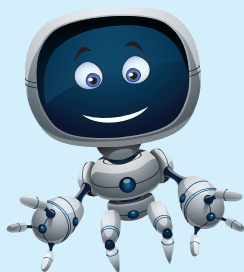# More About Spreadsheet

In this chapter, you will learn about :
- *Making custom lists with AutoFill*
- *Using the AutoFormat feature to apply pre-defined formats to worksheets*
- *Formatting numbers and dates/times in various formats*
- *Applying alignment format features like merge cells, wrap text, horizontal and vertical alignment, orientation, etc., to the selected cell or range of cells*
- *Printing a worksheet*

You are already familiar with the basic feature of MS Excel 2010. In this chapter, you will learn about the advanced features of this software.

As you have learned, AutoFill is a very powerful feature of Excel. It lets you fill the data in series in adjacent cells. Here's a small exercise to see how much you remember about using AutoFill.

MAKING CUSTOM LISTS WITH AUTOFILL

You know that in Excel you can get a ready-to-use list of months and week days using the AutoFill feature. Similarly, you can also use this feature to create your own list-a list that you use frequently. For example, suppose you are the president of the Cricket Club of your colony. You want to maintain the records of the members of the club and hence, require the list of their names several times. Instead of typing the names repeatedly, you can create a Custom List in Excel.

To create a Custom List in Excel, follow these steps:

Step 1 : Click on the File tab and then click on Options. The Excel Options dialog box appears on the screen.

Step 2 : Click on the Advanced options scroll down to the General section and click the Edit Custom Lists... button.

Step 3 : In the Custom Lists dialog box that appears, click the NEW LIST option.
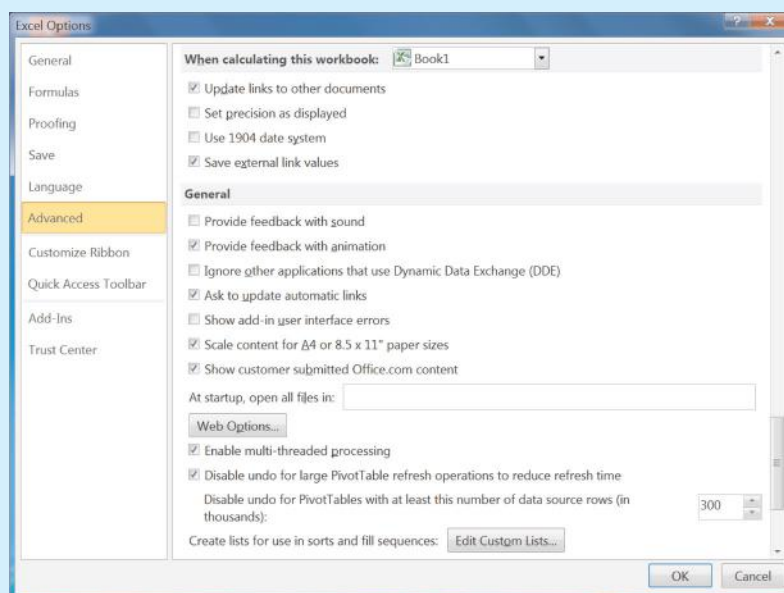
The Excel Options dialog box

