Lesson 6: Formatting Cells & Ranges

## Step-by-Step 1 – Insert Cells into a Worksheet

**GET READY. Launch Microsoft Excel.**

**1.** OPEN the ***06 Patient Visits Insert Delete*** data file for this lesson.

**2.** Click in cell **G5** to make it the active cell.

**3.** On the HOME tab, in the Cells group, click the top part of the **Insert** button, as shown in Figure 6-2. All cells in column G beginning with G5 shift down one cell.

**4.** Type **590** and press **Enter**.

**5.** Select cells **O3:O9**.

**6.** On the HOME tab, in the Cells group, click the **Insert** button arrow and then select **Insert Cells**.

**7.** In the Insert dialog box, ensure the **Shift cells right** option is selected, as shown in Figure 6-3. Click **OK**.

**8.** Notice that the cells formerly in O3:O9 shift one cell to the right. The worksheet should look similar to Figure 6-4.

**9.** In cell O3, type **november**.

**10.** Enter the following numbers in cells O4 through O9:

**480**

**502**

**446**

**577**

**302**

**302**

**11.** SAVE the workbook to your Lesson 6 folder as ***06 Patient Visits Insert Delete Solution***.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 2 – Delete Cells from a Worksheet

GET READY. USE the workbook you modified in the previous exercise.

**1.** Click cell **P7** to make it the active cell.

**2.** On the HOME tab, in the Cells group, click the **Delete** button arrow, and then select **Delete Cells**.

**3.** In the Delete dialog box, select the **Shift cells left** option and click **OK**. The content in cell Q7 shifts to the left and appears in cell P7.

**4.** Highlight the range **A8:P8**.

**5.** Right-click the selection, which is a duplicate of the next row of data, and select **Delete** from the shortcut menu.

**6.** In the Delete dialog box, ensure **Shift cells up** is selected and click **OK**.

**7.** To delete a range of cells in a column, highlight the range **D3:D8**, and on the HOME tab, in the Cells group, click the **Delete** button arrow and then select **Delete Cells**. Ensure **Shift cells left** is selected, and click **OK**. The worksheet should look similar to Figure 6-5.

**8.** SAVE the workbook and CLOSE the file.

**Pause. Leave Excel open to use in the next exercise.**

## Step-by-Step 3 – Align Cell Contents

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN the ***06 Patient Visits Format Cells*** data fi le for this lesson.

**2.** Select **a3:o3**.

*Manual formatting is applied only to selected cells. Therefore, you need to select the cell or a range of cells before applying the formatting.*

**3.** On the HOME tab, in the Alignment group, click the **Center** button, as shown in Figure 6-6. The column labels are now horizontally centered.

**4.** Select **D4:o8**, and then on the HOME tab, in the Alignment group, click the **align Right** button. All numbers in the months columns are now right-aligned.

**5.** SAVE the workbook to your Lesson 6 folder as ***06 Patient Visits Format Cells Solution***.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 4 – Indent Cell Contents

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **C4:C8**.

**2.** On the HOME tab, in the Alignment group, click the **increase indent** button, as shown in Figure 6-8. The cell content moves toward the right cell border.

**3.** Click the **Decrease indent** button. The cell content moves back toward the left cell border.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 5 – Change Text Orientation

**GET READY. USE the workbook from the previous exercise.**

**1.** Select **a3:o3**.

**2.** Click the **orientation** button to open the menu, as shown in Figure 6-9.

**3.** Select **Angle Counterclockwise**. The column heading labels appear angled from lower left to upper right within each cell.

**4.** Click the **Orientation** button, and select **Angle Clockwise**. The column heading labels appear angled from upper left to lower right.

**5.** Click the **Orientation** button, and select **Vertical Text**. The column heading labels appear in a vertical line from top to bottom.

**6.** Click the **Orientation** button, and select **Rotate Text Up** and then **Rotate Text Down** to see how these settings affect the text.

**7.** Click the **Orientation** button, and select **Format Cell Alignment**. In the Format Cells dialog box, in the Degrees box, enter **0** and click **OK**. The column heading labels return to their original orientation.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 6 – Choose Fonts and Font Sizes

**GET READY. USE the workbook from the previous exercise.**

**1.** Click **A1**.

**2.** On the HOME tab, in the Font group, open the **Font** menu and select the first option under Theme Fonts at the top, **Calibri Light**, as shown in Figure 6-10. Only the text in cell A1 changes to the new font.

**3.** With cell A1 still selected, open the **Font Size** menu indicated in Figure 6-11. Select **18**. The font size of the text changes to 18 point.

**4.** Select **a3:o3** and from the Font list, select **Arial**.

**5.** With A3:O3 still selected, change the Font Size to **10**. The column heading labels are now in Arial 10-point.

**6.** SAVE the workbook.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 7 – Change Font Color

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Click cell **A1**.

