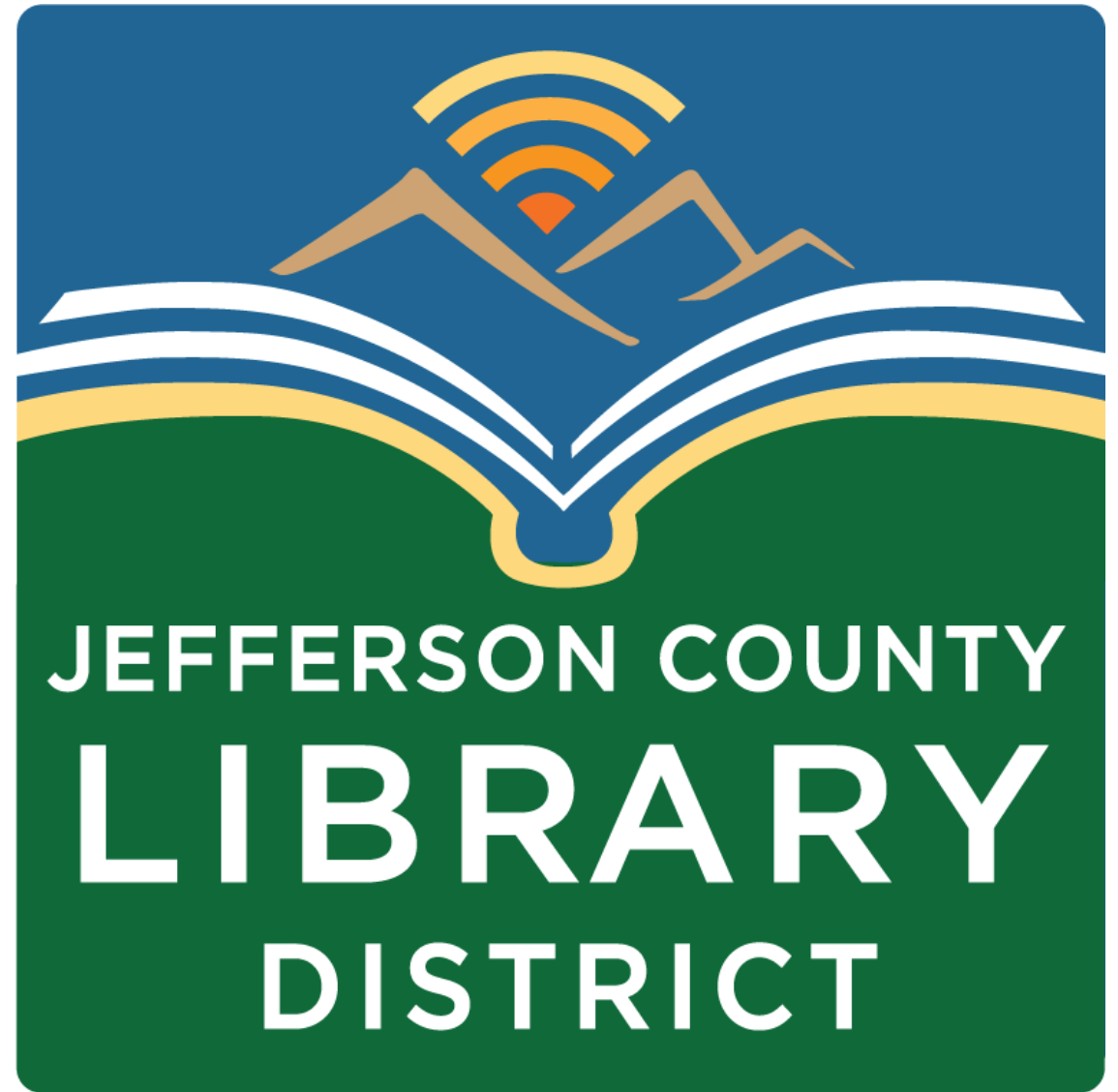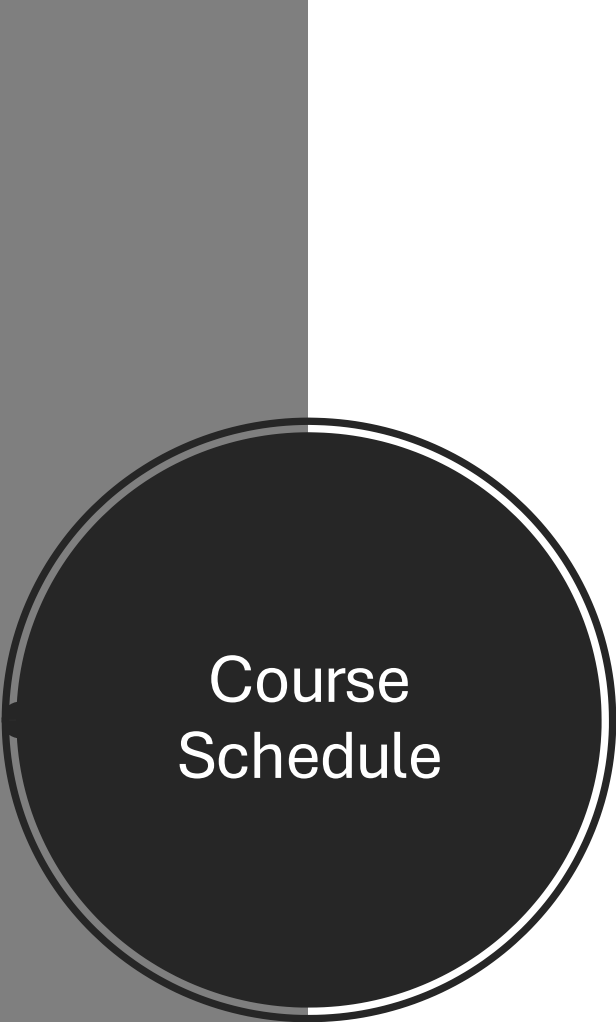# Introduction to Microsoft Excel

Formatting Data

Instructor: Jamie Pena

Course Schedule

Fridays, 2:00 - 3:00 pm
Jefferson County Library, Humphrey Room

Date	Topic
6-Sept	Entering Data
13-Sept	Formatting Text
20-Sept	Headings
27-Sept	Organizing a workbook
4-Oct	Analyzing Data
11-Oct	Formulas
18-Oct	Inserting Charts
25-Oct	Saving and Printing

Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.

- If using a different version, features may be in locations other than what is in this class.

Learning Objectives

- Identify the ribbon tools to format text.
- Identify tabs.
- Format text and cells.

