

Microsoft Excel 2007

Lesson 3: Appearance

If you are not working on the worksheet, Example.xlsx, from a previous lesson, open it from your H: drive. At this point we have developed the worksheet with all the information we need. We now need to work on its format so that it will look better.

The Currency Style

Select the block of cells between B7 and F14, which represent dollars.

We want to format these cells so that they look like dollars: \$2,032 rather than 2032.

Day	1	2	3	4	Daily Total
Monday	2032	1227	2143	566	5968
Tuesday	1785	1567	2271	803	6426
Wednesday	2237	1454	1983	965	6639
Thursday	2876	1981	3249	327	8433
Friday	2118	1527	2671	543	6859
Saturday	3873	2173	4371	699	11116
Sunday	877	425	1655	158	3115
Register Total	15798	10354	18343	4061	48556
Percent	33%	21%	38%	8%	100%

Click on the **Currency Style** icon in the **Home** ribbon.

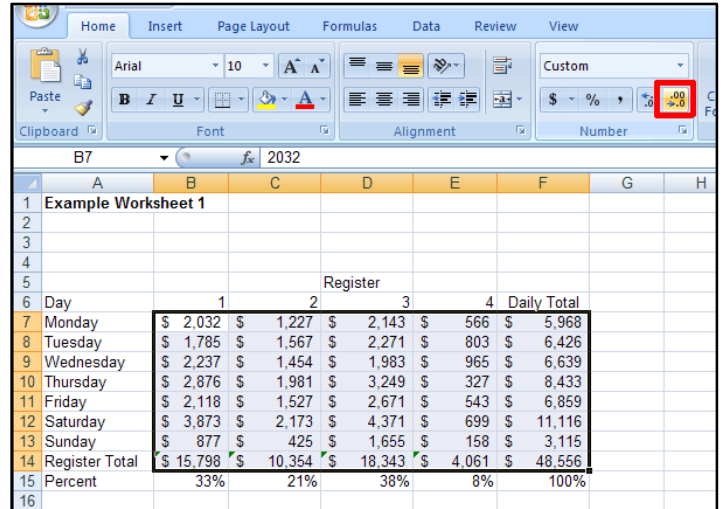
You now will see the numbers formatted as currency.

Day	1	2	3	4	Daily Total
Monday	#####	\$ 1,227.00	\$ 2,143.00	\$ 566.00	\$ 5,968.00
Tuesday	#####	\$ 1,567.00	\$ 2,271.00	\$ 803.00	\$ 6,426.00
Wednesday	#####	\$ 1,454.00	\$ 1,983.00	\$ 965.00	\$ 6,639.00
Thursday	#####	\$ 1,981.00	\$ 3,249.00	\$ 327.00	\$ 8,433.00
Friday	#####	\$ 1,527.00	\$ 2,671.00	\$ 543.00	\$ 6,859.00
Saturday	#####	\$ 2,173.00	\$ 4,371.00	\$ 699.00	\$ 11,116.00
Sunday	\$ 877.00	\$ 425.00	\$ 1,655.00	\$ 158.00	\$ 3,115.00
Register Total	#####	\$ 10,354.00	\$ 18,343.00	\$ 4,061.00	\$ 48,556.00
Percent	33%	21%	38%	8%	100%

You may see ##### in one or more of the columns. This is an indication that the number in the column cannot be displayed because the number is too large. Don't worry about this – we will fix it in a minute.

The numbers displayed as currency all have .00 as decimal places because the values have been entered as dollars only. These decimal places are unnecessary, so it would be nice not to display them.

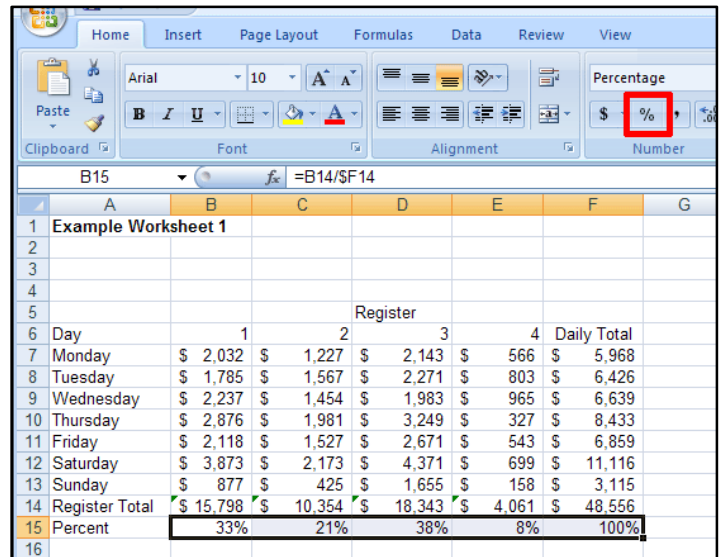
Select the numbers again and click twice on the **Decrease Decimal Place** icon in the **Home** ribbon to remove the decimal places.



