Formatting cells
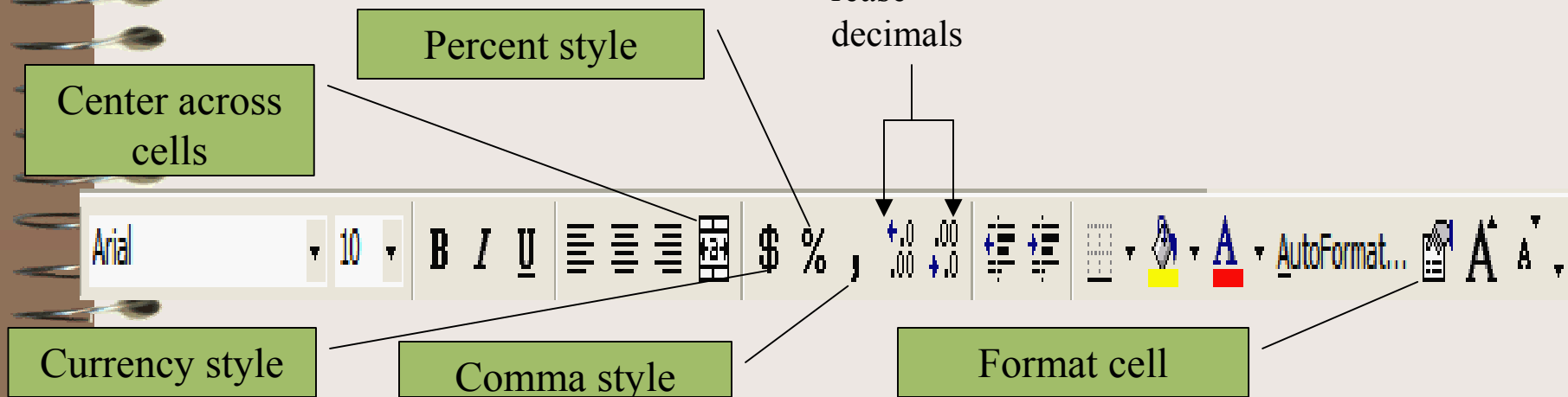
- A) The Formatting toolbar:
  - Use the following to view the formatting toolbar:
    - View → Toolbar →Formatting, from the menu bar.
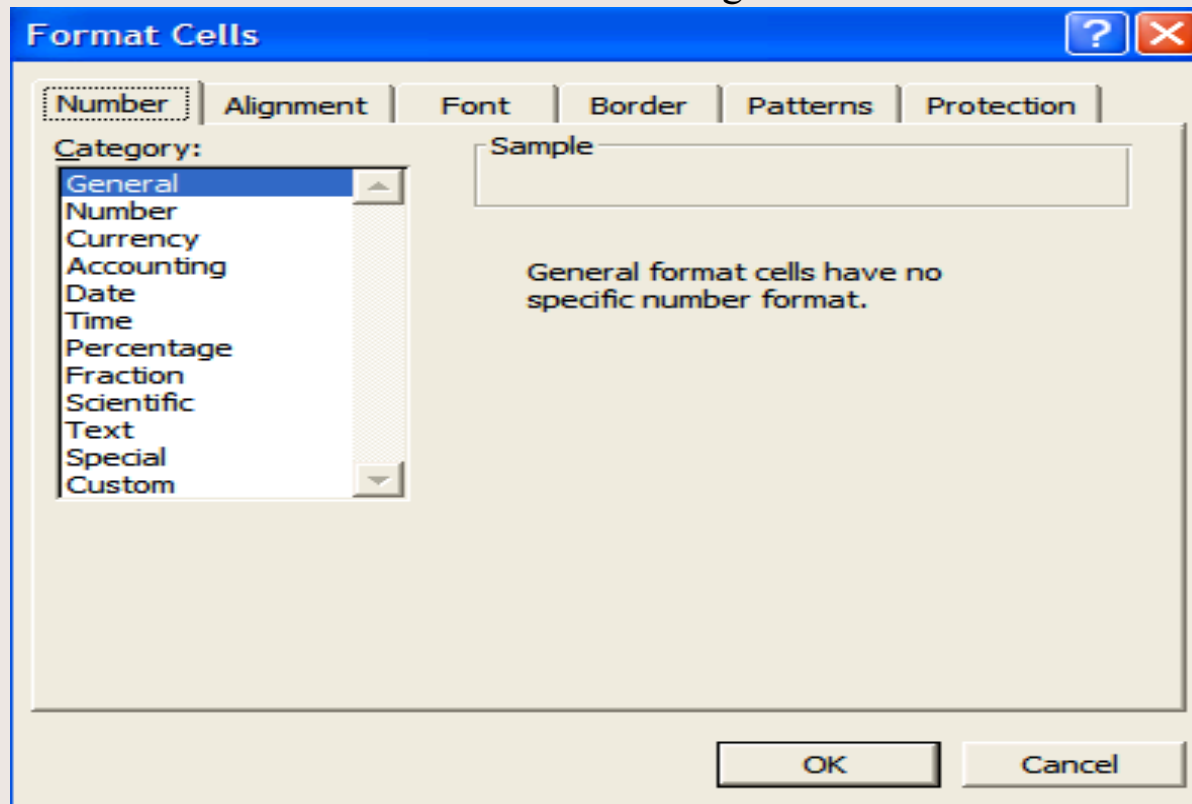
Increase/decrease decimals

Percent style

Center across cells

Currency style

Comma style

Format cell

  - The center across cells button merge cells and centers the content across the merged cells

B)The format cell dialog box

- To display the format cell dialog box:-
  - Right click on the highlighted cell →format cells or
  - Format →Cells from the menu bar or
  - Click the format cell button on the formatting toolbar.

Format Cells

Number	Alignment	Font	Border	Patterns	Protection

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

General format cells have no specific number format.

OK   Cancel

  - Study the different categories under the Number tab.

Analyzing Data

- To analyze the data means, finding, sorting, or filtering data using Excel.

- A-Sorting data
  - Sorting is arranging a list in a sequential order either increasing(ascending) or decreasing(descending).
    - Basic sorts (on one column)   :
      - Highlight the cells to be sorted
      - Click sort Ascending(A-Z) or Descending(Z-A) buttons on the standard toolbar.
    - Complex sorts (on multiple columns)   :
      - Highlight the row/columns to be sorted
      - Select Data→Sort from the menu bar.
      - From the dialog box, for the first column choose either ascending or descending.(the same for other selected columns).
      - Check the header row box,(if you have text heading in the first row)
      - Click the options button for special none alphabetic or numeric sort such as month of the year and days of the week→ok

B)Filter data

- The AutoFilter feature: is a quick way to find a subset of a data in a list or table. Steps:-
  - Click the column heading you want to filter
  - Click Data→Filter→AutoFilter
  - Click the down arrow in the column you want to use a filter.
  - Click the drop-down arrow then choose from the available list
  - Click OK.
  - To turn off the AutoFilter feature :- Click Data→Filter→AutoFilter.

C) Auto fill

- Auto fill feature allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers and repeated text.

- Steps
  - Type the beginning number or date of an incrementing series or the text that will be repeated in to a cell
  - Drag the handle down as many as you want to fill.
  - Release the mouse button as you finish.