

Section 8

Formatting

By the end of this Section you should be able to:

Format Numbers, Dates & Percentages

Change Cell Alignment and Rotate Text

Add Borders and Colour

Change Row Height and Column Width

Insert and Delete Rows and Columns

Use Freeze & Zoom

Use the Format Painter

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

Driving Lesson 63 - Formatting

P Park and Read

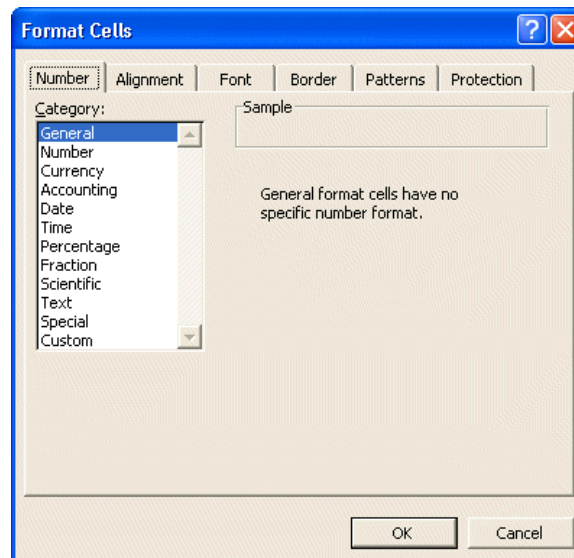
To **Format** is to change the way cells look in order to improve the overall appearance of a worksheet. The **Format Menu** is used to achieve the full range of formatting. However, the **Formatting Toolbar** provides buttons to format more quickly.

Formatting can change the style, size, colour, alignment and number format of text and numbers, the border style, colour and pattern of cells.



Manoeuvres

1. Open the workbook **Climate**.
2. Select **Format | Cells**. The cells to be formatted (cell or range) would normally be selected before using this command, but is used here for observation only.



3. The **Format Cells** dialog box is displayed. This is a six tabbed dialog box.
4. The **Number** tab is the first, if this is not displayed, click **Number**. This tab controls the way numbers are shown, including dates and times.
5. Click **Alignment**, this positions information in cells. Click **Font**, this changes the text style, size and other text features.
6. Click **Border**, this controls lines around cells. Click **Patterns**, this controls background cell colour. Click **Protection**, this is part of a system to stop information being lost.
7. Click **Cancel** to close the **Format Cells** dialog box.
8. Leave the workbook open for the next Driving Lesson.

Driving Lesson 64 - Bold, Underline & Italic

Park and Read


The easiest way to make a cell stand out is to make it **Bold**. This works well with titles.

Underline is a line under the cell contents (not a cell border).

Italic gives you leaning text, similar to handwriting.






Manoeuvres

1. Use the workbook **Climate**.
2. Select the cells **B2:K2**.
3. To make this range of cells **Bold**, click the **Bold** button, , on the **Formatting Toolbar**.



The button is displayed with a blue border when the feature is active. This applies to all formatting buttons.

4. Select the cells **A2:A18** and click once on the following buttons, **Italic**, , and **Underline**, .
5. Click anywhere on the worksheet to remove the highlighted selection and see the results. The underlining of a column of labels is not very effective.
6. Select cells **A2:A18** again and click the **Underline** button, , again to turn off the underlining. Click anywhere on the worksheet to remove the highlighted section.
7. There are quick key presses for bold, italic and underline. Click on cell **A2**. Press <Ctrl B> to add **Bold**, and to add **Underline**, press <Ctrl U>. The key press for **Italic** is <Ctrl I>, this cell already has **Italic** added.
8. The same keys turn off the formatting. Press <Ctrl I> and <Ctrl U> to turn off italic and underline for cell **A2**.



*The **Font** tab within the **Format | Cells** command could have been used to apply this formatting but the buttons and key presses are quicker.*

9. To double underline the contents of cell **A2**, select **Format | Cells** and click the **Font** tab. Click the drop down arrow of the **Underline** box and select **Double**. Click **OK** to apply the formatting.
10. Leave the workbook open for the next Driving Lesson.



Driving Lesson 65 - Fonts & Font Size

Park and Read

A **Font** is a type or style of print. Examples of fonts are Arial, Times New Roman, Modern, *Script*, etc. The default font and font size is **Arial 10**. **Font Size** is measured in points, more points means a larger size.




Manoeuvres

1. Using the workbook **Climate**, highlight the cells **B2:K2**, select **Format | Cells** and the **Font** tab.
2. Choose any **Font** from the **Font** box and view the results in the **Preview** box. Repeat to view other **Fonts**.
3. Select **Times New Roman** and click **OK** to add the formatting.
4. Select cell **A2**, the title. To change the font, a selection can be made using the drop down list (the down triangle) on the **Formatting** toolbar, . This is quicker when applying a different font. Change the font to **Algerian** (if not available, any other font).
5. To make the titles bigger you can change the **Font Size**. With cell **A2** still selected, change the size by clicking on the drop down **Font Size** box, , on the **Formatting Toolbar**.
6. Select **14**. Clicking on the **10** and typing **14** also works. This is especially useful when a size is not displayed in the list.



