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.)

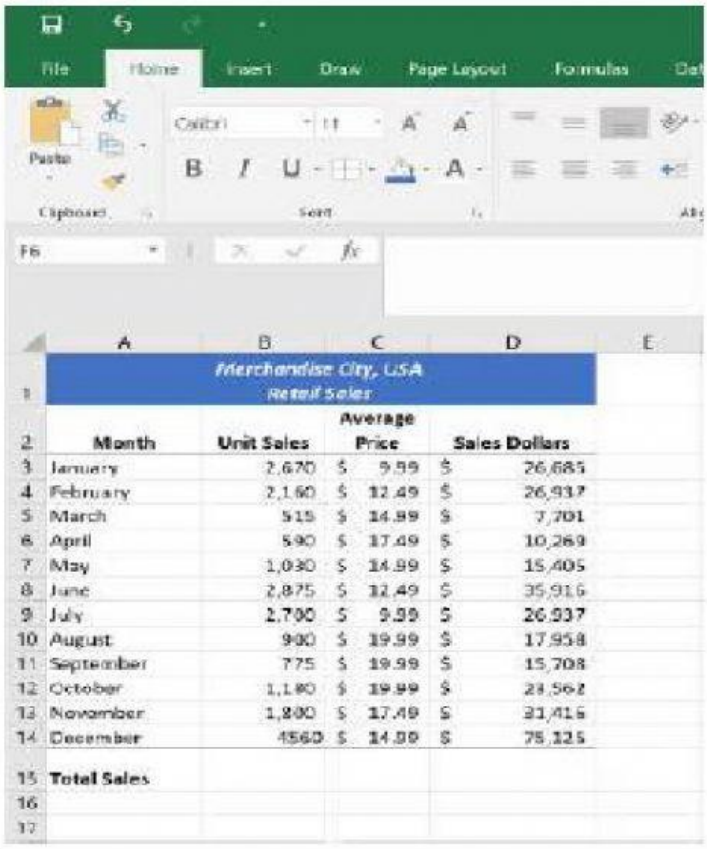
2.*Hold* down the **ALT** key and press **ENTER k**ey. This will start a *new line of text* in this *cell* location.

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**

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	A	B	C	D	E
1	Merchandise City, USA Retail Sales				
2	Month	Unit Sales	Average Price	Sales Dollars	
3	January	2,670	$ 9.99	$ 26,685	
4	February	2,160	$ 12.49	$ 26,987	
5	March	515	$ 14.99	$ 7,701	
6	April	590	$ 17.49	$ 10,269	
7	May	1,080	$ 14.99	$ 15,405	
8	June	2,875	$ 12.49	$ 35,916	
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	1,200	$ 17.49	$ 21,416	
14	December	4560	$ 14.99	$ 75,125	
15	Total Sales				
16					
17					

1

Skill Refresher

Entering Multiple Lines of Text

1. Activate a cell location.
2. Type the first line of text.
3. Hold down the ALT key and press the ENTER key.
4. Type the second line of text and press the ENTER key.

