

3

Advanced Features of Excel



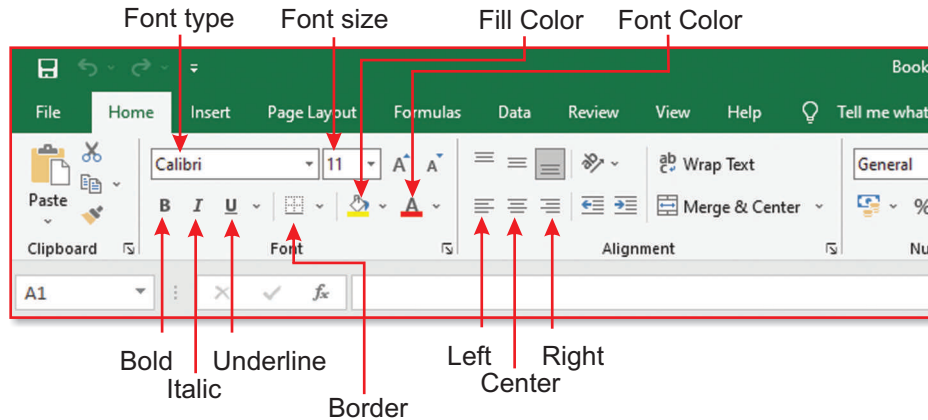
Learning Objectives

- Formatting data and Worksheet structure
- Selecting a row or column and changing its height and width
- Inserting a blank row and column
- File operations

Formatting Data in a Worksheet

You can format data to enhance its look by applying different fonts, styles, and borders. You can also format the worksheet structure, like changing the height of rows, width of columns, etc., as per your requirement.

You should know how to format the data entered in different cells, like changing the font type, size, and alignment. It can make the contents look organized and attractive. To do this, you must first click on the **Home** tab and then the **command** buttons specific to the type of formatting required, under the **Font** group (shown below)



Changing the Font Type

You can change the appearance of the typed entry by choosing the Font type. Click the Font type arrowhead button and select the required font type from the list.

Changing the Font Size

You can change the font size of the selected data range by clicking on the Font size. Click the Font size arrowhead button and select the required font size from the list.

Changing the Font Style

The entries can be made **Bold**, *Italic*, or Underlined. Just click the Font style button for the style you want to apply to a selected data range.

Changing the Font Colour

You can change the font colour for the entries by clicking on the Font Color arrowhead button and then selecting the colour of your choice.


Changing the Background Colour

You can change the background colour of the selected cells by clicking on the Fill Color arrowhead button and selecting the preferred background colour.

Setting the Alignment

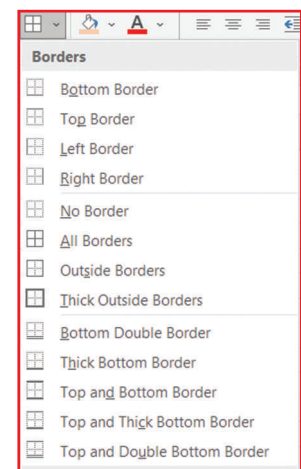
You can choose the preferred alignment for the selected data by clicking on the corresponding alignment button (Align Text Left, Align Text Center, or Align Text Right).

Applying a Border

There are various types of borders that you can apply to the worksheet data by clicking on the Border arrowhead button. The most common type of border to use is All Borders (). To remove the border, select the No Border option.

	A	B	C	D	E
1		Maths	Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158
5	Percy	78	44	122	137
6	Ishi	34	89	123	138

Formatted cells in a worksheet



Applying a border

Formatting the Worksheet Structure

You can also change the 'height' and 'width' of the rows and columns to suit your requirement. You can also insert new rows/columns. To do this, you must first select the rows and columns you want to work on.

Selecting a Row

To select a row, click on the row header (the area where the row address is written).

	A	B	C	D	E
1		Maths	Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158
5	Percy	78	44	122	137
6	Ishi	34	89	123	138

Selecting a Column

To select a column, click on the column header (the area where the column address is written).

	A	B	C	D	E
1		Maths	Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158
5	Percy	78	44	122	137
6	Ishi	34	89	123	138

Changing the Column Width

To change the column width, drag the boundary which is to the right of the column header— left or right until the width changes as per your requirement.

