

## CHAPTER FIVE: MODIFYING WORKSHEET ATTRIBUTES & USING GRAMMAR AND RESEARCH TOOLS

You can change attributes in Microsoft Excel such as font type and color to enhance the look of your worksheets. You can also add backgrounds and borders to cells.

### This Chapter Will Include:

- Changing Font Attributes
- Adding Borders and Shading to Cells
- Adding Background Images and Shading to Worksheets
- Using the Spelling Check
- AutoComplete
- Finding and Replacing Cells

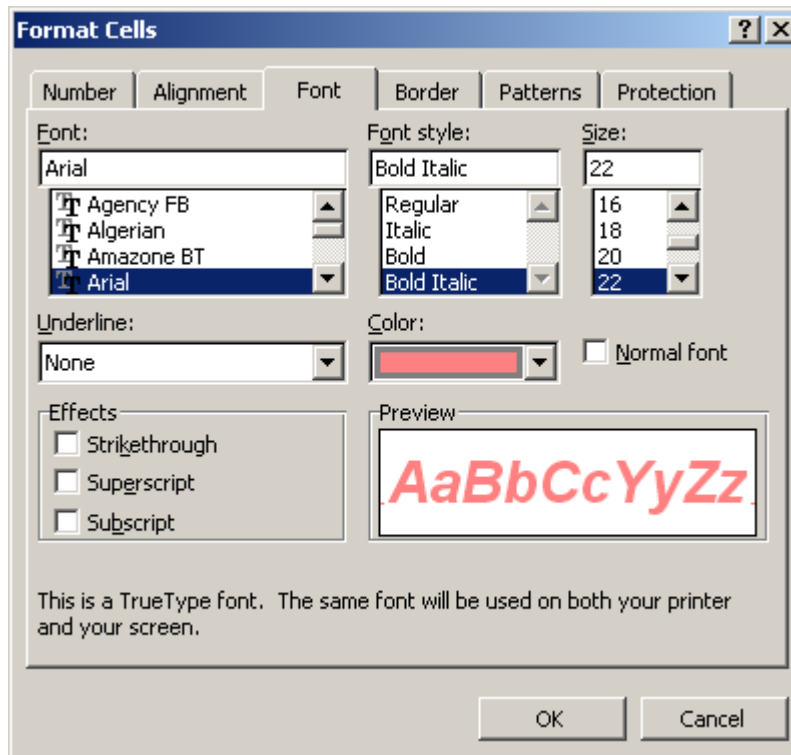
### Changing Font Attributes

Under the **Format Cells Dialog Box**, which you used in Chapter Three, you can change aspects of your cells, including color, size, and font weight.

To change attributes, follow these steps:

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1. Select a cell or group of cells you want to modify.
2. Right-click on the selection and choose **Format Cells** from the drop-down menu that appears.
3. In the **Format Cells Dialog Box**, make sure the **Font** tab is selected.