**2.** Open the **Font Color** menu, as shown in Figure 6-13, and under Standard Colors, click the **Red** color box. The text Contoso, Ltd. now has a red font color.

**3.** Select **A3:O3**, open the **Font Color** menu, and under Standard Colors (third from the right), click the **Blue** color box.

**4.** SAVE the workbook.

**PAUSE. Leave the workbook open to use in the next exercise.**

## Step-by-Step 8 – Apply Special Character Attributes

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **A3:O3**.

**2.** In the Font group, click the **Bold** button, and then click the **Italic** button, as shown in Figure
6-14. The column labels appear in bold and italics.

**3.** Select **A4:B8** and click the **Bold** button. The first and last names are now bolded.

**4.** SAVE the workbook.

**PAUSE. Leave the workbook open to use in the next exercise.**

## Step-by-Step 9 – Fill Cells with Color

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **A3:O3**.

**2.** In the Font group, click the **Fill Color button arrow**, as shown in Figure 6-16. The Theme Colors and Standard Colors palettes appear.

**3.** Select the **Blue, Accent 1, Lighter 80%** color box, as shown in Figure 6-17. A light blue background is applied to the column heading row.

**4.** SAVE the workbook and CLOSE the file.

**PAUSE. Leave Excel open to use in the next exercise.**

## Step-by-Step 10 – Apply Number Formats

**GET READY. With Excel running, perform these actions:**

**1.** OPEN the ***06 Contoso Revenue*** data file for this lesson.

**2.** Ensure that **Sheet1** is the active sheet.

**3.** Select **B4:D8**. This data should be formatted as General, without commas or decimal places.

**4.** On the HOME tab, in the Number group, open the **Number Format** menu as shown in Figure 6-19.

**5.** Select **Currency**. The numbers are now formatted as dollars, with two decimal places to represent cents.

**6.** With B4:D8 still selected, in the Number Format menu, select **Accounting**. This format left-aligns the dollar sign in each cell.

**7.** In the Number group, click the **Decrease Decimal** button twice to display no decimal places. The Increase Decimal and Decrease Decimal buttons are shown in Figure 6-20. The numbers are now rounded to whole dollars.

**8.** Click in a blank cell, such as **A11**.

**9.** Click **Sheet2**.

**10.** Select **B6:B11**.

**11.** In the Number group, click the **Comma Style** button. Notice that the numbers are formatted with a thousands separator and two decimal places but no dollar sign.

**12.** With B6:B11 still selected, in the Number group, click the **Accounting Number Format** button, and then click the **Decrease Decimal** button twice. These actions make the current range consistent with the number format on Sheet1.

**13.** Select **C6:C11**.

**14.** In the Number Format menu, select **Short Date**. The dates are now displayed in the mm/dd/yyyy format.

**15.** Manually decrease the width of column C to eliminate extra space, similar to Figure 6-21.

**16.** SAVE the workbook to your Lesson 6 folder as ***06 Contoso Revenue Solution***.

**PAUSE. Leave the workbook open to use in the next exercise.**

## Step-by-Step 11 – Wrap Text in a Cell

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Click **Sheet1**. Notice that the content in two cells in column A cannot be fully displayed because of length.

**2.** Click **A4**, and then hold down the **Ctrl** key and click **A7**. Both cells—A4 and A7—are selected.

**3.** On the HOME tab, in the Alignment group, click the **Wrap Text** button. The text in both cells wraps to a second line without affecting the column width, as shown in Figure 6-22. Notice that the Wrap Text button takes on a green background, indicating that the text in the selected cells is wrapped.

**4.** SAVE the workbook.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 12 – Merge and Split Cells

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** On Sheet1, select **A1:D1**.

**2.** On the HOME tab, in the Alignment group, click the main part of the **Merge & Center** button. The company name remains in a single cell, which is now centered across the columns.

**3.** Select **A2:D2**.

**4.** On the HOME tab, in the Alignment group, open the **Merge & Center** menu. Select **Merge & Center**. The heading remains in a single cell, which is now centered across the columns. This step has the same effect on A2:D2 as Step 2 had on A1:D1.

**5.** Select **A3:D3**.

**6.** From the **Merge & Center** menu, click **Merge & Center**.

**7.** Read the error message that appears and click **OK**.

**8.** Only the heading in the first column remains, which is not the effect we want. Press **Ctrl + Z** to undo the last change and restore the headings. See Figure 6-23.

**9.** SAVE the workbook.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 13 – Place Borders Around Cells

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** On Sheet1, select **A3:D3**.

**2.** On the HOME tab, in the Font group, click the **Borders** button arrow to open the Borders menu, as shown in Figure 6-24.

