Part 2

This lesson is very long and difficult .If the tutor feels to do this lesson over 2 sessions then he/she may do so.

Lesson 9 Formatting & Data Analysis

This section address formatting commands that can be used to enhance the visual appearance of a worksheet. It also provides an introduction to mathematical calculations. The skills introduced in this section will give you powerful tools for analysing the data that we have been working with in this workbook and will highlight how Excel is used to make key decisions in virtually any career. Additionally, Excel Spreadsheet Guidelines for format and appearance will be introduced as a format for the course and spreadsheets submitted.

Formatting Data and Cells.

Making the visual appearance of a worksheet professional is an important step in creating a valuable tool for you or your co-workers when making key decisions.

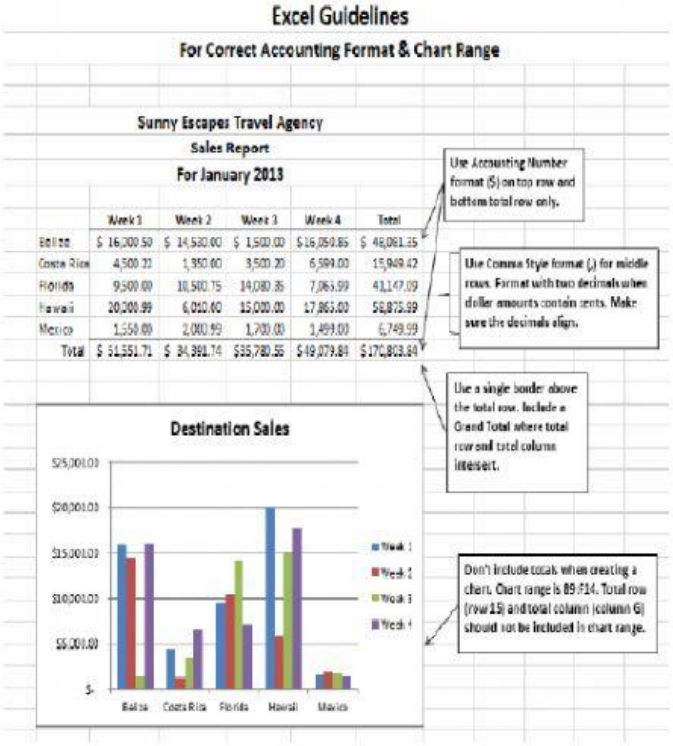
There are accepted professional formatting standards when spreadsheets contain only currency data.

For this course we will use the following Excel Guidelines for Formatting.

The first figure displays how to use "Accounting" number format when ALL figures are currency. Only the first row of data and the totals should be formatted with the "Accounting" format. The other data should be formatted with "Comma" style. There also needs

LIVEWORKSHEETS

to be a **Top Border** above the numbers in the total row. If any of the numbers have cents, you need to format all the data with two decimal places. **1**

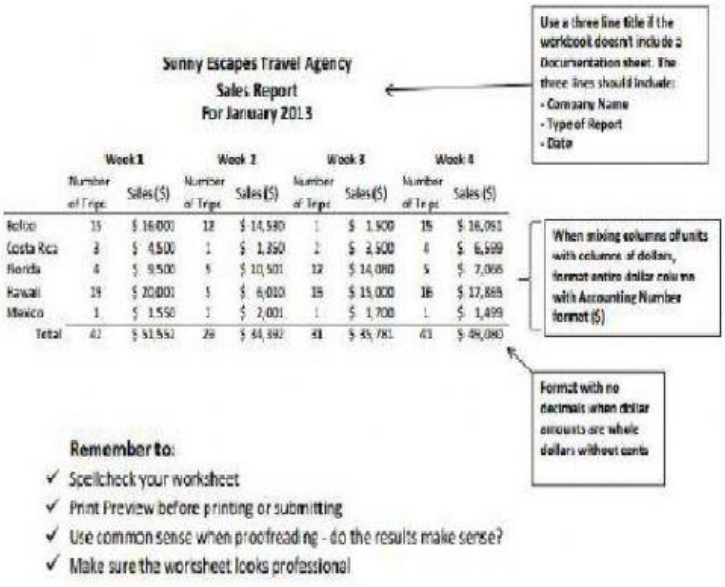


1

Often you spreadsheet will contain values of both currency and non-currency. When this is the case, you will want to use guidelines in the following.**2**

