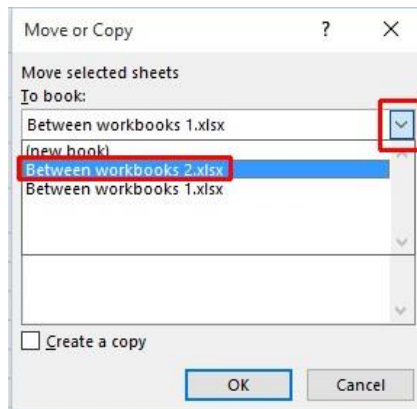- Click on the **down arrow** in the **To book** section of the dialog box. From the drop down list, select the workbook called **Between workbooks 2**, as illustrated below.


- Use the **Before sheet** section of the dialog box to determine where in the second workbook the worksheet will be copied to.

- Click on the **Create a copy** check box.

- Click on the **OK** button.

- Switch to the second workbook and you should see a copy of the worksheet inserted into the workbook.

   TIP: Experiment with moving a worksheet between workbooks using the same method, but this time do not click on the **Create a copy** check box.
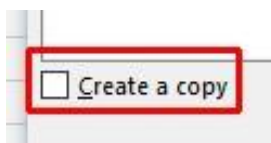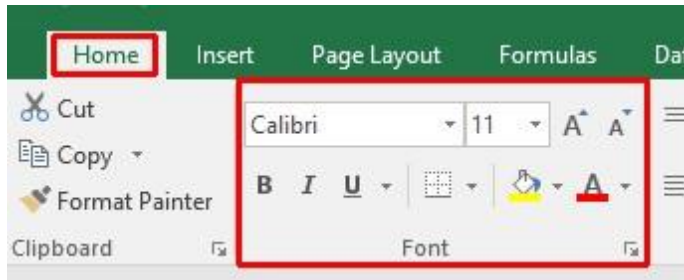

- When you have finished experimenting save the changes in both your workbooks and close all open files.

Font formatting within Excel 2016

Font formatting options

☐ The font formatting options are located on the **Home** tab within the **Font** group.
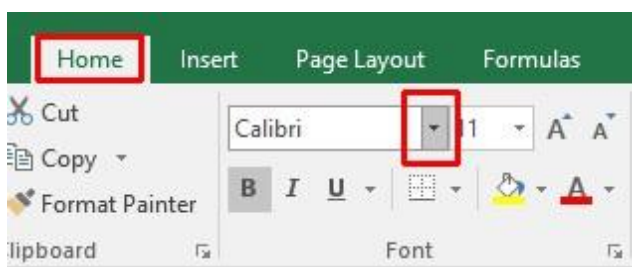

Font type

- Open a workbook called **Font formatting**. Select the range **C3:G3**.

	A	B	C	D	E	F	G
	Sales volume by country						
		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
		India	102	129	189	193	201
		Canada	98	120	121	132	143
		USA	109	110	109	102	94
		United Kingdom	92	99	98	95	85
		Australia	92	95	96	92	93
		New Zealand	32	43	54	74	84
		China	67	79	83	88	93
		Pakistan	24	34	43	54	73
		Mexico	12	24	20	23	32

- Under the **Home** tab, click on the **down arrow** next to the **Font** section.

