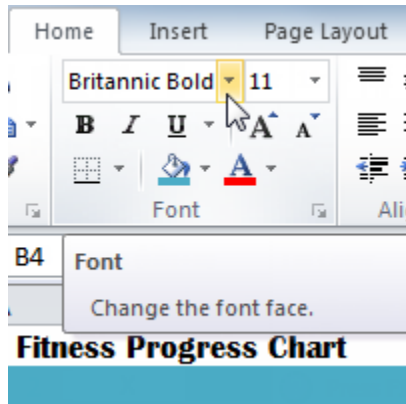




## Lesson4-Formating Cells

### Introduction



Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand.

In Excel, there are many tools you can use to format text and cells. In this lesson, you will learn how to change the **color and style of text and cells**; **align text**; and apply special formatting to **numbers and dates**.

### Formatting Text

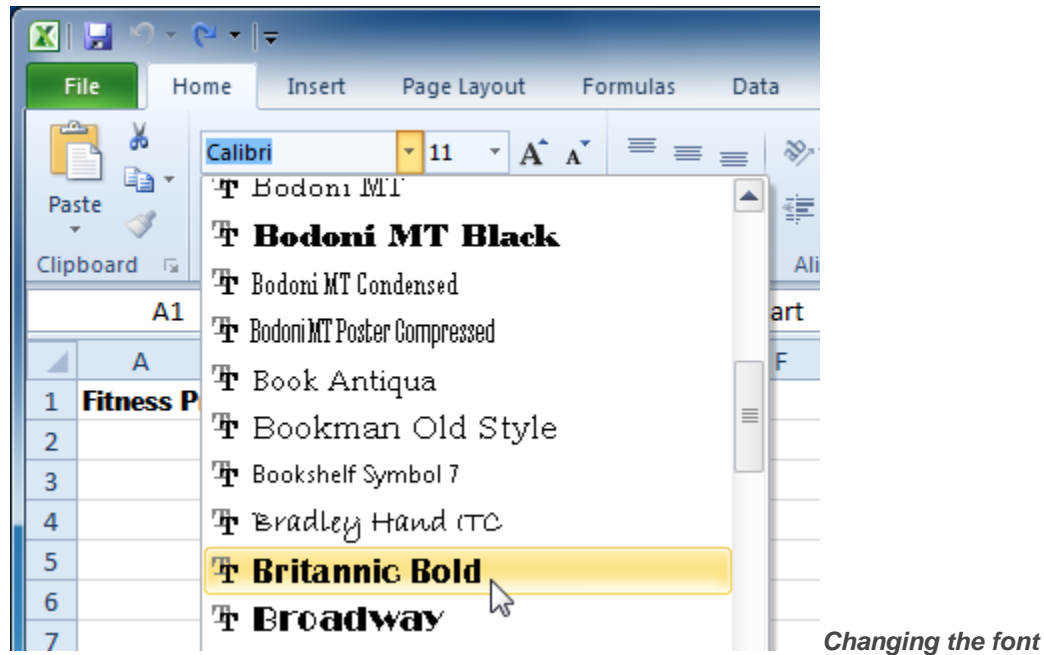
Many of the commands you will use to format text can be found in the Font, Alignment, and Number groups on the ribbon. **Font** commands let you change the style, size, and color of text. You can also use them to add borders and fill colors to cells. **Alignment** commands let you format how text is displayed across cells both horizontally and vertically. **Number** commands let you change how selected cells display numbers and dates.

### To Change the Font:

1. Select the cells you want to modify.



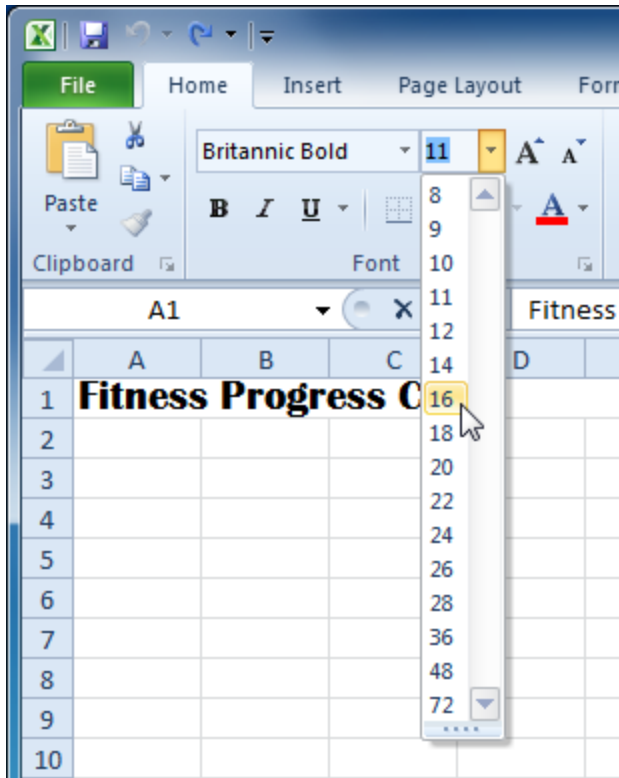
2. Click the **drop-down arrow** next to the **font** command on the Home tab. The font drop-down menu appears.
3. Move your mouse over the various fonts. A live preview of the font will appear in the worksheet.



4. Select the font you want to use.

### To Change the Font Size:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **font size** command on the Home tab. The font size drop-down menu appears.
3. Move your mouse over the various font sizes. A live preview of the font size will appear in the worksheet.



