

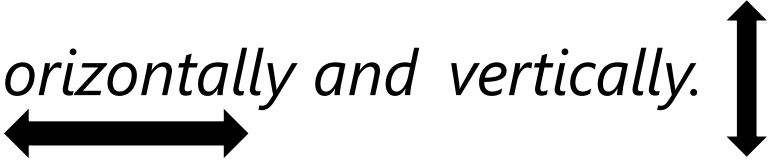
Class: MSc

Subject : Application of IT- Basics and Advance Excel

Chapter: Unit 1 Chapter 3

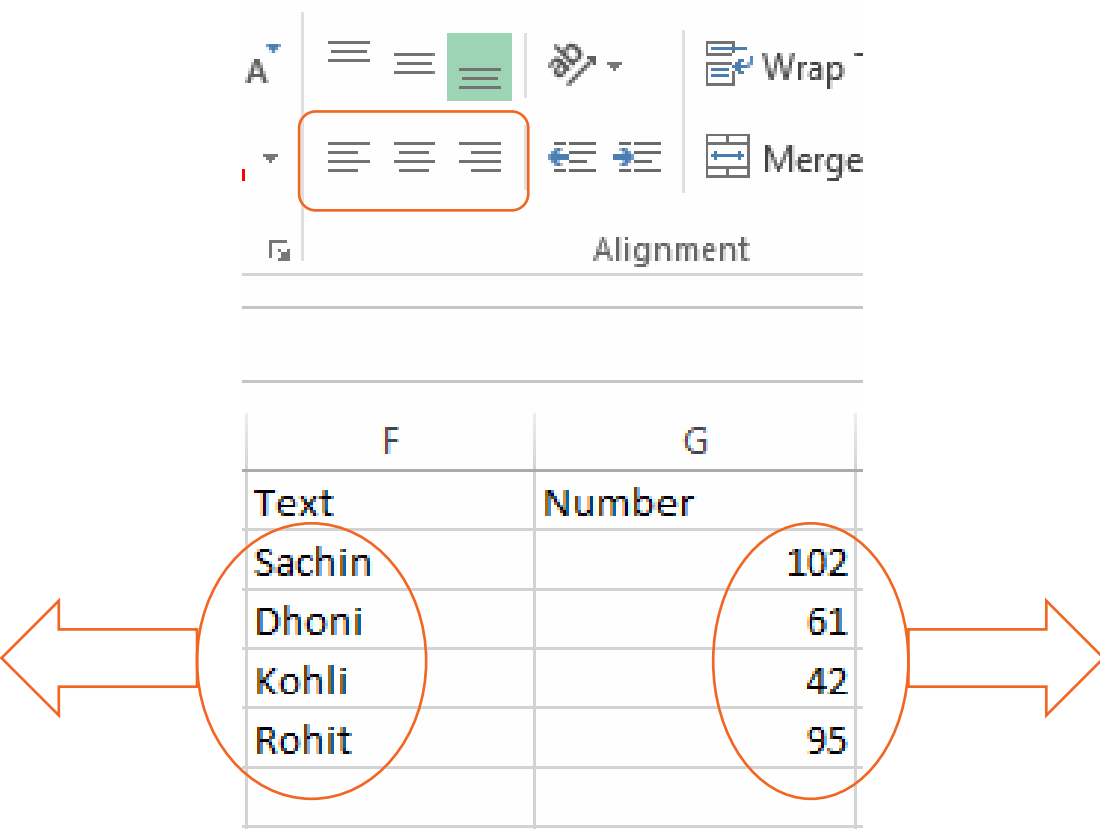
Chapter Name: Formatting and Data Analysis

# Text Alignment

- The contents of a cell can be aligned horizontally and vertically. A horizontal double-headed arrow and a vertical double-headed arrow are positioned to the right of the text, indicating the scope of alignment options.
- By default, Excel aligns numbers to the right and text to the left. All cells use bottom alignment, by default.
- Overriding these defaults is a simple matter. The most commonly used alignment commands are in the Alignment group on the Home tab of the Ribbon. Use the Alignment tab of the Format Cells dialog box for even more options.