- From the drop down list displayed, select a different font type, such as **Arial**.
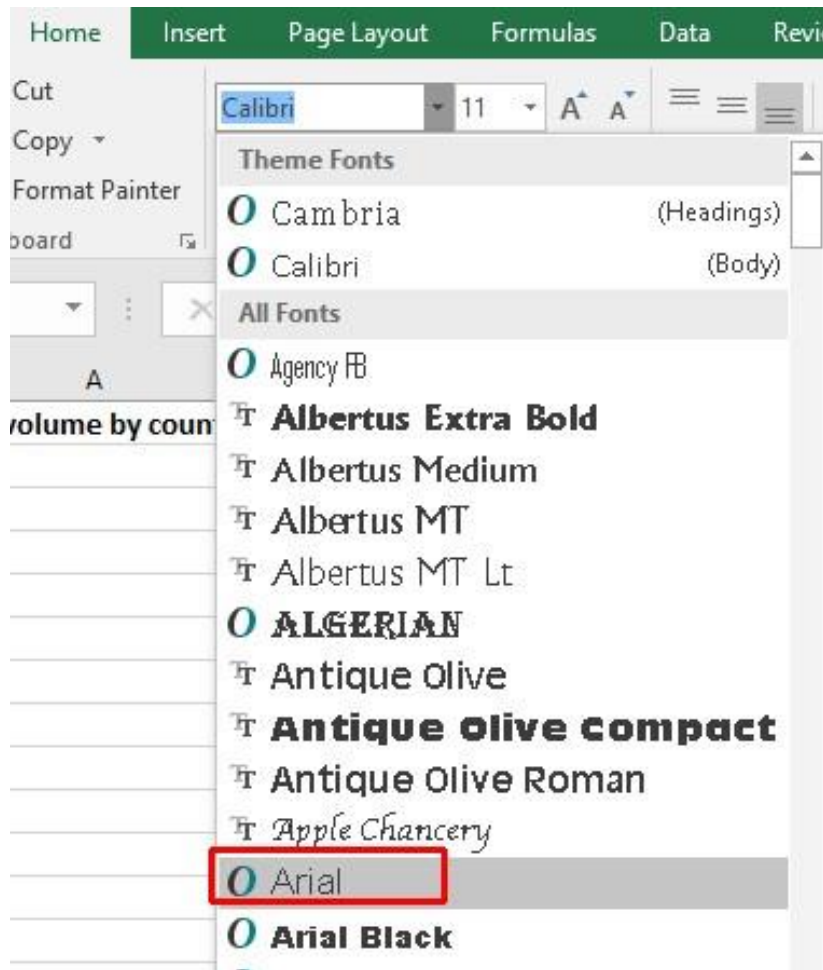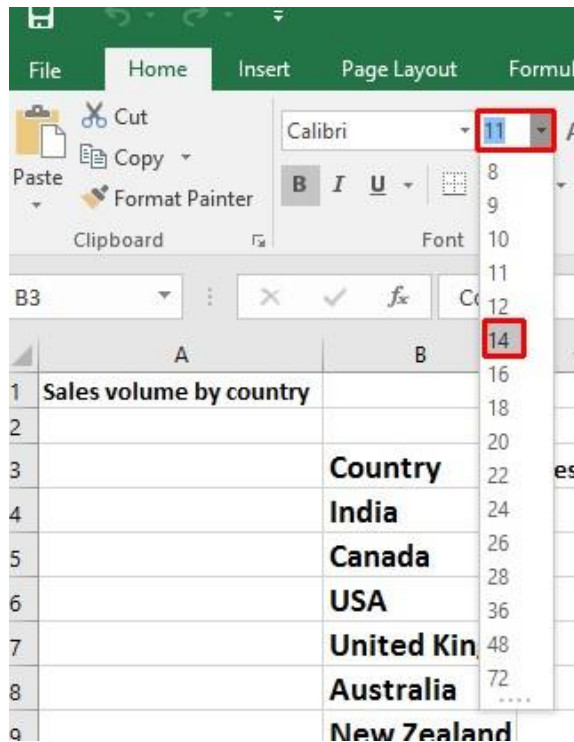
- Experiment with applying different fonts to your data.
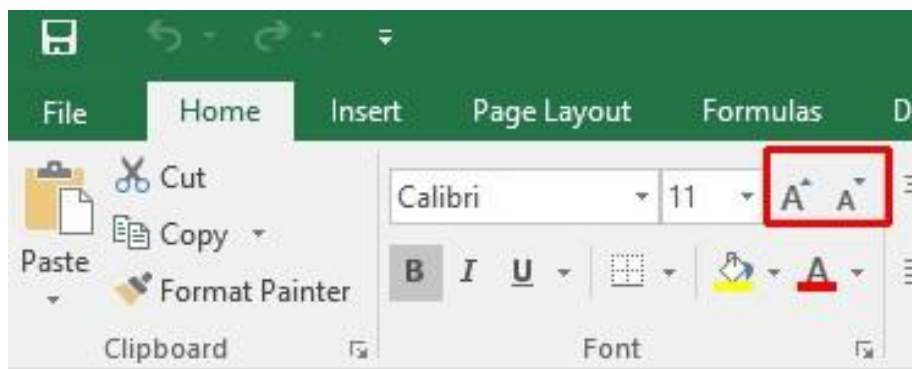
Font size

- Select the range **B3:B12**.

- Click on the **down arrow** within the **Font Size** section and select a different font size.

**TIP**: You can also select a range and use the **Increase Font Size** and **Decrease Font Size** icons.

NOTE: If you applied a larger font size, you may have to widen the column widths.
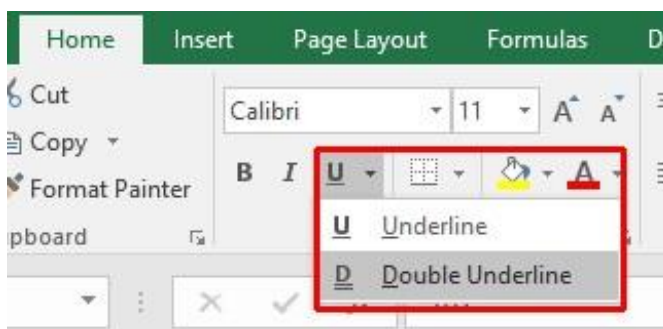
Bold, italic, underline formatting

- Select the range **C4:G12**.

