	16%	\$ 206.89		
8	Highlighters	\$ 299.50	13%	\$ 315.22		
9	Total	\$ 2,301.66		\$ 2,459.62		
10						
11						

FIGURE 3.26 Column and row hidden

	A	B	D	G
1	Product	Sales Last Month	Sales This Month	
2	Pencils	\$ 212.37	\$ 318.26	
3	Pens	\$ 338.92	\$ 445.76	
4	Paper	\$ 519.02	\$ 322.07	
5	Paper Clips	\$ 125.39	\$ 298.45	
6	Spiral Notebooks	\$ 429.33	\$ 552.97	
7	Folders	\$ 377.13	\$ 206.89	
8	Highlighters	\$ 299.50	\$ 315.22	
10				
11				

Step-By-Step

- 1 In your **Supplies** file, select **C2:C8**.
- 2 On the **Home** tab, click the **Alignment** group dialog box launcher (see Figure 3.27).
- 3 In the **Format Cells** dialog box, click the **Alignment** tab.
- 4 Click the **Horizontal** drop-down arrow. Select **Center**. Click **OK**.
- 5 **CHECK** Your screen should look like Figure 3.28.
- 6 Save and close your file.

Continue to the next exercise.

Microsoft Office 2007

When you select text, use the Left, Center, and Right buttons on the Mini toolbar to change alignment more quickly.

EXERCISE 3-11

Change Horizontal Alignment

Change the **horizontal alignment** to align the contents of a cell to the left, center, or right. You can use the Format Cells dialog box or the buttons in the Alignment group on the Home tab to change the alignment of a cell's contents.

FIGURE 3.27 Alignment tab in Format Cells dialog box

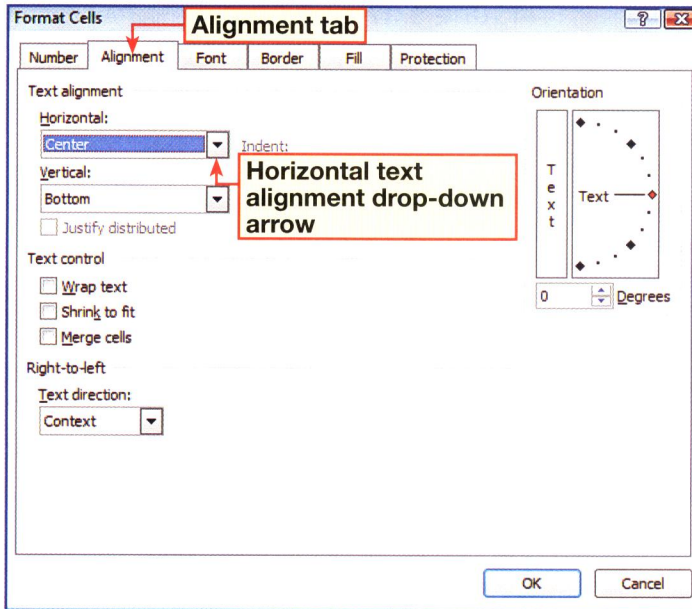


FIGURE 3.28 Cells with center alignment

The screenshot shows the Microsoft Excel interface with the 'Supplies-jking.xlsx' file open. The 'Home' tab is active, and the 'Alignment' group is visible. The table below shows the data with center alignment applied to the selected cells (C2:C8).

	A	B	C	D	E
1	Product	Sales Last Month	Percent of Total Sales	Sales This Month	
2	Pencils	\$ 212.37	9%	\$ 318.26	
3	Pens	\$ 338.92	15%	\$ 445.76	
4	Paper	\$ 519.02	23%	\$ 322.07	
5	Paper Clips	\$ 125.39	5%	\$ 298.45	
6	Spiral Notebooks	\$ 429.33	19%	\$ 552.97	
7	Folders	\$ 377.13	16%	\$ 206.89	
8	Highlighters	\$ 299.50	13%	\$ 315.22	
9	Total	\$ 2,301.66		\$2,459.62	
10					
11					

Step-By-Step

- 1 Open the data file **Computers.xlsx**. Save as: **Computers-[your first initial and last name]**.
 - 2 Click **B1**.
 - 3 Key: **Monthly Sales**.
 - 4 Press **ENTER**.
 - 5 Select **B1:D1**.
 - 6 On the **Home** tab, click the **Alignment** dialog box launcher.
 - 7 In the **Format Cells** dialog box, click the **Alignment** tab.
 - 8 Click the **Horizontal** drop-down arrow. Select **Center Across Selection** (see Figure 3.29). Click **OK**.
 - 9 **CHECK** Your screen should look like Figure 3.30.
 - 10 Save your file.
- ➔ Continue to the next exercise.

Shortcuts

In Microsoft Office 2007, you can merge and center cell contents by choosing **Home>Alignment>Merge & Center**.

