

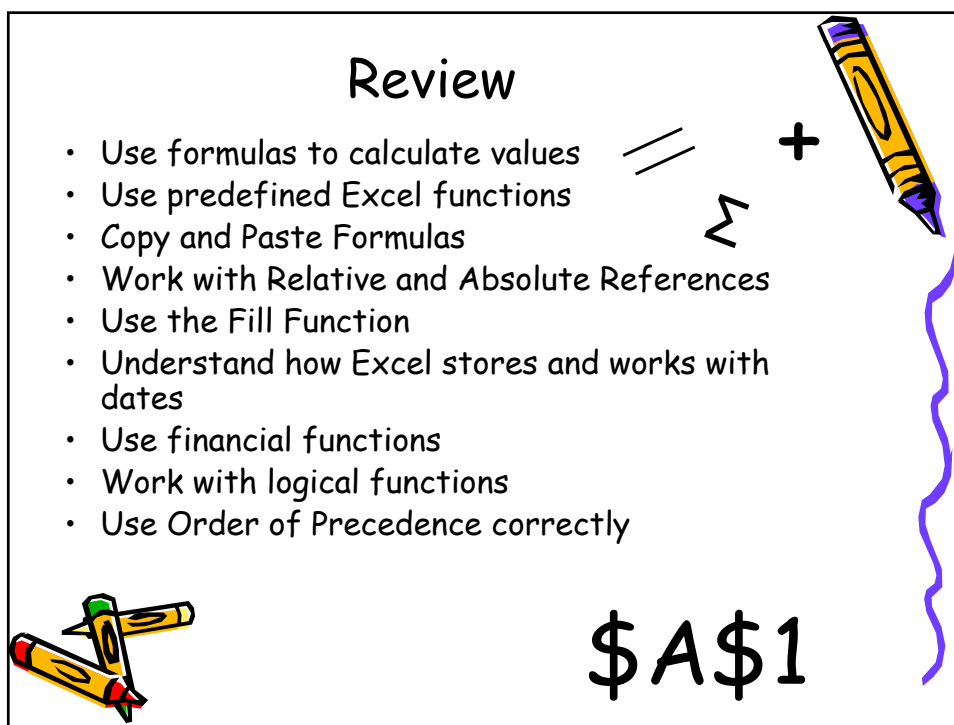
Tutorial 3

Formatting

Or How to develop a professional looking spreadsheet

Review

- Use formulas to calculate values
- Use predefined Excel functions
- Copy and Paste Formulas
- Work with Relative and Absolute References
- Use the Fill Function
- Understand how Excel stores and works with dates
- Use financial functions
- Work with logical functions
- Use Order of Precedence correctly



$=$ $+$

$\$A\1

Financial Functions

Four Factors in a loan:

- Size of the loan
- Length of time in which it must be repaid
- Interest rate charged
- Payment period



To calculate the monthly payment on a loan, use the PMT function:

$PMT(\text{rate}, \text{nper}, \text{pv}, \text{fv}, \text{type})$

Loan amount = \$5000

Annual Interest rate = 7.5%

Length of loan = 4 years

$=PMT(.075/12, 4*12, 5000)$



Formatting

- Formatting is the process of changing the appearance of your workbook.
- A properly formatted workbook can be easier to read, appear more professional, and help draw attention to important points.
- The formatting toolbar is the fastest way to format your worksheet.

Formatting Toolbar



- font type, font size, style, alignment
- comma style
- currency format
- Percent
- Decrease/Increase decimal
- Borders
- Colored text
- Colored Cell
- Merge and Center

Format data using different fonts, sizes and font styles

- A font is the design applied to letters, characters and punctuation marks. Each font is identified by a font name or type face.
- Fonts can be displayed in various sizes and you can even change the color of the font or the background color in the cell.
- These options are available in the Format Cells dialog box and there are also buttons available for the formatting toolbar to make formatting faster.

