

# 7

## Formatting Worksheets

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### 7.1 INTRODUCTION

Excel makes available numerous formatting options to give your worksheet a polished look. You can change the size, colour and angle of fonts, add colour to the borders and backgrounds of cells, and have the format of a cell change, based on its value. You will see that some of the formatting features in MS Excel are same as you have used in MS Word.

### 7.2 OBJECTIVES

After going through this lesson you would be able to:

- use autoformat features
- format data and worksheets
- use format painter
- use formulas and functions

### 7.3 USING FORMATTING TOOLBAR

Formatting helps to make our work more presentable. It also helps the viewer/reader to understand the worksheet more easily with respect to its purpose.

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There are three locations where the Excel 2007 formatting tools are available.

1. In the home tab
2. In the mini toolbar that appears when you right click a range or a cell
3. In the format cells dialog box.

### 7.3.1 Home Tab and the Formatting Tools

Home tab provides the quick access to the most commonly used options with respect to the formatting requirements. You can select a cell or a range and then use the tool as per the need like Font, Alignment or Number groups. To understand the proper and best use of such tools, only way is to use them and experience their effect. Some of the controls are further expandable like drop-down lists etc. If you see some small arrow along with a button. The button will expand to display the available choices.

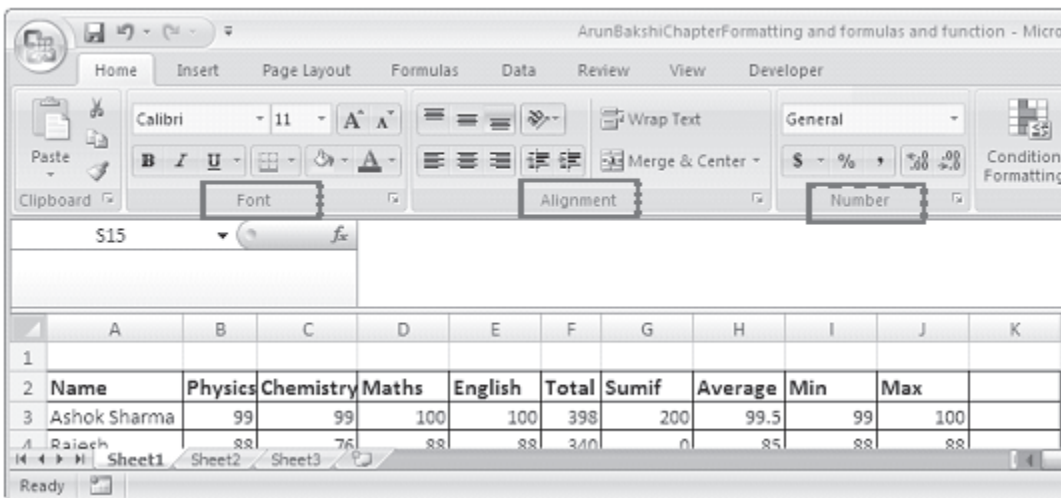


Fig. 7.1

### 7.3.2 In the Mini Toolbar

Shortcut menu appears when you right click a cell or a range selection. A mini toolbar also appears above the shortcut menu.

The Mini toolbar contains controls for common formatting:

- Font type
- Font Size

- Decrease Font
- Increase Font
- Accounting Number Format
- Comma Style
- Font Color
- Format Painter
- Bold
- Italic
- Center
- Percent Style
- Borders
- Merge And Center
- Increase Decimal
- Decrease Decimal
- Fill Color

Figure 7.2 below shows the Shortcut Menu. It gets displayed when you right click a cell.

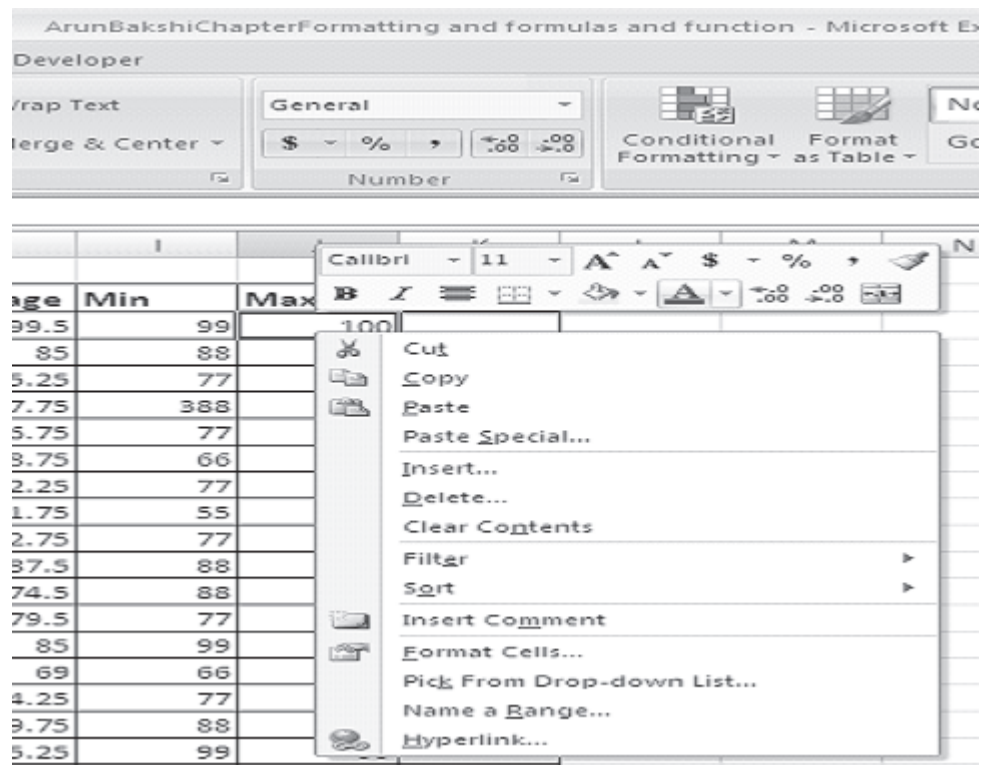


Fig. 7.2

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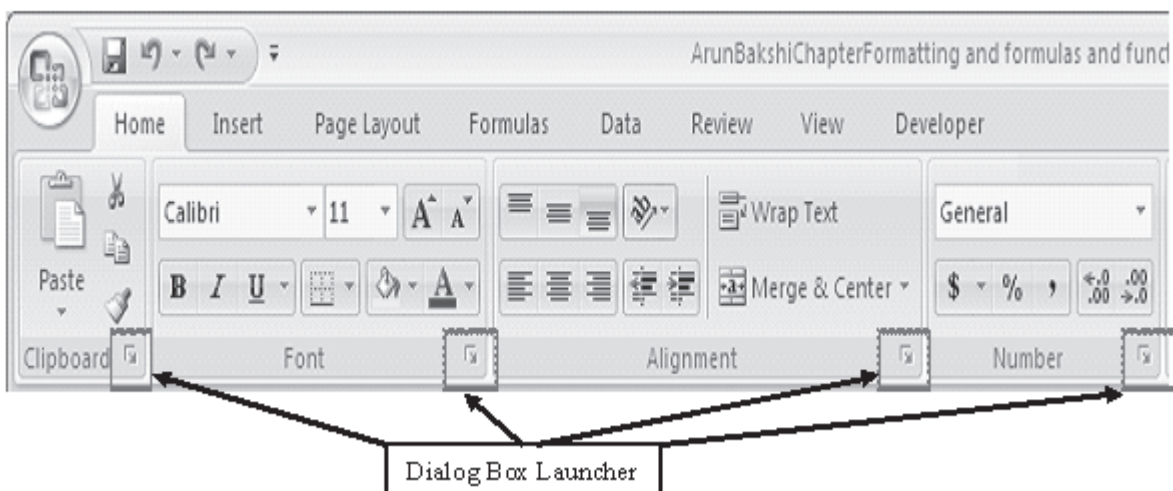
### 7.3.3 Using the Format Cells dialog box

Although most of the formatting related requirements gets fulfilled by the controls available on the Home tab of the Ribbon, some special types of formatting are fulfilled by using Format cells dialog box.

This dialog box allows to apply more or less any type of formatting style and number formatting. The formats selected from Format Cells Dialog box will be effective to the cells which are selected at the time.

To use Format Cells dialog box, select the cell or a range to apply formatting. Now choose any of the following methods

- Press the combination of Ctrl+1, i.e., Control key and numeric 1 key.
- Click the dialog box launcher in Home → Font, Home → Alignment, or Home → Number. A small downward-pointing arrow icon will be displayed to the right. In the Excel Ribbon, these arrow marks are known as dialog box launcher.



**Fig. 7.3**

- Choose Format Cells from the shortcut menu after you Right-click the selected cell or range.
- Click the More command in some of the drop-down controls in the Ribbon. For example, the Home → Number → General → More Number Formats... drop-down

