

Formatting Cells and Ranges 6

LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Inserting and Deleting Cells	Insert and delete cells.	2.1.6
Manually Formatting Cell Contents	Modify cell alignment and indentation.	2.2.2
	Change font and font styles.	2.2.3
	Apply highlighting.	2.2.7
	Apply Number formats.	2.2.6
	Wrap text within cells.	2.2.5
	Merge cells.	2.2.1
Copying Cell Formatting with the Format Painter	Use Format Painter.	2.2.4
Understanding Paste Special Options		
Formatting Cells with Styles	Apply cell styles.	2.2.8
Working with Hyperlinked Data	Insert hyperlinks.	1.2.2
Applying Conditional Formatting to Cells	Apply conditional formatting.	2.3.1
Clearing a Cell's Formatting		



© Fertnig /iStockphoto

KEY TERMS

- align
- attribute
- conditional formatting
- font
- Format Painter
- hyperlink
- merged cells
- Mini toolbar
- Paste Special
- Rules Manager
- style
- wrap

Contoso, Ltd.'s income is



© Fertnig /iStockphoto

generated by four physicians and a physician's assistant (PA). Working in collaboration with the physicians, the PA sees patients who need an appointment when all the physicians' schedules are full. Many chronically ill patients whose conditions require frequent monitoring are scheduled with the PA. Because the firm often experiences hectic schedules and overtime, management is considering adding a nurse practitioner (NP) to balance the patient load. An NP is a registered nurse who provides some of the same care as a physician. For instance, in most states, an NP can prescribe medications. In this lesson, you use Excel to manage the relevant data associated with Contoso's physicians and their assistants to determine whether an NP should be added to the staff.

SOFTWARE ORIENTATION

Formatting Excel Worksheets

The Excel HOME tab shown in Figure 6-1 contains formatting and editing commands that help you enhance the appearance and readability of your worksheets. You will use commands from almost every group on this tab as you learn to apply formatting to data, copy formatting, and apply styles.

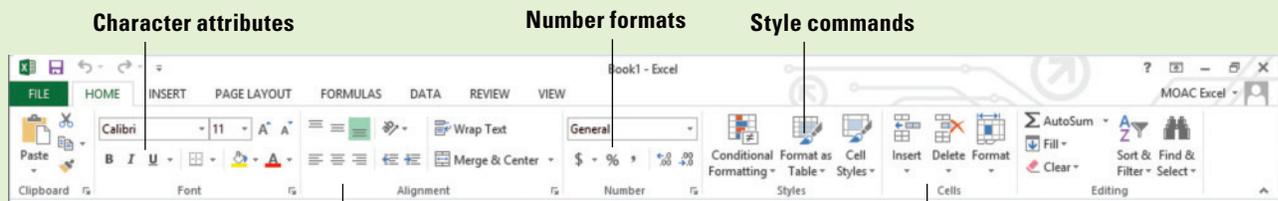


Figure 6-1

The HOME tab

Text alignment commands

Cell inserting, deleting,
and formatting commands

Excel provides many ways to format text and values in a worksheet. In the business world, worksheets are usually printed or shared with others. Therefore, you want your worksheets to be as appealing and understandable as possible.

INSERTING AND DELETING CELLS

Bottom Line

After creating a worksheet, you might decide to add more data or delete unnecessary data. Although you can insert or delete entire rows and columns, sometimes you just need to work with a single cell or a range of cells. You can insert or delete single cells or ranges of cells, but be aware that doing so affects the location of other cells.

Inserting Cells into a Worksheet

When you insert a cell in a column, you force the other cells in the same column to move down. Inserting a cell into a row shifts the other cells in the same row to the right.

STEP BY STEP

Insert Cells into a Worksheet

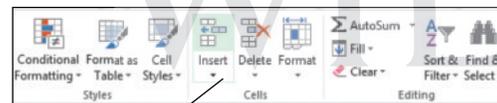
GET READY. Launch Microsoft Excel.



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.

Figure 6-2

The Insert button in the Cells group on the HOME tab



Insert button



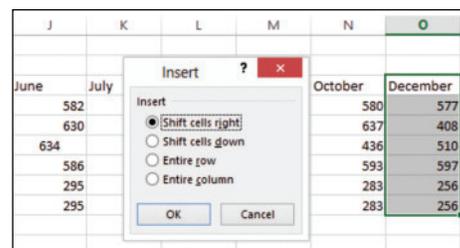
Another Way

You can right-click in a cell and select Insert from the shortcut menu to open the Insert dialog box.

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**.

Figure 6-3

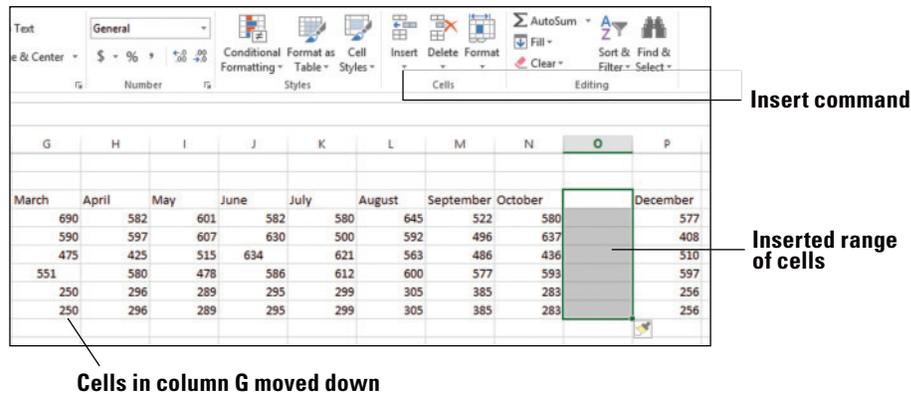
The Insert dialog box



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

Figure 6-4

The worksheet after inserting cells



**CERTIFICATION
READY?** 2.1.6

How do you insert cells into a worksheet?

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.

Additions and changes are common activities in Microsoft Office Excel 2013 workbooks. After creating and saving an Excel workbook that tracks the number of patients treated monthly, the Contoso administrative assistant discovered that corrections were needed and additional data had to be added. In the previous exercise, you made the corrections and additions. You'll use the same worksheet later in this lesson to determine whether to hire a nurse practitioner based on the average number of hours worked by employees.

When you click the Insert command arrow in the Cells group on the HOME tab, the menu indicates you can easily insert cells, worksheet rows, worksheet columns, or even a new worksheet into a workbook.

If you click the Insert button in the Cells group, a blank cell is inserted and, by default, the existing cells move down in the column. If, however, you click the Insert button arrow and select Insert Cells, the Insert dialog box shown in Figure 6-3 opens, and you can choose to shift cells to the right or down, insert a row, or insert a column in a worksheet.

Deleting Cells from a Worksheet

When you delete cells in a worksheet, you remove one or more cells, forcing other cells to move up or to the left.

STEP BY STEP

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**.



Another Way

You can right-click in a cell and select Delete from the shortcut menu to open the Delete dialog box.

CERTIFICATION READY? 2.1.6

How do you delete a cell from a worksheet?

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.

Figure 6-5

The worksheet after deleting cells

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Contoso, Ltd.														
2															
3	Last Name	First Name	Job Title	January	February	March	April	May	June	July	August	September	October	November	December
4	Carey	Cynthia	Physician	602	605	690	582	601	582	580	645	522	590	480	577
5	Garcia	Debra	Physician	579	550	590	597	607	630	500	592	496	637	502	408
6	Laszlo	Rebecca	Physician	604	594	475	425	515	634	621	563	486	436	446	510
7	Wilson	Dan	Physician	575	325	551	580	478	586	612	600	577	593	577	600
8	Koska	Tomas	PA	326	311	250	296	289	295	299	305	385	283	302	256
9															

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

PAUSE. LEAVE Excel open to use in the next exercise.