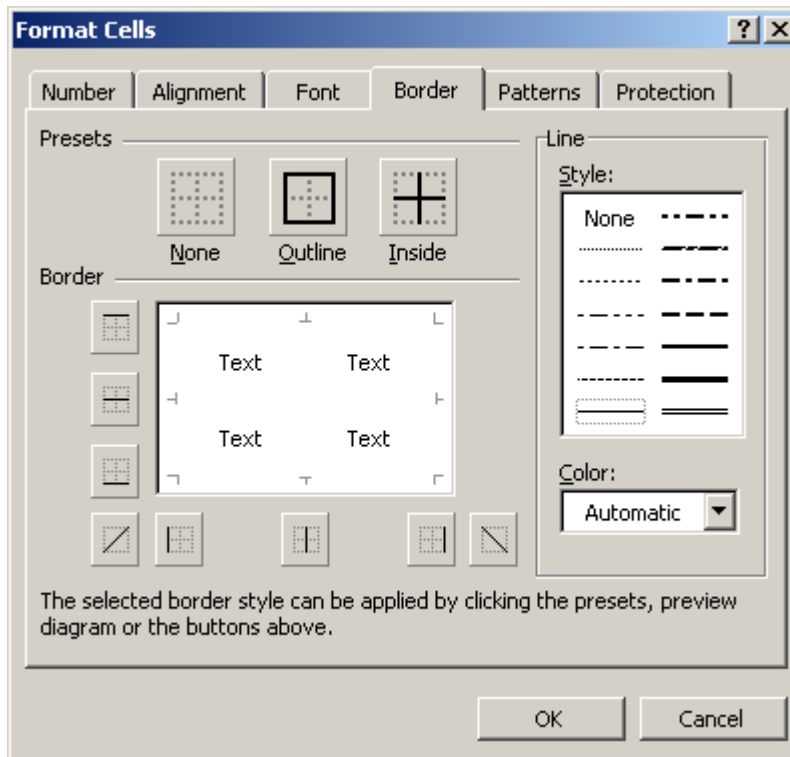
4. Select **Arial** under the Font list, **Bold Italic** under the Font style list, **22** under the Size list, and **Coral** under the Color list. Note that the preview box reflects the changes you have made to your text.
5. If you check the box next to **Normal font**, Excel will revert back to the default style, which is Arial, size 10, color Automatic (Black).
6. Click **OK** to save your changes.

## Adding Borders and Shading to Cells

The gray grid lines that appear in an Excel worksheet do not appear when printed. However, you can add a border to a group of cells, which will appear when printed. Shading can also be applied as a background to cells. Borders and shading help organize ranges of cells and separate them from the other parts of your worksheet.

To add borders, follow these steps:

1. Select the cell or group of cells you wish to add a border to.
2. Right-click on the selection and choose **Format Cells**.
3. In the **Format Cells Dialog Box**, make sure the **Border** tab is selected.

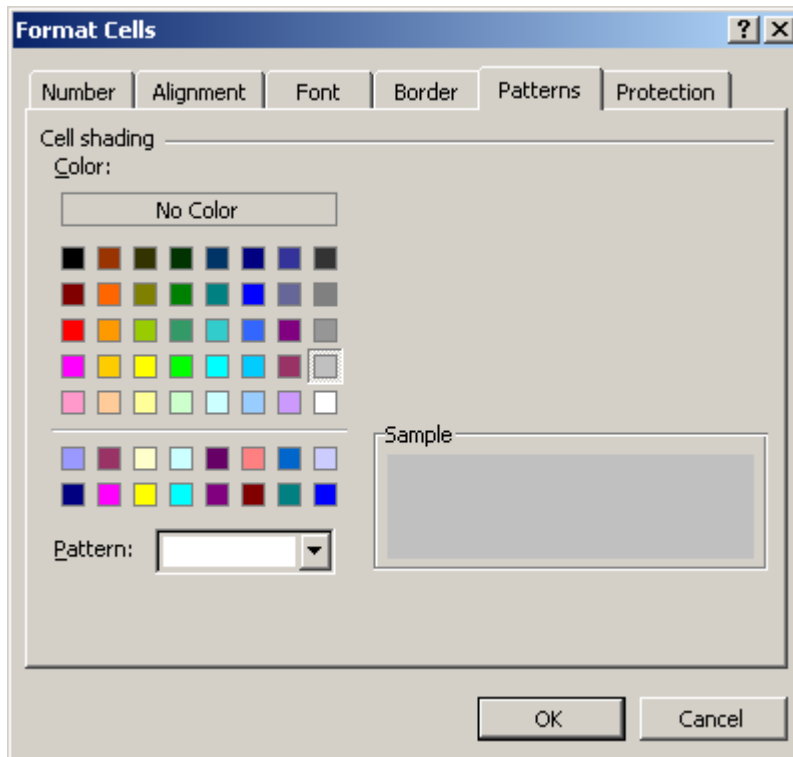


4. Under **Line**, choose a style and color from the lists.
5. To apply your border and/or preview it, choose either **Outline** or **Inside** from the Presets section. Outline adds a border around the entire selection, while Inside adds a border to each individual cell.
6. To make further customizations, you can click the individual border types under **Border**.
7. Once you have finished customizing your border, click the border chosen from the Preset section once more and then click **OK**.