Vocabulary

- Bold - to make text **darker**. Represented by the **B** on the ribbon.
- Font - the style of the text. Times New Roman is an example of a font.
- Size - the size of the text. Represented by a number.
- Format - to change the shape and/or size of text.
- Ribbon - where text formatting and other options can be found.
- Text - what is entered in cells.
- Underline - to place a line beneath text. Represented by <u>**U**</u> on the ribbon.
- Italicize - to make text slant diagonally. Represented by the *I* on the ribbon.

1. What formatting can you spot in this spreadsheet?

Jefferson County Library General Fund Balances 2024

GENERAL FUND - BALANCE

			January		February		March		April		May		June		July		August
General Fund - TreasBonds Invest		$	178,507	$	178,507	$	178,507	$	178,507	$	178,507	$	178,507	$	178,507		
General Fund - LGIP Invest		$	854,401	$	804,401	$	804,401	$	684,401	$	1,084,401	$	1,084,401	$	859,401		
General Fund - CD Invest																	
Cash		$	260,585	$	244,600	$	139,930	$	733,845	$	276,365	$	32,627	$	26,172		
TOTALS		$	1,293,493	$	1,227,508	$	1,122,838	$	1,596,753	$	1,539,273	$	1,295,535	$	1,064,080	$	-

GENERAL FUND - RECONCILIATION

			January		February		March		April		May		June		July		August
Beginning Balance		$	1,270,472	$	1,293,493	$	1,227,508	$	1,122,838	$	1,596,753	$	1,539,273	$	1,295,535		
Revenue		$	23,121	$	214,538	$	132,819	$	722,823	$	220,517	$	24,371	$	18,164		
Expenditure				$	(280,524)	$	(237,489)	$	(248,908)	$	(277,998)	$	(268,108)	$	(249,619)		
Adjustment/Suspension		$	(100)														
Transfers																	
Ending Balance		$	1,293,493	$	1,227,508	$	1,122,838	$	1,596,753	$	1,539,273	$	1,295,535	$	1,064,080	$	-

UNEMPLOYMENT ACCOUNT BALANCE

			January		February		March		April		May		June		July		August
Beginning Balance		$	270,828	$	272,025	$	273,145	$	274,349	$	275,516	$	276,729	$	277,908		
Interest		$	1,197	$	1,120	$	1,204	$	1,167	$	1,213	$	1,179	$	1,227		
Transfers																	
Ending Balance		$	272,025	$	273,145	$	274,349	$	275,516	$	276,729	$	277,908	$	279,135	$	-

2. What are some reasons you might change the formatting in a spreadsheet?

Warm Up

- How are the words in the rows of this spreadsheet different from the words in the other rows

Example Daily Schedule

Directions: Read the following schedule. How are the words in the top row different?

	A	B	C	D
1	**Monday**	**Tuesday**	**Wednesday**	**Thursday**
2	8 AM wakeup	7 AM wakeup	8 AM wakeup	7 AM wakeup
3	9 AM go to school	8 AM go to work	9 AM go to school	8 AM go to work
4	5 PM go home	1 PM lunch	4 PM pick up kids	5 PM go home
5	10 PM go to bed	5 PM go home	7 PM dinner	7 PM play soccer

Daily Schedule

Directions: Write <u>four events</u> from your daily schedule in the table below.

Monday	**Tuesday**	**Wednesday**	**Thursday**

Text formatting

In Excel, and many other programs, you can format or change the appearance of your text.

You can make words bigger, darker, or underline them. This can be useful to make important text, like titles, stand out.

All of the buttons to change text are in a place called the ribbon. The ribbon has buttons to format or change text."

Ribbon

All of the buttons to change text are in a place called the ribbon.

Tabs
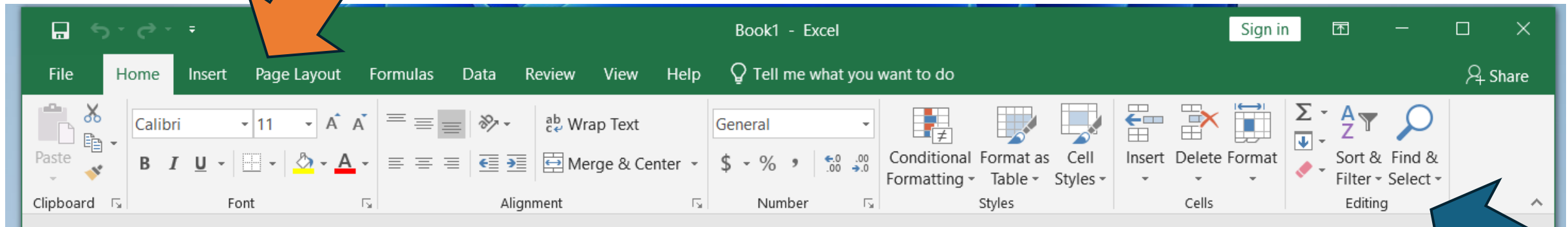
The **ribbon** has buttons to format or change text.

Ribbon

The **tabs** above the ribbon indicate the types of changes available.

Highlighting

To change the formatting of text, first we need to highlight the data.

Click and drag across the cells to highlight.