*Changing the font size*

4. Select the font size you want to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.



*The Grow Font and Shrink Font commands*

### To Use the Bold, Italic, and Underline Commands:

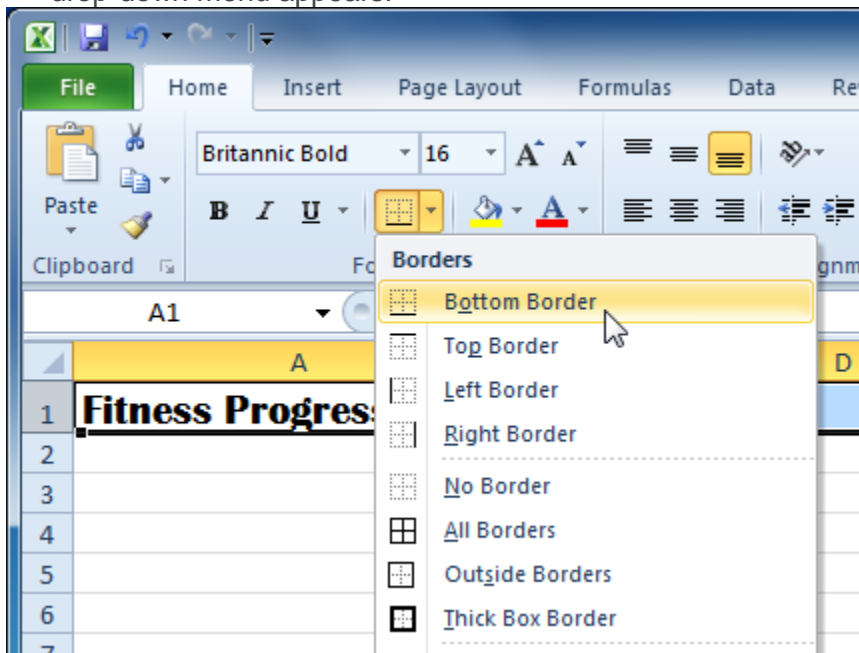
1. Select the cells you want to modify.
2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the Home tab.



*The Bold, Italic, and Underline commands*

### To Add a Border:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Borders** command on the Home tab. The border drop-down menu appears.



*Adding a border*

3. Select the border style you want to use.

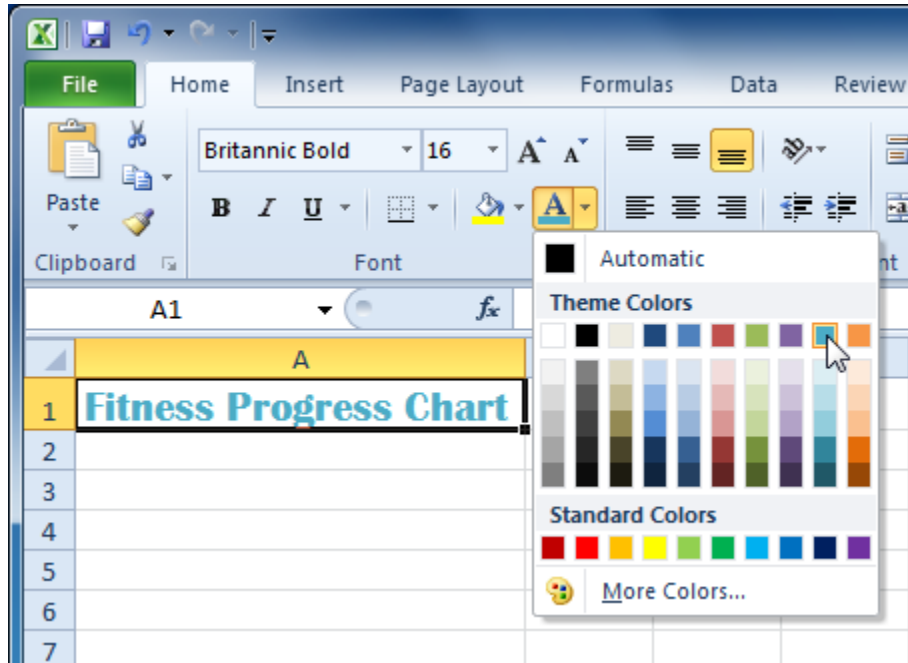
You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.

### To Change the Font Color:

1. Select the cells you want to modify.



- Click the **drop-down arrow** next to the **font color** command on the Home tab.  
The **color** menu appears.
- Move your mouse over the various font colors. A live preview of the color will appear in the worksheet.



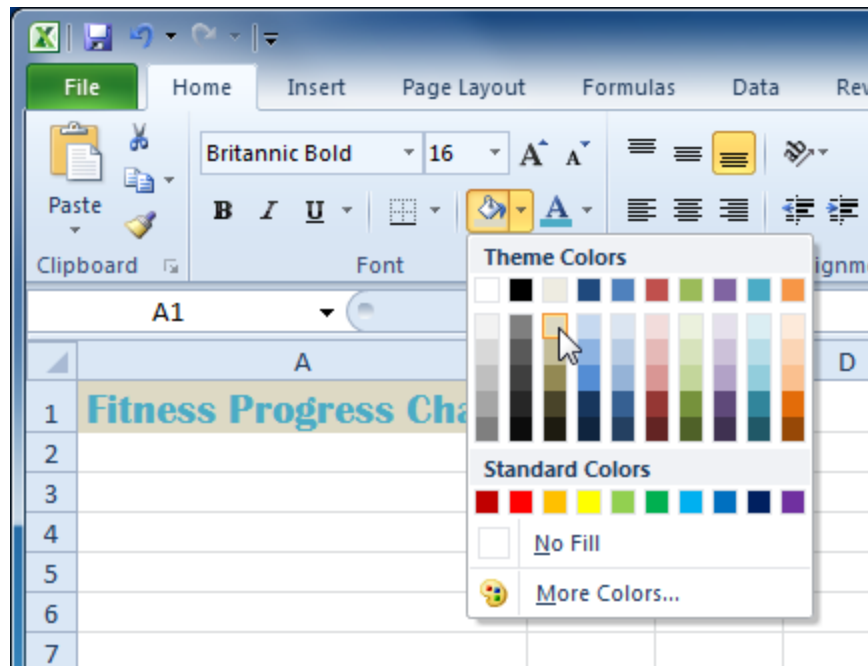
*Adding a font color*

- Select the font color you want to use.

Your color choices are not limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access additional color options.

### To Add a Fill Color:

- Select the cells you want to modify.
- Click the **drop-down arrow** next to the **fill color** command on the Home tab.  
The **color** menu appears.
- Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet.

