

Excel 2003: "Auto" Features & Formatting

AutoComplete

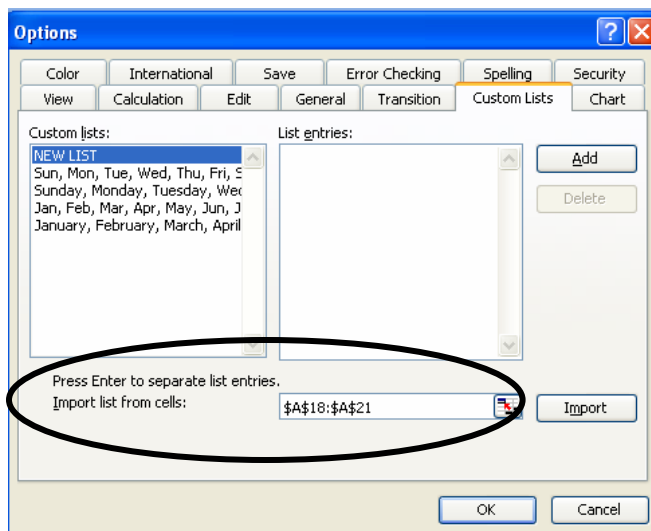
Compares the text that you are currently typing into a column and completes the text for you. The list comes from the previous rows with no blank ones. Right-clicking and using **Pick From Drop-down List** gives similar results. If **AutoComplete** is not working, use **Tools>Options** and look at the **Edit** tab. Make sure that **Enable AutoComplete for cell values** is checked.

AutoFill

Once you begin entering it in, you can have a preexisting list, or custom list, automatically finish filling in the cells. You can also **AutoFill** formulas.

To make a custom list, use **Tools>Options** and choose the **Custom Lists** tab.

- Select **NEW LIST**.
- Start typing the new list in the **List entries:** box. Press the **Enter** key after each item.
- Click on the **Add** button to add the list to the **Custom Lists** box.
- If you want to edit the list, click on the list and edit in the **List entries:** box.
- If you want to delete the list, click on the list and click on the **Delete** button. Click **OK** to the message about permanently deleting the list.
- Click **OK** to get out of the dialog box.



If you have a long list that you have already created in one location and you want it available for other locations, select the list first.

Then use **Tools>Options** and choose the **Custom Lists** tab. If the cells already show up in the "Import list from cells:" box, click **Import**.

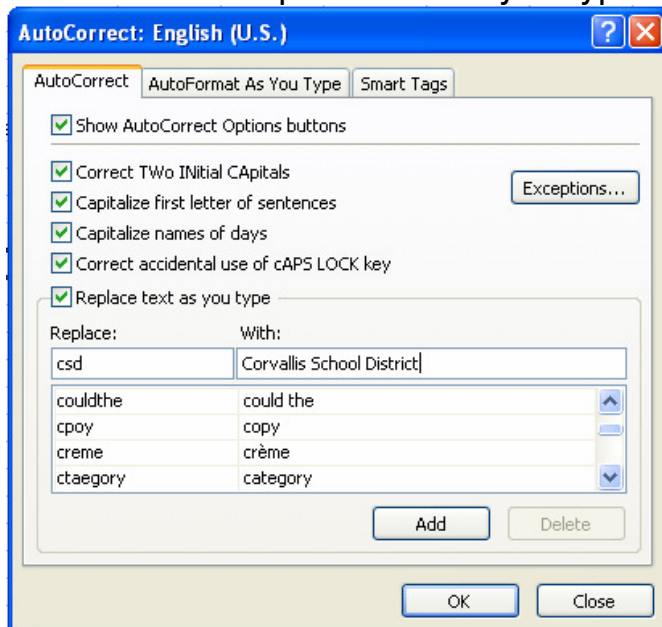
The values should show up in the "List entries:" box.

Click **OK** and use the list.

AutoCorrect

Corrects common spelling errors as you type text into a cell. This option is found in **Tools>AutoCorrect Options>AutoCorrect**. Choose what you would like automatically corrected while you type.

If you have a long phrase or title that you type on a regular basis, you can also use the “Replace text as you type” feature.



For example, you can type “csd” in the “Replace:” box, and type “Corvallis School District” in the “With:” box, and click on **Add** and **OK**.