includes an item named More Number Formats, as shown below

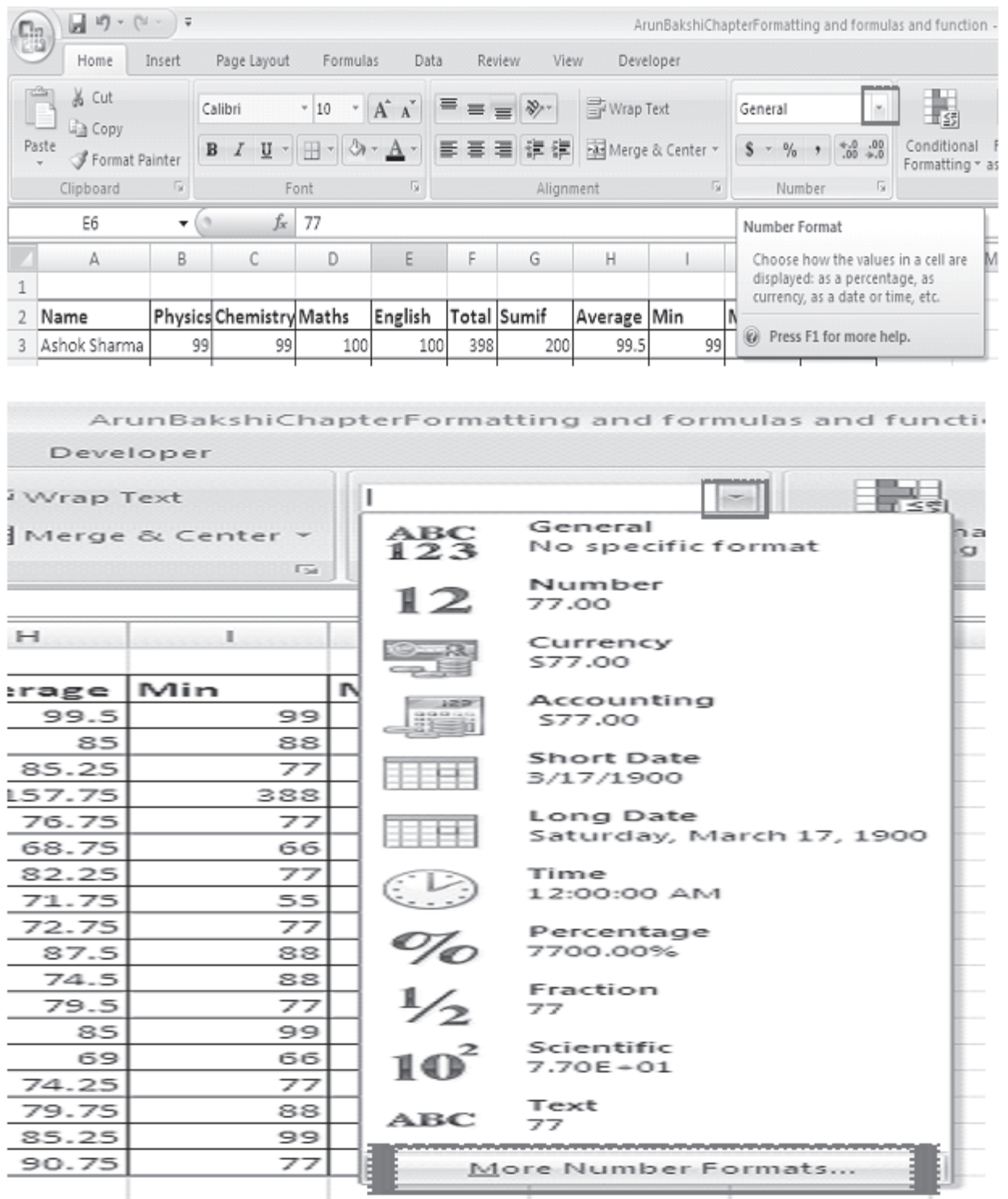
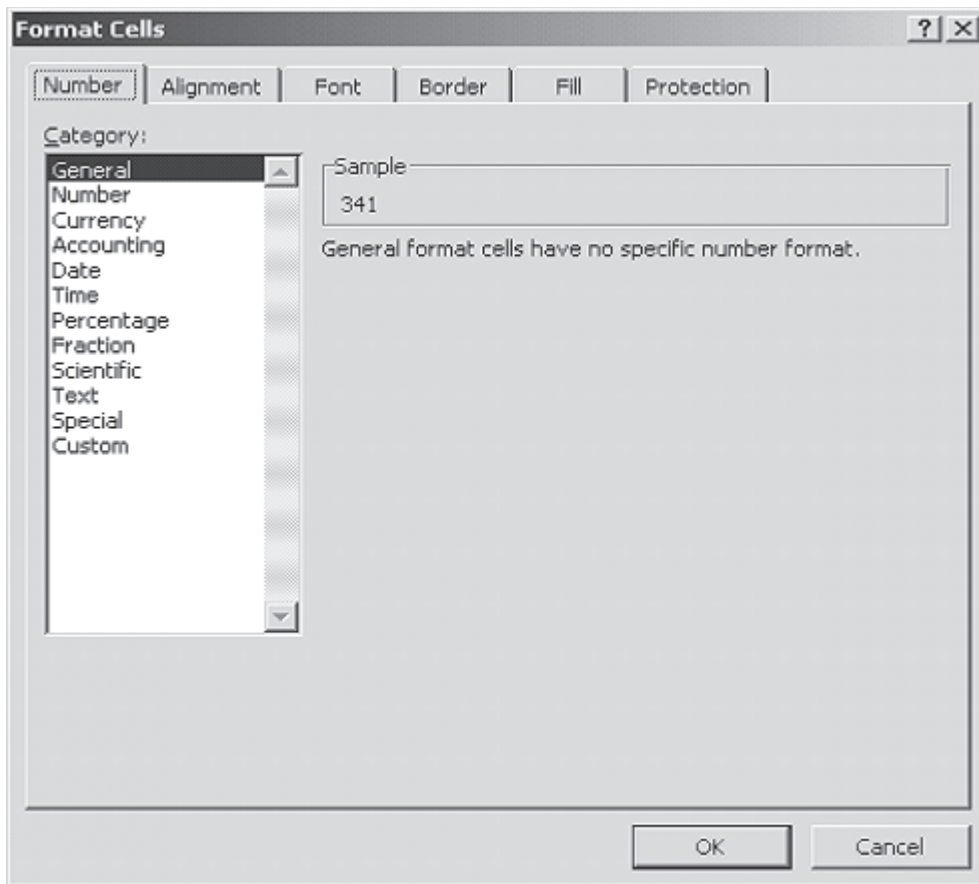


Fig. 7.4



**Fig. 7.5**

There are six tabs in Format Cells dialog box: Number, Alignment, Font, Border, Patterns, and Protection.

## **7.4 FORMATTING CELLS USING DIALOG BOX**

### **7.4.1 Number tab**

The data type can be selected from the options on this tab. Select the range you would like to format and click on one of the Category number as shown in Figure 7.2 to apply that style to your numbers. Select General if the cell contains text and number and it does not have any specific number format. If you select Number Category you can represent numbers as integers, decimals with number of decimal as option etc. For example, if you want to restrict the number of decimals to 2, choose Number Category and then decimal places as 2. You may try the other options in your computer.

### 7.4.2 Alignment tab

These options allow you to change the position and alignment of the data with the cell. The Format Cells dialog box offers you more options than the alignment buttons on the Formatting toolbar. For example, you can change the orientation of the text.

### 7.4.3 Font tab

All of the font attributes are displayed in this tab including font face, size, style, and effects. Using Formatting toolbar you can bold, italicize, and underline your cell entries. For even more formatting options you can use the Format Cells dialog box.

### 7.4.4 Border and Pattern tabs

You can use the Formatting toolbar for adding borders, cell shading, and font colour. These buttons are actually tear-off palettes. When you click on the picture portion of the button, the format of the picture displayed will be applied to the contents of the cell(s) you have selected in the worksheet. You can change the picture displayed on the button by clicking on the button's small drop-down arrow to access the palette of samples from which to choose.

Follow these steps to apply a border and colour to a selection using the options in the Format Cells dialog box.

1. Select **Format→Cells** to display the Format Cells dialog box.
  2. Select the Border tab.
  3. In the Presets area, choose None, Outline, or Inside to specify the location for the border.
  4. Choose any of the following options for the border:
    - In the Border area, click on any of the buttons to toggle its border.
    - Choose the border's line style in the Style area.
    - If necessary, select a colour for the border in the Color Palette.
-

5. Select the Patterns tab, and then choose any of the following options:
  - Select a colour for the background of the selection in the Color palette.
  - If necessary, select a pattern for the background of the selection in the Pattern palette.
6. Choose OK to apply the border and colour.

### 7.4.5 Dates and Times

If you enter the date “January 1, 2001” into a cell on the worksheet, Excel will automatically recognize the text as a date and change the format to “1-Jan-01”. To change the date format, select the Number tab from the Format Cells window. Select “Date” from the Category box and choose the format for the date from the Type box. If the field is a time, select “Time” from the Category box and select the type in the right box. Date and time combinations are also listed. Press OK when finished.

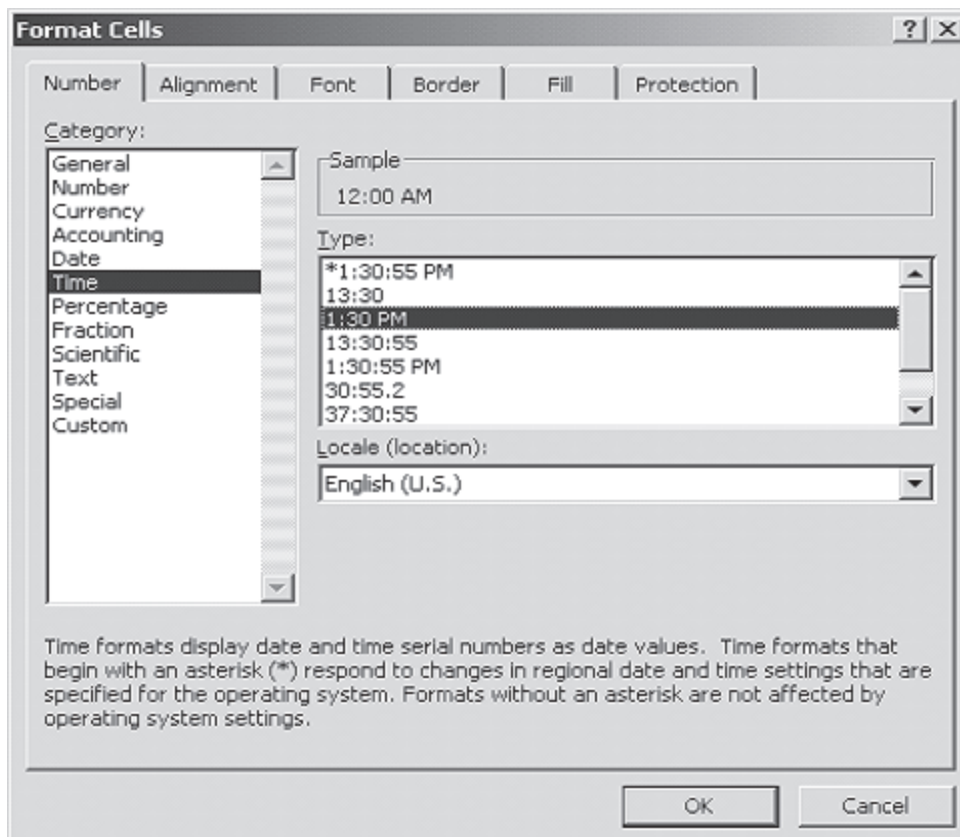
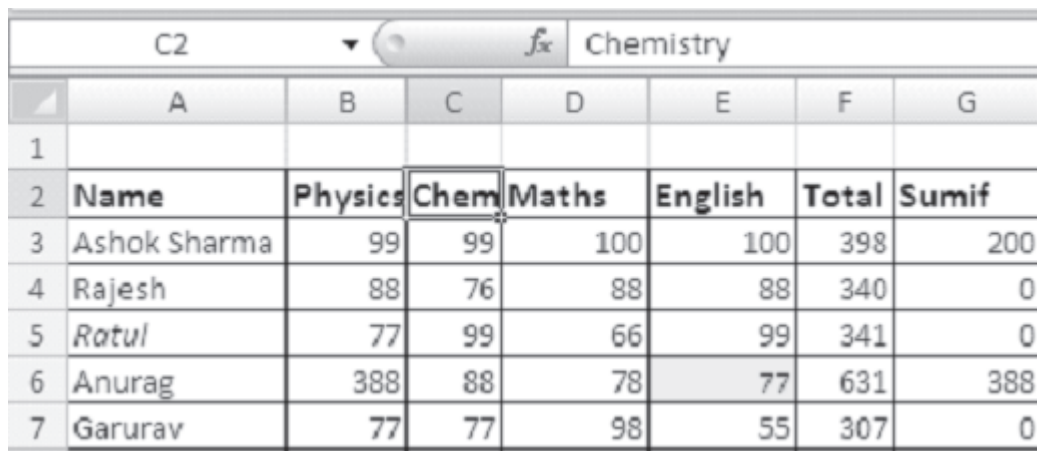


Fig. 7.6



## 7.5 FORMATTING COLUMNS AND ROWS

Sometimes the contents of the columns do not fit in its width. So, to adjust them within the width of the column, we can use AutoFit feature. As you can observe, in the column C, the column header is not fully visible.



