UNIT 6 MS EXCEL TOOLBARS

Structure

6.0 OBJECTIVES

After studying this unit, you should be able to:

- Know the MS Excel features and various tool bars;
- Learn useful advanced formatting tools of MS Excel available in various tabs; and
- Learn various functions, formula and charts of MS Excel.

6.1 INTRODUCTION

This practical shall introduce you to various functions of tool bars, formatting options. You will also learn how to use formula and cell referencing feature of MS Excel. This practical will also cover charts feature of MS Excel.

6.2 CHANGING COLUMN WIDTH

The default column width of a cell is 8.43 (measured in characters). If text/ data is long then user may want to adjust the width of the columns displaying the data properly.

- To change the width of a column,
- Place mouse over the right edge of the column heading
- Drag the column edge until the user is able to view the data in column boundaries.

AutoFit feature

MS Excel allows user to automatically adjust the column width as per the widest data/ text in a column. Double-click the right border of column to run the Auto fit command.

6.3 AUTO FILL FEATURE

Auto fill feature is used to fill following cells with series of duplicate values. This feature can create number sequence, dates, months, etc. It is very useful to save time.

Auto Fill Number Series

1. Enter the first two numbers you want to start the series to give information to MS Excel about the series progression.
2. Select both the cells containing the initial numbers
3. Place the mouse pointer over the bottom right corner of the last selected cell. The pointer changes to +.
4. Drag the mouse pointer over the cells which you want to fill with series values (Fig 6.1)