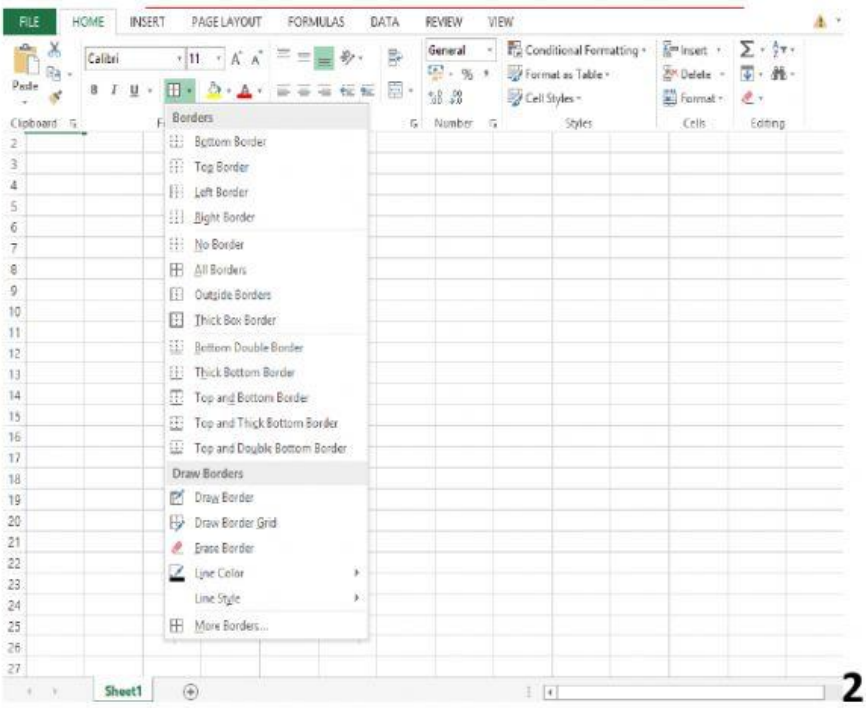
Borders (Adding Lines to a Worksheet.)

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*

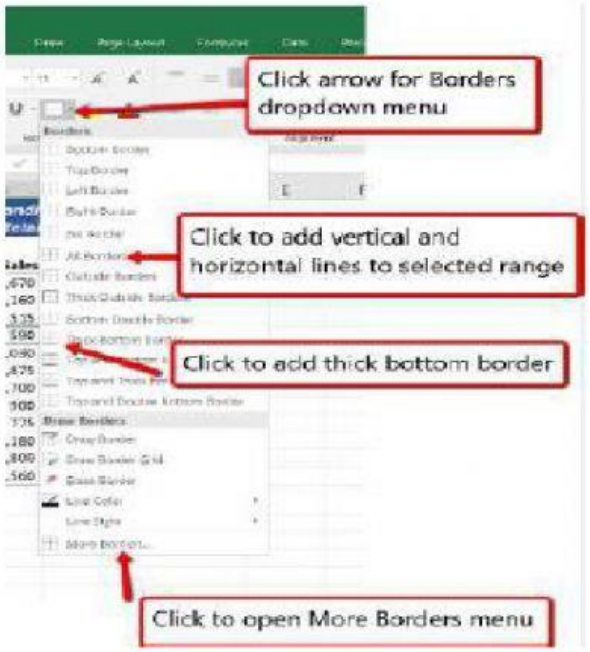
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locations. The **Border** command lets you add a variety of line *styles* to a worksheet that can make reading the worksheet much easier.

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

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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)**

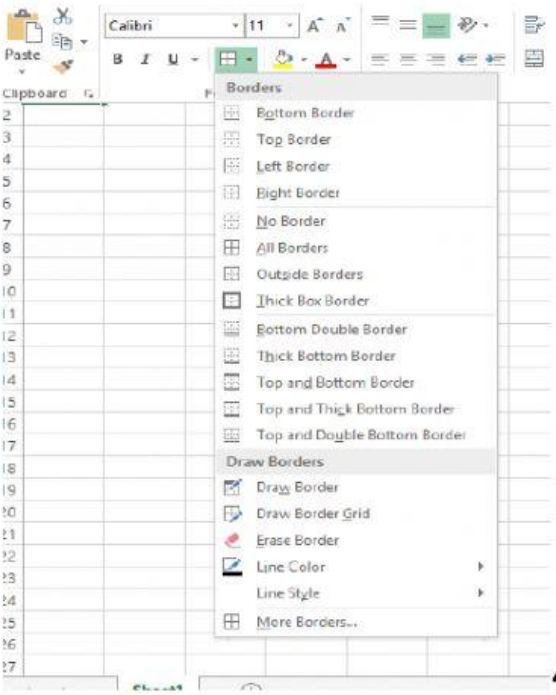
10.This will open the **Format Cells** *dialog* box. You can access all *formatting* commands in *Excel* through the *dialog box*.