Then if you go to a cell and type “csd” and press Enter or leave the cell, the “csd” should fill in with “Corvallis School District.” To delete an automatic replacement, type the shortcut into the “Replace:” box. After the phrase shows up in the “With:” box, click on **Delete** and **OK**.

AutoCalculate

In the status bar, view the total value of a range of cells that are selected. If you do not see the value, go to **Tools>Options** and choose the **View** tab. Make sure that **Status Bar** is checked.

- Values are **Average, Count (Entries in Cells), Count Numbers, Maximum, Minimum, and Sum**.
- Select a range of cells.
- View the value presented in the status bar.
- Right-click in the status bar to change the value.

AutoSum

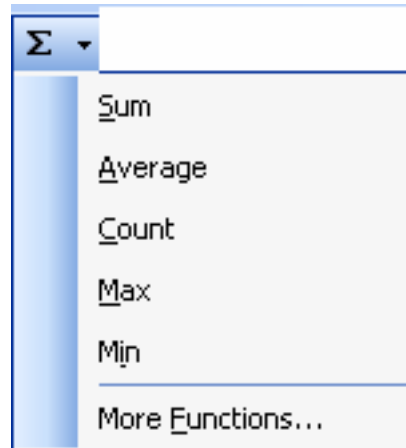
After selecting a range of cells and clicking the **AutoSum** button, the calculation required to arrive at the sum is automatically entered into a nearby cell. You can also choose a cell and click the **AutoSum** button. If the **AutoSum** function guesses the wrong cells you want added, you can correct it by selecting different cells.

- Select a range of cells.
 - Click the **AutoSum** button. Σ The total value shows up in a nearby cell.
- Or
- Place the cursor in a cell near a range of numbers.
 - Click on the **AutoSum** button.
 - If the **AutoSum** function is incorrect, go to the correct cells.
 - Hold down the left mouse button to drag and select the correct range.

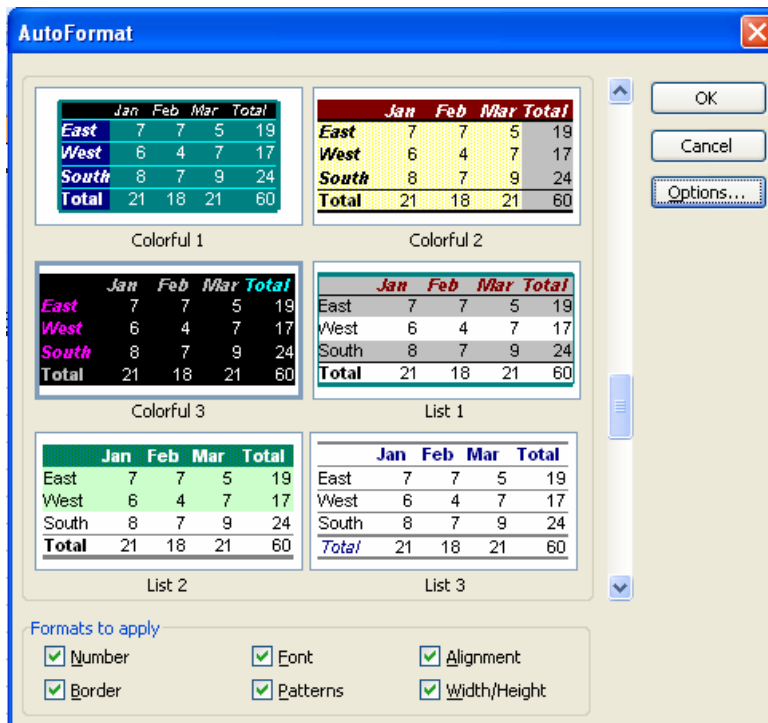
You can also click on the dropdown arrow next to this button to automatically perform more calculations.

You can automatically calculate the Sum, Average, Count, Max, and Min.

Clicking on “More Functions” will get you to the “Insert Function” dialog box.



AutoFormat



You can use **Format>AutoFormat** to quickly format an existing range of cells. Select the range of cells that need formatting. Use **Format>AutoFormat** and choose a preexisting format. Click on **Options** and make any changes. Only those formatting changes with a check in front of them will match the example. Click **OK** and see the formatting in place.

Changing Column Width and Row Height

If you see a row of pound signs (#####) or a scientific notation (1.2E+08) in the cell, the column is not wide enough to display the value contained in that cell.