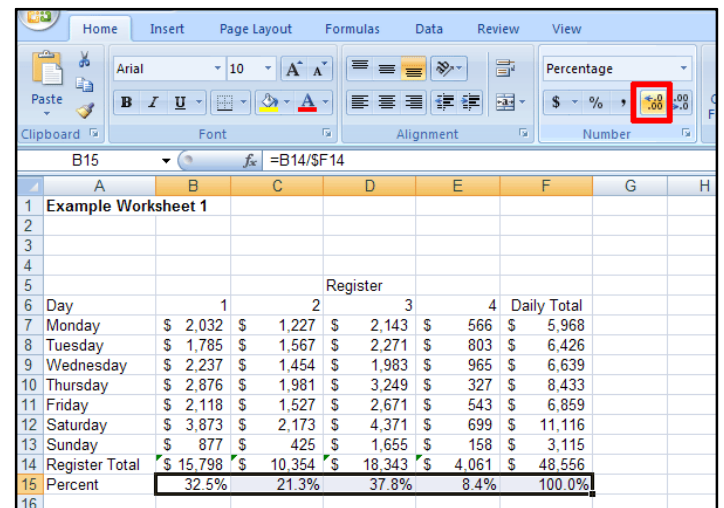
The Percent Style

The numbers in cells B15 through F15 probably will already be formatted as percents. If they are not, click on the **Percent** icon in the **Home** ribbon to format them as percents.

At this point, the worksheet should look like the picture at the right.



Click on the **Increase Decimal Place** icon once to display the percents with one decimal place.



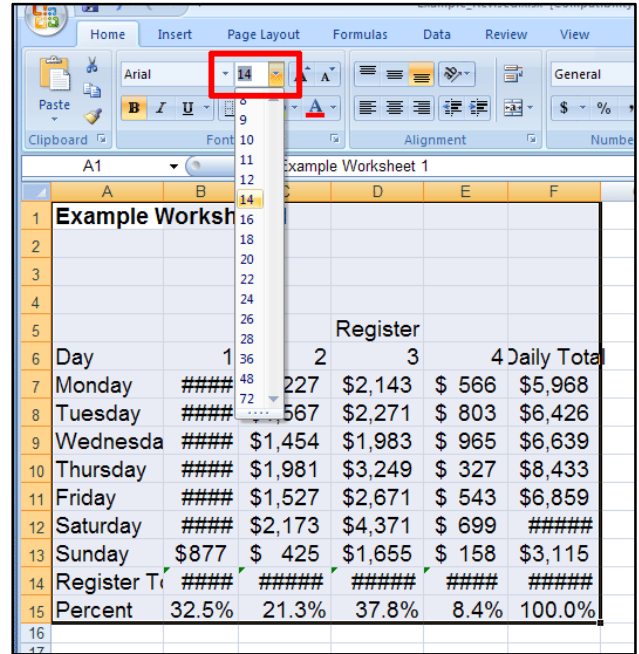
Changing Font Size

The numbers in this worksheet are somewhat small. You may want to increase the size of the font.

Select everything you have entered and choose a **font size of 14** on the **Home** ribbon.

We see that columns A and F are no longer wide enough for words in Arial 14 to be seen – some of the text is buried under adjacent columns.

Also, the presence of ##### in some cells indicates that these cells are not wide enough for the numbers in them.



Changing Column Width

One way to change the width of a column is to “grab” its border with the mouse and “pull” it, as we have done before. Move the mouse so that the cursor is located between the cells labeled “A” and “B.”

