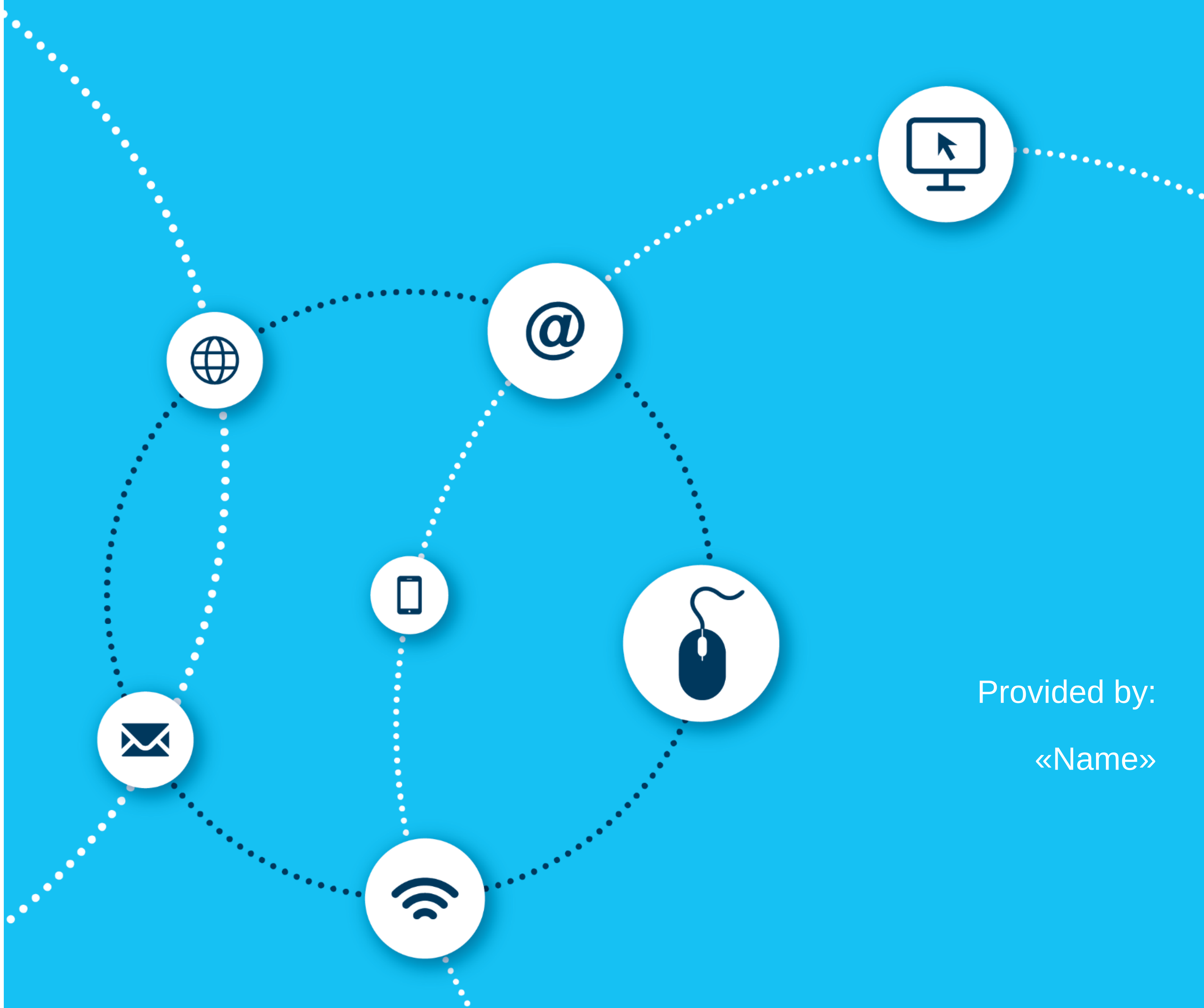
ICDL SPREADSHEETS

Syllabus 6.0

Learning Material (MS Excel 2016)



Provided by:

«Name»

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ICDL Spreadsheets

Having the skills to operate and get the most from a spreadsheet application directly enhances your ability to manage numerical data and will positively impact on your job performance. This ICDL Spreadsheets module provides you with the tools to understand the concept of spreadsheets, and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module you will be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

What are the benefits of this module?

This module gives you the skills to operate spreadsheet software, including the most common commercial and open-source offerings. Spreadsheets maintain an important role in business operations, and having the knowledge to utilise their functions, formulas and features is a necessary requirement for any worker. Once you have developed the skills and knowledge set out in this book, you will be in a position to become certified in an international standard in this area - ICDL Spreadsheets.

For details of the specific areas of the ICDL Spreadsheets syllabus covered in each section of this book, refer to the ICDL Spreadsheets syllabus map at the end of the book.

How to use this book

This book covers the entirety of the ICDL Spreadsheets course. It introduces important concepts and sets out the specific steps associated with using different features of the application. You will also have the opportunity to practice some of these activities yourself using sample files provided in the Student Folder. It is recommended that you do not save your changes to sample files, as you may want to practice an activity more than once.

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LESSON 1 -
EXPLORING MICROSOFT EXCEL 2016

In this section, you will learn about:

- Starting Excel
- The user interface
- Excel options
- Creating a workbook
- Opening a workbook
- Saving a new workbook
- Closing a workbook
- Working with worksheets
- Using the ribbon
- Hiding the ribbon
- Using magnification/zoom tools
- Exiting Excel

1.1 STARTING EXCEL 2016

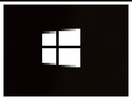
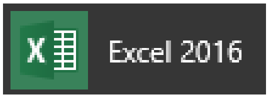
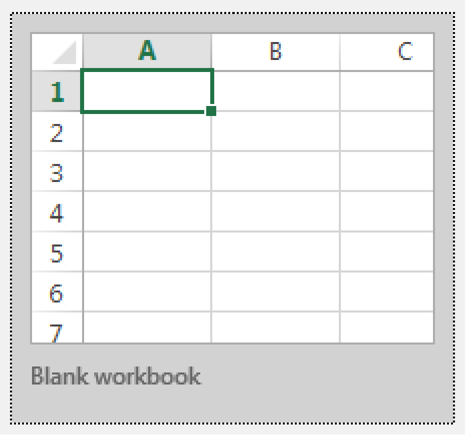
Concepts

Microsoft Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS X. It allows you to enter numerical values or data into the rows or columns of a worksheet, and use these numerical entries for calculations, graphs, and statistical analysis.

Note: A worksheet is a single spreadsheet organised by columns and rows, while the workbook is an Excel file that contains one or more worksheets.

Steps

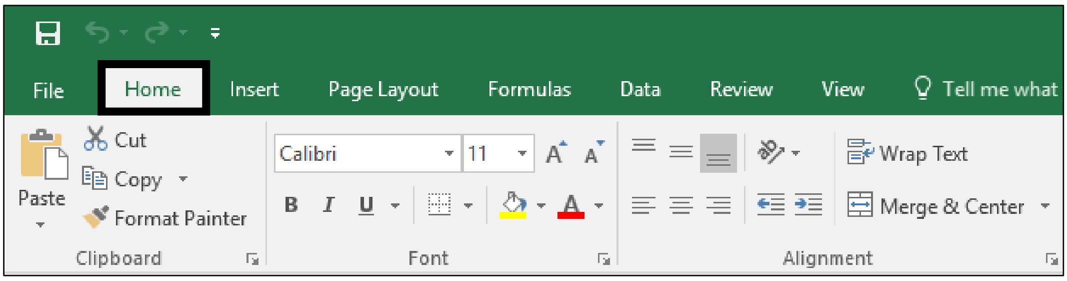
To start Microsoft Excel 2016:

1. Select the **Start** icon on the taskbar. *The **Start** menu appears.*	Click 
2. Point to the programs list under **Recently added** *The scroll menu appears.*	Click scroll bar
3. Select **Excel 2016**. *The Microsoft Excel 2016 window opens.*	Click 
4. Click **Blank workbook** and a new workbook opens.	Click 

