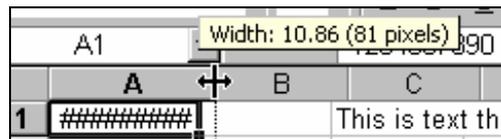


Adjusting the layout

Adjusting the layout

Adjusting Columns Widths

When you type a number or text into a cell, Excel automatically adjusts the width of the cell if the contents are wider than the cell. However there will be times when the number or text in a cell has too many characters, Excel displays the number in a scientific format, or as a series of ##### symbols. Text displays over to the next cell if that cell is empty. To adjust the width of a column so that it displays the entire cell contents position the cursor to on the right edge of the columns on column headings row. The cursor changes shape to a double-headed arrow as shown below.



Either, double click to automatically adjust the column width, or drag the cursor (right or left) to increase or decrease the column width.

An alternative method is to Click on the Column Heading, click the right mouse button and select **Column Width**. This allows you to specify the exact width of a column.

A series of columns can be adjusted in the same way by highlighting the column headers before clicking.

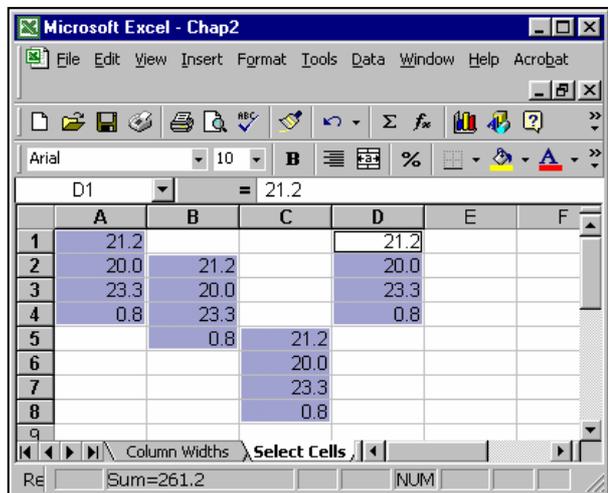
Selecting Cells

<Ctrl>

A series of cells, part of a row, a column etc. can be selected by dragging across the cells. To select cells that are not adjacent to each other, select the first series of cells. Then press down the <Ctrl> key and highlight the next series of cells.

<Shift>

The shift key can be used to select a series of cells adjacent cells. Click on the first cell in the series. Press the <Shift> key and click on the last cell in the series. All cells will be selected.

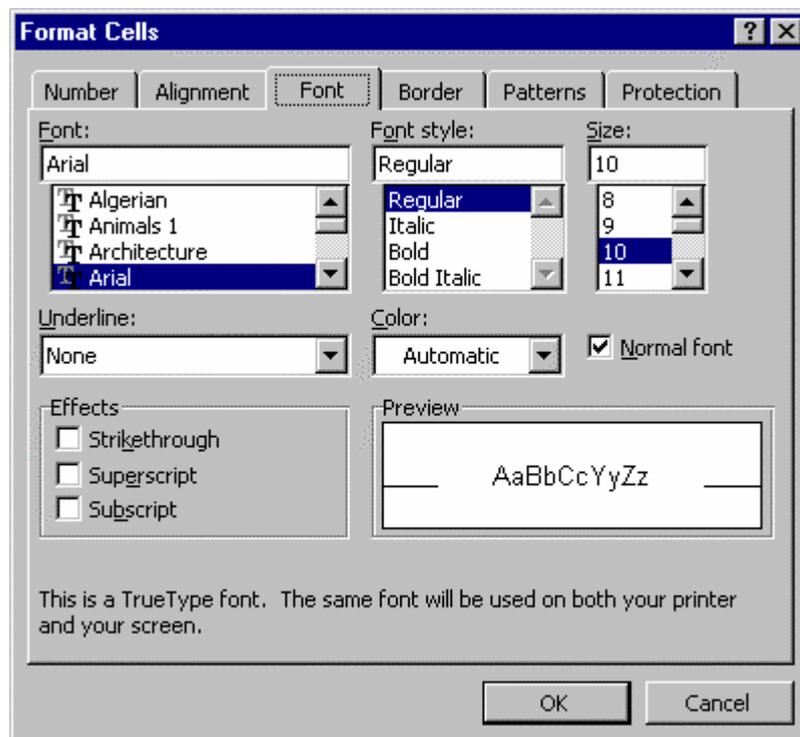


Changing Fonts

The Font used for displaying the contents of cells can be changed so can the individual characters within a cell.