When you click the arrow below the Delete command in the Cells group on the HOME tab, notice that you can delete a cell, a worksheet row, a worksheet column, or an entire worksheet.

Deleting a cell is not the same as clearing a cell’s content, which you learned about in Lesson 2, “Working with Microsoft Excel 2013.” Think of an Excel worksheet being similar to several stacks of boxes. The boxes are lined up alongside one another and on top of one another to form a grid. The open side of every box is facing you. You can take contents out of a box, thus emptying the box, but the box still remains in the stack. This is equivalent to clearing a cell’s content. The same principle applies when you press Delete on the keyboard—you’re simply removing the cell’s content. However, when you pull a box out of the stack, the entire box is gone. This is the same as deleting a cell using the Delete Cells command.



For more information about clearing a cell’s content, refer to Lesson 2.

MANUALLY FORMATTING CELL CONTENTS

Bottom Line

Excel provides many different tools to help you format cell content. Applying formatting can make your worksheets easier to understand, draw attention to important information, and provide a professional touch. The tools you need to make your worksheets look outstanding are located in various groups on the ribbon’s HOME tab.

Aligning and Indenting Cell Contents

Excel enables you to align text and numbers horizontally and vertically. To **align** means to arrange in a line or bring into alignment. Horizontal alignment includes left, right, and center. Vertical alignment includes top, middle, and bottom. You can use Alignment commands in the Alignment group on the HOME tab or commands in the Format Cells dialog box to change the alignment of cell contents. Indentation moves cell contents closer to the right border of a cell.

STEP BY STEP Align Cell Contents

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

1. OPEN the *06 Patient Visits Format Cells* data file for this lesson.
2. Select **A3:O3**.

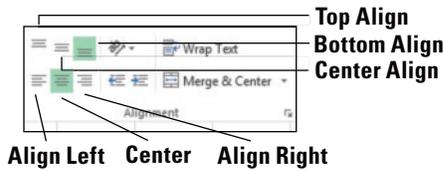
**Troubleshooting**

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.

Figure 6-6

The Alignment buttons

**CERTIFICATION READY?** 2.2.2

How do you align cell content in a worksheet?

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.

By default, when you enter alphabetic characters or alphabetic characters combined with numbers or symbols, the cell content is left-aligned horizontally, which means it lines up along the left side of the cell. When you enter numbers, the content is right-aligned—that is, it lines up with the right side of the cell. When you center content, it lines up with the midpoint of a cell.

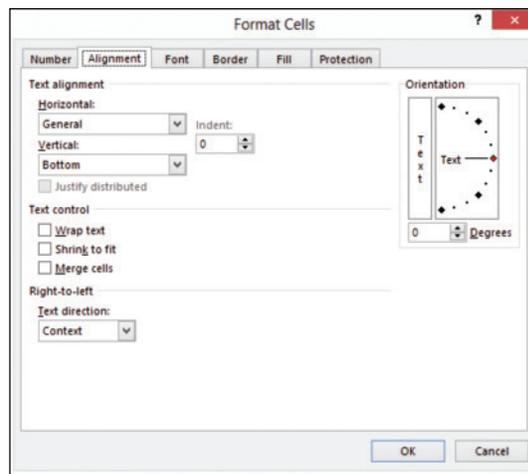
**Another Way**

You can access the Format Cells dialog box by right-clicking in a cell or on a column or row label and selecting Format Cells.

Vertical alignment affects the location of content vertically within a cell. Your options in the Alignment group on the HOME tab are Top Align, Middle Align, and Bottom Align. You can also select Justify or Distributed, which are available in the Format Cells dialog box, shown in Figure 6-7. To access the dialog box, click the Dialog Box Launcher in the lower-right corner of the Alignment group on the HOME tab.

Figure 6-7

The Format Cells dialog box



The following describes each type of vertical alignment:

- **Top (or Top Align):** The top line of text appears at the top of the cell.
- **Center (or Middle Align):** Text is centered halfway between the top and bottom of the cell.
- **Bottom (or Bottom Align):** Text appears at the bottom of the cell. This is the default vertical alignment.
- **Justify:** Text is spread evenly throughout the cell. Excel will wrap text and automatically adjust the row height, if necessary.
- **Distributed:** Text is spread evenly between the top of the cell and the bottom, separated by blank space.

STEP BY STEP

Indent Cell Contents



Another Way

You can press the Alt key and press H, and then press I to indent a cell's content.

Figure 6-8

Indentation button options

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.



Increase Indent
Decrease Indent

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.

Indenting data in an Excel worksheet is often performed on subordinate text to enhance readability.

Changing Text Orientation

Changing the orientation of text can help you fit long column or row headings into a small space without changing the font size or column width. You can find the Orientation tool in the Alignment group on the HOME tab.

STEP BY STEP

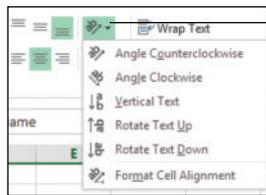
Change Text Orientation

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.

Figure 6-9

The Orientation menu



Orientation button opens the Orientation menu

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.

Choosing Fonts and Font Sizes

A **font** is a set of text properties that affect the typeface, size, and similar aspects of text. The default, or predefined, font for ordinary text in Excel 2013 is Calibri, 11 point. You can change the font for a selected cell, a range of cells, columns, rows, and even for specific characters within a cell. To change the font, select a new font in the Font menu in the Font group on the HOME tab. You can also change the size in the Font Size box or click Increase Font Size or Decrease Font Size until the size you want is displayed in the Font Size box.

STEP BY STEP

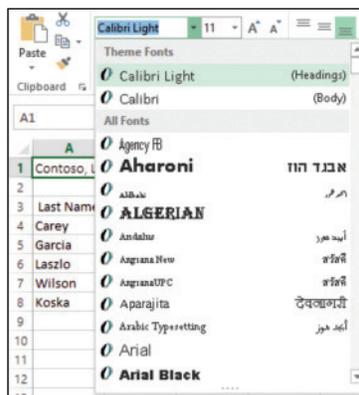
Choose Fonts and Font Sizes

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.

Figure 6-10

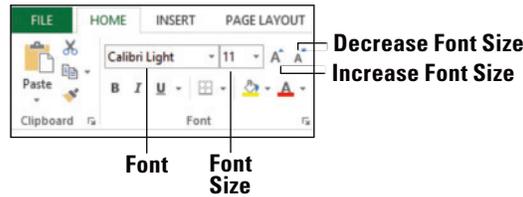
The Font menu



- 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.

Figure 6-11

The font-related options in the Font group



CERTIFICATION READY? 2.2.3

How do you change fonts and font sizes in a worksheet?

- Select **A3:O3** and from the Font list, select **Arial**.
- With A3:O3 still selected, change the Font Size to **10**. The column heading labels are now in Arial 10-point.
- SAVE** the workbook.

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

Excel provides many fonts, such as Arial, Calibri, and Times New Roman, in the Font menu. To improve the overall design of a worksheet, the font size is usually enlarged for titles and labels.

Font size is measured in points. Each time you click Decrease Font Size or Increase Font Size, the size changes by a set amount that matches the size options on the Font Size list. Points refer to the measurement of the height of the characters in a cell. One point is equal to 1/72 inch.

In the Excel Options dialog box (select File > Options), on the General page, you can change the default font used in all new workbooks.

Troubleshooting

If you choose a different default font and/or font size, that font is used only in workbooks you create after you change the default and restart Excel. Existing workbooks are not affected.