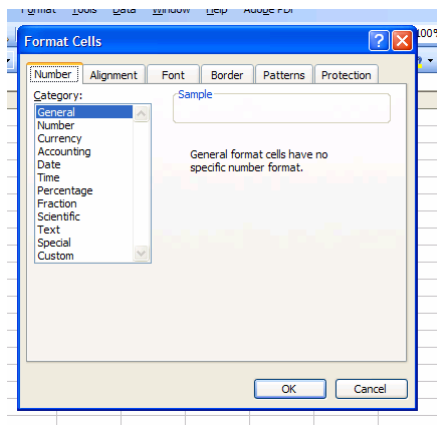


A B c D e f



Format Cells dialog box:

- Number
- Alignment
- Font
- Border
- Patterns



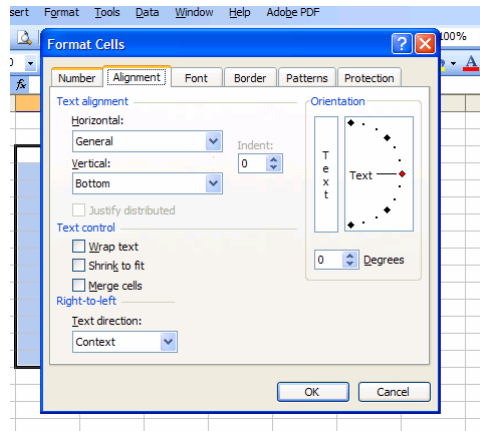
Aligning Cell Contents

From the Menu:

On the toolbar:



Merge
and
Center

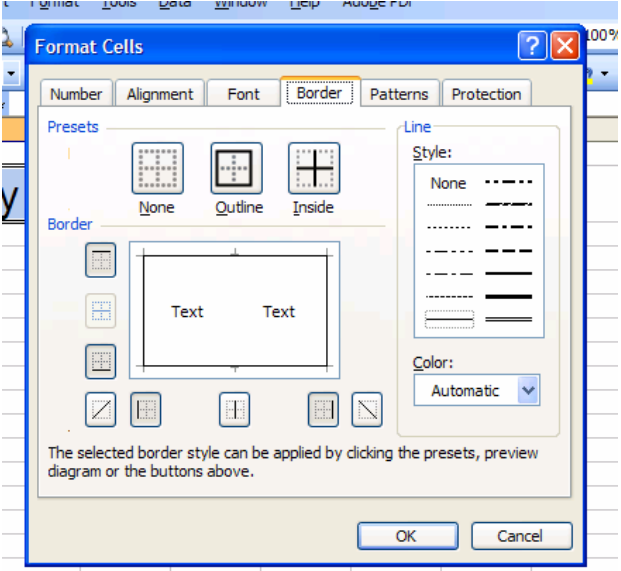





Merge and Center Cells




- Another option available for alignment in the Format Cells dialog box and on the Format toolbar is the Merge and Center option, which centers text in one cell across a range of cells.
- If you want to fit a lot of text within a cell but without having to expand the column width to be very large, you can use the text wrapping option on the Alignment tab, or even choose to indent text.
- You can also have Excel shrink the text to fit within the given column width you have chosen or even rotate text from -90 to +90 degrees.

Add cell borders and backgrounds

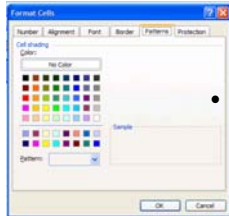
- Excel provides a range of tools to format not only the contents of a cell, but also the cells themselves.
- The gridlines you see in Excel in a new worksheet are not displayed on printed pages (unless you go to page setup).
- You can add a border to a cell using either the Borders button on the Formatting toolbar or the options on the Border tab in the Format Cells dialog box.



The screenshot shows the 'Format Cells' dialog box with the 'Border' tab selected. The 'Presets' section includes 'None', 'Outline', and 'Inside'. The 'Border' section shows a preview of a cell with the text 'Text' and a border. The 'Line' section shows various line styles and a 'Color' dropdown set to 'Automatic'. The 'OK' and 'Cancel' buttons are at the bottom.