	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Experiment with applying **bold**, **italic** and **underline** formatting using the icons illustrated below.
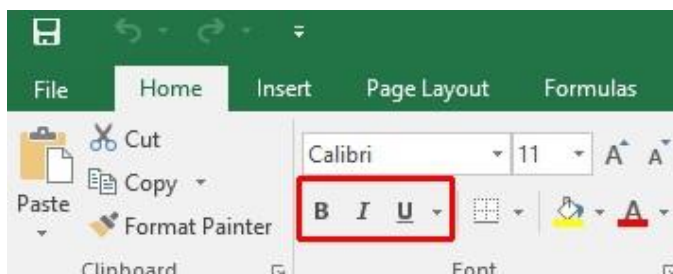
TIP: You can easily apply double underline formatting. To do this click on the **down arrow** next to the **Underline** icon. Select the **Double Underline** command.
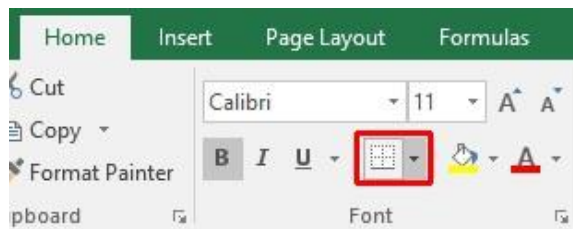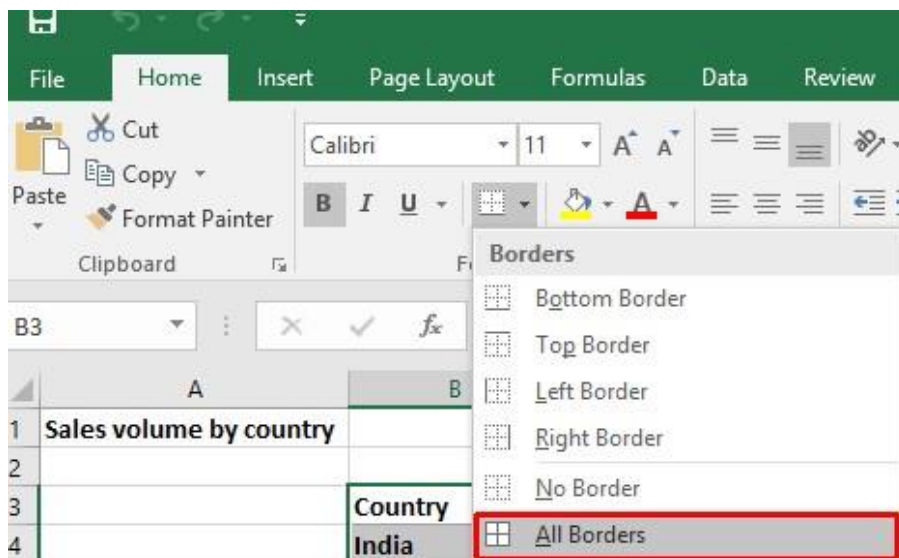

Cell border formatting

- Select the range **B3:G12**.

	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Click on the **down arrow** next to the **Border** icon.

- A drop down list is displayed from which you can select the required border. Select **All Borders**.

- Your data will now look like this.

	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Click on the **Undo** icon (top-left of your screen) to undo this formatting.

- Spend a little time experimenting with applying different types of borders. Remember that you can use the **Undo** icon to undo any formatting that you apply.

  TIP: Experiment with applying border formatting effects, such a thick or double edged border effects.
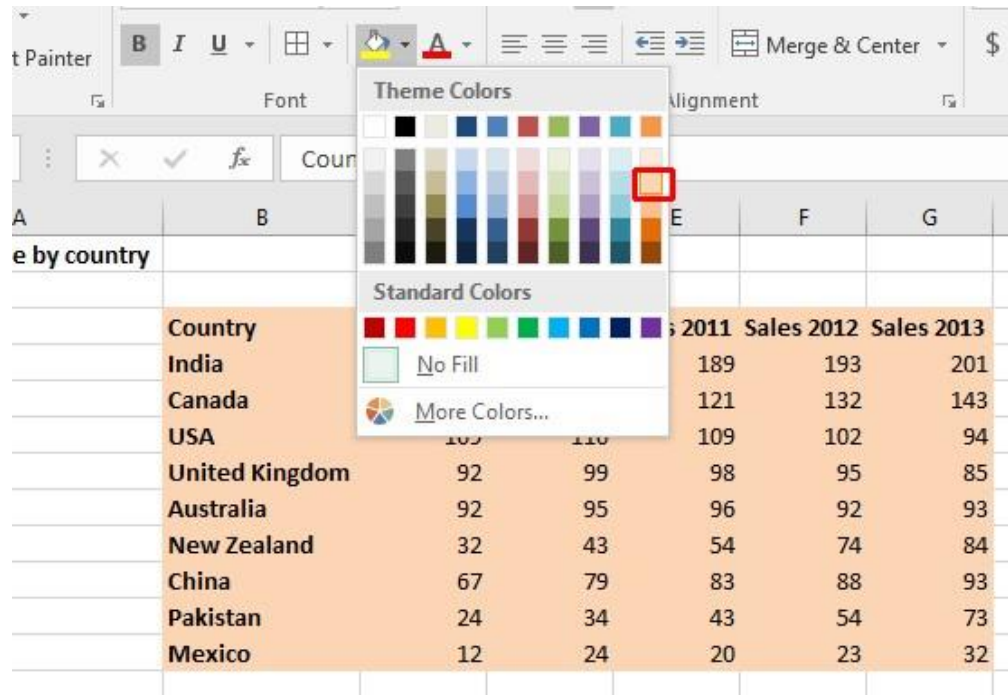
Formatting the background colour
- Select the range **B3:G3**.