If row height has not been manually changed then an increase in font size automatically increases row height to display the text correctly.

7. Select cells **B2:K2**. To change the font size select **Format | Cells**, the **Font** tab and from the **Size** box try a variety of different font sizes and view the results in the **Preview** box. Change the **Size** to **11** and click **OK**.
8. The formatting on any cell can be copied to other cell(s) using the **Format Painter**. Click on cell **B2**, click the **Format Painter** button,  and then click and drag the range **B3:K4**. On release of the mouse button the formats from cell **B2** are painted to the range **B3:K4**.
9. Check that the cells in the range **B3:K4** are **Times New Roman** font, size **11pt** and **bold** (the labels are not fully displayed).



*To use the **Format Painter** repeatedly, double click when selecting it and when finished painting the format, press <Esc> to turn it off.*

10. Leave the workbook open for the next Driving Lesson.

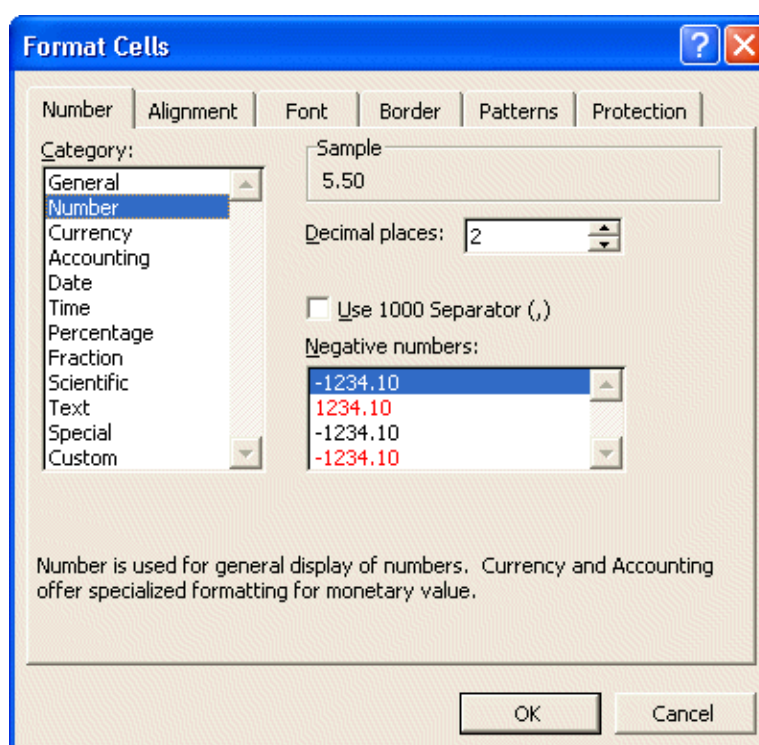
Driving Lesson 66 - Format Number

Park and Read

Numbers can be displayed in various styles, with decimal places, including a £ sign, % signs, with or without a separator to indicate thousands, etc.

Manoeuvres

1. Use the workbook **Climate** and select the range **B5:K16**.
2. Select **Format | Cells**. With the **Number** tab selected, click on each of the categories, to see the type of formatting available in each.
3. Select **Number** from the **Category** list.



4. Check that the number of **Decimal places** is set as **2**. Leaving the **Use 1000 Separator (,)** unchecked, displays numbers without the comma separator for thousands.






*In the section **Negative numbers** there are options to display any negative values in red, with or without a minus sign. Above this section is a check box **Use 1000 Separator (,)** which is used to add commas to numbers displaying thousands, e.g. **5,600**.*

5. Click **OK** to apply the chosen formats. All the numbers in the range are now formatted to two decimal places without the thousands separator.



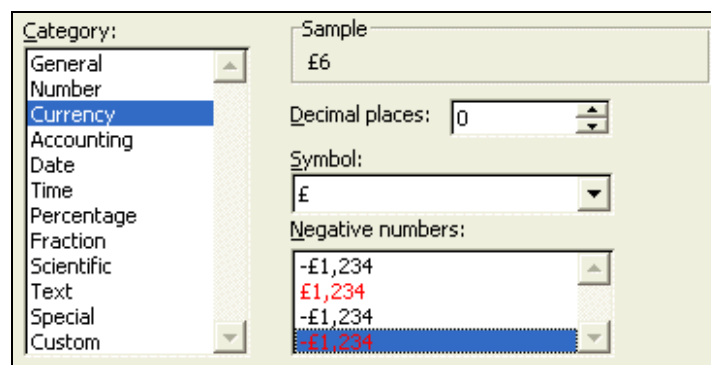
Driving Lesson 66 - Continued

6. There are also buttons on the toolbar to **Increase Decimal** places,  and **Decrease Decimal** places, , by one place for each click. With the cells **B5:K16** still selected, click the **Decrease Decimal** button, . The numbers are displayed with one decimal place.