House Description	Total Approximate Cost
Blue House	\$201,000
Red House	\$180,000
Green House	\$186,500
Yellow House	\$152,000
Gray House	\$252,500
White House	\$196,000
Purple House	\$212,300

To add shading, follow these steps:

1. Select a cell or group of cells you wish to add a background to.
2. Return to the **Format Cells Dialog Box** and make sure the **Patterns** tab is selected.



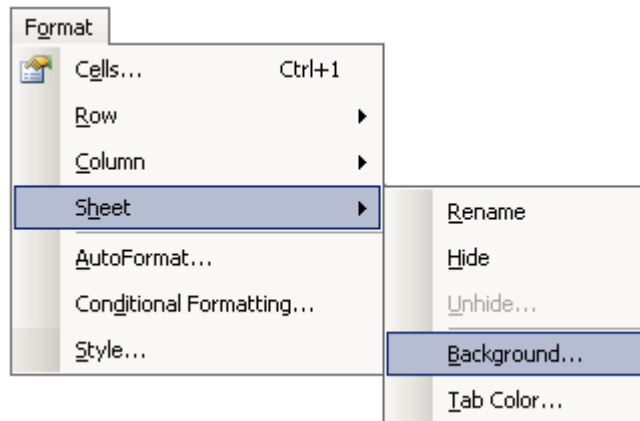
3. Choose a color from the **Color** section. You can also add a background pattern by clicking on the **Pattern** section and choosing an option from the menu.
4. Click **OK** to apply your settings.

House Description	Total Approximate Cost
Blue House	\$201,000
Red House	\$180,000
Green House	\$186,500
Yellow House	\$152,000
Gray House	\$252,500
White House	\$196,000
Purple House	\$212,300

## Adding Background Images and Shading to Worksheets

To add a background image, follow these steps:

1. In the **Menu toolbar**, click on **Format**. Hover your mouse over **Sheet** and select **Background**.



2. In the **Sheet Background Dialog Box**, select an image saved on your computer and click **Insert**.



3. If you have a background already added to certain cells, the background image will not override this.

Houses in the Louisville Area					
Color	Location	% of Similar Houses Nearby	Date Viewed	Price	
Blue House	Lexington Rd.	15%	March 4, 2007	\$200,000	
Red House	Pennsylvania Ave.	5%	February 15, 2007	\$175,000	
Green House	St. Regis Way	0%	January 20, 2007	\$185,000	
Yellow House	Sterling Rd.	30%	February 21, 2007	\$150,000	
Green House	Taylorsville Rd.	25%	March 13, 2007	\$250,000	
White House	Lowe Rd.	75%	April 1, 2007	\$190,000	
Purple House	Frankfort Ave.	2%	April 23, 2007	\$210,000	
Total				\$1,360,000	
Average				\$194,286	
Minimum				\$150,000	
Maximum				\$250,000	
House Description	Total Approximate Cost				
Blue House	\$201,000				
Red House	\$180,000				
Green House	\$186,500				
Yellow House	\$152,000				
Gray House	\$252,500				
White House	\$196,000				
Purple House	\$212,300				

To add a background color to an entire worksheet, follow these steps:

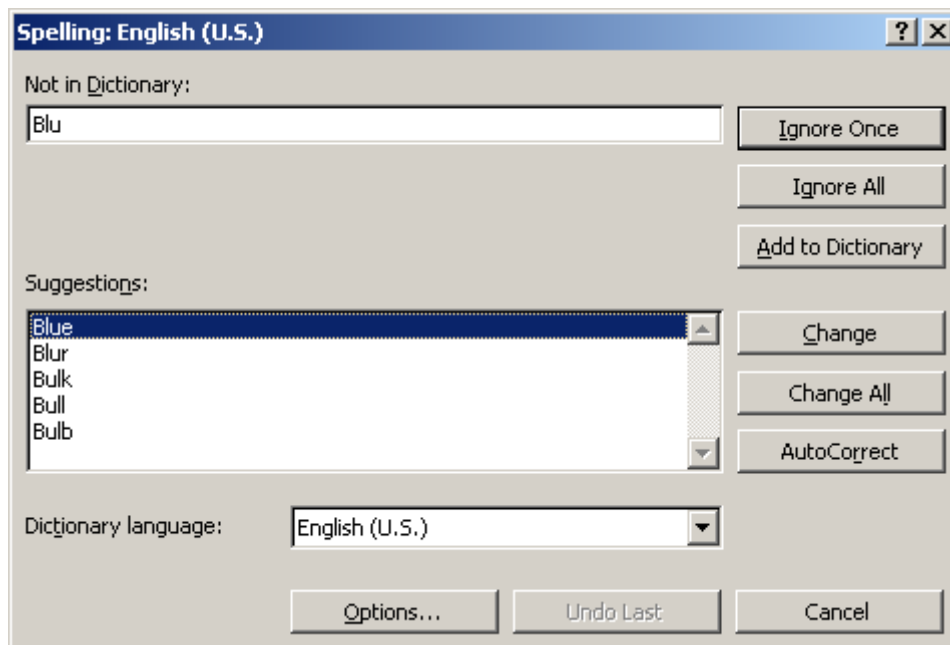
1. Click the empty gray box that appears between the column and row headings in the top-left corner of the worksheet. This will select the entire worksheet.
2. Return to the **Format Cells Dialog Box** by right-clicking anywhere in the worksheet and make sure the **Patterns** tab is selected.
3. Choose a color and/or pattern and click **OK**. This will apply the background to your entire worksheet.

## Using the Spelling Check

The **Spelling** tool checks the spelling in your worksheet against a dictionary built in to Microsoft Excel. Unlike other Microsoft Office programs such as Word and PowerPoint, however, misspelled words are not flagged with red lines. This makes it more difficult to determine if you have errors in your worksheet.

To use the Spelling tool, follow these steps:

1. Find the **Spelling** button on the **Standard toolbar** and click it.
2. Excel will start the check beginning with the location of the cell pointer and move down from there. If the cell pointer is in the middle of your worksheet, you may see a dialog box asking to begin at the top of the worksheet. Click **Yes** to continue the check.
3. If there are no errors, a dialog box will tell you the check is complete. If there are errors, however, the **Spelling Dialog Box** will appear with suggestions for correcting each misspelled word.



4. To correct an error, select the suggestion from the list and click **Change**.
5. If you want to add a word to the dictionary, click **Add to Dictionary**.
6. To ignore an error, click **Ignore Once** to have the Spelling check skip over the error once, or **Ignore All** to have the check ignore all appearances of this error.
7. When the check is complete, a dialog box will tell you so.

## AutoComplete

If you begin to enter numbers or text into a cell that begins to resemble previously entered data, Excel will automatically complete your entry for you.

	A	B
1	<i>Houses in the</i>	
2		
3		
4	<b>Color</b>	<b>Location</b>
5	Blue House	Lexington Rd.
6	Red House	Pennsylvania Ave.
7	Green House	St. Regis Way
8	Yellow House	Sterling Rd.
9	Green House	Taylorville Rd.

In this example, "Gr" was entered into a cell. Because "Green House," which also begins with "Gr," had already been entered in cell A7, Excel used the **AutoComplete** function to save you time from typing "Green House" again. If you want to confirm the entry AutoComplete offered, press **Enter**, **Tab**, or click another cell. If you want to bypass the AutoComplete function and enter a different word, simply continue typing. For example, if you continued to type "Gray House" in cell A9 in this example, the

