Modifying Cells and Data

To make the most out of your worksheets, you need to understand the many ways that you can modify cells and data in Excel. In this lesson, we will learn about changing the size of rows and columns, adjusting cell alignment, creating custom formats, and rotating text.

	А	В	С	D	E	F	G	Н
1			-					
2		Region	Income	Accounts Receivable	Overhead	Depreciation	Net	
3		Region 1	\$1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00	
4		Region 2	\$1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00	
5	e	Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00	
6	00	Region 4	\$1,060.00	\$ 530.00	\$ 250.00	\$ 65.00	\$ 1,275.00	
7	2	Region 5	\$1,080.00	\$ 540.00	\$ 300.00	\$ 70.00	\$ 1,250.00	
8	ā	Region 6	\$1,100.00	\$ 550.00	\$ 350.00	\$ 75.00	\$ 1,225.00	
9		Region 7	\$1,120.00	\$ 560.00	\$ 400.00	\$ 80.00	\$ 1,200.00	
10		Region 8	\$1,140.00	\$ 570.00	\$ 450.00	\$ 85.00	\$ 1,175.00	
11		Region 9	\$1,160.00	\$ 580.00	\$ 500.00	\$ 90.00	\$ 1,150.00	
12			\$9,720.00	\$ 4,860.00	\$2,700.00	\$ 630.00	\$11,250.00	
13								

Changing the Size of Rows or Columns

Sometimes it will be necessary to change the size of a row or column in order to display all the data contained in the cell. You also might want to change the size of a row or column just for the change in appearance. In either case, changing the size of a row or column is quite easy.

To change the size of a column, place your mouse pointer on the line that divides the column headers. For example, if you wanted to change the size of column B, you would place your mouse pointer on the line separating B and C. Your mouse pointer will turn into a vertical line with a small arrow on either side:

	A	B ↔ C	
1	Price	Quantity Cost	

When you see this pointer, click and hold the left mouse button to drag the column edge to the left or right. As you drag you will see the size (default width is 64 pixels):

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:1	A		40		+	-		D
1	A Price	Qua	d B ntity	Cos	un. i t∣	-		D

Now the size of column B has been changed.

To change the size of a row, place your pointer on the line separating the row headers and then click and drag up or down to make the row larger or smaller (default height is 20 pixels):

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	- [1	Height: 54.00	(72 pixels)	COSC
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	2			
	3			
	4	an l		
	5	A.c.		
C				
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3	2			
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	2			

There are more cell formatting commands available by clicking Home Format. Here you can have Excel automatically adjust to the necessary dimensions or define a specific dimension:



Adjusting Cell Alignment

To align data within a worksheet select the cell or cells you want to adjust and then use the commands in the Alignment group of the Home tab:



Let's go over the different groups of commands:

EE

Vertical Alignment

Horizontal Alignment If there is extra space above or below the data in a cell, use these commands to vertically align the data.

Use these commands to left, center, or right align items in a cell.

Page3

Orientation	87	Use this c written in	omma the ce	nd to change the way ell:	y text is
			SP-	Wrap Text	
			20	Angle C <u>o</u> unterclockwise	
			38	Ang <u>l</u> e Clockwise	•
			la	Vertical Text	
			-ei	Rotate Text <u>Up</u>	
			망	Rotate Text <u>D</u> own	
			32	Format Cell Alignment	
Indent Wrap Text		data and t	he cell he cell ed to e	I margins.	a cell,
		stretching everythin command the cell.	g the co g on o l to wr	olumn width to accor ne line may be impra ap the text to the nex	nmodate actical. Use thi t line inside
Merge & Center	Merge & Center *	This command two or more command single cell center ali	nd is u ore adj l. The l and t gned:	seful when making ti acent cells and click adjacent cells will me he data contained ins	ttles. Select this erge into a side will be
			٨	D	0
		1	A	D	C
		2	Price L	ist	
		3	Price	Value Added Tax	Total
				¥	
			А	В	С
		1		_	
		2	Delta	Price List	Tatal
		3	Price	value Added Tax	Iotal
1		We will d	liscuss	cell merges later in t	this manual.

Rotating Text

Rotated text can make your worksheets look better, improve organization, and improve readability. Rotating text can also make viewing or printing a large worksheet easier because the column widths do not have to accommodate the length of your text descriptions.

To rotate text, first select the cell or range of cells you want to rotate.

