

Excel 2007

Columns Rows and Tables Formatting

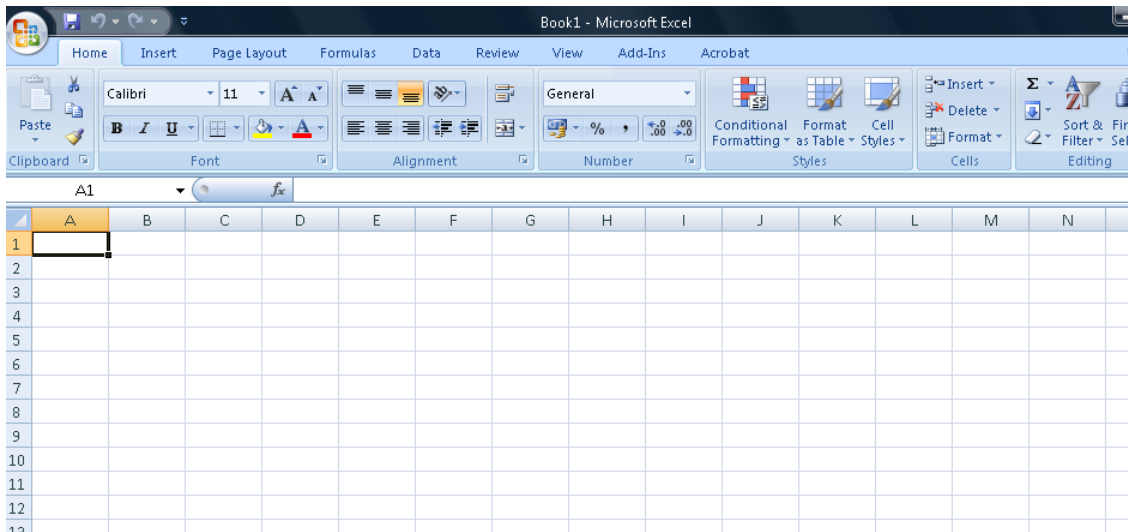
In this lesson you will learn how to:

- Insert, Delete Columns, Rows and Tables
- Rename worksheets
- Adjust the size of Columns and Rows
- Freeze your Table
- Align your Table
- Format the Font
- Apply and Remove Filters Format Cells
- Format Cells

It is important that you Save and Print this lesson, in order to work along with it as we progress, practising the techniques as we go. You will find that this will help you to retain the lesson skills.

Power up Excel 2007

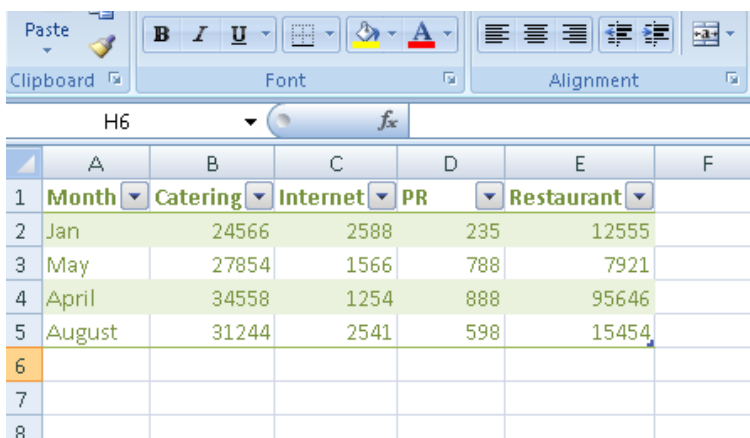
You should then be presented with a new worksheet. If you are not, click on the office button and add a new workbook.



Inserting & Deleting

In this lesson we will first look at the Cells option on the ribbon. To insert and delete cells, rows, columns and Tables.

To insert or delete we first need a table to work from, so type out the table shown. Or work with a table you already have, you can undo the changes you make.

A screenshot of the Microsoft Excel 2007 interface showing a table. The ribbon is set to 'Home' and includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, and Acrobat. The ribbon groups are Clipboard, Font, and Alignment. The worksheet grid is visible, with column headers A through F and row numbers 1 through 8. Cell H6 is selected. The table data is as follows:

Month	Catering	Internet	PR	Restaurant
Jan	24566	2588	235	12555
May	27854	1566	788	7921
April	34558	1254	888	95646
August	31244	2541	598	15454

The data is not important as this is a practise sheet.

As you can see from the table shown the cursor is ready for the next row, which is row 6. In Excel 2007 your selection or work section is highlighted orange, which makes it easier for us to work on our table.