2

LIVEWORKSHEETS



	Week 1		Week 2		Week 3		Week 4	
	Number of Trips	Sales ($)	Number of Trips	Sales ($)	Number of Trips	Sales ($)	Number of Trips	Sales ($)
Belize	15	$ 16,000	12	$ 14,580	1	$ 1,500	15	$ 16,061
Costa Rica	3	$ 4,500	1	$ 1,350	2	$ 2,500	4	$ 6,599
Florida	4	$ 9,500	9	$ 10,501	12	$ 14,080	5	$ 7,066
Hawaii	19	$ 20,001	5	$ 6,010	16	$ 19,000	16	$ 17,865
Mexico	1	$ 1,550	1	$ 2,001	1	$ 1,700	1	$ 1,499
Total	42	$ 51,551	28	$ 34,392	41	$ 38,781	41	$ 49,080

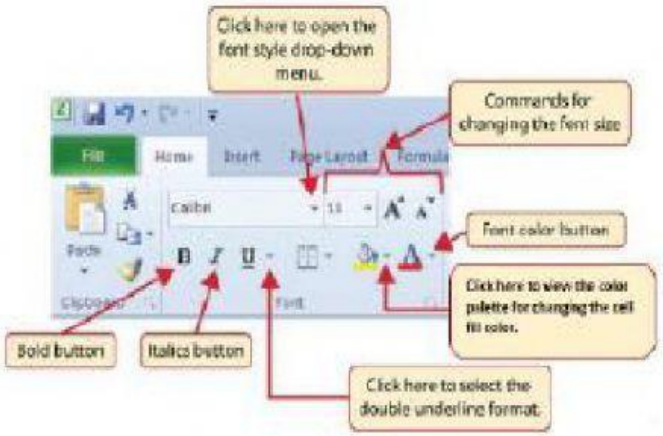
2

These steps following will show several fundamental formatting skills, that will be applied to the worksheet that we are going to develop in this chapter. Several of these formatting skills are the same to the ones that you may have already used before in other Microsoft programmes**.**

1.*Select* the range **A2-D2**. *Click* the **Bold** button in the **Font** group of commands in the **Home** tab.

2. *Click* the **Border** button in the **Font group** of commands in the **Home** tab.*Select* the **Bottom Border** option from the list to achieve the goal of a border on the *bottom* of **Row 2** below the *coloumn settings*.**1**

LIVEWORKSHEETS



1

Shortcuts

Keyboard Shortcuts

Bold Format

- Hold down the CTRL key while pressing the letter B on your keyboard.

1. *Select* the range A15-**D15.**
2. *Click* the **Bold Button** *in the* ***Font*** group of commands in the ***Home tab.***
3. *Click* the **Border button** in the **Font group** of commands in the **Home tab**. *Select* the **Top Border** option from the list to achieve the goal of a *border* on the *top* **Row 15** when totals will eventually play.

Shortcuts

Keyboard Shortcuts

Underline Format

- Hold the CTRL key while pressing the letter U on your keyboard.

Italics Format

- Hold the CTRL key while pressing the letter I on your keyboard.

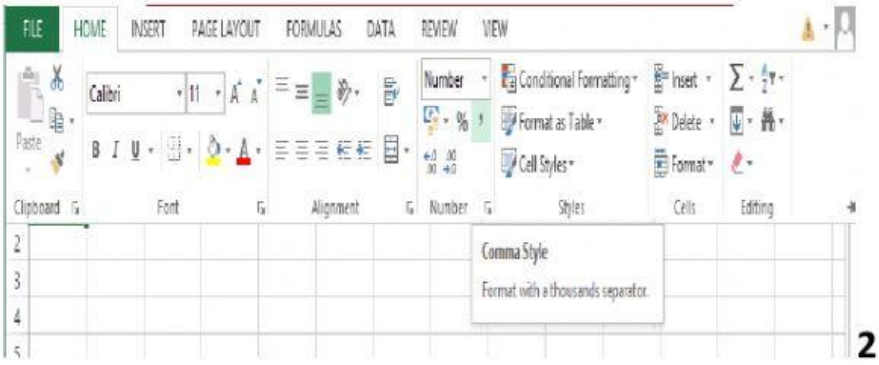
LIVEWORKSHEETS

Formatting Headings and Totals.