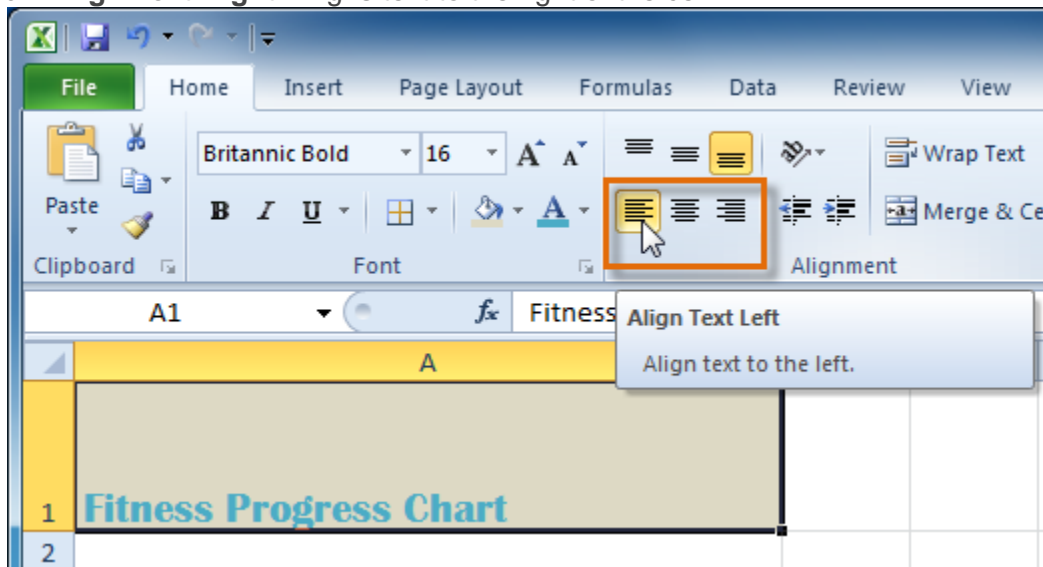


Adding a fill color

4. Select the fill color you want to use.

### To Change Horizontal Text Alignment:

1. Select the cells you want to modify.
2. Select one of the three horizontal **Alignment** commands on the Home tab.
  - **Align Text Left:** Aligns text to the left of the cell.
  - **Center:** Aligns text to the center of the cell.
  - **Align Text Right:** Aligns text to the right of the cell.



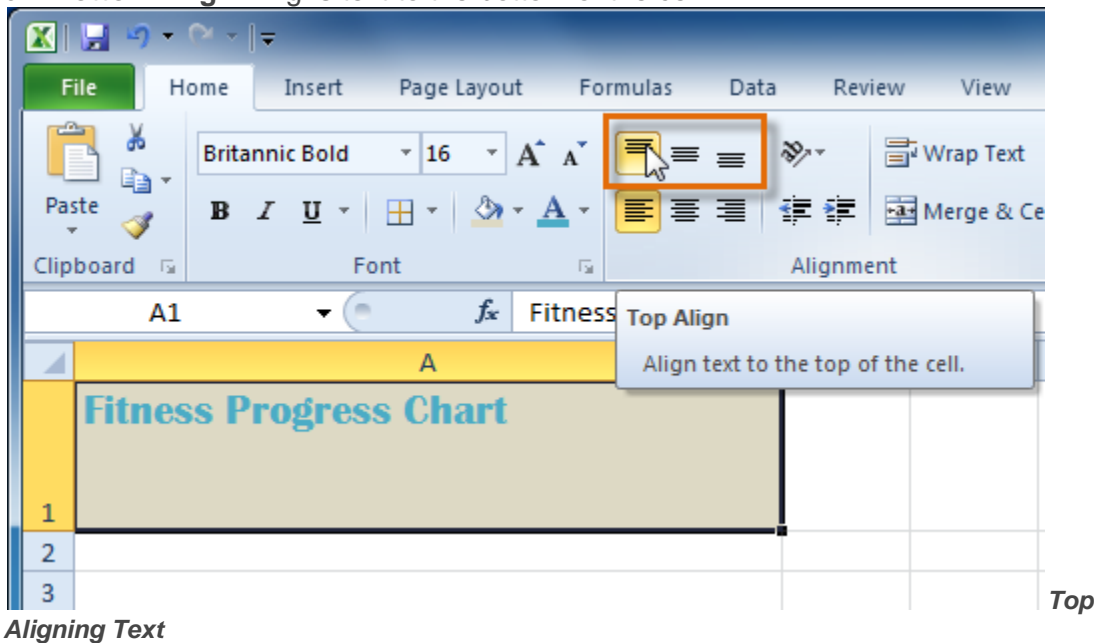
Text Left

Aligning



## To Change Vertical Text Alignment:

1. Select the cells you want to modify.
2. Select one of the three vertical **Alignment** commands on the Home tab.
  - **Top Align:** Aligns text to the top of the cell.
  - **Middle Align:** Aligns text to the middle of the cell.
  - **Bottom Align:** Aligns text to the bottom of the cell.



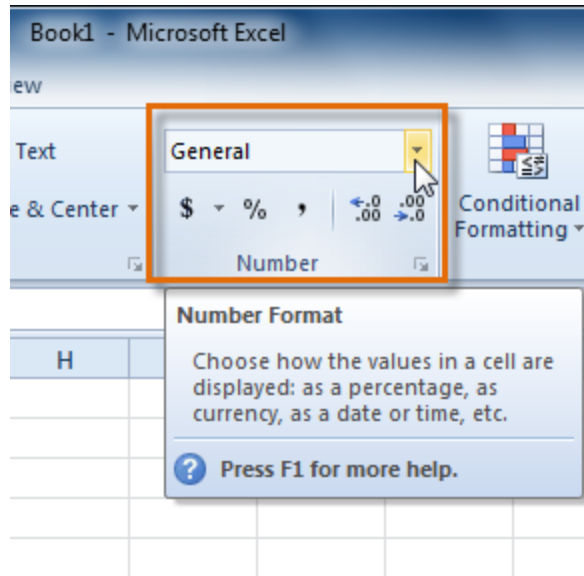
By default, numbers align to the bottom-right of cells and words or letters align to the bottom-left of cells.

## Formatting Numbers and Dates

One of the most useful features of Excel is its ability to format numbers and dates in a variety of ways. For example, you might need to format numbers with decimal places, currency symbols (\$), percent symbols (%), etc.

## To Format Numbers and Dates:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Number Format** command on the Home tab.



*Accessing Number Format commands*

3. Select the number format you want.

## Challenge!

1. Open an existing Excel 2010 document. If you want, you can use lesson4 exercise.
2. Select a cell and change the font, size or color of the text. If you are using the example, you change the title in cell A1 to the Verdana font, size 16 with a font color of green.
3. Select a portion of the content in one cell and make only that portion bold. For example, if the words "Weight (pounds)" are in a cell, make only the word "Weight" bold.
4. Add a border to a group of cells. If you are using the example, add a border to the descriptions in row 3.
5. Change the fill color of a group of cells. If you are using the example, add a fill color to row 3.
6. Try changing the vertical and horizontal text alignment for some cells.
7. Try changing the formatting of a number. If you are using the example, change the date format in column A.