EXERCISE 3-12 Center Across Selection



If you want to center text across a range of cells, use the Center Across Selection feature. For example, you can center a title over a range of cells for extra emphasis. You can also use this feature to emphasize headings.

FIGURE 3.29 Center Across Selection selected on Alignment tab

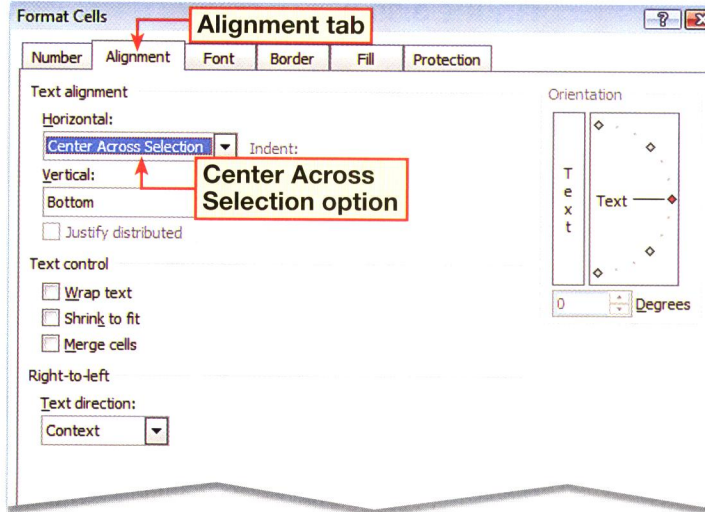


FIGURE 3.30 Center Across Selection applied to selected text

2	Location	May	June	July	Total
3	Century City	\$ 25,023.00	\$ 30,542.00	\$ 23,479.00	\$ 79,044.00
4	Glendale	\$ 13,569.00	\$ 15,437.00	\$ 15,338.00	\$ 44,344.00
5	Santa Monica	\$ 21,033.00	\$ 26,164.00	\$ 23,556.00	\$ 70,753.00
6	Huntington Beach	\$ 19,563.00	\$ 18,555.00	\$ 17,055.00	\$ 55,173.00
7	Camarillo	\$ 18,627.00	\$ 20,003.00	\$ 21,157.00	\$ 59,787.00
8	Santa Barbara	\$ 24,917.00	\$ 25,163.00	\$ 22,457.00	\$ 72,537.00
9	Newport	\$ 27,894.00	\$ 28,345.00	\$ 32,189.00	\$ 88,428.00
10	Pasadena	\$ 17,432.00	\$ 15,642.00	\$ 14,332.00	\$ 47,406.00
11	Total	\$ 168,058.00	\$ 179,851.00	\$ 169,563.00	\$ 517,472.00
12					
13					
14					

Step-By-Step

- 1 In your **Computers** file, select **A2:E2**.
- 2 On the **Home** tab, click the **Alignment** group dialog box launcher.
- 3 In the **Format Cells** dialog box, click the **Alignment** tab.
- 4 Click the **Vertical** drop-down arrow. Select **Top** (see Figure 3.31).
- 5 Click **OK**.
- 6 **CHECK** Your screen should look like Figure 3.32.
- 7 Save your file.

➔ Continue to the next exercise.

You Should Know

Use the **Top Align**, **Middle Align**, and **Bottom Align** buttons on the **Home** tab to change vertical alignment more quickly.

Shortcuts

You can open the **Format Cells** dialog box by right-clicking a cell or range of cells and choosing **Format Cells** in the shortcut menu.

EXERCISE 3-13 Change Vertical Alignment



You can use the Format Cells dialog box to change the vertical alignment of a cell's contents. **Vertical alignment** refers to how the content is positioned in relation to the top and bottom of the cell. For example, content that is top aligned is placed near the top of a cell.

