

Cell format





Cell format

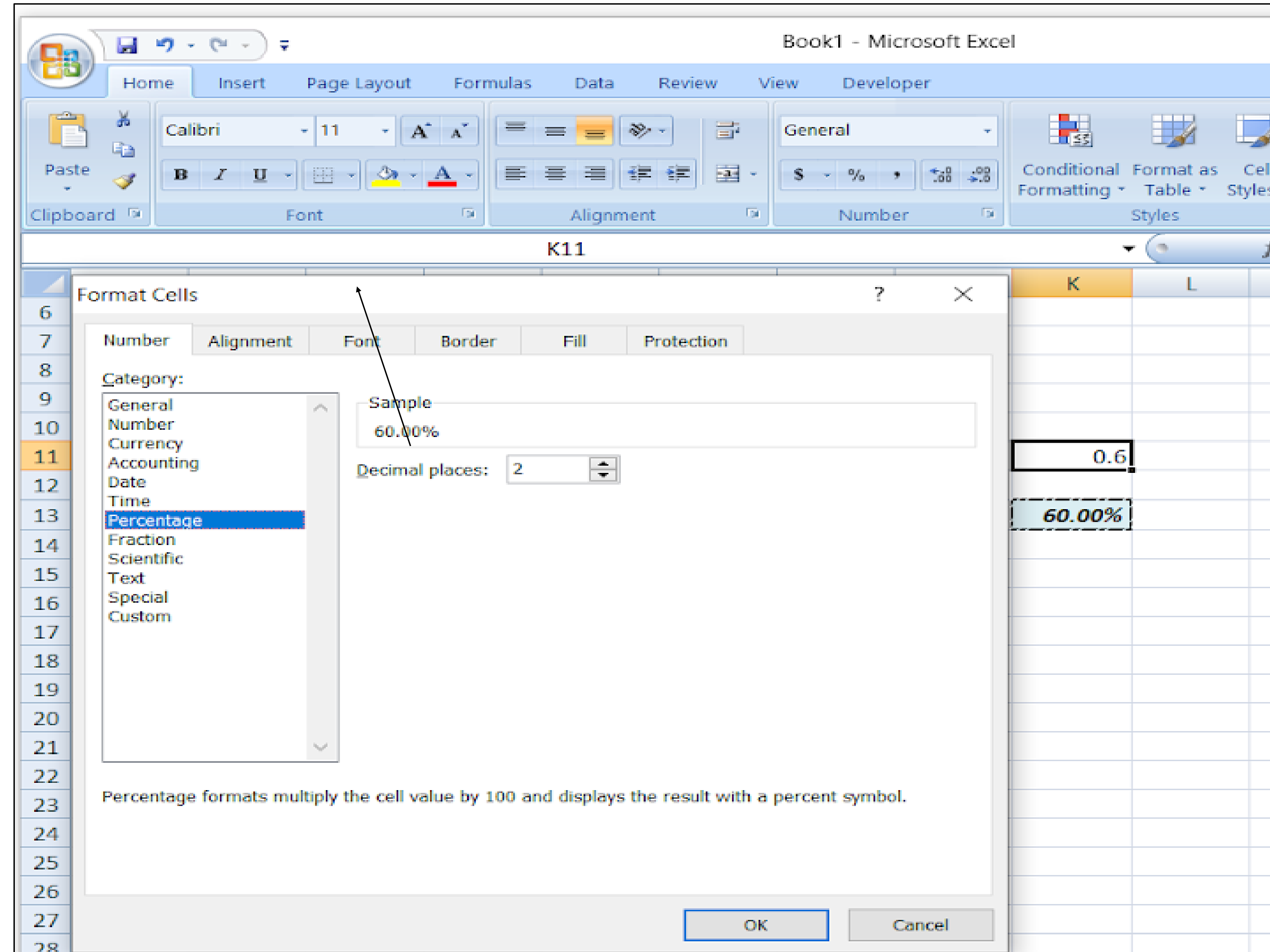
- ❑ **Format cells** to change the number, alignment, font style, Border style, Fill options and Protection.
- ❑ Right click the cell and select format cell option. Then you can change cell alignment , font style , border etc.





- ❑ Put the mouse pointer over the bottom right-hand corner of the cell until it's a black plus sign.
- ❑ Click and hold the left mouse button, and drag the plus sign over the cells you want to fill.
- ❑ And the series is filled in for you automatically using the AutoFill feature.