## Lesson5-SAVING

### Introduction



Are you saving a workbook for the first time? Saving it as another name? Sharing it with someone that does not have Excel 2010? There are many ways you **share and receive** workbooks, which will affect how you need to save the file.

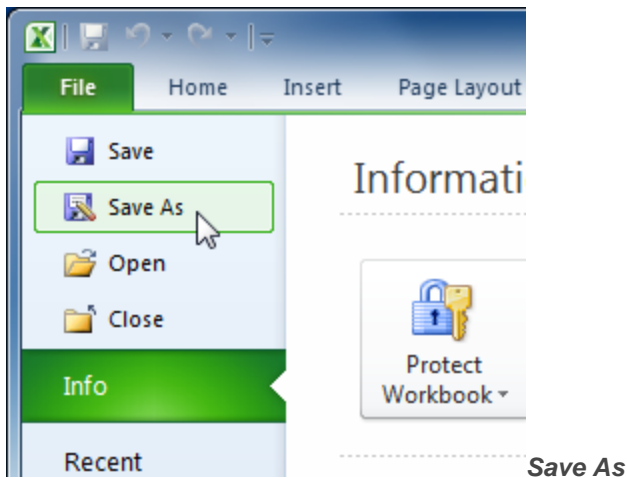
In this lesson you will learn how to use the **Save** and **Save As** commands, how to save as an **Excel 97-2003** compatible workbook, and how to save as a **PDF**.

### Saving Workbooks

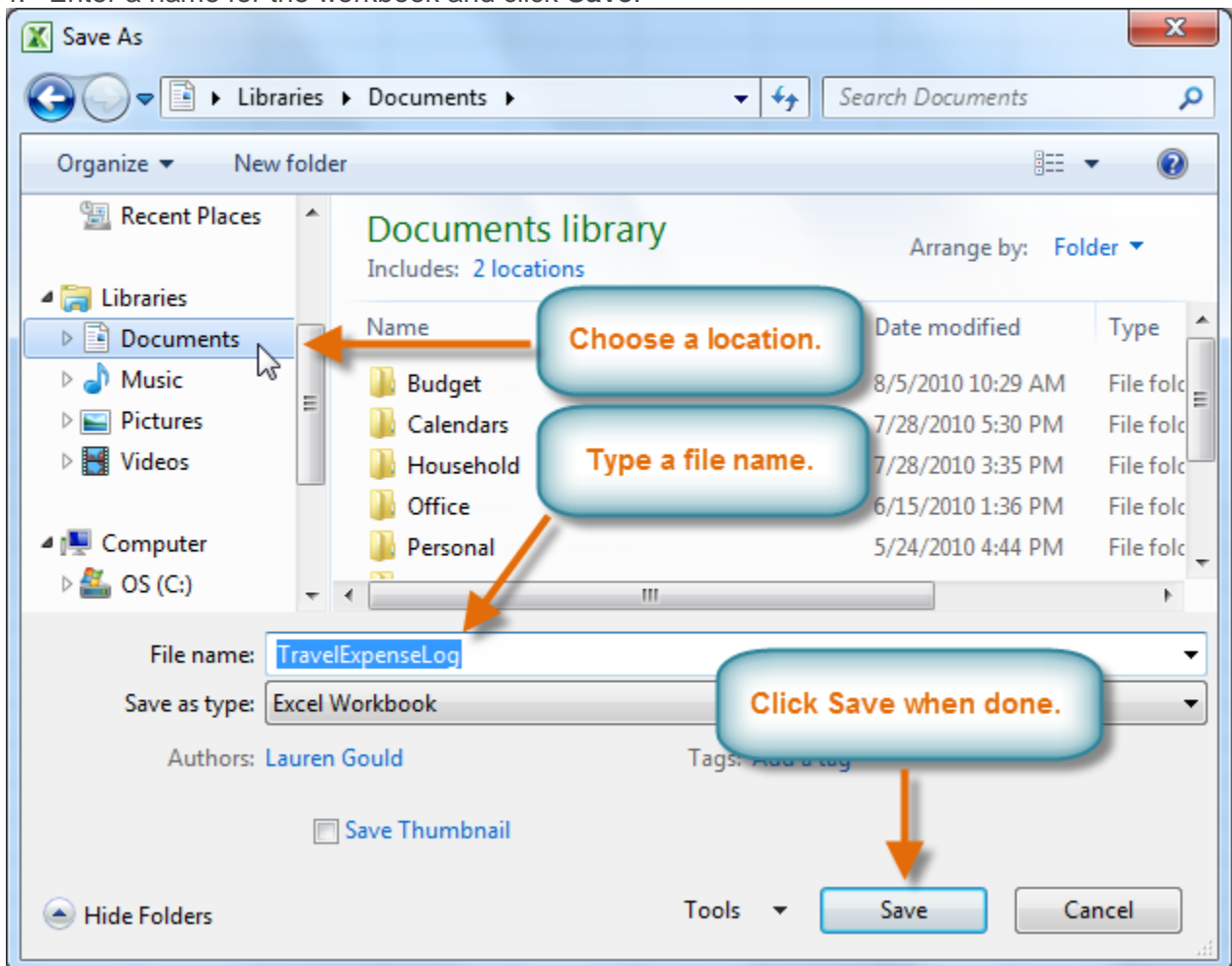
#### To Use the Save As Command:

**Save As** allows you to choose a name and location for your workbook. Use it if you are saving a workbook for the first time or if you want to save a different version of a workbook while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.



3. The **Save As** dialog box will appear. Select the location where you wish to save the workbook.
4. Enter a name for the workbook and click **Save**.



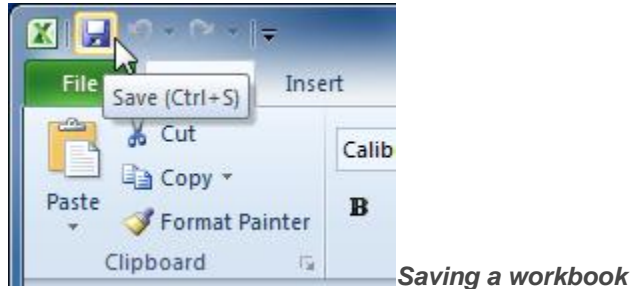
The Save As dialog box



If you are using **Windows 7**, you will most likely want to save files to your **Documents library**. For other versions of Windows, you will most likely want to save files to the **My Documents folder**.

