

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:

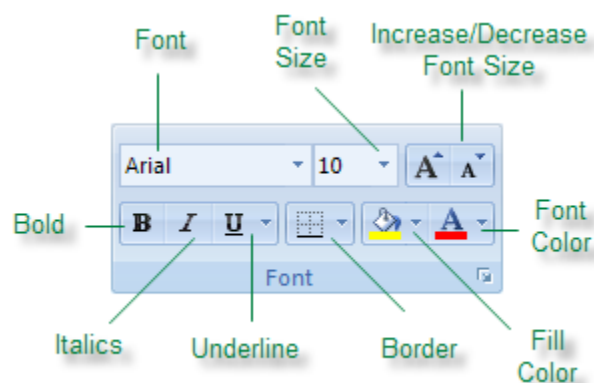
- Changing Font Attributes
- Using the Mini Toolbar
- Adding Borders and Shading to Cells
- Adding Background Images and Shading to Worksheets
- Using the Spelling Check
- AutoComplete
- Finding and Replacing Cells

Changing Font Attributes

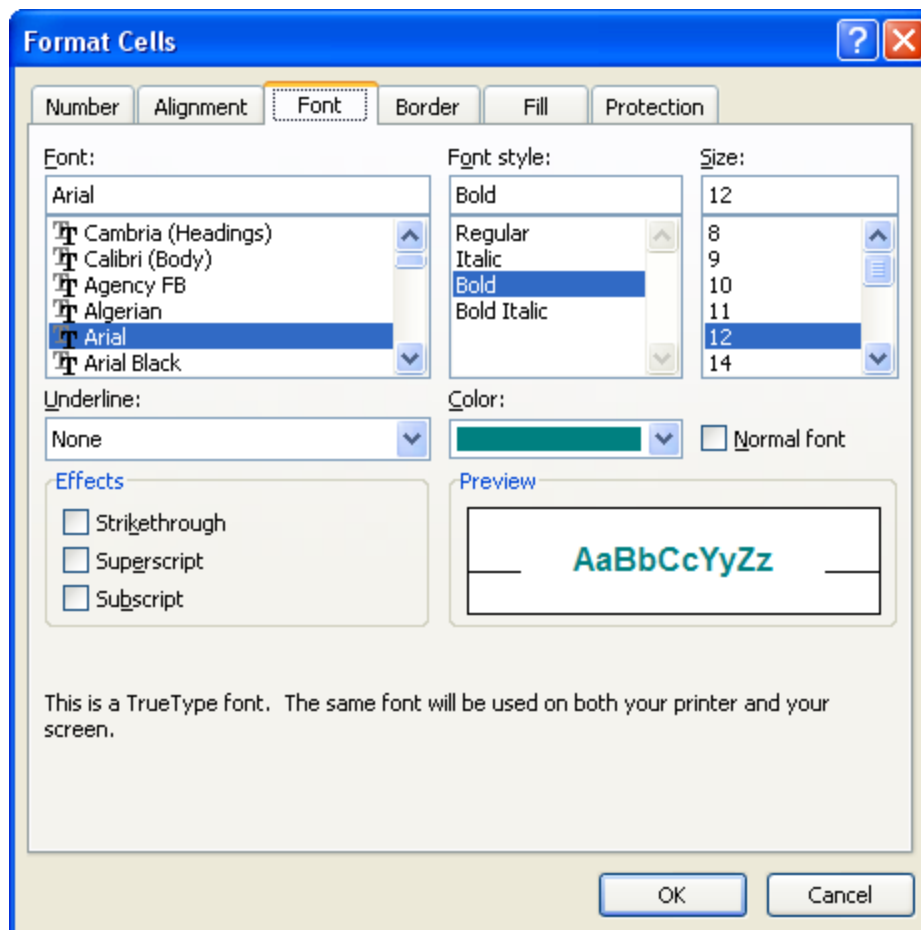
Under the **Format Cells Dialog Box**, which you used in Chapter Three, you can change aspects of your cells, including color, size, and font weight. You can also use the **Font group** on the **Home** tab.