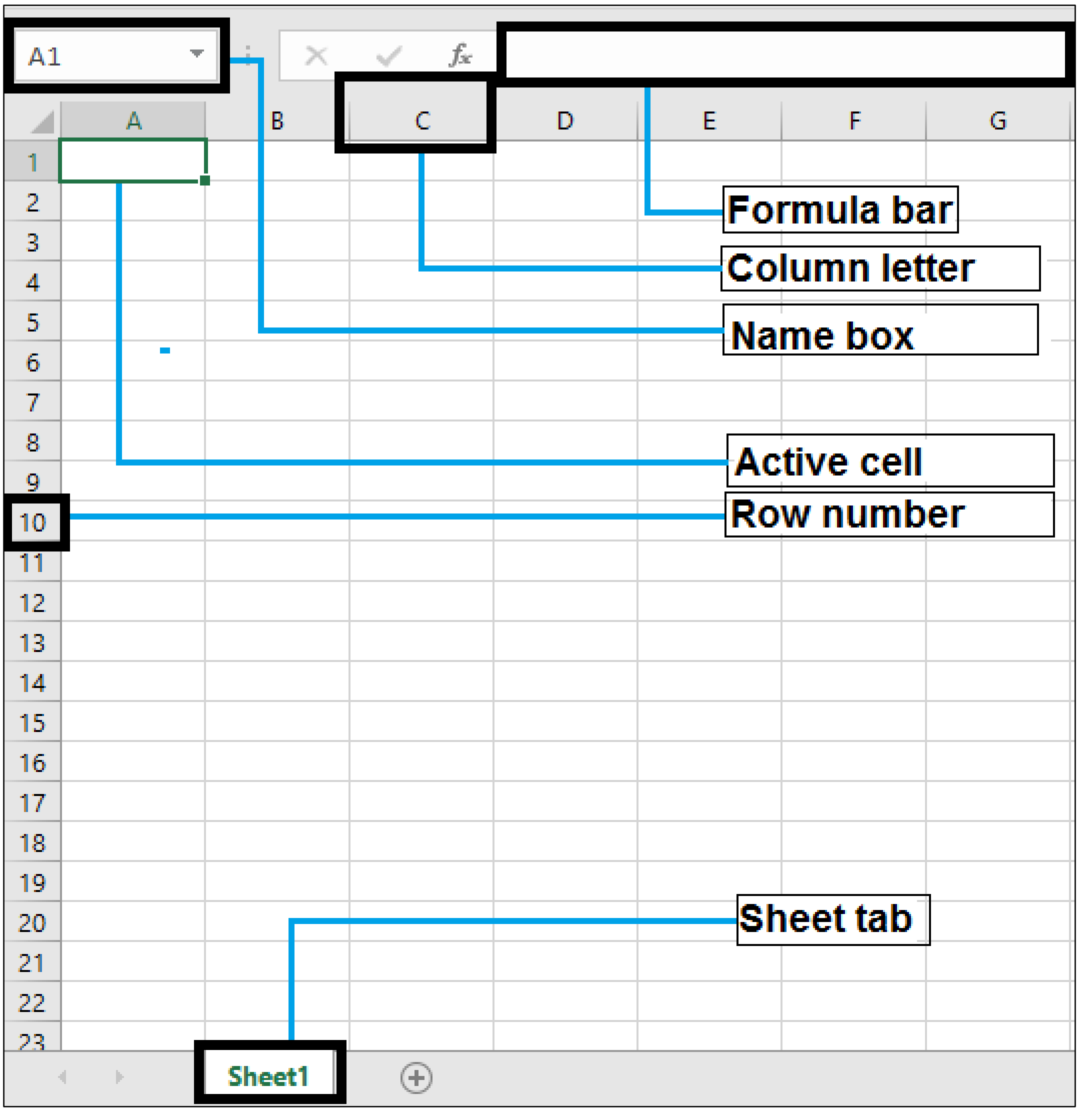
1.2 THE USER INTERFACE

Concepts

The Microsoft Excel 2016 user interface uses ribbons and tabs just like its predecessor, Microsoft Office 2013. The layout includes the principle functions of the application and can be customised to the user's needs.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment

Home Tab


A1
A
B
C
D
E
F
G
Formula bar
Column letter
Name box
Active cell
Row number
Sheet tab
Sheet1

Excel Layout

Active Cell

In an Excel 2016 worksheet, an active cell is the cell with the green outline. Data is always entered into the active cell.

Column Letter

Columns run vertically on a worksheet and each column is identified by a letter in the column header.

Formula Bar

Located above the worksheet, this area displays the contents of the active cell. It can also be used for entering or editing data and formulas.

Name Box

Located left to the formula bar, the Name Box displays the cell reference or the name of the active cell.

Row Numbers

Rows run horizontally in a worksheet and are identified by a number in the row header. Together a column letter and a row number create a cell reference. Each cell in the worksheet can be identified by this combination of letters and numbers such as A1, F456, or AA34.

Sheet Tabs

By default there is one worksheet in an Excel file. The tab at the bottom of a worksheet tells you the name of the worksheet - such as Sheet1, Sheet2 etc.

Quick Access Toolbar

This customisable toolbar allows you to add frequently used commands. Click on the down arrow at the end of the toolbar to display the available options.

Application Button

Clicking on the Application Button displays a drop down menu containing a number of options, such as open, save, and print. The options in the Button menu are very similar to those found under the File menu in previous versions of Excel.

Ribbon

The Ribbon is the strip of buttons and icons located above the work area in Excel 2016. The Ribbon replaces the menus and toolbars found in earlier versions of Excel.

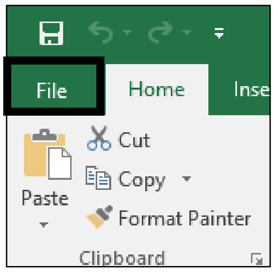
1.3 EXCEL OPTIONS

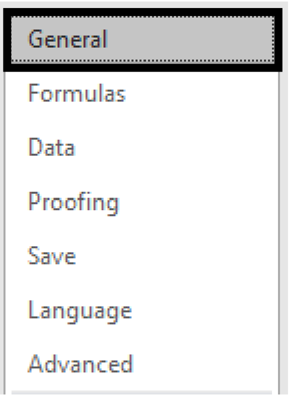
Concepts

Excel Options lets you change some of the basic option preferences in Excel 2016, such as the user name to be used for spreadsheets and the default folder from which to open and save spreadsheets.

Steps

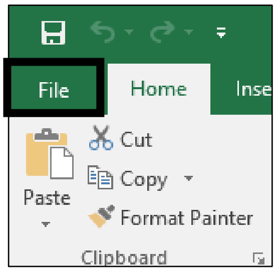
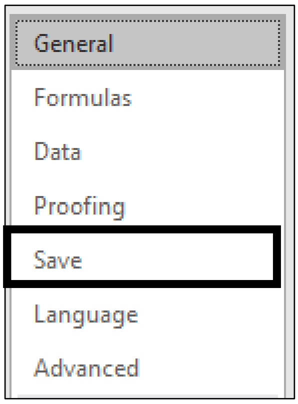
To enter a user name:

1. Click the **File** tab. *The Backstage view is displayed*.	 File Home Inse Paste Cut Copy Format Painter Clipboard
2. Select **Options**. *The Excel Options dialog box is displayed*.	

3. If necessary, Select the **General** category from the left hand pane. *The options for the General category appear in the right-hand pane.*	 General Formulas Data Proofing Save Language Advanced
4. Enter a user name in the User name box and click **OK**. *The user name is entered.*	Click

Steps

To enter a default file location from which to open and save spreadsheets.

1. Click the **File** tab. *The Backstage view is displayed*.	 File Home Inse Cut Copy Paste Format Painter Clipboard
2. Select **Options**. *The Excel Options dialog box is displayed*.	
3. Select the **Save** category from the left-hand pane. *The options for the save category appear in the right-hand pane.*	 General Formulas Data Proofing Save Language Advanced

4. Change the file path in the **Default file location** box**.** *The file location will be changed.*	Change the default location at the end of the file path from **\My Documents** to **\My Music**.
5. Click **OK.** *The Excel options dialog box closes and the options are applied.*	Click OK

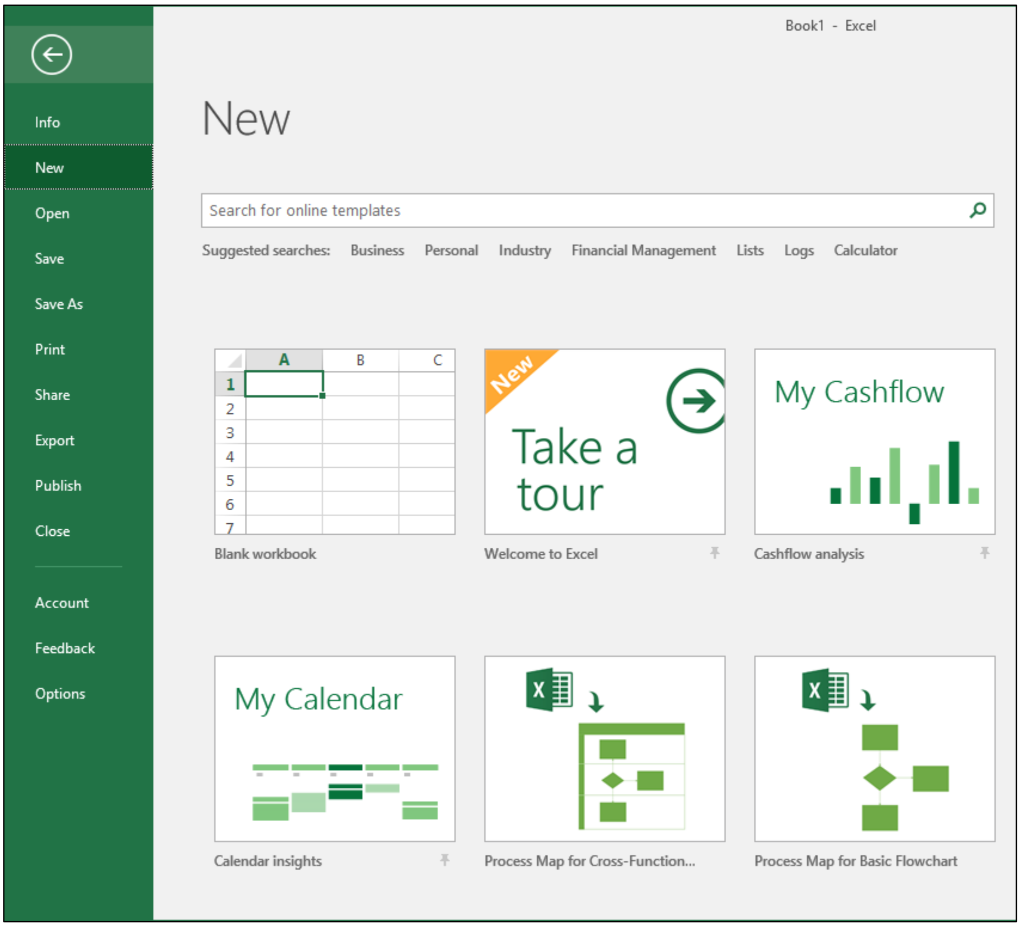
Save the file as **Practice Options.xlsx** and notice it in the **My Music** folder**.**

Practice the Concept: Change the Excel options back to having **My Documents** as the default location. Having done this delete the **Practice Options.xlsx** file from **My Music.**

1.4 CREATING A WORKBOOK

Concepts

A Microsoft Office Excel workbook is a file that contains one or more worksheets that you can use to organise various kinds of related information. You can create a new workbook by simply opening a blank one. You can also use templates on which to base the new workbook, such as the default template provided with Microsoft Excel or templates you have created. Microsoft Excel also offers templates available online, found by using the search function.