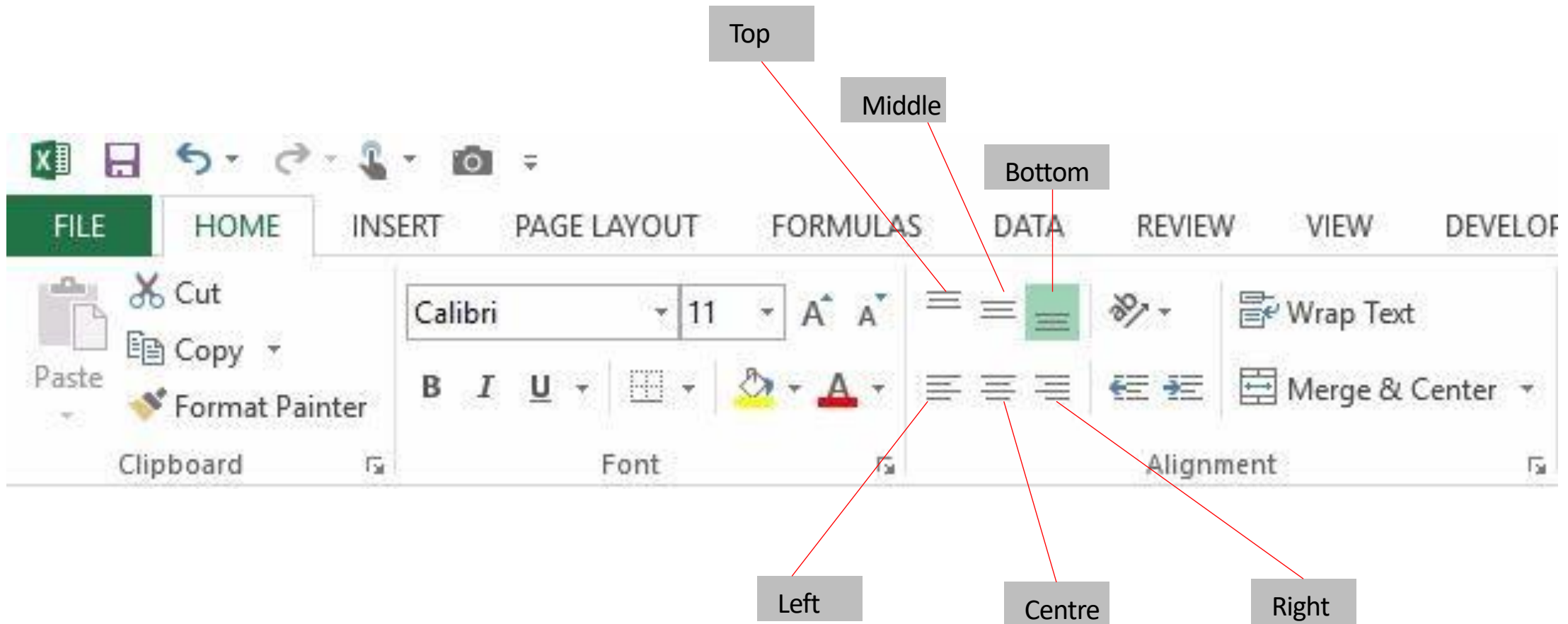
# Text Alignment

- Horizontal alignment options, which control how cell contents are distributed across the width of the cell (or cells), are available from the Format Cells dialog box:
- General: Aligns numbers to the right, aligns text to the left, and centres logical and error values. This option is the default alignment.



F	G
Text	Number
Sachin	102
Dhoni	61
Kohli	42
Rohit	95

# Text Alignment



# Text Alignment

## **Left**

*Aligns the cell contents to the left side of the cell. If the text is wider than the cell, the text spills over to the cell on the right. If the cell on the right isn't empty, the text is truncated and not completely visible*

## **Center**

*Center the cell contents in the cell. If the text is wider than the cell, the text spills over to cells on either side if they're empty. If the adjacent cells aren't empty, the text is truncated and not completely visible*

## **Right**

*Aligns the cell contents to the right side of the cell. If the text is wider than the cell, the text spills over to the cell on the left. If the cell on the left isn't empty, the text is truncated and not completely visible*

# Text Alignment

## **Fill**

*Repeats the contents of the cell until the cell's width is filled. If cells to the right also are formatted with Fill alignment, they also are filled*