Whenever you select text, cells, rows, or columns for formatting, you can use the Mini toolbar, shown in Figure 6-12, to apply selected formatting features. The **Mini toolbar** is a formatting tool that appears above or below the shortcut menu when you right-click a cell. This unique toolbar provides the most commonly used formatting commands. Unlike the Quick Access Toolbar, which can be customized, you cannot customize the Mini toolbar.

Figure 6-12

The Mini toolbar



Cross Ref

For more information about the Quick Access Toolbar, refer to Lesson 3, “Using Office Backstage.”

Changing Font Color

Excel enables you to pick from thousands of colors to apply to data in worksheets. Open the Font Color menu in the Font group on the HOME tab to work with theme colors and the standard color palette, or click More Colors to access a much wider selection of colors.

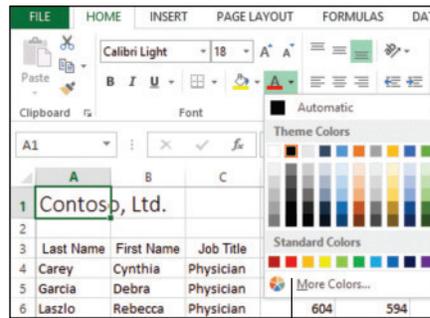
STEP BY STEP Change Font Color

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.

Figure 6-13

The Font Color palette in the Font group



Red color box

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.

The most recently applied color appears on the Font Color button. To apply that color, make a selection and click Font Color. To apply a different text color, click the arrow next to the Font Color button. You can choose a theme color or a standard color. You can also click More Colors to open the Colors dialog box, in which you can choose from additional standard colors or create colors to your own specifications.

Applying Special Character Attributes

An **attribute** is a formatting characteristic, such as bold, italic, or underlined text. You can apply character attributes in Excel by selecting the data to be affected and clicking a button in the Font group on the HOME tab.

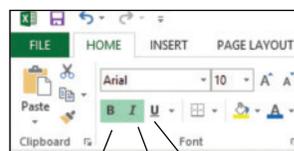
STEP BY STEP Apply Special Character Attributes

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.

Figure 6-14

The Bold, Italic, and Underline buttons in the Font group



Bold Italic Underline



Another Way

You can press Ctrl + B to apply boldface, Ctrl + I to apply italics, or Ctrl + U to apply underlining to selected text.

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.

Special character attributes provide visual appeal beyond changing the font and font size. You can also call attention to specific data by applying these special characteristics.

To apply underlining, click the Underline button in the Font group. You can also click the arrow next to the Underline button and select Double Underline from the list.

When you apply underlining to cells, only the cell contents appear underlined, as shown in Figure 6-15. To create the appearance of a continuous rule, or underline, across the bottom of a cell, you need to apply a border. You'll learn about borders later in this lesson.

Figure 6-15

Underlined cells

January	February	March
602	605	690
579	550	590
604	594	475
575	325	351
326	311	250

Selecting cells and then selecting the Underline icon simply underlines content, not the cell itself.

Filling Cells with Color

When formatting worksheets, you'll find you often want to apply a colored shading, or highlighting, to the background of cells to make them stand out from the rest of the cells around them. Use the Fill Color tool in the Font group on the HOME tab to achieve this type of highlighting.

STEP BY STEP

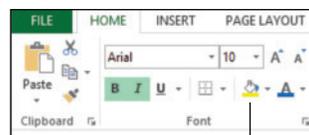
Fill Cells with Color

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.

Figure 6-16

The Fill Color button in the Font group

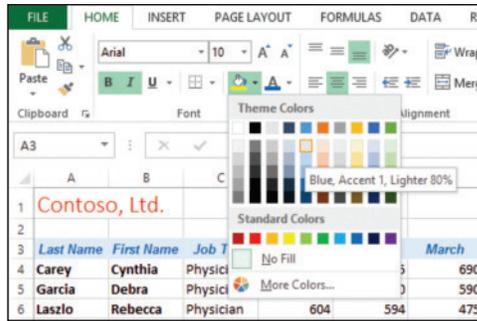


Fill Color

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.

Figure 6-17

The Blue, Accent 1, Lighter 80% color box in the Fill Color tool



**CERTIFICATION
READY?** 2.2.7

How do you apply a background fill color, or highlighting, to cells in a worksheet?

4. SAVE the workbook and CLOSE the file.

PAUSE. LEAVE Excel open to use in the next exercise.

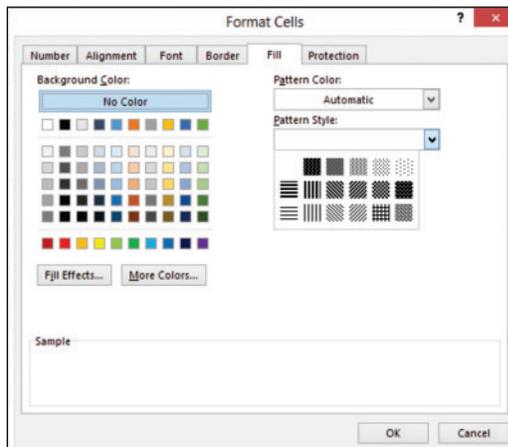
No Fill (clear) is the default background color. The color palette you used to apply font color is also used for background color.

Much like selecting a font color, after you select a color and apply it to a cell's background, the Fill Color button takes on that color. To apply the color shown on the Fill Color button, simply make a selection and click the button. To apply a different fill color, click the arrow next to Fill Color and apply either a theme color or a standard color. You can also click More Colors to open the Colors dialog box and custom blend colors.

You can apply a pattern effect to cells as well as a background color. To do so, first select the range of cells to which you want to apply a background color with fill effects, then click the Font group's Dialog Box Launcher. The Format Cells dialog box opens. Click the Fill tab. As shown in Figure 6-18, make a selection in the Pattern Style box to add a pattern to the background color.

Figure 6-18

Add a pattern to a cell's background color



Applying Number Formats

Normally, values you enter into cells are unformatted—they consist of a string of numerals. You should format the numbers so they are easier to read or are consistent in terms of the number of decimal places shown. You can use tools in the Number group on the HOME tab to apply a wide variety of number formats, from currency to dates and times to scientific notation.

STEP BY STEP

Apply Number Formats

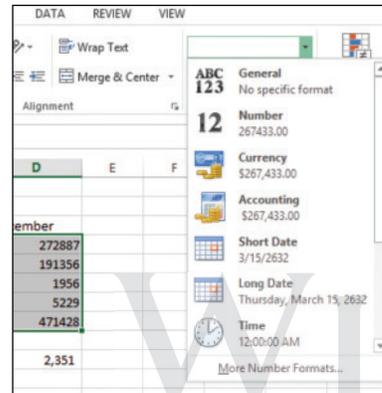


GET READY. With Excel running, perform these actions:

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.

Figure 6-19

The Number Format menu



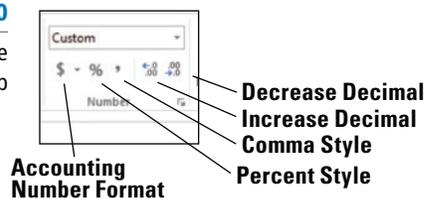
Another Way

You can also apply number formats using the Format Cells dialog box. Just right-click a cell or range of cells and select Format Cells from the shortcut menu. In the Format Cells dialog box, click the Number tab.

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.

Figure 6-20

The buttons in the Number group



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.

CERTIFICATION READY? 2.2.6

How do you apply number formatting in a worksheet?

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

Figure 6-21

Sheet2 after applying number and date formats and decreasing the width of column C

	A	B	C
1	Contoso, Ltd		
2	Accounts Receivable		
3	Outstanding Balances as of December 31		
4			
5	Patient	Amount	Invoice Date
6	Strande, Amy	\$ 2,830	11/20/2012
7	Samant, Mandar	\$ 3,890	10/10/2012
8	Allen, Michael	\$ 587	10/25/2012
9	Bonifaz, Luis	\$ 621	12/4/2012
10	Combel, Craig	\$ 354	10/30/2012
11	Gaffney, Lawrie	\$ 875	11/8/2012

- 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.