To change attributes, follow these steps:

1. Find the **Font group** on the **Home** tab. Here you can change the font style, size, and color, bold, italicize, and underline text, and more. Make sure the text you want to change is selected and then choose any of the buttons on the Font group.



2. The **Font Dialog Box** contains additional options for customizing text. Click the **dialog box launcher** on the Font group to open the Font tab of the Format Cells Dialog Box.
3. Click **OK** to apply any changes.



Using the Mini Toolbar

When you select data in a cell and hover the cursor over it, the **mini toolbar** appears as somewhat faded. When the cursor is then hovered directly over the toolbar, it becomes clearer. The mini toolbar is useful for making quick adjustments to text in a cell and is faster than navigating back to the Font group. When you move the mouse away from the selected text, or when text is deselected, the mini toolbar disappears.

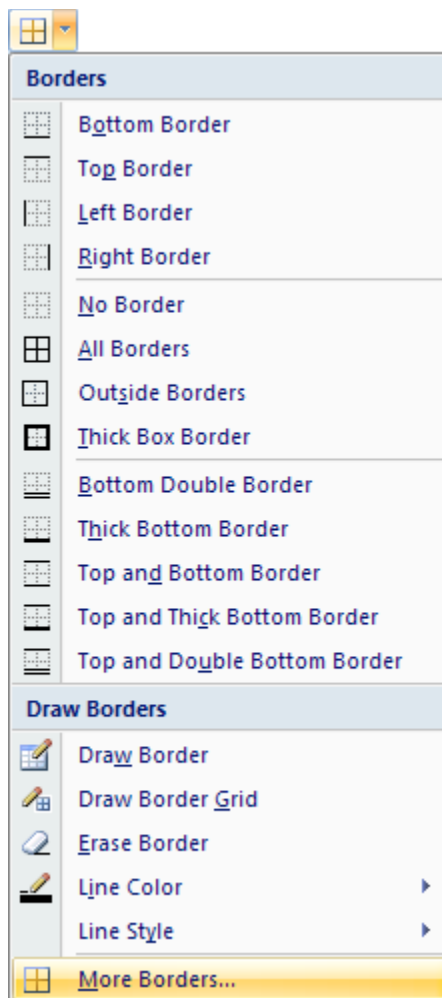


Adding Borders and Shading to Cells

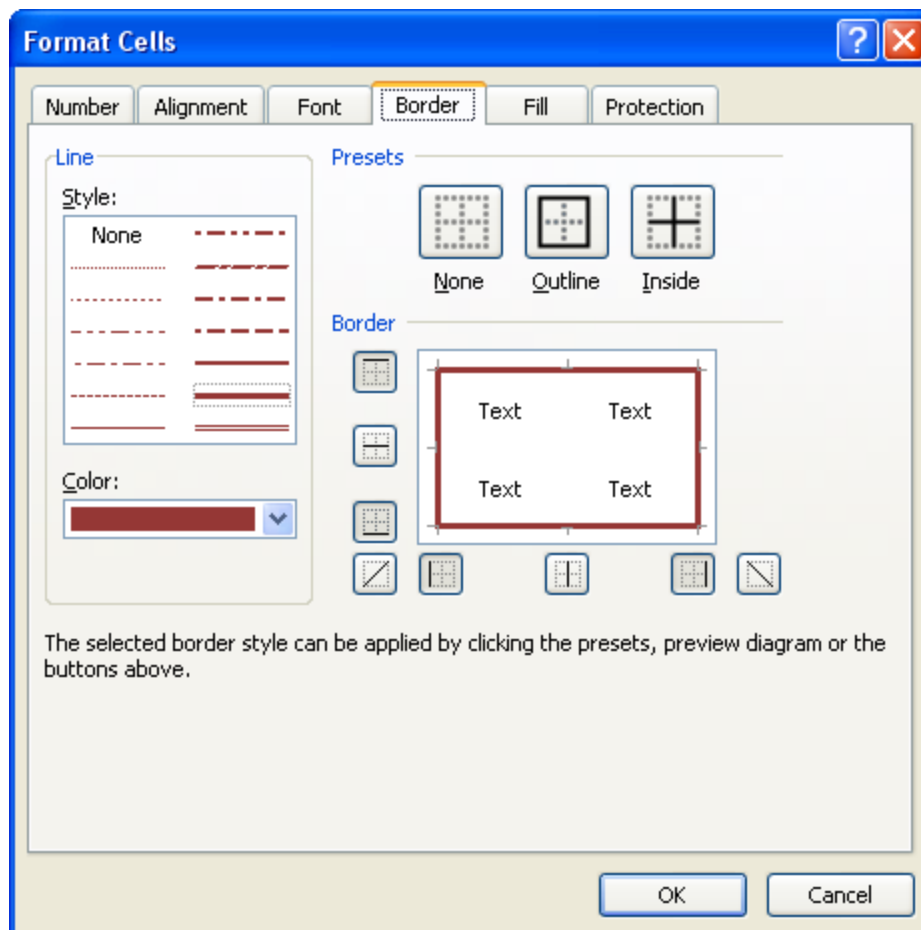
You can add borders and shading to cells to help organize ranges of cells and separate them from the other parts of your worksheet.