We will insert a column into the table, after the Month column. Select column B. By going to the very top of your table, where the column range is, until you see a downward black arrow. When you see the arrow, click and the whole column will be selected. As Shown below.

	A	B	C	D	E	F
1	Month	Catering	Internet	PR	Restaurant	
2	Jan	24566	2588	235	12555	
3	May	27854	1566	788	7921	
4	April	34558	1254	888	95646	
5	August	31244	2541	598	15454	
6						
7						
8						
9						
10						
11						
12						
13						

There are a number of ways to insert a column, you can right click on your mouse and choose insert. Or you can use the ribbon, on the Home Tab, click on Insert, which is on the Cells section. Click on - Insert Sheet Column option. To delete the column, right click on the mouse and choose Delete, or if you prefer the ribbon, click on delete in the Cell section.

	B	C	D	E	F	G	H	I	J	K
Column1	Catering	Internet	PR	Restaurant						
	24566	2588	235	12555						
	27854	1566	788	7921						
	34558	1254	888	95646						
	31244	2541	598	15454						

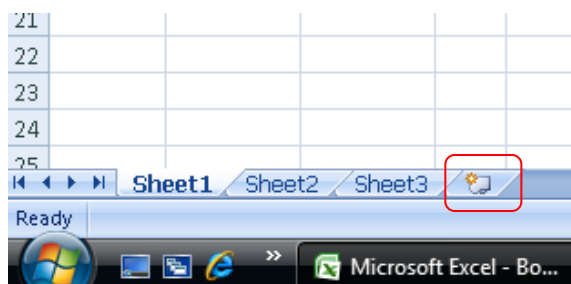
To insert a row, we move to the row sections and the same as before go to the edge of the row to the number range. To the row that you want to insert another row too, until you see the black arrow, click on your mouse to select the row.

To insert, right click on the mouse, and choose the option insert. Note: Excel 2007 will always insert the row above your selection. Or to insert using the ribbon, select the row that you want to add another row too, and click on Insert as before in the cell section of the Home tab.

To delete the row, press on Ctrl Z to undo or right click on the mouse and choose delete rows, or use the delete function on the ribbon.

Renaming Sheets

At the bottom of your worksheet you will see that there are a total of 3 sheets in the workbook. You can remove, add, delete and rename these sheets.



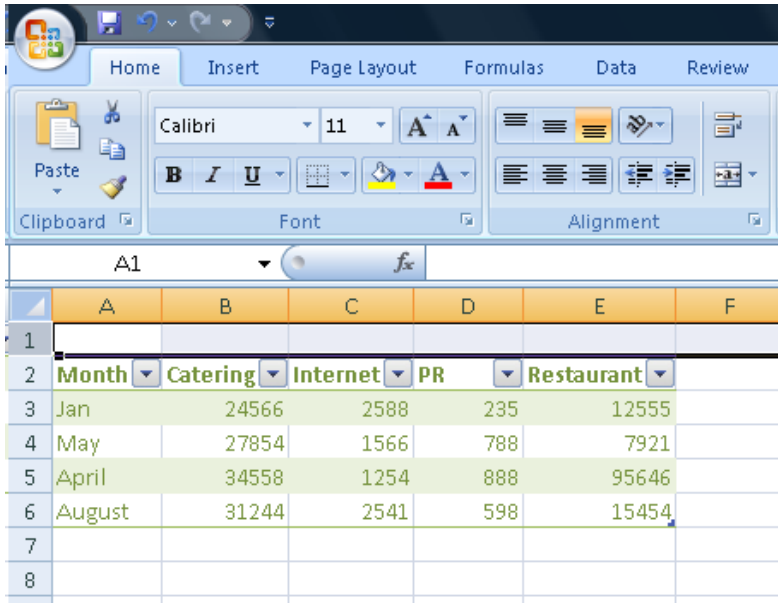
Let's remove Sheets 2 and 3. Click on the Tab, Sheet 2, right click and choose Delete. Do the same for Sheet 3.

To add a Sheet, click on the small icon next to the Sheets, Excel will automatically insert another sheet.