Formatting a number does not affect the value in the cell; formatting simply changes the appearance of the number.

The Number Format menu contains several options that let you quickly apply common number formats. When you click one of these options, the active cell takes on the specified number format. You also can select a range of cells (or even an entire row or column) before clicking a number format option. If you select more than one cell, Excel applies the number format to all of the selected cells. Table 6-1 summarizes the various formats available in the Number Format menu.

Table 6-1

Excel number format preset options available in the Number Format menu

Number Format	Description
General	This is the default format that Excel applies when you enter text or a number in a cell.
Number	This format is used for the general display of numbers, with two decimal places by default.
Currency	This format is used for general monetary values and displays the default currency symbol with two decimal places.
Accounting	This format is also used for monetary values. Currency symbols and decimal points are aligned in this format.
Short Date	This format displays days, months, and years in the mm/dd/yyyy style by default.
Long Date	This format displays dates in a long format, such as Sunday, January 10, 2014.
Time	This format applies a single format: 12:00:00 AM. If you want to choose another time format, you must use the Format Cells dialog box.
Percentage	This format displays the number with a percent sign and two decimal places.
Fraction	This format displays the number as a fraction.
Scientific	This format displays numbers in exponential notation (with an E): for example, 2.00E+05 = 200,000; 2.05E+05 = 205,000.

In most cases, the number formats provided in the Number Format menu are adequate. However, you may occasionally want more control over how your values appear. Excel offers control over number formats through the Format Cells dialog box.

The Number tab of the Format Cells dialog box displays 12 categories of number formats from which to choose, most of which are also available from the Number Format menu. However, when you select a category from the list box in the Format Cells dialog box, the right side of the tab changes to display options.

For example, the Number category has three options that you can control:

- The number of decimal places to display
- Whether to use a thousand separator
- How to display negative numbers

Notice that the Negative Numbers list box has four choices, two of which display negative values in red. These choices change depending on the number of decimal places and whether you choose to separate thousands. Also, notice that a Sample section near the top of the dialog box previews how the active cell will appear with the selected number format. After you make your choices, click OK to apply the number format to all of the selected cells.

The number format categories that are unique to the Number tab in the Format Cells dialog box are described in Table 6-2.

Table 6-2

Additional Number format categories

Number Format	Description
Special	Contains additional number formats specific to your country. In the United States, there are four (Zip Code, Zip Code+4, Phone Number, and Social Security Number); in Canada, there are two (Phone Number and Social Insurance Number); in most other countries, there are none.
Custom	Enables you to define custom number formats that are not included in any of the other categories.
Text	When applied to a value, causes Excel to treat the value as text (even if it looks like a number). This feature is useful for items such as part numbers.

Wrapping Text in a Cell

When a cell is formatted to **wrap** text, data that's too long to display within the cell's width automatically displays on the next line within the cell. Wrapped text also increases row height automatically. If you later change the column width, the text wrapping and row height adjust automatically.

STEP BY STEP

Wrap Text in a Cell

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

CERTIFICATION READY? 2.2.5

How do you wrap text in a cell?

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.

Figure 6-22

The formatted worksheet with text wrapping

Revenue Source	October	November	December
Companies	\$ 267,433	\$ 242,389	\$ 272,887
Medicare/Medicaid	\$ 179,112	\$ 146,095	\$ 191,356
Patient Copayments	\$ 2,098	\$ 1,744	\$ 1,956
Patient Self-Pay Payments	\$ 3,477	\$ 2,902	\$ 5,229
Total Revenue	\$ 452,120	\$ 393,130	\$ 471,428
Patients Treated	2,529	2,307	2,351

Indicates the content of the selected cells is wrapped

Wrapped cells

4. SAVE the workbook.

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

You can remove text wrapping by selecting the appropriate cell or cells and clicking the Wrap Text button again.



Troubleshooting

If you choose a different default font and/or font size, that font is used only in workbooks you create after you change the default and restart Excel. Existing workbooks are not affected.

Merging Cells and Splitting Merged Cells

Merging is a useful tool when combining data from other sources, and as a means of centering a heading across multiple columns. A **merged cell** combines two or more cells into a single cell. Splitting cells, or unmerging them, separates previously merged cells. The Merge & Center button in the Alignment group on the HOME tab provides several merge commands and the Unmerge Cells command.

STEP BY STEP

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.

CERTIFICATION
READY? 2.2.1

How do you merge two or more cells in a worksheet?

Figure 6-23

The formatted worksheet with cells in the first two rows merged and centered

	A	B	C	D
1	Contoso, Ltd.			
2	Fourth Quarter Revenue			
3	Revenue Source	October	November	December
4	Patient Insurance			
5	Companies	\$ 267,433	\$ 242,389	\$ 272,887
6	Medicare/Medicaid	\$ 179,112	\$ 146,095	\$ 191,356
7	Patient Copayments	\$ 2,098	\$ 1,744	\$ 1,956
8	Patient Self-Pay			
9	Payments	\$ 3,477	\$ 2,902	\$ 5,229
10	Total Revenue	\$ 452,120	\$ 393,130	\$ 471,428
11				
12	Patients Treated	2,529	2,307	2,351
13				

Merged and centered

9. SAVE the workbook.

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

A merged cell is created by combining two or more horizontally or vertically adjacent cells. When you merge cells, the selected cells become one large cell that spans multiple columns or rows.

To split, or unmerge, cells right after merging them, press Ctrl + Z. Otherwise, open the Merge & Center menu and select Unmerge Cells to split merged cells. You can split cells that have been merged into separate cells again, but you cannot split a single worksheet cell that has not been merged.

Placing Borders around Cells

You can use borders to enhance a worksheet’s visual interest and to make it easier to read. You can either apply Excel’s predefined border styles, or you can customize borders by specifying a line style and color of your choice.

STEP BY STEP

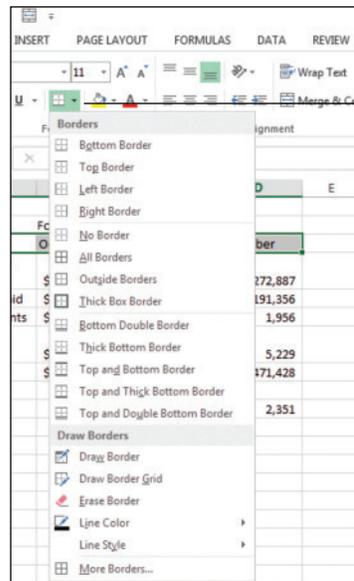
Place Borders around Cells

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.

Figure 6-24

The Borders menu in the Font group

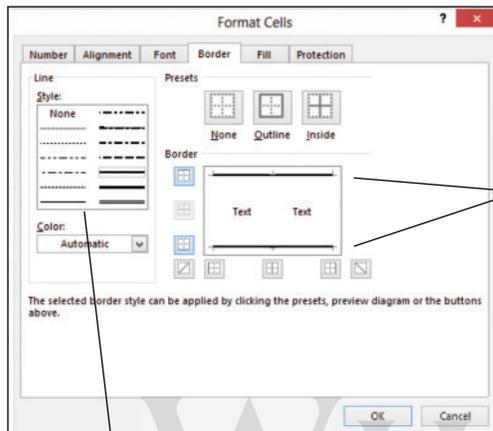


The Borders button opens the Borders menu.

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. See Figure 6-25.

Figure 6-25

Applying a border option



Selected line width style

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. See Figure 6-26.