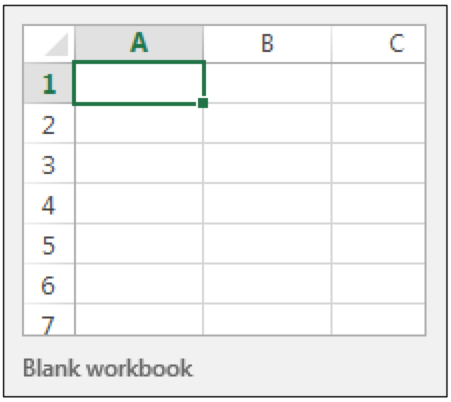

Book1 - Excel
Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close
Account
Feedback
Options
New
Search for online templates
Suggested searches: Business Personal Industry Financial Management Lists Logs Calculator
Blank workbook
New
Take a tour
Welcome to Excel
My Cashflow
Cashflow analysis
My Calendar
Calendar insights
Process Map for Cross-Function...
Process Map for Basic Flowchart

Creating a New Workbook

Steps

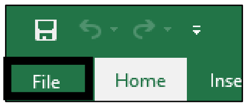
To create a new blank workbook using a local template:

1. Click the **File** tab. *The **Backstage View** is displayed.*	Click File
2. Click **New.** *The pane on the right displays the available templates.*	Click New

3. Click **Blank workbook.** *The Blank workbook template is opened.*	 A B C 1 2 3 4 5 6 7 Blank workbook

Close the new workbook without saving.

To create a workbook using an online template:

1. Click the **File** tab. *The **Backstage View** is displayed.*	
2. Click **New.** *The pane on the right displays the available templates.*	Click
3. Search in the **Search for online templates** search bar by using keywords to find the template. *Excel searches for templates*	Search for **Trip Planner** and hit **Enter**
4. Select the **Trip Planner** template. *A preview of the template opens.*	Click **Trip Planner**
5. Create the template. *The Trip Planner template is created.*	Click **Create**

Close the new blank workbook without saving.

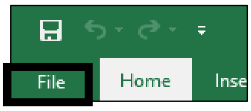
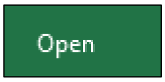
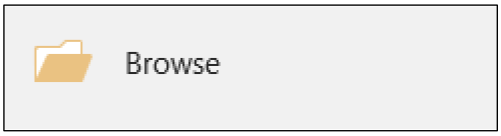
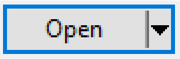
1.5 OPENING A WORKBOOK

Concepts

You can open an existing workbook to work on in Excel. The workbook may be on a storage device, cloud service or an online application.

Steps

Open an existing workbook from a specific drive and folder location.

1. Click the **File** tab. *The **Backstage View** is displayed.*	
2. Click **Open**. *The Open window is displayed.*	Click 
3. Click **Browse**. *The Open dialog box is displayed.*	Click 
4. Select the approriate drive that contains the **Student Folder**. Open the **Student Folder.** *The **Student Folder** will appear.*	Click **Student Folder**
5. Select **Annual Sales.xlsx**. *The Annual Sales workbook is selected.*	Click **Annual Sales.xlsx**
6. Click the **Open** button. *The Open dialog box closes and the Annual Sales workbook opens.*	Click 

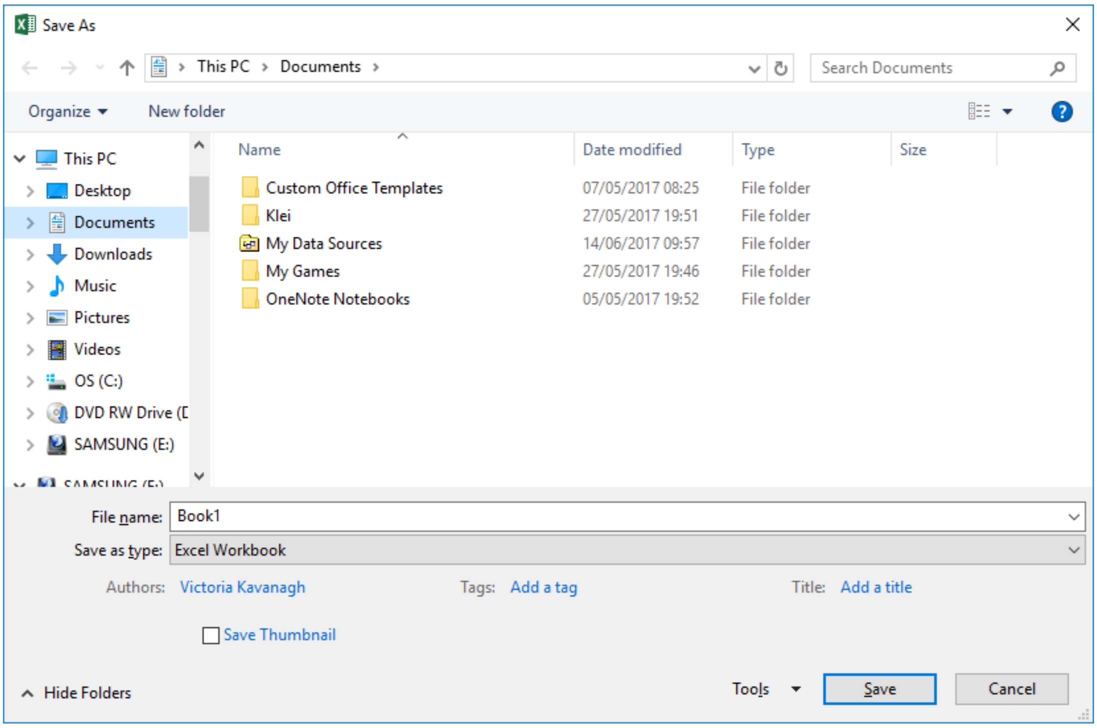
Close the **Annual Sales.xlsx** workbook without saving.

Quick Tip: When multiple workbooks are opened, use the **Switch Windows** option in the **View** tab to navigate between the opened workbooks.

1.6 SAVING A NEW WORKBOOK

Concepts

Whether using the desktop or web version of Excel, you save documents using the **File** tab, no matter where you wish to save the documents to. You can save documents to both a local drive on your device, or using OneDrive which offers saving capabilities within Microsoft Excel.


Save As
This PC › Documents ›
Search Documents
Organize ▾
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D
SAMSUNG (E:)
SAMSUNG (E:)
Hide Folders
Tools ▾
Save
Cancel

Name	Date modified	Type	Size
Custom Office Templates	07/05/2017 08:25	File folder	
Klei	27/05/2017 19:51	File folder	
My Data Sources	14/06/2017 09:57	File folder	
My Games	27/05/2017 19:46	File folder	
OneNote Notebooks	05/05/2017 19:52	File folder	

File name: Book1

Save as type: Excel Workbook

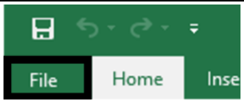
Authors: Victoria Kavanagh Tags: Add a tag Title: Add a title

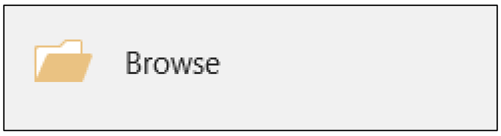
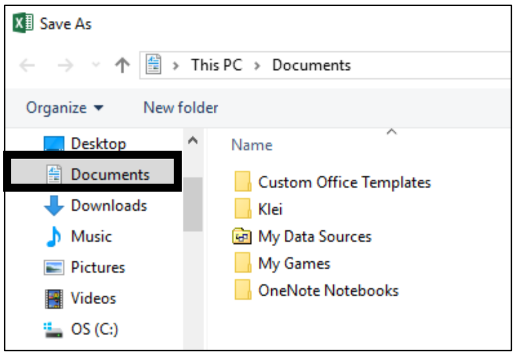
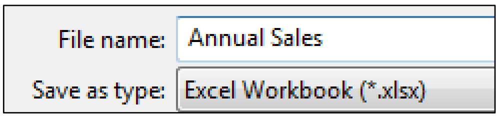
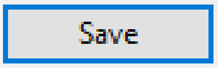
☐ Save Thumbnail

Save As dialog box

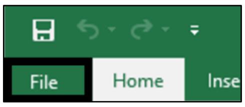
Steps

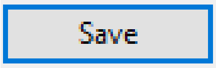
To save a new workbook to a local drive:

1. Open a new blank worksheet. *A blank worksheet is displayed.*	Open **Excel**
2. Click the **File** tab. *The backstage view will open.*	 File Home Inse

3. Select the **Save** button. *The Save window will open.*	Click **Save**
4. Click **Browse**. *The Save As dialog box will open.*	Click 
5. Select a location for you to save the workbook to. If necessary, select **Documents** from the list of folders. *The Documents folder is selected.*	 Save As This PC › Documents Organize New folder Desktop Documents Downloads Music Pictures Videos OS (C:) Name Custom Office Templates Klei My Data Sources My Games OneNote Notebooks
6. Type **Annual Sales** in the File name box. *The existing text is overwritten with the file name you specified.*	 File name: Annual Sales Save as type: Excel Workbook (*.xlsx)
7. Click the **Save** button. *The Save As dialog box closes and the file is saved to the Documents folder.*	Click 

To save a new workbook to an online drive:

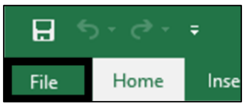
1. Click the **File** tab. *The backstage view will open.*	 File Home Inse
2. Select the **Save** button. *The Save section will open.*	Click **Save**

3. Select **OneDrive** from the Save As options. *Sign into your OneDrive account, if necessary.*	Click **OneDrive**
4. If necessary, select an exact location on OneDrive to save the workbook to. *The folder will open any Excel workbooks will be displayed.*	Click **Browse**
5. Type the desired file name. *The text appears in the **File name** box.*	Type ***Annual Sales***
6. Click the **Save** button. *The Save As dialog box closes and the file is saved to the Documents folder.*	Click 

1.7 CLOSING A WORKBOOK

Steps

To close a workbook:

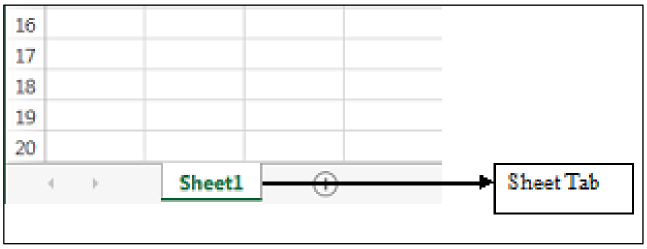
1. Click the **File** tab. *The **Backstage View** is displayed.*	
2. Click **Close.** *The workbook closes.*	Click

If a message box opens, asking you if you want to save the workbook, click **Don’t save**.