	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Click on the down arrow next to the **Fill Color** icon.

- Move the mouse over a colour and you will see the colour formatting previewed within your data. Click on a colour to apply it.
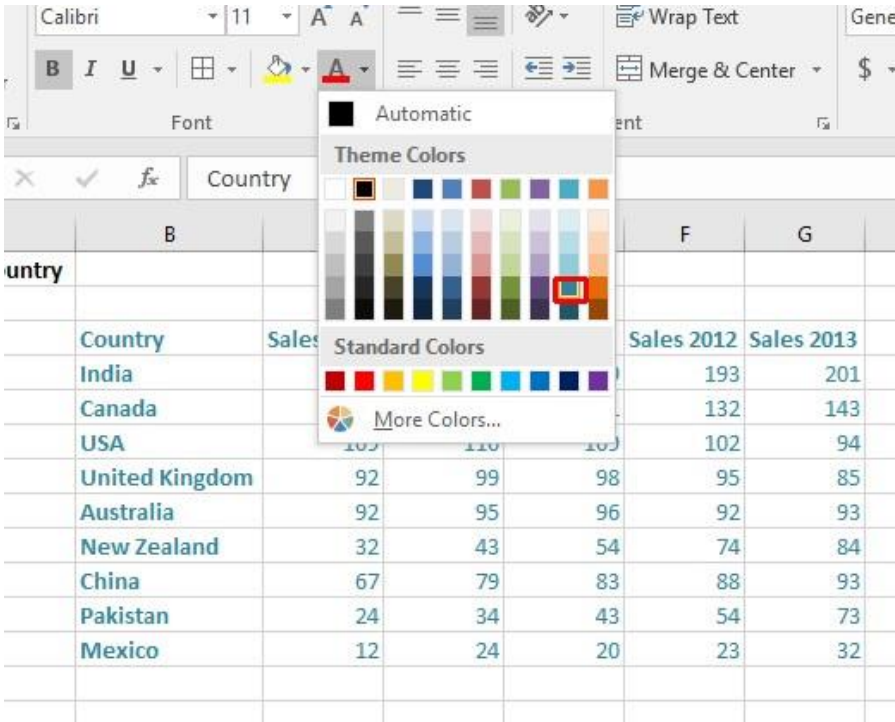
TIP: Be careful when applying background fill colours as it may make any text within the range difficult to see. Avoid using similar text colours and background fill colours.

Formatting the font colour

- Select the range **B3:B12**.
- Click on the **down arrow** next to the **Font Color** icon.
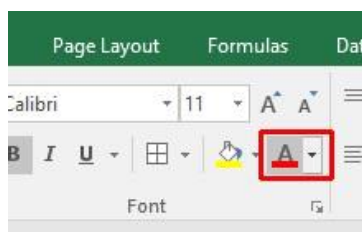
- This will display a drop down from which you can select the required colour. Experiment with applying different font colours.

Country	Sales			Sales 2012	Sales 2013
India				193	201
Canada				132	143
USA	105	110	105	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- Save your changes and close the workbook.

Alignment formatting within Excel 2016

Alignment options

☐ The alignment options are contained within the **Alignment** group on the **Home** tab.
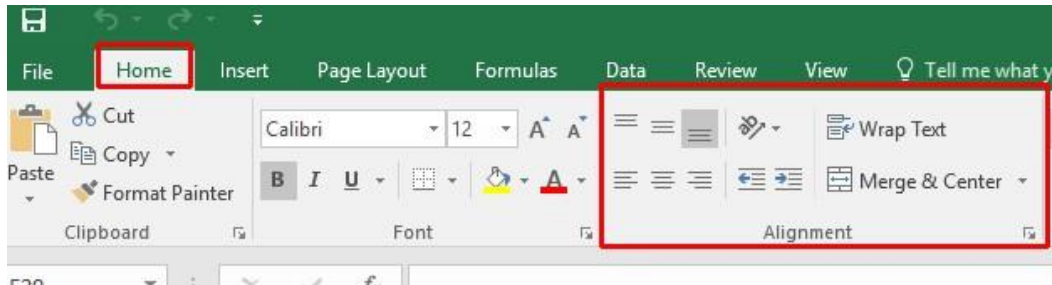
Horizontally aligning contents in a cell range

- Open a workbook called **Alignment**.
- Select the range **C3:G12**.
- Click on the **Center** icon to centre the cell contents in this range. Try applying **left** and then **right** alignment formatting. Use the alignment icons illustrated below.
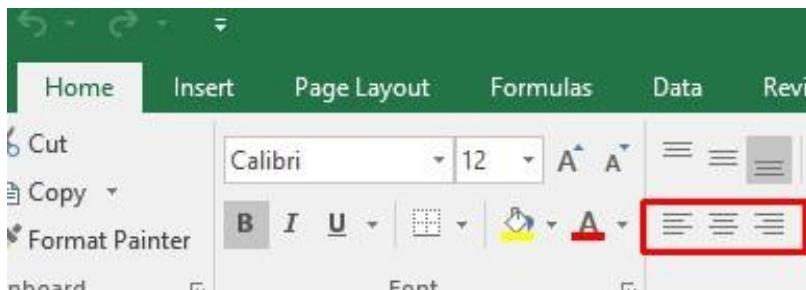
Centring a title over a cell range

- Click on cell **C2** and type in the word '**Sales**'.