Applying formatting enhancement to the column heading and column totals in a worksheet is a very important technique,especially if you are sharing a workbook with other departments and people. These techniques allow users of the worksheet to clearly see the column headings that define the data. In addition, the column totals usually contain the most important information in a worksheet with respect to making decisions,and formatting techniques allow users to quickly see the information.

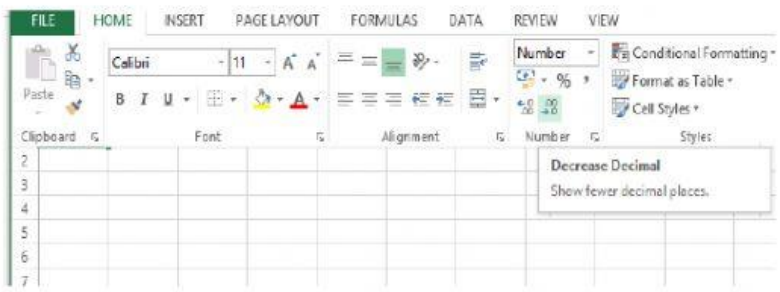
1.*Select* the range **B3-B14.**

2.*Select* the **Comma style button** in the **Number group** of commands in the *Home tab*. This feature adds a *comma* as well as **two decimal places.2**



2

3.Since the figures in this range do not *include cents,click* the **Decrease Decimal button** in the *number group* of *commands* in the **Home tab**.3



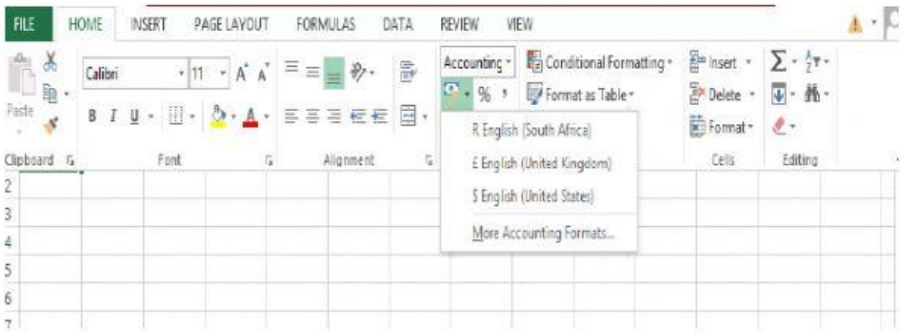
3

LIVEWORKSHEETS

4.The *number* will also be *reduced* to **zero decimal** places**.**

5. *Select* the range **C3-C14.**

6.*Click* the **Ascending Number Format** button in the *number group* of *commands* in the **Home tab.4** This will add the **currrency symbol** and the *two decimal places* to the *values*. This *format is common* when working with *pricing data.*As we have said above in the **Formatting Data and Cells section**,you will want to set the **Ascendng Accounting format** on *all values* in the *range* since the worksheet contains *non-currency* as well as *currency* data.**4**



4

7. *Select* the range **C3-C14.**

8.**Again**,*select* **Accounting Number Format**, this will add the *currency symbol* to the *values* as well as *two decimal places***.**

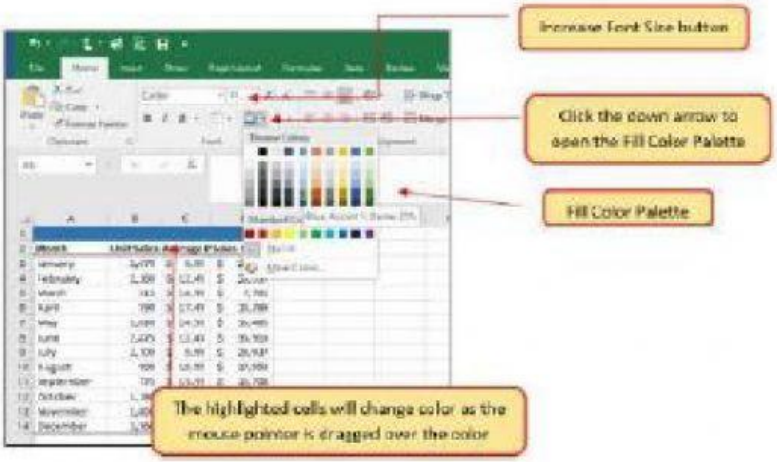
9.*Click* the **Decrease Decimal button** in the **Number** group in the **Home tab.**

10. This wll *add* the **Currerncy symbol** to the values and *reduce* the *decimal places* to **zero** since there are no cents.