1.8 WORKING WITH WORKSHEETS

Concepts

The tab at the bottom of a worksheet displays the name of the worksheet - such as Sheet1, Sheet2, etc. You can switch between worksheets by selecting the desired tab. You can add, rename, and move tab positions as shown in the steps below.

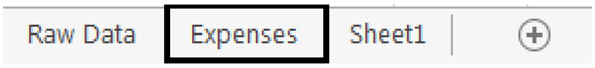


Excel Sheet Tab

Steps

To work with worksheets:

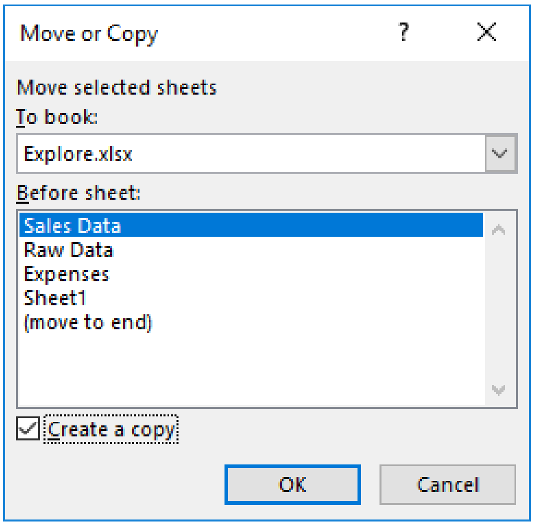
Open **Explore.xlsx**. Notice the worksheet tabs at bottom of the Excel window.

1. Click the **Expenses** sheet tab. *The Expenses sheet is displayed.*	

You can quickly insert a new worksheet by clicking on the ⊕ button. Excel labels these worksheets using a default name, so consider renaming your worksheets to reflect what they contain. To rename it, double-click on the existing sheet name (e.g. Sheet1) and type a new name.

Concepts

You can copy and move a worksheet within a spreadsheet by right-clicking the worksheet at the bottom of the workbook window, click **Move or Copy**, select the location to move the worksheet to, and clicking **OK**. To copy a worksheet, simply check the **Create a copy** button before clicking **OK,** as shown below.



Move or Copy

Move selected sheets

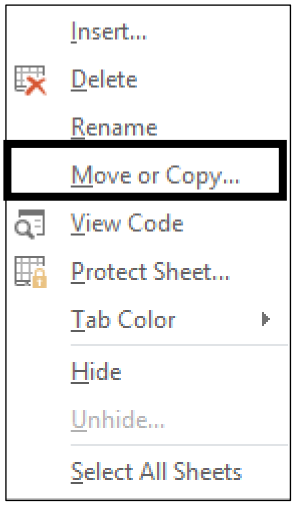
To book: Explore.xlsx

Before sheet:

- Sales Data
- Raw Data
- Expenses
- Sheet1
- (move to end)

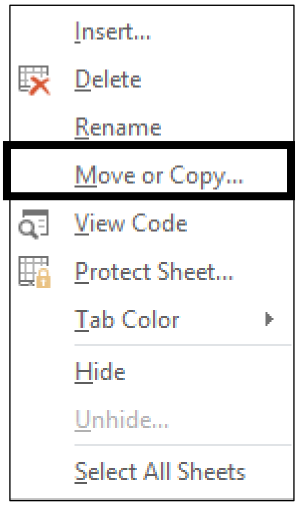
☑ Create a copy

Steps

1. Select the worksheet tab at the bottom of the worksheet window. *The menu displays*.	Right-click the **Sales Data** tab at the bottom of the worksheet window
2. Select **Move or Copy.** *The **Move or Copy** dialog box opens.*	Click **Move or Copy**  Insert... Delete Rename Move or Copy... View Code Protect Sheet... Tab Color Hide Unhide... Select All Sheets
3. Select the location to copy the worksheet to.	Click **(move to end)**
4. Select the **Create a Copy** checkbox**.** *A new worksheet entitled **Sales Data (2)** appears.*	Click in the **Create a Copy** checkbox, and click **OK**

To move a worksheet within a spreadsheet

Steps

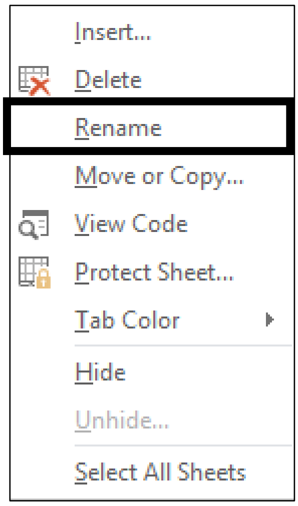
1. Select the worksheet tab at the bottom of the worksheet window. *The menu displays.*	Right-click the **Sales Data (2)** tab at the bottom of the worksheet window
2. Select **Move or Copy.** *The **Move or Copy** dialog box opens.*	Click **Move or Copy**  Insert... Delete Rename Move or Copy... View Code Protect Sheet... Tab Color Hide Unhide... Select All Sheets
3. Select the location to move the worksheet to and click OK. **Sales Data (2)** appears before **Sales Data**.	Click **Sales Data** in the **Before sheet:** list

Quick Tip: You can also move a worksheet within a workbook by clicking a sheet tab, holding the left mouse button, dragging the sheet to the desired location.

To rename a worksheet within a spreadsheet

Steps

1. Select the worksheet tab at the bottom of the worksheet window. *The menu displays.*	Right-click the **Sales Data (2)** tab at the bottom of the worksheet window

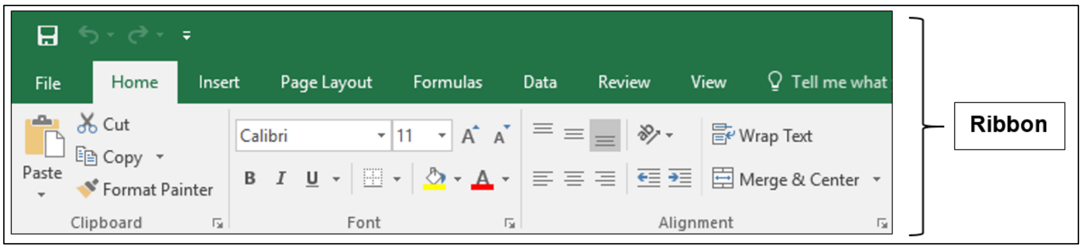
2. Select **Rename.** *The worksheet name is highlighted.*	Click **Rename**  Insert... Delete Rename Move or Copy... View Code Protect Sheet... Tab Color Hide Unhide... Select All Sheets
3. Enter the worksheet name into the highlighted worksheet tab. *The worksheet is renamed.*	Type **Copy of Sales Data**

Quick Tip: You can quickly move to the next sheet or previous sheet in the workbook by pressing Ctrl+PgDn or Ctrl+PgUp respectively.

1.9 USING THE RIBBON

Concepts

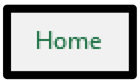
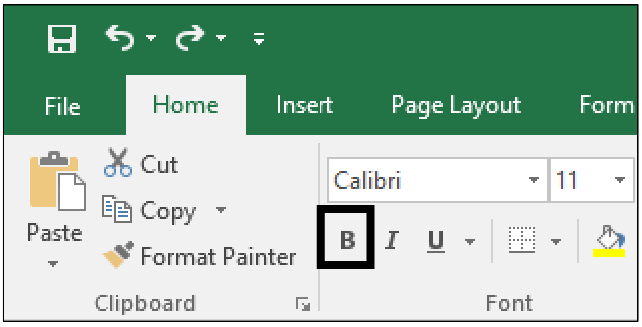
The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organised in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment
Ribbon

Excel Ribbon

Steps

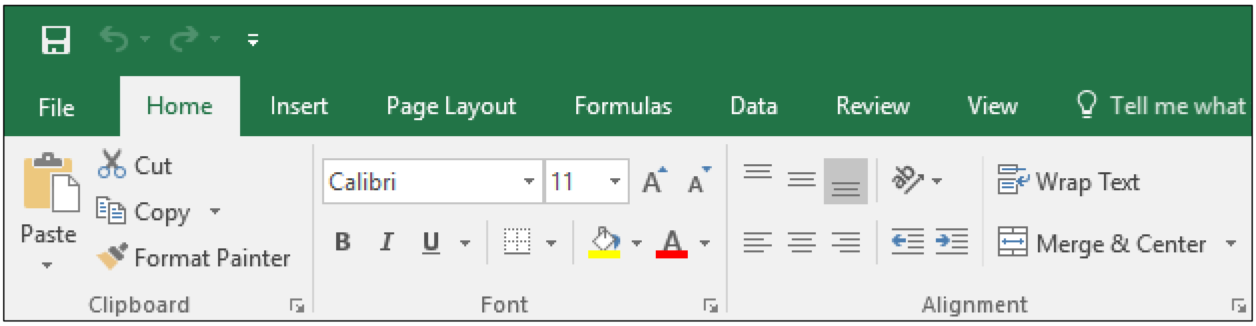
Using the ribbon to make the text bold. Select a cell to make bold:

1. If necessary, click the **Home** tab. The **Home** ribbon is displayed.	Click 
2. Click **B** to make the text bold. The selected text is displayed in bold.	 File Home Insert Page Layout Form Cut Copy Format Painter Paste Clipboard Calibri 11 B I U Font

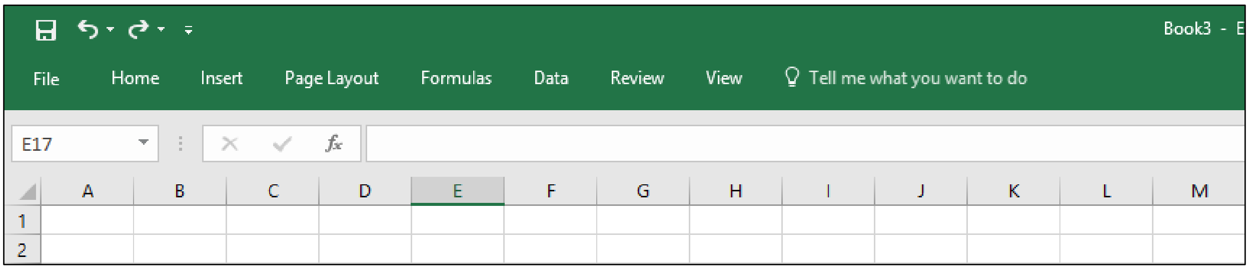
1.10 HIDING THE RIBBON

Concepts

You can’t delete or replace the Ribbon with the toolbars and menus as you could in the earlier versions of Microsoft Office, although you can minimise or hide it to allow for more on-screen space. When this option is in use, the ribbon reappears when you click on a tab, then disappears after you select a command or when you click anywhere in the worksheet.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment

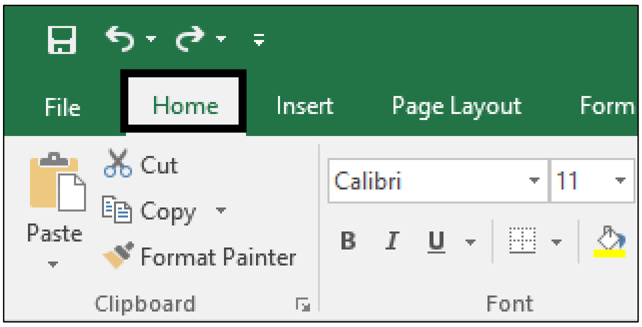
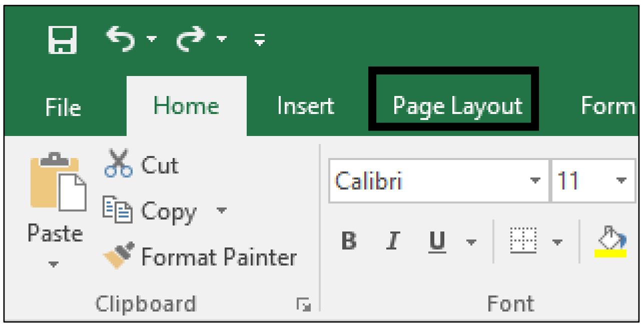
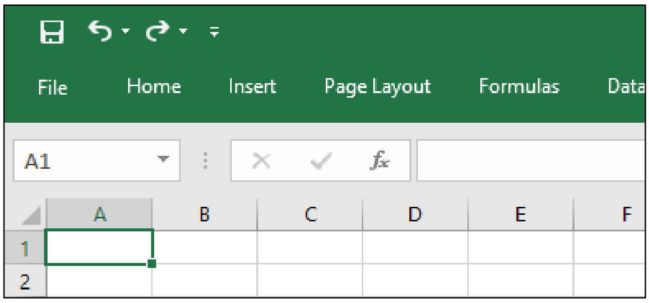
Full Ribbon

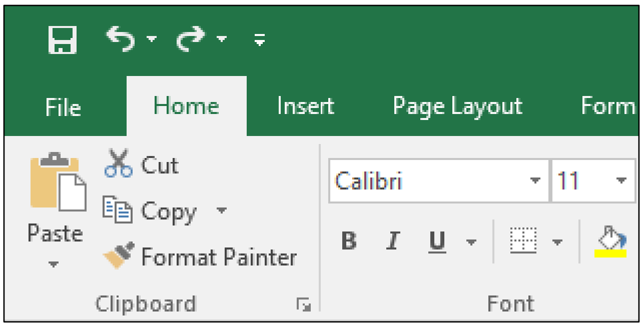

Book3 - E
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do
E17
fx
A
B
C
D
E
F
G
H
I
J
K
L
M
1
2

Minimised Ribbon

Steps

To hide the ribbon:

1. **Double-click** on the **currently selected tab**. *The ribbon is hidden temporarily.*	 File Home Insert Page Layout Form Paste Cut Copy Format Painter Clipboard Calibri 11 B I U Font
2. Click on any tab. *The ribbon is displayed at the top of a few rows as an overlay.*	 File Home Insert Page Layout Form Paste Cut Copy Format Painter Clipboard Calibri 11 B I U Font
3. Click any cell in the worksheet. *The ribbon is minimised.*	 File Home Insert Page Layout Formulas Data A1 fx A B C D E F 1 2

4. Double-click on any tab. *The ribbon is permanently displayed once again.*	

File
Home
Insert
Page Layout
Form
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font

1.11 USING MAGNIFICATION/ZOOM TOOLS

Concepts

You can use the magnification / zoom tools to display the workbook at different magnifications, depending on your specific needs. These tools are particularly useful when working within a worksheet that has a vast amount of data and requires specific attention in particular cells.

Steps

1. On the **View** tab in the **Zoom** group, select the **Zoom** button. *The Zoom dialog box appears.*	Click **Zoom**
2. Check the required magnification check-box or click the **Percent** box and enter the magnification required. *The options will allow you to set your preferred zoom measurement.*	Click the **75%** option
3. Apply the changes. *The zoom options will be applied.*	Click **OK**

1.12 CLOSING AND EXITING EXCEL

Concepts

When you're ready to close Excel, you have several choices for shutting down the program:

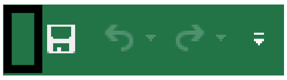
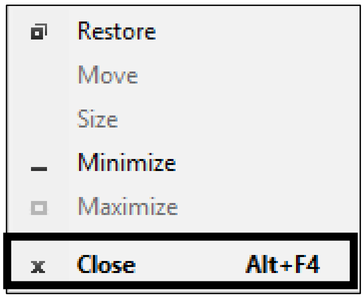
- Click the **Close** button (the X) in the upper-right corner of the **Excel 2016** program window.
- Click the blank space to the left of the Quick Access Toolbar in the top left corner of the **Excel 2016** program window and select **Close**.
- Press **Alt+F4.**

Note that If you have more than one workbook open, you need to close each workbook individually to exit the program.

Be sure to save your changes before exiting the workbook you've been working on. If you attempt to leave the workbook without saving, an alert box appears in Excel warning you that your changes will not be saved. To save these changes before exiting click the **Save** button. If you don't want to save your changes click **Don't Save**.

Steps

To exit Excel:

1. Click the blank space to the left of the Quick Access Toolbar. *A pop-up menu is displayed.*	Click 
2. Click **Close**. *If you have only one workbook open, the Excel program closes.*	 Restore Move Size Minimize Maximize Close Alt+F4

Select **Don't Save** if you are prompted to save any changes.

1.13 REVIEW EXERCISE

Explore Microsoft Excel 2016

1. Start Excel.
2. Click the **File** tab.
3. Open the Excel Options window.
4. Display the **View** tab.
5. Minimise the **Ribbon.**
6. Maximise the **Ribbon**.
7. Exit **Excel** without saving changes to the workbook.

LESSON 2 -
GETTING HELP

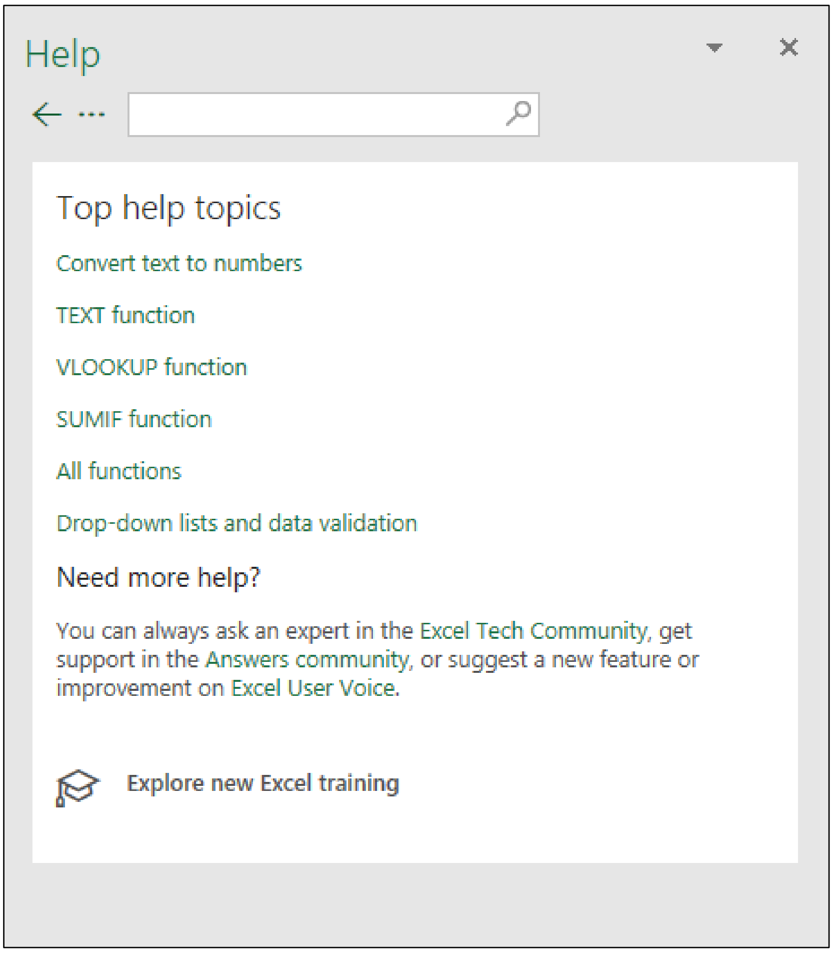
In this section, you will learn about:

- Using Microsoft Excel help and resources
- Working with Excel help
- Looking further for answers

2.1 USING MICROSOFT EXCEL HELP AND RESOURCES

Steps

You can use Excel’s extensive Help facility when you need assistance on any Excel topic or task. You can search Excel Help to provide assistance and training. You can access the Office Support website as well to answer your questions about all Office products if needed.


Help
Top help topics
Convert text to numbers
TEXT function
VLOOKUP function
SUMIF function
All functions
Drop-down lists and data validation
Need more help?
Explore new Excel training

You can always ask an expert in the Excel Tech Community, get support in the Answers community, or suggest a new feature or improvement on Excel User Voice.