D2	▼	:	✕	✓	*fx*		

	A	B	C	D	E	F	G
1							
2			Sales				
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- We want to centre this within the range **C2:G2**. To do this, select the range **C2:G2**.

	A	B	C	D	E	F	G	H
1								
2			Sales					
3		Country	2009	2010	2011	2012	2013	
4		India	102	129	189	193	201	
5		Canada	98	120	121	132	143	

- Click on the **Merge and Center** icon.

Data	Review	View	♀ Tell me what y

≡ ≡ ≡   ✎ ▾   🖹 Wrap Text

≡ ≡ ≡   ⇤ ⇥   ⊞ Merge & Center ▾

Alignment

- Your screen will now look like this.

	A	B	C	D	E	F	G
1							
2					Sales		
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

Cell orientation

- Select the range **C3:G3**.

	A	B	C	D	E	F	G
1							
2					Sales		
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143

- Click on the **Orientation** icon.
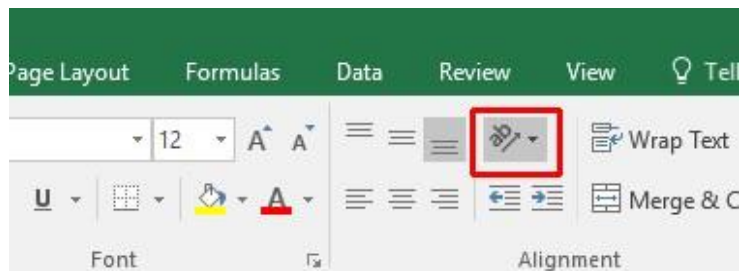
- You will see a drop down menu allowing you to format the cell orientation.
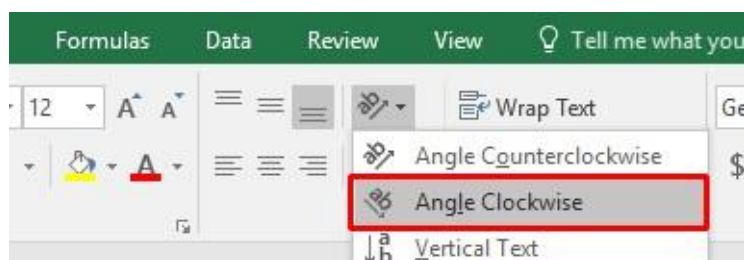
- Select the **Angle Clockwise** command. Your data will now look like this.

	A	B	C	D	E	F	G
1							
2					Sales		
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Experiment with applying some of the other orientation effects.

Text wrapping within a cell

- Click on cell **B14**. Type the following text into cell **B14**.

  All revenues are pre-tax profits.

- When you press the **Enter** key you will see that the text does not 'fit' into the cell.

	A	B	C	D	E	F	G
1							
2					Sales		
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32
13							
14		All revenues are pre-tax profits					
15							

- Select cell **B14** and click on the **Wrap Text** button.

- The cell will now look like this.

- Save your changes and close the workbook.

Aligning cell contents vertically

- Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.
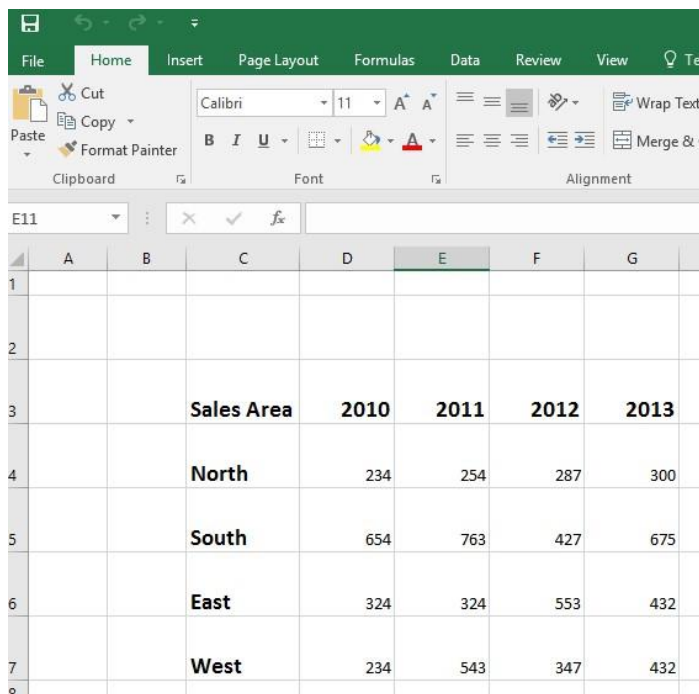
- Select the data area as illustrated.

