

**UNIVERSITY OF ANBAR**  
**COLLEGE OF MEDICINE**



**Microsoft Excel 2010**

## Formatting Spreadsheets

To further enhance your spreadsheet you can format a number of elements such as text, numbers, coloring, and table styles. Spreadsheets can become professional documents used for company meetings or can even be published.

### Wrap Text

You can display multiple lines of text inside a cell by wrapping the text. Wrapping text in a cell does not affect other cells.

1. Click the cell in which you want to wrap the text.
2. On the **Home** tab, in the **Alignment** group, click **Wrap**



- NOTE:** Text.
3. The text in your cell will be wrapped.

If the text is a long word, the characters won't wrap (the word won't be split); instead, you can widen the column or decrease the font size to see all the text. If all the text is not visible after you wrap the text, you might have to adjust the height of the row. On the **Home** tab, in the **Cells** group, click **Format**, and then under **Cell Size** click **AutoFit Row**

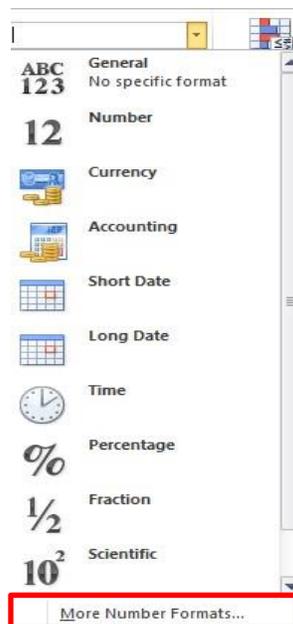
### Format Numbers

In Excel, the format of a cell is separate from the data that is stored in the cell. This display difference can have a significant effect when the data is numeric. For example, numbers in cells will default as rounded numbers, date and time may not appear as anticipated. After you type numbers in a cell, you can change the format in which they are displayed to ensure the numbers in your spreadsheet are displayed as you intended.

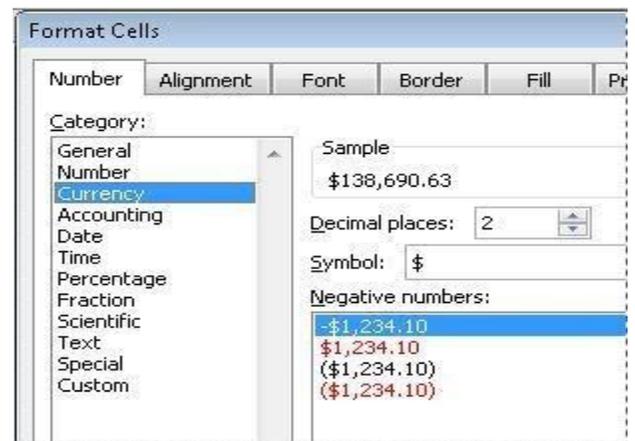
1. Click the cell(s) that contains the numbers that you want to format.



2. On the **Home** tab, in the **Number** group, click the arrow next to the **Number Format** box, and then click the format that you want.



If you are unable to format numbers in the detail you would like that you can click on the **More Number Formats** at the bottom of the **Number Format** drop down list.



1. In the Category list, click the format that you want to use, and then adjust settings to the right of the Format Cells dialog box. For example, if you're using the Currency format, you can select a different currency symbol, show more or fewer decimal places, or change the way negative numbers are displayed.

### Cell Borders

By using predefined border styles, you can quickly add a border around cells or ranges of cells. If predefined cell borders do not meet your needs, you can create a

**NOTE:** custom border.

Cell borders that you apply appear on printed pages. If you do not use cell borders but want worksheet gridline borders for all cells to be visible on printed pages, you can display the gridlines.

### Apply Cell Borders

1. On a worksheet, select the cell or range of cells that you want to add a border to, change the border style on, or remove a border from.
2. Go to the **Home** tab, in the **Font** group
3. Click the arrow next to **Borders** 
4. Click on the border style you would like
5. The border will be applied to the cell or cell range

**NOTE:** To apply a custom border style, click **More Borders**. In the **Format Cells** dialog box, on the **Border** tab, under **Line** and **Color**, click the line style and color that you want.

### Remove Cell Borders

1. Go to the **Home** tab, in the **Font** group
2. Click the arrow next to **Borders** 
3. Click **No Border** 

**NOTES:** The **Borders** button displays the most recently used border style. You can click the **Borders** button (not the arrow) to apply that style.



## Cell Styles

You can create a cell style that includes a custom border, colors and accounting formatting.

1. On the **Home** tab, in the **Styles** group, click **Cell Styles**.
2. Select the different cell style option you would like applied to your spreadsheet.

NOTE: If you would like to apply a cell fill and a cell border, select the cell fill color first then ensure both formats are applied.



## Cell and Text Coloring

You can also modify a variety of cell and text colors manually.

