



Excel 2019: Editing Without Tears Part 1

Course #4163A

Business

2 Credit Hours

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EXCEL 2019: EDITING WITHOUT TEARS PART 1

This course covers the editing features and recalling the best practices for printing reports and formulas. Topics include: moving and copying formulas, deleting and inserting columns and rows, spell-checking worksheets, quick print and the quick access toolbar, headers and footers, and much more.

LEARNING ASSIGNMENTS AND OBJECTIVES

As a result of studying each assignment, you should be able to meet the objectives listed below each individual assignment.

SUBJECTS

Making It All Look Pretty

Study the course materials from pages 1 to 51

Complete the review questions at the end of each chapter

Answer the exam questions 1 to 10

Objectives: Recognize commands for formatting data tables

NOTICE

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EXAM OUTLINE

- **TEST FORMAT:** The final exam for this course consists of 10 multiple-choice questions and is based specifically on the information covered in the course materials.
- **ACCESS FINAL EXAM:** Log in to your account and click Take Exam. A copy of the final exam is provided at the end of these course materials for your convenience, however you must submit your answers online to receive credit for the course.
- **LICENSE RENEWAL INFORMATION:** This course qualifies for **2** CPE hours.
- **PROCESSING:** You will receive the score for your final exam immediately after it is submitted. A score of 70% or better is required to pass.
- **CERTIFICATE OF COMPLETION:** Will be available in your account to view online or print. If you do not pass an exam, it can be retaken free of charge.

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CHAPTER 1: MAKING IT ALL LOOK PRETTY

Chapter Objective

After completing this chapter, you should be able to:

- Recognize commands for formatting data tables.

In This Chapter

- Selecting the cells to format
- Formatting data tables with the Format as Table command button
- Using various number formats on cells containing values
- Adjusting column width and row height in a worksheet
- Hiding columns and rows in a worksheet
- Formatting cell ranges from the Home tab of the Ribbon
- Formatting cell ranges using Styles and the Format Painter
- Formatting cells under certain conditions

In spreadsheet programs like Excel, you normally don't worry about how the stuff looks until after you enter all the data in the worksheets of your workbook and save it all safe and sound. Only then do you pretty up the information so that it's clearer and easy to read.

After you decide on the types of formatting that you want to apply to a portion of the worksheet, you can select all the cells to beautify and then click the appropriate tool or choose the menu command to apply those formats to the cells. However, before you discover all the fabulous formatting features you can use to dress up cells, you need to know how to pick the group of cells that you want to apply the formatting to — that is, *selecting the cells* or, alternatively, *making a cell selection*.

Be aware, also, that entering data into a cell and formatting that data are two completely different things in Excel. Because they're separate, you can change the entry in a formatted cell, and new entries assume the cell's formatting. This enables you to format blank cells in a worksheet, knowing that when you get around to making entries in those cells, those entries automatically assume the formatting you assign to those cells.

CHOOSING A SELECT GROUP OF CELLS

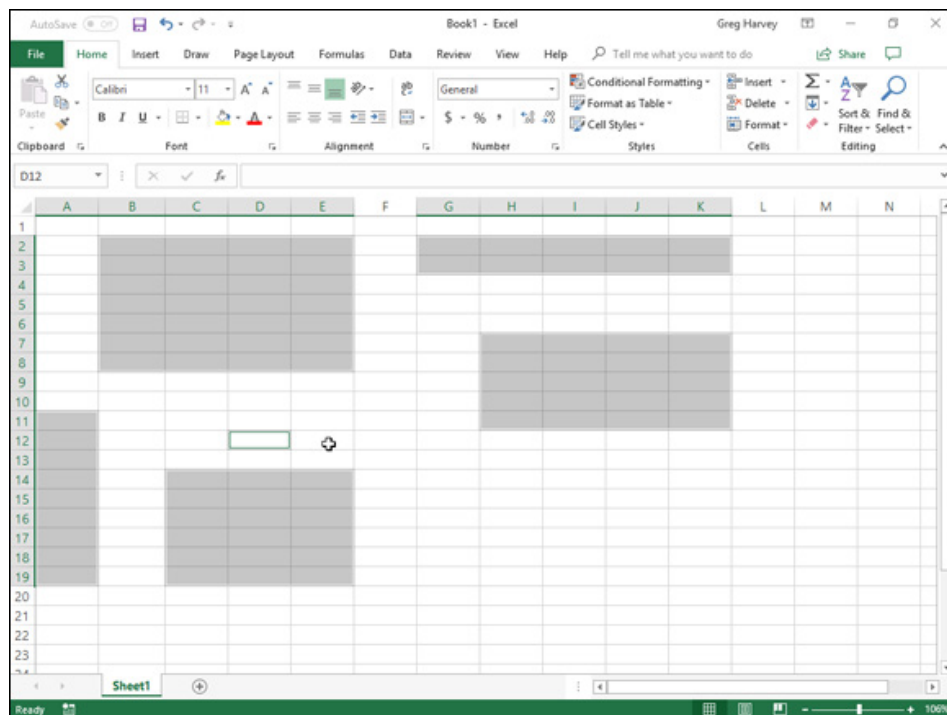
Given the monotonously rectangular nature of the worksheet and its components, it shouldn't come as a surprise to find that all the cell selections you make in the worksheet have the same kind of cubist feel to them. After all, worksheets are just blocks of cells of varying numbers of columns and rows.