After applying number formats, cells may display #####. This means that the number is too big for the cell. The data is not lost but the column must be widened. This is covered in Driving Lesson 69.

7. Close the workbook without saving.
8. Open the workbook **Budget**. This workbook contains cells with large numbers and currency values.
9. Highlight the range **B7:N7**. To format this range as numbers with comma separators, select **Format | Cells** and from the **Number** tab, click **Number** in the **Category** list. Change the **Decimal places** to **0** and check **Use 1000 Separator (,)**. Click **OK**.
10. The tax rates are shown as decimals and would be better shown as percentages. Highlight the range **B12:M12**, select **Format | Cells** and from the **Number** tab, click **Percentage** in the **Category** list. Change the **Decimal places** to **0** and click **OK**.
11. The total rows are to be formatted as currency. Highlight the range **B4:N4**, and while holding down the <Ctrl> key, select the ranges **B10:N10** and **B14:N14**. The three separate ranges are now highlighted. Select **Format | Cells** and click **Currency** in the **Category** list. Change the **Decimal places** to **0**, add the **£** sign from the **Symbol** drop down list and under **Negative numbers** select to display negative numbers in red with a negative sign.



12. Click **OK**.
13. Format the ranges **B2:N2**, **B11:N11** and **B13:N13** as numbers, with no decimal places but with comma separators for thousands.
14. Print a **Landscape** copy of the worksheet, on a single sheet of **A4** paper.
15. Save the workbook as **Budget2** and close it.

Driving Lesson 67 - Dates

P Park and Read

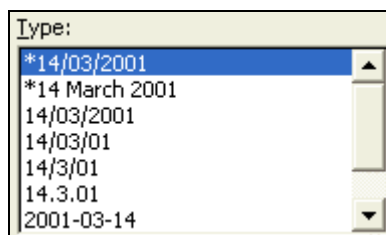
Date and **Time** are stored as numbers. The **Date** is a number representing the number of days since 1 January 1900. The **Time** is a decimal, as part of a day.

Both the **Date** and **Time** can be displayed in various formats including numbers and text.



Manoeuvres

1. Start a new workbook.
2. In cell **B2** enter your birthday, in the form of **24/2/88**. Press **<Enter>**.
3. Make **B2** the active cell.
4. Select **Format | Cells**, choose the **Number** tab.
5. Select **Date** from the **Category** section and select each format from within **Type**. A preview is available in the **Sample** box.



6. Scroll down the list and select **14 March 2001** format. Click **OK**.
7. Click in cell **B4** and enter today's date by pressing **<Ctrl ;>**. This is the quick key press for the current date, it is entered as text. Press **<Enter>** to complete the entry.
8. Repeat the above steps to display today's date in a different format.
9. Click in cell **B6** and enter the current time by pressing **<Ctrl Shift ;>** Press **<Enter>**.
10. Click in cell **B6**.
11. To change the format of the time select **Format | Cells**, the **Number** tab is selected. The **Category** has **Custom** selected with the **Type** as **hh:mm**.
12. From **Category** box select **Time**, then select any format and click **OK**.
13. Close the workbook without saving.