To add borders, follow these steps:

1. Select the cell or group of cells you wish to add a border to.
2. In the **Font group** on the **Home** tab, click the **down arrow** next to the **Borders** icon.
3. In the menu that opens, you can apply a number of different border styles. To customize the style of the border or the color, click **More Borders**. This opens the **Borders** tab of the Format Cells Dialog Box.



4. Under the **Style** section, choose a border style from the list. 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.

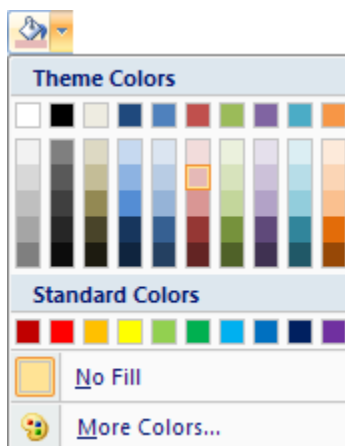


5. To make further customizations, you can click the individual border types under **Border**.
6. Once you have finished customizing your border, click the border chosen from the Preset section once more and then click **OK**.

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
Gray House	Taylorville 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

To add shading to a group of cells, follow these steps:

1. Select the cell or group of cells you want to add shading to.
2. Click the down arrow to the right of the **Fill Color** icon on the **Font group**. When you hover your mouse over a color, you will be able to preview how it will look when it is applied to the cells. Click the color you want to apply it.



3. You can also apply shading by returning to the **Format Cells Dialog Box** (either through the Borders icon or by right-clicking on a cell) and selecting the **Fill** tab. Here you can apply a pattern in addition to a plain background.

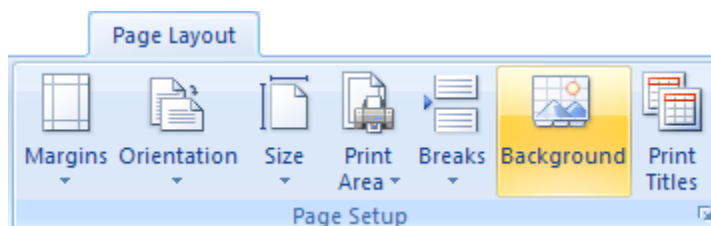
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Total				\$1,360,000
Average				\$194,286
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Adding Background Images and Shading to Worksheets