FIGURE 3.31 Vertical alignment selected

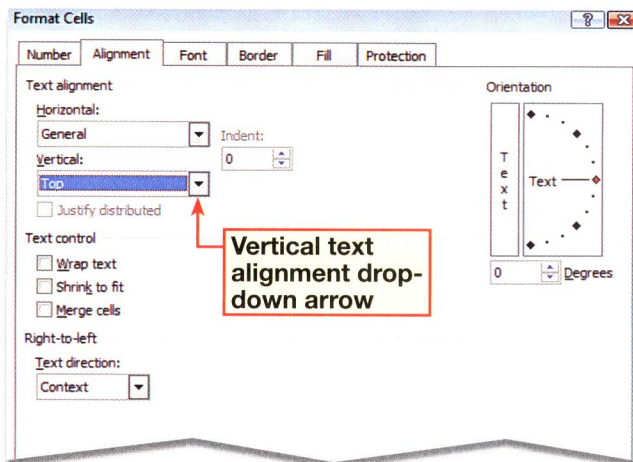


FIGURE 3.32 Cells with top alignment applied

Contents aligned with the top of the cells				
Location	May	June	July	Total
Century City	\$ 25,023.00	\$ 30,542.00	\$ 23,479.00	\$ 79,044.00
Glendale	\$ 13,569.00	\$ 15,437.00	\$ 15,338.00	\$ 44,344.00
Santa Monica	\$ 21,033.00	\$ 26,164.00	\$ 23,556.00	\$ 70,753.00
Huntington Beach	\$ 19,563.00	\$ 18,555.00	\$ 17,055.00	\$ 55,173.00
Camarillo	\$ 18,627.00	\$ 20,003.00	\$ 21,157.00	\$ 59,787.00
Santa Barbara	\$ 24,917.00	\$ 25,163.00	\$ 22,457.00	\$ 72,537.00
Newport	\$ 27,894.00	\$ 28,345.00	\$ 32,189.00	\$ 88,428.00
Pasadena	\$ 17,432.00	\$ 15,642.00	\$ 14,332.00	\$ 47,406.00
Total	\$ 168,058.00	\$ 179,851.00	\$ 169,563.00	\$ 517,472.00

Step-By-Step

- 1 In your **Computers** file, click cell **A1**.
- 2 Choose **View>Show/Hide** and remove the checkmark from the **Gridlines** check box. Notice that the gridlines are hidden.
- 3 **iCHECK** Your screen should look like Figure 3.33.