Figure 6-26

The worksheet with a colored border above and below column heading labels

	A	B	C	D
1	Contoso, Ltd.			
2	Fourth Quarter Revenue			
3	Revenue Source	October	November	December
4	Patient Insurance Companies	\$ 267,433	\$ 242,389	\$ 272,887
5	Medicare/Medicaid	\$ 179,112	\$ 146,095	\$ 191,356
6	Patient Copayments	\$ 2,098	\$ 1,744	\$ 1,956
7	Patient Self-Pay Payments	\$ 3,477	\$ 2,902	\$ 5,229
8	Total Revenue	\$ 452,120	\$ 393,130	\$ 471,428
9				
10	Patients Treated	2,529	2,307	2,351

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

PAUSE. LEAVE Excel open to use in the next exercise.

Borders are often used to set off headings, labels, or totals.

In the Font group, the Borders button displays the most recently used border style, and the button's name changes to that style name. Click the Border button (not the arrow) to apply that style, or you can click the arrow and choose a different border style. Click More Borders to apply a custom or diagonal border.

On the Border tab of the Format Cells dialog box, click a line style and a color. You can select a border style from the presets or create a style with the line-placement options in the Border area. To remove a border, just click the border line in the preview pane in the Format Cells dialog box.

COPYING CELL FORMATTING WITH THE FORMAT PAINTER

Bottom Line

Format Painter is a feature found in most Office applications that allows you to quickly copy formatting attributes that you have already applied and “paint” those attributes onto other text, shapes, pictures, and worksheet cells. You can use Format Painter to copy font, font size, font color, character attributes like bolding and underlining, alignment, indentation, number formats, and borders and shading. Format Painter is located in the Clipboard group on the HOME tab and on the Mini toolbar.

STEP BY STEP

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, as shown in Figure 6-27.

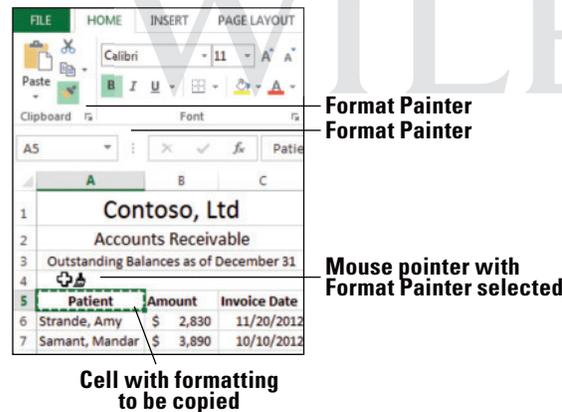


Another Way

Format Painter is available on the Mini toolbar as well as in the Clipboard group.

Figure 6-27

The Format Painter pointer



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.

You can double-click the Format Painter if you want to apply formats to multiple selections.

CERTIFICATION READY? 2.2.4

How do you use Format Painter to copy formatting from one cell to another?

Bottom Line

UNDERSTANDING PASTE SPECIAL OPTIONS

Excel gives you another tool, called **Paste Special**, that enables you to control specifically what you want to paste after using the Copy or Cut command, such as cell content, formulas, values, formatting, and much more. Paste Special is available in the Clipboard group on the HOME tab, or in the shortcut menu that appears after right-clicking a cell.

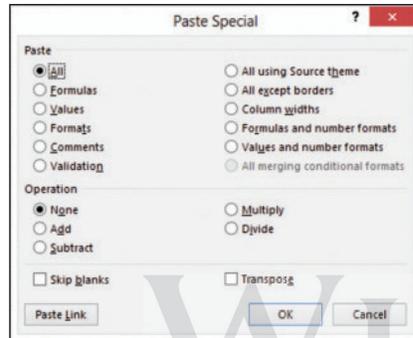
STEP BY STEP Understand Paste Special Options

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, as shown in Figure 6-28.

Figure 6-28

The Paste Special dialog box



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**. See Figure 6-29.

Figure 6-29

The worksheet after applying Paste Special

	A	B	C
1	Contoso, Ltd		
2	Accounts Receivable		
3	Outstanding Balances as of December 31		
4			
5	Patient	Amount	Invoice Date
6	Strande, Amy	\$ 2,830	11/20/2012
7	Samant, Mandar	\$ 3,890	10/10/2012
8	Allen, Michael	\$ 587	10/25/2012
9	Bonifaz, Luis	\$ 621	12/4/2012
10	Combel, Craig	\$ 354	10/30/2012
11	Gaffney, Lawrie	\$ 875	11/8/2012
12	Jacobsen, Lola	\$ 1,534	12/15/2012
13	Total	\$ 10,691	

14. SAVE the workbook and CLOSE the file.

PAUSE. LEAVE Excel open to use in the next exercise.

With Paste Special, you select a cell or range of cells with the content or formatting you want to copy, issue the Copy or Cut command, and then select Paste Special. Using either the buttons in a menu or the Paste Special dialog box, you can choose what you want to paste into a different cell or range. Some of the paste options include formulas, only the values displayed as a result

of formulas, cell formatting, column widths, everything except cell borders, values and number formats, and links.



Lesson 7, “Formatting Worksheets,” covers transposing rows and columns using the Paste Special command.

FORMATTING CELLS WITH STYLES

Bottom Line

Excel provides a gallery of preset cell styles you can apply to greatly enhance the appeal of your worksheets. You can duplicate and modify styles to create your own custom styles, and you can easily remove styles if you no longer want to use that particular formatting.

Applying a Cell Style

A **style** is a set of formatting attributes that you can apply to a cell or range of cells more easily than by setting each attribute individually. To apply a cell style to an active cell or range, click Cell Styles in the Styles group on the HOME tab, then choose the cell style that you want to apply. You can apply more than one style to a cell or range.

STEP BY STEP

Apply Cell Styles



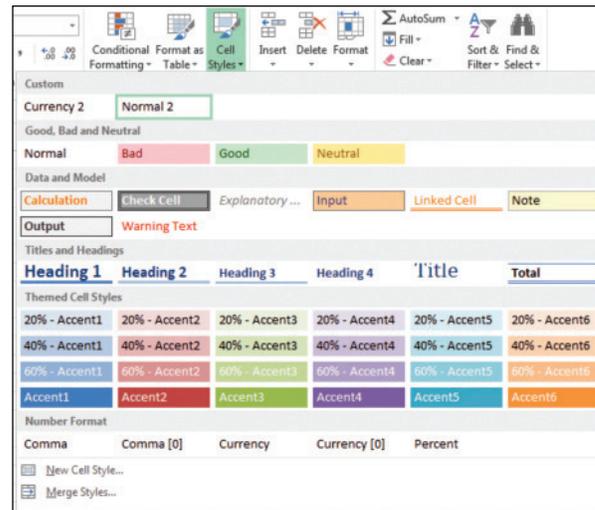
GET READY. LAUNCH Excel if it is not already running.



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, as shown in Figure 6-30.

Figure 6-30

The Cell Styles gallery



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. See Figure 6-31.

Figure 6-31

The worksheet with cell styles applied

	A	B	C	D
1	Contoso, Ltd.			
2	Fourth Quarter Revenue			
3	Revenue Source	October	November	December
4	Patient Insurance			
5	Companies	\$ 267,433	\$ 242,389	\$ 272,887
6	Medicare/Medicaid	\$ 179,112	\$ 146,095	\$ 191,356
7	Patient Copayments	\$ 2,098	\$ 1,744	\$ 1,956
8	Patient Self-Pay			
9	Payments	\$ 3,477	\$ 2,902	\$ 5,229
10	Total Revenue	\$ 452,120	\$ 393,130	\$ 471,428
11				
12	Patients Treated	2,529	2,307	2,351

CERTIFICATION READY? 2.2.8

How do you apply cell styles to one or more cells in a worksheet?