11. *Select* the range **A1-D1.**

12. *Click* the **down arrow** next to the **Fill Colour** button in the **Font group** in the **Home tab.** This will add *background* **Fill colour** the rang efor a worksheet title when entered**.5**

LIVEWORKSHEETS



5

13. *Click* the **Blue Accent1 Darker 25%colour** from the *palette* in **picture 5**.*Notice* that as you move the *mouse pointer* over the *colour palette*,you will see a *preview* of how the colour will appear in the highlighted cells.**(Experiment with this feature.)**

14.*Click* on **A1** and enter the *Worksheet title* e.g.MerchandiseCity,USA)and *click* on the *check mark* in the *formula bar* to enter the **information.**

15. **Black font** is difficult to see on *coloured background,*so choose a colour that will stand out from the *background colour* you have chosen. (**White** font is a *good colour* to use with *coloured backgrounds.)*

16. *Select* the range **A1-D1** and *format* for **Italics** by clicking on **"I"** in the **Font group**.

17.*Click* ***the drop-down arrow*** right hand side *of the* ***Font button*** *in the* ***Home tab.*** *Select* a **font** to your choice for the range and *format* **for "Bold"** click on **"B"** in the **Font Group.**

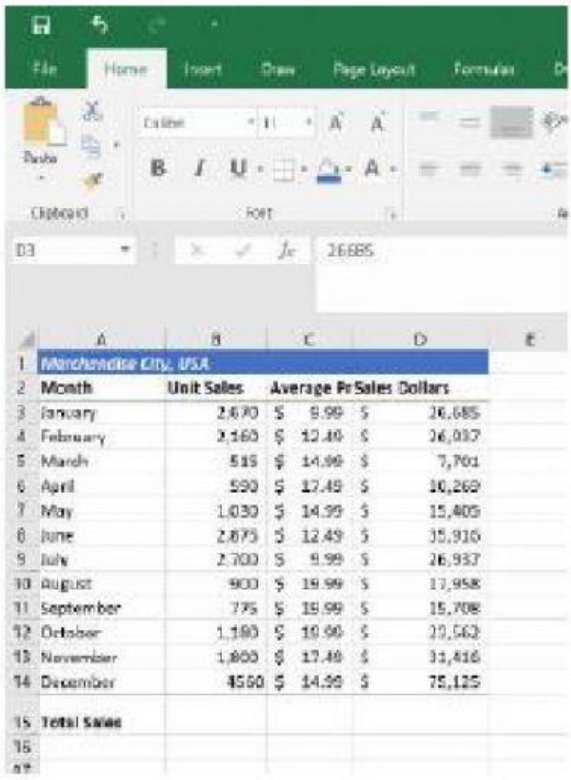
18.*Notice* that as you move the *mouse pointer* over the *font style* options, you can see the *font range* in the **highlighted cells**.

LIVEWORKSHEETS

19. *Expand* the *Column width* of **Column D** to **14 characters**.

Note: When you see hashtags ####lumn it is too narrow for the long number. In the case of words or text data Excel will only show the characters that fit in the column. However this is not the case with numeric data because it can give the appearance of a number that is much smaller than what is actually in the cell. Increase the column width for that to disappear.

This below shows you how the worksheet should look after you have widened the columns.**6**



	A	B	C	D	E
1	Merchandise City, USA				
2	Month	Unit Sales	Average Pr	Sales Dollars	
3	January	2,670	$ 9.99	$ 26,685	
4	February	2,160	$ 12.49	$ 26,997	
5	March	515	$ 14.99	$ 7,701	
6	April	590	$ 17.49	$ 10,269	
7	May	1,030	$ 14.99	$ 15,405	
8	June	2,675	$ 12.49	$ 33,410	
9	July	2,700	$ 9.99	$ 26,937	
10	August	900	$ 19.99	$ 17,958	
11	September	775	$ 19.99	$ 15,708	
12	October	1,180	$ 19.99	$ 23,562	
13	November	1,800	$ 17.49	$ 31,416	
14	December	4590	$ 14.99	$ 75,125	
15	Total Sales				
16					

LIVEWORKSHEETS

Questions

1. **Is it important to format a worksheet? Give your reasons and explain.**

2. **Choose a format technique and explain in detail how it is done. Make sure that you head the one that you are describing.**

3. **Why and what happens when a line of hashtags ##### appear.**

LIVEWORKSHEETS