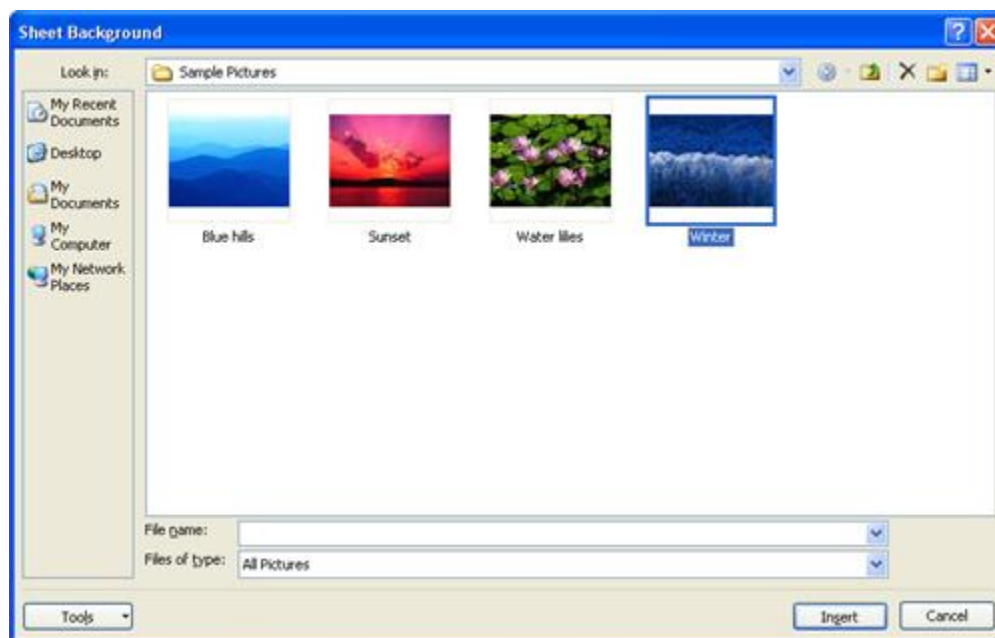
Background images and shading can also be applied to entire worksheets.

To add a background image, follow these steps:

1. On the **Page Setup** group of the **Page Layout** tab, click the **Background** icon.



2. This opens the **Sheet Background Dialog Box**, where you can choose a background image saved on your computer. Click **Insert** to apply it. If you have a background already added to certain cells, the background image will not override this.



3. Notice that the Background icon has changed into the **Delete Background** icon. To remove your background, simply click this icon.

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

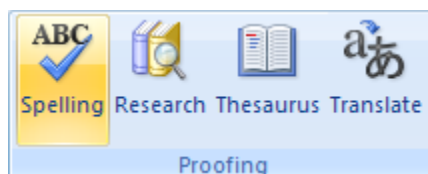
1. Click the empty cell that appears between the column and row headings in the top-left corner of the worksheet. This will select the entire worksheet.
2. Click the **Fill Color** icon on the **Font group** and choose a color. The color will be applied to the entire worksheet. However, this will also override any other backgrounds that have already been applied.