11. In the **Style** section of the **Borders** tab , *click* the **thickest line** style.

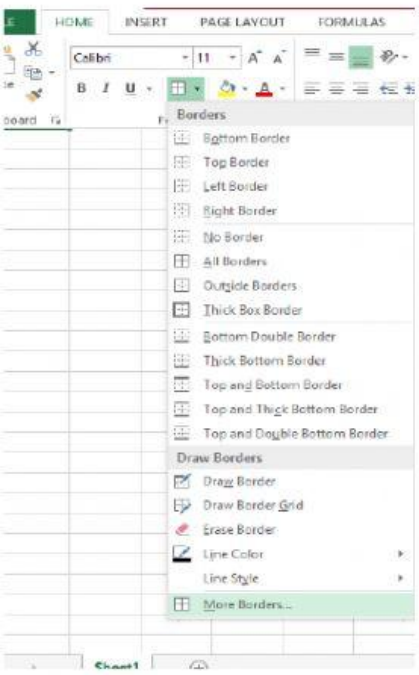
12. *Click* the **Outline** button in the **Preset** section**.(6)**

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

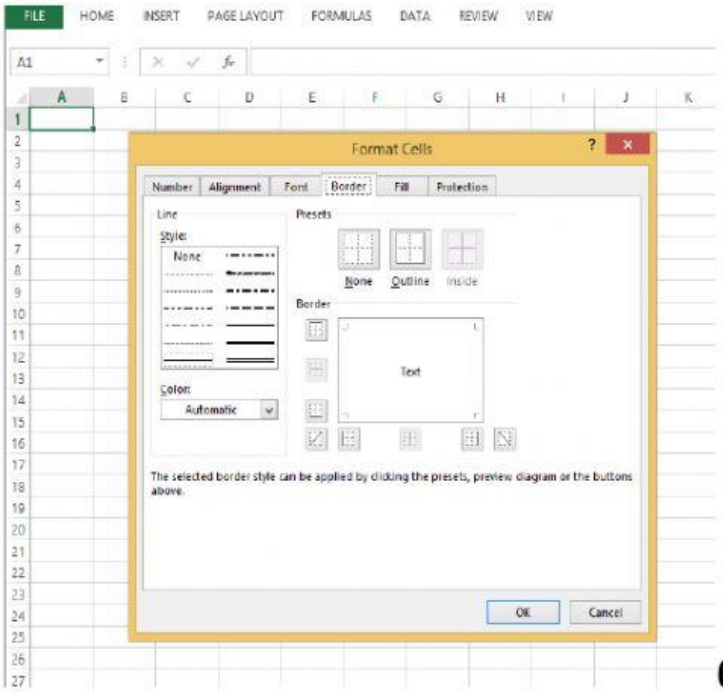
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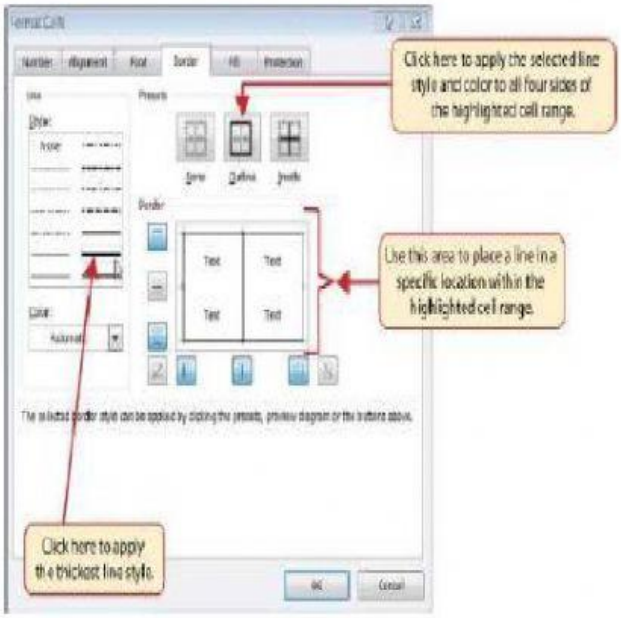


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7 **with commands instruction**

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?

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