Add patterns or colors to cells

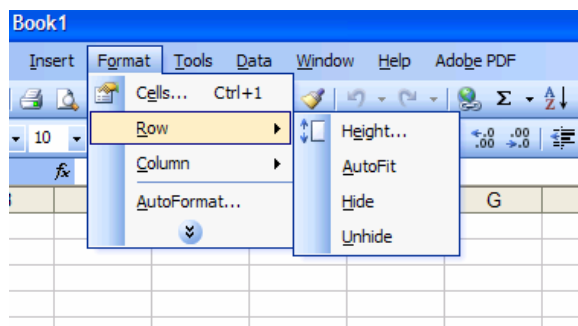


- Patterns and colors can be used to enhance the appearance of spreadsheet cells.
- The fastest way to apply background color to cells in the worksheet is by clicking the list arrow of the Fill color button and choosing a color from the palette.
- To apply a fill pattern to cells, use the Patterns tab on the Format Cells dialog box.



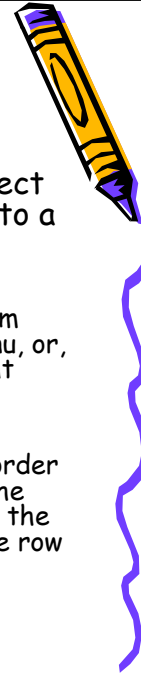
Format Columns/Rows:

- width
- autofit
- hide



Hide rows and/or columns

- You can hide rows or columns, which does not affect the data stored there, nor does it affect any cell that might have a formula reference to a cell within the hidden row or column.
- To hide a row or column:
 - Select the row or column and then choose Hide from either the Row or Column option of the Format menu, or, from the shortcut menu that pops up when you right click the row or column heading
- To unhide a row or column:
 - Select the headings of the rows or columns that border the hidden area, then choose Unhide from either the Row or Column option of the Format menu, or, from the shortcut menu that pops up when you right click the row or column heading

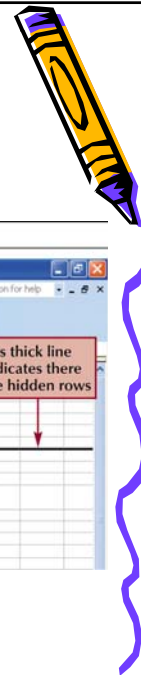


Notice that the rows go from 6 to 19. What happens when rows are deleted?

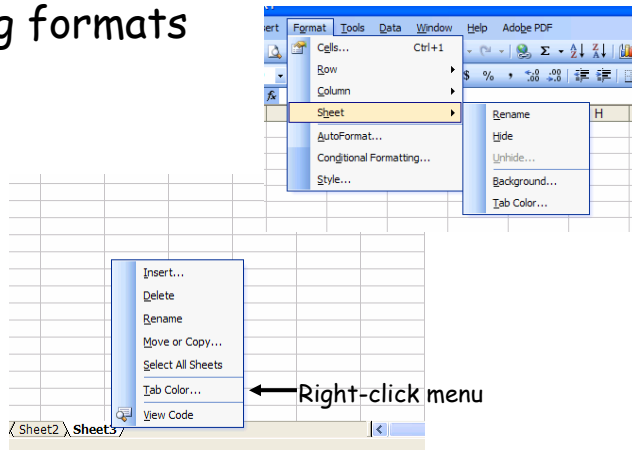
Figure 3 21 Hiding worksheet rows

| Month | VX100 | VX300 | FlatScreen | Total |
|----------|--------|--------|------------|--------|
| 19 Total | 17,232 | 22,488 | 5,208 | 44,928 |