To change the column width, you can:

- Use **Format>Column>AutoFit Selection** which adjusts the width of the column to the widest entry. (If you add other entries later, the width may need to be readjusted.)
- Double-click on the right border of the column heading to automatically set the column width to the widest entry

To change the row height, you can:

- Use **Format>Row>AutoFit** to adjust the height of the row to the tallest entry. (If you add other entries later, the height may need to be adjusted.)
- Double-click the bottom border of the row to automatically set the row height to the tallest entry

Formatting Text and Data including Merge and Center

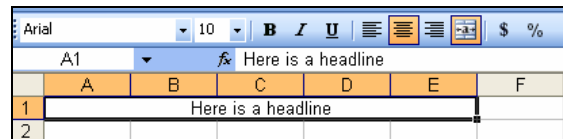
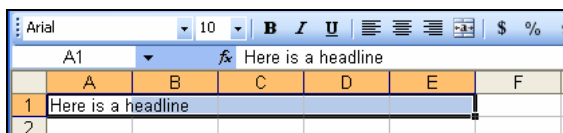
After you have entered text and numbers into the Excel spreadsheet, you can make multiple changes to present your information in the best fashion. Some of these involve font size & style, color, and cell content alignment.

If you want a title to go across several columns, type the title in the left cell. Select all the cells that include the distance for the title.



Click on the **Merge & Center** button.

Notice that in this example cell A1 is now enlarged to a width of 5 columns & the text is centered. (When you merge cells, the cells to the right of the first one, Cells B1, C1, D1, & E1, are inaccessible.)



Formatting Individual Characters in a Cell

You can format individual characters in a cell.

- Double-clicking the cell and selecting individual characters to edit or format.
- Select the character or characters you want to format by dragging the mouse or holding down the **Shift** key while using the right or left arrow buttons.
- Make the change to the text and press the **Enter** button.

Formatting Numbers

When formatting numbers in a cell or range, you can choose many categories. The default option is usually **General**.

If you are typing dates & don't like the way that Excel is changing them, use the **Date** category to choose the correct method for the document.

If Excel is treating an alphanumeric phrase as a mathematical expression or a date, use the **Text** category to keep the alphanumeric entry exactly as you typed it.

On the **Formatting** toolbar



- The “Dollar Sign” button will change the number to a currency style with a dollar sign to the left, separated 1,000’s with a comma, & 2 decimal places.
- The “Percent” button will display the value as a percentage with 0 decimal places.
- The “Comma” button will display the value with 1,000’s separated by a comma & 2 decimal places.
- The next 2 buttons will either increase or decrease the number of decimal places.

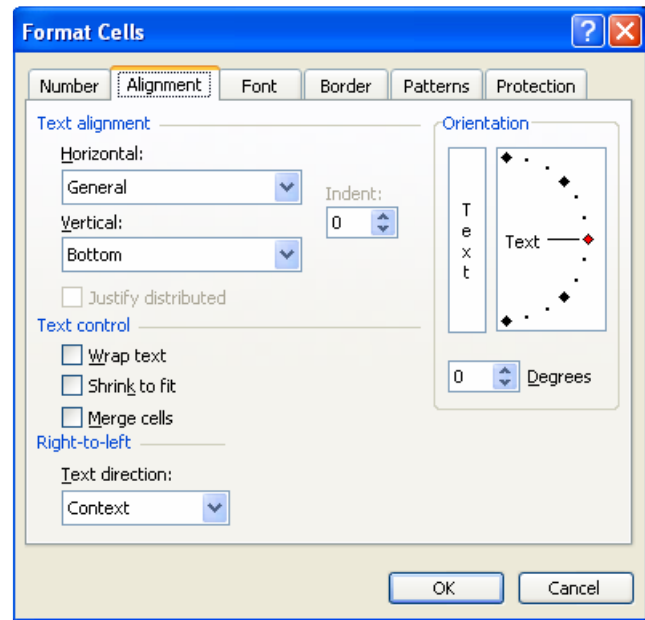
Formatting Cells

Each cell can be changed individually or as part of a group.

- Select the cell or range of cells.
- Use **Format>Cells** and choose among several tabs—**Number, Alignment, Font, Border, Patterns, & Protection**.