	A	B	C	D
1	Monday	Tuesday	Wednesday	Thursday
2				

Bold

- If want to make the text **Bold**, I select **B** on the ribbon.
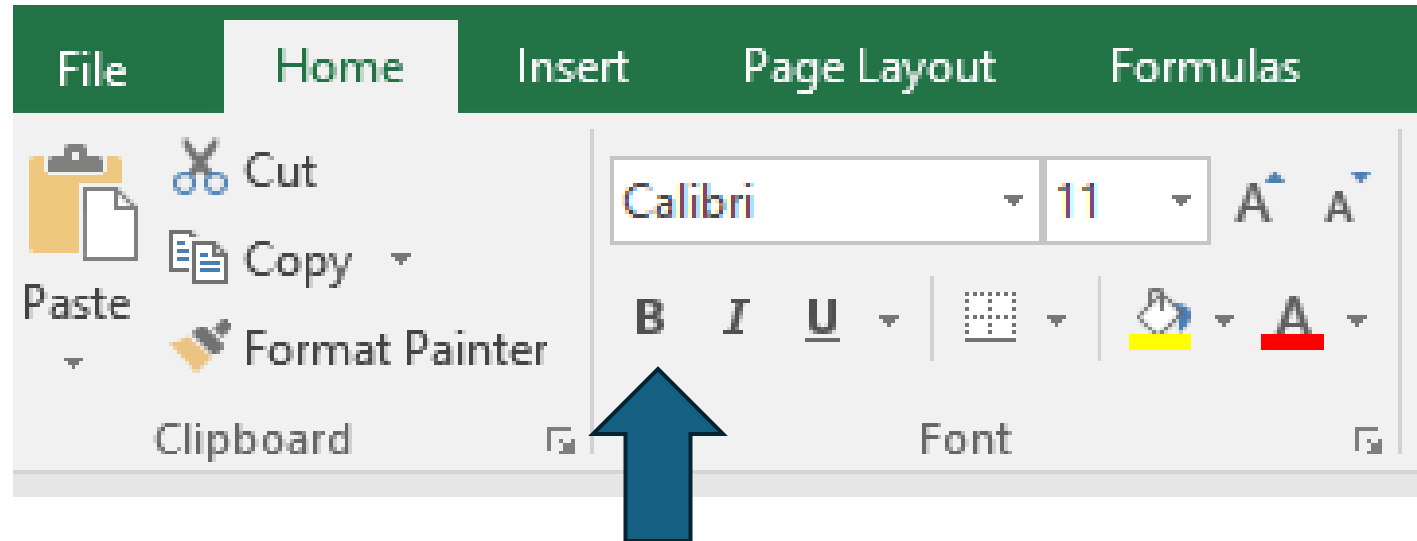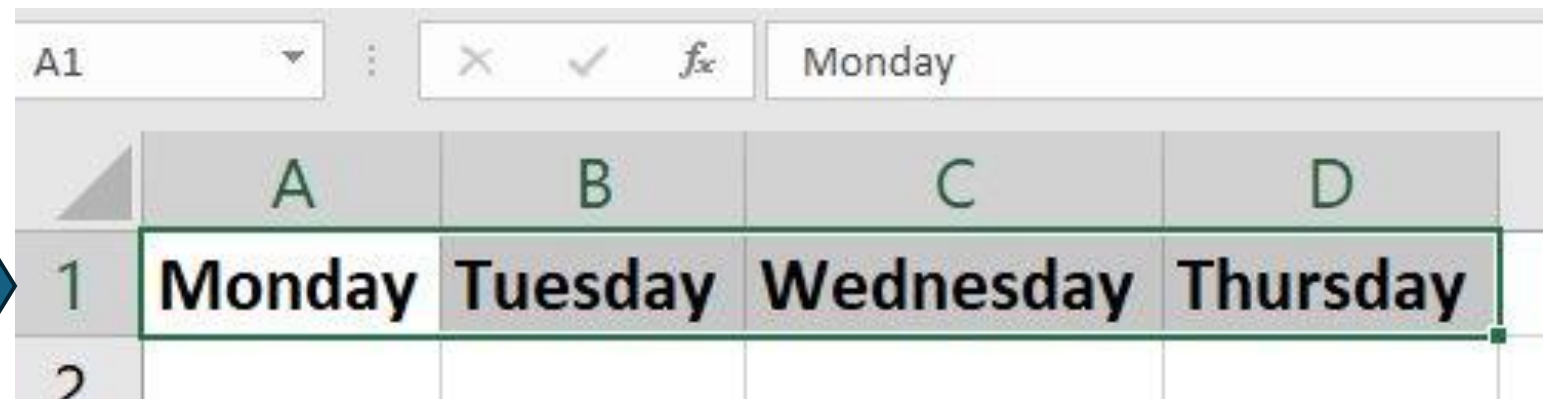
Keyboard Shortcut:
Ctrl + B (Windows)
Command + B (Apple)

The text is now bold.
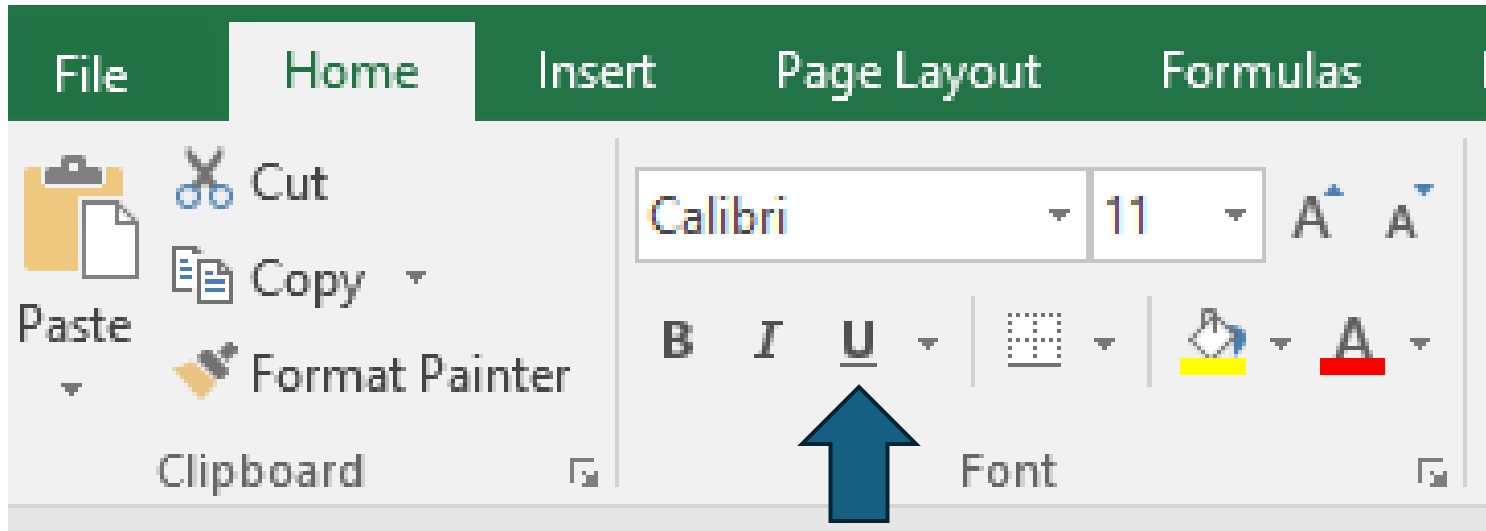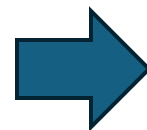
Underline

Keyboard Shortcut:
Ctrl + U (Windows)
Command + U (Apple)