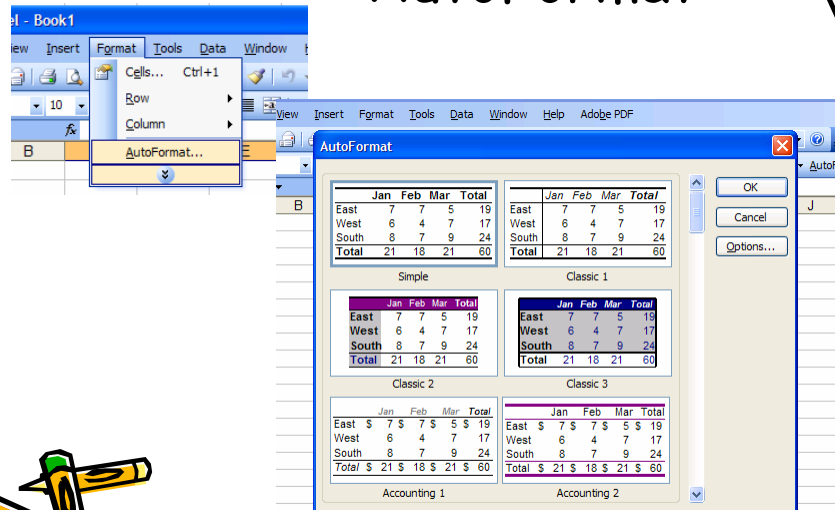
| Monitor | Price per Unit | Cost per Unit | Gross Profit per Unit | Units Sold | Total Revenue | Gross Profit from Sales | % of Gross Profit from Sales |
|---------------|----------------|---------------|-----------------------|------------|-----------------|-------------------------|------------------------------|
| 23 VX100 | \$159.99 | \$165.20 | \$34.78 | 17,232 | \$3,446,277.68 | \$599,501.30 | 20.03% |
| 24 VX300 | \$299.99 | \$234.75 | \$65.24 | 22,488 | \$6,746,575.12 | \$1,467,117.12 | 49.03% |
| 25 FlatScreen | \$899.99 | \$722.23 | \$177.76 | 5,208 | \$4,687,147.92 | \$925,774.08 | 30.94% |
| 26 Total | | | | 44,928 | \$14,879,999.72 | \$2,992,392.48 | |



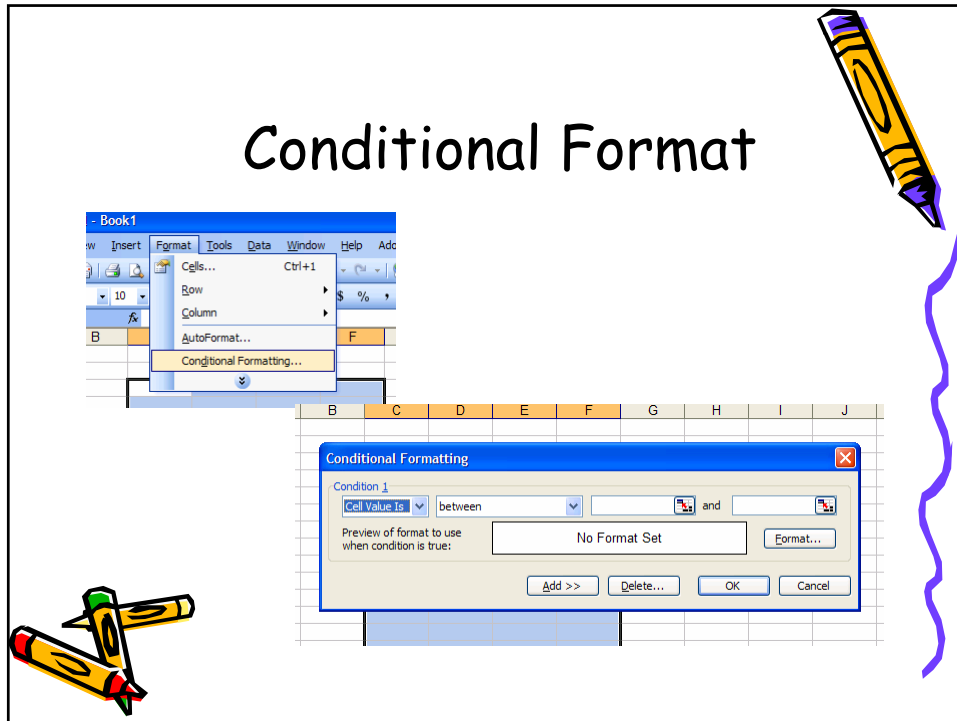
- Format sheet/background
- Format sheet tabs
- Clearing formats