Sales Area	2010	2011	2012	2013
North	234	254	287	300
South	654	763	427	675
East	324	324	553	432
West	234	543	347	432

- Click on the **Home** tab and from within the **Alignment** group select the required vertical alignment option.
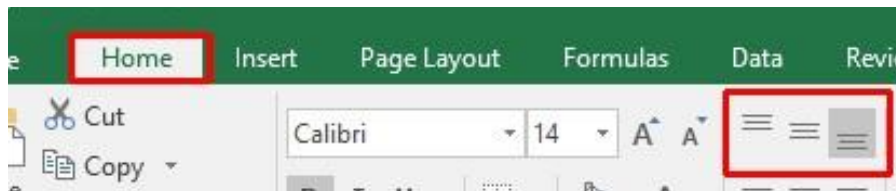
- Experiment with applying each of the three vertical alignment options.
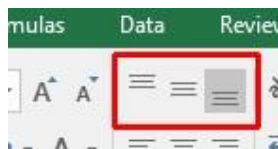
Top Alignment
Middle Alignment
Bottom Alignment

- After you have finished experimenting, set the alignment to **Middle Alignment**.
Save your changes and close the workbook.

Format Painter

- Open a workbook called **Format painter**.
- Click within the upper table.
- Click on the **Format Painter** icon. This icon is contained within the **Clipboard** group under the **Home** tab.
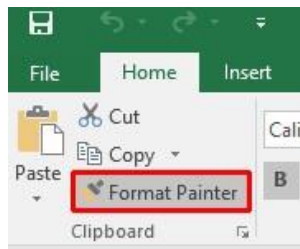
- Once you click on the **Format Painter** icon, you will notice that the shape of the mouse pointer changes to the shape of a paintbrush. You can now apply the formatting within the cell that you clicked on, to another range within the worksheet.
- Click on cell **B14**, and while keeping the mouse button pressed, move the mouse pointer to cell **G23**. Release the mouse button and the formatting will be copied to the second range within your worksheet, as illustrated.
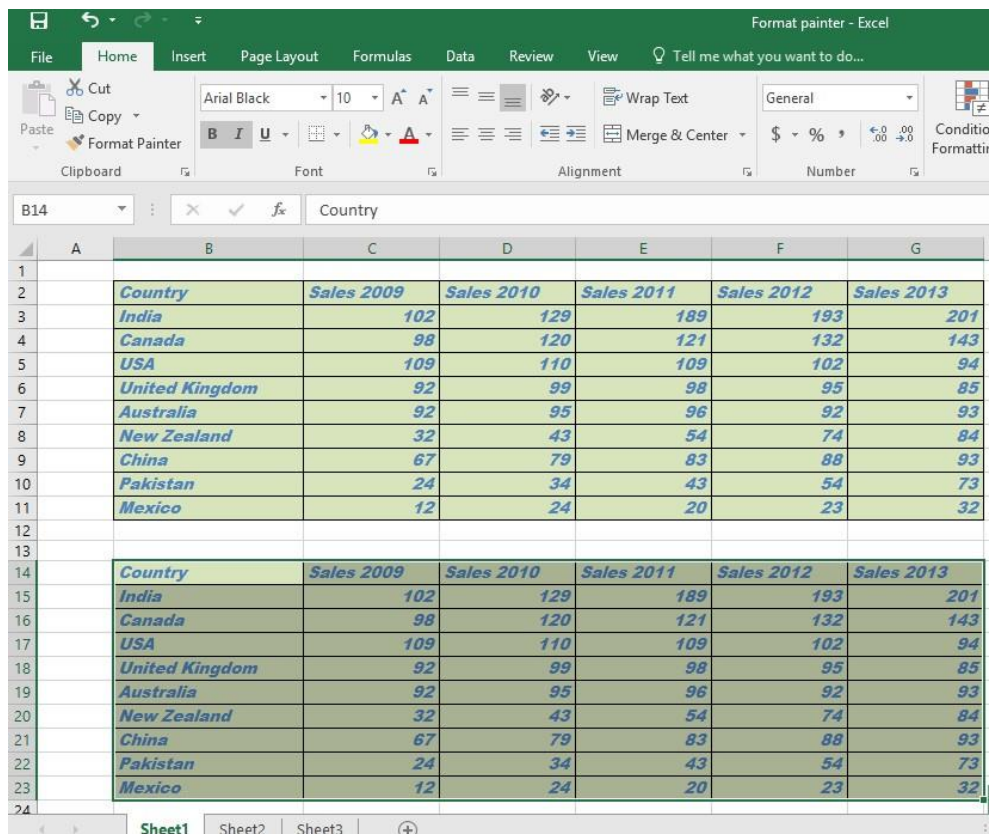
- Save your changes and close the workbook.

Number formatting within Excel 2016

Number formatting

- Open a workbook called **Number formatting**. Click on cell **C2**.