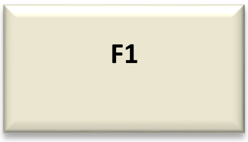
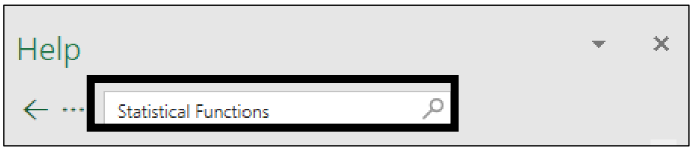
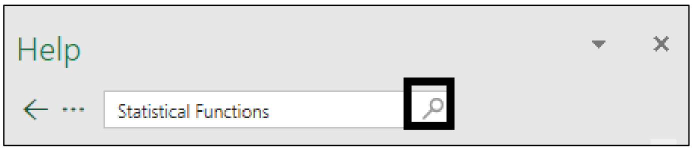
Excel Help Window

2.2 WORKING WITH EXCEL HELP

Steps

To use Excel Help:

If necessary, open a new blank workbook.

1. Press the **F1** function key. *The Help panel opens displaying a number of topics on the right-hand side of the application window.*	
2. Type **Statistical Functions** into the **Search** box. *The text appears in the* ***Search*** *box.*	 Statistical Functions
3. Click the **Search** button. *A list of results displays in the Help window.*	 Statistical Functions
4. Select the desired search result. *The help topic opens in the same pane.*	Scroll if necessary, and click **Statistical Functions (reference).**

Note you can add a **Help** icon to the Quick Access Toolbar. See section **7.10 APPLY TABLE STYLES USING AUTOFORMAT** for instructions on customising the Quick Access Toolbar.

To access Microsoft Office online help. Click the **File** tab. Then, click the **Help** icon ? in the top right-hand corner of the window. The default web browser will launch and open the Office Help website.

2.3 REVIEW EXERCISE

Getting Help

1. Open Excel and select the **Help** icon.
2. Change the Help settings to display **Excel help from your computer**.
3. Clear the **Search Help** text box and search for **conditional formatting**.
4. Select the desired search result and view the information.
5. Change the Help settings to display **Excel help from Office.com**.
6. Navigate to the **Excel Help** Home page using the **Home** button.
7. Type ***Bar Chart*** in the **Search** box and select the desired result.
8. Close the Internet Explorer window, **Excel Help** and **Excel**.

LESSON 3 -
BASIC WORKBOOK SKILLS

In this section, you will learn about:

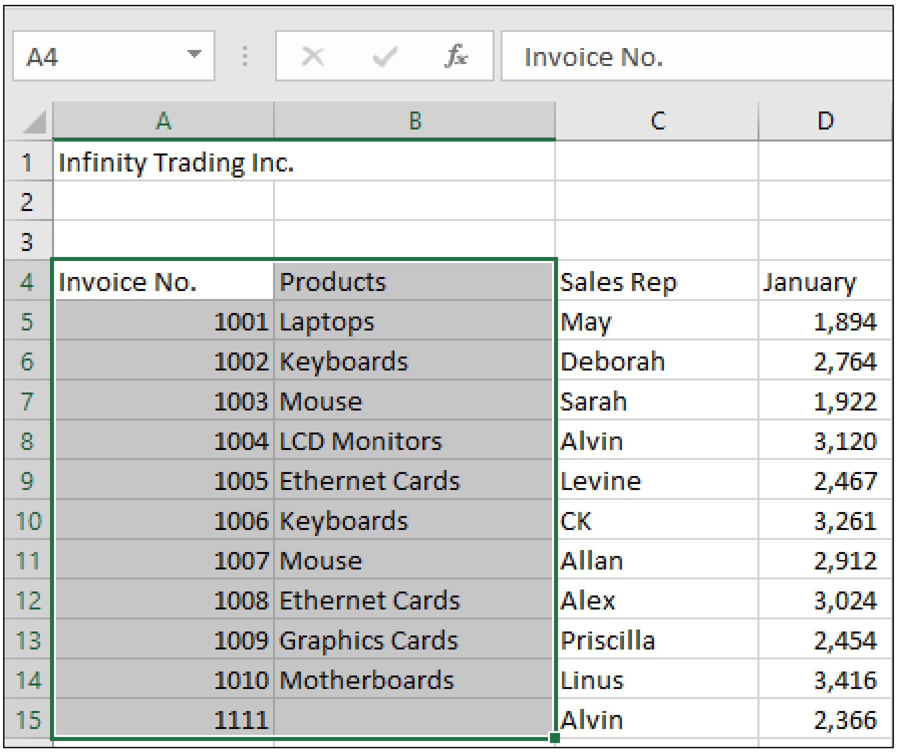
- Using the keyboard to select cells
- Using the keyboard to navigate a workbook
- Using the mouse to scroll
- Using the scroll bar shortcut menu
- Using go to
- Entering text
- Entering numbers
- Shortcuts for data entry
- Editing data
- Spell check
- Saving the workbook with another name
- Save a workbook as another file type

3.1 USING THE KEYBOARD TO SELECT CELLS/NAVIGATE A WORKBOOK

Concepts

You can use the keyboard to select cells or a range of cells in the worksheet. This is done by clicking into the appropriate cell and using the arrow keys on the keyboard to move left, right, up, and down in the worksheet.

To select a rectangle area around the active cell, hold down the SHIFT key and press the arrow keys.



	A	B	C	D
1	Infinity Trading Inc.			
2				
3				
4	Invoice No.	Products	Sales Rep	January
5	1001	Laptops	May	1,894
6	1002	Keyboards	Deborah	2,764
7	1003	Mouse	Sarah	1,922
8	1004	LCD Monitors	Alvin	3,120
9	1005	Ethernet Cards	Levine	2,467
10	1006	Keyboards	CK	3,261
11	1007	Mouse	Allan	2,912
12	1008	Ethernet Cards	Alex	3,024
13	1009	Graphics Cards	Priscilla	2,454
14	1010	Motherboards	Linus	3,416
15	1111		Alvin	2,366

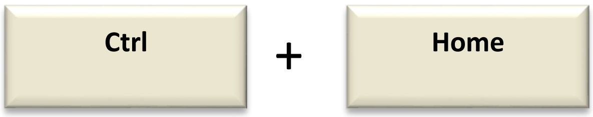
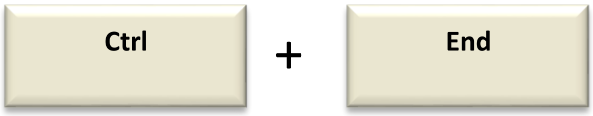
Selected Cells

Steps

To navigate using the keyboard:

Open **Navigation.xlsx.**

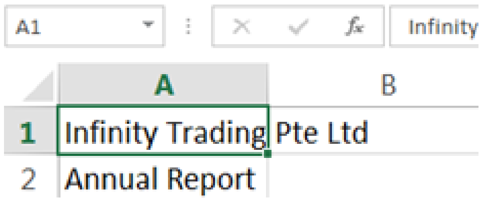
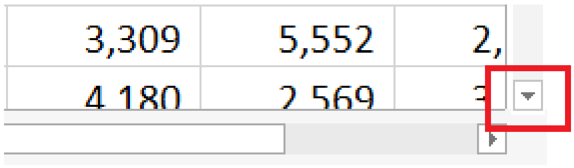
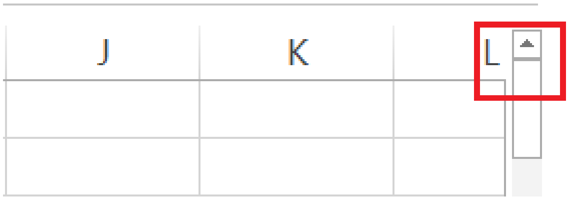
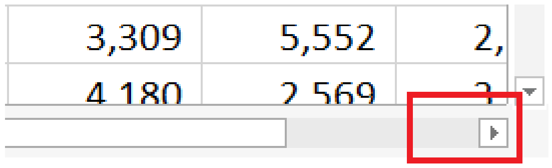
1. Press the **DOWN** arrow key to move one cell down. *The active cell moves one cell down.*	⬇
2. Press the **RIGHT** arrow key to move one cell to the right. *The active cell moves one cell to the right.*	➡
3. Press the **UP** arrow key to move one cell up. *The active cell moves one cell up.*	⬆
4. Press the **LEFT** arrow key to move one cell to the left. *The active cell moves one cell to the left.*	⬅
5. Press the **Page Down** key to move one screen down. *The active cell moves down one screen.*	Page Down
6. Press **Alt + Page Down** to move one screen to the right. *The active cell moves one screen to the right.*	Alt + Page Down
7. Press **Page UP** key to move one screen up. *The active cell moves up one screen.*	Page Up
8. Press **Alt + Page Up** to move one screen to the left. *The active cell moves one screen to the left.*	Alt + Page Up

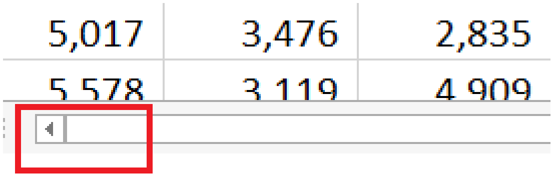
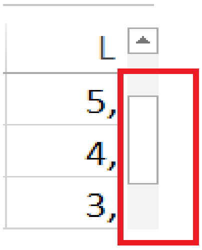
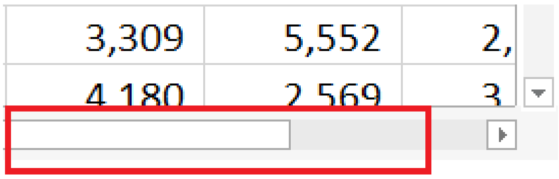
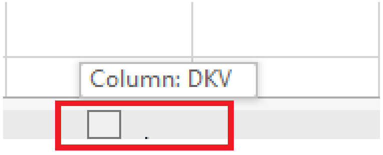
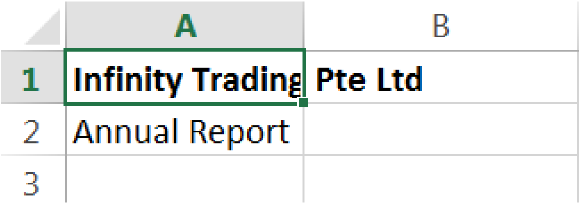
9. Press **Ctrl + Home** to move to the first cell in the worksheet. *The active cell moves to the first cell in the worksheet.*	
10. Press Ctrl + End to move to the last cell in the worksheet. *The active cell moves to the last cell in the worksheet.*	