	A	B	C	D	E
1		Maths	Moral Scie	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158
5	Percy	78	44	122	137
6	Ishi	34	89	123	138

	A	B	C	D	E
1		Maths	Moral Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158
5	Percy	78	44	122	137
6	Ishi	34	89	123	138

The changed column width

Changing the Row Height

To change the row height, drag the bottom boundary of that particular row Up or Down, as required.

	A	B	C	D	E
1		Maths	Moral Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126
4	Mona	67	76	143	158

	A	B	C	D	E
1		Maths	Moral Science	Total	Final
2	John	45	34	79	94
3	Kavi	55	56	111	126

The changed row height

To select multiple adjacent rows/columns, keep the Shift key pressed; to select non-adjacent rows/columns, keep the Ctrl key pressed.



Inserting a Blank Row

To accommodate additional records, you can add blank rows to your worksheet.

Activity: Steps to add a blank row in a worksheet:

Step 1: Select the row (or place the cell pointer in any row cell) above which you want to insert an empty row.

Step 2: Click on the **Home** tab.

Step 3: Click on the **Insert** arrowhead button under **Cells** group

Step 4: Click on the **Insert Sheet Rows** option.
...The row will be inserted.

	A	B	C	D	E
1		Maths	Moral Science	Total	Final
2	John	45	34	79	94
3					
4	Kavi	55	56	111	126
5	Mona	67	76	143	158
6	Percy	78	44	122	137
7	Ishi	34	89	123	138

Inserting a Blank Column

To accommodate additional fields, you can add blank columns to your worksheet.

Activity: Steps to add a blank column

Step 1: Select the column or (place the cell pointer in any cell of the column), before which you want to insert a blank column.

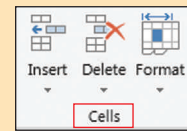
Step 2: Click on the **Home** tab.

Step 3: Click the **Insert** arrowhead button.

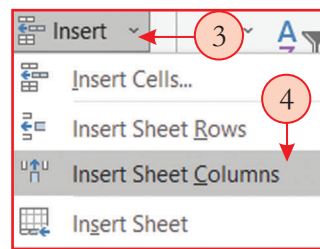
Step 4: Click on the **Insert Sheet Columns** option.



The Insert button is under the Cells group.



	A	B
1		Maths
2	John	45
3	Kavi	55
4	Mona	67
5	Percy	78
6	Ishi	34



	A	B	C
1			Maths
2	John		45
3	Kavi		55
4	Mona		67
5	Percy		78
6	Ishi		34

...The blank column will be inserted before the selected column.

File Operations

Now, your workbook is ready, and you can open it, save it or close it when required.

Saving a Workbook

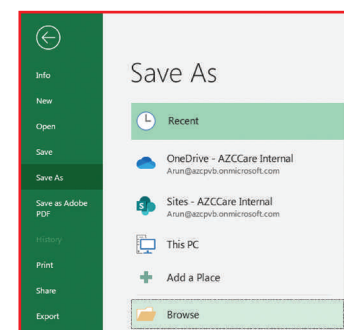
It is essential to save your workbook on a disk to refer to it later when needed.

Activity: To save a workbook

Step 1: Click on the **File** tab. The Backstage view will appear. Click on the **Save** option.

Step 2: The **Save As** pane appears. Here, you can save your workbook. Let us say that we want to save it on our computer in some folder.

Step 3: Click on the **Browse** button. It displays the **Save As** dialog box, in which you assign a name to the file and save it to the desired location.



Saving a workbook

Remember

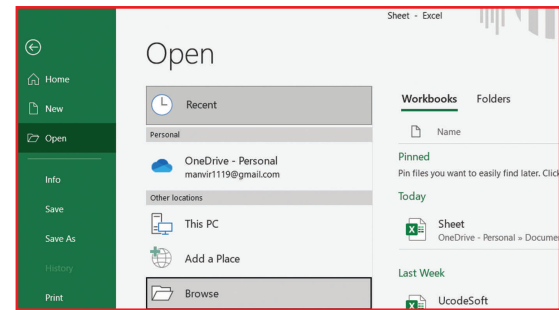
The Save option allows you to save a document in the same location with the same name. With Save As option, you can save a document with a different name and/or a different location.