## **Justify**

*Justifies the text to the left and right of the cell. This option is applicable only if the cell is formatted as wrapped text and uses more than one line*

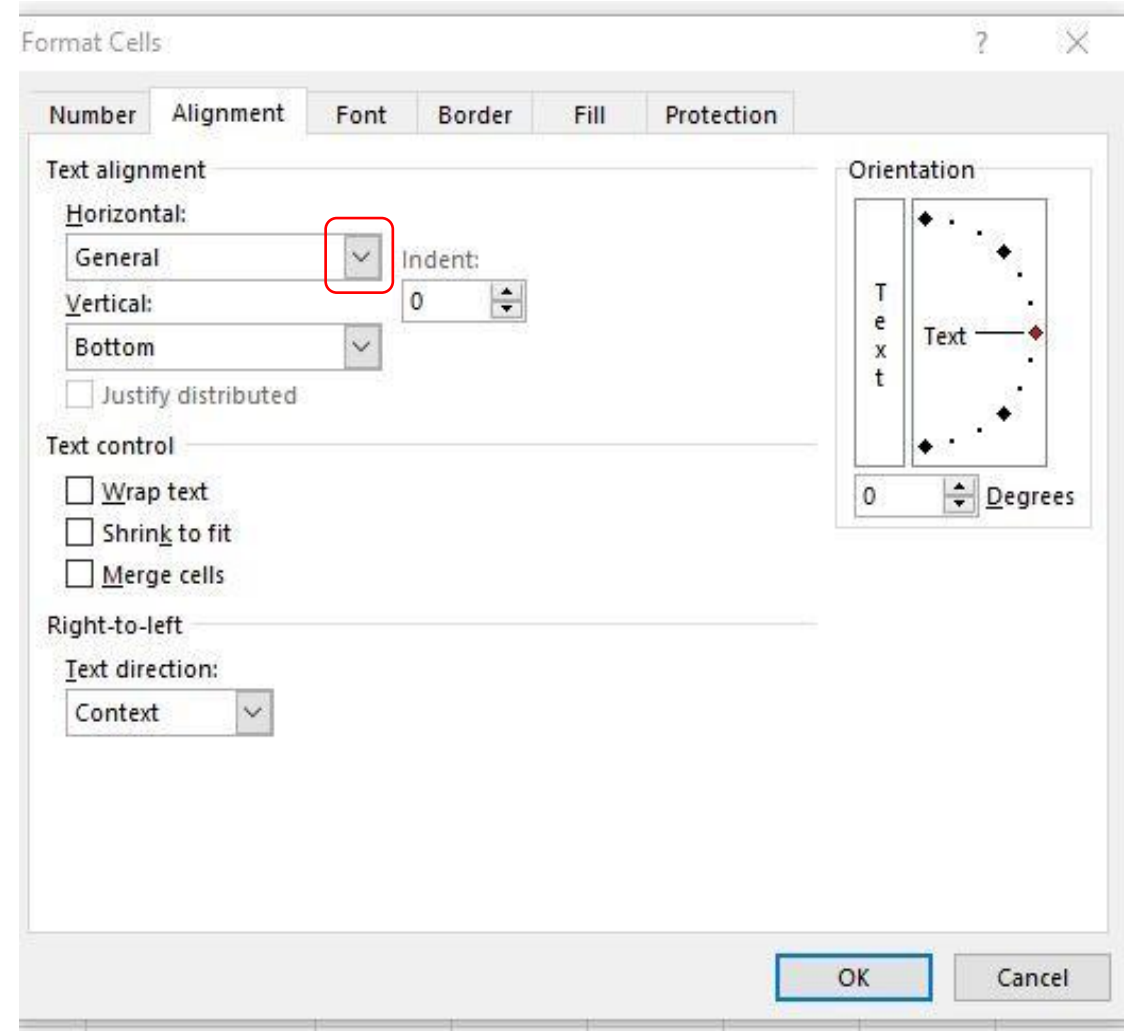
## **Centre across Selection**

*Centres the text over the selected columns. This option is useful for precisely cantering a heading over a number of columns*