	A	B	C	D	E	F	G
1							
2	<b>Name</b>	<b>Physics</b>	<b>Chem</b>	<b>Maths</b>	<b>English</b>	<b>Total</b>	<b>Sumif</b>
3	Ashok Sharma	99	99	100	100	398	200
4	Rajesh	88	76	88	88	340	0
5	Ratul	77	99	66	99	341	0
6	Anurag	388	88	78	77	631	388
7	Garurav	77	77	98	55	307	0

Fig. 7.7

### Steps to AutoFit Columns

- Click on Column Header/or any other cell in the column to change its width
- Click Home tab
- Select format from the cells group on the ribbon.

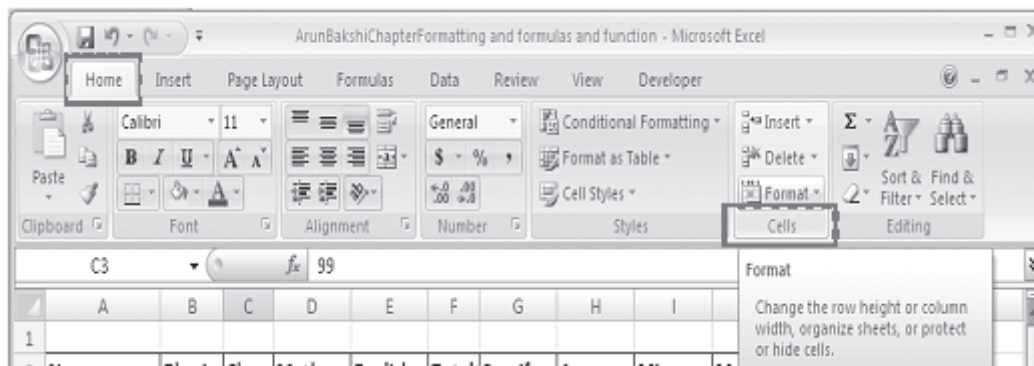
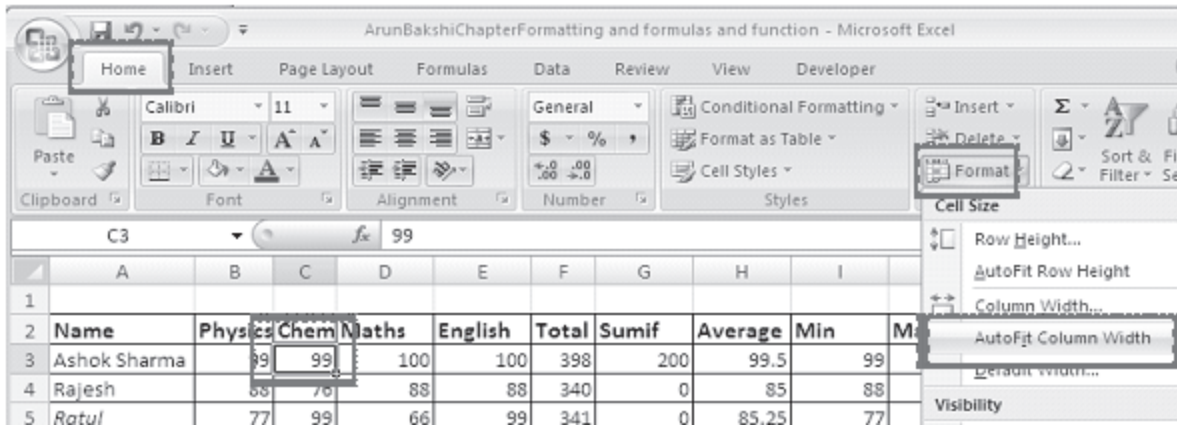


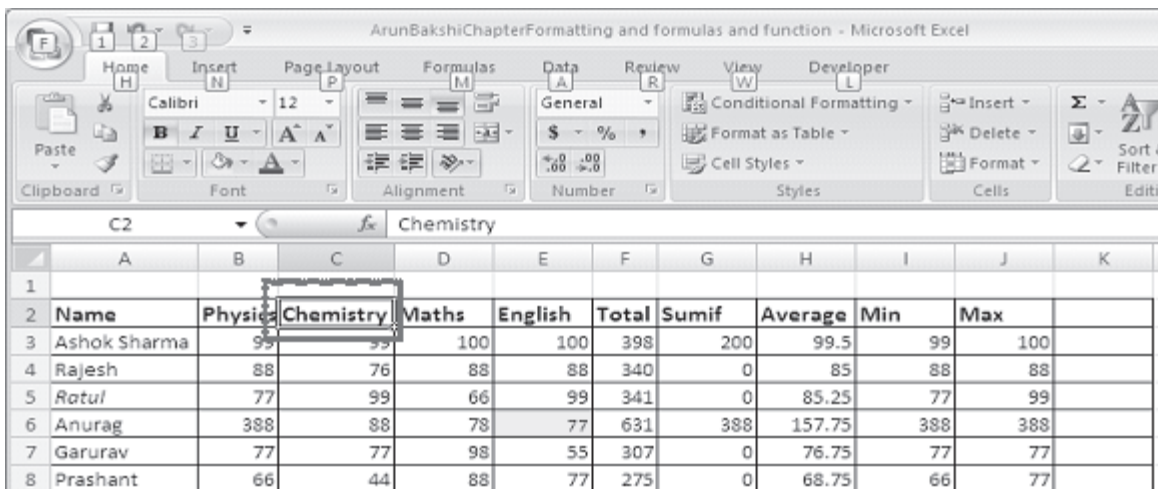
Fig. 7.8

- Click on AutoFit Column Width



**Fig. 7.9**

- See the effect, the column C is showing full contents i.e. Chemistry.



**Fig. 7.10**

**Similarly you can apply AutoFit for row also.**

- Click on Row Header/or any other cell in the Row to change its Height
- Click Home tab
- Select format from the cells group on the ribbon.

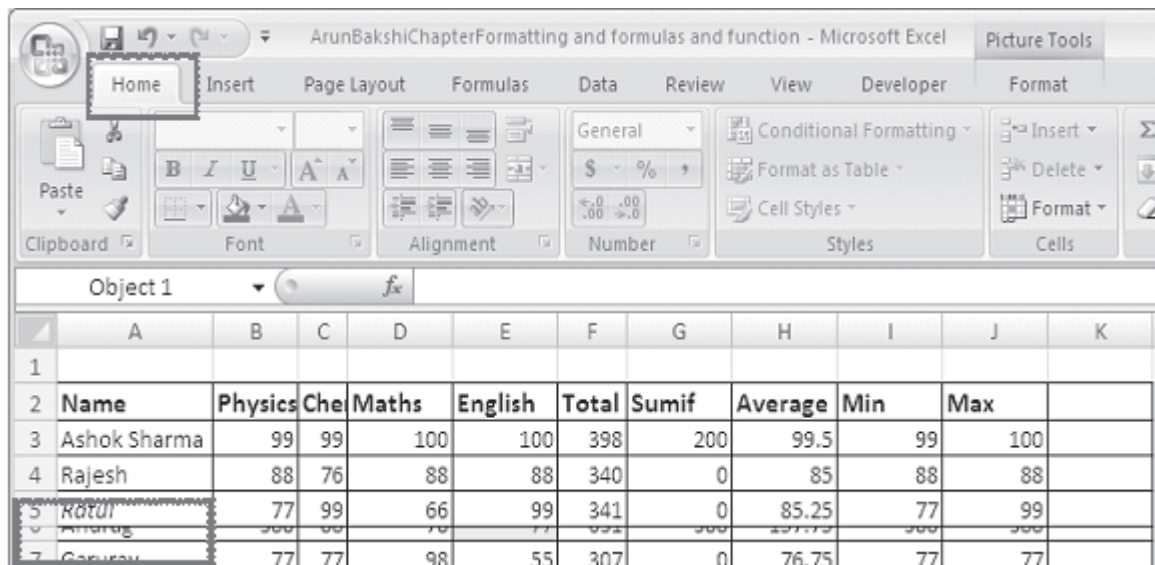


Fig. 7.11

- Click on AutoFit Row Height

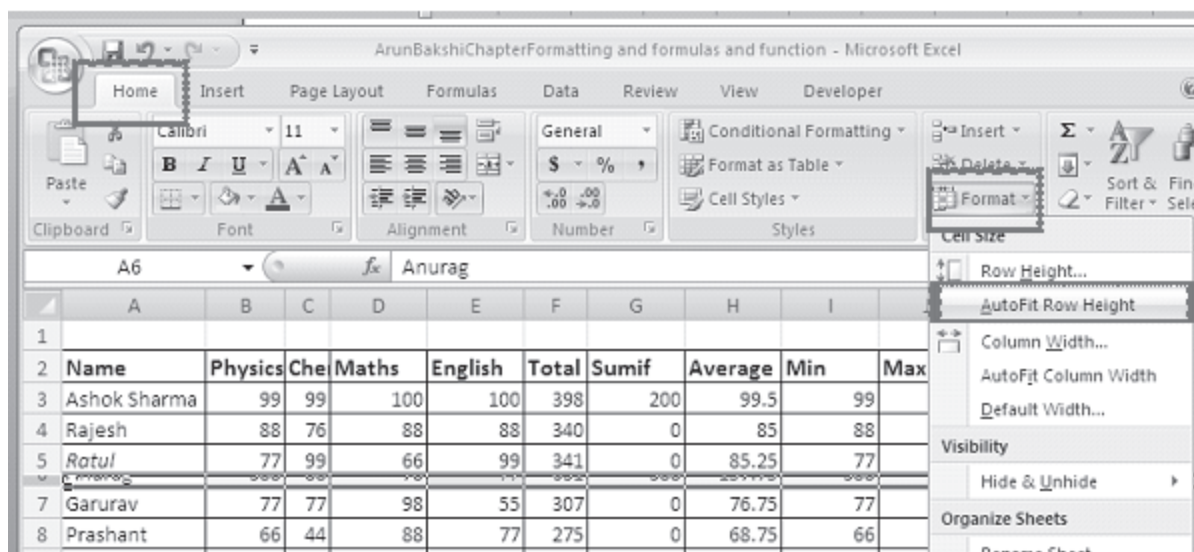


Fig. 7.12

- See the effect, the Row 6 is showing full contents, i.e., Anurag.