### Cell Fill

1. Select the cells that you want to apply or remove a fill color from.
2. Go to the **Home** tab, in the **Font** group and select one of the following options:
  - a. To fill cells with a solid color, click the arrow next to **Fill Color** , and then under **Theme Colors** or **Standard Colors**, click the color that you want.
  - b. To fill cells with a custom color, click the arrow next to **Fill Color** , click **More Colors**, and then in the **Colors** dialog box select the color that you want.
  - c. To apply the most recently selected color, click **Fill Color** .

NOTE:



Microsoft Excel saves your 10 most recently selected custom colors. To quickly apply one of these colors, click the arrow next to **Fill Color** , and then click the color that you want under **Recent Colors**.

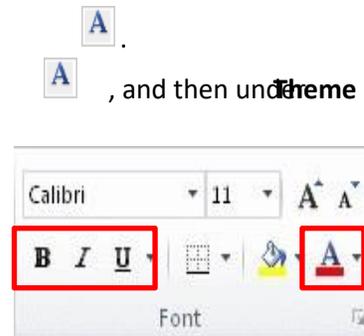


## Remove Cell Fill

1. Select the cells that contain a fill color or fill pattern.
2. On the **Home** tab, in the **Font** group, click the arrow next to **Fill Color**, and then click **No Fill**.

## Text Color

1. Select the cell, range of cells, text, or characters that you want to format with a different text color.
2. On the **Home** tab, in the **Font** group and select one of the following options:
  - a. To apply the most recently selected text color, click **Font Color**
  - b. To change the text color, click the arrow next to **Font Color** or **Standard Colors**, click the color that you want to use.

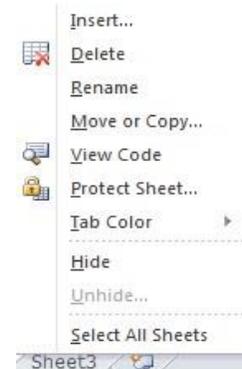


## Bold, Underline and Italics Text

1. Select the cell, range of cells, or text.
2. Go to the **Home** tab, in the **Font** group
3. Click on the Bold (**B**) Italic (*I*) or Underline (U) commands.
4. The selected command will be applied.

## Customize Worksheet Tab

1. On the **Sheet tab** bar, right-click the sheet tab that you want to customize
2. Click **Rename** to rename the sheet or **Tab Color** to select a tab color.
3. Type in the name or select a color you would like for your spreadsheet.
4. The information will be added to the tab at the bottom of the spreadsheet.



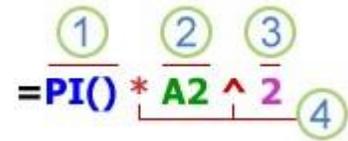
## Formulas in Excel

Formulas are equations that perform calculations on values in your worksheet. A formula always starts with an equal sign (=). An example of a simple is  $=5+2*3$  that multiplies two numbers and then adds a number to the result. Microsoft Office Excel follows the standard order of mathematical operations. In the preceding example, the multiplication operation ( $2*3$ ) is performed first, and then 5 is added to its result.

You can also create a formula by using a function which is a prewritten formula that takes a value, performs an operation and returns a value. For example, the formulas **=SUM(A1:A2)** and **SUM(A1,A2)** both use the **SUM** function to add the values in cells A1 and A2.

Depending on the type of formula that you create, a formula can contain any or all of the following parts.

 **Functions** A function, such as **PI()** or **SUM()**, starts with an equal sign (=).



**2 Cell references** You can refer to data in worksheet cells by including cell references in the formula. For example, the cell reference **A2** returns the value of that cell or uses that value in the calculation.

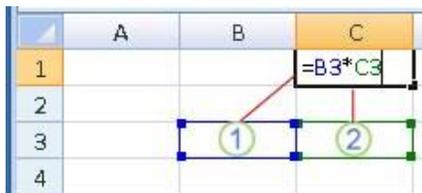
**3 Constants** You can also enter constants, such as numbers (such as **2**) or text values, directly into a formula.

**4 Operators** Operators are the symbols that are used to specify the type of calculation that you want the formula to perform.

### Create a Simple Formulas

- Click the cell in which you want to enter the formula.  
=5+2 Adds 5 and 2
- Type = (equal sign).
- Enter the formula by typing the constants and operators that you want to use in the calculation.
- Press ENTER.

EXAMPLE FORMULA	WHAT IT DOES
=5-2	Subtracts 2 from 5
=5/2	Divides 5 by 2
=5*2	Multiplies 5 times 2
=5^2	Raises 5 to the 2nd power



 **Create a Formula with Cell References**  
The first cell reference is B3, the color is blue, and the cell range has a blue border with square corners.