Driving Lesson 68 - Alignment

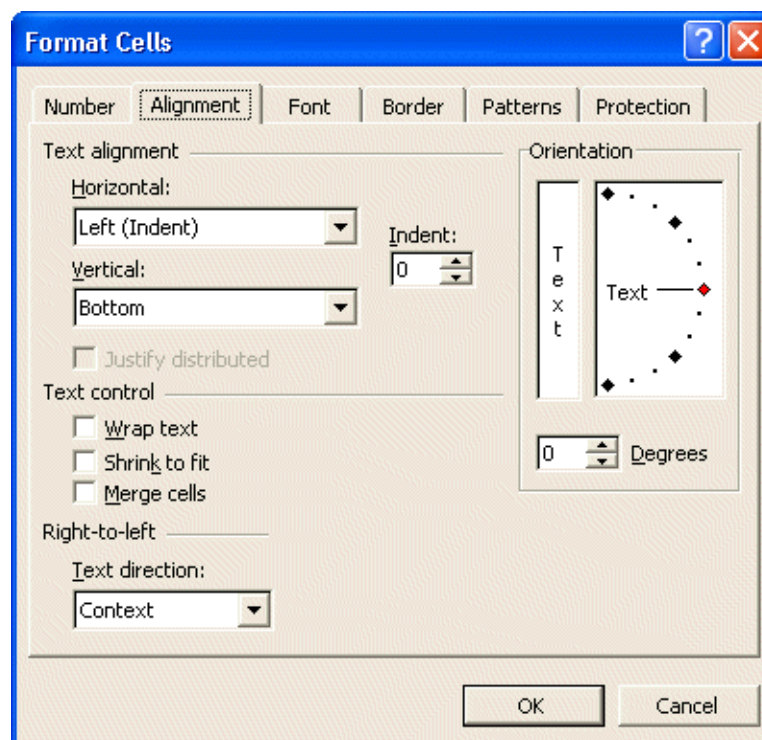
P Park and Read

Alignment is the positioning of text in a cell relative to its edges. By default **Labels** (text) are aligned to the left and **Numbers** to the right.



Manoeuvres


1. Open the workbook **House**.
2. Select the range **B3:N3**. To align these titles differently there are 3 buttons on the toolbar: **Align Left**, , **Center**,  and **Align Right**, .
3. Click the **Center** button, , the labels are centred. Click the **Align Right** button, , the labels are moved to the right.
4. For more alignment options the **Format | Cells** command is used. Click on cell **A1** and select **Format | Cells** and the **Alignment** tab.



5. The buttons used above in step 2 are the **Horizontal** options. The options in **Vertical** allow positions **Top**, **Center**, **Bottom**, **Justify** and **Distributed**. From the drop down list in the **Vertical** box, select **Center**.
6. Click **OK** to apply the formatting. The text is in the centre of the cell, vertically.



Driving Lesson 68 - Continued

- The title is in cell **A1**. To centre it across the width of the worksheet, highlight the range **A1:N1** and click the **Merge and Center** button, , on the **Formatting** toolbar. The cells are merged, with the title in the centre.



Alternatively, highlight the range and select **Format | Cells, Alignment** tab and check **Merge cells** under **Text control**. The **Merge and Center** button can be clicked again to remove the merging and centring that has been applied.

- Rename the sheet as **House Finance**.
- Insert a new worksheet.
- On the new **Sheet1**, create the following (note that the text **Telephone Extension** is all entered in cell **B3**, it flows into **C3**):

	A	B	C	D
1				
2				
3	Names	Telephone Extension		
4	John	356		
5	Asif	871		
6	Suzanne	78		
7	Mary	247		
8	Hardeep	163		
9				

- When the label across the top of a column is too long for the information below, the text can be wrapped within the cell. Click on cell **B3** and select **Format | Cells, Alignment** tab and check **Wrap text**.



Text wrap can be applied to a range of cells - just select the range first.

- Click **OK**. The text in **B3** is wrapped within the cell and row height is increased automatically. Column **C** can now be used normally.

	A	B	C
1			
2			
3	Names	Telephone Extension	
4	John	356	
5	Asif	871	
6	Suzanne	78	
7	Mary	247	
8	Hardeep	163	
9			



The row height is only adjusted automatically if it has not been adjusted manually. Row height and column width are covered in the next lessons.

- Save the workbook as **House2** and then close it.


Driving Lesson 69 - Changing Column Width

P Park and Read

Column Width is the distance across a column. It is measured in units. The size is **8.43** units - do not worry, as column widths are changed by dragging - if it looks right, then it is right.



Manoeuvres

1. Open the workbook **Growth**. Enter your full name in **A1** and your age in **B1**.
2. Your name has probably been chopped off because it extends beyond the cell boundary. Your age is in cell **B1**. Column **A** needs to be widened.
3. Position the cursor in the **Column Border**, at the join between two columns, **A** and **B**. The mouse pointer changes to .

	A	B	C
1			
2			

Click and drag to change the width of column A

4. Clicking and dragging to the left or right alters the width of the column to the left of the pointer (take care when dragging left, as a width of **0** results in the column being hidden). As the pointer moves, the current column width measurement is displayed next to the cursor, in units and pixels. Drag to the right to widen column **A** until your name is displayed fully.
5. Click the **Undo** button. To widen a column to fit to the largest entry, place the cursor between **A** and **B** in the column heading as before and **double click**. The column on the left is automatically adjusted to the widest entry in that column.
6. The longest cell entry is **POPULATION GROWTH (Millions)**, cell **A3**. Reduce the size of column **A** so that it only fits the width of your name.
7. More than one column can be adjusted at the same time. To adjust several columns, click and drag across the letters in the **Column Border**. Click on **C** and drag across to **D** to select two columns. Adjust either **C** or **D** to a width of **12** units.
8. Leave the workbook open for the next Driving Lesson.



*There is also a menu option to change **Column Width**, which is **Format | Column | Width**. A number is then entered into the dialog box. Click **OK** to adjust the width.*

Driving Lesson 70 - Changing Row Height


Park and Read

Row Heights are increased to create more space between rows of data, making it easier to read the worksheet, or decreased to fit more data on a page.