- 4 Choose **View>Show/Hide** and check **Gridlines**. The gridlines reappear.
- 5 Choose **View>Show/Hide** and remove the checkmark from the **Headings** box. Notice that the row and column headings are hidden.
- 6 Choose **View>Show/Hide**. Click the **Headings** box. The headings reappear.
- 7 **iCHECK** Your screen should look like Figure 3.34.
- 8 Save your file.

➔ Continue to the next exercise.

Tech Tip

You can print without gridlines by choosing **Page Layout>Sheet Options** and deselecting, or clearing, the **Gridlines** check box.

EXERCISE 3-14 Show and Hide Gridlines and Headings



Just as you can hide and unhide rows and columns, you can hide and unhide a worksheet or an entire workbook's gridlines and headings. Viewing a worksheet without gridlines and headings allows you to see what a chart or table will look like when you print it.

FIGURE 3.33 Hidden gridlines

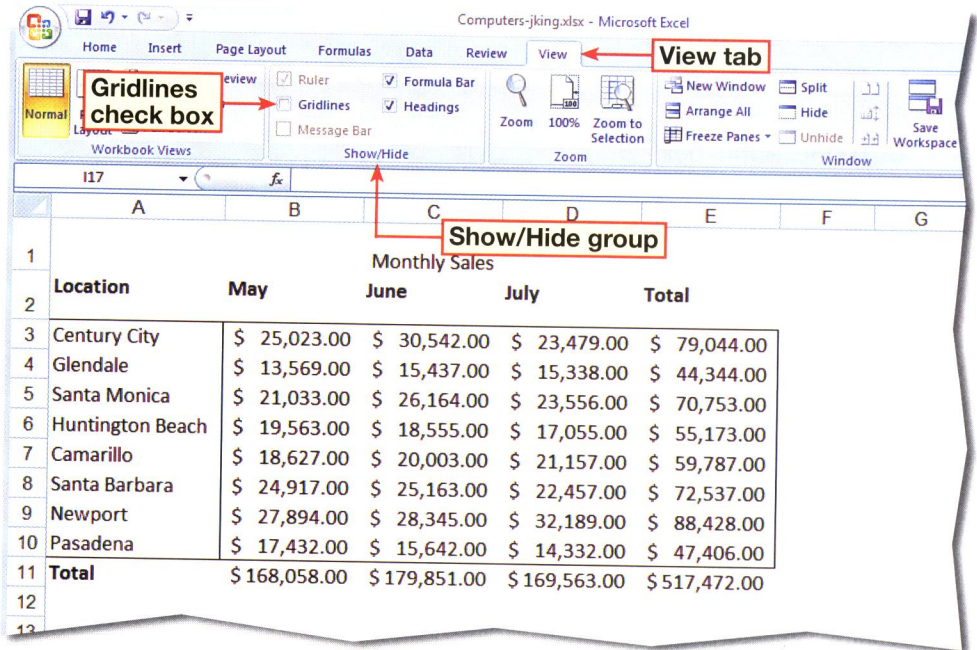
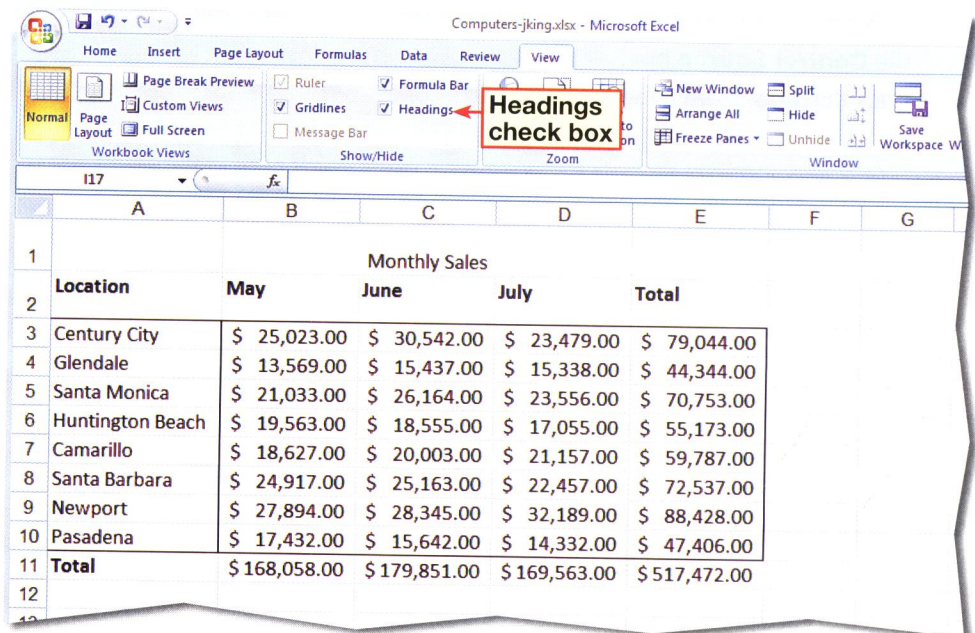