### To Use the Save Command:

1. Click the **Save** command on the **Quick Access Toolbar**.



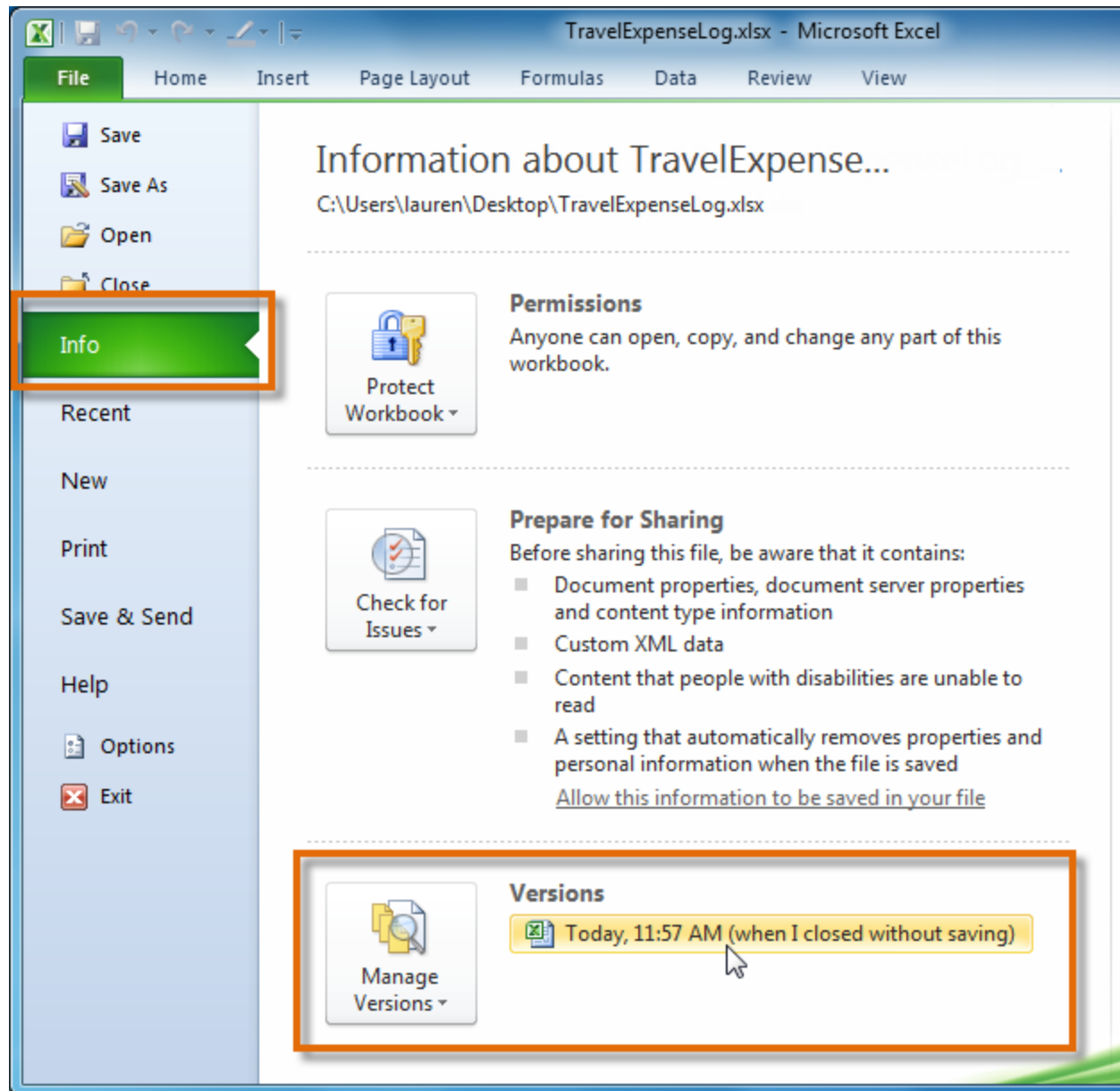
2. The workbook will be saved in its current location with the same file name.

If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

### To Use AutoRecover:

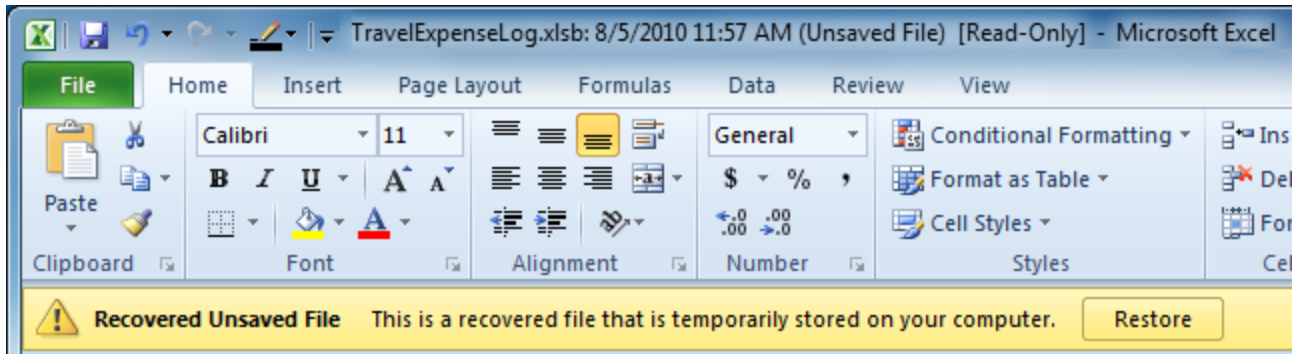
Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes, or if Excel crashes, you can recover the autosaved file.

1. Open a workbook that was previously closed without saving.
2. In **Backstage view**, click **Info**.
3. If there are autosaved versions of your workbook, they will appear under **Versions**. Click on the file to open it.