Row heights are changed in exactly the same way as changing column widths, except the adjust cursor is between two rows and the adjustment changes the row above.



Manoeuvres

- Using the workbook **Growth**, point in the **Row Border**, at the division between rows **4** and **5**. The mouse pointer changes to .
- The height of each row is **12.75** units. Clicking and dragging up or down now alters the height of the row above (take care when dragging up as a row can be hidden - **0** height). Carefully drag down to make the height of row **4** about **20**.
- Select the rows **5** to **12** by dragging in the **Row Border**. Adjust any row by dragging the adjust cursor down to **18**.
- Click on any cell to deselect the rows.
- Place the cursor between the **6** and **7** in the row border, to display the adjust cursor.

5	Asia		478	495
6	Africa		323	448
7	North America		212	265
8	South America		254	289
9	Europe		424	642

- Double clicking the adjust cursor between the rows automatically adjusts the row above to the highest entry on that row. Double click and the row height is adjusted to the height of the text on row 6.



Double clicking, with the cursor at the division between the rows, is used after increasing the font size.

- Click the **Undo** button to return row **6** to its previous height.
- Leave the workbook open for the next Driving Lesson.

Driving Lesson 71 - Inserting Rows and Columns

P Park and Read

Rows and columns can be inserted into a worksheet between existing rows and columns when items have been forgotten or new data is to be added.

A problem arises if a worksheet is fully developed with formulas in place. Rows or columns inserted at either end of a range, i.e. the first or last items, will mean an adjustment of all the formulas. **Check all formulas after inserting rows or columns.**

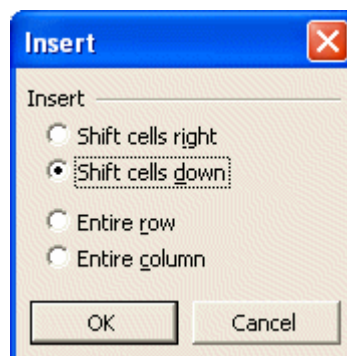
Manoeuvres

1. Using the workbook **Growth**, to insert a column between 1975 and 1990 (columns **C** and **D**), click on any cell in column **D**. Select **Insert** and then **Columns**. A new column is inserted to the left of column **D**.



New columns are inserted to the left of the active cell and new rows are inserted above it.

2. Click **Undo** to reverse the action and use another method. Right click the column border **D** and select **Insert**. A column is inserted.
3. Click **Undo** to reverse the action. Right click on any cell in column **D**. Select **Insert** and because the column was not selected *Excel* displays the **Insert** dialog box.



4. Select the **Entire column** option and click **OK**. Rows are inserted in the same way.
5. Multiple rows and columns can be inserted by selecting the required rows or columns first. To insert 2 rows, click and drag the row numbers **4** and **5** and select **Insert** and then **Rows**. Two new rows are inserted as 4 and 5 above the selected rows.
6. Leave the workbook open for the next Driving Lesson.

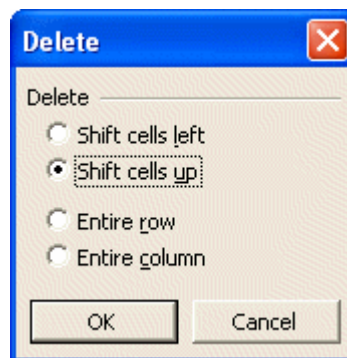
Driving Lesson 72 - Deleting Rows and Columns

P Park and Read

Unwanted extra rows or columns can be deleted.

Manoeuvres

1. Use the workbook **Growth**.
2. **Column B** is blank, except for your age and can be removed. Select column **B** by clicking in the column border.
3. Select **Edit | Delete**. Column **B** is now deleted and replaced by others moving across to the left.
4. To delete rows **4** and **5**, select the two rows, right click and select **Delete**. Rows 4 and 5 are deleted and the other rows move up to fill the space.
5. To remove row 2 by another method, place the cursor in any cell on the row and either select **Edit | Delete** or right click and select **Delete**.



6. Select the required option in the **Delete** dialog box, in this case, **Entire row**. Click on **OK** to delete the row.
7. Close the workbook without saving.




The results in cell formulas may be altered by deleting parts of the worksheet, resulting in errors, indicated by #REF in the cells.