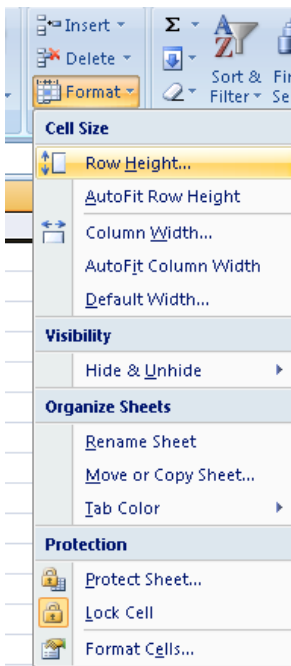
To Name a sheet, right click on the sheet you want to rename and choose the option Rename. You will then be able to type over the Sheet number, the name.

Adjust the size of rows and columns.

To adjust the size of the Heading row, first select the row, by clicking on the number of the row. You can see that row 1 is selected as the cells turn a grey colour. First ensure that you have inserted a row here for your heading to go into.

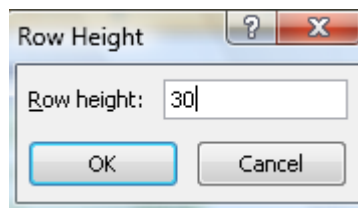


Hover over the row number until you see a cross symbol with an two edged arrow through it. This symbol is black, when you see that symbol drag to open up the row to the size you want it to be. It may take some practise if this is the first time you have used this feature. If you prefer, you can use the ribbon, click on format and then choose row height.



You will then get a dialogue box open up where you can choose the size of your header.

The size is measured in points, change the size to 30 points, that is a good size for a header.



	A	B	C	D	E
1					
2	Month	Catering	Internet	PR	Restaurant
3	Jan	24566	2588	235	12555
4	May	27854	1566	788	7921
5	April	34558	1254	888	95646
6	August	31244	2541	598	15454
7					
8					

We can now add the header, perhaps we should have added it before, when we changed the height but never mind. I've given the table a heading, the name of the business. 'Bakers Dozen'

	A	B	C	D	E
1	Bakers Dozen				
2	Month	Catering	Internet	PR	Restaurant
3	Jan	24566	2588	235	12555
4	May	27854	1566	788	7921
5	April	34558	1254	888	95646
6	August	31244	2541	598	15454
7					


To reduce the size of the row, you do the exact same things but reducing instead of adding to the height.

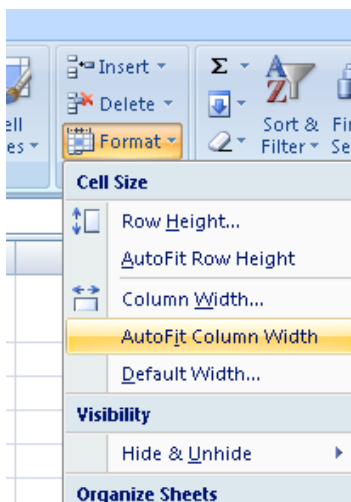
Widening the width of the columns is similar. For the sake of this lesson I have reduced my columns to show you.

	A	B	C	D	E	F
1	Bakers Dozen					
2	Month	Catering	Int	PR	R	aurant
3	Jan	24566	2588	235	###	
4	May	27854	1566	788	###	
5	April	34558	1254	888	###	
6	August	31244	2541	598	###	
7						

This table does not look quite right now, but the data is still there, it has not disappeared, the data just does not show in my table. If numbers do not

have enough room they sometimes turn into these symbols. And my PR column has reduced which means not all the data is shown.

Place your cursor at the top of the column D until you see a black  Or something like it, my artwork is not excellent. Open up the column to the correct size. To use the ribbon, select the column, choose the Format option and then Auto Fit to Column width. Excel 2007 will then do all the work for you. You may find that your table looks entirely different as Excel 2007 will try to save space and fit according to the data.

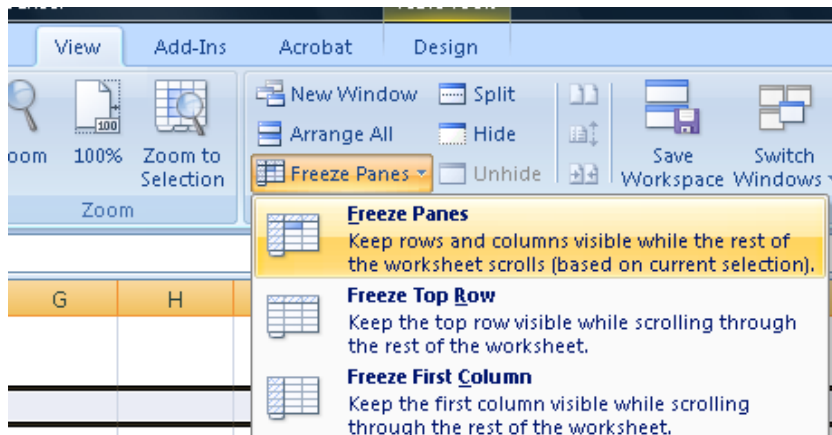


Formatting Tables

Freezing Tables

You may sometimes want to freeze certain sections of your table. For instance if I was working on a large workbook, with many rows, I might want to keep the heading and the month on the screen, whilst scrolling through my data.