# Text Alignment

## Distributed

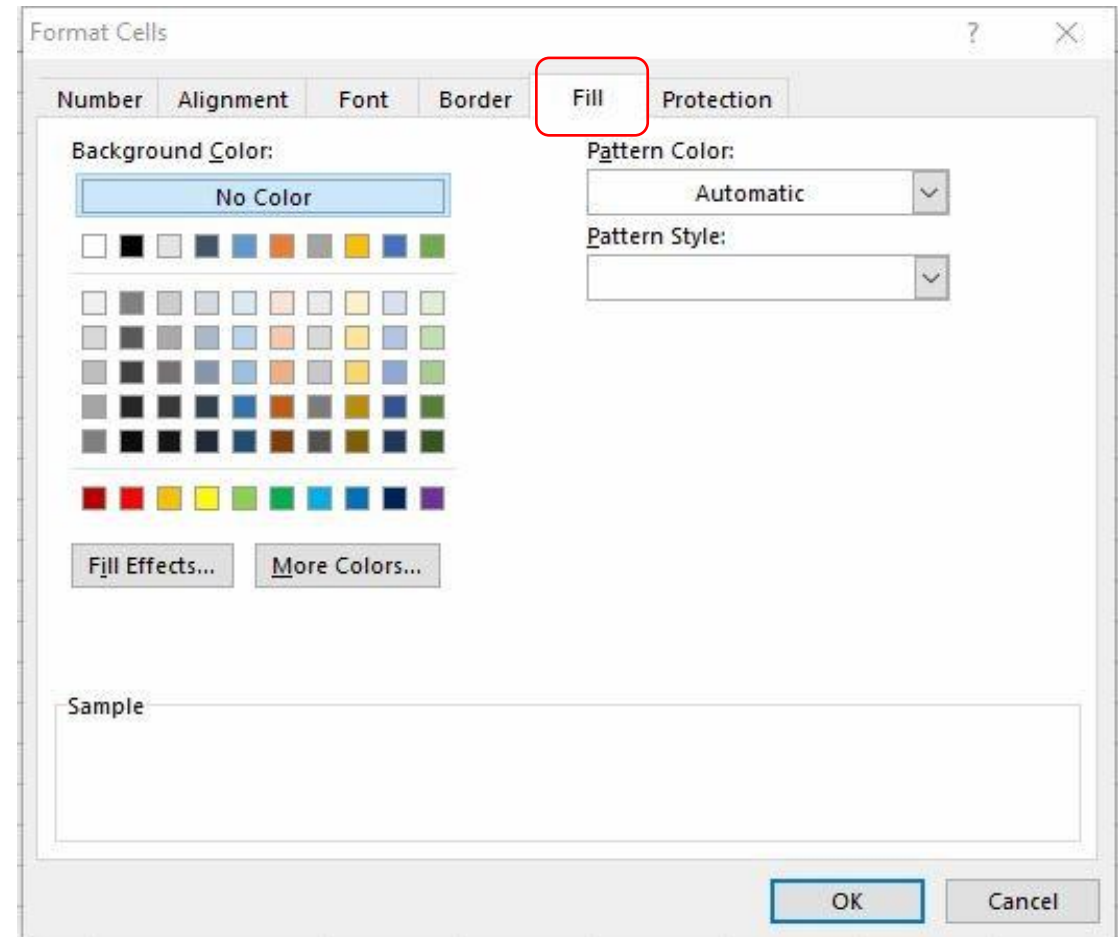
*Distributes the text evenly across the selected column*



# Text Alignment

## Shading & Colouring

- *Select a range to shade/colour*
- *Hit CTRL + 1*
- *Click the fill tab*
- *Click on desired colour*