Driving Lesson 73 - Adding Borders

P Park and Read

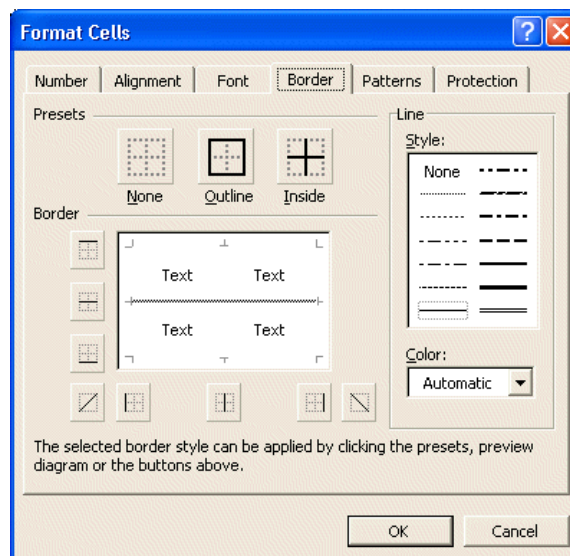
Borders are lines around the edges of cells. Border options are available to change the line style, colour and placement of border lines.

Manoeuvres

1. Open the workbook **Rainfall**. One line has already been added under row 1. This line needs to be thicker.
2. Click cell **A1** and click the down arrow next to the **Borders** button, , on the **Formatting Toolbar** to display the drop down list.

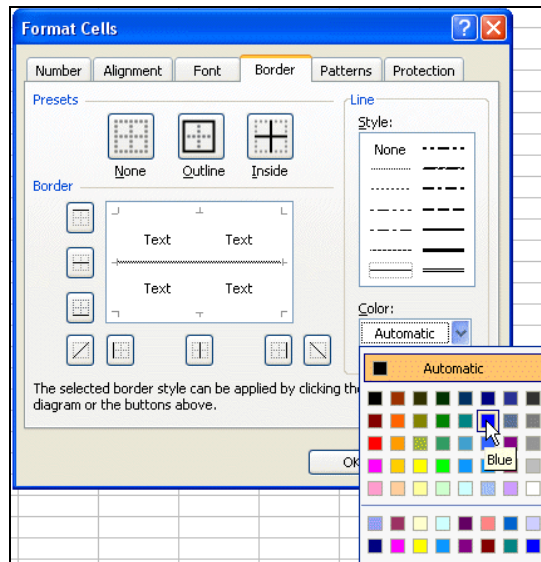


3. There are 12 options available. Select the **Thick Bottom Border** (second line, second button). A thick line is added under the selected cell.
4. The last chosen option is displayed for future use on the **Borders** button. Highlight the range **B1:E1** and click the **Borders** button to apply the last chosen option, i.e. a thick line.
5. More options are available using the **Format** menu. Highlight the range **A1:E13**, select **Format | Cells** and choose the **Border** tab.

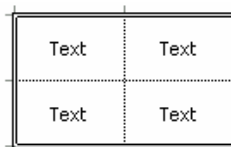


Driving Lesson 73 - Continued

6. The grey line across the preview shows that there is a line in the selected range, but not on every cell.
7. Click twice on the centre line of the preview to remove it. If you have a problem click the **None** button in the **Presets**.
8. Lines are added to the range of selected cells by clicking the **Presets**, the **Border** buttons or the **Preview** diagram. To add a double line around the outside of the selected cells, click the last option under **Style**, the double line and then click the **Outline** button under **Presets**.
9. If coloured lines are required, the colour must be selected before adding the lines. To add gridline strength blue lines to the inside of the selected area, click the **Color** drop down and select **blue**.



10. Then select the dotted line style option within the **Line Style** box and then click **Inside**. The **Preview** should look like below.



11. Click **OK** to add the lines.
12. When adding your own lines the gridlines on the worksheet can normally be turned off. Select **Tools | Options, View** tab and uncheck **Gridlines** under **Window options**. Click **OK** to return to the worksheet.
13. Add a thin line to all the cells in the range **A1:E1** (All Borders) using the **Border** button.



The **Format Painter**, , can be used for copying borders as well as text, alignment and colour to other cells.

14. Print a copy of the worksheet and close it without saving.



Driving Lesson 74 - Adding Colour

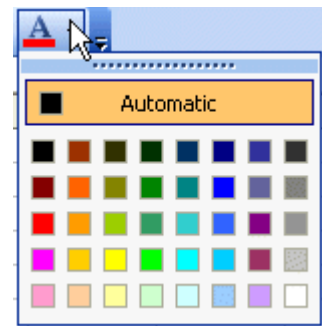
P Park and Read

Changing the colour of the text is similar to adding bold or italic - it highlights the text and it often looks better. *Excel* calls text colour, **Font Color**.



Manoeuvres

1. Open the workbook **Format**.
2. On the **Format** sheet, select the range **A2:A16**. Click the **Font Color** button, . Click away from the range to see that it has changed to the colour shown on the **Font Color** button (**Red** is the default).
3. Select the same range, **A2:A16** and click the drop down arrow, , next to the button to display the colour box.
4. Select any **Blue** colour. Selecting a colour automatically closes the drop down box and adds that colour to the text in the selected range.






