2b: presenting worksheets effectively
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Workshop 2B: Presenting Worksheets Effectively

2.1 The Formatting Toolbar

The contents of a highlighted cell can be formatted in many ways. Font and cell attributes can be added from shortcut buttons on the formatting bar. If this toolbar is not already visible on the screen, select View|Toolbars|Formatting from the menu bar.

![Figure 2.1: The Format Cells Dialogue Box](image)

For a complete list of formatting options, right-click on the highlighted cells and choose Format Cells from the shortcut menu or select Format|Cells from the menu bar.

![Figure 2.2: Format Cells Dialogue Box](image)
• **Number tab** - The data type can be selected from the options on this tab. Select General if the cell contains text and number, or another numerical category if the cell is a number that will be included in functions or formulas.

• **Alignment tab** - These options allow you to change the position and alignment of the data with the cell.

• **Font tab** - All of the font attributes are displayed in this tab including font face, size, style, and effects.

• **Border and Pattern tabs** - These tabs allow you to add borders, shading, and background colours to a cell.

### 2.1.2 Dates and Times

If you enter the date "**January 1, 2001**" into a cell on the worksheet, Excel will automatically recognise the text as a date and change the format to "**1-Jan-01**". To change the date format, select the **Number tab** from the **Format Cells** window. Select "**Date**" from the Category box and choose the format for the date from the **Type box**. If the field is a time, select "**Time**" from the Category box and select the type in the right box. Date and time combinations are also listed. **Press OK** when finished.

![Figure 2.3](image)

### 2.1.3 Styles
The use of styles in Excel allows you to quickly format your worksheet, provide consistency, and create a professional look. Select the Styles drop-down box from the formatting toolbar (it can be added by customizing the toolbar). Excel provides several preset styles:

- **Comma** - Adds commas to the number and two digits beyond a decimal point.
- **Comma [0]** - Comma style that rounds to a whole number.
- **Currency** - Formats the number as currency with a dollar sign, commas, and two digits beyond the decimal point.
- **Currency [0]** - Currency style that rounds to a whole number.
- **Normal** - Reverts any changes to general number format.
- **Percent** - Changes the number to a percent and adds a percent sign.

### 2.1.4 The Style Dialogue Box

Create your own styles from the Style Dialogue Box. Steps:

1. **Highlight** the cell(s) you want to add a style to.
2. Select **Format|Style**... from the menu bar.
3. Modify the attributes by clicking the **Modify** button.

4. Check all the item under Style including that the style should format.

5. Click **Add** to preview the formatting changes on the worksheet.

6. Highlight the style you want to apply to the paragraph and click **Apply**.

### 2.1.5 Creating a New Style

**Steps:**

1. Select the cell on the worksheet containing the formatting you would like to set as a new style.

2. Click the **Style** box on the Formatting toolbar so the style name is highlighted.
3. Delete the text in the Style box and type the name of the new style.

4. Press **ENTER** when finished.

### 2.1.6 Format Painter

A handy feature on the standard toolbar for formatting text is the Format Painter. If you have formatted a cell with a certain font style, date format, border, and other formatting options, and you want to format another cell or group of cells the same way, place the cursor within the cell containing the formatting you want to copy. Click the **Format Painter** button in the standard toolbar (notice that your pointer now has a paintbrush beside it). Highlight the cells you want to add the same formatting to.

To copy the formatting to many groups of cells, double-click the **Format Painter** button. The format painter remains active until you press the **ESC** key to turn it off.

### 2.1.7 AutoFormat

Excel has many preset table formatting options. Add these styles by following these steps:

1. Highlight the cells that will be formatted.

   ![Figure 2.7](image)

2. Select **Format|AutoFormat** from the menu bar.

3. On the AutoFormat dialogue box, select the format you want to apply to the table by clicking on it with the mouse. Use the scroll bar to view all of the formats available.
4. Click the Options... button to select the elements that the formatting will apply to.