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.

Style attributes include fonts and font sizes, number formats, and borders and shading. Excel has several predefined styles that you can apply; you can also modify or duplicate a cell style to create a custom cell style.

When you point to defined styles in the Cell Styles gallery, you can see the formatting that will be used when you apply each style. This feature allows you to assess the formatting without actually applying it.

Experiment with combining styles to achieve your desired effect. For example, you can click a themed cell style, which will apply shading to the cell. Then, you can click Cell Styles again and click Heading 1, which applies a larger font size, bold, and a thick bottom border.

If you are not satisfied with a style you apply, you can use the Undo command immediately after applying the style, remove the style by applying the Normal style, or apply another style to the cell or range.

Customizing Cell Styles

You can modify an existing cell style to create a new custom style. When doing so, you can either add or delete style attributes.

STEP BY STEP

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**, as shown in Figure 6-32.

Figure 6-32

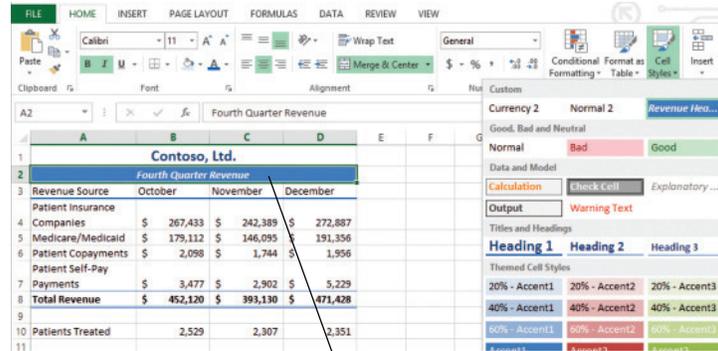
The Style dialog box



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, as shown in Figure 6-33.

Figure 6-33

The new style applied to the worksheet cell



Revenue Heading style in the gallery

Revenue Heading style applied to cell A2

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

PAUSE. LEAVE Excel open to use in the next exercise.

In this exercise, you created a new custom style by renaming (and thus duplicating) an existing cell style and then modifying the style. Your custom style was added to the Cell Styles gallery.

When creating a new style based on an existing style, you can uncheck options in the Style dialog box that you want to remove from your new style.

To simply modify an existing style, click Cell Styles in the Styles group. When the Styles gallery is displayed, right-click the cell style you want to change and select Modify. The Styles dialog box opens with the current style name displayed but not accessible. This tells you that any changes you make to the style will be made to the existing style rather than a customized style.

You can delete styles from the Cells Styles gallery. Doing so also removes the style from all cells that are formatted with it. To remove a style from the Cell Styles gallery, right-click the style in the gallery and select Delete from the shortcut menu. Although you can delete most preset styles from the Cell Styles gallery, it's not recommended.

Take Note You cannot delete the Normal cell style.

WORKING WITH HYPERLINKED DATA

Bottom Line

For quick access to related information in another file or on a web page, you can insert a hyperlink in a worksheet cell. A **hyperlink** is a shortcut of sorts that enables you to navigate to a web page or a location in another file in just one click of the mouse. Hyperlinks enable you to supplement worksheet data with additional information and resources.

Inserting a Hyperlink into a Worksheet

You can add a hyperlink to your document by right-clicking a cell and selecting Hyperlink from the shortcut menu.

STEP BY STEP**Insert a Hyperlink in a Cell****Another Way**

You can open the Insert Hyperlink dialog box by clicking the Hyperlink command in the Links group on the INSERT tab.

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, as shown in Figure 6-34.

Figure 6-34

A hyperlink inserted into a worksheet

Contoso, Ltd		
Accounts Receivable		
Outstanding Balances as of December 31		
Patient	Amount	Invoice Date
Strande, Amy	\$ 2,830	11/20/2012
Samant, Mandar	\$ 3,890	10/10/2012
Allen, Michael	\$ 587	10/25/2012
Bonifaz, Luis	\$ 621	12/4/2012
Combel, Craig	\$ 354	10/30/2012
Gaffney, Lawrie	\$ 875	11/8/2012
Jacobsen, Lola	\$ 1,534	12/15/2012
Total	\$ 10,691	
Company website:		http://www.contoso.com/

Hyperlink

**CERTIFICATION
READY? 1.2.2**

How do I insert a hyperlink into a 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.

Using a Hyperlink

Using a hyperlink refers to clicking the link to navigate to the location that's embedded in the hyperlink.

STEP BY STEP**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.

Clicking a hyperlink brings you to a new location. To select the cell that contains a hyperlink, click and hold the mouse.

Removing a Hyperlink from a Worksheet

You can remove a hyperlink from a cell using the Remove Hyperlink command. Doing so does not delete the text linked to the hyperlink.

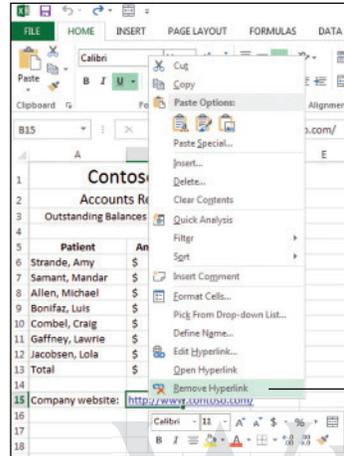
STEP BY STEP Remove a Hyperlink from a Cell

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, as shown in Figure 6-35. The hyperlink is removed from the URL, but the URL text remains.

Figure 6-35

The Remove Hyperlink menu item



Remove Hyperlink command

2. CLOSE the workbook without saving your changes.

PAUSE. LEAVE Excel open to use in the next exercise.



Workplace Ready

THE VERSATILITY OF HYPERLINKS

A hyperlink is typically associated with accessing a web page, but Excel provides a lot more uses for hyperlinks. For example, inserting a hyperlink composed of the name of a file lets you open the file from a worksheet. You can create a hyperlink that lets you navigate to a specific location within the current worksheet, based on a cell reference or a named range.

Want to set up a hyperlink that automatically opens an email window? Just use the E-mail Address option in the insert Hyperlink dialog box, and enter an email address and Subject line text. When you click the resulting hyperlink, your default email program opens automatically, enabling you to type a message and attach files (if you want) and then send the message.

You can insert a hyperlink directly into an Excel worksheet, or attach the hyperlink to an object, such as a shape, chart, or photo.

	A	B	C	D	E	F	G
1	Hourly Wage	13.17					
2							
3	Employee	Hours	Gross Pay				
4	Ihrig, Ryan	40	526.8	ryan@example.com			
5	Barry, Chris	37	487.29	chris@example.com			
6	Berger, Kate	40	526.8	kate@example.com			
7	Samant, Mandar	40	526.8	mandar@example.com			
8	Jacobsen, Lola	28	368.76	lola@example.com			
9							
10				06 EmpExemptions.xlsx			
11							
12							
13							
14							

Click an email address to open your email client.

Click this URL to open an external file.

Bottom Line

APPLYING CONDITIONAL FORMATTING TO CELLS

The Excel conditional formatting feature enables you to apply formatting according to rules. You can apply a single rule or multiple rules, and you can use the preset rules provided by Excel or customize them for your particular needs. The Excel **Rules Manager** gives you even greater control over rules by enabling you to set the order of multiple rules, fine-tune rule settings, and more.

Applying a Specific Conditional Format

To apply a specific conditional format, use the Conditional Formatting menu in the Styles group on the HOME tab and select one of the many options provided.

STEP BY STEP

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.