3.2 USING THE MOUSE TO SCROLL

Steps

To navigate through the worksheet using the mouse, open **Selection.xls**:

1. Click cell **A1** *The **Active Cell** moves to the first cell in the worksheet.*	 Infinity Trading Pte Ltd Annual Report
2. Click the **Scroll Arrow** at the bottom of the vertical scrollbar 5 times *The display scrolls down 5 rows but the Active Cell remains unchanged.*	
3. Click the **Scroll Arrow** at the top of the vertical scrollbar 5 times *The display scrolls up 5 rows. The Active Cell remains unchanged.*	
4. Click the **Scroll Arrow** at the right end of the horizontal scrollbar 5 times *The display scrolls 5 columns to the right. The Active Cell remains unchanged.*	

5. Click the **Scroll Arrow** at the left end of the horizontal scrollbar 5 times *The display scrolls 5 columns to the left. The Active Cell remains unchanged.*	
6. Drag the vertical **Scroll Box** all the way **down**. *The display scrolls within the utilised area of the worksheet (down to row 101).*	
7. Drag the horizontal **Scroll Box** all the way to the **right**. *The display scroll within the utilised area of the worksheet (up to column O).*	
8. Hold down the **[Shift]** key and then drag the horizontal scroll bar to the right. *The display scrolls beyond the utilised area of the worksheet.*	
9. Press **[Ctrl + Home]** to move the active cell back the first cell in the worksheet. *The Active Cell moves to cell A1.*	 Infinity Trading Pte Ltd Annual Report

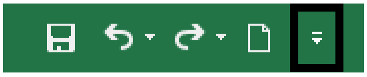
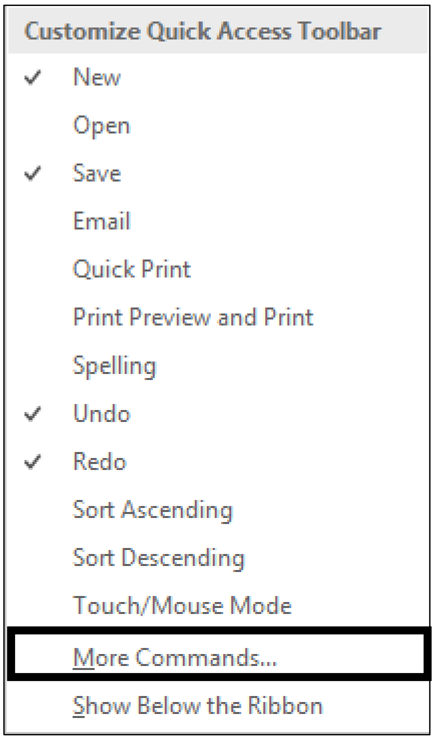
7.10 APPLY TABLE STYLES USING AUTOFORMAT

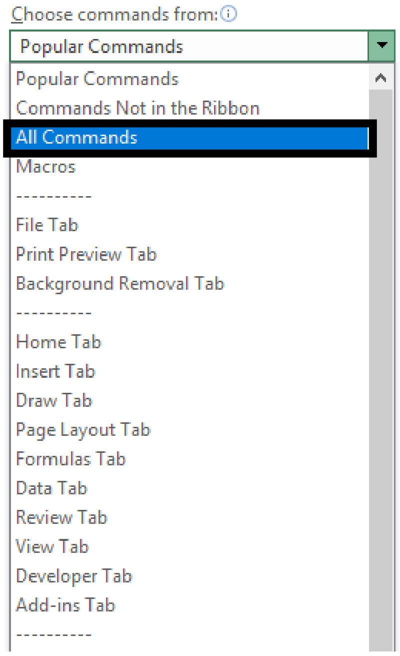
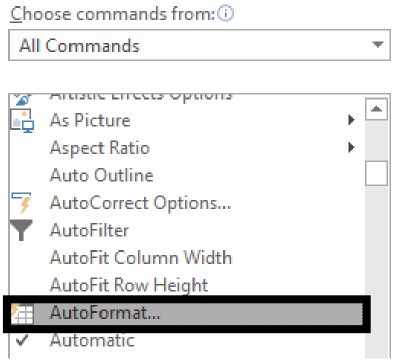
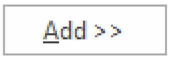
Concepts

AutoFormat is a feature that Excel offers to allow users to easily format a cell range into a professional looking table from a list of default styles. AutoFormat is a useful tool in making data more eligible and understandable and can improve a worker's efficiency. However, unlike previous versions, Excel 2016 does not offer the AutoFormat feature on its ribbons.

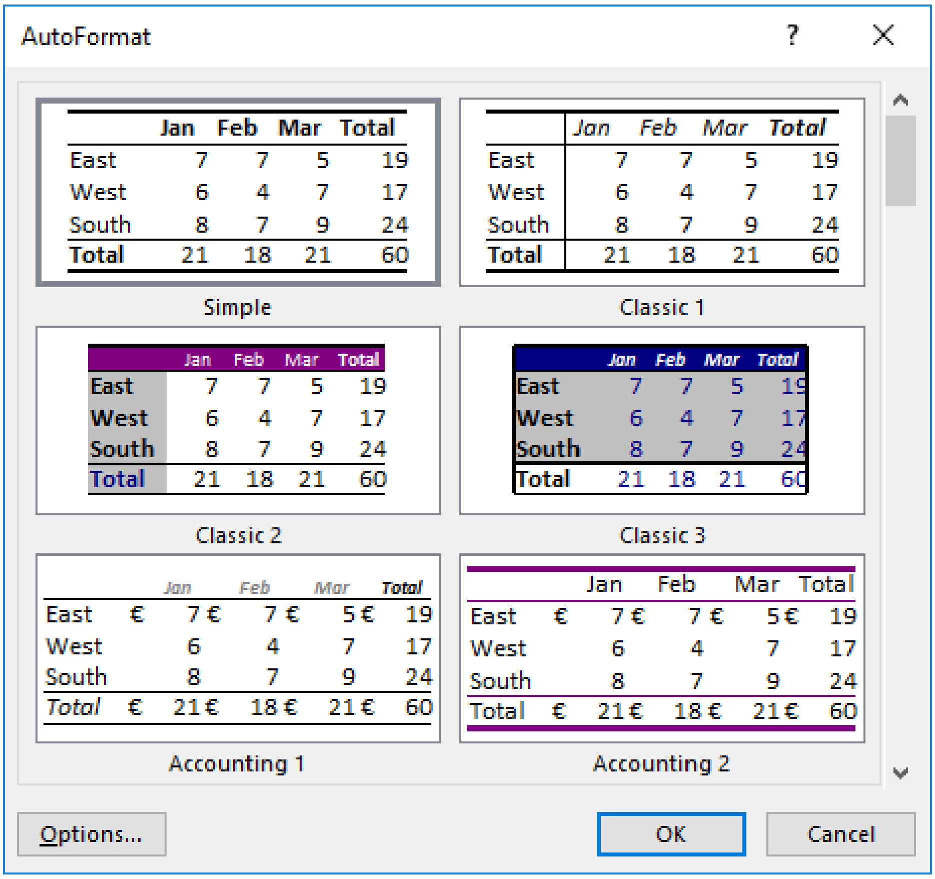
Steps

To add AutoFormat to the **Quick Access Toolbar**:

1. Select the **Customize Quick Access Toolbar** button. *The drop-down menu appears.*	Click 
2. Select the **More Commands…** option. *The **Excel Options** window appears.*	Click  Customize Quick Access Toolbar ✓ New Open ✓ Save Email Quick Print Print Preview and Print Spelling ✓ Undo ✓ Redo Sort Ascending Sort Descending Touch/Mouse Mode More Commands... Show Below the Ribbon

3. Select the **Choose commands from:** drop-down button and select **All Commands.** *A full list of commands will be displayed to add to the Quick Access Toolbar.*	Click  Choose commands from: Popular Commands Popular Commands Commands Not in the Ribbon All Commands Macros ---------- File Tab Print Preview Tab Background Removal Tab ---------- Home Tab Insert Tab Draw Tab Page Layout Tab Formulas Tab Data Tab Review Tab View Tab Developer Tab Add-ins Tab ----------
4. Scroll down and select **AutoFormat…** *The **AutoFormat…** option will be highlighted.*	Click  Choose commands from: All Commands As Picture Aspect Ratio Auto Outline AutoCorrect Options... AutoFilter AutoFit Column Width AutoFit Row Height AutoFormat... Automatic
5. Select the Add >> button. *The **AutoFormat…** option will move to the **Customize Quick Access Toolbar** column on the right-hand side.*	Click 
6. Save the changes by selecting **OK.** *The AutoFormat button is added to the Quick Access Toolbar.*	Click **OK**

Once AutoFormat has been added to the Quick Access Toolbar you can use it to format cells and apply table styles. To do so, select the cells that you wish to turn into a table and click the **AutoFormat** button. The AutoFormat windows opens a list of table style options.



Simple

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 1

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 2

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 3

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Accounting 1

	Jan	Feb	Mar	Total
East	€ 7	€ 7	€ 5	€ 19
West	6	4	7	17
South	8	7	9	24
Total	€ 21	€ 18	€ 21	€ 60

Accounting 2

	Jan	Feb	Mar	Total
East	€ 7	€ 7	€ 5	€ 19
West	6	4	7	17
South	8	7	9	24
Total	€ 21	€ 18	€ 21	€ 60

AutoFormat Window

7.11 REVIEW EXERCISE

Format text in a worksheet

1. Open **ExFormatText.xlsx**.
2. Change the font in the range **A1:J8** to **Arial Rounded MT Bold.**
3. Change the font size of the range **A1:J2** to **12**.
4. Bold the ranges **A1:J2** and **A3:A8**.
5. Italicise the range **J3:J7**. Left align the range **J2:J7**. Then, centre the range **J2:J7** instead.
6. Underline the range **B7:I7**.
7. Change the font colour of the range **B2:J2** to **Red** (second colour under Standard Colours).
8. Apply the selected font colour to the range **A3:A8**.
9. Rotate the text in the range **B2:G2** forty-five degrees to the right. Then, right align the range **B2:E2**.
10. Wrap the text in cell **A1**. Then restore the text in A1 to its original format.
11. Close the workbook without saving it.