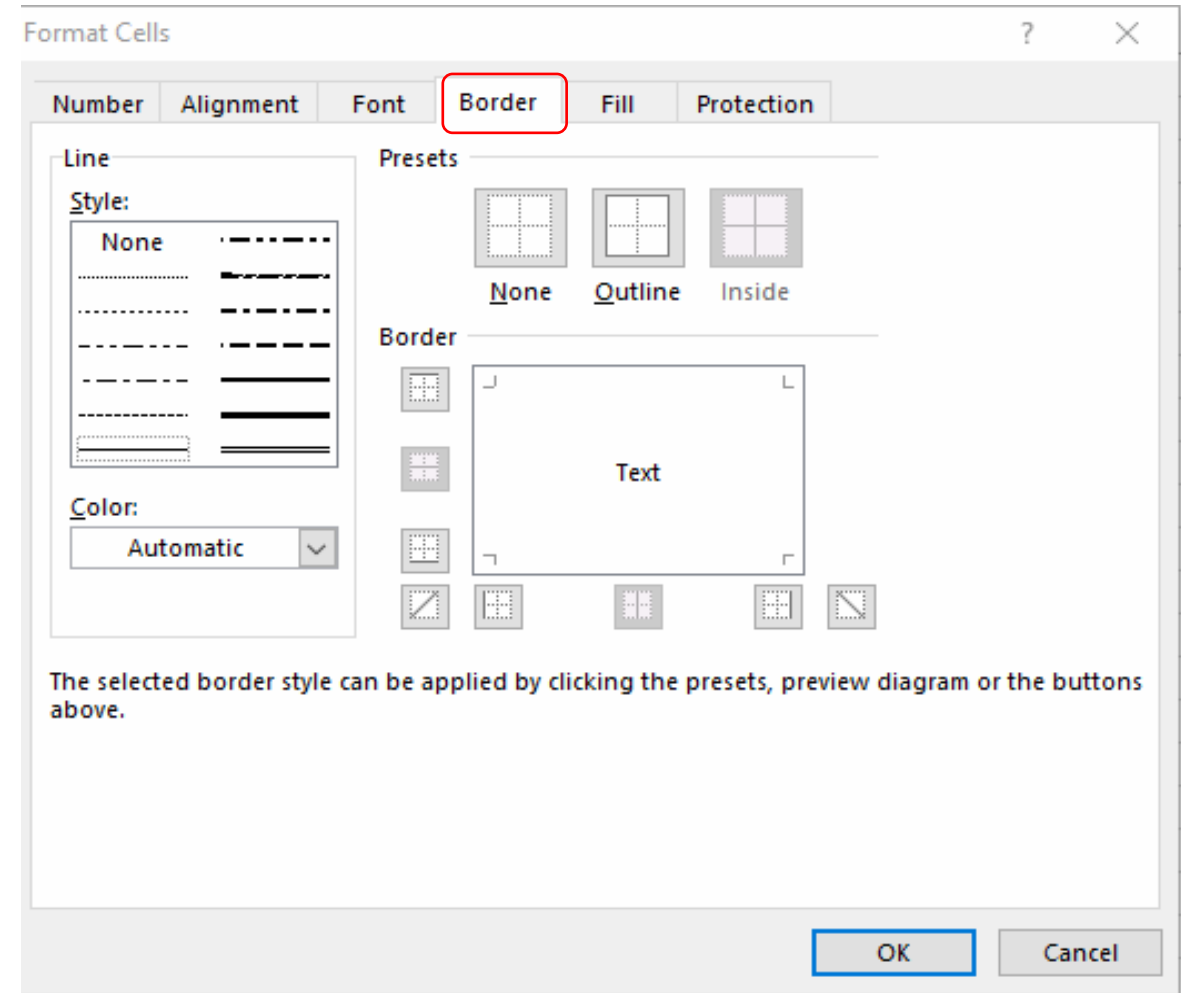




# Text Alignment

## Using Borders

- *Select a range to add borders*
- *Hit CTRL + 1*
- *Click the border tab*
- *Click on desired borders*
- *Click Ok when done*



# Text Function

## **LEFT function**

*The LEFT(text,k) function returns the first k characters in a text string.*

## **RIGHT function**

*The RIGHT(text,k) function returns the last k characters in a text string.*

## **MID function**

*The MID(text,k,m) function begins at character k of a text string and returns the next m characters.*

## **TRIM function**

*The TRIM(text) function removes all spaces from a text string except for single spaces between words.*

# Text Function

## **LEN function**

*The LEN(text) function returns the number of characters in a text string (including spaces).*

## **FIND and SEARCH functions**

*The FIND(text to find, actual text, k) function returns the location at or after character k of the first character of text to find in actual text. FIND is case sensitive. SEARCH has the same syntax as FIND, but it is not case sensitive.*

## **REPT function**

*You can use the REPT function to repeat a text string a specified number of times. The syntax is REPT(text,number of times).*