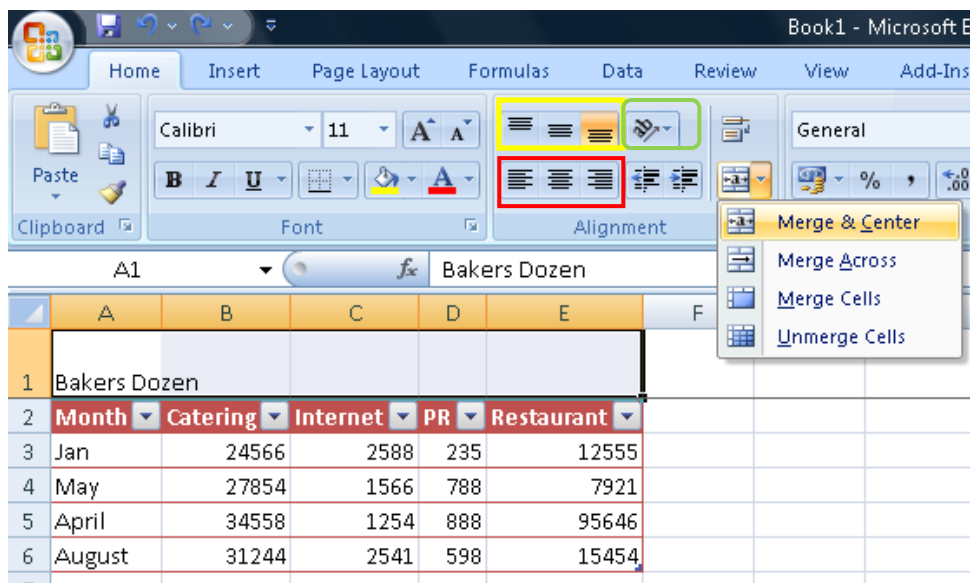
We will freeze column one, row one. Hit the View Tab then click on Freeze Panes, a menu box will appear where you can see the freezing options, choose the first option. There are two other options you can choose too. As our Table is too small it is not possible to see the effects but I hope you get the idea. Great feature for very long sheets.



Alignment Formatting

Select Row 1 in the table, we are going to centre the Heading. Do not select outside of the table or you will find that your heading is centred to your worksheet and not to the table.

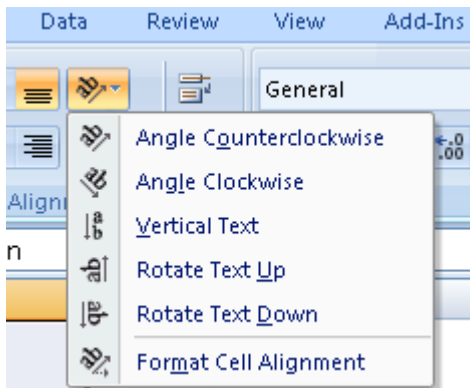
Click on the Home Tab, in the Alignment Section, click on the merge and centre button.



You will find Excel has merged the cells of the header for you and centred the title.

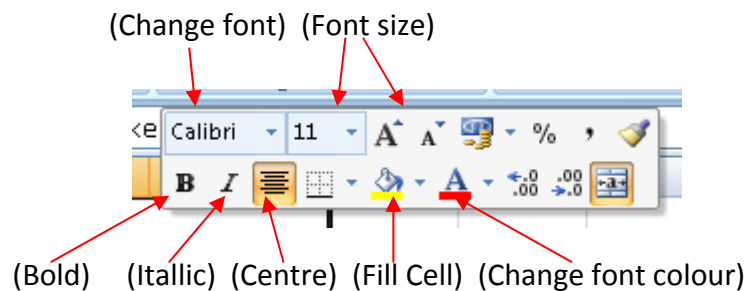
You can also use the right align button which looks like text right aligned. The centre button which will centre your title or the left align button which will left align. Or by using the options circled yellow, you can align your title to the top, bottom or middle of the row. Try it out, this is a new feature of Excel 2007. There is another button circled green that will add your text in a

variety of ways, horizontal, diagonal, see the box shown below. Showing the many different ways, you can format the alignment of the header. You might like to try it out.