Another way of automatically adjusting columns and rows is by way of best fit. To do this:

1. Place your pointer on or near the right edge of a column header of the column you wish to adjust. Notice that in this area your pointer changes to a double-headed arrow.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	<b>Name</b>	<b>Physics</b>	<b>Chem</b>	<b>Maths</b>	<b>English</b>	<b>Total</b>	<b>Sumif</b>	<b>Average</b>	<b>Min</b>	<b>Max</b>			
3	Ashok Sharma	99	99	100	100	398	200	99.5	99	100			
4	Rajesh	88	76	88	88	340	0	85	88	88			
5	Rohit	77	99	66	99	341	0	85.25	77	99			
6	Anurag	88	88	78	77	631	388	157.75	388	388			
7	Garurav	77	77	98	55	307	0	76.75	77	77			

**Fig. 7.13**

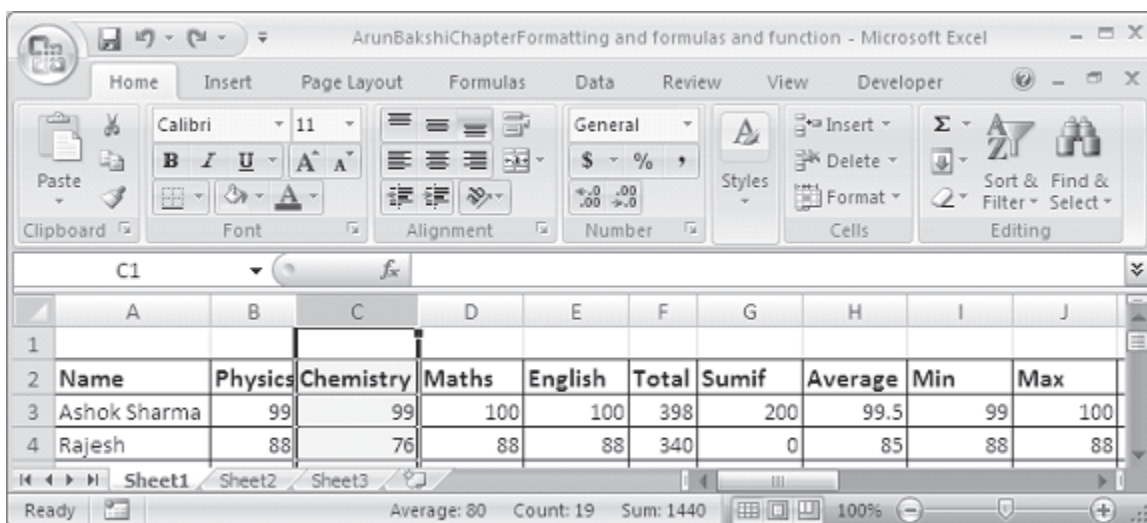
2. Double click your pointer, and the column to the left of it will automatically adjust to fit the data entries within it.

Similarly, pointing to a row header changes pointer to a double-headed arrow. Double clicking results in a best fit (taller or shorter rows).

### Hide Selected Column(s) or Row(s)

**Hide** - Hides the selected column(s) or row(s), though the data is still there. Hiding column(s) or row(s) will help you to prevent unwanted changes. To hide a column, follow these steps:

1. Select the column you want to hide by clicking on the column header. Say you want to hide column C, i.e., column representing the marks in chemistry.



**Fig. 7.14**

Right Click on the Column to hide and click on the Hide option.

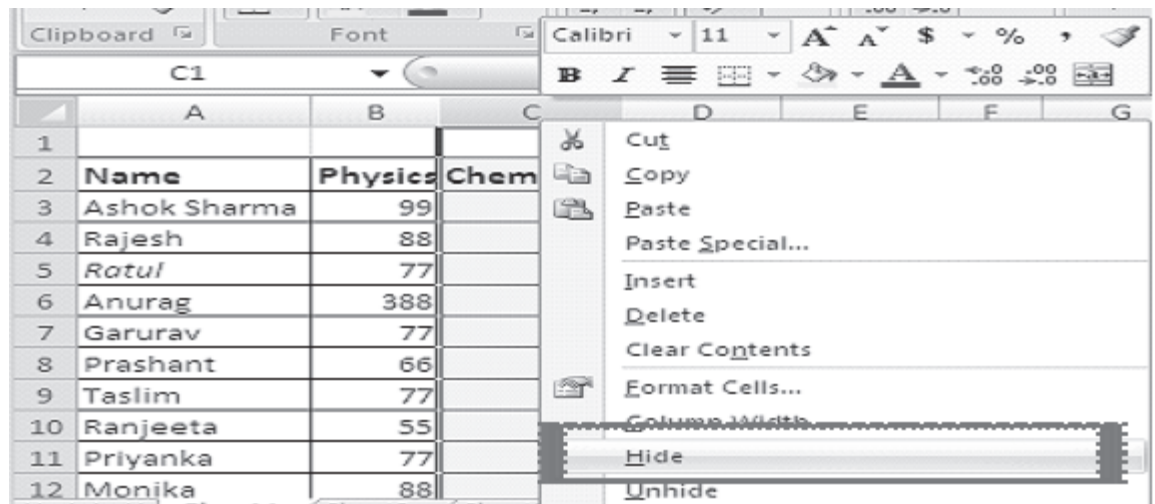


Fig. 7.15

See the following figure (Fig. 7.16). Column C is not visible.

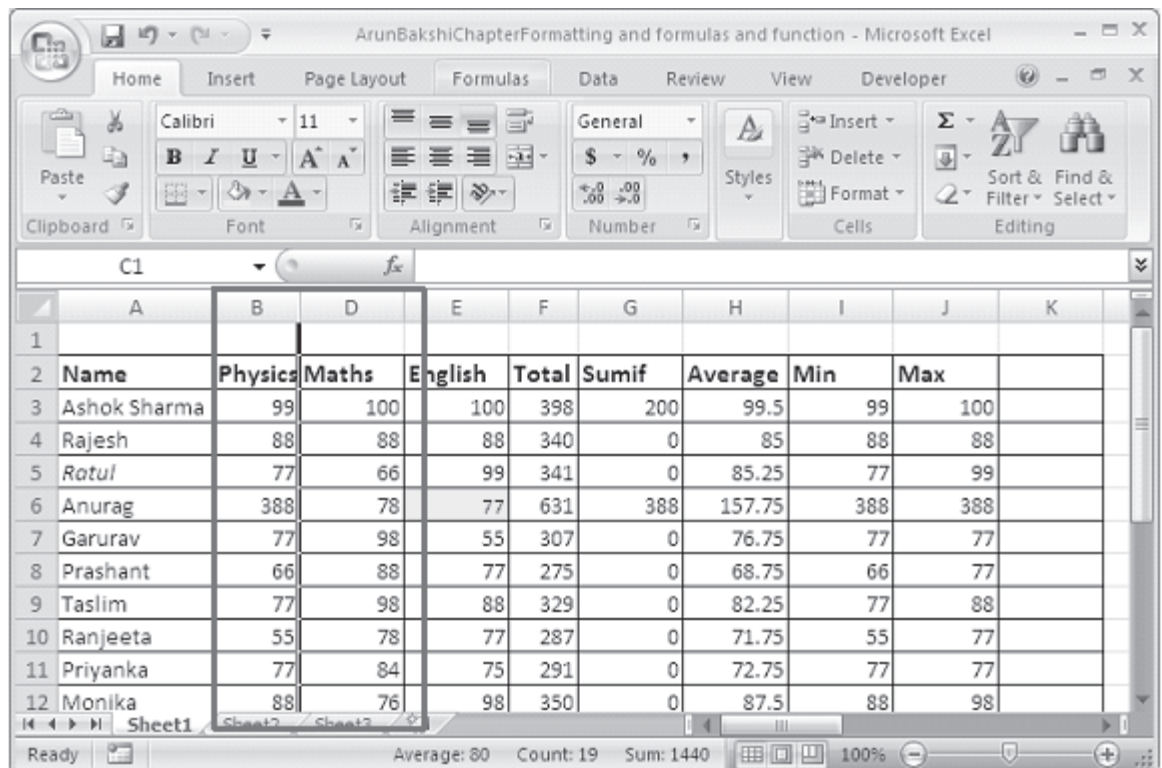


Fig. 7.16

## Unhide Selected Column(s) or Row(s)

To unhide the column follow these steps:

1. Select the visible range of columns that includes the hidden column(s).

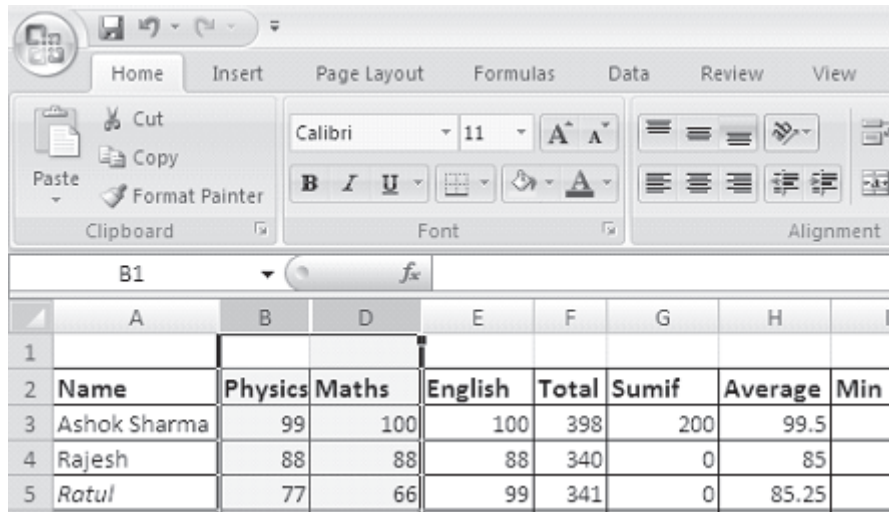


Fig. 7.17

2. Now Right Click on the selected Columns. Select Unhide from the pop-up menu.

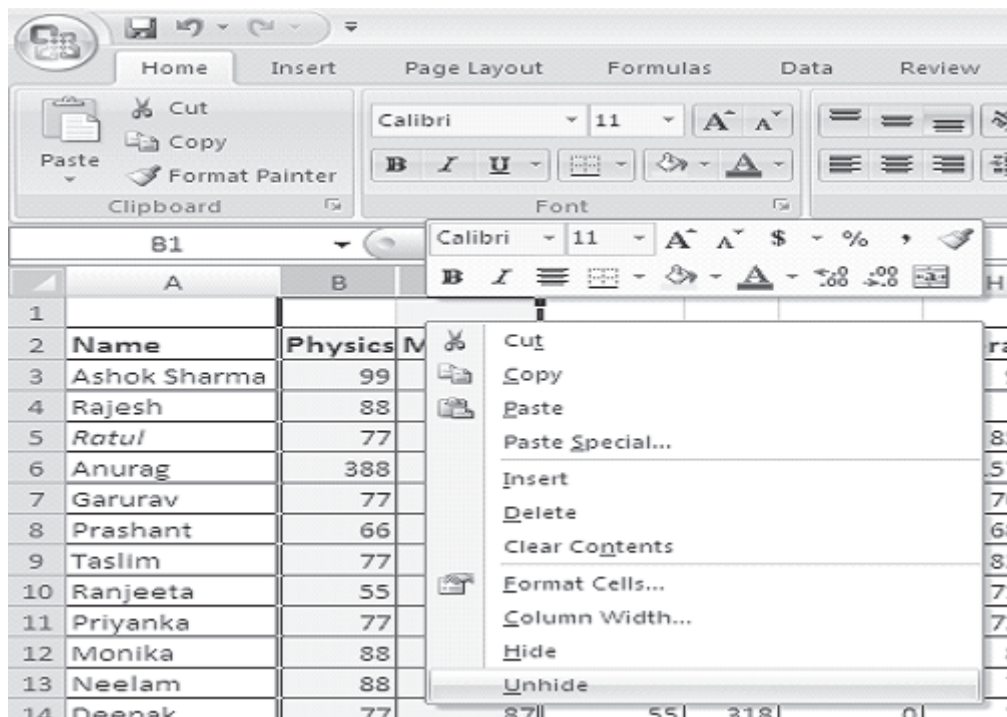
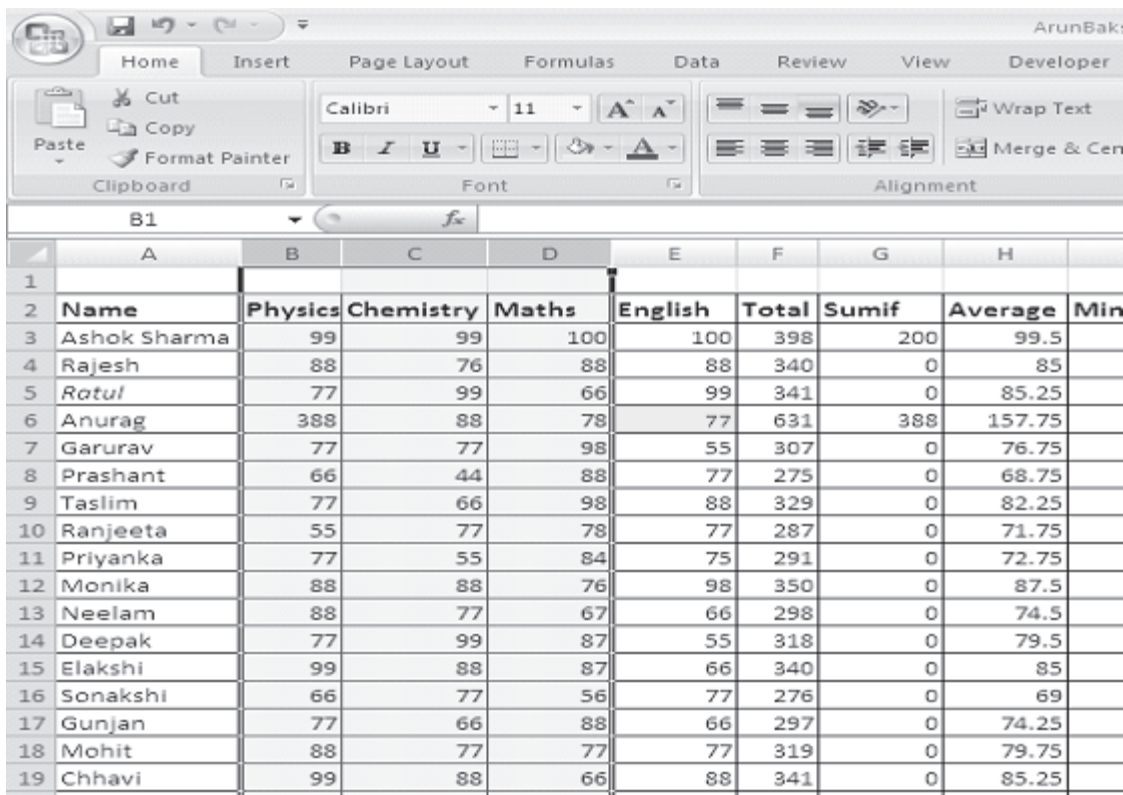


Fig. 7.18

3. You can observe, the Column C is visible again.



	A	B	C	D	E	F	G	H	
1									
2	<b>Name</b>	<b>Physics</b>	<b>Chemistry</b>	<b>Maths</b>	<b>English</b>	<b>Total</b>	<b>Sumif</b>	<b>Average</b>	<b>Min</b>
3	Ashok Sharma	99	99	100	100	398	200	99.5	
4	Rajesh	88	76	88	88	340	0	85	
5	Ratul	77	99	66	99	341	0	85.25	
6	Anurag	388	88	78	77	631	388	157.75	
7	Garurav	77	77	98	55	307	0	76.75	
8	Prashant	66	44	88	77	275	0	68.75	
9	Taslim	77	66	98	88	329	0	82.25	
10	Ranjeeta	55	77	78	77	287	0	71.75	
11	Priyanka	77	55	84	75	291	0	72.75	
12	Monika	88	88	76	98	350	0	87.5	
13	Neelam	88	77	67	66	298	0	74.5	
14	Deepak	77	99	87	55	318	0	79.5	
15	Elakshi	99	88	87	66	340	0	85	
16	Sonakshi	66	77	56	77	276	0	69	
17	Gunjan	77	66	88	66	297	0	74.25	
18	Mohit	88	77	77	77	319	0	79.75	
19	Chhavi	99	88	66	88	341	0	85.25	

**Fig. 7.19**

You can follow the same procedures to **Hide** and **Unhide** rows.

## 7.6 FORMATTING WORKSHEETS USING CELL STYLES AND APPLYING STYLES

Excel 2007 provides cell styles to quickly format a cell by choosing from predefined styles. Styles help to give a professional look to your worksheets. In Excel, all styles are cell styles. However, a defined style can be applied to an entire worksheet. Cell styles can include any of the formatting that can be applied to a cell using the options available. We can also define our own cell styles.

- Select the cells to apply a style on.
- Choose Home tab. From Styles group, Click on Cell Styles. Here we have chosen Heading1. See the effect.

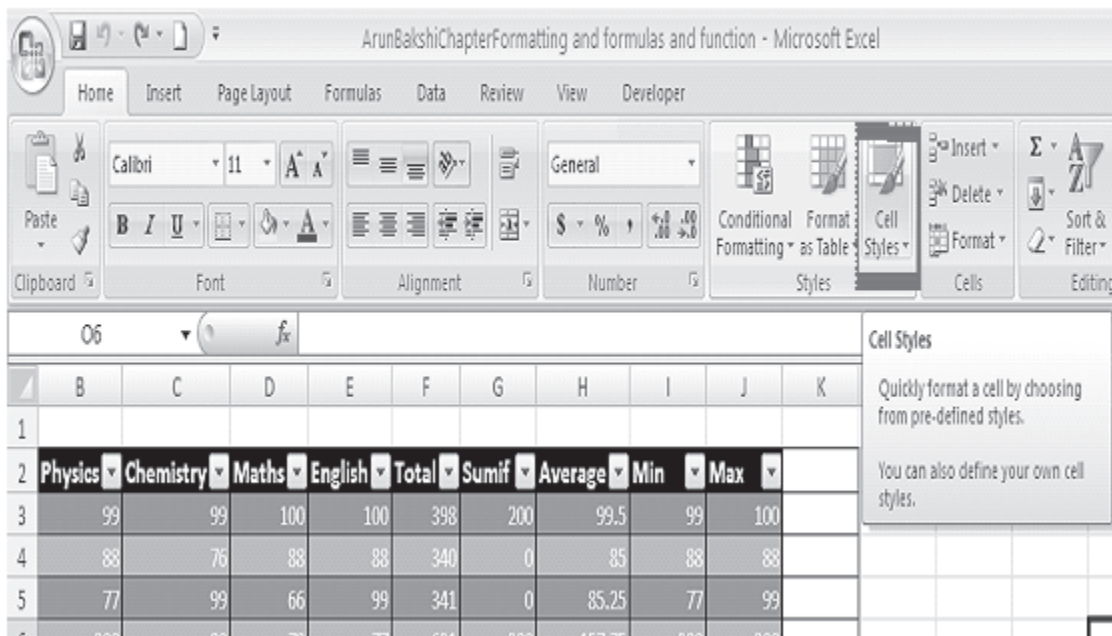


Fig. 7.20

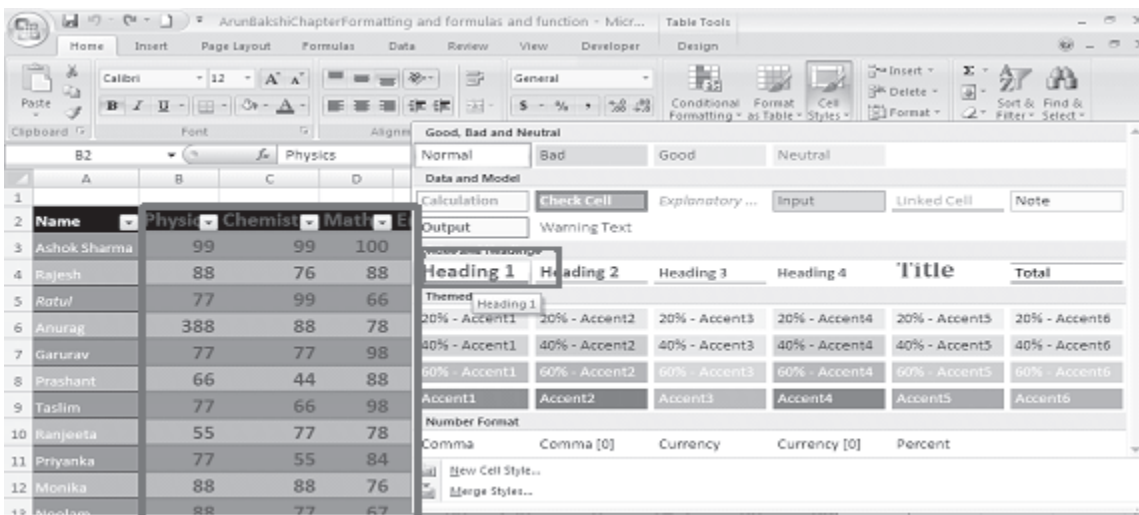


Fig. 7.21

**A few of the effects are discussed below**

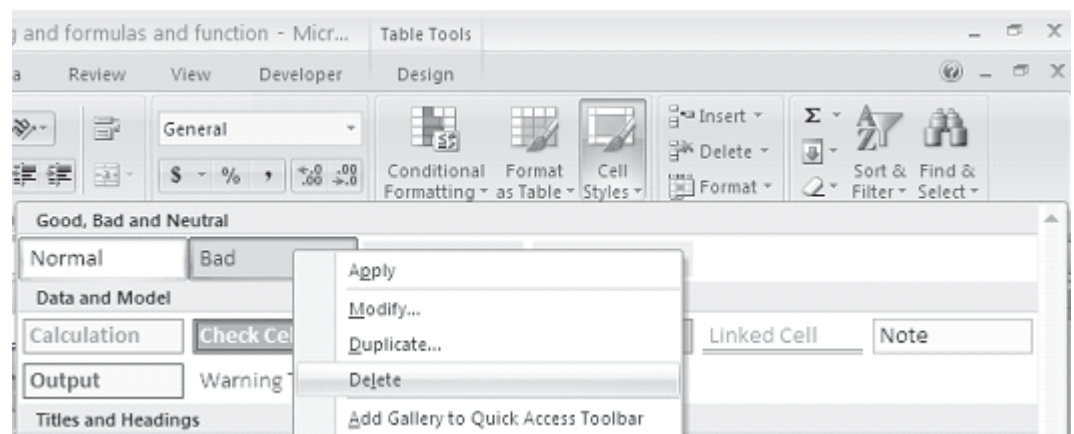
1. **Comma** - Adds commas to the number and two digits beyond a decimal point.
2. **Comma [0]** - Comma style that rounds to a whole number.
3. **Currency** - Formats the number as currency with a dollar sign, commas, and two digits beyond the decimal point.



