Lesson 11 – Entering Multiple Lines of Text and Border lines

In the last lesson the cells in the range A1-D1 they were merged for the reason of adding a title to the worksheet. This worksheet will have a title and a subtitle. The following will explain how you can enter text into a cell and determine where you want the second line of text to begin.

1.*Click* cell **A1** .As these cells were merged, clicking cell **A1** will automatically activate the range **A1-D1.**Place your mouse to the end of the title ,directly after the **"A"** in the word **"USA"** and double-click to get a cursor (flashing-beam.)

2.*Hold* down the **ALT** key and press **ENTER k**ey. This will start a *new line of text* in this *cell* location.

3. *Type* the text **Retail Sales** and press the **ENTER** key.

4. *Select* cell **A1.** Then *click* the **Bold** button in the **Font** group of *commands* in the **Home** tab of the **Ribbon** so that the *titles* are now **Bold** and **Italics.**

5. **Increase** the **height** of **Row 1** to **30 points** .Once the row is *increased*, all *the* text typed into the cell will be *visible.* **1**

1

Borders (Adding Lines to a Worksheet.)

In *Excel*, adding *custom lines* to a worksheet is known as **adding borders**. *Borders* are different from *grid lines* that appear on a worksheet and that *define perimeter* of the *cell*

LIVEWORKSHEETS

locations. The **Border** command lets you add a variety of line *styles* to a worksheet that can make reading the worksheet much easier.

1. *Click* the *down arrow* to the *right* of the **Borders** button in the **Font group** of commands in the *Home* page to *view border* options.**2 and 3**
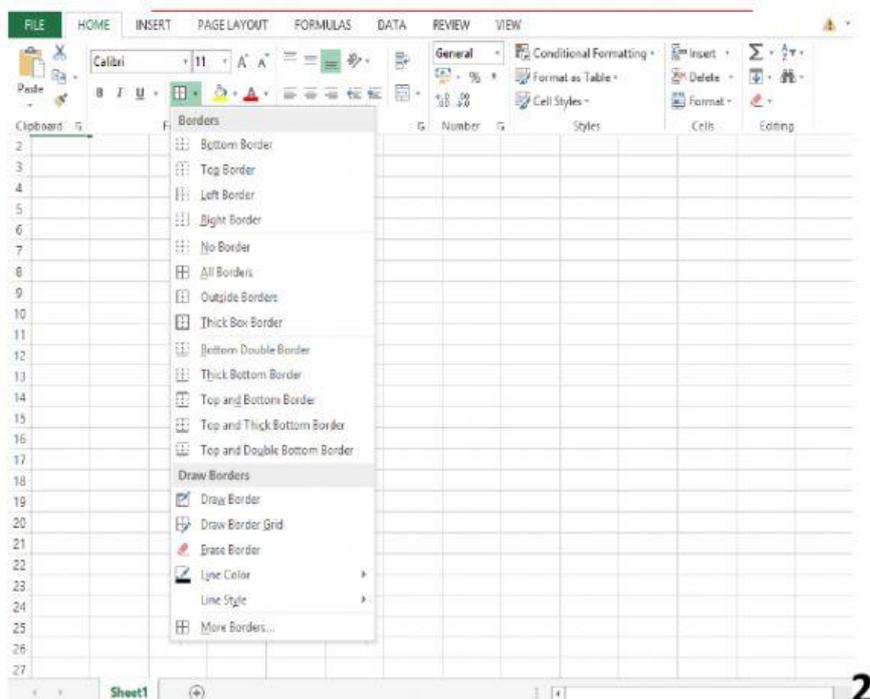
2
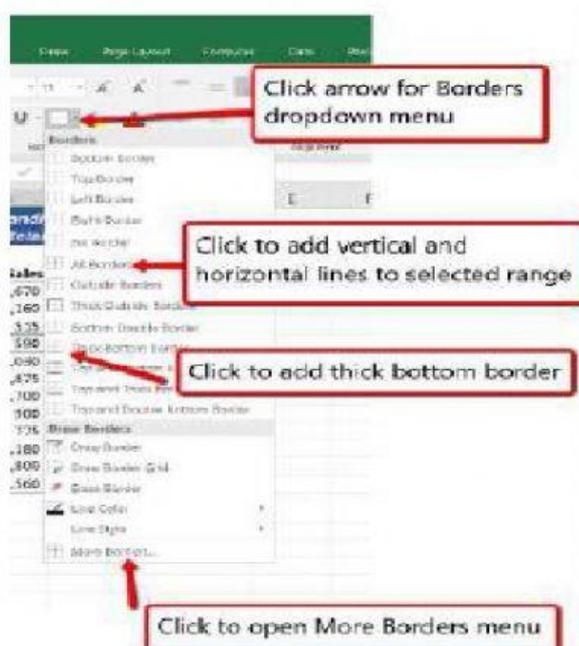
3

