

## Formatting the Sales Spreadsheet

After entering your formulas, you want to format your Sales worksheet to make it easier to read when it is printed.

### Auto Format

Excel has several formats available to use that quickly format your worksheet. You can use one of these formats and make changes as needed.

- **Click** and **hold** the left mouse button in cell **A1**. **Drag** it to cell **H20** and **release** the mouse button. This highlights the section of your worksheet you want to format.
- Click **Format > AutoFormat**.
- **Scroll** through the options and select **Accounting 1**.
- Click **OK**.

Review the worksheet after formatting to see if any changes need to be made. Note that the percentage amounts in the % Change and % of 2001 Sales are shown as dollar amounts.

### Format Cells - Percentages

Individual cells or a range of cells can be formatted. In this case, you want to format the numbers in cells D5 to E9 as percentages instead of dollar amounts.

- **Click** and **hold** the left mouse button in cell **D5**. **Drag** it to cell **E9** and **release** the mouse button.
- Click **Format > Cells**.
- Click on the **Number** tab. Notice that there are several categories available for you to choose from.
- Click on **Percentage**. Note that a sample displays.
- You can change the number of decimal places. In this case, you decide to change them to a whole number. Click the **down arrow twice** to change it to **0** for the decimal places.
- Click **OK**.

## Format Cells – Numbers

You decide that the sales and expense figures can be displayed as whole numbers. Also you do not want the state sales figures to display a dollar sign.

- **Click** and **hold** the left mouse button in cell **B5**. **Drag** it to cell **C20** and **release** the mouse button.
- Click **Format > Cells**.
- Click on the **Number** tab. Click on **Accounting**. Change the decimal places to **0**.
- Click the **down arrow** for *Symbol*. Click on the **\$** sign.
- Click **OK**.

Next, you will change the state sales figures so that they do not display a dollar sign.

- **Click** and **hold** the left mouse button in cell **B5**. **Drag** it to cell **C8** and **release** the mouse button.
- Click **Format > Cells**.
- Click on the **Number** tab. Click on **Accounting**. Be sure the decimals places shows **0**.
- Click the **down arrow** for *Symbol*. Click on **None**.
- Click **OK**.

## Column Width

Since changing the formatting, the columns appear to be too wide. You decide to change the width of the columns to fit the data.

- Click on the **A column heading**.
- Press and hold the **Shift** key.
- Click on the **H column heading**. Your data is highlighted.
- Click **Format > Column > AutoFit Selection**.
- The column width adjusts.
- Click cell **A1**.

If you have a cells showing #####, this means the column is not wide enough to display the information. Move your cursor to the line between the column headings and double click on it. This adjusts the width of the column automatically.

## Insert a Row

You decide to insert a row above the contest information.

- Click cell **A17**.
- Click **Insert > Row**.

## Change the Row Width

You can change the width of Row 18.

- Be sure cell **A18** is your active cell.
- Click **Format > Row > AutoFit**.

## Delete a Column

There are currently two blank columns between the last column of your data and the date. You decide to delete one of these columns.

- Click cell **G1**.
- Click **Edit > Delete**.
- Click the radio button for **Entire** column.
- Click **OK**.

## Centering the Titles

You want the company name and worksheet title centered over the rest of the worksheet.

- **Click** and **hold** the left mouse button in cell **A1** and **drag** it down to cell **F2**. **Release** the mouse button.
- Click **Format > Cells**. Click the **Alignment** tab.
- Under *Text alignment*, click the **down arrow** next to *Horizontal*. Click **Center Across Selection**.
- Click **OK**.
- The titles are centered across the body of the worksheet.
- Click cell **A1** to make it the active cell and look at the information in the formula bar. Even though the information appears to be in cells B1 and C1, it actually resides in cell A1.

## Fonts and Colors

You decide to change the font size and color on the titles.

- Be sure cell A1 is active.
- Click the **down arrow** next to the **Font Size** button. Click **14**.
- Click the **down arrow** next to the **Font Color** button. Click on a **Blue** button.
- Click cell **A2** to make it active. Click the **Font Color** button and the subtitle changes to Blue.

## Backgrounds

You can add a background color to your worksheet. You decide to do this with the titles.

- Select the range **A1 to F2**.
- Click **Format > Cells**.
- Click the **Patterns** tab.
- Under *Cell shading*, click on a **color**.
- Click **OK**.

## Remove Borders

The sections for average and the contents have underlines without figures. These can be removed.

- Highlight the range **C14 to G21**.
- Click **Format > Cells**.
- Click the **Border** tab.
- Under the *Presets* section, click the **None** icon.
- Click **OK**.

This process can be repeated with the other cells that have underlines and no information.