4. **Currency [0]** - Currency style that rounds to a whole number.
5. **Normal** - Reverts any changes to general number format.
6. **Percent** - Changes the number to a percent and adds a percent sign.

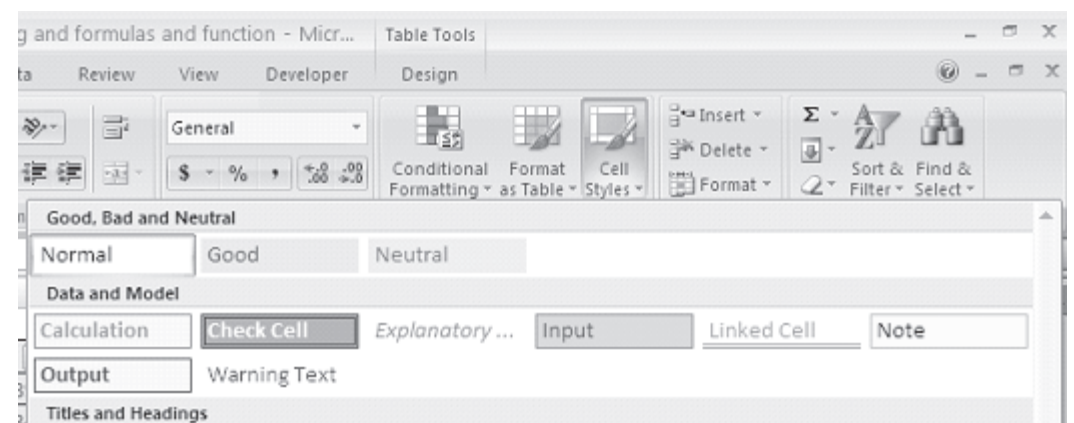
### 7.6.1 Deleting Styles

- Right click on the style (say if you want to remove Bad Style)
- Choose delete



**Fig. 7.22**

- You can observe, the Bad style is deleted as shown in the following figure.

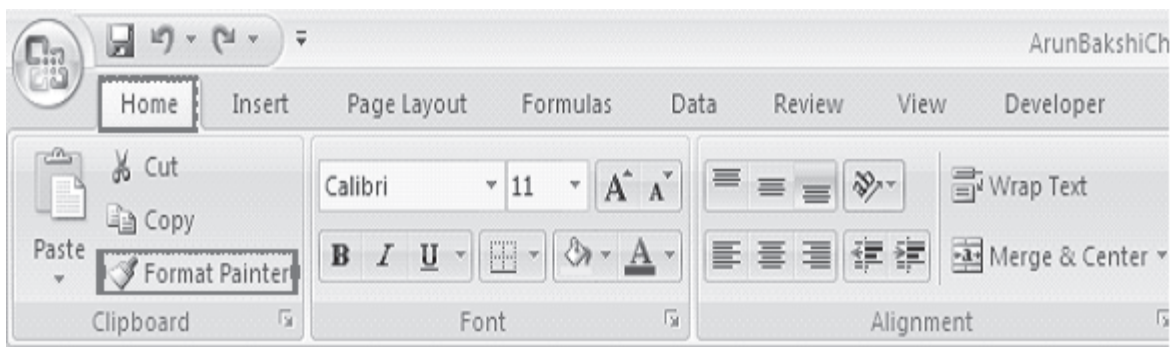


**Fig. 7.23**

## 7.7 FORMAT PAINTER

A handy feature on the standard toolbar for formatting text is the Format Painter. If you have formatted a cell with a certain font style, date format, number format, border, and other formatting options, and want to format another cell or group of cells the same way, place the cursor within the cell containing the formatting you want to copy. Click the **Format Painter** button in the **clipboard group of Home tab** (notice that your pointer now has a paintbrush beside it). Highlight the cells you want to apply the same formatting. The formatting will change accordingly.

Also, to copy the formatting to many groups of cells, double-click the **Format Painter** button. The format painter remains active until you press the **ESC** key to turn it off.



**Fig. 7.24**

## 7.8 AUTOFORMAT

Excel's AutoFormat feature uses table styles, which are predefined collections of number formats, fonts, cell alignments, patterns, shading, column widths, and row heights to have a polished look of ranges of cells you specify. You can use these styles as-is or over rule some of their characteristics.

Excel has many preset table formatting options. Add these styles by following these steps:

1. Highlight the cells that will be formatted.

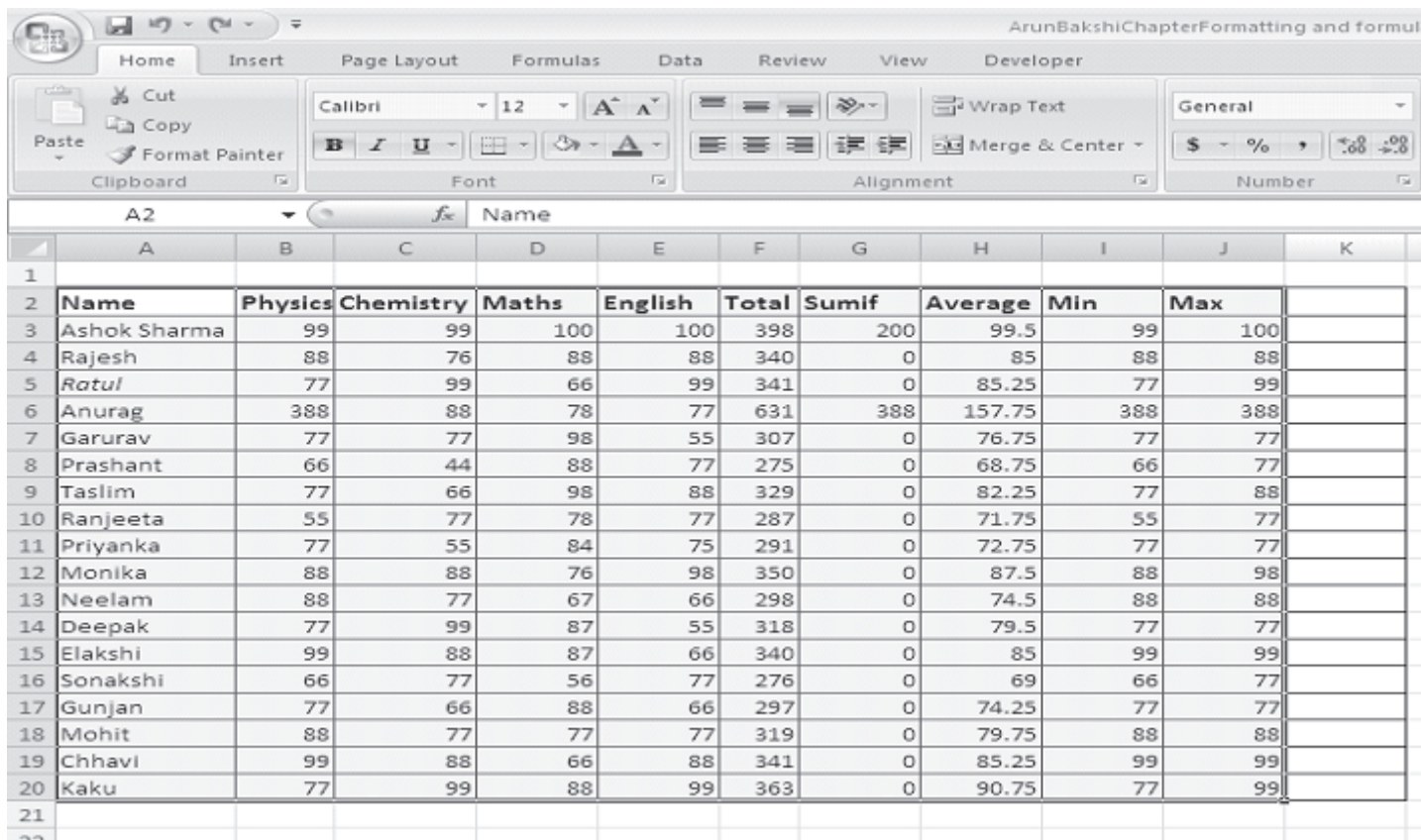


Fig. 7.25

2. Select **Home tab**→**Style group**→**Format as Table** from the Ribbon. It will show many predefined Table formats.

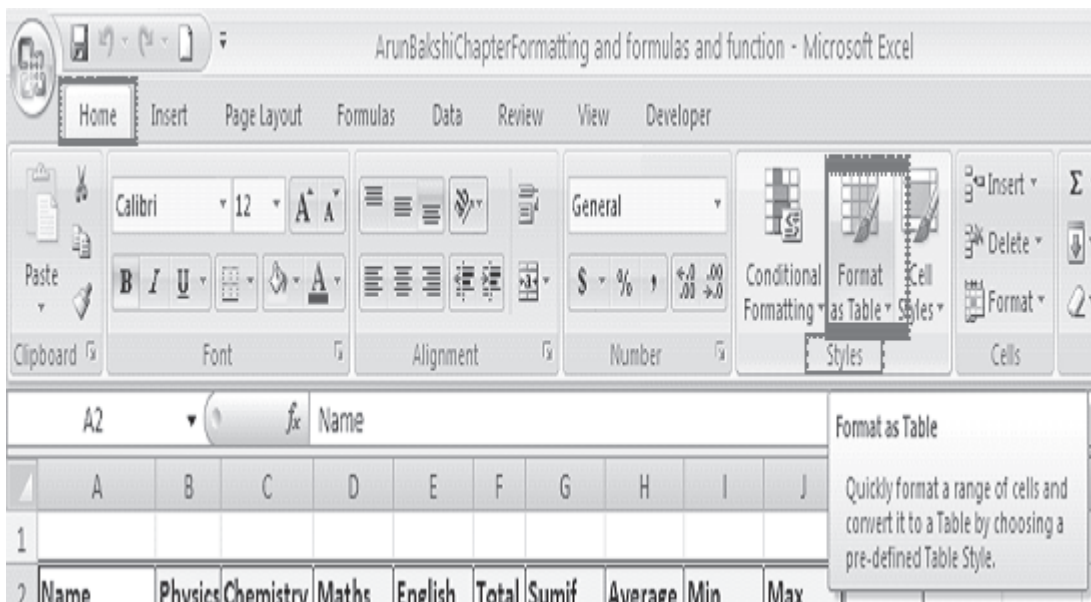
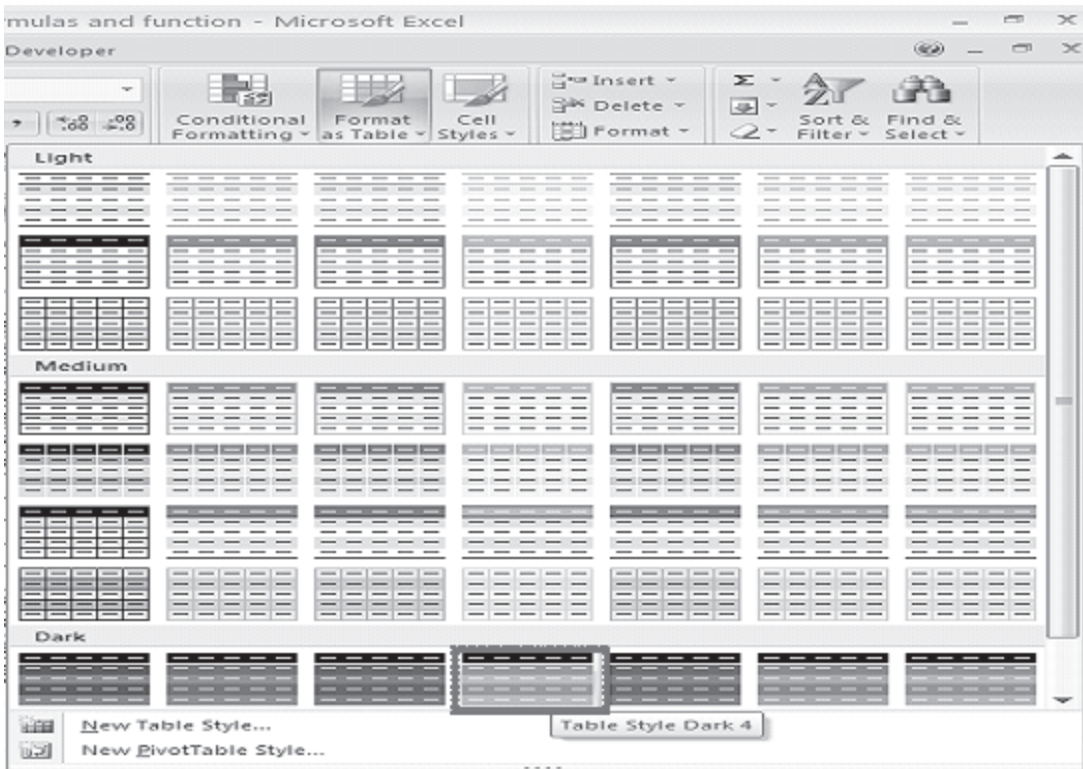
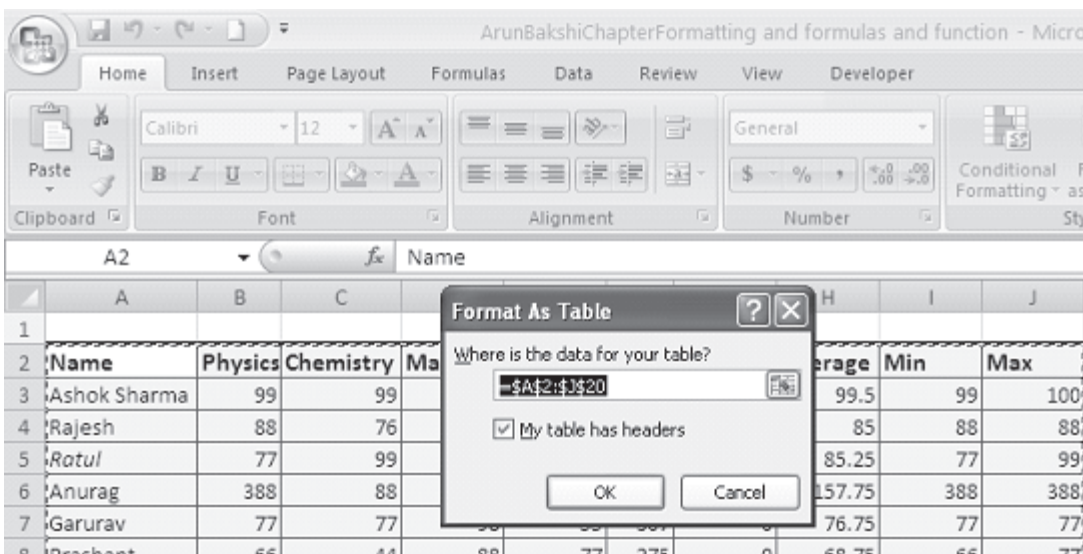


Fig. 7.26



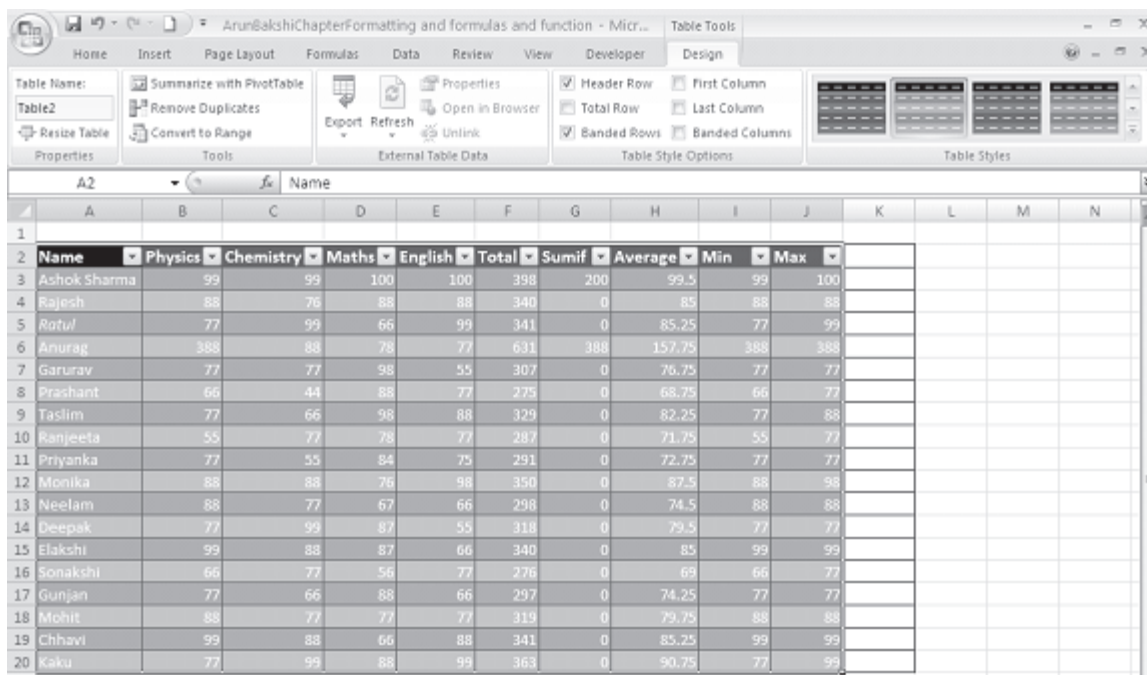
**Fig. 7.27**

3. Select any one format. Here we have selected fourth table format (with green background) from the Dark category of formats. It will show the following dialog box. Check My Table has headers check box and click OK.



**Fig. 7.28**

See the effect of the formatting in the figure given below. Also, observe Table Tools Design tab with Ribbon showing multiple groups. You can change the style by clicking on the predefined table format in the Table Styles group



Name	Physics	Chemistry	Maths	English	Total	Sumif	Average	Min	Max
Ashok Sharma	99	99	100	100	398	200	99.5	99	100
Rajesh	88	76	88	88	340	0	85	88	88
Ratul	77	99	66	99	341	0	85.25	77	99
Anurag	388	88	78	77	631	388	157.75	388	388
Garurav	77	77	98	55	307	0	76.75	77	77
Prashant	66	44	88	77	275	0	68.75	66	77
Taslim	77	66	98	88	329	0	82.25	77	88
Ranjeeta	55	77	78	77	287	0	71.75	55	77
Priyanka	77	55	84	75	291	0	72.75	77	77
Monika	88	88	76	98	350	0	87.5	88	98
Neelam	88	77	67	66	298	0	74.5	88	88
Deepak	77	99	87	55	318	0	79.5	77	77
Elakshi	99	88	87	66	340	0	85	99	99
Sonakshi	66	77	56	77	276	0	69	66	77
Gunjan	77	66	88	66	297	0	74.25	77	77
Mohit	88	77	77	77	319	0	79.75	88	88
Chhavi	99	88	66	88	341	0	85.25	99	99
Kaku	77	99	88	99	363	0	90.75	77	99

Fig. 7.29

## 7.9 HIDING/UNHIDING WORKSHEETS

### Hiding a Worksheet

- Right click on the sheet tab which you want to hide
- Choose Hide option from the context menu, as shown below

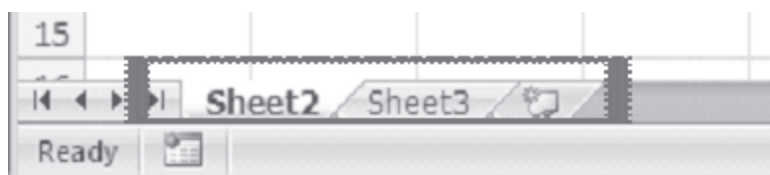


Fig. 7.30

- To unhide the hidden sheet, right click on the any of the visible sheets. Unhide Dialog will appear. Choose the sheet from the list to unhide. In our case only one sheet is displayed to unhide.

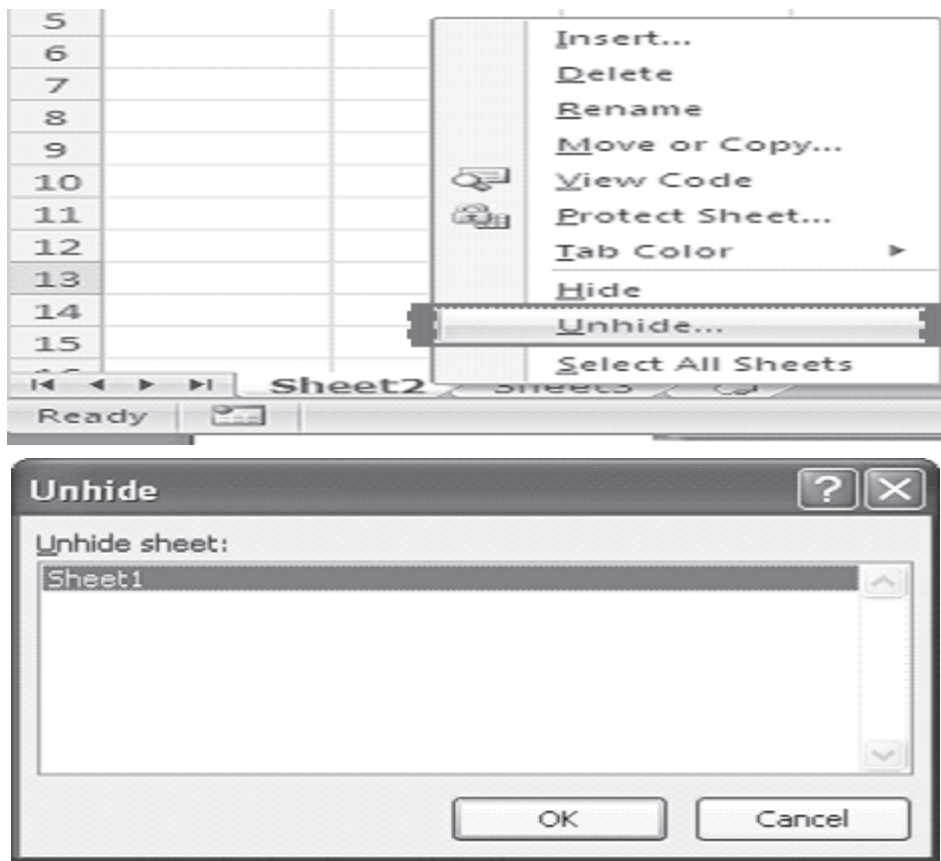


Fig. 7.31

Following Figure shows the **sheet1** also.