Opening a Saved Workbook

Whenever you want to open any workbook which you saved earlier, you have to follow the steps given below:

Activity: To open a saved workbook:

- Step 1:** Click on the **File** tab. The Backstage view will appear. Click on the **Open** option. The **Open** pane appears.
- Step 2:** Click on the **Browse** button. The **Open** dialog box opens.
- Step 3:** Select the workbook to open from the required location and click on the **Open** button.
...The selected workbook will open.



Opening a saved workbook

Remember

You can also open a worksheet from the recently opened worksheets.

Closing the Workbook

When your work with the current workbook is over, you can close it. The steps to close a workbook are as follows:

Step 1: Click on the **File** tab.

Step 2: Select the **Close** option.
...The workbook will close.

Opening a New Workbook

To start a new task, you need to open a new workbook. Follow these steps to open a new workbook:

Step 1: Click on the **File** tab.

Step 2: Select the **New** option and click on the Blank Workbook icon
...A blank workbook will open on your computer screen.

Remember

The Ribbon contains the set of commands for working in a workbook. At the same time, the Microsoft Office Backstage view is the set of commands (like open, save and print) you use to do things to a workbook.

Printing Time

You can print entire or partial worksheets and workbooks. Let us see how it is done.

Activity: To use the Print command:

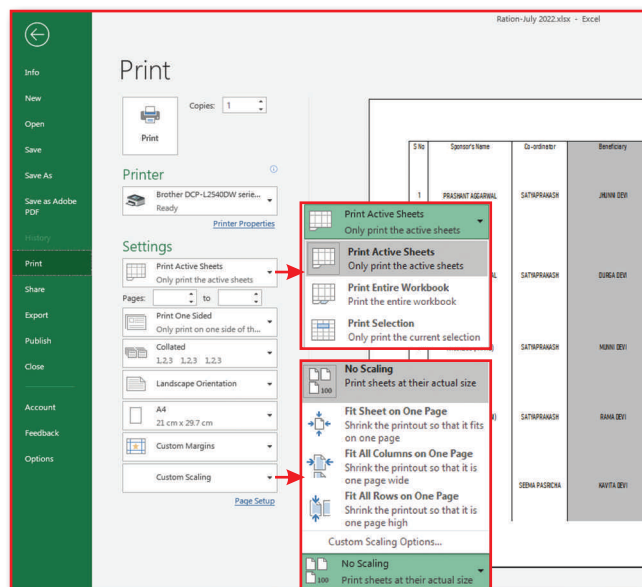
Step 1: Click on the **File** Tab. The Backstage view appears. Click on the **Print** option.

Step 2: The **Print** pane opens.

- Step 3:** Enable the required options in the Settings section; the meaning of each option is as follows:
- Print Active Sheets:** Select this option if you want to print the current worksheet (or selected worksheets)
 - Print Entire workbook:** Select this option if you want to print the whole workbook.
 - Print Selection:** Select this option to print the selected range.

Step 4: Change the page orientation here.

Step 5: Select the desired option from the Scaling drop-down menu. For example, if we select the **Fit All Columns on One Page** option under the **Custom Scaling** option. The worksheet will be condensed to fit onto a single page.



The Print dialog box

Remember

Multiple adjacent worksheets can be selected/printed by holding down the Shift key and clicking on the first and last worksheet tabs. You can select non-adjacent worksheets by holding down the Ctrl key and clicking on the required worksheet tabs.



Quick Recap

- The Ribbon contains the set of commands for working in a workbook. At the same time, the Microsoft Office Backstage view is the set of commands (like open, save and print) you use to do things to a workbook.
- You can format data to enhance its look by applying different fonts, styles, and borders.
- To do this, you must first click on the Home tab and then the command buttons specific to the type of formatting required, under the Font group
- You can change the font colour for the entries by clicking on the Font Color arrowhead button and then selecting the colour of your choice.
- You can change the background colour of the selected cells by clicking on the Fill Color arrowhead button and selecting the preferred background colour
- The most common type of border to use is All Borders ().
- To change the column width, drag the boundary which is to the right of the column header—left or right until the width changes as per your requirement.
- To change the row height, drag the bottom boundary of that particular row Up or Down, as required. To accommodate additional fields, you can add blank columns to your worksheet.

Practice Time



Design a worksheet as given below.