*The **Font Color** can also be changed using **Format | Cells, Font tab, Color box**, but it takes longer.*

5. Highlight the range **B1:N1** and change the text to any colour other than red, blue or black.



*The last colour used will be displayed on the button as the colour for the rest of the current working session. **Red** is displayed as the text colour if the program is restarted.*

6. As well as changing the colour of the text the cell background can be coloured. Highlight the range **A16:N16** and click the drop down arrow on the **Fill Color** button, . Click on **Light Yellow** to add the background colour.
7. Fill cell **A1** with a light green. To copy the formatting from this cell, click **Format Painter**, .
8. Click on cell **A16** and notice how the format changes.
9. To fill the range **B1:N1** with light yellow, select any cell in the range **B16:N16**, then click  and click and drag over **B1:N1**.
10. Only if a colour printer is attached, print a copy of the worksheet.
11. Close the workbook without saving.

Driving Lesson 75 - Rotate Text

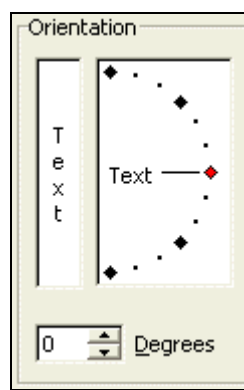
P Park and Read

Text can be displayed vertically or at any angle within a cell.



Manoeuvres


1. Start a new workbook.
2. In cell **A2** enter **Candidate** and your full name into cell **B2**.
3. Click on cell **B2** and select **Format | Cells, Alignment** tab.



4. Text is rotated using the **Orientation** section. Click the vertical box with **Text** written in it. Click **OK**. Your name is vertical and the row is increased in height automatically to hold the text.



If the height of the row had been changed manually previously, then the row height will not change automatically. Adjust the row height manually.

5. Click the **Undo** button,  to return the text to normal.
6. Display the **Format Cells** dialog box again and use the **Rotation** box on the right to drag the red diamond up to **45** degrees. Click **OK**.
7. Repeat the last step but drag up to **90** degrees. Click **OK**. Double click the column heading border between **B** and **C** to reduce the width of column to fit the entry. This could be used to create a candidate register or for a form to log assignment results.
8. Print a copy of the worksheet.
9. Close the workbook without saving.

Driving Lesson 76 - Freezing Panes

Park and Read

Freeze Panes is used to keep some rows and/or columns on the screen all the time. This is generally used for labels, while scrolling through a large worksheet. Placement of the active cell is important before freezing as all rows above and all columns to the left are frozen.



Manoeuvres

1. Open the workbook **Accounts**. This shows the cash flow of a small hotel.
2. Before freezing the panes, one question: how much did the hotel pay in **October** for **Wages/NI** (National Insurance)?
3. Scrolling to the right loses columns at the left and, scrolling down, rows from the top. These important rows/columns on the screen can be frozen. Press **<Ctrl Home>** to return to cell **A1**, then click in cell **B4** (the first cell containing data).
4. Select **Window | Freeze Panes**. This freezes column **A** and rows **1** to **3**. Find **October's Wages/NI**, by scrolling down and across.

	A	F	G	H	I	J	K	L	M	N
1	Accounts for Year									
2										
3	Income:	May	June	July	August	September	October	November	December	TOTAL
15	Payments:									
16	Food	£4,832	£5,164	£5,785	£4,038	£3,926	£2,749	£5,183	£7,843	£53,209
17	Bar Supplies	£2,394	£2,786	£3,164	£2,067	£2,262	£1,863	£1,673	£3,082	£26,945
18	Laundry	£604	£687	£853	£634	£555	£375	£274	£186	£6,252
19	Telecom Charges	£0	£0	£1,094	£0	£0	£569	£0	£0	£3,160
20	Repairs & Maint.	£1,073	£857	£1,146	£987	£1,276	£849	£654	£521	£9,831
21	Gas	£0	£786	£0	£0	£984	£0	£0	£739	£3,295
22	Rates	£0	£0	£1,205	£0	£0	£0	£0	£0	£2,410
23	Electricity	£1,856	£0	£0	£1,863	£0	£0	£1,205	£0	£6,510
24	Wages / NI	£5,042	£5,042	£6,137	£6,042	£5,253	£4,276	£4,276	£5,463	£60,152
25	Insurance	£0	£1,394	£0	£0	£0	£0	£0	£0	£3,970
26	Administration	£529	£589	£634	£548	£553	£429	£372	£501	£5,872



If panes are frozen when a worksheet is saved, they will be still be frozen when the workbook is re-opened.