In **Format>Cells**, under the **Alignment** tab, you can:

- Adjust both horizontal and vertical alignment.
- Choose options such as left, right, centered, and justified in the drop down lists.
- Choose to what degree you want the text or numbers to be slanted in the cell.
- Choose to have the text wrapped around, reduced to fit the cell, or merged to carry over onto other cells.



In **Format>Cells**, under the **Font** tab, you can:

- Choose to change the font type and size.
- Choose to have text or numbers shown in bold, italic, or underlined.
- Choose to have characters shown as superscript, subscript, or strikethrough.



Choose a color for the characters in the cell.

In **Format>Cells**, under the **Border** tab, you can:

- Choose where on the spreadsheet to have the border or lines outlining a specific area.
- Change the style and color.
- The changes can be effective for a single cell or a range of cells, depending on what is highlighted at the time.

In **Format>Cells**, under the **Patterns** tab, you can:

- Choose among options filling the cell's background.

- Choose a pattern and/or color.

	B	C	D	E	F
2	Local High School Magazine Sales				
3	Students	Jan	Feb	Mar	
4	Blue, A.	124	209.69	142.88	
5	Brown, M.	170.38	109.01	150.28	
6	Green, V.	419.26	215.19	119.21	
7	Black, N.	148.44	125.56	180.26	
8	Total	\$862.08	\$659.45	\$592.63	
10					

In **Format>Cells**, under the **Protection** tab, you can:

- Choose to keep certain cells locked or hidden.
- This is only effective when the spreadsheet itself has protection.

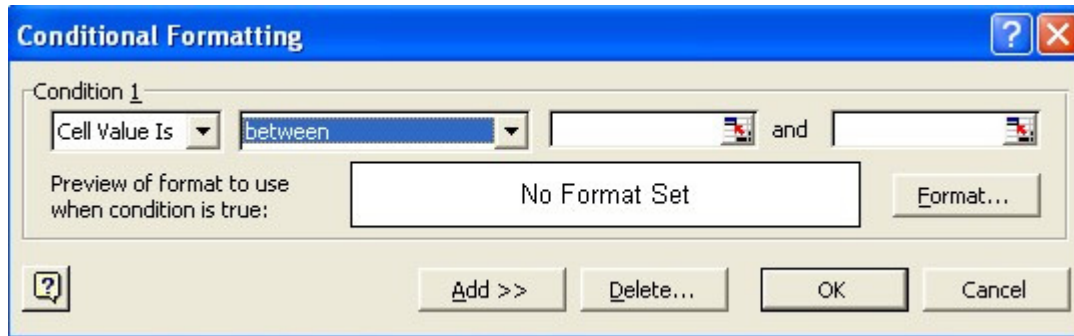
Format Painter 

You can quickly copy formats between cells and objects.

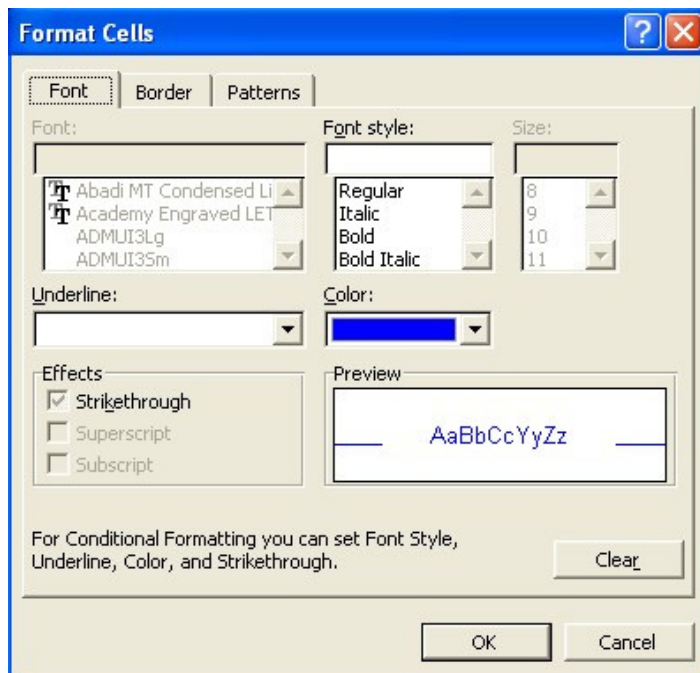
- Select the cell that has the desired formatting.
- Click on the **Format Painter** (once to paint once, double-click to keep the Format Painter on). Notice that the mouse cursor has turned into a paintbrush and white plus sign.
- Paint by holding down the left mouse button & clicking into an individual cell or dragging through many cells.
- To release the paintbrush, click on the **Format Painter** once.