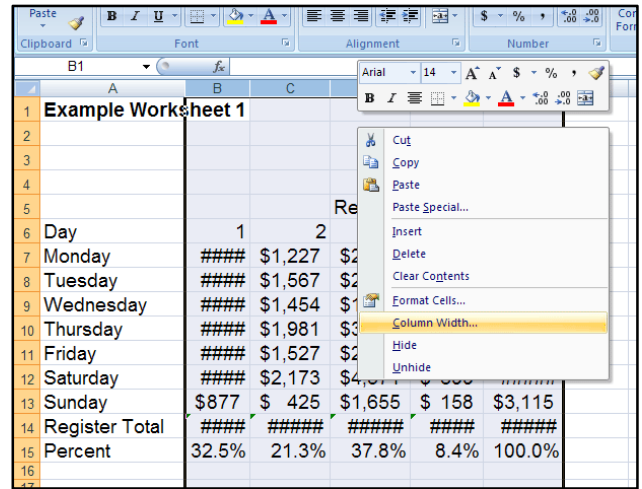
Pull the border to the right until all the words are visible.

Day	1	2	3	4	Daily Total
Monday	#####	\$1,227	\$2,143	\$ 566	\$5,968
Tuesday	#####	\$1,567	\$2,271	\$ 803	\$6,426
Wednesday	#####	\$1,454	\$1,983	\$ 965	\$6,639
Thursday	#####	\$1,981	\$3,249	\$ 327	\$8,433
Friday	#####	\$1,527	\$2,671	\$ 543	\$6,859
Saturday	#####	\$2,173	\$4,371	\$ 699	#####
Sunday	\$877	\$ 425	\$1,655	\$ 158	\$3,115
Register Total	#####	#####	#####	#####	#####
Percent	32.5%	21.3%	37.8%	8.4%	100.0%

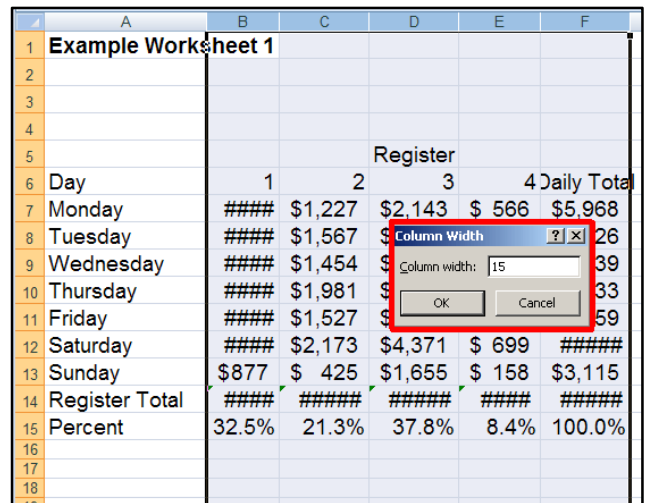
It is difficult to give different columns an identical width by pulling their borders. Because they all contain currency, we would like columns B through F to have a consistent width. We can do this by selecting the columns and then specifying the width we want.

Click on the cell labeled “B” to select column B – when the column is selected, the entire column will be shaded. Then, while holding down the **shift** key on the keyboard, click on the cells labeled C, D, E, and F. This should select these columns as well.

Point the cursor somewhere inside the selected area and right-click with the mouse. In the menu that pops up, click on **Column Width**.



In the Column Width window, try a **Column Width** of 15.



This looks better.

Day	1	2	3	4	Daily Total
Monday	\$ 2,032	\$ 1,227	\$ 2,143	\$ 566	\$ 5,968
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271	\$ 803	\$ 6,426
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983	\$ 965	\$ 6,639
Thursday	\$ 2,876	\$ 1,981	\$ 3,249	\$ 327	\$ 8,433
Friday	\$ 2,118	\$ 1,527	\$ 2,671	\$ 543	\$ 6,859
Saturday	\$ 3,873	\$ 2,173	\$ 4,371	\$ 699	\$ 11,116
Sunday	\$ 877	\$ 425	\$ 1,655	\$ 158	\$ 3,115
Register Total	\$ 15,798	\$ 10,354	\$ 18,343	\$ 4,061	\$ 48,556
Percent	32.5%	21.3%	37.8%	8.4%	100.0%