**3.** Select **Top and Bottom Border**. The selected text now has a top and bottom border.

**4.** With **A3:D3** still selected, open the **Borders** menu and select **More Borders**.

**5.** In the Format Cells dialog box, click the **Border** tab, if necessary.

**6.** Click a thicker line weight, such as the fifth line in the second column under Style. Then click the top and bottom border lines shown in the preview to the right to apply the thicker line.

**7.** Open the **Color** list and under Standard Colors, select the **Blue** color box (third from right under Standard Colors), and then click the top and bottom border lines shown in the preview to the right to apply the color. Click **OK** and then click in a blank cell so you can view the result.

**8.** SAVE the workbook and CLOSE the file.

**Pause. Leave Excel open to use in the next exercise.**

## Step-by-Step 14 – Use the Format Painter to Copy Formatting

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN the ***06 Contoso Painter Paste Special*** data file for this lesson.

**2.** Click **Sheet2**.

**3.** Click in cell **A5**.

**4.** On the HOME tab, in the Alignment group, click the **Center** button.

**5.** On the HOME tab, in the Clipboard group, click the **Format Painter** button. The mouse pointer changes to a plus sign with a paint brush.



**6.** Drag over **B5:C5**. The formatting from A5 is applied to B5 and C5.

**7.** If Format Painter is still active, click the **Format Painter** button again or press **Esc** to turn off the Format Painter.

**8.** SAVE the workbook to your Lesson 6 folder as ***06 Contoso Painter Paste Special Solution***.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 15 – Understand Paste Special Options

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Ensure you are on Sheet2.

**2.** In cell A12, type **Jacobsen, Lola**.

**3.** Select **B11:C11**.

**4.** Press **Ctrl + C** to copy the selection to the Clipboard.

**5.** Right-click in cell **B12** and select **Paste Special** from the shortcut menu. The Paste Special dialog box opens.

**6.** Select **Formats** and click **OK**. Only the formatting from B11:C11 is applied to B12:C12.

**7.** In B12, type **1534** and press **Enter**. The content is formatted the same as B11.

**8.** In C12, type **12/15/12** and press **Enter**. The content takes on the same date format as C11.

**9.** Click in **A13** and type the label **Total**.

**10.** Click in **B13**, and on the HOME tab, in the Editing group, click the **AutoSum** button, and press **Enter**. The values in B6:B12 are totaled.

**11.** Click in **B13** and press **Ctrl + C** to copy the selection to the Clipboard.

**12.** Right-click in **B14**, select **Paste Special**, in the Paste Special dialog box, select **Values**, and then click **OK**. Press **Esc** to cancel the moving border in cell B13. Only the value of the formula in B13 was copied to B14, not the formula itself or any cell formatting.

**13.** Delete the content in cell **B14**.

**14.** SAVE the workbook and CLOSE the file.

**Pause. Leave Excel open to use in the next exercise.**

## Step-by-Step 16 – Apply Cell Styles

**GET READY. Launch Excel if it is not already running.**

**1. OPEN** the ***06 Contoso Cell Styles*** data file for this lesson.

**2.** Click **Sheet1**.

**3.** Select cell **A1**.

**4.** On the HOME tab, in the Styles group, open the **Cell Styles** menu. The Cell Styles gallery appears.

**5.** In the Titles and Headings section, select the **Heading 1** style to apply it to the first cell of the worksheet.

**6.** Select cell **A2**.

**7.** Open the **Cells Styles** gallery and in the Themed Cell Styles section, select **Accent1**. A blue background with white text is applied to cell A2.

**8.** Select **A8:D8**.

**9.** Open the **Cells Styles** gallery and in the Titles and Headings section, select **Total**. A thin blue border appears above A8:D8, and a double underline appears under the range of cells. Select a blank cell to see the results.

**10.** SAVE the workbook to your Lesson 6 folder as ***06 Contoso Cell Styles Solution***.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 17 – Customize a Cell Style

USE the workbook you saved in the previous exercise.

**1.** On Sheet1, click **A2**.

**2.** On the HOME tab, in the Styles group, open the **Cell Styles** menu and select **New Cell Style** near the bottom of the menu. The Style dialog box opens.

**3.** In the Style name text box, enter **Revenue Heading**,

**4.** Click the **Format** button.

**5.** Click the **Font** tab, in the Font style list, select **Bold Italic**, and click **OK**.

**6.** Click **OK** to close the Style dialog box.

**7.** With A2 still selected, open the **Cell Styles** menu and click **Revenue Heading** to apply the new style.

**8.** SAVE the workbook and CLOSE the file.

**Pause. Leave Excel open to use in the next exercise.**

## Step-by-Step 18 – Insert a Hyperlink in a Cell

GET READY. Launch Excel if it is not already running.