5. Click OK when finished.

![AutoFormat](image)

**Figure 2.8**

2.2 Modifying a Worksheet

2.2.1 Moving Through Cells

Use the mouse to select a cell you want to begin adding data to and use the keyboard strokes listed in the table below to move through the cells of a worksheet.

<table>
<thead>
<tr>
<th>Movement</th>
<th>Key stroke</th>
</tr>
</thead>
<tbody>
<tr>
<td>One cell up</td>
<td>Up arrow key</td>
</tr>
<tr>
<td>One cell down</td>
<td>Down arrow key or ENTER</td>
</tr>
<tr>
<td>One cell left</td>
<td>Left arrow key</td>
</tr>
<tr>
<td>One cell right</td>
<td>Right arrow key or TAB</td>
</tr>
<tr>
<td>Top of the worksheet (cell A1)</td>
<td>CTRL+HOME</td>
</tr>
<tr>
<td>End of the worksheet (last cell containing data)</td>
<td>CTRL+END</td>
</tr>
<tr>
<td>End of the row</td>
<td>CTRL+right arrow key</td>
</tr>
</tbody>
</table>

![Worksheet](image)

**Figure 2.9**
2.2.2 Adding Worksheets, Rows, and Columns

- **Worksheets** - Add a worksheet to a workbook by selecting `Insert|Worksheet` from the menu bar.

- **Row** - To add a row to a worksheet, select `Insert|Rows` from the menu bar, or highlight the row by clicking on the row label, right-click with the mouse, and choose Insert.

- **Column** - Add a column by selecting `Insert|Columns` from the menu bar, or highlight the column by click on the column label, right-click with the mouse, and choose Insert.

2.2.3 Resizing Rows and Columns

There are two ways to resize rows and columns.

- **Resize a row** by dragging the line below the label of the row you would like to resize. **Resize a column** in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize.

- Click the row or column label and select `Format|Row|Height` or `Format|Column|Width` from the menu bar to enter a numerical value for the height of the row or width of the column.

2.2.4 Freeze Panes

If you have a large worksheet with column and row headings, those headings will disappear as the worksheet is scrolled. By using the Freeze Panes feature, the headings can be visible at all times. To freeze panes:

1. Click the label of the row below the row that should remain frozen at the top of the worksheet.

2. Select `Window|Freeze` Panes from the menu bar.

3. To remove the frozen panes, select `Window|Unfreeze` Panes.
4. Freeze panes has been added to row 1 in the image above. Notice that the row numbers skip from 1 to 6. As the worksheet is scrolled, row 1 will remain stationary while the remaining rows will move.

2.2.5 Adding Borders and Shading to Cells

Steps:

1. Make sure you have the **Formatting** toolbar visible (click on View --> Toolbars --> Formatting).

2. Select cells you wish to format by left clicking on them and highlighting them

3. Click the ![shade cell](image) button to shade a cell and/or the ![border cell](image) to give a cell a border

2.3 Applying WordArt Text Effects

You can enhance your worksheet by adding specially formatted text using the WordArt tool on the Drawing toolbar. Once you’ve added a piece of WordArt to your workbook, you can edit or format it using the tools on the WordArt toolbar. Text formatted as WordArt is considered a drawing object, rather than text. This means that WordArt objects cannot be treated as if they were labels entered in a cell; that is, you cannot sort, spell check, or use their cell references in formulas. To apply WordArt effects:

1. Select **Insert**|**Picture**|**WordArt** from the menu bar or click the **Word Art** button on the Drawing toolbar.
2. Choose a Word Art style from the listing and click **OK**.