AutoFormat

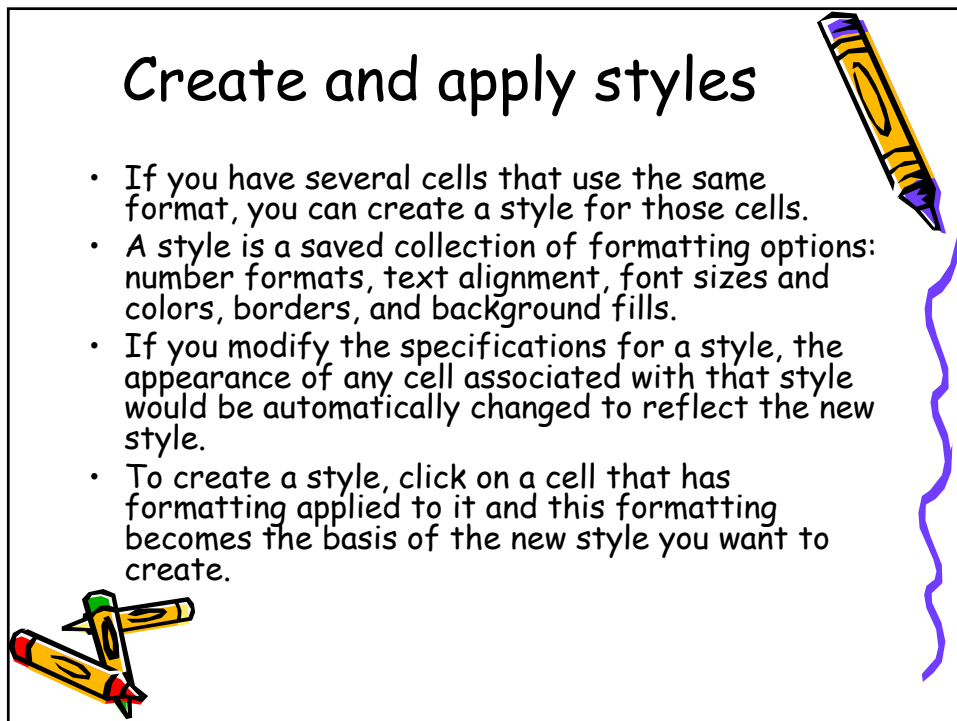


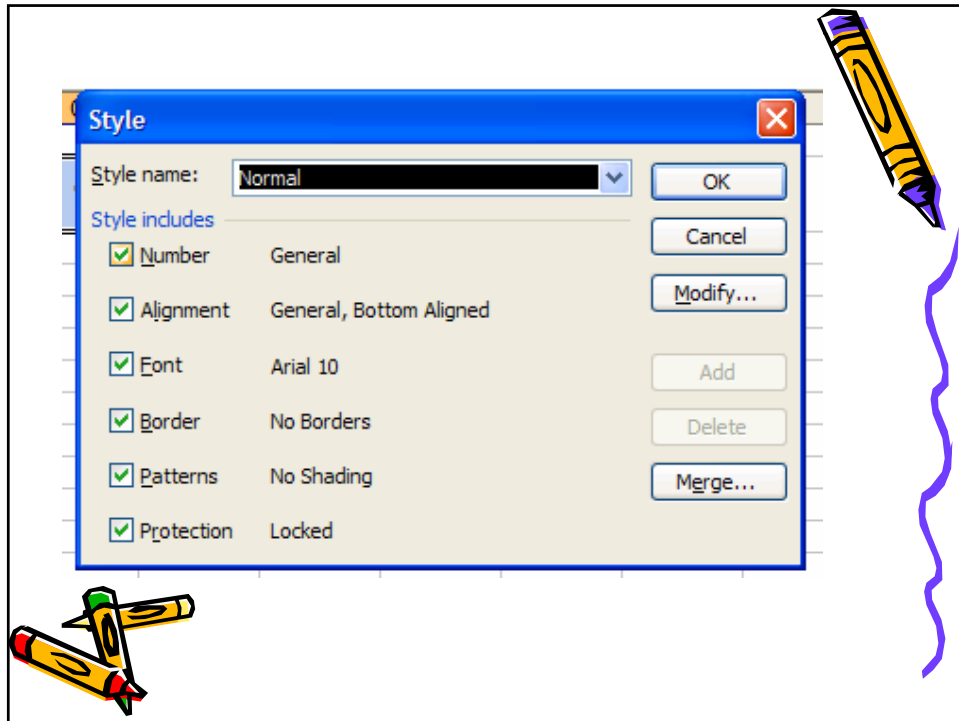
Conditional Format




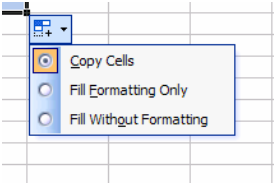
Create and apply styles

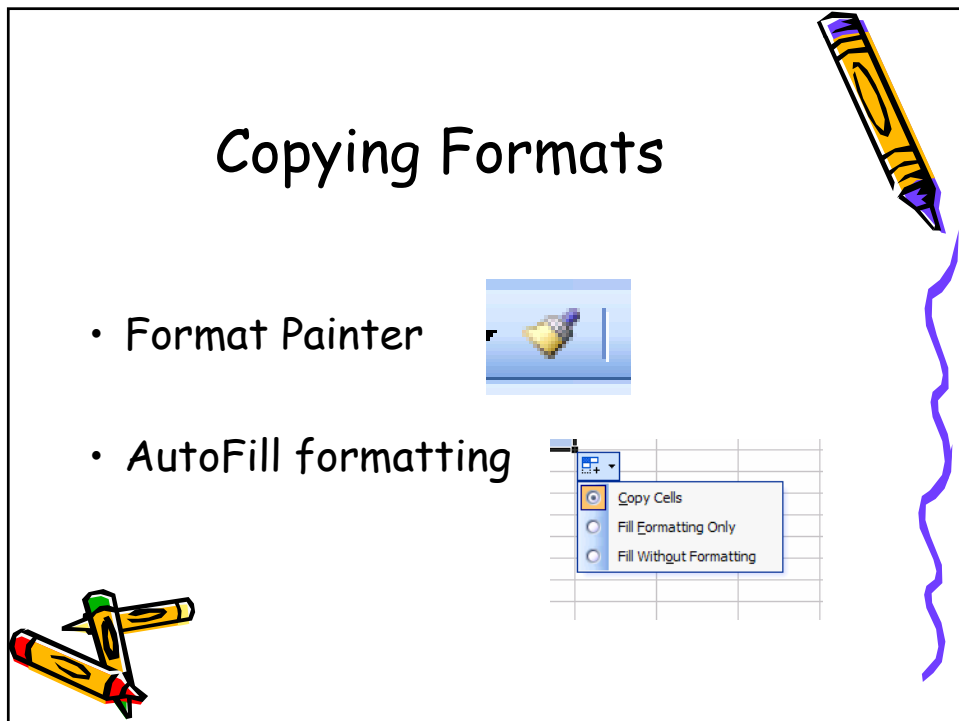
- If you have several cells that use the same format, you can create a style for those cells.
- A style is a saved collection of formatting options: number formats, text alignment, font sizes and colors, borders, and background fills.
- If you modify the specifications for a style, the appearance of any cell associated with that style would be automatically changed to reflect the new style.
- To create a style, click on a cell that has formatting applied to it and this formatting becomes the basis of the new style you want to create.





Copying Formats

- Format Painter 
- AutoFill formatting 



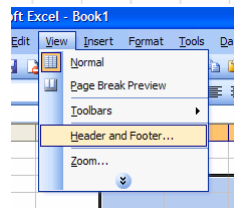
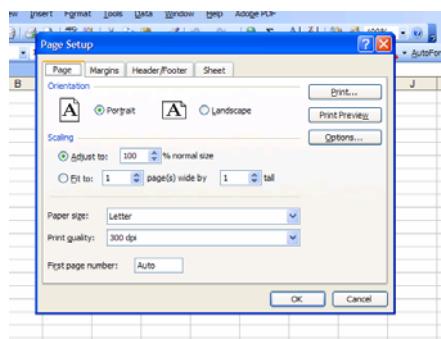
Example of text formatting