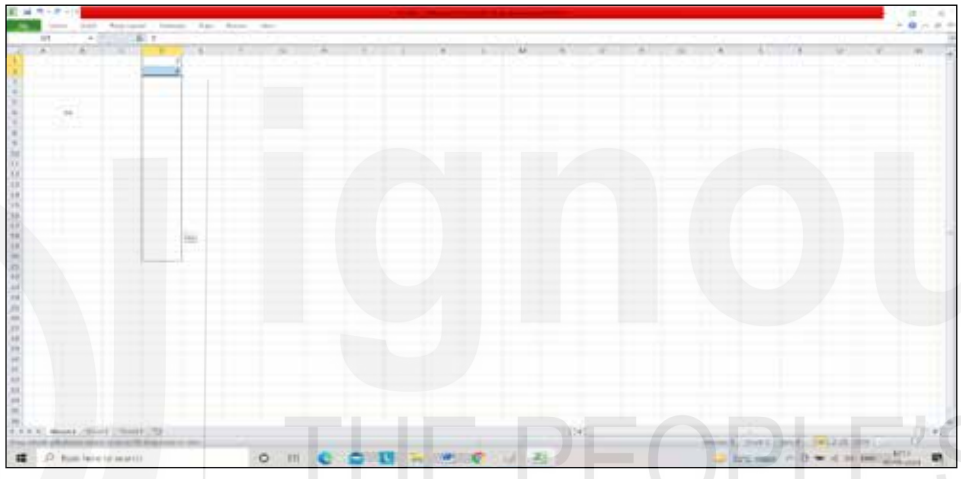

Fig 6.1: Dragging the mouse pointer

5. Auto Fill Weekday Series (Fig 6.2)

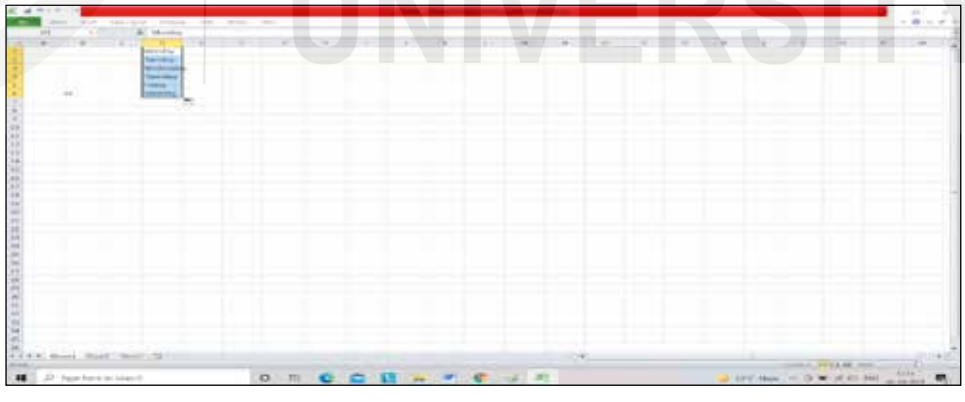

Fig 6.2: Autofill Weekday series

6.4 CONDITIONAL FORMATTING

This is very useful feature to display text in a specified format/ color/ etc if some specified condition is met.

Example to display cell values in red, which are less than 50 is shown in Fig 6.3, 6.4 and 6.5.