To place an **underline** beneath the headings, click the **U** on the ribbon.
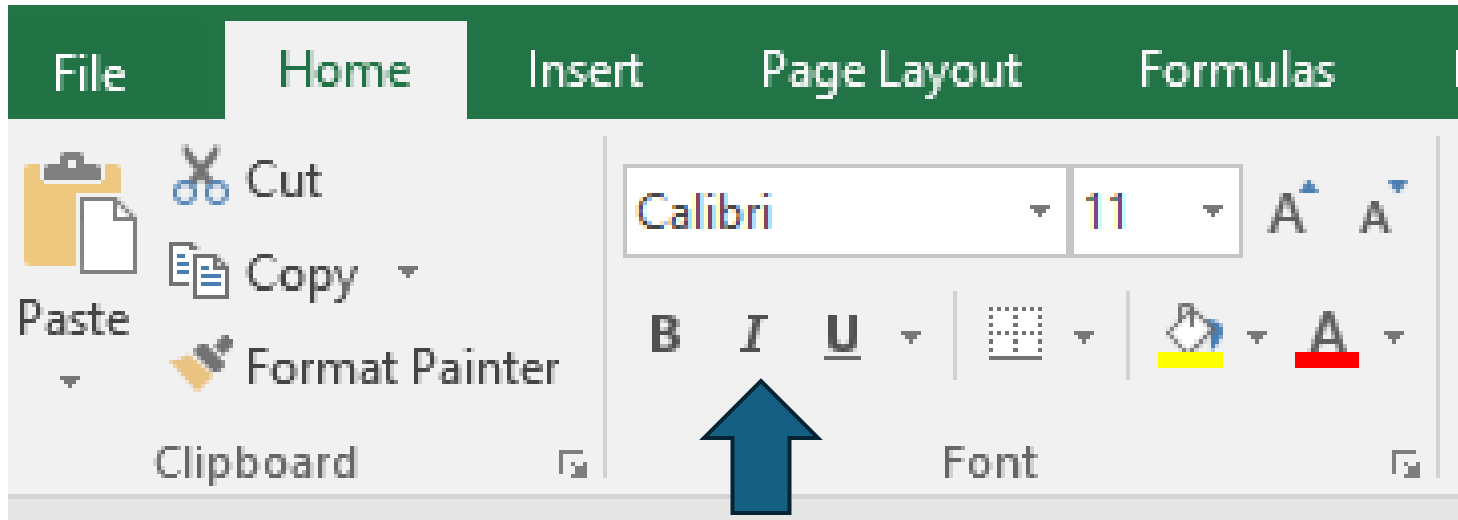
Italicize

Keyboard Shortcut:

Ctrl + I (Windows)
Command + I (Apple)

To make text **italicized**, click the **I** on the ribbon.
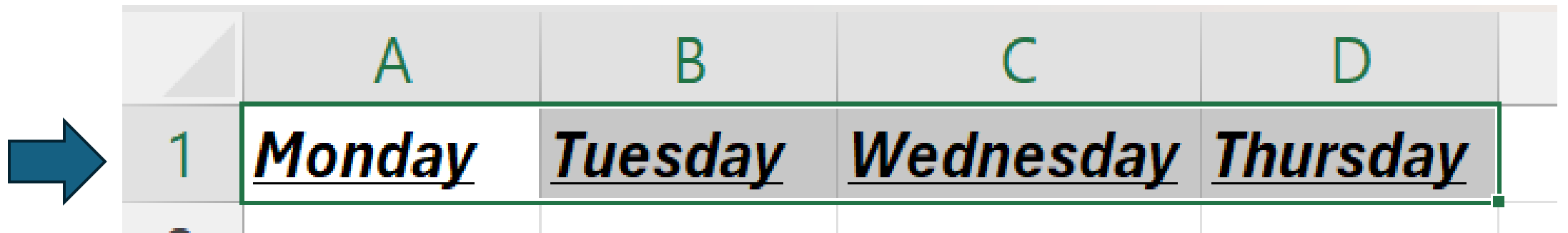
Changing Font Size

To change the size of your text:

1. Highlight the cells.
2. Click in the font size box.
3. Enter the size.
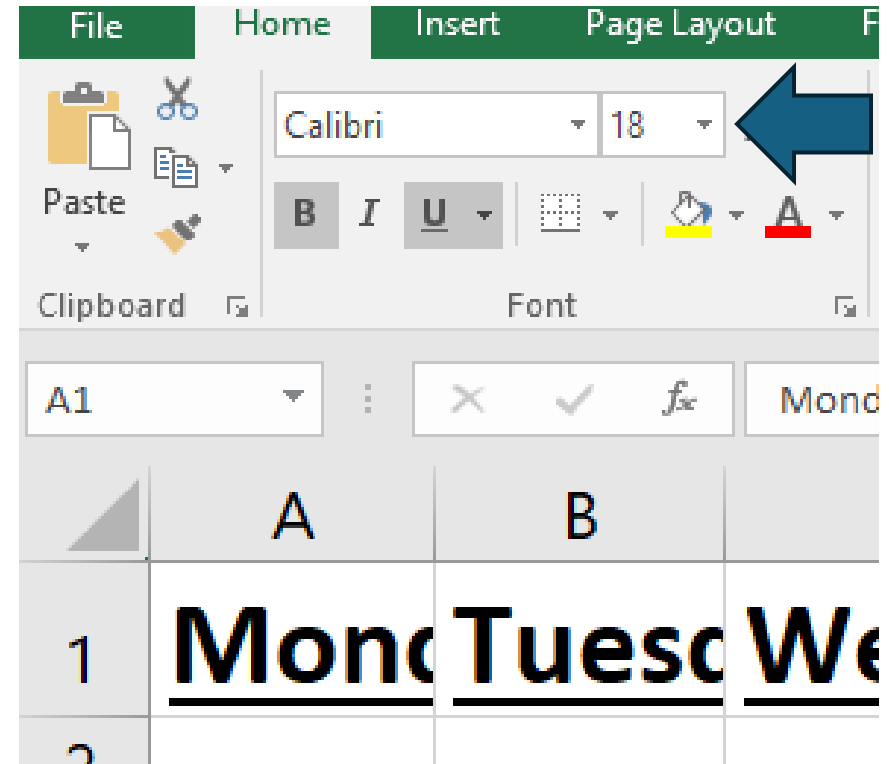
Font Size Drop Down List
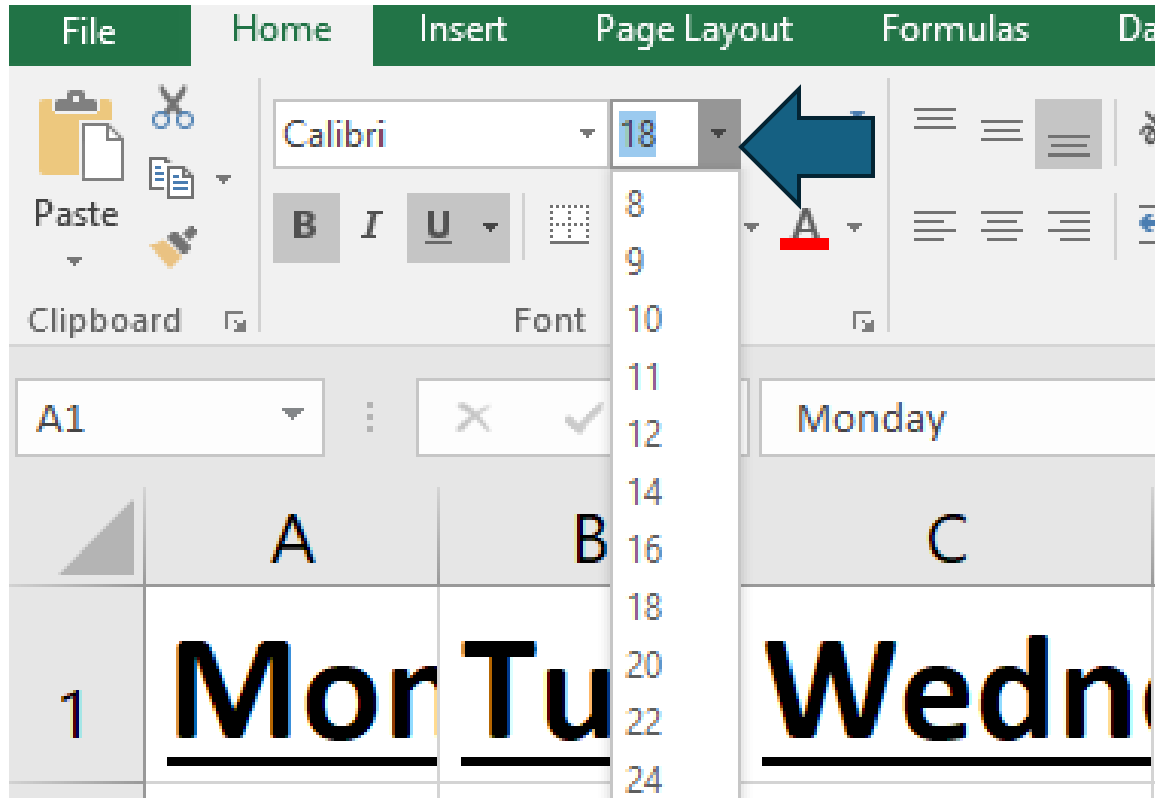
You can also click on the arrow for a list of font sizes.