FIGURE 3.34 The gridlines and headings are visible



Step-By-Step

- 1 In your **Computers** file, choose **Home>Cells>Format**. Under **Organize Sheets**, click **Rename Sheet**. **Sheet1** is highlighted (see Figure 3.35).
- 2 Key: **1st Quarter Sales**.
- 3 Press **ENTER**.
- 4 Repeat Step 1 choosing **Sheet 2**. Key: **2nd Quarter Sales**.
- 5 Click **Insert Worksheet** twice. Rename the two worksheets: **3rd Quarter Sales** and **4th Quarter Sales**.
- 6 Click **1st Quarter Sales** tab. Choose **Home>Cells>Format**. Under **Organize Sheets**, select **Tab Color**.
- 7 Under **Standard Colors**, select **Orange, Accent 6**.
- 8 Click the tab for **2nd Quarter Sales**.
- 9 **CHECK** Your screen should look like Figure 3.36.
- 10 Save your file.

➔ Continue to the next exercise.

EXERCISE 3-15

Rename a Worksheet and Change the Tab Color

You can organize your work by storing information on multiple sheets. For example, if you are compiling quarterly sales reports for your company, you might create four worksheets, one for each quarter. Each worksheet should have a name that is easy to understand. Change the tab color so you can find each sheet quickly.

FIGURE 3.35 Renaming a worksheet

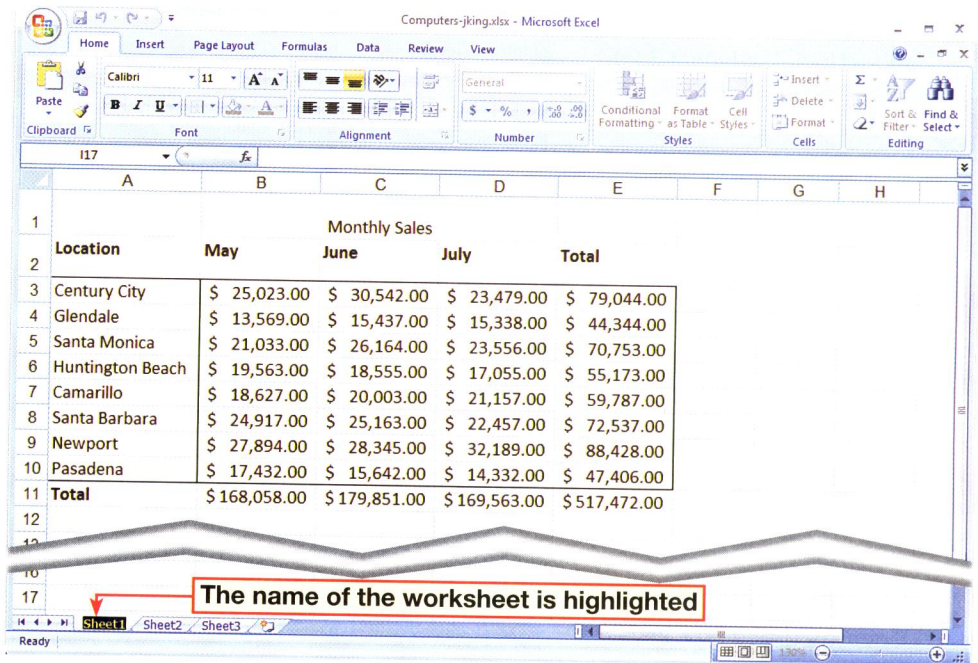
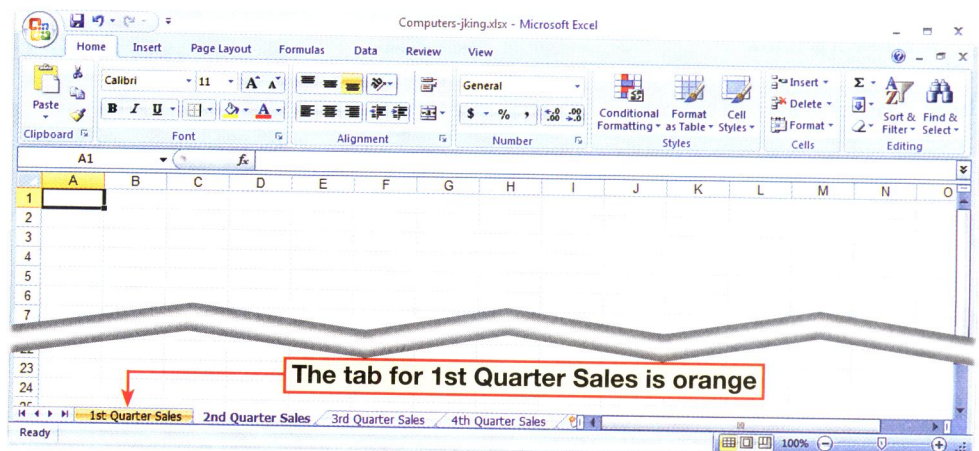