Select the cells whose font is to be changed. Use the Font and Font Size drop down lists to change the type face or size of the characters. Click on the bold **B**, italic *I* and underline U icons to change the style of font.

An alternative method, with more options, is to Select **Format | Cells**, or click the Right mouse button and select **Format Cells**. A Format Cells window is displayed. Select the Font tabbed option. Choose the required features and click on OK.



Individual characters within a cell can have different Fonts applied to them. Highlight the characters displayed on the Formula bar cell and make the changes as described above.



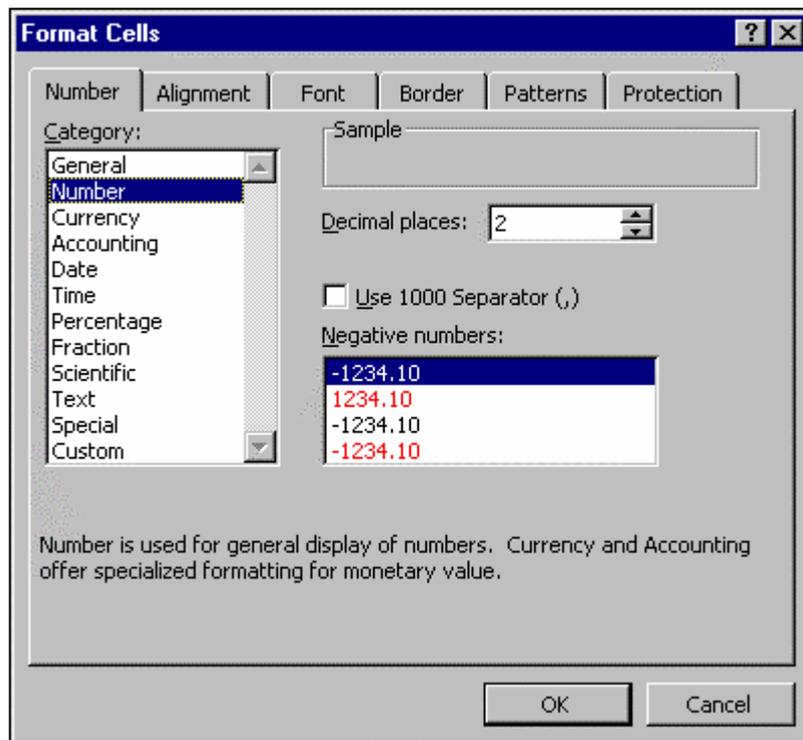
Changing Colours

The colour of highlighted cells and characters can be changed by clicking on the Font Colour icon  and selecting a colour. The background of a cell can be changed by clicking on the Fill Colour style icon , background colours for individual characters cannot be chosen.

Formatting Numbers

If you want a range of cells to show the same number of, or no, decimal places, a quick way to achieve this is to highlight these cells and click on the increase decimal  and decrease decimal  icons to display the desired number of decimal places.

An alternative way, which offers additional numeric formats, is to highlight the cells and select **Format | Cells**, or click the Right mouse button and select **Format Cells**. The Format Cells window is displayed. Select the Number tabbed option.



Select Number from the Category list. Excel allows you to specify the number of decimal places and how negative numbers should be displayed.

Aligning Cell Contents

By default, numbers and dates are aligned to the right edge of a cell, text to the left edge. To change this, highlight the cells, column or row and click on the align left, centre or right icons    to select the required alignment.

To centre the contents of a cell across several rows, for example when creating titles, enter the text in the left most cell of the series. Highlight the cells over which the text is to be centred and click on the Merge & Center icon . To reverse this effect, select **Format | Cells | Alignment | Text Control** and uncheck the Merge cells box

As with other formatting commands there is an Alignment tabbed option in the Format Cells window that can be selected from **Format | Cells** or Right button click and Format Cells.