Tip: As you move your pointer over the various sizes, the text will change.

Pro tip: Right Click
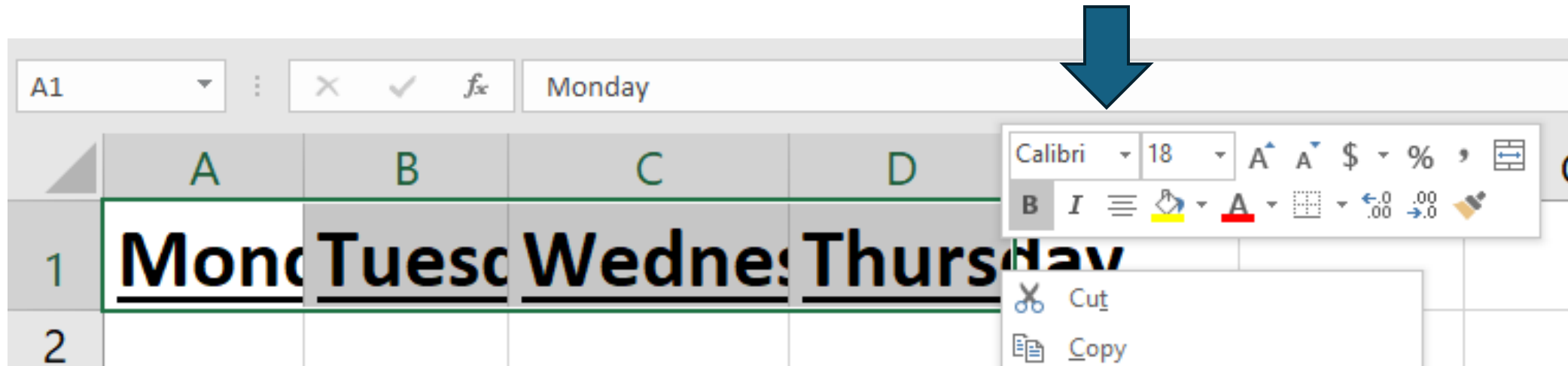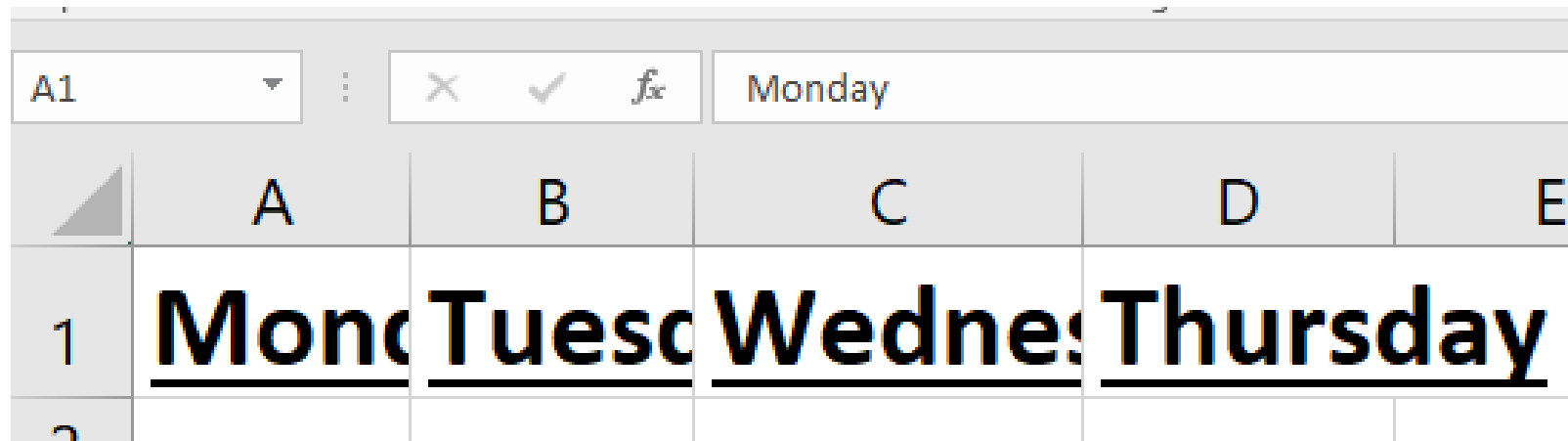
Many of the options are available via a pop menu when using a **right click**.

After highlighting the text, **right click**.

Several common functions will be available.