- Click on the **down arrow** next to the **Number Format** control.
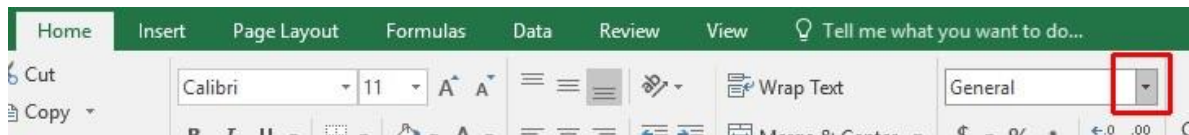
- You will see a drop down menu from which you can select the format. In this case select **Number**.
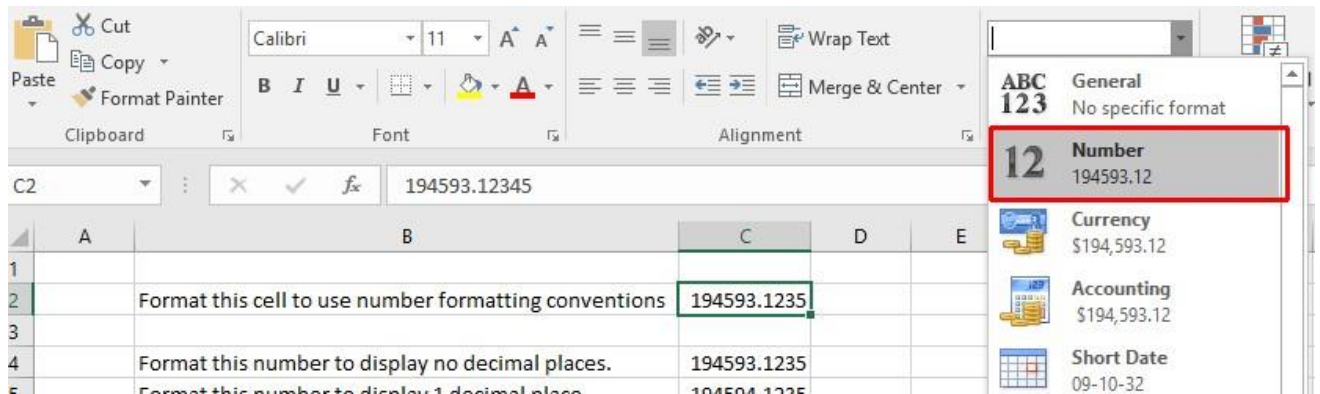
- This tells Excel that the data contained within this cell should always now be treated as a number, rather than say text or a date.

Decimal point display

- Click on cell **C4.**
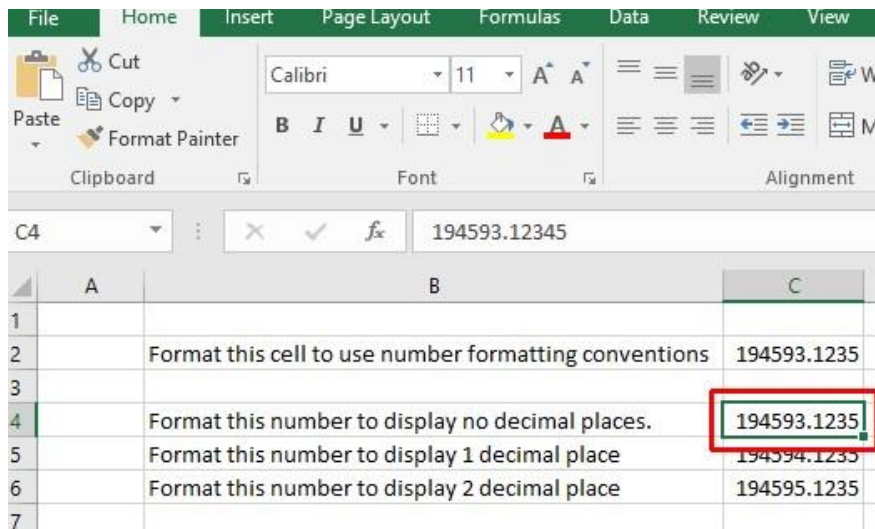
- Click on the **Decrease Decimal** icon a few times, so that no decimal places are displayed.
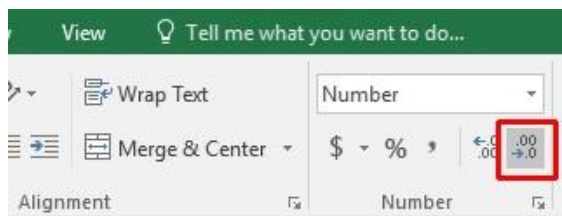
- The cell contents should now look like this.

- Set the contents of cell **C5** to display **1** decimal point, by clicking once on the **Increase Decimal** button.
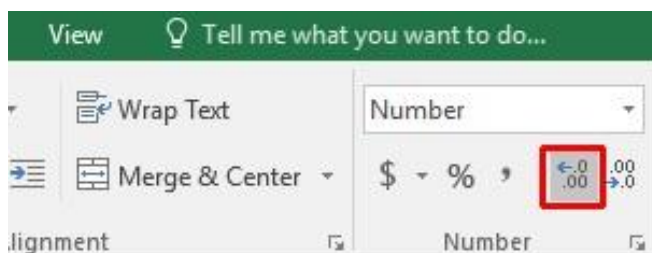
- The contents of the cell will now look like this,

	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.1235
7			

- Set the contents of cell **C6** to display **2** decimal points.

Applying and removing comma style formatting (to indicate thousands)

- Click on cell **C8**.