FIGURE 3.36 Change tab color



Step-By-Step

- 1 In your **Computers** file, click the **2nd Quarter Sales** tab.
- 2 Click the **Select All** button in the top left corner of the worksheet, just to the left of column A and just above row 1.
- 3 Choose **Home>Styles>Cell Styles**. Select **Neutral**.
- 4 **iCHECK** Your screen should look like Figure 3.37.
- 5 Select the **1st Quarter Sales** tab. Choose **Page Layout>Page Setup>Background**.
- 6 In the **Sheet Background** dialog box, browse to and select your data file folder.
- 7 In the **Files of type** box, make sure **All Pictures** is selected. In the data file list, select the file **CompuBold.JPG**.
- 8 **iCHECK** Your screen should look like Figure 3.38.
- 9 Save your file.

➔ *Continue to the next exercise.*

EXERCISE 3-16 Choose a Background



A **background** is a graphic or color that appears behind the information in your worksheet. Sometimes backgrounds act as watermarks. Logos often appear as watermarks. They are usually translucent, which means you can see through them. A background will only show on the computer screen, it will not appear if you print the document out.

FIGURE 3.37 Worksheet with a background color

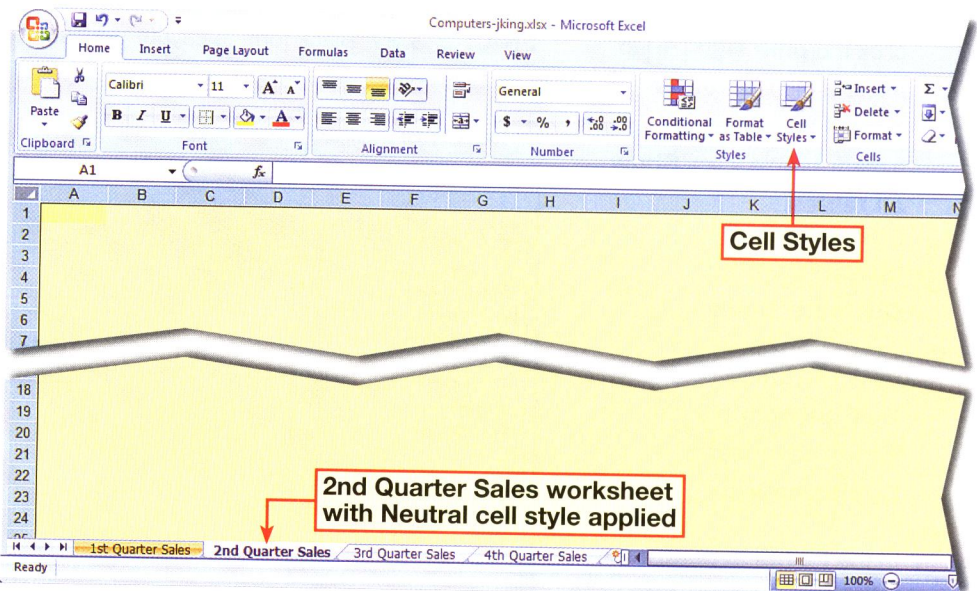
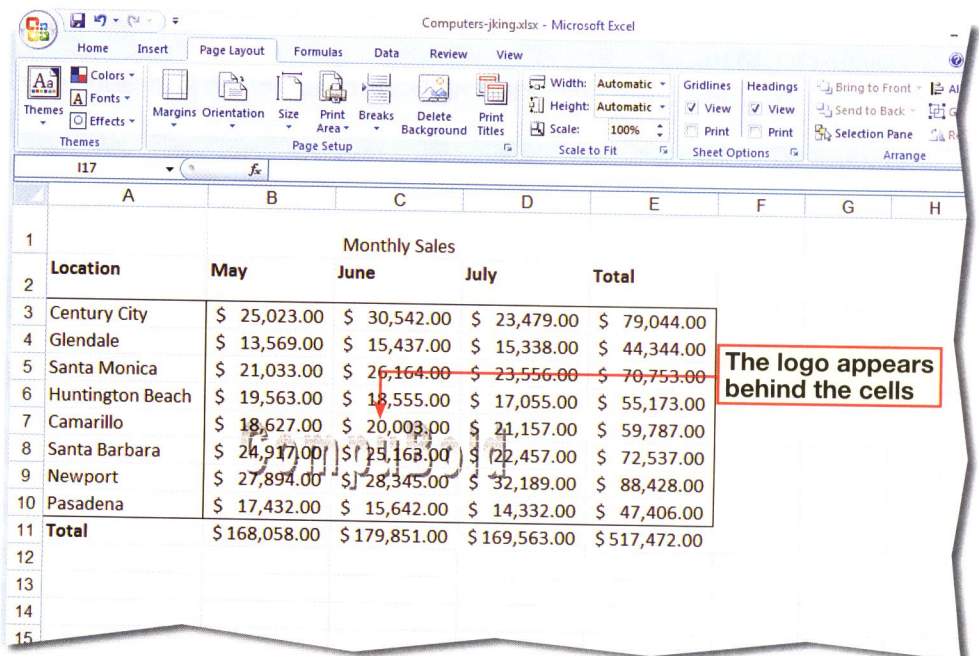


FIGURE 3.38 Background logo inserted in sheet



Step-By-Step

1 In your **Computers** file, click the **2nd Quarter Sales** tab. Choose **Home>Cells>Format**. Under **Visibility**, click **Hide & Unhide** and select **Hide Sheet**.

2 Click the **3rd Quarter Sales** tab if it does not automatically become selected.

3 Choose **Home>Cells>Format**. Click **Hide & Unhide** and select **Hide Sheet**. Repeat steps 3 and 4 with the **4th Quarter Sales** tab. The only visible worksheet is **1st Quarter Sales** (see Figure 3.39).

4 Choose **Home>Cells>Format**. Click **Hide & Unhide** and select **Unhide Sheet**.

5 In the **Unhide** dialog box, click **2nd Quarter Sales** (see Figure 3.40). Click **OK**.

6 Repeat Step 5 and click **3rd Quarter Sales**. Click **OK**. Repeat using the **4th Quarter Sales** tab.

7 **iCHECK** Your screen should look like Figure 3.40.

8 Save your file.

➔ *Continue to the next exercise.*

EXERCISE 3-17

Hide and Unhide Worksheets

Just as you can hide and unhide rows and columns, you can hide and unhide entire worksheets. When a worksheet is hidden, it is still available. It is just not visible. Hide worksheets to focus on just one part of your workbook.