Conditional Formatting

With conditional formatting, the format of information will change based on criteria. You cannot use Conditional Formatting on cells that are protected. To use conditional formatting, select a range of cells. Go to **Format>Conditional Formatting**.

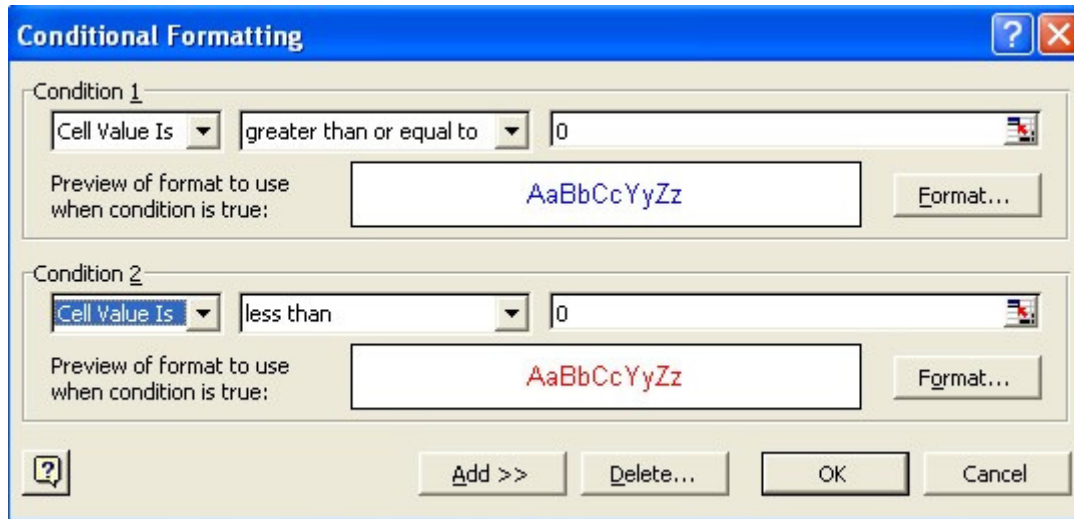


Start with **Condition1** and choose “Cell Value Is” or “Formula Is”. Then choose if the value will be less, greater, equal to, between, etc. If it is between, there will be places to enter both values. The value can be typed in or chosen from another place in the workbook or another workbook.

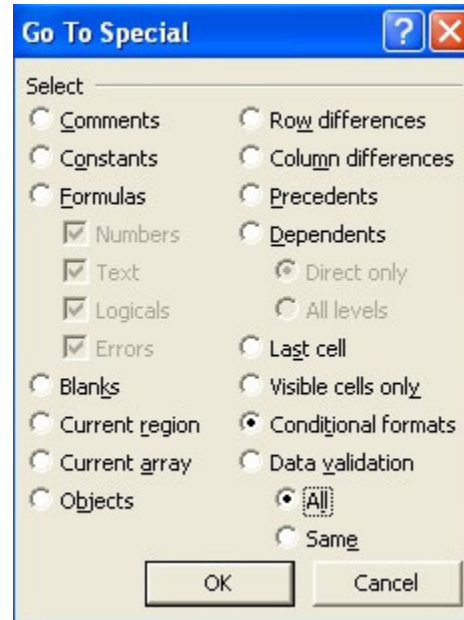


Click on **Format** and make formatting changes as appropriate. Click **OK**.

Once the first condition is done, click on **Add>>** and add another condition. Make sure that the conditions make sense and don't contradict each other.



If you click on the Delete button, you can choose which condition to delete.



If you want to see which cells have conditional formatting, click any cell. Use **Edit>Go To** and click on **Special**. Choose **Conditional formats** and click **All** under **Data validation**.

If you want to see cells that have conditional formatting identical to another specific cell, click that cell. Use **Edit>Go To** and click on **Special**. Choose **Conditional formats** and click **Same** under **Data validation**.