Format Cells

Category:

General

Number Currency

Accounting

Number | Alignment

↔

Title

С

Status

# Excel 2007 Tips

- To select a column, click on the letter at the top of it. To select a row, click on the number at the left of it. To select the whole document, click on the empty box where column A and row 1 come together.
- Resize columns by clicking on the line between 2 columns and dragging it to size you want. The width will display in a popup window. You can do the same thing to adjust the row height by clicking between 2 rows and dragging to height you want.
  - a. Long Numbers

If a number looks like this #######, it means the column is too narrow. Drag the line between the column letters to widen it until the number appears normally.

HINT: Double clicking on the line will autosize the columns or rows.

- 3. Insert rows / columns
  - a. Put your mouse where you want to insert a row or column. To insert multiples, highlight the number of rows or columns you want to add.
  - b. On the Home tab, click insert.
  - c. Select from the menu to insert a row above or column to the left.
- 4. **Formatting text** the toolbars are the same as in Word you can bold, italic, customize lines or fonts, and set the alignment just as you would in a Word Document.
- 5. Barcodes will look like this 3.045E+13 when you first open the report.
  - a. Highlight the barcode column.
  - b. Right click and select format cells.
  - c. On the Number Tab, select Number .
  - d. Set the decimal places to 0.
- 6. Sheets in your workbook
  - a. Add a sheet by clicking on the icon at far right.
  - b. Rearrange sheets by clicking on a tab and dragging it to the location you want.
  - c. Rename sheet by right clicking on the tab and selecting rename.

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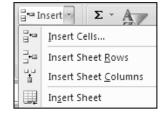
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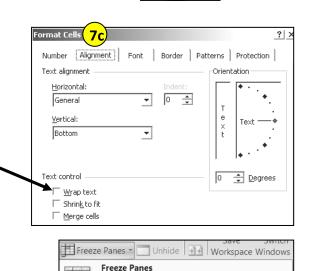


- Copy a sheet by right clicking on the tab and selecting Move or copy. Select the name of a different workbook or click on the sheet that you want after it.
   Put a check by Create a copy.
- e. To see the name of all tabs at once, right click on the arrows at the lower left. Click on the tab you wish to display.

## 7. Text Wrapping

- a. Select the area you want to modify.
- b. Right click and select Format Cells.
- c. On the Alignment tab, checking Wrap text will enlarge the rows to hold more data.

	Title
ഹ	Ella takes the cake / by Carmelo D'Amico ;
BLE ' <b>'''</b>	illustrated by Steven D'Amico 📃 🔨
	The case of the cheerleading tattletale / by
BLE	Jacqueline Carroll



#### 8. Freeze Panes

- a. Click the View tab.
- b. Put cursor where you want the screen to be "frozen".
- c. This allows you to keep specified rows or columns visible as you scroll through your document.



Keep the first column visible while scrolling
through the rest of the worksheet

Keep rows and columns visible while the rest of

### 9. To sort data:

- Select the whole document first or else only the highlighted areas will be sorted.
- b. Click on Data tab > Sort
- c. At the top right of pop up box, check "My data has headers".
- d. Click on Add Level to add more sorts.

Page	Layout	Formulas	Data	Review	View	Add-Ins			
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## 10. Printing

- a. See what your printed document will look like by selecting Print Preview (Office Button > Print > Print Preview)
  - Put a check by Show margins.
  - Click and drag on the margin markers to resize margins the way you wish.
- b. To display the headers on each page, click on the Page Layout tab > Print Titles.
  - On the Sheet tab, click in the rows to repeat at top box.
  - Click on the numeral 1 of your document. This will select the header row.
  - \$1:\$1 will appear in the box.
  - Click OK.

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- c. To print just a section of your document, highlight the desired area.
  - On the Page Layout tab, click on Print Area.
  - Click on Set Print Area.