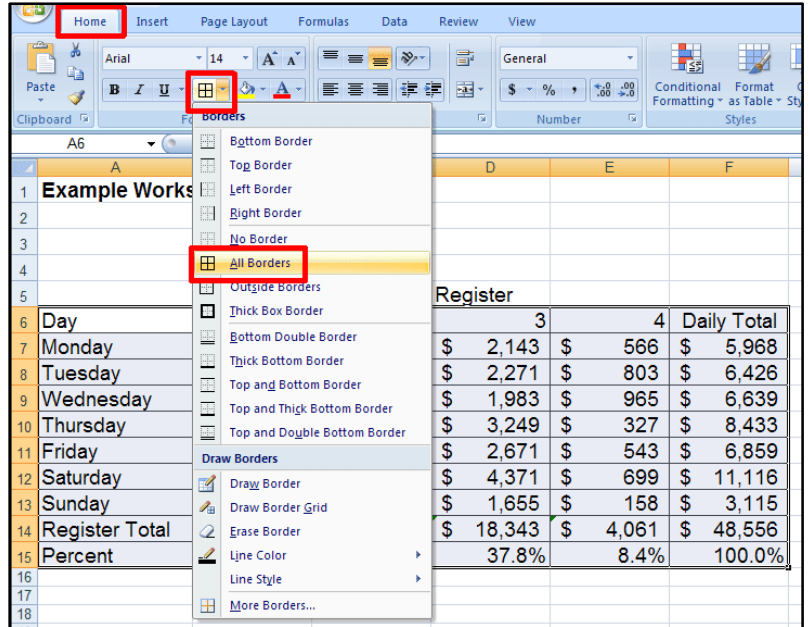
Adding Borders

You can add borders to a table to make it easier to read.

Select the block of cells from A6 through F15 as illustrated in this picture.

Click on the small triangle next to the **Border** button in the **Home** ribbon.

In the drop-down window, click **All Borders**. This will surround all the cells in the selected area with a thin border.



Select the block of cells from A5 through F15 and surround this block with a **Thick Box** border.

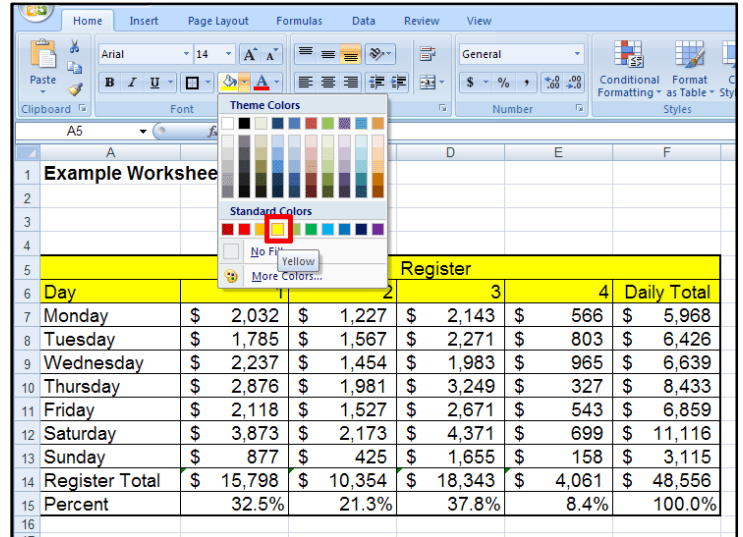
Day	1	2	3	4	Daily Total
Monday	\$ 2,032	\$ 1,227	\$ 2,143	\$ 566	\$ 5,968
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271	\$ 803	\$ 6,426
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983	\$ 965	\$ 6,639
Thursday	\$ 2,876	\$ 1,981	\$ 3,249	\$ 327	\$ 8,433
Friday	\$ 2,118	\$ 1,527	\$ 2,671	\$ 543	\$ 6,859
Saturday	\$ 3,873	\$ 2,173	\$ 4,371	\$ 699	\$ 11,116
Sunday	\$ 877	\$ 425	\$ 1,655	\$ 158	\$ 3,115
Register Total	\$ 15,798	\$ 10,354	\$ 18,343	\$ 4,061	\$ 48,556
Percent	32.5%	21.3%	37.8%	8.4%	100.0%

Adding Colors to Cells

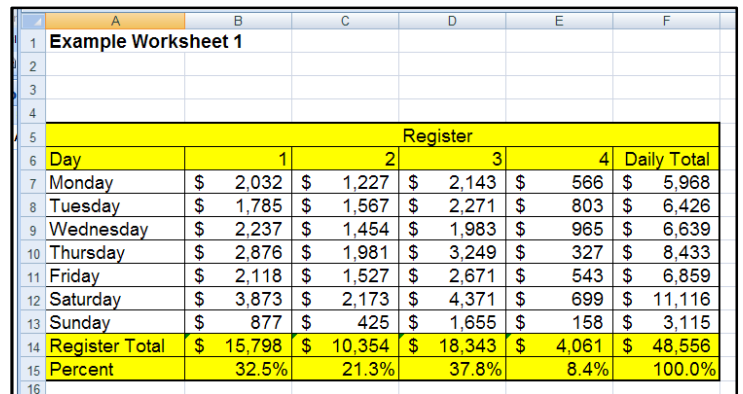
You also can emphasize portions of a table by shading in the cells with different colors.