# Text Function

## **CONCATENATE and "&" functions**

*The CONCATENATE(text1,text2, . . .,text30) function can be used to join up to 30 text strings into a single string. The & operator can be used instead of CONCATENATE.*

## **REPLACE function**

*The REPLACE(old text, k, m, new text) function begins at character k of old text and replaces the next m characters with new text.*

## **VALUE function**

*The VALUE(text) function converts a text string that represents a number to a number.*

# Text Function

## **UPPER, LOWER, and PROPER functions**

*The UPPER(text) function changes text to all uppercase and the LOWER(text) formula changes the capital letters to small. The PROPER(text) formula restores the proper case.*

## **CHAR function**

*The CHAR(number) function yields (for a number between 1 and 255) the ASCII character with that number.*

*For example, CHAR(65) yields A, CHAR(66) yields B, and this sequence continues..*

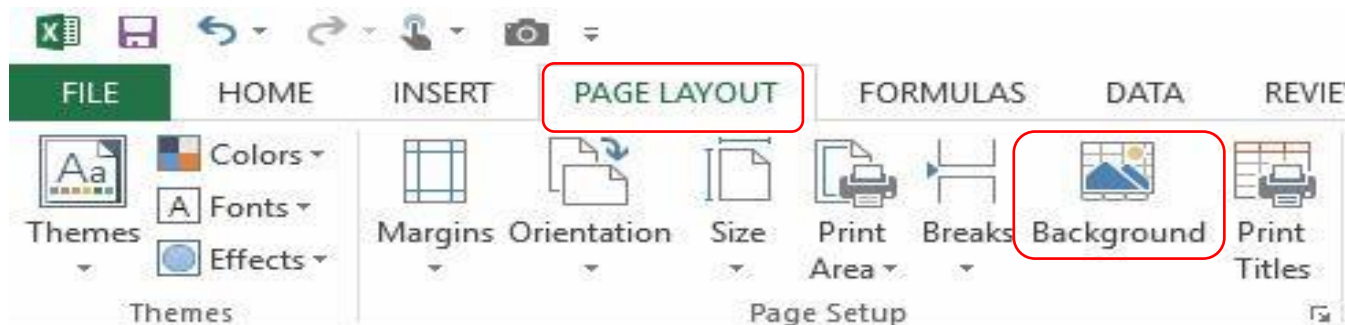
# Text Function

## **SUBSTITUTE Function**

- *SUBSTITUTE function replaces specific text in a cell when you do not know the position of the text.*
- *The syntax of the SUBSTITUTE function is SUBSTITUTE(cell, old text, new text,[instance number]). The last argument is optional.*
- *If omitted, every occurrence of old text in the cell is replaced by new text.*
- *If the last argument is included (say with a value of n), only the nth instance of old text is replaced by new text.*

# Adding Image as Background

- *In some situations, you might want to use a graphics file to serve as a background for a worksheet. This effect is similar to the wallpaper that you may display on your Windows desktop or as a background for a web page.*
- *To add a background to a worksheet, choose Page Layout ⇌ Page Setup ⇌ Background ⇌  
Select a graphics file (When you locate a file) ⇌ click Insert*