FIGURE 3.39 Hidden sheets

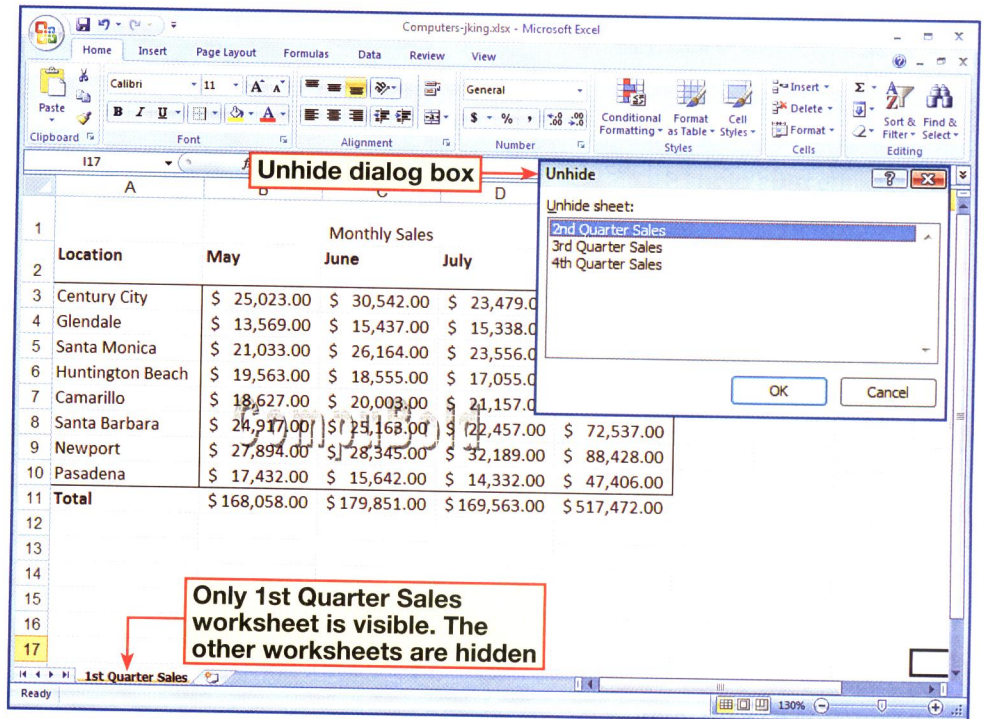
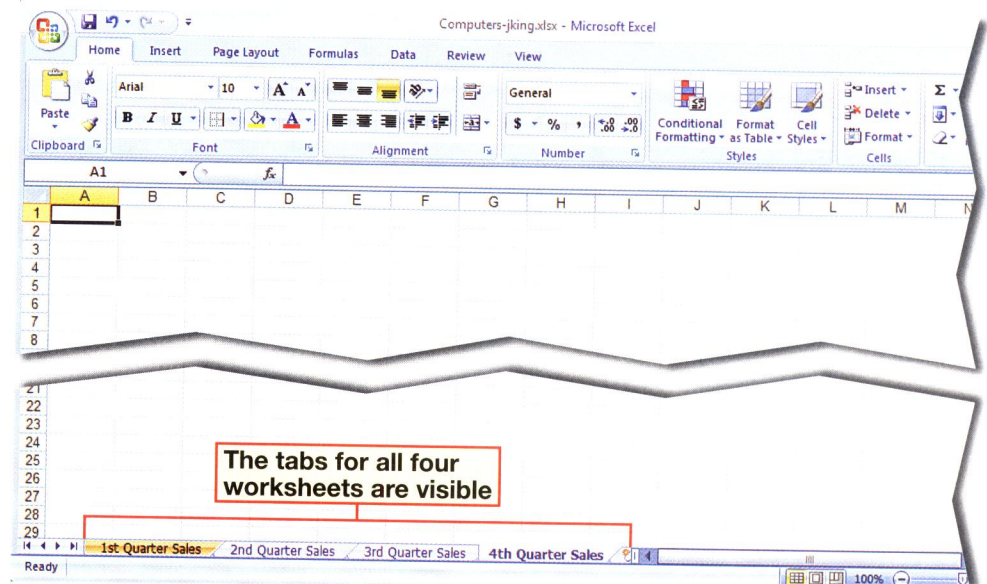


FIGURE 3.40 Unhiding worksheets



Step-By-Step

- 1 In your **Computers** file, click the **1st Quarter Sales** tab.
- 2 Choose **Insert>SmartArt**.
- 3 In the **Choose a SmartArt Graphic** dialog box, under **Process**, scroll down and click **Upward Arrow** (see Figure 3.41). Click **OK**.
- 4 Right-click anywhere on the blue SmartArt arrow. Choose **Add a Shape>Add a Shape After**. A new blue dot is added to the graphic.
- 5 Click the word **Text** at the bottom of the arrow. Key: **May**. Press **ENTER**. Key: **\$27,894**. Press **ENTER**.
- 6 Enter the remainder of the sales data into the **Text** pane as shown in Figure 3.42: **June \$28,345**, **July \$32,189**, **Newport's Total Sales \$88,428**. Press **ENTER** between entries.
- 7 **iCHECK** Your screen should look like Figure 3.42.
- 8 Click the **SmartArt Tools** tab. Then click **Format**.

Continued on the next page.

EXERCISE 3-18 Insert, Move, and Size SmartArt Graphics



In this exercise you will create a SmartArt graphic for a monthly sales report. Excel provides a variety of **SmartArt** shapes, such as a **graphical list** (like a bulleted or numbered list), a process diagram (which shows how information changes in a process), and an organizational chart (which demonstrates an organized arrangement), to visually communicate, or convey, information. Graphics are often used to summarize information and demonstrate the data's significance.