2.*Selec*t the range **A1:D15**. *Left click* the **All Borders** option from the *Border drop-down* menu. This will add **vertical** and **horizontal** lines to the range **A1:D15.(3)**

3. *Select* the range **A2:D2.**

4.*Click* the *down arrow* to the right of the **Border** button.

5.*Left* click the **Thick Bottom Border** from the *drop-down* menu. (**4**)

6. *Select* the range **A14:D14** and apply a **Thick Bottom Border** from the *drop-down* menu. The *thick border* will help keep the **Excel Formatting Guidelines.**

7.*Select* the range **A1:D15.**

8.*Click* the *down arrow* to the right of the **Border** button.

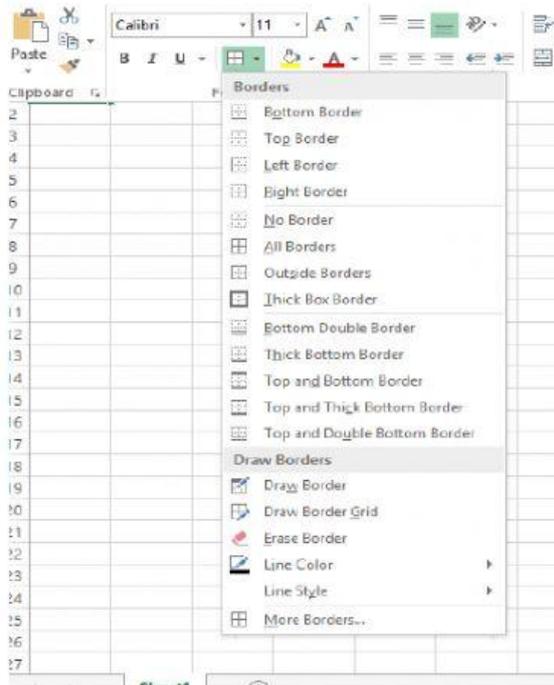9.*Click* **More Borders** …at the bottom of the **List.(5)**

10.This will open the **Format Cells** *dialog* box. You can access all *formatting* commands in *Excel* through the *dialog box.*
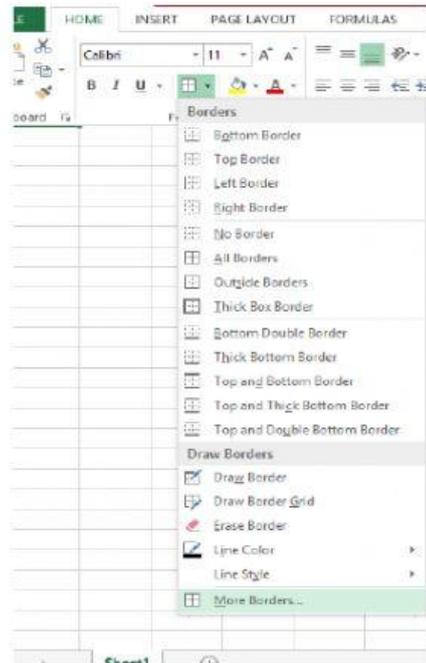
11. In the **Style** section of the **Borders** tab , *click* the **thickest line** style.