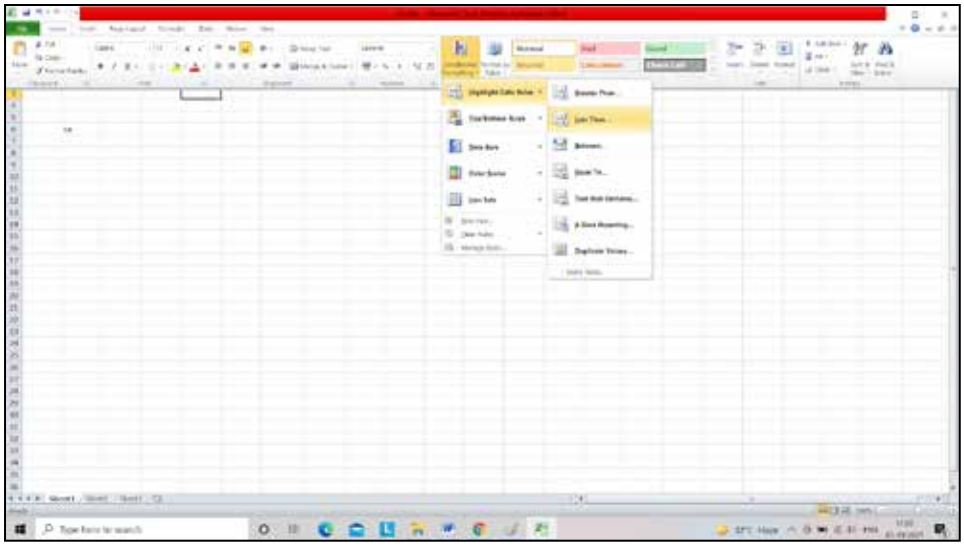

Fig 6.3: Formatting for cells

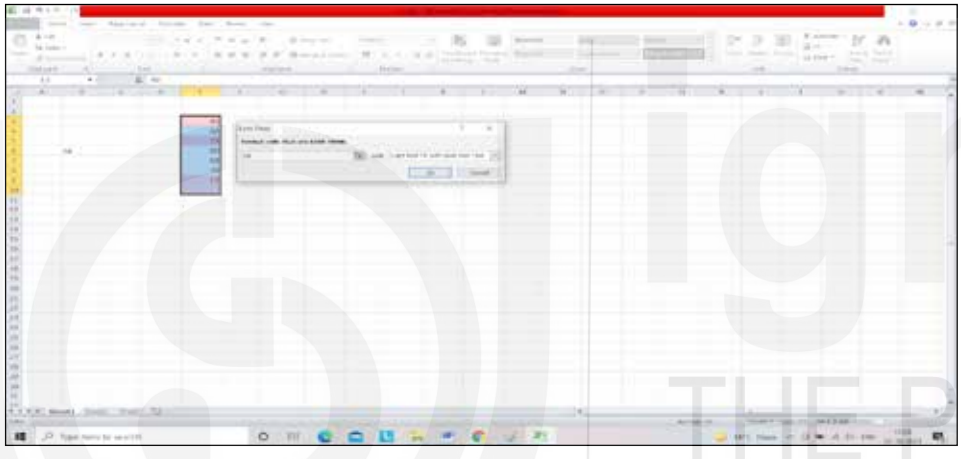

Fig 6.4: Format cells

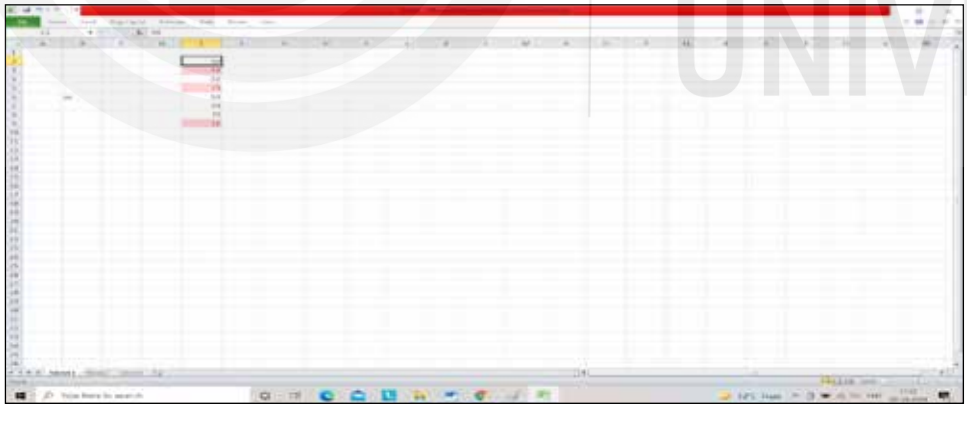

Fig 6.5: File showing data below and above 50 in different colours

6.5 ADDING BORDER

User can add borders to your worksheet cells to show properly the formatted data.

1. Select the cells that you want to add border
2. Click on Home tab in the Ribbon.
3. Click on the down arrow of Borders.

4. Click on desired border style. (Fig 6.6)

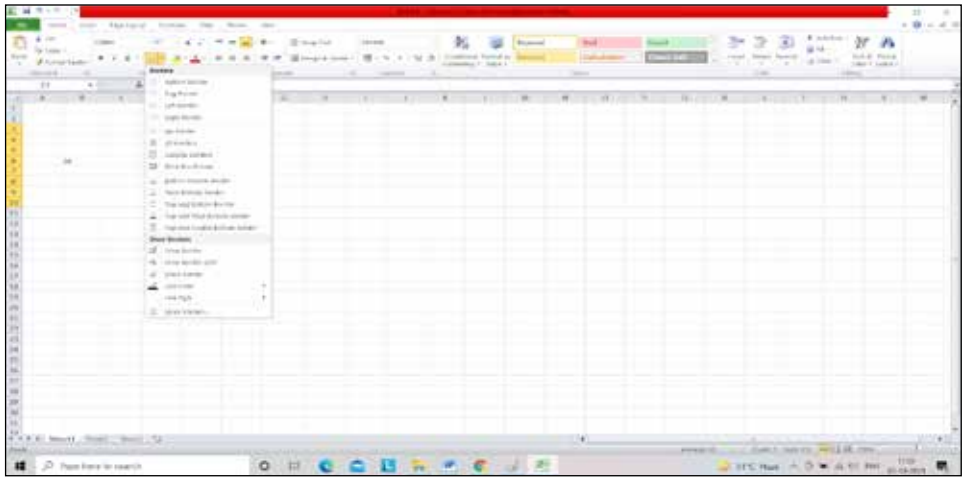

Fig 6.6: Creating borders

6.6 USE OF FORMULA IN EXCEL

Microsoft Excel is a powerful spreadsheet software that allows user to mainly organize data and do calculations on data.

In Excel, formulas begin with an equal to sign '='.

Any cell entry starting with '=' sign gives information to Excel software that following data is part of formula.