![WordArt Gallery](image)

**Figure 2.11**

3. Enter the text in the Edit WordArt Text box and choose the font, size, and style for the text. Click **OK**.

4. Click Edit Text button on the WordArt toolbar, then click **OK**.

![Edit WordArt Text](image)

**Figure 2.12**
2.4 Enhancing Charts and Worksheets

There are many ways to revise a chart or a worksheet to present its data with greater impact. Enhance both charts and worksheets by selecting a custom chart type, customizing a data series, formatting axes, adding a data table, and rotating a chart. You also add special text effects and rotate text. The goal in enhancing charts or worksheets is to increase the effectiveness of the data. Avoid excessive customisation, which can be visually distracting.

2.4.1 Selecting a Custom Chart Type

Excel's Chart Wizard offers a choice between standard and custom chart types. With a standard chart type, you need to add the formatting and any options you want to appear in your chart. A custom chart type, in contrast, is already formatted and contains numerous options, such as a legend, gridlines, data labels, colours, and patterns.

When you need to control exactly which elements to include in your chart, start with a standard chart type. Custom chart type, however, saves you time and produces better-looking charts.

To design a chart effectively using Chart Wizard follow the following steps:

1. Select the data that you want to use in the chart.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>English</td>
<td>34</td>
</tr>
<tr>
<td>3</td>
<td>Biology</td>
<td>32</td>
</tr>
<tr>
<td>4</td>
<td>Calculus</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>Physics</td>
<td>28</td>
</tr>
<tr>
<td>6</td>
<td>History</td>
<td>39</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Figure 2.13

2. On the standard toolbar, Click Insert --> Chart. Or Click the Chart Wizard button.

   Figure 2.14
3. The Chart Wizard Step 1 of 4 dialogue box appears,

![Chart Wizard Step 1 of 4 - Chart Type](image)

Choose a chart type and select a sub chart type (a variation on the selected chart type). Click the Next button.

4. You can correct the selected range by typing a new range or by clicking the Collapse Dialog Button and select the range you want to use. You can click the Next button if you don't want to change the selected data range.
5. By default, Excel assumes that your different data series are stored in rows. You can change this to columns by clicking the Series in Column options, Click the **Next** button.

6. Click the various tabs to change options for your chart and click the **Next** button.

- **Title Tab** is to add chart title.
- **Axes tab** is to display or hide Axes in chart.
- **Gridline tab** is to display or hide Gridline in a chart.
- **Legend tab** is to add and to change the Legend placement.
- **Data labels** tab is to add data label to chart.

Data Table tab is to display or hide data table in a chart.
Finally, you’re asked if you want to embed the chart (as an object) in the **current worksheet**, or if you want to create a **new worksheet** for it. Make your selection and click at **Next** button.

**2.4.2 Modifying Charts**

You can make changes to your chart by using the Chart Toolbar. If the Chart toolbar in not displayed, you can turn it on by opening the **View** menu and choose **Toolbar**, and then select **Chart**.
2.4.3 Rotating a Chart

Three-dimensional (3-D) charts do not always display data in the most effective way. In many cases, data in these charts can be obscured by one or more of the chart’s data makers. By rotating and/or elevating the axes, you can improve the visibility of the chart’s data. With Excel, you can adjust the rotation and elevation of a 3-D chart by dragging it with the mouse or using the 3-D View command on the Chart menu. The following steps show how a chart can be rotated:

1. Click Chart on the menu bar, click 3-D View, and then drag the 3-D View dialogue box to the upper-right corner of the screen.

2. Click Default. The chart returns to its original position.

3. To the left of the preview box, click the Decrease Elevation button. Notice how the preview image of the chart changes when you change the elevation.
4. Click **Apply**.

5. In the rotation box, select the current value, then type **55**, in the Perspective box, select the current value, type **0**, then click **Apply**.

![Image of a chart with labels for English, Biology, Calculus, Physics, and History, with a bar graph for Students and a line graph for Month. Selection handles and buttons for increasing and decreasing elevation and rotation are also shown.](image-url)
2.4.4 Copying the Chart to Microsoft Word

A finished chart can be copied into a Microsoft Word document. **Select** the chart and **click Copy**. Open the destination document in Word and **click Paste**.
Notes