The second cell reference is C3, the color is green, and the cell range has a green border with square corners. To create your formula:

- Click the cell in which you want to enter the formula.
- In the **formula bar**, at the top of the Excel window that you use,  , type = (equal sign).
- Click on the 1<sup>st</sup> cell you want in the formula.
- Enter an Operator such as +, or \*.

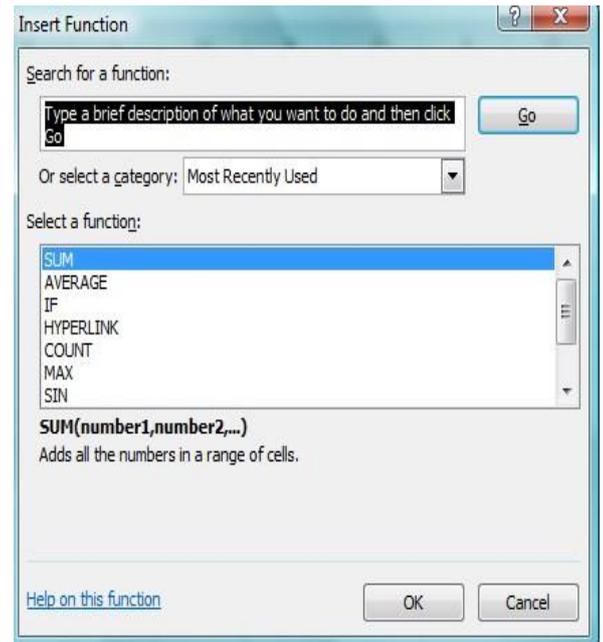
5. Click on the next cell you want in the formula. Continue steps 3 – 5 until the formula is complete
6. Hit the **ENTER** key on your keyboard.

=A1+A2                    Adds the values in cells A1 and A2  
 specified in A2

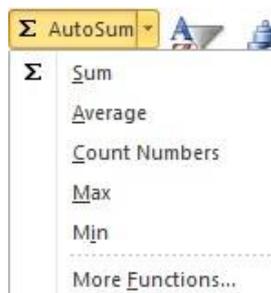
EXAMPLE FORMULA		WHAT IT DOES
=A1-A2	Subtracts the value in cell A2 from the value in A1	
=A1/A2	Divides the value in cell A1 by the value in A2	
=A1*A2	Multiplies the value in cell A1 times the value in A2	
=A1^A2	Raises the value in cell A1 to the exponential value	

## Create a Formula with Function

1. Click the cell in which you want to enter the formula.
2. Click **Insert Function**  on the formula bar . Excel inserts the equal sign (=) for you.
3. Select the function that you want to use. **NOTE:** If you're not sure which function to use, type a question that describes what you want to do in the **Search for a function** box (for example, "add numbers" returns the **SUM** function), or browse from the categories in the **Or Select a category** box.
4. Enter the arguments.
5. After you complete the formula, press ENTER.



## Use Auto Sum



To summarize values quickly, you can also use **AutoSum**.

1. Select the cell where you would like your formulas solution to appear.
2. Go to the **Home** tab, in the **Editing** group,
3. Click **AutoSum**, to sum your numbers or click the arrow next to **AutoSum** to select a function that you want to apply.

## Delete a Formula

When you delete a formula, the resulting values of the formula is also deleted. However, you can instead remove the formula only and leave the resulting value of the formula displayed in the cell. • To delete formulas along with their resulting values, do the following:

1. Select the cell or range of cells that contains the formula.
2. Press DELETE.
  - To delete formulas without removing their resulting values, do the following:

1. Select the cell or range of cells that contains the formula.
2. On the **Home** tab, in the **Clipboard** group, click **Copy** .



3. On the **Home** tab, in the **Clipboard** group, click the arrow below **Paste** , and then click **Paste Values**.

#### Avoid common errors with formulas

The following table summarizes some of the most common errors that you can make when entering a formula and how to correct those errors:

MAKE SURE THAT YOU...	MORE INFORMATION
<b>Match all open and close parentheses</b>	Make sure that all parentheses are part of a matching pair. When you create a formula, Excel displays parentheses in color as they are entered.
<b>Use a colon to indicate a range</b>	When you refer to a range of cells, use a colon (:) to separate the reference to the first cell in the range and the reference to the last cell in the range. For example, <b>A1:A5</b> .
<b>Enter all required arguments</b>	Some functions have required arguments. Also, make sure that you have not entered too many arguments.
<b>Nest no more than 64 functions</b>	You can enter, or nest, no more than 64 levels of functions within a function.
<b>Enclose other sheet names in single quotation marks</b>	If the formula refers to values or cells on other worksheets or workbooks, and the name of the other workbook or worksheet contains a non-alphabetical character, you must enclose its name within single quotation marks ( ' ).
<b>Enter numbers without formatting</b>	Do not format numbers as you enter them in formulas. For example, even if the value that you want to enter is \$1,000, enter <b>1000</b> in the formula.