Using the Spelling Check

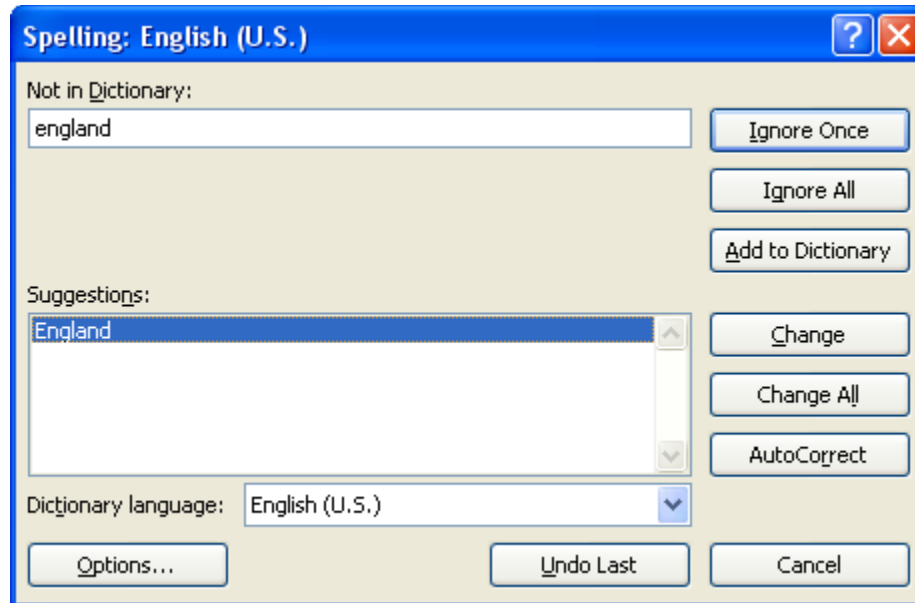
The **Spelling** tool checks the spelling in your worksheet against a dictionary built in to Microsoft Excel. Unlike other Microsoft Office programs such as Word and PowerPoint, however, misspelled words are not flagged with red lines. This makes it more difficult to determine if you have errors in your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

To use the Spelling tool, follow these steps:

1. On the **Review** tab, find the **Proofing group** and click the **Spelling** icon.



- 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.
- 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.



- To correct an error, select the suggestion from the list and click **Change**.
- If you want to add a word to the dictionary, click **Add to Dictionary**.
- To ignore an error, click **Ignore Once** to have the check skip over the error once, or **Ignore All** to have the check ignore all appearances of this error.
- 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.

17	Color of House
18	Blue House
19	Red House
20	Green House
21	Yellow House
22	Green House
23	White House
24	Purple House

In this example, "G" was entered into a cell. Because "Green House," which also begins with "G," had already been entered in cell A20, 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

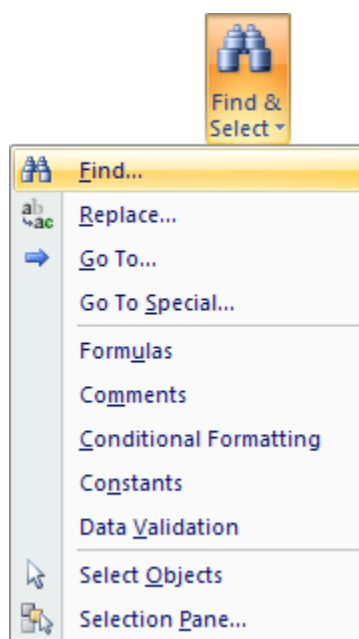
another cell. If you want to bypass the AutoComplete function and enter a different word, simply continue typing. For example, if you continued to type "Gray House" in cell A22, the AutoComplete function would disappear because there are no cells in the worksheet that begin with "Gra."

Finding and Replacing Cells

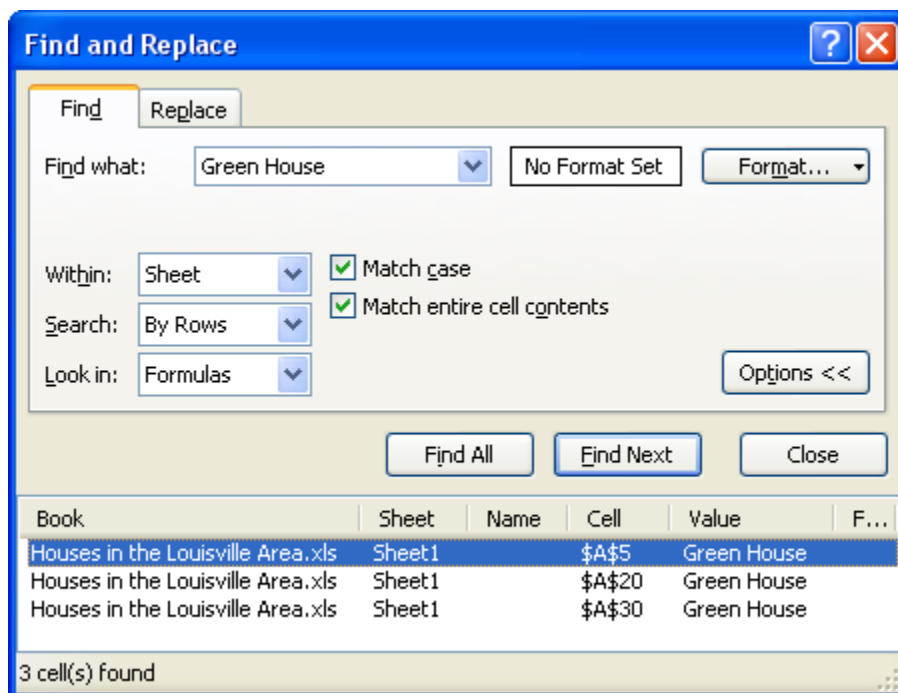
The **Find** tool can be used when looking for specific text or text formatting in a worksheet. You can choose to simply find the text, or you can replace a specific word with another word. You can also replace any cells with one type of formatting with another type of formatting.