Changing Row and Column Size

- The text in my cells no longer fits the columns.
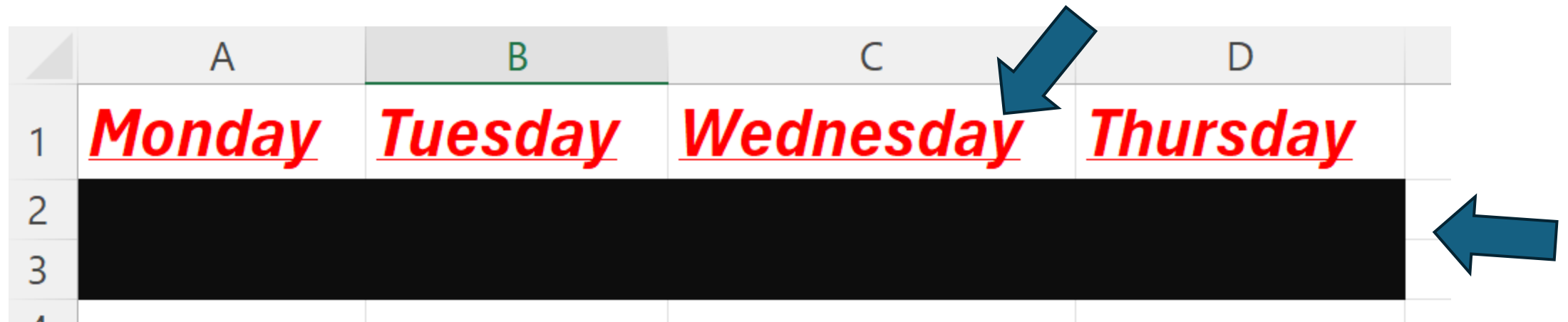
Changing Row and Column Size

- To adjust the row or column size:

- Place your pointer between the columns or rows.

- Click and drag.

- Tip: You can also double-click between the columns or rows.
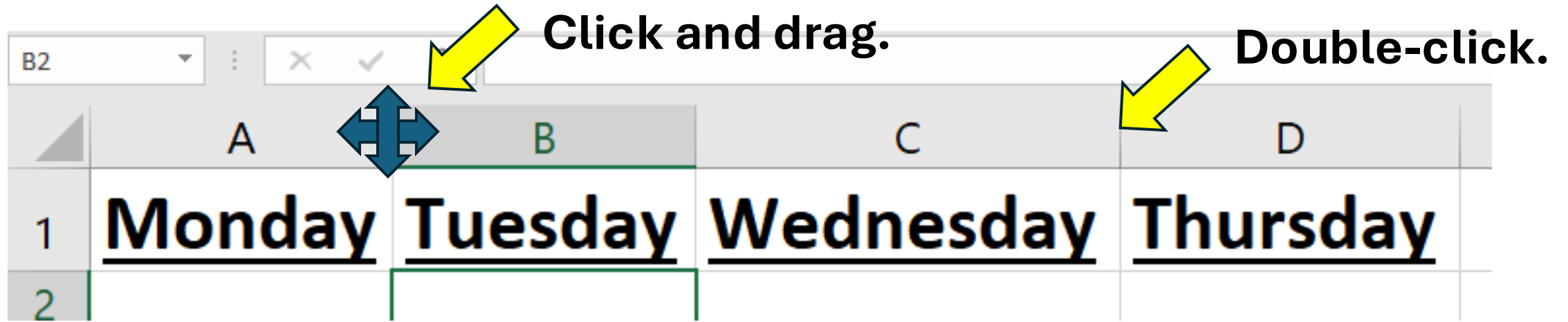
Changing Colors

- You can change the color of your data.

- You can also change the color of your cells.
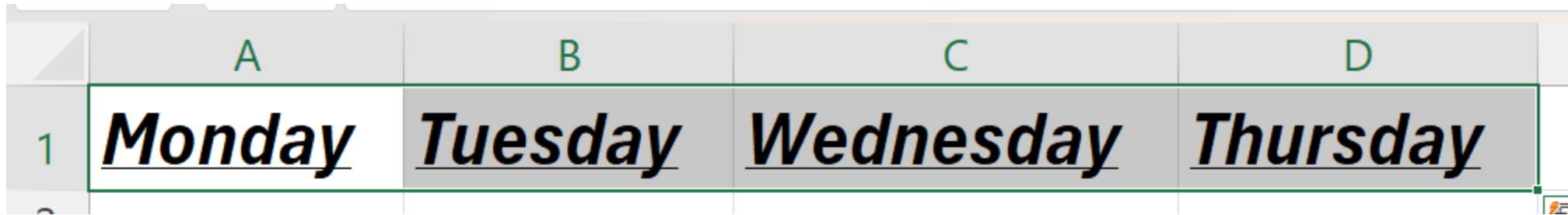
	A	B	C	D
1	*Monday*	*Tuesday*	*Wednesday*	*Thursday*
2				
3				

Why might you want to change the color your text or cells?

Data Colors

To change the color of your data:

1. Highlight the cells containing the data.

	A	B	C	D
1	**_Monday_**	**_Tuesday_**	**_Wednesday_**	**_Thursday_**

Data Colors

2. Click the arrow next to the font color button.

- Tip: an arrow next to a button indicates additional choices.
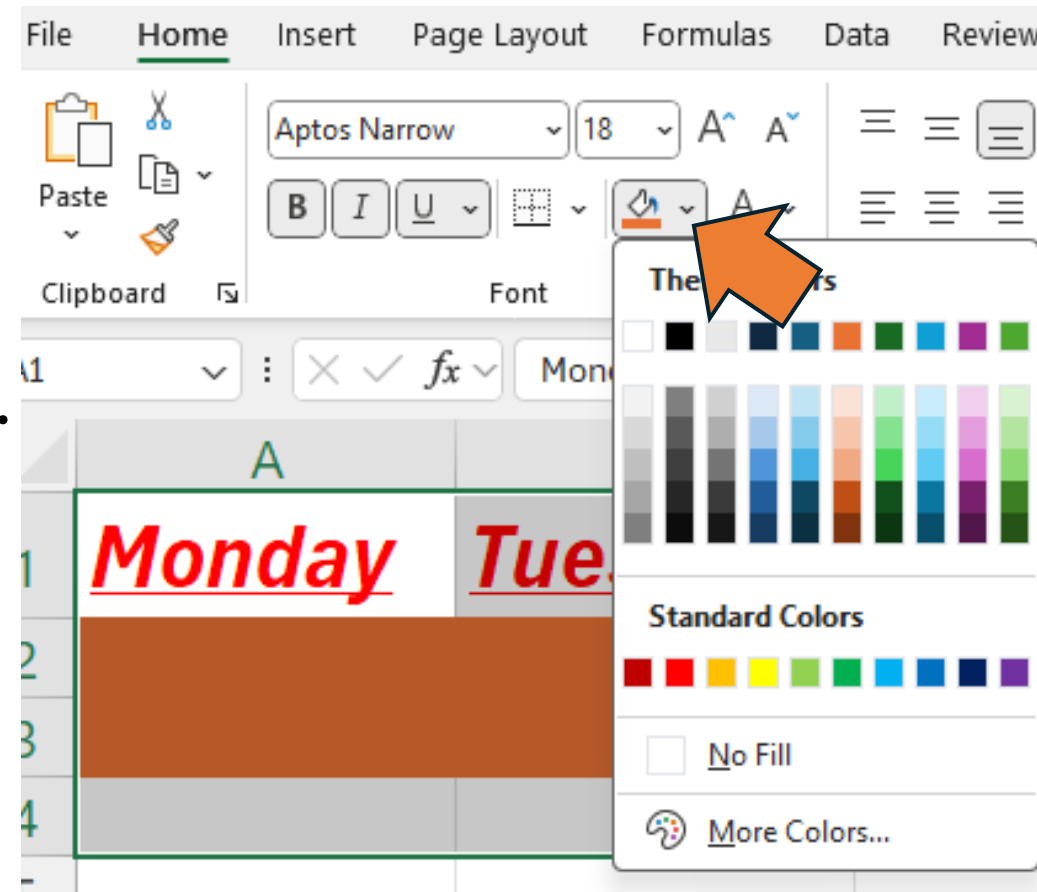
Data Colors