FIGURE 3.41 Choose a SmartArt Graphic dialog box

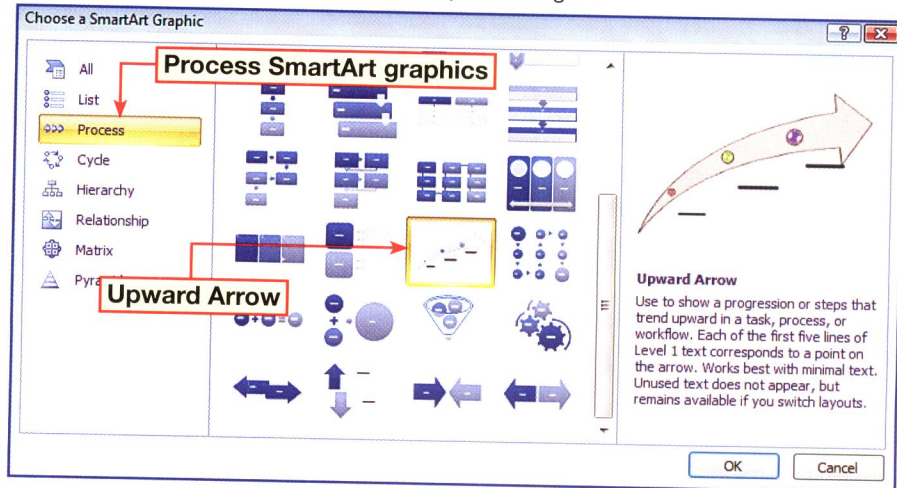


FIGURE 3.42 Newport Sales data added to

	June	July	Total
May	\$ 15,600.00	\$ 14,332.00	\$ 47,406.00
June	\$ 28,345.00	\$ 32,189.00	\$ 88,428.00
July	\$ 30,542.00	\$ 23,479.00	\$ 79,044.00
Total	\$ 15,437.00	\$ 15,338.00	\$ 47,537.00
Newport's Total Sales	\$ 26,164.00	\$ 23,556.00	\$ 88,428.00

Step-By-Step

- 9 Click the **Shape Effects** button and select **Preset 9** (see Figure 3.43).
- 10 Click the arrow to select the SmartArt graphic.
- 11 Position your pointer over the left corner of the graphic until it takes the shape of the four-headed arrow.
- 12 Click and drag the four-headed arrow down and to the left so it is directly under the Monthly Sales figures in the worksheet.
- 13 Choose **SmartArt Tools> Design**. Then click **Change Colors** and select **Colored Fill, Accent 3**.
- 14 **!CHECK** Your screen should look like Figure 3.44.
- 15 Click the arrow to select the SmartArt graphic.
- 16 Position your pointer over the arrow's lower-right dot until it becomes a two-headed arrow. Click and drag the dot down and to the right.
- 17 Resize the arrow until you are satisfied with how it looks. Save your workbook. Close the workbook and exit Excel.

EXERCISE 3-18 (Continued) Insert, Move, and Size SmartArt Graphics

FIGURE 3.43 Shape Effects

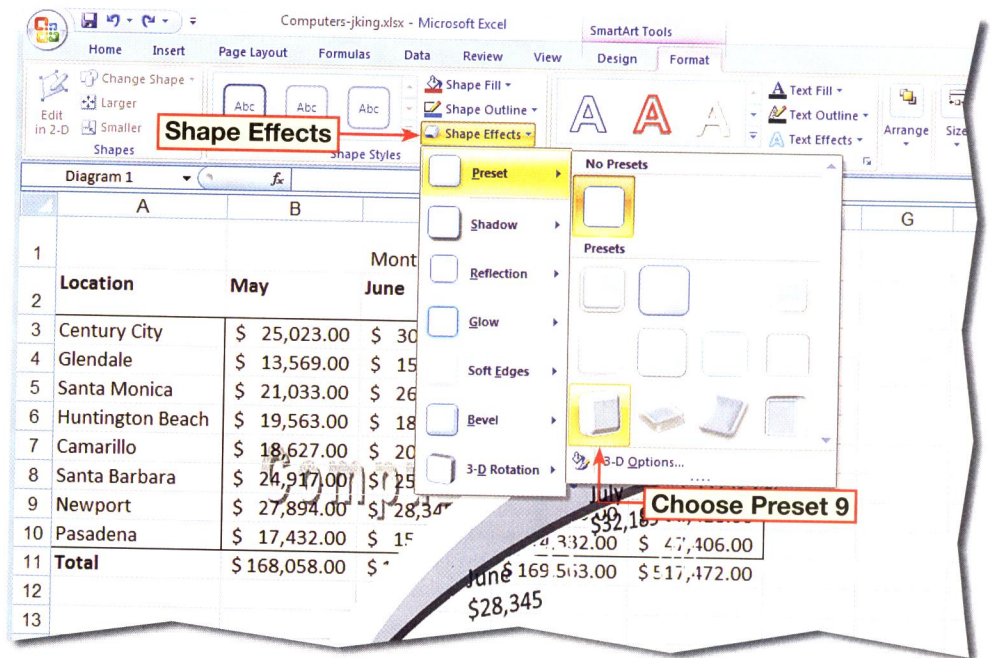


FIGURE 3.44 SmartArt displays Newport's sales figures