5. When removing the frozen panes, the placing of the active cell is not important. Select the command **Window | Unfreeze Panes**.
6. Click on cell **A4** and select **Window | Freeze Panes**. This freezes rows **1**, **2** and **3** only. Scroll around the worksheet to see the effect.
7. Select **Window | Unfreeze Panes** to remove the frozen panes.
8. Click on cell **B1** and select **Window | Freeze Panes**. This freezes column **A** only. Scroll around the worksheet to see the effect.
9. Select **Window | Unfreeze Panes** to remove the frozen panes.
10. Close the workbook without saving.

Driving Lesson 77 - Zoom

P Park and Read

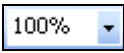
Zoom is used to control the magnification of the worksheet window to see more by making the worksheet smaller, or to see less by making it bigger. The **Zoom** percentage is saved with the worksheet. **Zoom** is purely visual and does not affect the printing of the worksheet.

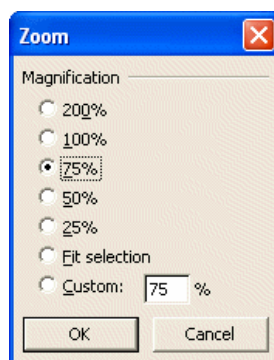
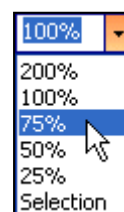


This Driving Lesson is affected by the screen resolution. This was prepared on a screen with a 800x600 resolution. More or less of the worksheet may be seen.



Manoeuvres

1. Open the workbook **Shop**. This is a worksheet to show the profitability of a small market stall, selling one item.
2. The **Zoom** box,  is on the **Standard Toolbar**. This contains a drop down list of several options. Click the down arrow, next to **100%** and select **75%**. The worksheet window is resized to **75%**.
3. Select each size in turn, except **Selection** to see the effect. Set the **Zoom** percentage to **100%**.
4. Before the **Selection** option is used, a range to which the zoom is to be applied must be selected. Highlight the range **A1:N1** (the whole width of the worksheet) and select the **Selection** option within **Zoom**.
5. The **Zoom** box can also be set to any percentage by typing directly into the box. Click the percentage and type **120**, press **<Enter>**.
6. The same effects can be achieved by using **Zoom** on the **View Menu**. Select **View | Zoom**. This displays the **Zoom** dialog box. Choose **75%** and click **OK**.



7. Close the workbook without saving.

Driving Lesson 78 - Revision

This Driving Lesson covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the workbook **Balance Sheet**.
2. The **Balance Sheet 1999** is displayed. To add a centred title, insert two rows at the top of the sheet.
3. Add the title **Balance Sheet 1999** in **A1**. Change to font size of the title to **16pt** and the merge and centre from **A** to **O**.
4. Add **Freeze Panes** to keep **Row 1** to **3** and **Columns A & B** on the screen permanently.
5. Scroll to see the effect of the freeze.
6. What was the **Shareholders Equity** for **Aug**?
7. Remove the **Freeze Panes**.
8. Using the zoom control display the information to fit within the screen.
9. Change the **Zoom** back to **100%**.
10. Which year has been the most profitable?
11. Change the orientation of the page to **Landscape** and **Preview** the worksheet.
12. Change the print options to fit the worksheet to one piece of paper.
13. **Preview** the worksheet.
14. Print one copy of **Balance Sheet 1999**.
15. Close the workbook without saving the changes.



Answers to this revision exercise can be found at the end of this guide.

If you experienced any difficulty completing this Revision refer back to the Driving Lessons in this section. Then redo the Revision.

Driving Lesson 79 - Revision

This Driving Lesson covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the workbook **Apples**.
2. Change the contents of cell **A1** to font size **16pt**.
3. Right align the labels at the top of the columns, including **Total**, i.e. the range **B3:E3**.
4. Change the **Zoom** percentage to **125**.
5. Change the display format for the numbers in the range **B8:E11** to currency with no decimal places, with negative numbers shown in red.
6. Change the width of **Column A** to **12.00** units
7. Widen columns **B** to **E** to **10.00** units.
8. Increase the row height of **Row 3** to **19.50** units.
9. Increase to height of rows **4** to **11** to **15.00** units.
10. Change the vertical alignment of the range **A3:E3** to **Center**.
11. Insert a new column **D** to add **Grapes** to the worksheet. Add the title, **Grapes**. The numbers sold are 0, 1 and 5.
12. Complete the formula to total the new column in **D7**.
13. **Grapes** are bought at **£8** and sold at **£15**. Add this data and the appropriate formulas to cell **D9** and **D11**. What is the **Total Profit** now?
14. Add lines to the inside of the range **A3:F11** and a double line to the outside and remove the gridlines from the screen.
15. Change the colour of the labels to **Blue** and the background colour (**Fill Color** button) to the range **A3:F11** to **Light Yellow**.
16. Print a copy of the worksheet.
17. Save the workbook as **Apples2** and close it.

If you experienced any difficulty completing this Revision refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.