For example, Type =2+3 in any cell, it will give output 5

But every time it is not possible to write absolute data, MS Excel has another powerful feature called Cell referencing to make formula show result based on dynamic data.

Cell reference is unique address of each cell in excel spreadsheet. For example, B6 means 6th cell of B Row. So user inserts 10 in A1 and 20 in A2 then in A3, enter formula =A1 + A2, Instead of absolute values 10 / 20. So if user changes values in A1 or A2, formula will recalculate result automatically based on values in A1 and A2. (Fig 6.7)

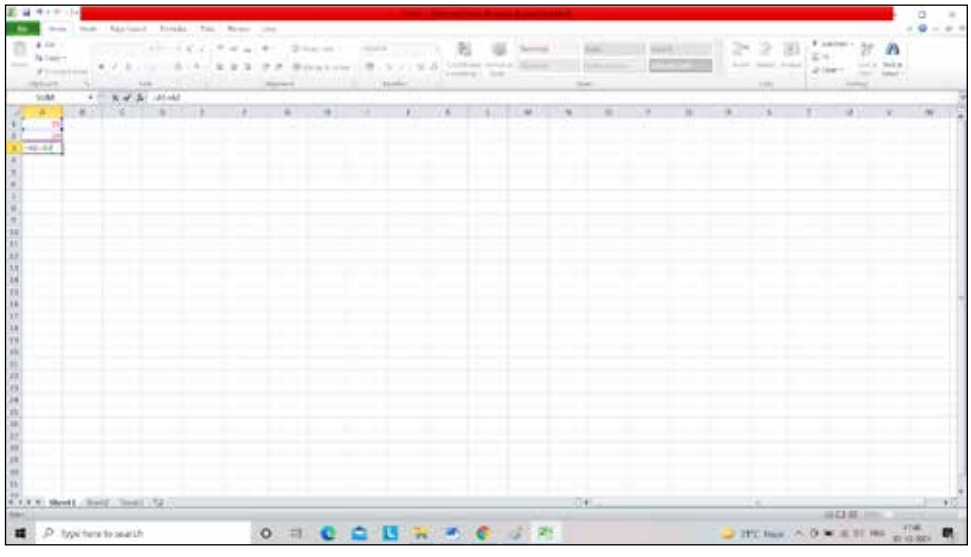

Fig 6.7: Using Formulas

6.7 FUNCTIONS IN EXCEL

Excel has large number of built in formulas as function to perform a calculation on the data in worksheet. It can perform a series of operations on a specified range of values. Examples of commonly used functions include AVERAGE, COUNT, MAX and SUM. Each function in Excel has a name. All the functions have been grouped into various categories such as Math's, Financials, Date / Time etc in Function Library in Formula Ribbon. (Fig 6.8)

Fig 6.8: Functions in Excel

6.8 WORKSHEET HANDLING

The Excel workbook contains sheet called worksheet. By default, the workbook contains three worksheets. Each sheet has a name displayed on a Sheet tab at the bottom of the workbook. (Fig 6.9)