*Opening an autosaved file*

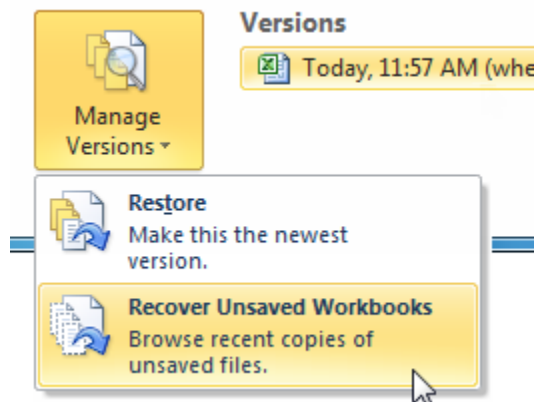
4. A yellow caution note will appear on the ribbon of the workbook. To restore this version of the workbook click **Restore** and then click **OK**.



*Restoring a file*

By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you do not see the file you are looking for, or if you are looking for an autosaved version of a file that has no previously saved versions, you can browse all autosaved files by clicking on the Manage Versions button and selecting Recover Unsaved Workbooks from the drop-down menu.

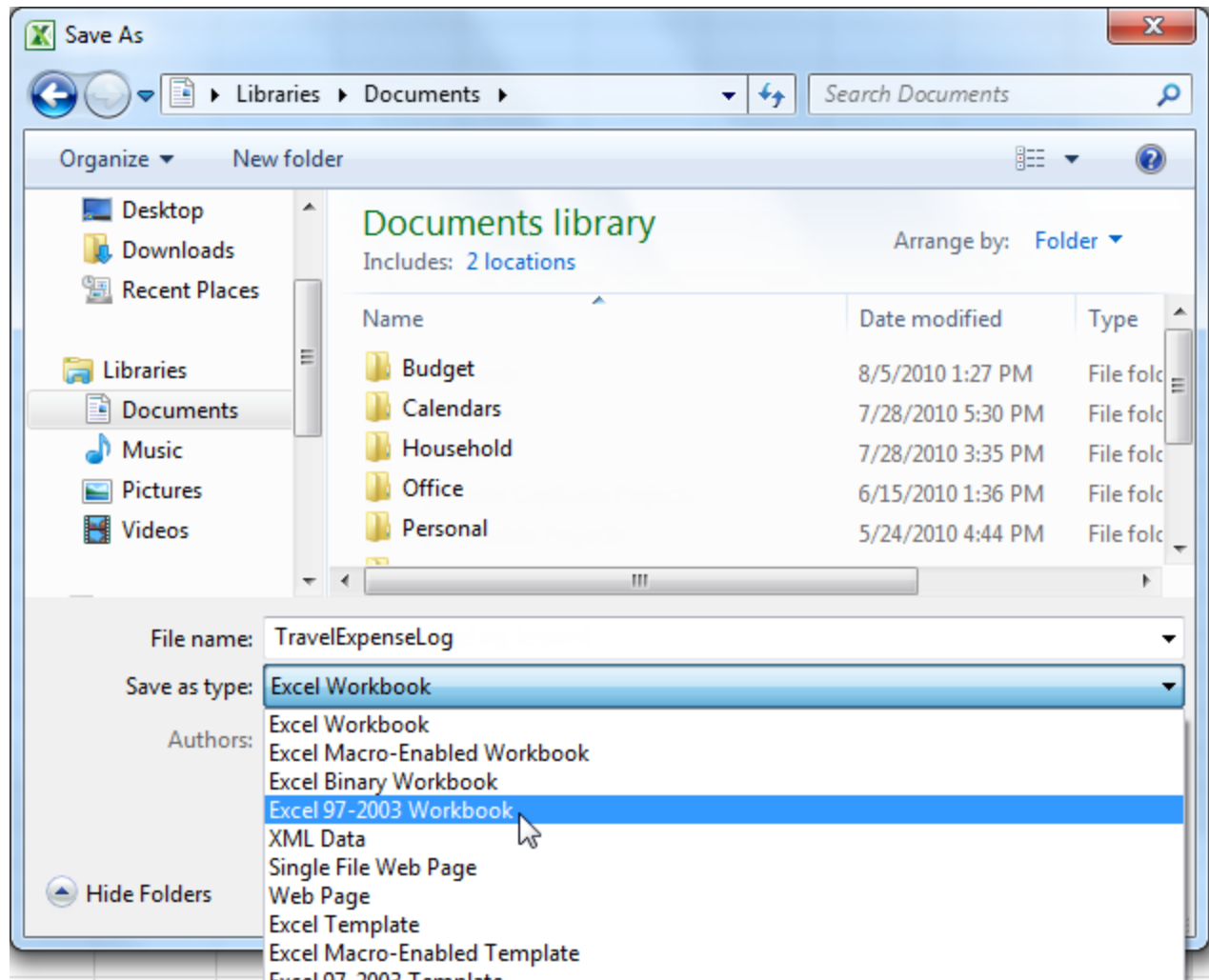


*Accessing all autosaved files*

### To Save As an Excel 97-2003 Workbook:

You can share your workbooks with anyone using **Excel 2010 or 2007**, since they use the same **file format**. However, earlier versions of Excel use a different file format, so if you want to share your workbook with someone using an earlier version of Excel, you will need to save it as an **Excel 97-2003 Workbook**.

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Excel 97-2003 Workbook**.