To use the find tool, follow these steps:

1. Click the **Find and Select** icon in the **Editing group** on the **Home** tab.
2. In the menu that appears, click **Find**.

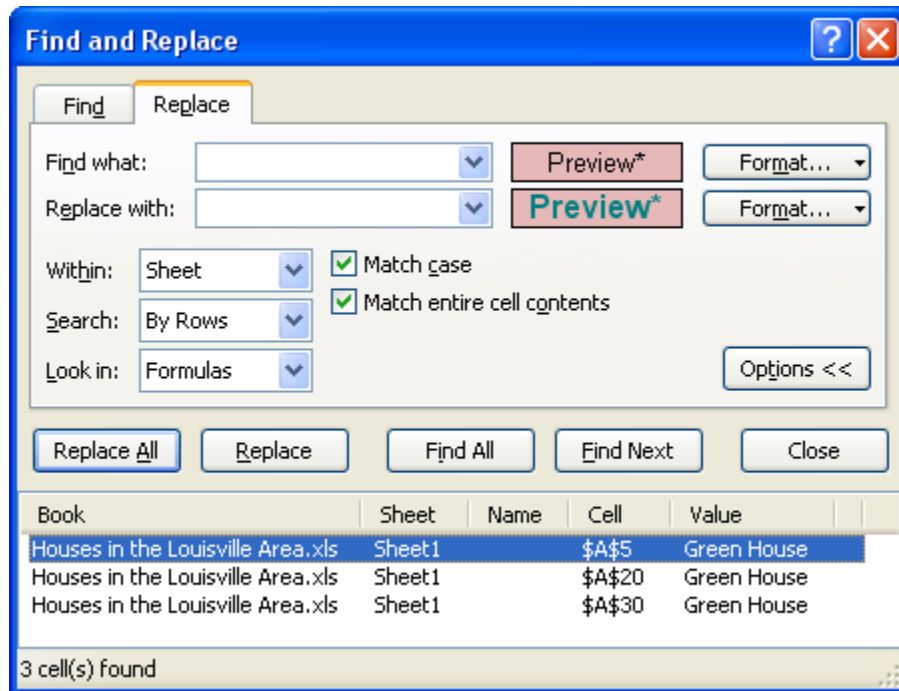


3. In the **Find and Replace Dialog Box** that appears, make sure the **Find** tab is selected.
4. In the **Find what** box, type in a word or group of words that can be found in your worksheet. You can also choose to find a specific format type.
5. Click **Options** to display more options for refining 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
6. Click **Find Next** to have the cell pointer move to each listing of the text in the worksheet or **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. You can do this by clicking **Find** in the **Editing group** and then selecting the Replace tab, or you can click **Replace** in the Editing group.
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. In addition, you can search for text that has a specific format to it by filling in both the Find what/Replace with fields and the formatting fields.



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

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