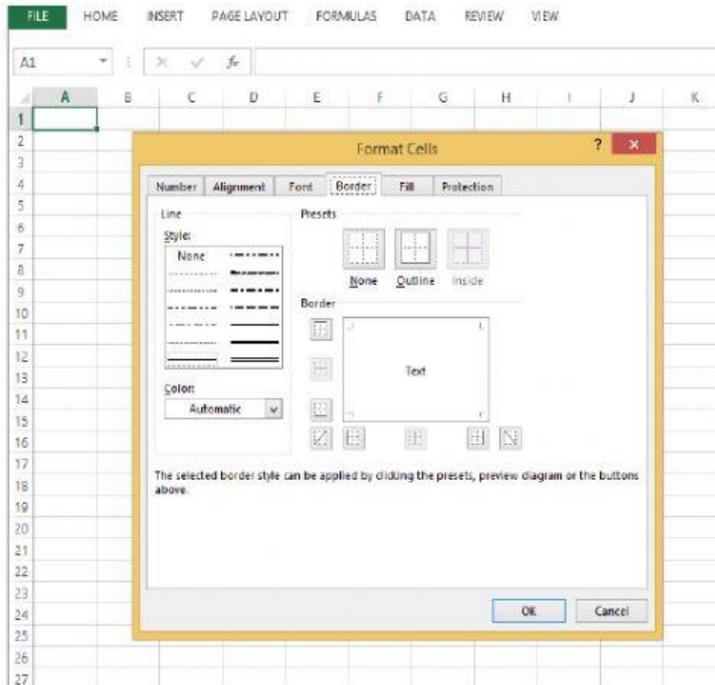12. *Click* the **Outline** button in the **Preset** section.**(6)**

13.*Click* the **OK** button of the *dialog box.*

4

Calibri · 11 ·

Paste

B I U ·

Clipboard

Borders

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Thick Box Border
Bottom Double Border
Thick Bottom Border
Top and Bottom Border
Top and Thick Bottom Border
Top and Double Bottom Border

Draw Borders
Draw Border
Draw Border Grid
Erase Border
Line Color
Line Style
More Borders...

Sheet1

5

HOME   INSERT   PAGE LAYOUT   FORMULAS

Calibri · 11 · A A

B I U ·

board

Borders

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Thick Box Border
Bottom Double Border
Thick Bottom Border
Top and Bottom Border
Top and Thick Bottom Border
Top and Double Bottom Border

Draw Borders
Draw Border
Draw Border Grid
Erase Border
Line Color
Line Style
More Borders...

Sheet1

6

FILE   HOME   INSERT   PAGE LAYOUT   FORMULAS   DATA   REVIEW   VIEW

A1

| | A | B | C | D | E | F | G | H | I | J | K |

Format Cells

Number | Alignment | Font | Border | Fill | Protection

Line
Style:
None

Color:
Automatic

Presets
None   Outline   Inside

Border

Text

The selected border style can be applied by clicking the presets, preview diagram or the buttons above.

OK   Cancel
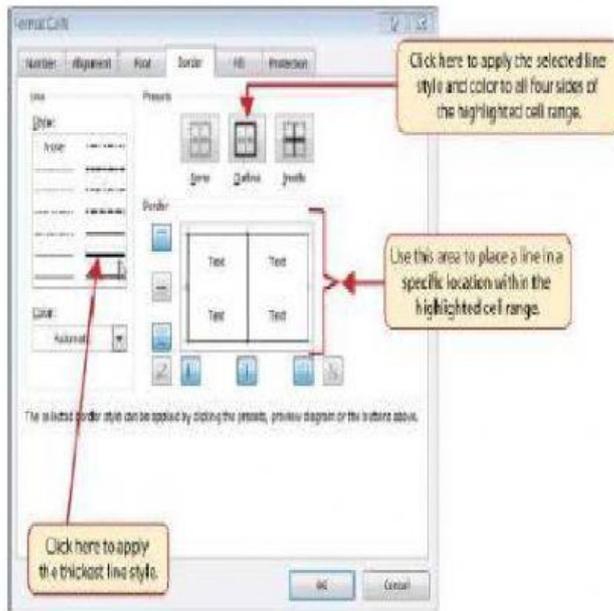
7   with   commands instruction

Insert Borders

1. Highlight a range of cells that require borders.
2. Click the Home tab of the Ribbon.
3. Click the down arrow next to the Borders button.
4. Select an option from the preset borders list.

Custom Borders

1. Highlight a range of cells that require borders.
2. Click the Home tab of the Ribbon.
3. Click the down arrow next to the Borders button.
4. Select the More Borders option at the bottom of the options list.
5. Select a line style and line color.
6. Select a placement option.
7. Click the OK button on the dialog box.

Questions.

1. How do you add border lines on a worksheet?

2. How do you add thick bottom border line?