To remove background choose  
Page Layout ⇌ Delete Background

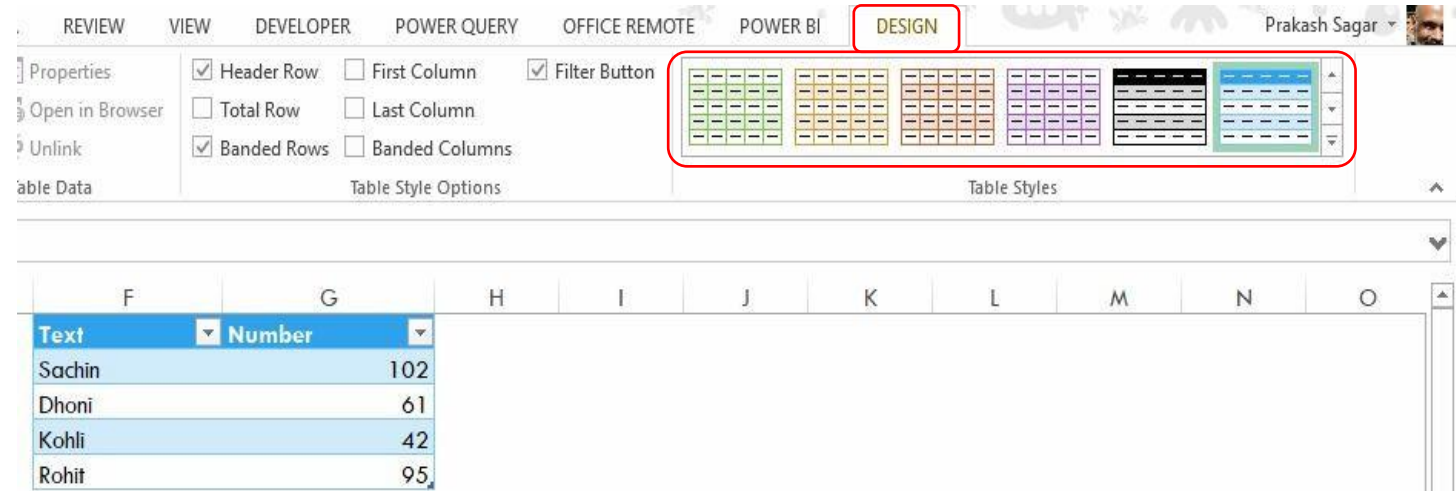
# Using Styles

- *Select a range*

*Hit CTRL+T*

- *Hit Ok **(Ensure my table has headers is checked)***

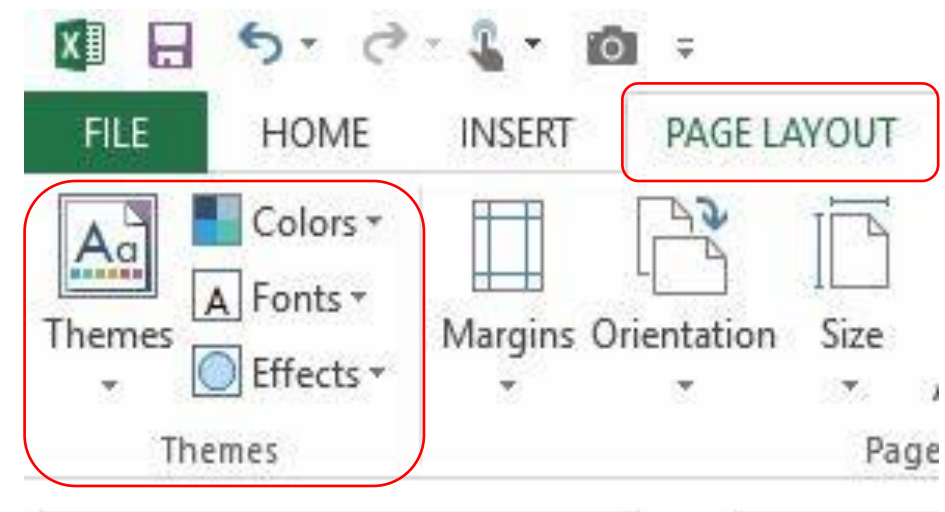
- *While the table is in selection mode, Click on "Design" tab & Select a desired "Style"*