3. Choose your preferred color.
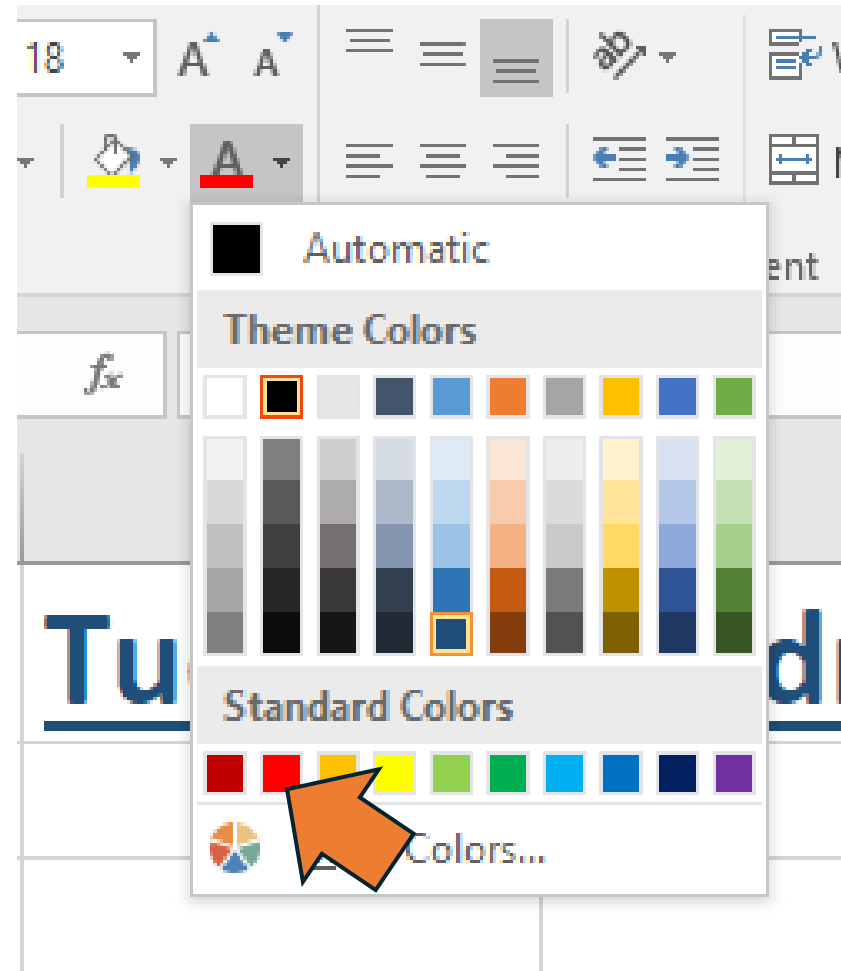
Cell Colors

- To change the color of your cells:

- Highlight the cells you want to change color.

	A	B	C	D
1	***Monday***	***Tuesday***	***Wednesday***	***Thursday***
2				
3				
4				

Cell Colors

- Click the arrow next to the fill color (paint bucket) button.
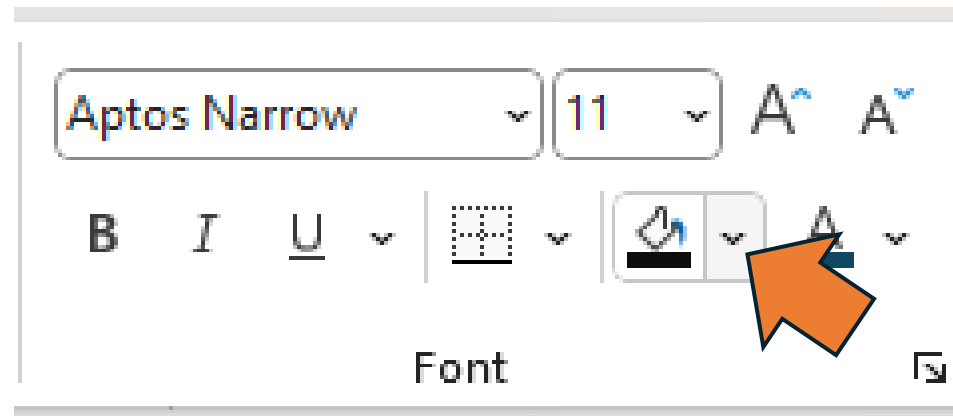
Cell Colors

- Choose your preferred color.
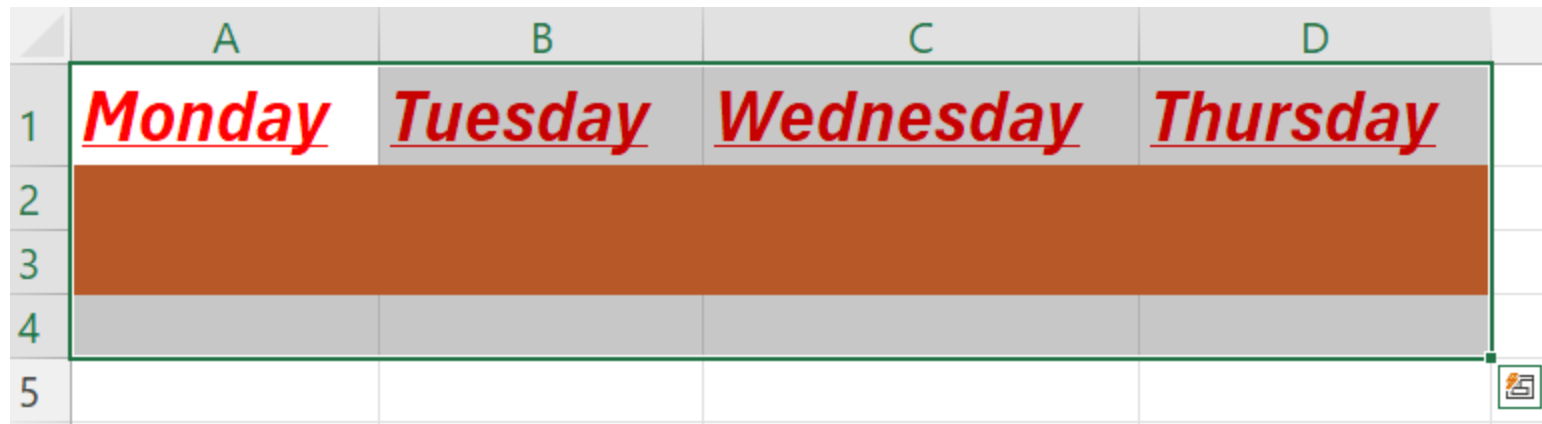
Cell Borders

- Cell borders can add a visual element to help make a spreadsheet simpler to read.