A *cell selection* (or *cell range*) is whatever collection of neighboring cells you choose to format or edit. The smallest possible cell selection in a worksheet is just one cell: the so-called *active cell*. The cell with the cell cursor is really just a single cell selection. The largest possible cell selection in a worksheet is all the cells in that worksheet (the whole enchilada, so to speak). Most of the cell selections you need for formatting a worksheet will probably fall somewhere in between, consisting of cells in several adjacent columns and rows.

Excel shows a cell selection in the worksheet by highlighting in color the entire block of cells within the extended cell cursor, except for the active cell that keeps its original color. (Figure 3-1 shows several cell selections of different sizes and shapes.)

FIGURE 3-1

Several cell selections of various shapes and sizes.



In Excel, you can select more than one cell range at a time (a phenomenon somewhat ingloriously called a *noncontiguous* or *nonadjacent selection*). In fact, although Figure 3-1 appears to contain several cell selections, it's really just one big, nonadjacent cell selection with cell D12 (the active one) as the cell that was selected last.

Point-and-click cell selections

A mouse (provided that the device you're running Excel 2019 on has a mouse) is a natural for selecting a range of cells. Just position the mouse pointer (in its thick, white cross form) on the first cell and then click and drag in the direction that you want to extend the selection.

- To extend the cell selection to columns to the right, drag your mouse to the right,

highlighting neighboring cells as you go.

- To extend the selection to rows to the bottom, drag your mouse down.
- To extend the selection down and to the right at the same time, drag your mouse diagonally toward the cell in the lower-right corner of the block you're highlighting.

Shifty cell selections

To speed up the old cell-selection procedure, you can use the Shift+click method, which goes as follows:

1. **Click the first cell in the selection.**

This selects that cell.

2. **Position the mouse pointer in the last cell in the selection.**

This is kitty-corner from the first cell in your selected rectangular block.

3. **Press the Shift key and hold it down while you click the mouse button again.**

When you click the mouse button the second time, Excel selects all the cells in the columns and rows between the first cell and last cell.

The Shift key works with the mouse like an *extend* key to extend a selection from the first object you select through to, and including, the second object you select. See the section “Extend that cell selection,” later in this chapter. Using the Shift key enables you to select the first and last cells, as well as all the intervening cells in a worksheet or all the document names in a list.

If, when making a cell selection with the mouse, you notice that you include the wrong cells before you release the mouse button, you can deselect the cells and resize the selection by moving the pointer in the opposite direction. If you already released the mouse button, click the first cell in the highlighted range to select just that cell (and deselect all the others) and then start the whole selection process again.

Adding to and subtracting from cell selections

To select a nonadjacent cell selection made up of more than one nontouching block of cells, drag through the first cell range and release the mouse button. Then hold down the Ctrl key while you click the first cell of the second range and drag the pointer through the cells in this range. As long as you hold down Ctrl while you select the subsequent ranges, Excel doesn't deselect any of the previously selected cell ranges.

The Ctrl key can work with the mouse like an *add* or *subtract* key in Excel 2019. As an add key, you use it to include non-neighboring objects in the current worksheet. See the section “Nonadjacent cell selections with the keyboard,” later in this chapter. By using the Ctrl key, you can add to the selection of cells in a worksheet or to the document names in a list without having to deselect those already selected.