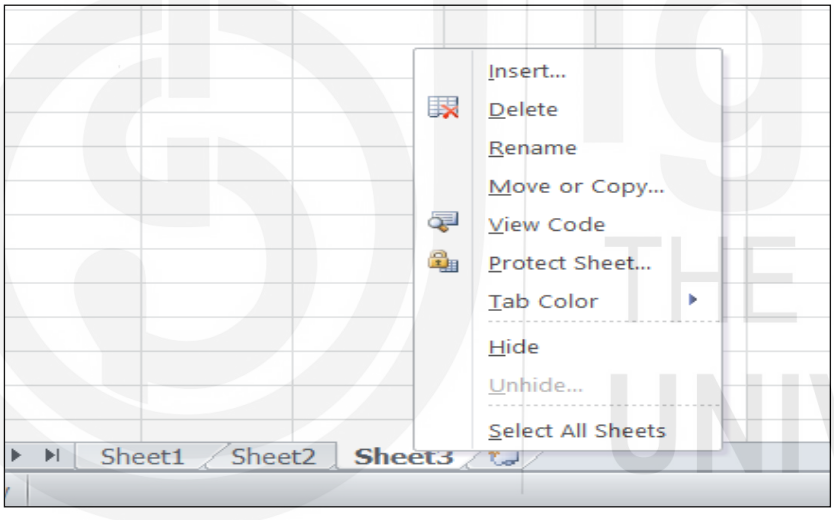

Fig 6.9: Functions in a Excel Worksheet

The user can insert a worksheet, delete, rename worksheet as per the requirements in the Excel worksheet.

6.9 CHARTS IN EXCEL

Charts are graphical representations of the data. Excel offers a variety of charts, by which user can depict data in a pictorial way.

Benefits of Charts

- Charts can pictorially display a lot of data in understandable format.
- Charts are used to make presentations attractive.
- Non Technical user can understand data in a better way through charts.

Types of Charts

Excel provides different kinds of charts:

- Pie charts;

- Bar charts;
- Line Charts
- Column Charts;
- Doughnut Chart;
- Scatter Chart and many more. (Fig 6.10)

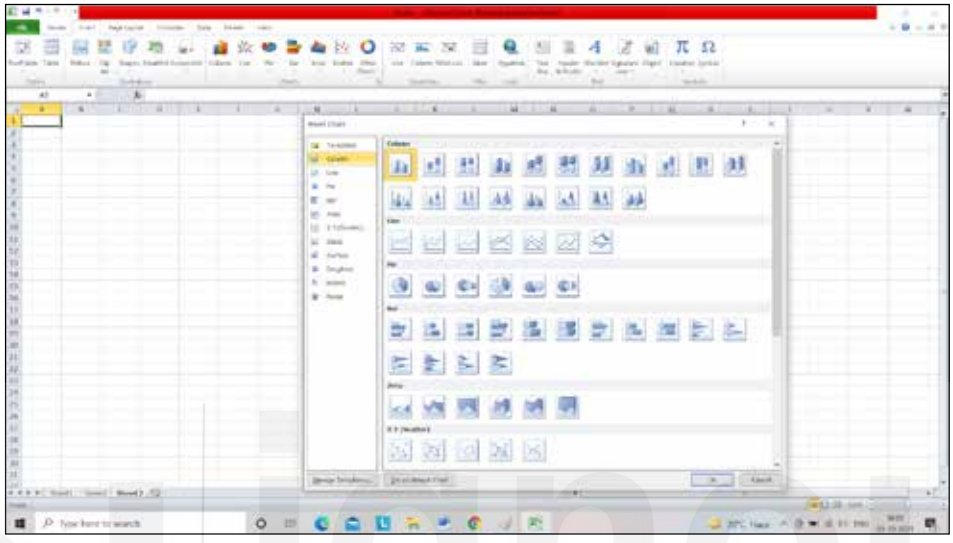

Fig 6.10: Charts in Excel

Steps to create chart

- Select the range of data that user wants to depict in chart.
- Click an Insert tab
- Choose Illustrations group
- Click on Chart icon
- Click on a chart type from the Charts group
- Select on chart style
- A chart is created and placed on the worksheet

The chart can be independently used in presentations/ prints etc.

Check Your Progress 1

What are benefits of Charts?

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6.10 LET US SUM UP

In this practical, you have studied very useful features of Excel such as Formula, Functions, Charts etc. Conditional formatting is also a very useful feature of MS Excel.

6.11 ANSWERS TO CHECK YOUR PROGRESS

Check Your Progress 1

Benefits of Charts are

- Charts can pictorially display a lot of data in understandable format.
- Charts are used to make presentations attractive.
- Non Technical user can understand data in a better way through charts.

6.12 ACTIVITY

Implement Conditional Formatting feature to display temperature reading chart of a patient in red, whenever temperature is above 101 F.

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