2	Name	Physics	Chemistry	Maths	English	Total	Sumif	Average	Min	Max
3	Ashok Sharma	99	99	100	100	398	200	99.5	99	100
4	Rajesh	88	76	88	88	340	0	85	88	88
5	Ratul	77	99	66	99	341	0	85.25	77	99
6	Anurag	388	88	78	77	631	388	157.75	388	388
7	Garurav	77	77	98	55	307	0	76.75	77	77
8	Prashant	66	44	88	77	275	0	68.75	66	77
9	Taslim	77	66	98	88	329	0	82.25	77	88
10	Ranjeeta	55	77	78	77	287	0	71.75	55	77
11	Priyanka	77	55	84	75	291	0	72.75	77	77
12	Monika	88	88	76	98	350	0	87.5	88	98
13	Neelam	88	77	67	66	298	0	74.5	88	88
14	Deepak	77	99	87	55	318	0	79.5	77	77
15	Elakshi	99	88	87	66	340	0	85	99	99

Fig. 7.32

## 7.10 PROTECT AND UNPROTECT WORKSHEETS

### To protect worksheet

You can protect your worksheet against unauthorized editing. For this you can give password protection to your worksheet contents.

### Steps to protect worksheet

- Select Home tab.
- Click Format in cells group.

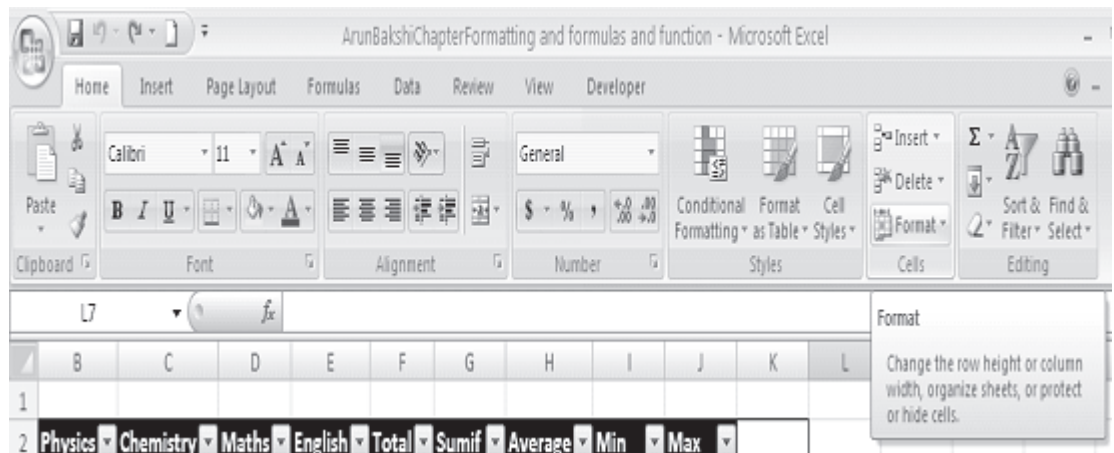
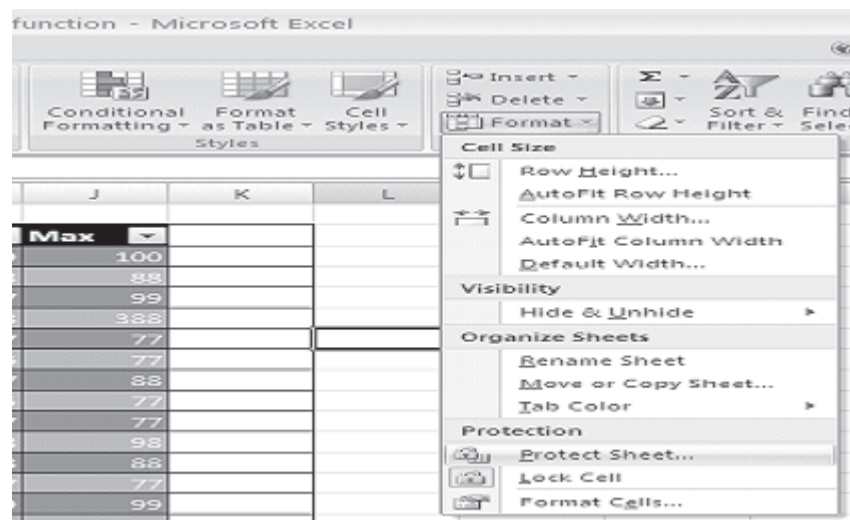


Fig. 7.33

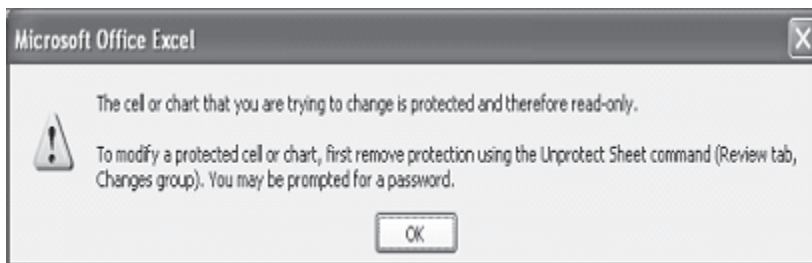
- Choose Protect sheet from Drop Down Menu. Protect sheet dialog box will appear. Enter password to protect sheet. Reenter same password in the confirm password dialog box.





**Fig.7.34**

- Now if you try to make any change in the worksheet, following dialog box will appear.



**Fig. 7.35**

### To Unprotect worksheet

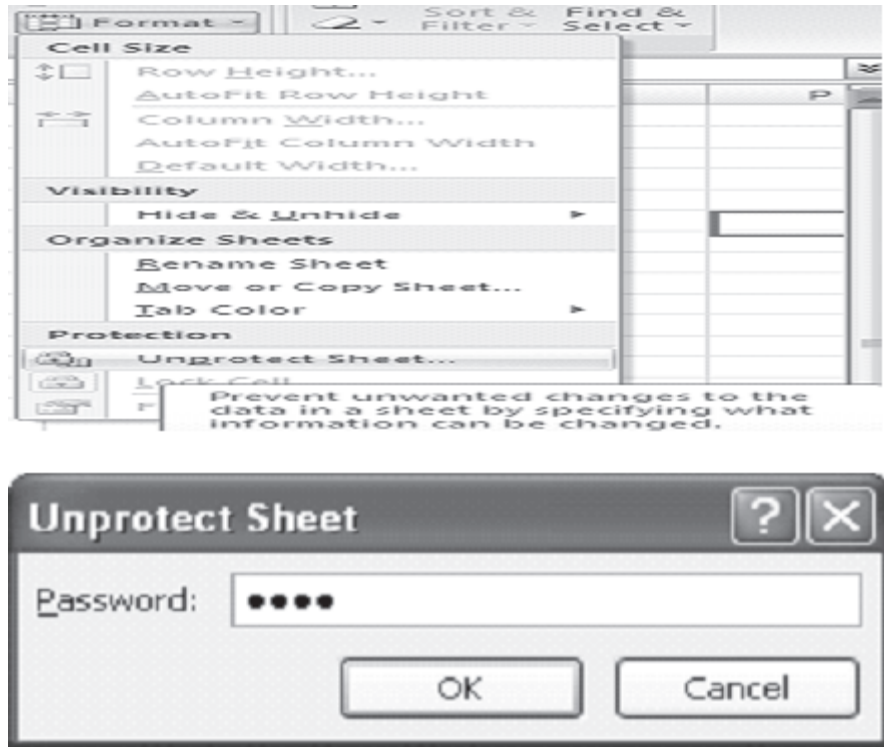
You can unprotect your worksheet to edit it.

#### Steps to unprotect worksheet

- Select Home tab.
- Click Format in cells group.



- Choose Unprotect sheet from Drop Down Menu. Unprotect sheet dialog box will appear. Enter password to unprotect sheet. Password must be same as used for protecting the worksheet. Press OK.



**Fig. 7.36**

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## INTEXT QUESTIONS

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1. Write True or False for the following statements.
    - (a) Format cells dialog box offers you more option than the alignment buttons on the formatting toolbar.
    - (b) Click Edit to perview the formatting changes on the worksheet.
    - (c) If the field is a time select "time" from the category box.
    - (d) To unhide the column select format column unhide from the menu bar.
    - (e) Choose Edit style to display the style dialog box.
-

2. Fill in the blanks
    - (a) Modify the attributes by clicking the \_\_\_\_\_ button.
    - (b) In Excel all styles are \_\_\_\_\_.
    - (c) Hiding columns or rows will help you to \_\_\_\_\_ unwanted changes.
    - (d) If the tool bar is not already visible on the screen select \_\_\_\_\_.
    - (e) To change the data format select the \_\_\_\_\_ from the format cells window.
- 

## 7.11 WHAT YOU HAVE LEARNT

In this lesson you learnt about various tools available in Excel to format a worksheet. You can align text and change font size, style and effects. Also you learnt how to put a border or shade to the text in the cells selected by you. Also you learnt about applying style to a worksheet and modify the style.

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## 7.12 TERMINAL QUESTIONS

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1. What is Format Painter? When do you think Format Painter is useful in Excel?
  2. Explain different preset styles available in Excel.
  3. Explain steps to create a new style.
  4. How to copy styles from one open workbook file to another?
  5. What are the different tabs available in Format Cells dialog box?
  6. What are the different features available in:
    - (a) Number tab, (b) Border tab and (c) Patterns tab in Excel's Format Cells dialog box?
  7. How do you: (a) Hide a column, (b) Unhide a column, (c) Hide a worksheet, (d) Unhide a worksheet?
  8. How do you resize your worksheet columns or rows?
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### **7.13 FEEDBACK TO INTEXT QUESTIONS**

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1. (a) True (b) False (c) True  
(d) True (e) False
  2. (a) modify (b) cell styles  
(c) prevent/protect worksheet from  
(d) view toolbar formatting  
(e) number tab
-