Select the block of cells from A5 through F6 and click on the small triangle beside the **Paintbucket button** in the **Home** ribbon.

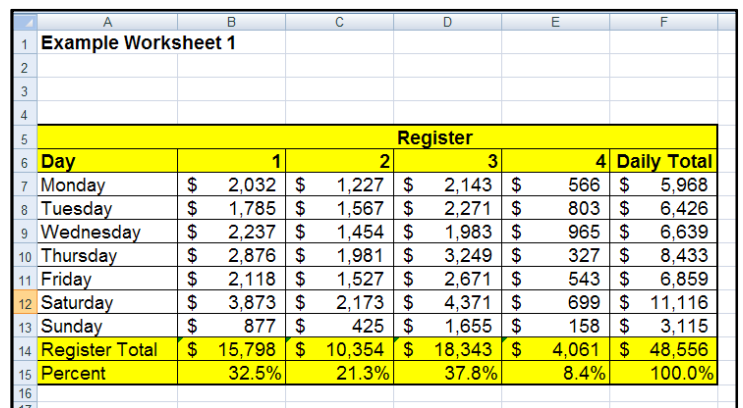
Choose a color in the drop-down window that appears.



Do the same with the block of cells A14 through F15.



Finally, select the block of cells between A5 and F6 and put it in **Bold** font.



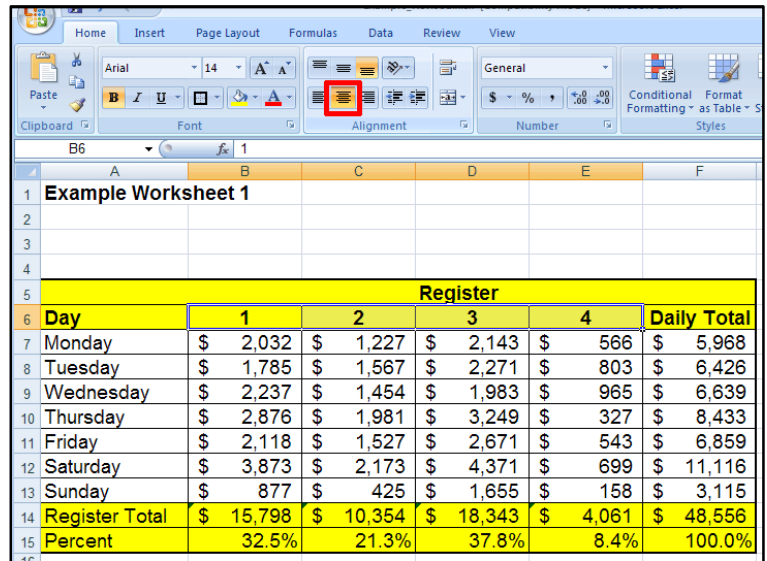
Aligning Text and Numbers within a Cell

By default, Excel aligns numbers to the right of a cell and text to the left, as shown below.

100
text

You may have occasion to change the default alignment. In our example, it would look better for the numbers of the four cash registers to be in the center of their respective cells.

Select these four cells (B6 through E6) and click on the **Center Alignment** icon in the **Home** ribbon.



Register					
Day	1	2	3	4	Daily Total
Monday	\$ 2,032	\$ 1,227	\$ 2,143	\$ 566	\$ 5,968
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271	\$ 803	\$ 6,426
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983	\$ 965	\$ 6,639
Thursday	\$ 2,876	\$ 1,981	\$ 3,249	\$ 327	\$ 8,433
Friday	\$ 2,118	\$ 1,527	\$ 2,671	\$ 543	\$ 6,859
Saturday	\$ 3,873	\$ 2,173	\$ 4,371	\$ 699	\$ 11,116
Sunday	\$ 877	\$ 425	\$ 1,655	\$ 158	\$ 3,115
Register Total	\$ 15,798	\$ 10,354	\$ 18,343	\$ 4,061	\$ 48,556
Percent	32.5%	21.3%	37.8%	8.4%	100.0%

Save the worksheet.