	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1945968573
9			
10		Format this number to display a UK pound sign	234.98
11		Format this number to display a dollar sign	234.98
12		Format this number to display a euro sign	234.98

- Click on the **Comma Style** icon (within the **Number** group under the **Home** tab) to format the number using commas.
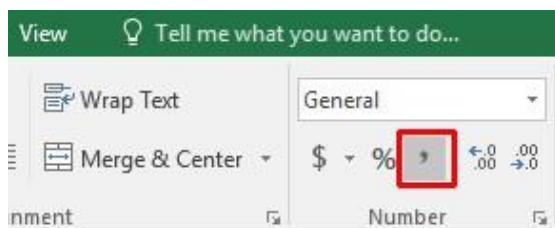
- Your number should now look like this.

	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1,945,968,573.00
9			
10		Format this number to display a UK pound sign	234.98
11		Format this number to display a dollar sign	234.98
12		Format this number to display a euro sign	234.98

NOTE: To remove comma style formatting, click on the down arrow next to the **Number format** icon (within the **Number** section of the **Home** tab). Select the **General** or **Number** format option, as illustrated.
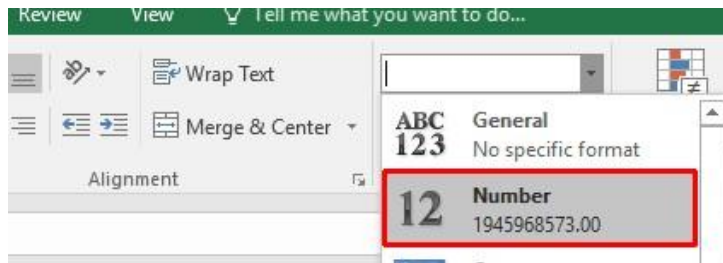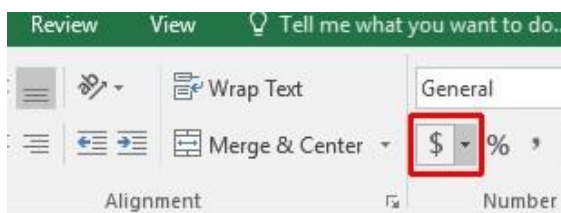

- The cell contents will now be displayed without comma style formatting.

Currency symbol

- Select cell **C10**.

- Format it to display the **British Pound** symbol. To do this click on the **down arrow** next to the **Currency** icon.

- From the list displayed, select the **£** option.

- Select cell **C11** and format it to display the **Dollar** symbol.
- Select cell **C12** and format it to display the **Euro** symbol. Your data will now look like this.

Date styles

- Click on cell **B17** and type in the text '**The date today is**'.
- Click on cell **C17** and type in today's date. When you press the **Enter** key you may find that the style of the date changes automatically.
- Right click over cell **C17** and from the popup menu displayed select the **Format Cells** command.

- This will display the **Format Cells** dialog box.
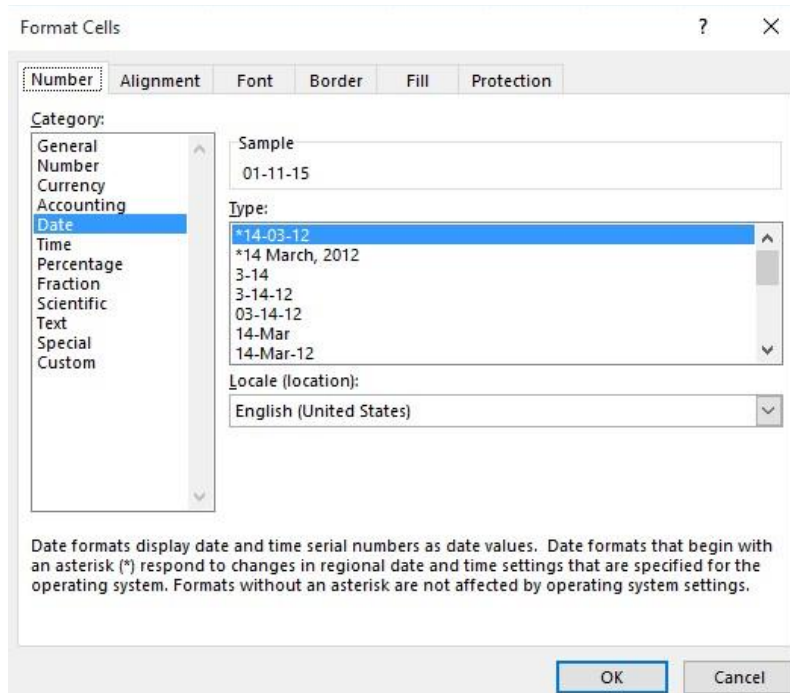
- Select the required format from the **Type** section of the dialog box.

- Click on the **OK** button to apply the date format. Experiment with applying different types of date format to the cell.

Percentages

- Click on the cell **C15**.

- To change this number from **17** to **17%,** type in **17%** and press the **Enter** key. You will then see the contents displayed as illustrated below.

- Save your changes and close the workbook.

Freezing row and column titles within Excel 2016

Freezing row and column titles

- Open a workbook called **Freezing**.