1. OPEN the *06 Contoso Hyperlink* data file for this lesson.

**2.** Click **Sheet2**.

**3.** Click in cell **A15**.

**4.** Type **Company website:** and press **Enter**.

**5.** Manually widen column A until all content displays properly in cell A15.

**6.** Right-click cell **B15** and select **Hyperlink** from the shortcut menu.

**7.** In the Insert Hyperlink dialog box, in the Address box, type **http://www.contoso.com/** and click **OK**. The hyperlink appears in the worksheet.

**8.** SAVE the workbook to your Lesson 6 folder as ***06 Contoso Hyperlink Solution***.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 19 – Use a Hyperlink

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Click the hyperlink in cell **B15**. Because the hyperlink points to a website, your default web browser opens.

**2.** Close the browser window.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 20 – Remove a Hyperlink

GET READY. USE the workbook you worked on in the previous exercise.

**1.** Right-click cell **B15** and select **Remove Hyperlink** from the shortcut menu. The hyperlink is removed from the URL, but the URL text remains.

**2.** CLOSE the workbook without saving your changes.

Pause. Leave Excel open to use in the next exercise.

## Step-by-Step 21 – Apply a Specific Conditional Format

**GET READY. Launch Excel if it is not already running.**

**1.** OPEN the ***06 Patient Visits Conditional Formatting*** data file for this lesson.

**2.** Select **D4:O8**.

**3.** On the HOME tab, in the Styles group, click **Conditional Formatting**, and then select **Highlight Cells Rules > Greater Than**. The Greater Than dialog box appears.

**4.** In the Format cells that are GREATER THAN box, type **600**.

**5.** Leave the default fill color, as shown in Figure 6-36. Click **OK**. Cells that contain a value greater than 600 are formatted with a light red background color and a dark red text color. This data represents the months in which the physicians were seeing more than the ideal number of patients.

**6.** SAVE the workbook to your Lesson 6 folder as ***06 Patient Visits Conditional Formatting Solution***.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 22 – Apply Multiple Conditional Formatting Rules

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **D4:O8**.

**2.** On the HOME tab, in the Styles group, open the **Conditional Formatting** menu, and then select **Highlight Cells Rules > Less Than**.

**3.** In the Format cells that are LESS THAN box, type **300**.

**4.** In the drop-down menu, click the **Yellow Fill with Dark Yellow Text** option. Click **OK**. All values of less than 300 appear with a yellow background and dark yellow text color, along with values over 600 indicated by a light red background and dark red text, as shown in Figure 6-37.

**5.** SAVE the workbook.

Pause. Leave the workbook open to use in the next exercise.

## Step-by-Step 23 – Use the Rules Manager to Apply Conditional Formats

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **D4:O8**.

**2.** On the HOME tab, in the Styles group, open the **Conditional Formatting** menu, and select **Clear Rules > Clear Rules from Selected Cells**.

**3.** Open the **Conditional Formatting** menu again and select **Manage Rules**. The Conditional Formatting Rules Manager dialog box appears.

**4.** Click the **New Rule** button. In the New Formatting Rule dialog box, select **Format only top or bottom ranked values**. The dialog box changes as shown in Figure 6-38.

**5.** In the Edit the Rule Description section, click the **% of the selected range** checkbox.

**6.** Click the **Format** button. The Format Cells dialog box opens.

**7.** Click the **Fill** tab if it’s not already selected, and then select the light red (pink) color box, as shown in Figure 6-39. Click **OK** twice.

**8.** In the Conditional Formatting Rules Manager dialog box, click the **New Rule** button.

**9.** In the New Formatting Rule dialog box, select **Format only top or bottom ranked values**.

**10.** In the Edit the Rule Description section, in the first drop-down list on the left, select **Bottom**, and then click the **% of the selected range** checkbox.

**11.** Click the **Format** button.

**12.** In the Format Cells dialog box, click a yellow background color on the Fill tab, and then click **OK** twice. The Conditional Formatting Rules Manager dialog box should look similar to Figure
6-40.

**13.** Click **OK**. The Rules Manager applies the rules to the selected cells, as shown in Figure 6-41. This view enables you to see the top 10 percent and bottom 10 percent values in the range.

**14.** SAVE the workbook to your Lesson 6 folder as ***06 Patient Visits Conditional Formatting***

***Revised Solution***.

**Pause. Leave the workbook open to use in the next exercise.**

## Step-by-Step 24 – Clear a Cell’s Formatting

**GET READY. USE the workbook you saved in the previous exercise.**

**1.** Select **A3:O3**.

**2.** On the HOME tab, in the Editing group, open the **Clear** menu, and select **Clear Formats**.

The formatting for the range A3:O3 is removed.

**3.** In the upper-left corner of your worksheet, at the intersection of the column and row headings, click the **Select All** button, or press **Ctrl+A**.

**4.** From the Clear menu, click **Clear Formats**. All worksheet formatting disappears.

**5.** Close the workbook without saving your changes.

**CLOSE Excel.**