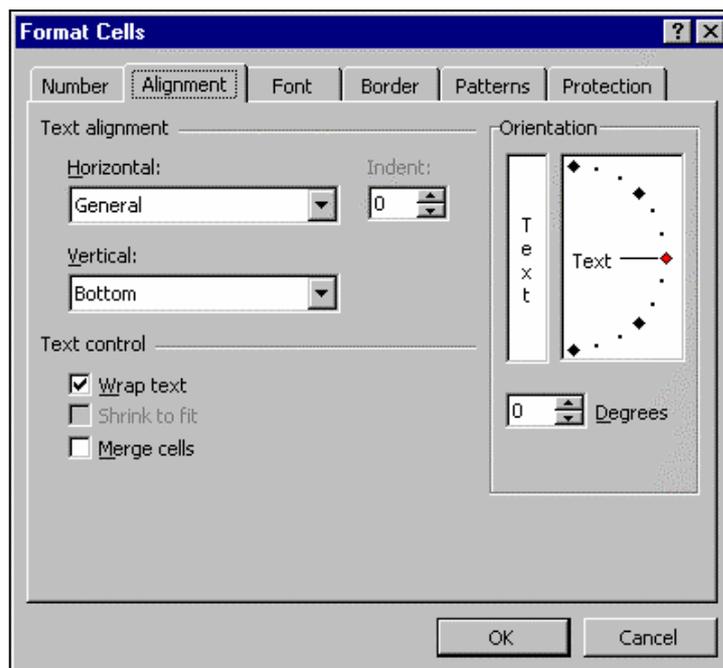
The Alignment option can be used to wrap text within a cell, so that it appears on several lines. The row height is automatically increased

	A	B
1	This is unwrapped text	
2	This is wrapped text	
3		

The wrapped text is selected by checking the **Wrap Text** box in the Alignment option. To display all of the text, position the cursor between rows numbers



2 and 3, so that it changes shape to a double headed arrow and double click. The height of the row is automatically adjusted.



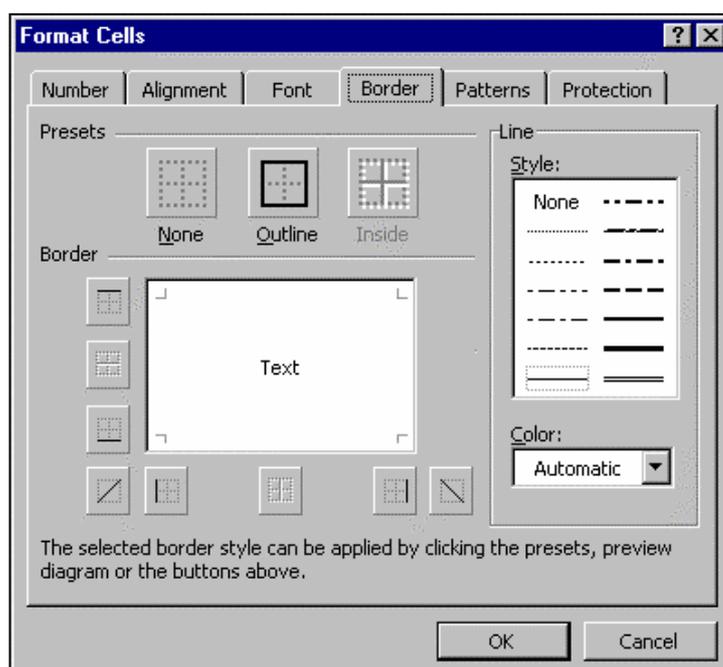
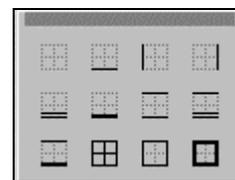
This option also provides for other ways of arranging the contents of a cell.

Creating Borders and Lines

To create border around a series of cells or to place a line above or below a row, highlight the cells. The quick way to add a line is to click on the

Borders  icon . A window of border styles is displayed, click on the required one. To remove a border highlight the cells and click on the no border option (top right)