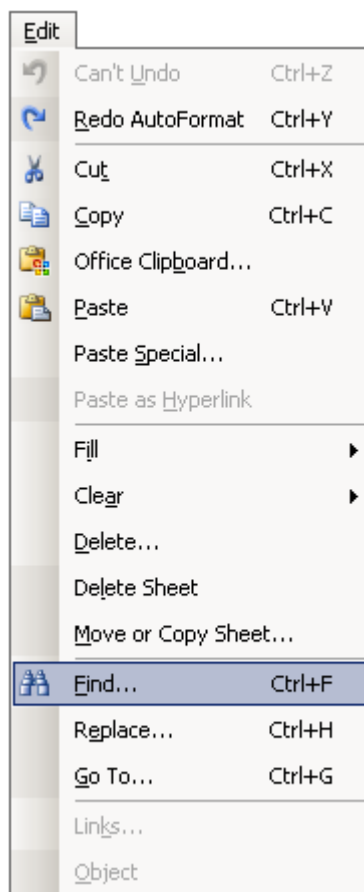
AutoComplete function would disappear because there are no cells in the worksheet that begin with "Gra."

## Finding and Replacing Cells

The **Find and Replace** tool can be used when looking for specific text or text formatting in a worksheet. You can choose to simply find the text, or you can replace a specific word with another word. You can also replace any cells with one type of formatting with another type of formatting.

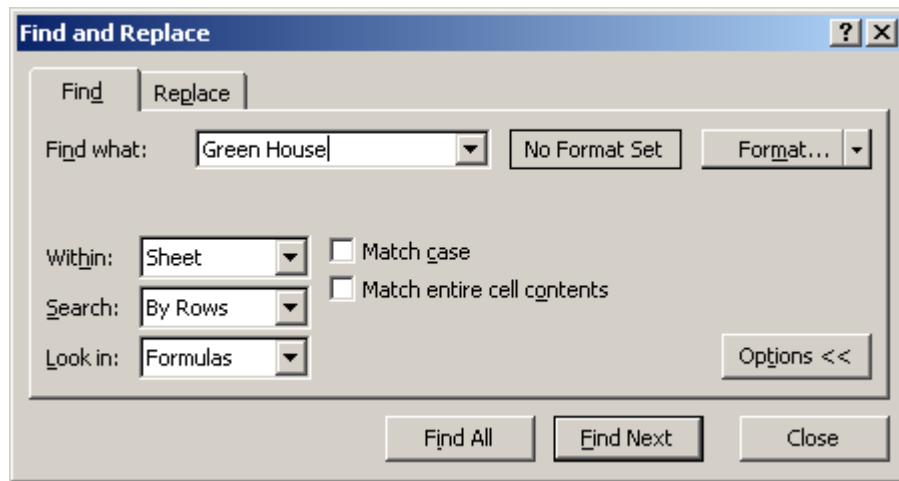
To use the **find** tool, follow these steps:

1. On the **Menu toolbar**, click **Edit** and then choose **Find**.

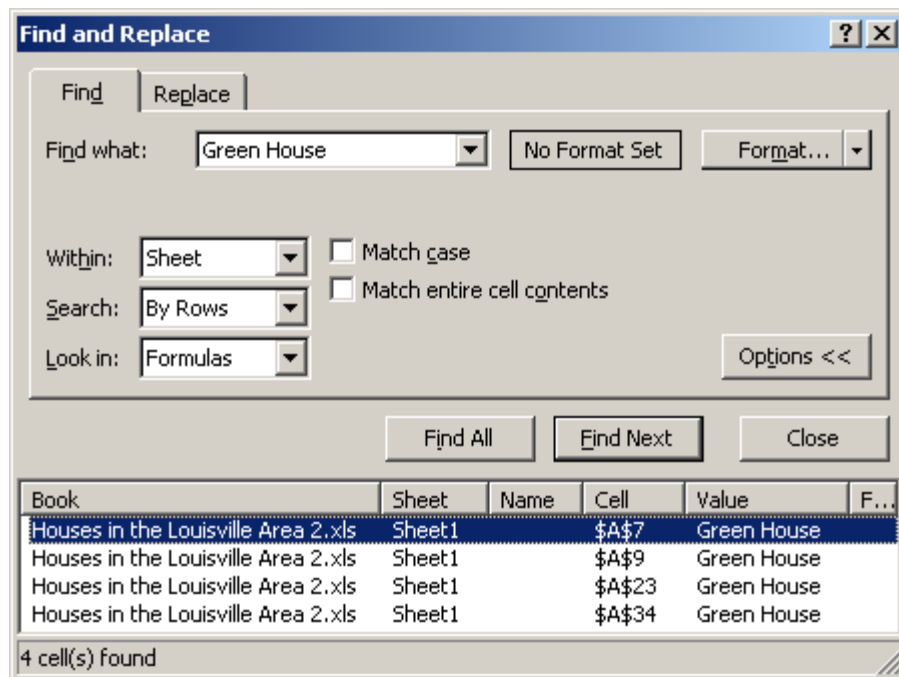


2. In the **Find and Replace Dialog Box** that appears, make sure the **Find** tab is selected.
3. In the **Find what** box, type in a word or group of words that can be found in your worksheet.
4. Click **Options** to display more options for refining your search.
  - a. **Within**: chooses whether Excel should search the current worksheet, or the entire workbook
  - b. **Search**: chooses whether Excel should search by rows or by columns
  - c. **Look In**: chooses whether Excel should look in formulas, values, or comments

- d. **Match Case:** finds text only if it has the same upper and lowercase letters as they appear in your text typed into the Find what box
- e. **Match Entire Cell Contents:** designates whether Excel should list your text as found even if it is not the only word or group of words in a cell



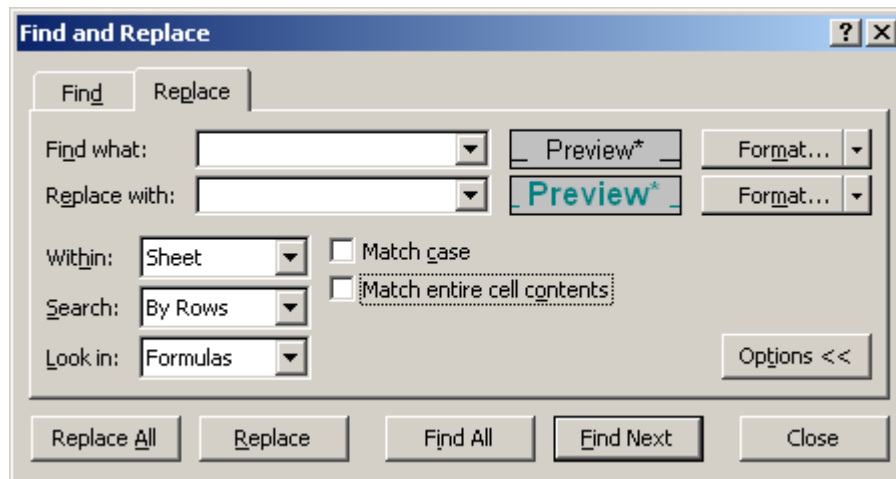
5. Click **Find Next** to have the cell pointer move to each listing of the text in the worksheet.
6. Click **Find All** to have a list of found items appear.



To use the **replace** tool, follow these steps:

1. Return to the **Find and Replace Dialog Box** and make sure the **Replace** tab is selected.
2. Type a word into the **Find what** box and the word you want to replace it with in the **Replace with** box.
3. The options for refining your search are the same here as when you used the Find function.

4. You can also search for a particular formatting instead of text. Leave the Find what box empty and click the **down arrow** to the right of the **Format** box to the right. Select **Choose format from cell** and choose a cell in your worksheet containing the formatting you want to replace. Repeat the process for the Replace with box.



5. Click **Replace All** to replace your text or formatting.

	Color	Location	% of Similar Houses Nearby	Date Viewed	Price
4					
5	Blue House	Lexington Rd.	15%	March 4, 2007	\$200,000
6	Red House	Pennsylvania Ave.	5%	February 15, 2007	\$175,000
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11	Purple House	Frankfort Ave.	2%	April 23, 2007	\$210,000
12					
13				Total	\$1,360,000
14				Average	\$194,286
15				Minimum	\$150,000
16				Maximum	\$250,000