| | A | B | C | D | E | F |
|----|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1 | College Cash Flow Analysis | | | | | |
| 2 | Resources | | | | | |
| 3 | | <i>Freshman</i> | <i>Sophomore</i> | <i>Junior</i> | <i>Senior</i> | <i>Total</i> |
| 4 | Financial Aid | \$ 5,025.00 | \$ 5,326.50 | \$ 5,646.09 | \$ 5,984.86 | \$ 21,982.45 |
| 5 | Job | 1,525.00 | 1,616.50 | 1,713.49 | 1,816.30 | 6,671.29 |
| 6 | Parents | 2,600.00 | 2,756.00 | 2,921.96 | 3,096.64 | 11,374.60 |
| 7 | Savings | 1,100.00 | 1,166.00 | 1,235.96 | 1,310.12 | 4,812.08 |
| 8 | Total | \$ 10,250.00 | \$ 10,865.00 | \$ 11,517.50 | \$ 12,207.92 | \$ 44,840.42 |
| 9 | Expenses | | | | | |
| 10 | | <i>Freshman</i> | <i>Sophomore</i> | <i>Junior</i> | <i>Senior</i> | <i>Total</i> |
| 11 | Clothes | \$ 540.00 | \$ 572.40 | \$ 606.74 | \$ 643.15 | \$ 2,362.29 |
| 12 | Entertainment | 725.00 | 768.50 | 814.61 | 863.49 | 3,171.60 |
| 13 | Miscellaneous | 355.00 | 376.30 | 398.88 | 422.81 | 1,552.99 |
| 14 | Room & Board | 3,480.00 | 3,688.80 | 3,910.13 | 4,144.74 | 15,223.67 |
| 15 | Tuition & Books | 5,150.00 | 5,459.00 | 5,786.54 | 6,133.73 | 22,529.27 |
| 16 | Total | \$ 10,250.00 | \$ 10,865.00 | \$ 11,516.90 | \$ 12,207.92 | \$ 44,839.82 |

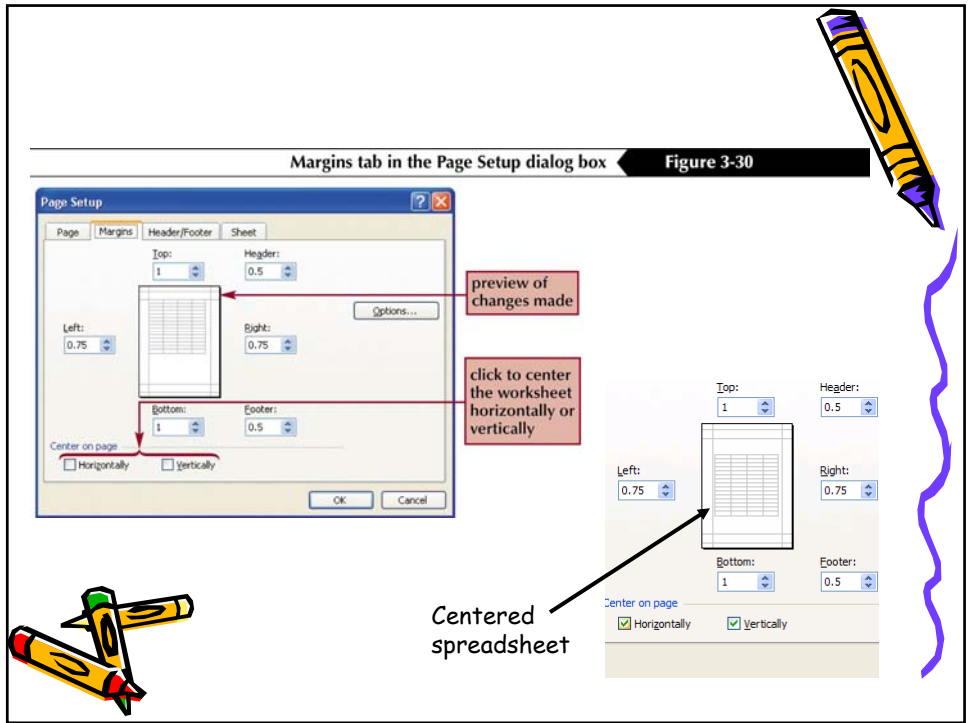


Printing:

- print area
- page breaks
- page setup
- Headers and Footers



Margins tab in the Page Setup dialog box **Figure 3-30**



Centered spreadsheet