Figure 6-36

The Greater Than dialog box and cells displaying conditional formatting

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Contoso, Ltd.														
2															
3	Last Name	First Name	Job Title	January	February	March	April	May	June	July	August	September	October	November	December
4	Carey	Cynthia	Physician	602	605	690	582	601	582	580	645	522	580	480	577
5	Garcia	Debra	Physician	579	550	590	597	607	630	500	592	496	637	502	408
6	Laszlo	Rebecca	Physician	604	594	475	425	515	634	621	563	486	436	446	510
7	Wilson	Dan	Physician		575								577	593	577
8	Koska	Tomas	PA		326								385	283	302
9															
10															
11															
12															
13															

CERTIFICATION READY? 2.3.1

How do you apply a single criterion for conditional formatting?

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.

Conditional formatting is a powerful Excel feature that enables you to specify how cells that meet a given condition should be displayed. Thus, conditional formatting means that Excel applies formatting automatically, based on established criteria.

When you analyze data, you often ask questions, such as:

- Who are the highest performing students in the gradebook?
- Which sales representatives exceeded their sales goals and in which quarters?
- In what months were revenues highest or lowest?

Conditional formatting helps answer such questions by highlighting pertinent cells or ranges of cells. You can even establish multiple conditional formatting rules for a data range.

Applying Conditional Formatting for Multiple Criteria

To see the effect of two or more criteria on a set of data, you can apply multiple conditional formatting rules one on top of the other. This exercise shows you how to set two different conditional formatting rules on the same range of data.

STEP BY STEP

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.

Figure 6-37

The worksheet with two sets of conditional formatting applied

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Contoso, Ltd.														
2															
3	Last Name	First Name	Job Title	January	February	March	April	May	June	July	August	September	October	November	December
4	Carey	Cynthia	Physician	602	605	690	582	601	582	580	645	522	580	480	577
5	Garcia	Debra	Physician	579	550	590	597	607	630	500	592	496	637	502	408
6	Laszlo	Rebecca	Physician	604	594	475	425	515	634	621	563	486	436	446	510
7	Wilson	Dan	Physician	575	325	551	580	478	586	612	600	577	593	577	600
8	Koska	Tomas	PA	326	311	250	296	289	295	299	305	385	283	302	256

5. SAVE the workbook.

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

In this lesson's exercises, you have worked with data related to the number of patients treated each month at Contoso, Ltd. The chapter-opening scenario indicated that you are trying to determine whether you should hire a nurse practitioner. With both sets of conditional formatting applied, you can see at a glance which staff members see more than 600 patients or less than 300 patients in a month.

Using the Rules Manager to Apply Conditional Formats

Excel's Rules Manager enables you to choose from preset specific conditional formats that provide a visual analysis of a worksheet or selected range of data. You can apply a single rule or multiple rules, and you can modify preset rules to display formats however you like.

STEP BY STEP

Use the Rules Manager to Apply Conditional Formats

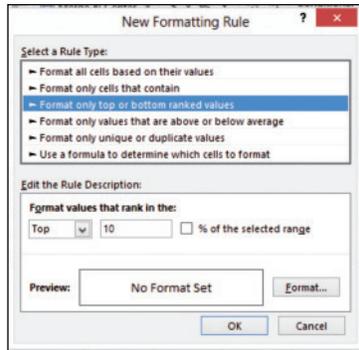


GET READY. USE the workbook you saved in the previous exercise.

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.

Figure 6-38

The New Formatting Rule dialog box



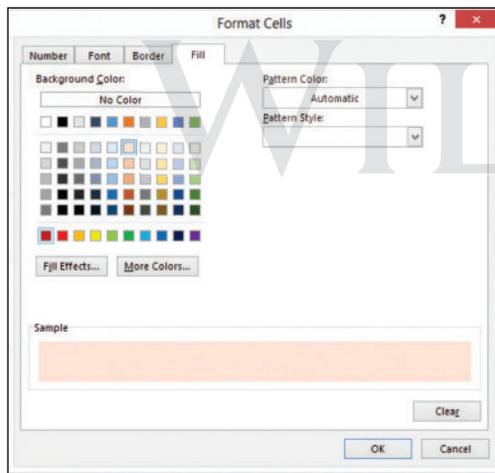
CERTIFICATION READY? 2.3.1

How do you use the Rules Manager to apply conditional formatting?

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.

Figure 6-39

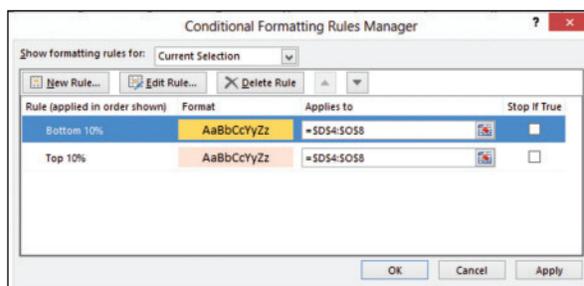
Selecting a background color for the rule



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.

Figure 6-40

The Conditional Formatting Rules Manager dialog box with two rules configured



- 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.

Figure 6-41

The worksheet with the top 10% and bottom 10% rules applied

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Contoso, Ltd.														
2															
3	Last Name	First Name	Job Title	January	February	March	April	May	June	July	August	September	October	November	December
4	Carey	Cynthia	Physician	602	605	690	582	601	582	580	645	522	580	480	577
5	Garcia	Debra	Physician	579	550	590	597	607	630	500	592	496	637	502	408
6	Laszlo	Rebecca	Physician	604	594	475	425	515	634	621	563	486	436	446	510
7	Wilson	Dan	Physician	575	325	551	580	478	586	612	600	577	593	577	600
8	Koska	Tomas	PA	326	311	250	296	289	295	299	305	385	283	302	256

- 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.

The Excel **Rules Manager** enables you to create, modify, apply, remove, and manage conditional formatting, including multiple criteria, all in one dialog box.

In addition, you can display the Rules Manager to see what rules are in effect for the worksheet and apply those rules at an appropriate time. From the Conditional Formatting Rules Manager dialog box, you can add new rules, edit existing rules, or delete one or all of the rules. The rules are applied in the order in which they are listed in the Rules Manager. You can apply all the rules, or you can apply specific rules to analyze the data. Formatting is visible when the Conditional Formatting Rules Manager dialog box is open. Thus, you can experiment with the formats you want to apply and the order in which they are applied.

CLEARING A CELL'S FORMATTING

Bottom Line

Although cell formatting can greatly improve the aesthetics and readability of your worksheets, sometimes you may need to remove the formatting, either to start over again or to use the data in another worksheet. Excel makes it easy to remove formatting from a single cell, a range of cells, or the entire worksheet.

STEP BY STEP

Clear a Cell's Formatting

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

- Select **A3:O3**.
- 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.
- 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**.
- From the Clear menu, click **Clear Formats**. All worksheet formatting disappears.
- Close the workbook without saving your changes.

CLOSE Excel.

As you saw in this exercise, clearing formatting from cells or an entire worksheet does not affect the text, numbers, or formulas in the worksheet.

SKILL SUMMARY

In this lesson you learned how:	Exam Objective	Objective Number
To insert and delete cells.	Insert and delete cells.	2.1.6
To manually format cell contents.	Modify cell alignment and indentation.	2.2.2
	Change font and font styles.	2.2.3
	Apply highlighting.	2.2.7
	Apply Number formats.	2.2.6
	Wrap text within cells.	2.2.5
	Merge cells.	2.2.1
To copy cell formatting with the Format Painter.	Use Format Painter.	2.2.4
To use Paste Special options.		
To format cells with styles.	Apply cell styles.	2.2.8
To work with hyperlinked data.	Insert hyperlinks.	1.2.2
To apply conditional formatting to cells.	Apply conditional formatting.	2.3.1
To clear a cell's formatting.		