	A	B	C
1			
2			
3	StudentID	Name	Program
4	std11	Neha	C++
5	std12	Mahak	Java
6	std13	Aditi	C++
7	std14	Rachna	Java
8	std15	Anu	Java
9	std16	Priya	c++
10	std17	Hena	Java

- Apply bold font style to row 3 and Italic style to the contents of the cell range B4:B10.
- Apply a yellow background colour to cells range A4:A10.
- Centre align the contents of Column B and column C.
- Add Thick Outside Borders and All Borders to cell range A3:C10.
- Save the workbook.

Step 1: Select row 3 and click on the **Home** tab.

Step 2: Click on the bold style button in the **Font** group.

Step 3: Select the cell range B4:B10 and click on the **Italic** style button in the Font group.

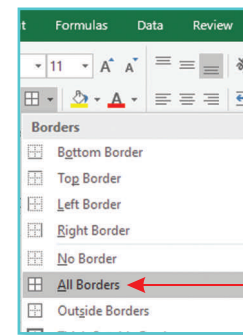
Step 4: Select cells range A4:A10, click the **Fill Color** arrowhead button, and select the yellow background colour.

Step 5: Select columns B and C and click on the **Center** button in the Alignment group.

Step 6: Select the cell range A3:C10 and click the **More Border** arrowhead button. Select **Outside Border** and **All Borders**.

Step 7: Click on the **File** tab. Click on the **Save** option. The **Save As** pane appears. Here, you can save your workbook with your desired name.

The output will look like this:



	A	B	C
1			
2			
3	StudentID	Name	Program
4	std11	Neha	C++
5	std12	Mahak	Java
6	std13	Aditi	C++
7	std14	Rachna	Java
8	std15	Anu	Java
9	std16	Priya	c++
10	std17	Hena	Java



Exercise Time

A. Tick (✓) the correct answer.

1. Columns in MS Excel are named in the form of _____.

- | | | | |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| a. Alphabets (A, B, C, D,...) | <input type="checkbox"/> | b. Numbers (1,2,3,4,...) | <input type="checkbox"/> |
| c. Roman numerals (I,II, III, IV,...) | <input type="checkbox"/> | d. none of them | <input type="checkbox"/> |

2. On which tab you will find the Font group?

- | | | | |
|---------|--------------------------|-----------|--------------------------|
| a. Data | <input type="checkbox"/> | b. Home | <input type="checkbox"/> |
| c. view | <input type="checkbox"/> | d. insert | <input type="checkbox"/> |

3. On which tab you will find the save option to save a workbook?

a. Home <input type="checkbox"/>	b. Data <input type="checkbox"/>
c. File <input type="checkbox"/>	d. formula <input type="checkbox"/>
4. To select multiple adjacent rows/ columns, keep the _____ key pressed

a. Shift <input type="checkbox"/>	b. Ctrl <input type="checkbox"/>
c. Enter <input type="checkbox"/>	d. Spacebar <input type="checkbox"/>
5. In which group you will find the bold button?

a. Font <input type="checkbox"/>	b. Alignment <input type="checkbox"/>
c. Styles <input type="checkbox"/>	d. cells <input type="checkbox"/>

B. Fill in the blanks.

Fill Color
Recently
left
Ribbon
header

1. By default, the text is aligned in a cell.
2. To select a row, click on row
3. You can also open a worksheet from the opened worksheets.
4. The contains the set of commands for working in a workbook.
5. You can change the background colour of the selected cells by clicking on the arrowhead button.

C. Write (T) for True and (F) for False.

1. We cannot add a border to a single cell.
2. We can fill the desired colour to selected cells.
3. Once we enter data, we cannot change the width of the column.
4. You can print entire or partial worksheets and workbooks.
5. You cannot insert new rows/ columns in a worksheet.

D. Answer the following questions.

1. How can you open a blank workbook?
.....
2. What is row header and column header?
.....
3. Which alphabet or number represents a row in the cell address F3?
.....
4. How can you add a border to a cell?
.....









Worksheets

Help Ishi to fill in the correct terms or draw icons.




Borders


-  **Bottom Border**
-  **Lleft Border**
-  **Rlight Border**
- No Border**
-  **Outside Borders**
- Thick Outside Borders**
-  **Thick Bottom Border**
-  **Top and Bottom Border**


Printer

Adobe PDF
Ready [Printer Properties](#)


Settings


 **Print Active Sheets**
Only print the active sheets

 **Print Active Sheets**
Only print the active sheets


Only print the current selection

Ignore Print Area

 **Normal Margins**
Left: 1.78 cm Right: 1.78 cm



[Page Setup](#)