After formatting cell



Wrap text

- ❑ Data in the cell wraps to fit the column width, so if you change the column width, data wrapping adjusts automatically.
- ❑ wrap text in Excel to ensure that all the text in a cell is visible at once.
- ❑ On the Home tab, in the Alignment group, click **Wrap Text**.



| | A | B | C | D | E | F | G | H |
|---|---|---|-----------|--|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | Microsoft | Excel is a spreadsheet developed by Microsoft. | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |

Before apply wrap text

| | A | B | C | D | E |
|---|---|---|--|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | Microsoft Excel is a spreadsheet developed by Microsoft. | | |
| 6 | | | | | |
| 7 | | | | | |

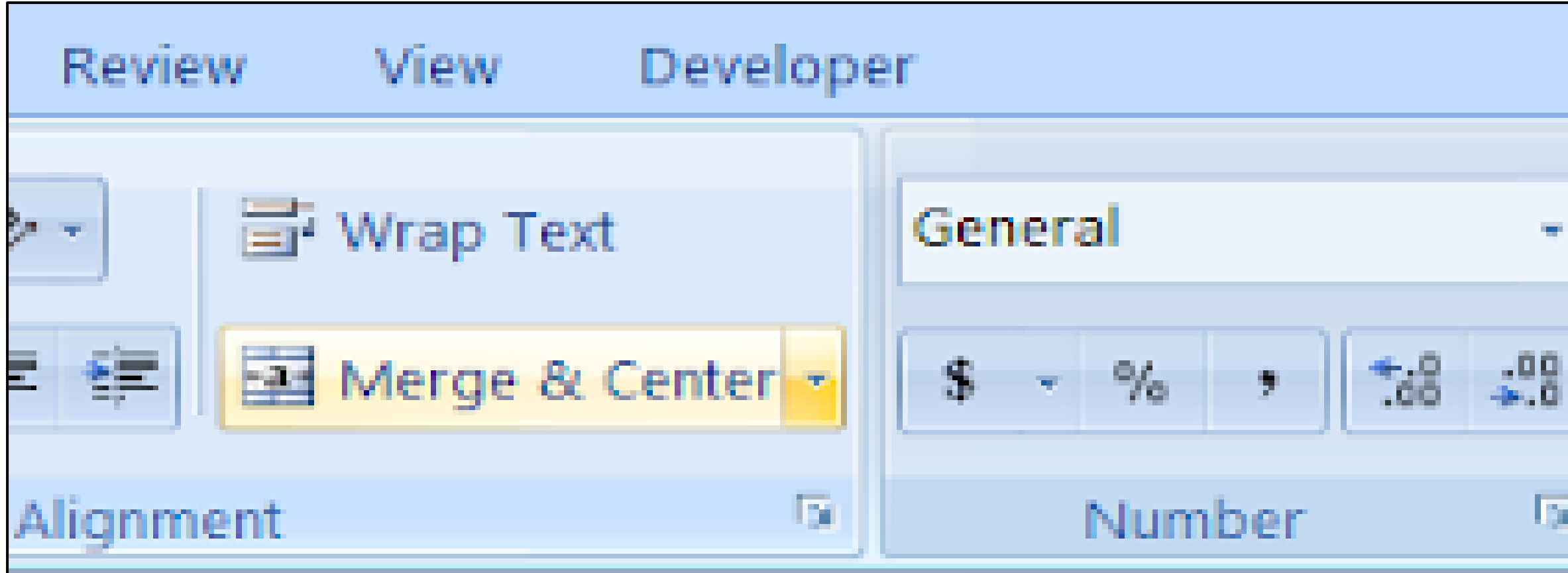
After apply wrap text



Merge & Center

- ❑ It combines multiple cells and centers the contents of the first cell.
- ❑ This is used to combine multiple cells into a single cell and create the main headers for Excel dashboards in Microsoft Excel.
- ❑ Highlight the cells you want to merge and center.
- ❑ Click on Merge & Center.





| Year | Product | Sales |
|------|---------|-------|
| 2016 | A | 1000 |
| | B | 1200 |
| | C | 2000 |
| 2017 | D | 3000 |
| | E | 5000 |
| | F | 2000 |
| | H | 1400 |

Before merge



| Year | Product | Sales |
|------|---------|-------|
| 2016 | A | 1000 |
| | B | 1200 |
| | C | 2000 |
| 2017 | D | 3000 |
| | E | 5000 |
| | F | 2000 |
| | H | 1400 |

After merge and center



Adding comment to cell

- ❑ Comments are basically notes that can be inserted into any cell in Excel.
- ❑ When a cell has a comment, an indicator appears in the corner of the cell. When you hover the cursor over the cell, the comment appears.





- ❑ Adding comment to cell helps in understanding the purpose of cell, what input it should have.
- ❑ To add comment right click the cell and type comment and press enter.



| Marks |
|-------|
| 30 |
| 70 |
| 15 |
| 89 |
| 30 |

Lowest mark