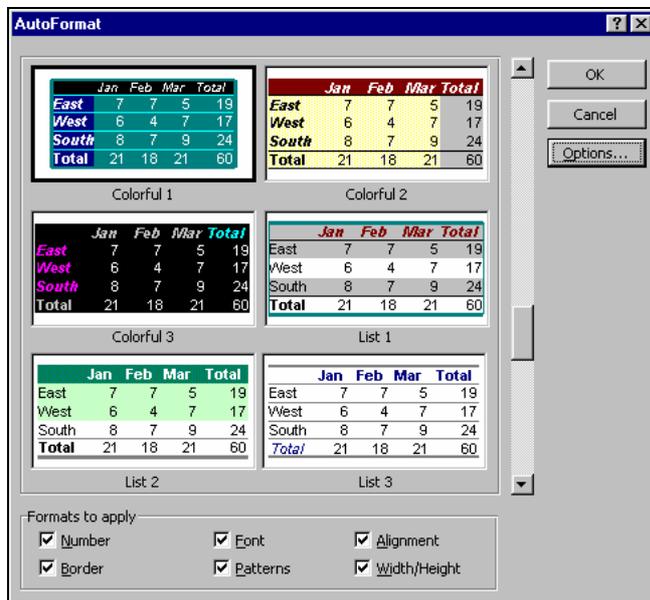
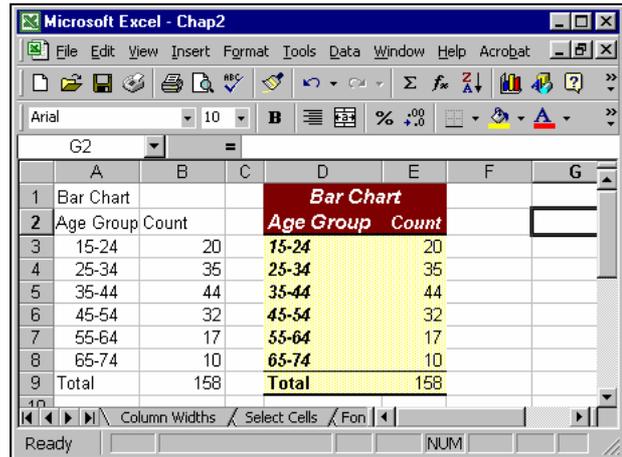
A greater range of features are offered in the Border option which is accessed by selecting **Format | Cells** or click the Right mouse button, select Format Cells.



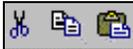
Auto Format

Excel also provides an automatic formatting feature. It can be used to lay out a table of data as shown in the figure.

Highlight the cells in the 'table', select **Format | AutoFormat** from the menu. Choose the desired layout from the list of AutoFormats. Click on the Options button if you wish to choose which formats to apply or omit.



Cut/Copy/Paste

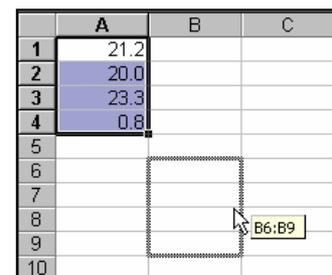
The standard window's Cut, Copy and Paste icons  can be used to:

1. Move information within the Workbook.
2. Transfer information from or to another window application.

Excel also provides its own way to do this using the mouse. This technique is intended for short distances.

Moving cells with the mouse

1. Select the cell(s) to be moved.
2. Position the cursor over the border, the cursor changes to .
3. Drag the selection to where you want to move the data to and release the mouse button.



Copying cells with the mouse

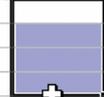
This is the same except you press down the <Ctrl> key as you move. The cursor has a plus added to it 

Moving cells with Cut/Paste

Select the cell(s) to be moved.

1. Click on the Cut icon  or select **Edit | Cut**.
2. Click on the top-left cell of the new area, or select the entire area.
3. Click on the Paste icon .

	A	B
1	21.2	
2	20.0	
3	23.3	
4	0.8	
5		
6		
7		
8		



Copying cells with Copy/Paste

This is similar to moving except click on the Copy icon  at step 2.

Swapping rows and columns when copying - Transpose

If you want to copy cells in a column (organised vertically) and place them in a row (organised horizontally), select **Edit | Paste Special**, do not use the Paste icon.

Check the Transpose box in the Paste Special window. The data below was copied from A1:A4 to B2:E2

	A	B	C	D	E
1	21.2				
2	20.0				
3	23.3	21.2	20.0	23.3	0.8
4	0.8				



Note for Cut, Copy and Paste actions:

- The cut or copied area is highlighted with a moving dashed border.
- The new and old areas can overlap.
- If you abandon cut or copy actions, the cells may still have the dashed border around them. Press the <Esc> key to cancel the border.

Transferring data between Windows applications

The information could be numbers or text from another windows application, for example a word processor, or a statistical program. It could also be a diagram or chart that you want to embed in the spreadsheet or copy from it.

Assume that you have both your word processor and Excel running.

Highlight some text in your word processor, select **Edit | Copy**. This copies text to the Windows clipboard. Use the <Alt Tab> technique to switch to Excel, click on the cell that is

to receive the text. Click on the Copy from clipboard icon .

Note: Data transferred from Excel to a word processor will be inserted as a table when you use the Copy and Paste icons. To insert the data as simple text use Edit | Paste Special to control this.