1	A	В	С	D
1	Employee #	Registration #	Hourly Rate	Hours Worked
2	249792			
3	587289			
4	574278			
5	687478			

Once you have selected a cell or range, click the Orientation button in the Alignment group on the Home tab. Select the alignment of your choice:

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Clip	board 🛱	Font	ι <u>α</u>	Alignme	37	Angle Counterclock	wise
	A1	• (=	f _x	Empl	N.	Angle Clockwise	
1	А	В	C		la	<u>V</u> ertical Text	
1	Employee #	Registration #	Hourly	Rate F	-aj	Rotate Text <u>Up</u>	
2	249792				IB-	Rotate Text <u>D</u> own	
3	587289				20,	Format Cell Alignme	nt
4	574278				•2,	r or <u>m</u> at cell Alignine	in.
5	687478						

You can also right-click on any cell in the selected range and click on Format Cells in the drop down menu.

Right-clicking a cell \rightarrow Format Cells or clicking Home \rightarrow Orientation \rightarrow Format Cell Alignment will open the Format Cells dialog box to the Alignment tab. Here you have finer control over the rotation of your text:

umber	Alignment	Font	Border	Fill	Protection		
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Horizon	ntal:	-					•••
Gener	al	•	Indent:				•
Vertica	l;	-	0			T	1252
Botton	n	•				×	Text
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'ext con	trol						•
Wra	ap text					0	2 Degrees
Shr	ink to fit						
Mer	ge cells						
light-to-	left						
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You can control how the data in the cells will be aligned, choose if you want to wrap the text or shrink the data to fit in the cell, control the text direction, or manually select a rotation angle.

To rotate the text in the selected cells, put your mouse pointer on the red diamond in the orientation field. Hold your left mouse button down and drag the diamond to the degree that you need.

For example, if you want the text to be 45 degrees from the horizontal position, drag the red diamond until you see 45 in the Degrees text box. You can also type a value or use the small up/down arrows to adjust the value. When you have made your selections, click OK:

Number	Alignment	Font	Border	Fil	Protection		
Text align	ment					Orient	tation
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Just	tify distributed					1	
lext cont	trol					-	
Wra	ip text					45	Degrees
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Mer	ge cells						
light-to-	eft						
Text di	ection:						
Contin	et 💌						

Here's what the text will look like:



Creating Custom Number and Date Formats

Excel provides a variety of number and date formats for you to work with, but it may be the case that you require something different. You can create your own custom number and date formats in order to present your data exactly as you wish. Excel's default number formats are visible in the Number group of the Home tab:



To create a custom number format, select the cell or cells that contain numbers you want to format and open the Format Cells dialog box. Right-click the cell and click Format Cells or click the option button in the Font, Alignment, or Number groups on the Home tab. When the dialog appears, click the Number tab:



You can see the number you are formatting in the Sample area of the box.

To create a custom format, select Custom from the bottom of the Category list. You will see a text window containing a list of symbolic formatting codes in the Type list. If you click on a symbolic formatting code, you will see what your number will look like with this formatting. This will be the starting point for your custom format:

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ategory	:								
General Number Currency	,	Sam 249	ple ,792		0				
Accounti	ng	Type	Type:						
Date Time		#,#	#,##0						
Percenta Fraction Scientific	ige :	Gene 0 0.00	General 0 0.00						
Text Special Custom		8,8 8,8 8,8 8,8 8,8 8 8,7 8 8 7,7 8 8 7,7 8 8 7,7 8 8 7,7 8 8 7,7 8 8 7,7 8 8 7,7 8 8 8 7,7 7,7	#0.00 #0_);(#,##0 #0_);[Red](# #0.00_);[Red #0.00_);[Red ##0_);[Red]() :#0.00)](#,##0 #0) \$#,##0)	.00)				
_	8	*			Delete				
ype the	number forma	at code, u	sing one of th	e existing	g codes as a starting point.				

For example, let's say that you want to format your number so there are two places after the decimal, and a dollar sign at the right side of the number. To achieve this, click the "#, ##0.00" format code from the list, and look at your number in the sample field. Now add a \$ directly to the right side of the format code beneath the Type heading.

The format code for your custom number format will be saved at the bottom of the format code list in the Format cells dialog box. Click OK to format the cell or range of cells with this new custom format:

Number	Alignment	Font	Border	Fill	Protection
ategory	:				
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Accounti	ng	Type:			
Date Time		\$,55	0.00\$	-	
Fraction Scientific Text Special Custom	ge	Gener 0 0,00 4,20 4,20 4,20 4,20 4,20 5,20 5,20 5,20 5,20 5,20 5,20 5,20 5	(a) (0.00 (0_);(#,##0) (0_);[Red](# (0.00_);[Red](# (0_);[Red](; (\$#,#)) #0.00)](#,##0 #0) \$#,##0)	00)
		-			Delete
ype the	number forma	t code, us	ing one of th	e existing	codes as a starting point.

Here is the new custom number format applied to the cell. Notice the difference between the value in the Formula Bar and what is displayed in the active cell:

	A1	- (-	f_x	249792	
1	А	В	C	D	E
1	249,792.00\$				