*Saving as an Excel 97-2003 Workbook file*

4. Select the location you wish to save the file.
5. Enter a name for the file and click **Save**.

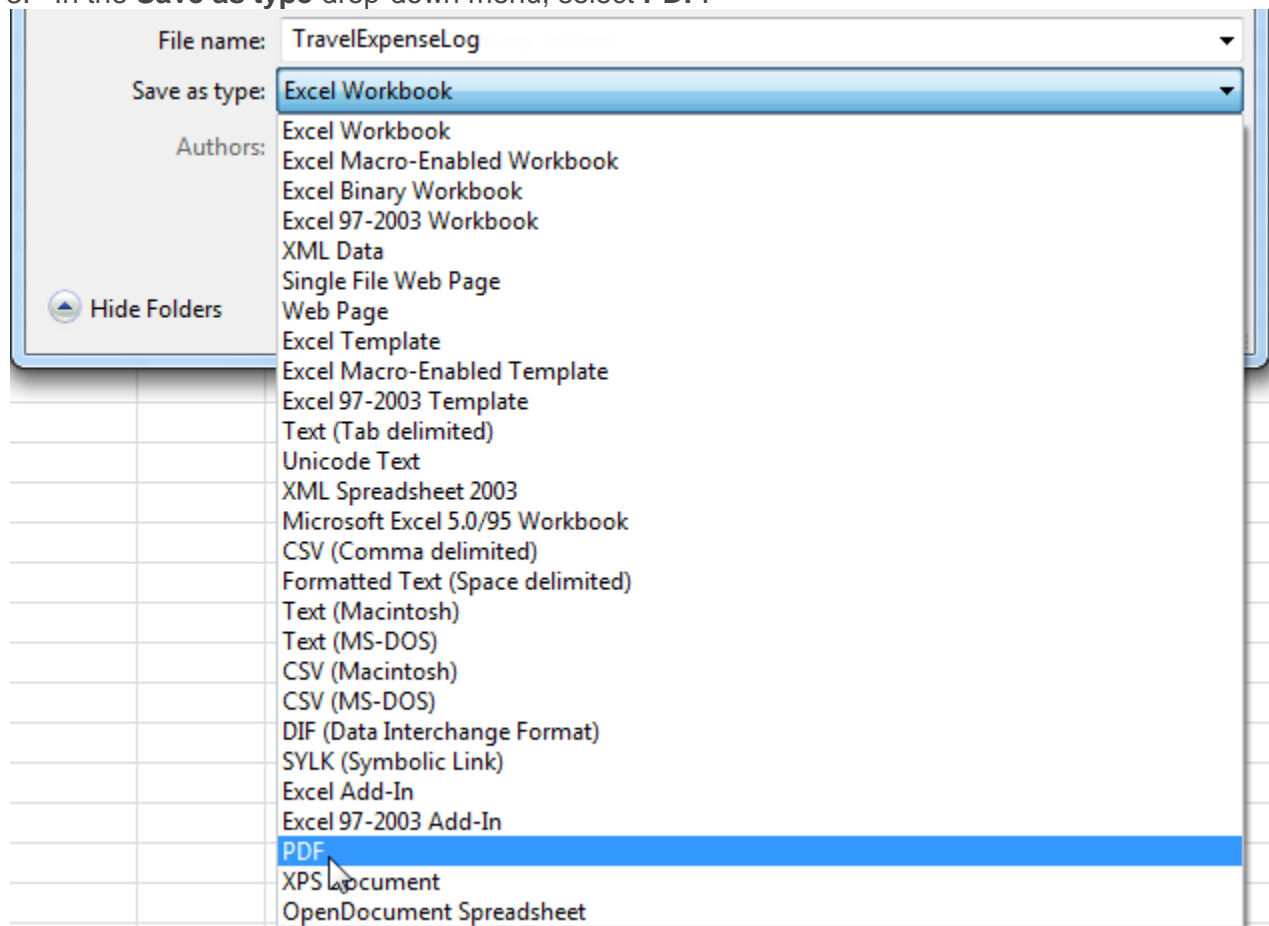
### To Save As a PDF:

Saving your workbook as an **Adobe Acrobat Document**, which is called a **PDF file**, can be especially useful when your recipients do not have Excel. A PDF file will make it possible for recipients to view the content from your workbook, but they will not be able to edit anything. If you are not sure what a **PDF file** looks like, you can use lesson5pdf exer.

1. Click the **File** tab.
2. Select **Save As**.



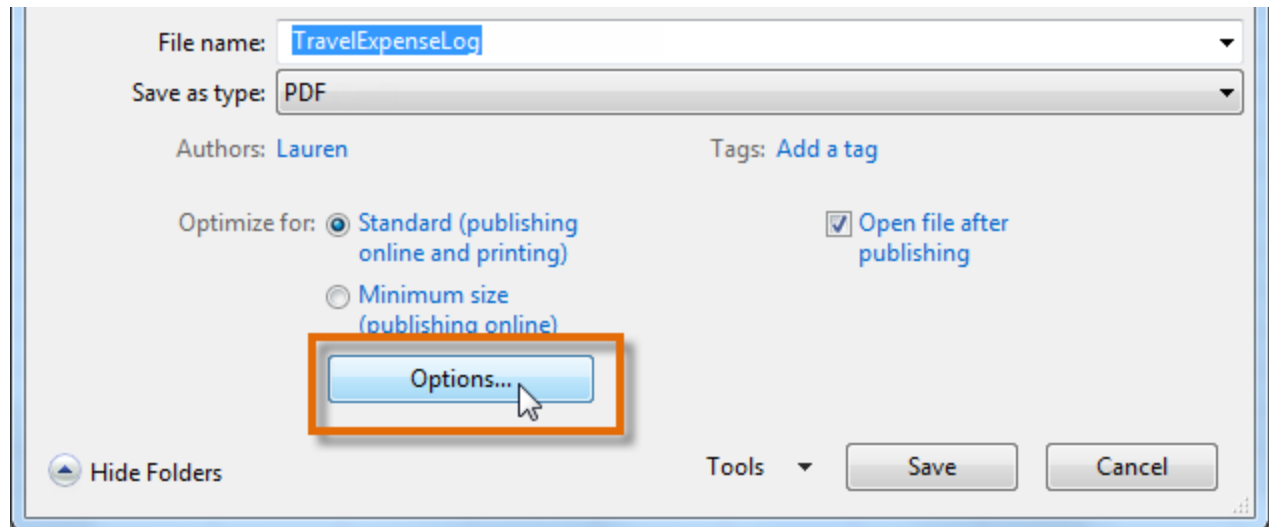
3. In the **Save as type** drop-down menu, select **PDF**.



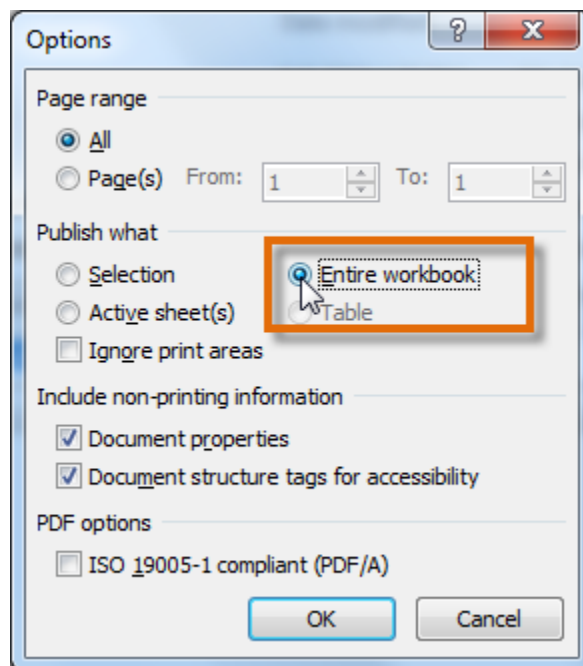
*Saving as a PDF file*

4. Select the location you wish to save the file.
5. Enter a name for the file and click **Save**.

Excel defaults to saving the active worksheet only. If you have multiple worksheets and want to save all of them in the same PDF file, click on **Options**. The Options dialog box will appear. Select **Entire workbook** from the Options dialog box and click **OK**.



