

Quick Tips

for

Formatting an Excel Spreadsheet

Getting Started

Microsoft Excel is a spreadsheet program that gives you the opportunity to display, analyze, and present data in an organized and clear manner. This *Quick Tip* focuses primarily on formatting your data in a spreadsheet. To begin, you will need to open Excel which can be found under the Start Menu – Microsoft Office – Microsoft Excel.

Entering and Editing and Formatting Data

- To enter data, click on any cell in which you'd like to insert the data.
- Enter the numbers or text you desire.
- To edit the data, click on the cell. Then, go up and edit the information in the Formula bar (beneath the toolbars.)
- To format the data in a cell, click on the cell. Go to Format – Cell – and select the appropriate format. For example, if you are including prices of some product, you may want the data to have a currency format. You can also use the toolbar options to format the font.
- The auto fill feature in Excel makes it easy to enter certain types of information that has a consistent pattern. For example, if you are entering the days of the week, type Monday in one cell, Tuesday in the cell just below it. Now move your mouse to the bottom corner of the cell until you see a crosshair. Click and drag your mouse down the column. You will see that the rest of the cells are filled with the days of the week.

Sizing Columns and Rows

There are a few different ways you can change the size of your columns and rows.

- In the column heading, move your mouse to a line in between 2 columns. You should see a double sided arrow. Click and drag the column to the size you'd like it to be.
- You can also size the rows and columns by entering the number of pixels. You may want to use this method if you want multiple columns to be the same size. To resize a row, click on the row header (number). On the menu bar, go to Format, Row, Height. Type in the desired number of pixels.
- If all the contents don't fit into the cell, you can just autofit the cell to the contents. To do this, move your mouse to a line at the top of the column heading. Double click and the column or row will adjust automatically.

Borders and Fill Color

- To apply borders to an area of data, highlight the area. Click on the borders tool and select the desired border (left, right, bottom, top, all sides, bolded, etc.)
- To add a color fill to a cell or cells, highlight the area, click on the fill color arrow and select the desired color.