LESSON 8 -
CELL FORMATTING

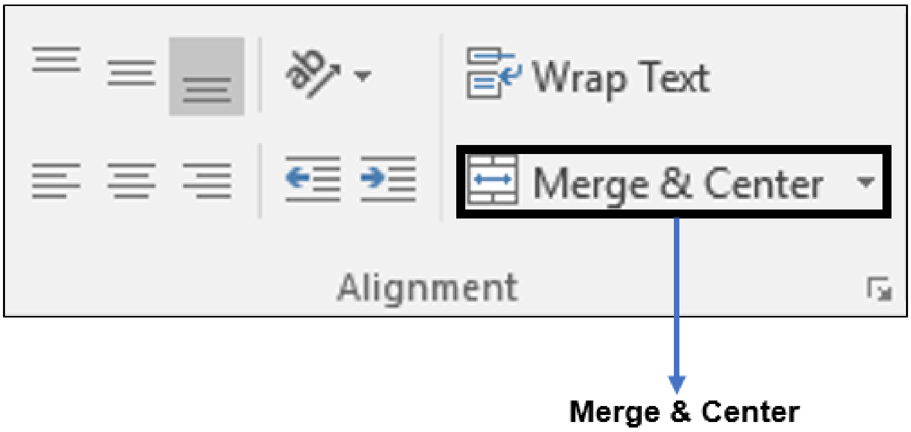
In this section, you will learn about:

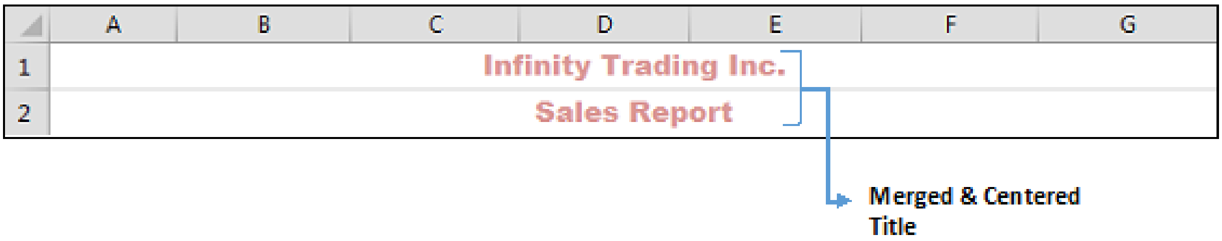
- Merging cells
- Vertical alignment
- Splitting cells
- Adding borders
- Drawing borders
- Adding fill colour to cells
- Format painter
- Inserting cut or copied cells
- Deleting cells

8.1 MERGING CELLS

Concepts

In Excel 2016, you can merge two or more adjacent cells into one cell and display the contents of one cell in the merged cell. A title is commonly centered over the data in the worksheet.


Wrap Text
Merge & Center
Alignment
Merge & Center


A
B
C
D
E
F
G
1
2
Merged & Centered Title

Infinity Trading Inc.

Sales Report

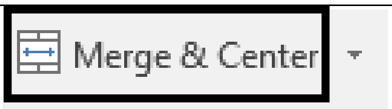
Steps

Open **FormatCell.xlsx**, and open the Sales worksheet.

To use the **Merge & Center** button to merge and centre data:

If necessary, select the **Sales** sheet.

1. Select cells **A1 through G1.** *Cells A1 through G1 is selected.*	Select cells **A1:G1.**

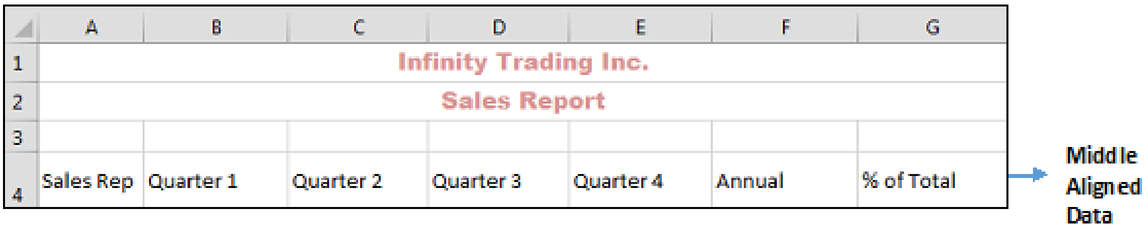
2. If necessary, select the **Home** tab. *The **Home** tab is selected and the relevant commands are displayed on the ribbon.*	
3. Click the left-hand side of the **Merge & Center** button in the **Alignment** group. *The selected cells are merged and the text is center aligned.*	

Practice the Concept: Select cells A2 through G2, and then click the **Merge & Center** button to merge the cells and centre the text. To unmerge cells, highlight the cells and click the **Merge & Center** drop-down button and select **Unmerge Cells**.

8.2 VERTICAL ALIGNMENT

Concepts

In Excel 2016, it is possible to change the horizontal and vertical alignment of cell data. Text is left-aligned and values and dates are right-aligned by default. You can use the buttons in the Alignment group of the **Home** tab to alter the alignment. Values formatted as Accounting can only display as right-aligned, but it is possible to change alignment on all other formatting styles.

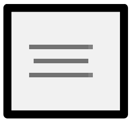


	A	B	C	D	E	F	G
1	Infinity Trading Inc.						
2	Sales Report						
3							
4	Sales Rep	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual	% of Total

Steps

To vertically align the contents in a cell:

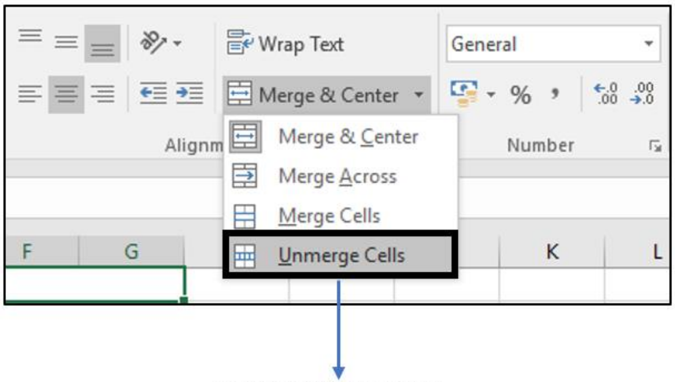
1. Select cells **A4 through G4.** *Cells A4 through G4 is selected.*	Select cells **A4:G4**

2. If necessary, select the **Home** tab. *The **Home** tab is selected and the relevant commands are displayed on the ribbon.*	
3. Click the **Middle Align** button in the **Alignment** group. *The selected text is vertically aligned to the middle of the cell.*	

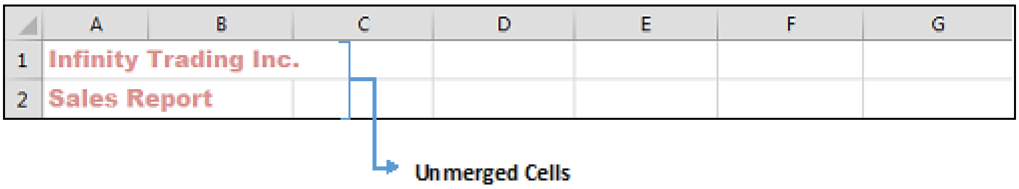
8.3 UNMERGE CELLS

Concepts

You can unmerge the previously merged cells of an Excel worksheet. Use the buttons in the Alignment group of the **Home** tab.


Wrap Text
General
Merge & Center
%
Alignm
Number
Merge & Center
Merge Across
Merge Cells
Unmerge Cells
F
G
K
L

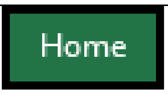
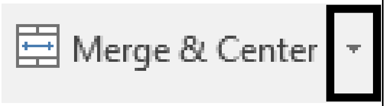
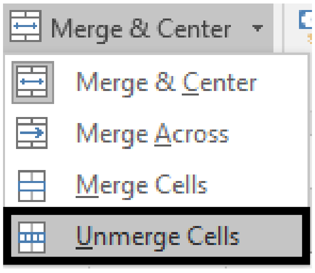
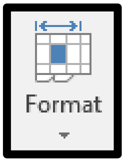
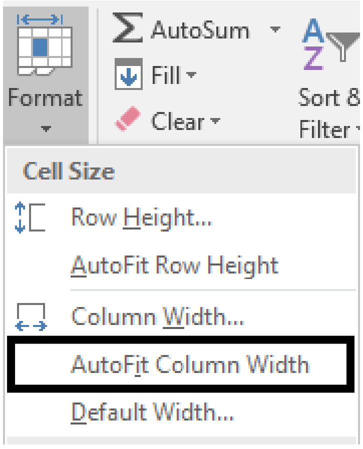
Unmerge Cells Option


A
B
C
D
E
F
G
1
2
Infinity Trading Inc.
Sales Report
Unmerged Cells

Steps

To use the **Merge & Center** button to unmerge previously merged cells:

1. Select cell **A1**. *Cell A1 is selected.*	Select cells **A1**

2. If necesssary, select the **Home** tab. *The **Home** tab is selected and the relevant commands are displayed on the ribbon.*	
3. Click the arrow besides the **Merge & Center** button in the **Alignment** group. *The merge & center list is displayed below.*	 Merge & Center
4. Click **Unmerge Cells** from the list displayed. *The merged cells are split into individual cells and the text is aligned left.*	 Merge & Center Merge & Center Merge Across Merge Cells Unmerge Cells
5. Click the **Format** button from the **Cells** group. *The Format menu is displayed.*	
6. Select **Autofit column Width** to fully display the text. *The selected text is displayed.*	 Format AutoSum Fill Clear Sort & Filter Cell Size Row Height... AutoFit Row Height Column Width... AutoFit Column Width Default Width...

Practice the Concept: Select cell A2, and then click the **Merge & Center** button to split the cells.