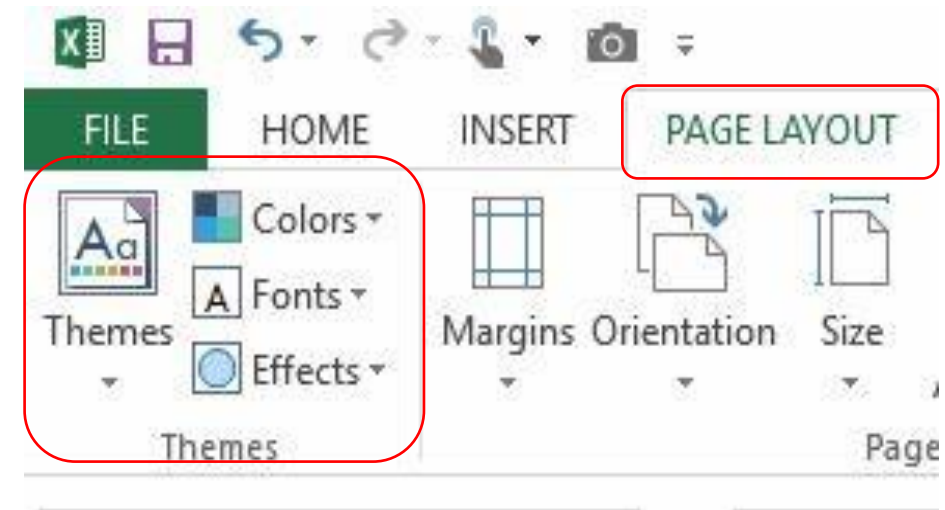
# Understanding Themes

- Office designers incorporated a feature known as document themes.
- Using themes is an easy (and almost fool proof) way to specify the colours, fonts, and a variety of graphic effects in a document And best of all, changing the entire look of your document is a breeze.
- A few mouse clicks is all it takes to apply a different theme and change the look of your workbook.



# Understanding Themes

- *Importantly, the concept of themes is incorporated into other Office applications. Therefore, a company can easily create a standard look and feel for all its documents.*



# ***Saving Files***

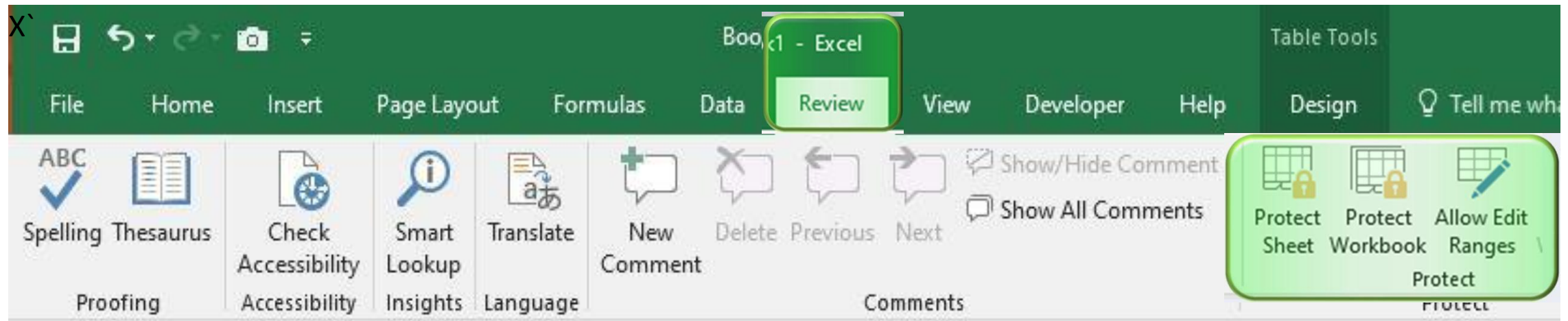
*MS Excel can save a file in any of the following formats*

- *XLSX: General MS Excel file*
- *XLSM: Excel file containing MACROS*
- *XLSB: Excel binary file*
- *XLTX: General Excel template*
- *XLTM: Excel template containing macros*
- *XLAM: Excel Application Add-in file containing MACROS*

# Protecting Worksheet & Cells

## Protect Current Sheet

*This command lets you protect various elements of a worksheet. It displays the same dialog box as the Review ⇌ Changes ⇌ Protect Sheet command*



# Protecting Workbook

## *Protect Workbook Structure*

*This command lets you protect the structure of a workbook. It displays the same dialog box as Review ⇨ Changes ⇨ Protect Workbook*

*The File ⇨ Info ⇨ Protect Workbook drop-down list contains the following options:*

- *Mark as Final: Use this option to designate the workbook as "final." The document is saved as a read-only file to prevent changes. This isn't a security feature. Rather, the Mark as Final command is useful to let others know that you're sharing a completed version of a workbook*
- *Encrypt with Password: Use this command to specify a password that is required to open the workbook*

# ***Understanding Built-in & Creating Custom Templates***

*To explore the Excel templates, choose File ⇨ New. The template thumbnails displayed on the screen that appears are just a small sampling of those that are available. Enter a descriptive word, and search for more.*

## **Note**

*The searching is done at Microsoft Office Online, so you must be connected to the Internet in order to search for templates.*