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

- You want to insert a cell into your worksheet. Which command do you use?
 - The Insert command in the Cells group on the HOME tab
 - The Format command in the Cells group on the HOME tab
 - The Format Painter command in the Clipboard group on the HOME tab
 - The Format command in the shortcut menu when you right-click a cell
- You want to format a cell so the text is spread evenly throughout the cell, wrapping automatically and adjusting the row height, if necessary. Which alignment option do you choose?
 - Center
 - Middle Align
 - Justify
 - Distributed
- You want to fit a long column heading into a small space without changing the font size or column width. Which of the following is the best choice?
 - Adjust text orientation.
 - Use the Center alignment command.
 - Use the Merge & Center command.
 - Apply a special character attribute.
- How do you display the Mini toolbar?
 - Left-click a cell.
 - Right-click a cell.
 - Select Format > Mini toolbar.
 - Select View > Mini toolbar.

5. Which of the following can you *not* copy using Format Painter?
 - a. Font color
 - b. Bold
 - c. Font size
 - d. Cell content
6. Which Paste Special option pastes only the result of a formula rather than the formula itself?
 - a. Formulas
 - b. Values
 - c. Formats
 - d. Formulas and number formats
7. You don't like the cell style you just applied. Which of the following is the least effective way to remove or replace the style?
 - a. Apply another style to the cell.
 - b. Use the Undo command.
 - c. Clear the cell's content.
 - d. Apply the Normal style to the cell.
8. How do you remove a hyperlink?
 - a. Delete the cell.
 - b. Edit the cell's style.
 - c. Reformat the cell.
 - d. Right-click the cell and select Remove Hyperlink.
9. In which group on the HOME tab is the Clear Formats command located?
 - a. In the Editing group
 - b. In the Clipboard group
 - c. In the Font group
 - d. In the Cells group
10. Which of the following is *not* useful for changing the font size?
 - a. Font Size drop-down list
 - b. Increase Font Size button
 - c. Decrease Font Size button
 - d. Orientation button

True / False

Circle T if the statement is true or F if the statement is false.

- T F 1. When you delete cells in a worksheet, you remove one or more cells, forcing other cells to move down or to the right.
- T F 2. When selecting a font color, you can choose a themed color but not a standard color from the palette.
- T F 3. When you point to defined styles in the Cell Styles gallery, you can see the formatting that will be used when you apply each style.
- T F 4. Underlining a cell's content is the same as adding a border.
- T F 5. You can apply multiple conditional formatting criteria or rules to the same set of data.
- T F 6. Deleting a cell is the same as clearing a cell's content.
- T F 7. A hyperlink enables you to navigate to a web page, another file, or to a specific location in another file.
- T F 8. Style attributes include fonts and font sizes, number formats, and borders and shading.
- T F 9. You cannot split a single worksheet cell that has not been merged.
- T F 10. After you select a color and apply it to a cell's background, the Fill Color button takes on that color.

Competency Assessment

Project 6-1: Apply Basic Formatting

Apply basic formatting to a worksheet listing regional sales figures for a sports equipment reseller.

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



1. OPEN **06 Regional Sales**.
2. Select **A1:E1**.
3. Merge and center the worksheet title.
4. Select **A2:E2**.
5. Bold and center the headings.
6. Select **B3:E6**.
7. Apply the Currency number format.
8. Decrease the decimal places by two, so no decimal places appear.
9. SAVE the workbook to your Lesson 6 folder as **06 Regional Sales Solution**.

LEAVE the workbook open for the next project.

Project 6-2: Apply Cell Styles to a Worksheet

Total sales figures and apply styles to enhance the appearance of a worksheet listing regional sales figures for a sports equipment reseller.

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

1. OPEN **06 Regional Sales Solution** if it's not already open.
2. In cell **A7**, type the word **Total**.
3. Select **B7:E7**.
4. AutoSum each cell.
5. Click **A1**.
6. In the Cell Styles menu, apply the **Title** style.
7. Select **A2:E2**.
8. In the Cell Styles menu, apply the **Accent6** style.
9. Select **A3:A7**.
10. Apply the **40% - Accent6** cell style.
11. Select **B3:E7**.
12. Apply the **20% - Accent6** cell style.
13. Select **A7:E7**.
14. Bold all cells in the range.
15. SAVE the workbook to your Lesson 6 folder as **06 Regional Sales Formatted Solution** and CLOSE the file.

LEAVE Excel open for the next project.

Proficiency Assessment

Project 6-3: Format a Student List for Readability

Use a variety of techniques to improve the readability of a School of Fine Arts student list. Techniques include Merge & Center, applying italics, wrapping text, and using the Decrease Decimal command.

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



1. OPEN *06 Fine Art*.
2. Merge and center **A1:E1**.
3. Apply **Calibri Light**, **16-point**, **Blue** to the cell A1 content.
4. Center and italicize the content in cells **A2:E2**.
5. Widen column **C** so all text displays in its entirety.
6. Wrap the text in cell D2.
7. Decrease the width of column D to fit the longest date.
8. Format row 2 to autofit the row height.
9. Format the content in **E3:E12** so that only two decimal places display.
10. Decrease the width of column E to eliminate unnecessary whitespace.
11. SAVE the workbook to your Lesson 6 folder as *06 Fine Art Solution*.

LEAVE the file open for the next project.

Project 6-4: Use Pasting Techniques to Add Entries to a Worksheet

Add rows of data to a worksheet, and use Format Painter and Paste Special to apply formatting and copy formulas.

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

1. OPEN *06 Fine Art Solution* if it's not already open.
2. Add two more rows of data, as follows:

First	Last	Discipline	Enrollment Date	GPA
Cassie	Hicks	Painting	1/14/2013	
Jeff	Price	Computer Art	1/14/2013	

3. Use the Format Painter to format cells **A13:D14** in the same style as A12:D12.
4. Use the Copy command to copy the new enrollment date (1/14/2013) to replace the 1/3/2013 dates in rows 11 and 12.
5. Use Paste Special to copy the GPA formula and number format from a cell that displays a GPA to the two new cells that do not have GPAs entered.
6. Modify the formula in the GPA column for Cassie Hicks to total **3.3**, **3.5**, and **3.7**.
7. Modify the formula in the GPA column for Jeff Price to total **2.9**, **3.4**, and **3.5**.
8. Format **A2:E2** as **20% - Accent1** and reapply italics.
9. SAVE the workbook to your Lesson 6 folder as *06 Fine Art Revised Solution* and CLOSE the file.

LEAVE Excel open for the next project.

Mastery Assessment

Project 6-5: Create a Custom Style

Create a new style and configure its settings, apply the style, and then modify the style settings.

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

1. OPEN a new, blank workbook.
2. Create a new cell style using your first name as the style name. Include the following formats in the style:
Alignment: **Horizontal Center, Vertical Center**
Font: **Arial Narrow, 16-point, Italic**
Border Style: **Solid line (your choice), Bottom**
Border Color: **Dark Blue**
Fill Color: **Light Blue**
Pattern Style: **6.25% Gray**
3. Type your first name in cell A1 and apply the style to your name.
4. Modify the style to remove the pattern style. Widen column A, if necessary.
5. SAVE the workbook to your Lesson 6 folder as **06 My Style Solution** and then CLOSE the file.

LEAVE Excel open for the next project.

Project 6-6: Analyze Trends in Sales

Apply conditional formatting to regional sales figures to determine dollar amounts above and below specific levels.

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

1. OPEN **06 Regional Sales Formatted Solution** from a previous project.
2. Use conditional formatting to indicate which sales figures exceeded \$24,000.
3. Use conditional formatting to indicate, in a different color, which sales figures were below \$20,000.
4. SAVE the workbook to your Lesson 6 folder as **06 Regional Sales Trends Solution** and then CLOSE the file.

CLOSE Excel.