Cell Borders

To add cell borders:
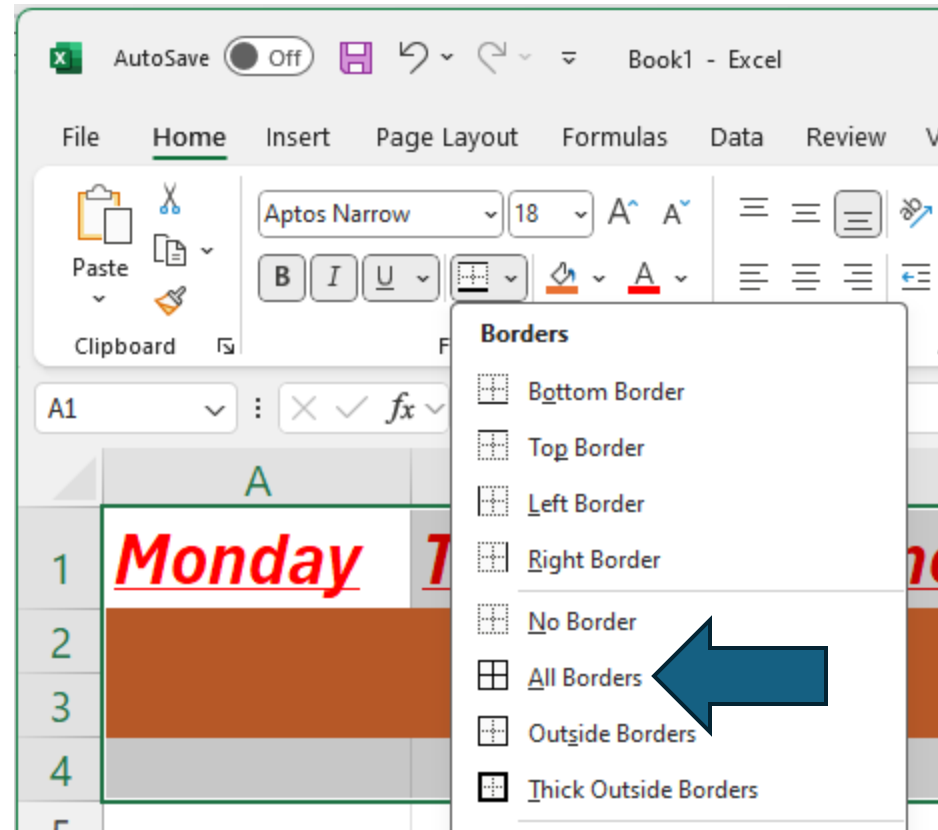
1. Highlight the desired cells:

Cell Borders

2. On the ribbon, click the arrow next to the borders button.
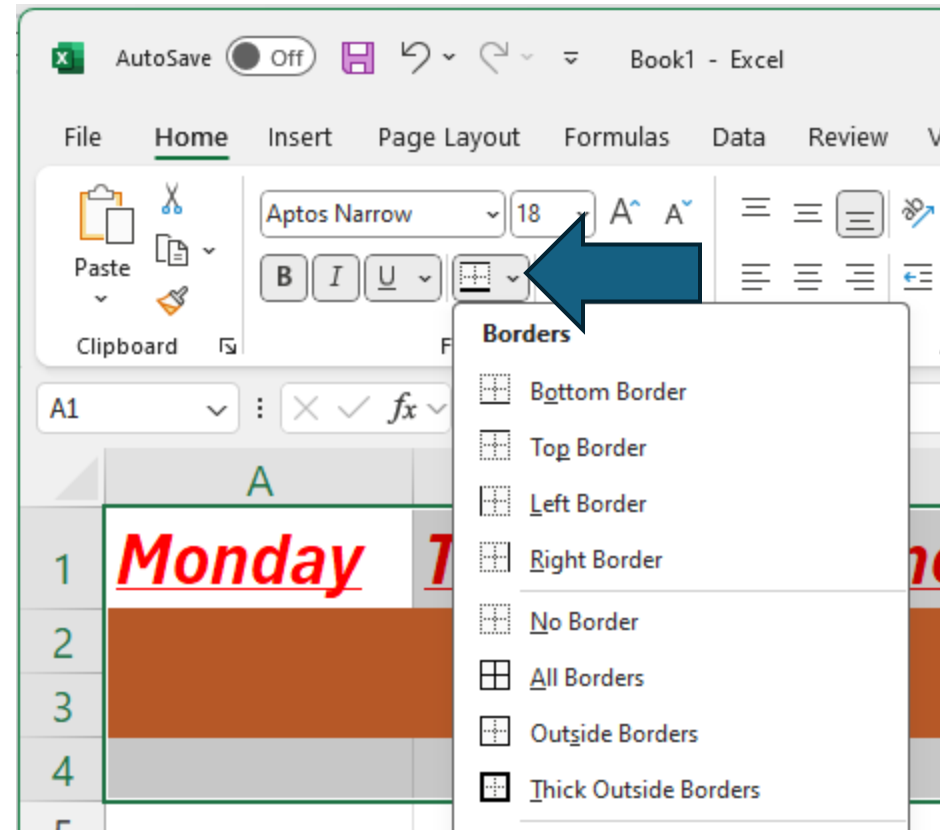
Cell Borders

3. Select All Borders or the border of your choice.

Cell Borders

Wrap Up

- What are some reasons you might change the format of data?

- Where are the tools you need to make changes to your data?

- What's the first step you need to take before formatting data?

- Which tab can you find common functions like bold, underline, italicize, font type, and size?

Next Class

- Title: Headings
- Date: Friday, September 20
- Time: 2:00 – 3:30 pm
- Description:

Create headings that span multiple columns and freeze headings.

Practice using the AutoSum feature to calculate the total costs.

Format numbers as currency.