*Accessing the Options dialog box*



*Selecting Entire workbook*

## Challenge!

1. Open an existing Excel workbook. If you want, you can use lesson5 exer.
2. Using the Save As command, save the workbook with the file name *Trial*.
3. Save the workbook as a PDF file.
4. Close the workbook.
5. Open another existing Excel 2010 workbook.
6. Save the workbook so that it is compatible with Excel 2003.
7. Close the workbook.





## Lesson6-Creating Simple Formulas

### Introduction

A screenshot of an Excel spreadsheet. The spreadsheet has columns A and B, and rows 1 through 8. Row 1: Column A is empty, Column B contains '\$ 400.00'. Row 2: Column A is empty, Column B contains '\$ 300.00'. Row 3: Column A contains 'Total', Column B contains '=B1+B2'. Row 4: Column A is empty, Column B is empty. Row 5: Column A is empty, Column B is empty. Row 6: Column A is empty, Column B is empty. Row 7: Column A is empty, Column B is empty. Row 8: Column A is empty, Column B is empty. The formula bar at the top shows 'SUM' and a dropdown arrow.

Excel can be used to calculate numerical information. In this lesson you will learn how to **create** simple **formulas** in Excel to add, subtract, multiply, and divide values in a workbook. Also, you will learn the various ways you can use **cell references** to make working with formulas easier and more efficient.

### Simple Formulas

A **formula** is an equation that performs a calculation. Like a calculator, Excel can execute formulas that add, subtract, multiply, and divide.

One of the most useful features of Excel is its ability to calculate using a cell address to represent the value in a cell. This is called using a cell reference.

In order to maximize the capabilities of Excel, it is important to understand how to **create** simple **formulas and use cell references**.



## Creating Simple Formulas

Excel uses standard operators for equations, such as a **plus sign** for addition (+), a **minus sign** for subtraction (-), an **asterisk** for multiplication (\*), a **forward slash** for division (/), and a **carat** (^) for exponents.

The key thing to remember when writing formulas for Excel is that all formulas must begin with an **equal sign** (=). This is because the cell contains, or is equal to, the formula and its value.

<b>Addition</b>	+	=5+5
<b>Subtraction</b>	-	=5-5
<b>Multiplication</b>	*	=5*5
<b>Division</b>	/	=5/5
<b>Exponents</b>	^	=5^5

## To Create a Simple Formula in Excel:

1. Select the cell where the answer will appear (B4, for example).

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft		
5			

Selecting cell B4

2. Type the **equal sign** (=).
3. Type in the formula you want Excel to calculate. For example, "75/250".



	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	=75/250	
5			

Entering formula in B4

4. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	\$0.30	
5			

Result in B4

## Creating Formulas with Cell References

When a formula contains a cell address, it is called a **cell reference**. Creating a formula with cell references is useful because you can update data in your worksheet without having to rewrite the values in the formula.

### To Create a Formula Using Cell References:

1. Select the cell where the answer will appear (B3, for example).

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget			
4				

Selecting cell B3

2. Type the **equal sign (=)**.
3. Type the cell address that contains the first number in the equation (B1, for example).



	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	<b>Total Budget</b>	=B1		
4				

Entering a formula in B3

4. Type the operator you need for your formula. For example, type the **addition sign (+)**.
5. Type the cell address that contains the second number in the equation (B2, for example).

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	<b>Total Budget</b>	=B1+B2		
4				

Entering a formula in B3

6. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	<b>Total Budget</b>	\$ 700.00		
4				

Result in B3

If you change a value in either B1 or B2, the total will automatically recalculate.

	A	B	C	D	E	F	G
1	Budget for June	\$ 400.00					
2	Budget for July	\$ 200.00					
3	<b>Total Budget</b>	\$ 600.00					
4							
5							
6							
7							
8							
9							
10							
11							

Changed B2 value from \$300.00 to \$200.00

Since B3 contains the formula =B1+B2, the value in B3 is automatically recalculated to equal \$600.00

Result in B3



## To Create a Formula using the Point and Click Method:

1. Select the cell where the answer will appear (B4, for example).

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total			
5				

Selecting cell B4

2. Type the **equal sign (=)**.
3. Click on the **first cell** to be included in the formula (A3, for example).

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	=A3		
5				

Clicking cell A3

4. Type the operator you need for your formula. For example, type the **multiplication sign (\*)**.
5. Click on the **next cell** in the formula (B3, for example).

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	=A3*B3		
5				

Clicking cell B3

6. Press **Enter**. The formula will be calculated and the value will be displayed in the cell.

	A	B	C	D
1	Hardwood Floor Repair			
2	Hours	Rate		
3	3.4	\$ 25.00		
4	Total	\$ 85.00		
5				

Result in B4



## To Edit a Formula:

1. Click on the cell you want to edit.
2. Insert the cursor in the **formula bar** and edit the formula as desired. You can also **double-click the cell to view and edit the formula directly** from the cell.
3. When finished, press **Enter** or select the **Enter** command

**Edit a formula**

4. The new value will be displayed in the cell.

**Result**

If you change your mind, use the **Cancel** command in the formula bar to avoid accidentally making changes to your formula.

## Challenge!

1. Open an existing Excel workbook. If you want, you can use lesson6 exer.
2. Write a simple division formula. If you are using the example, write the formula in cell B18 to calculate the painting cost per square foot.
3. Write a simple addition formula using cell references. If you are using the example, write the formula in cell F5 to calculate the "Total Budget."



4. Write a simple subtraction formula using the point and click method. If you are using the example, subtract the "Expand Bathroom" cost (C6) from the "Total" cost (C11). Calculate your answer in C12.
5. Edit a formula using the formula bar.