Font

To enable us to format the header font. Click on the Home Tab, then on the font section, we have options to change the font to Bold, Italic, or Underline, we can change the font name to another font, and the size of the font. Change the font to Size 18, the Colour of the header to Red, and the background to Yellow. We can use the ribbon, or the mini toolbar, which is much quicker to use. Right click or hover over the header and a small toolbar will appear. We can use this to quickly change the font.



Once we have changed the size, colour, and the fill of the cell, our table will now look like this.

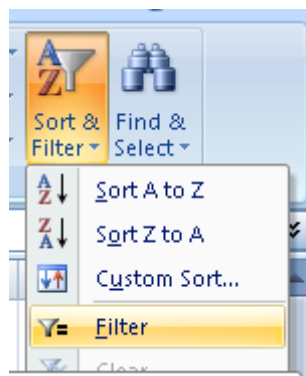
	A	B	C	D	E
	Bakers Dozen				
	Month ▼	Catering ▼	Internet ▼	PR ▼	Restaurant ▼
	Jan	24566	2588	235	12555
	May	27854	1566	788	7921
	April	34558	1254	888	95646
	August	31244	2541	598	15454

Filter Drop
Down Lists

Filter Columns

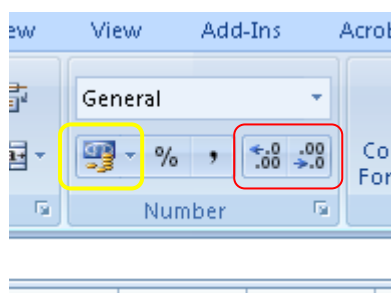
In the example shown and because we have inserted a table from the ribbon, it arrives ready, with filters added. And drop down lists with sort details in them.

Let's remove these filters. Select all of the cells in your table. (Not just the row where the filters sit). Click on the Home Tab and move across to the Editing Section, click on Sort and Filter. Click on the Filter option, to insert the filters again is the same option.



Formatting Cells

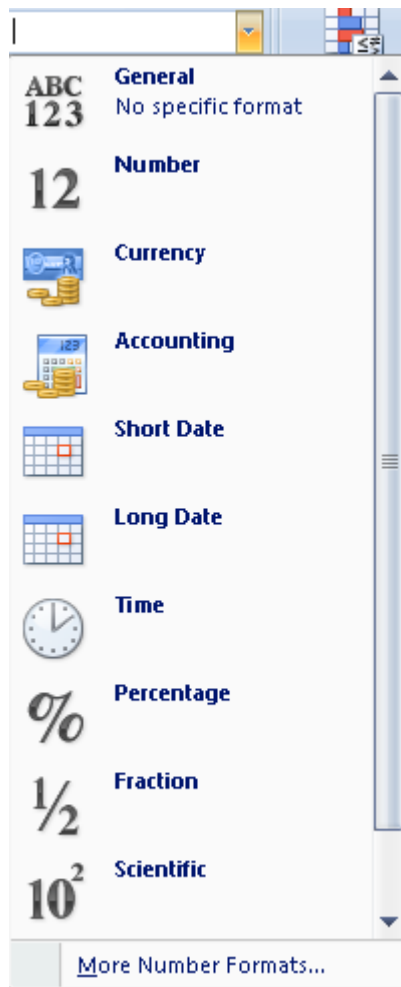
Formatting the Cells in your worksheet is very easy with Excel 2007. If you want your number fields to show decimals for instance you can adjust the decimal options. You will find these controls on the Home Tab, on the number section.



Indicated is the Decimal Controls. You can select how many 00 you need after the decimal point.

You can also change the currency here circled yellow, or make a cell a percentage cell. There is another button for the comma if you need to work with commas.

If you click on the box list that is marked General in the example, shown previously, you have many options on which to format your cells.



You have the first option General which could be Text or Number.

Number

Currency which is very easy to change to another currency now.

Accounting

Date which you can customise.

Long Date

Time

Percentage

Fraction

Scientific

And even more number formats

In your Table, experiment with these formatting options.

That is the end of this lesson, if you applied all of the techniques, you will now know a lot about formatting and adjusting your tables. In this lesson you learned how to:

- Insert, Delete Columns, Rows and Tables
- Rename worksheets
- Adjust the size of Columns and Rows
- Freeze your Table
- Align your Table
- Format the Font
- Apply and remove Filters
- Format the Cells