Step 4 : On the right-side pane under List entries, type the list of names. Press the Enter key after typing every name.
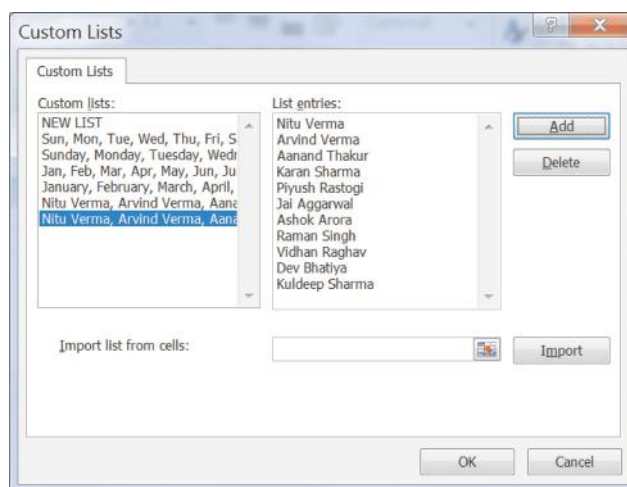
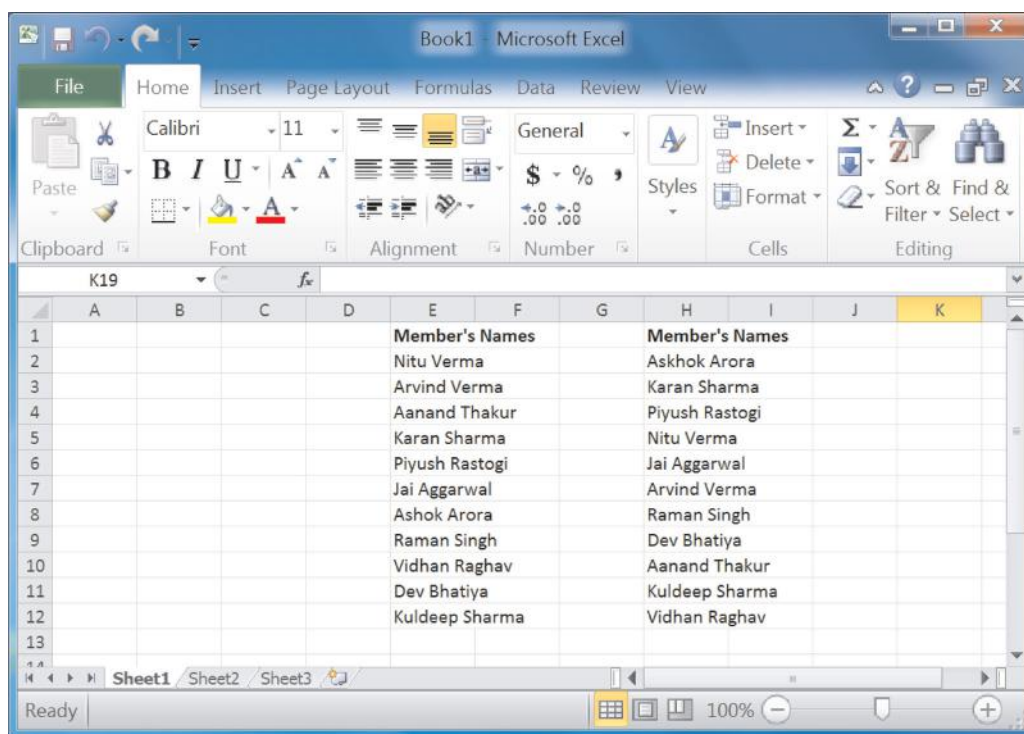**Step 5 :** Click on the Add button.

Step 6 : Click on OK.

Step 7 : Close the Excel Options dialog box.

Step 8 : To use this list anywhere in your worksheet, type any one name from the list.

Then use the AutoFill handle to drag down and complete the list.

Creating a new custom list

Adding a custom list to the Excel worksheet

Your parents can use the Custom Lists feature to create a list of grocery items that they regularly buy.

> **Know More** You can delete a Custom List easily by selecting the list and clicking the Delete button from the Custom Lists dialog box.

MORE ABOUT FORMATTING

Formatting allows you to define the structure and layout of a worksheet to make it presentable. Formatting a worksheet not only makes it look good but also increases the readability of data. This section tells you about some advanced formatting tools of Excel 2010.
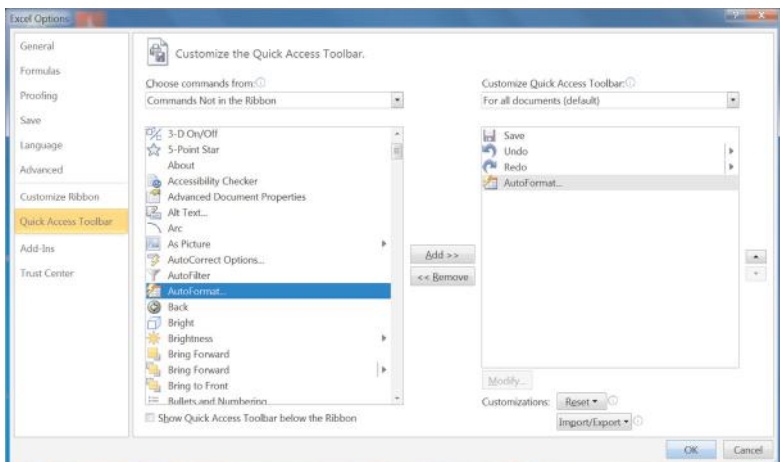
Adding AutoFormat Button on the Quick Access Toolbar

Excel offers some perdefined styles to format a worksheet. To use this feature, add the AutoFormat button on the Quick Access Toolbar of the Excel window. To do this, the steps are as follows:

Step 1 : Click on the File tab and then click on Options. The Excel options dialog box appears on the screen.

Step 2 : Click on the Quick Access Toolbar option. The Customize the Quick Access Toolbar dialog box appears on the screen.

Step 3 : From the Choose commands from list, select Commands Not in the Ribbon.

Step 4 : Click on the AutoFormat... option.

Step 5 : Click on the Add button.

Step 6 : Click on Ok.

Adding the AutoFormat button on the Quick Access Toolbar

The Quick Access Toolbar will now show the AutoFormat button on it.
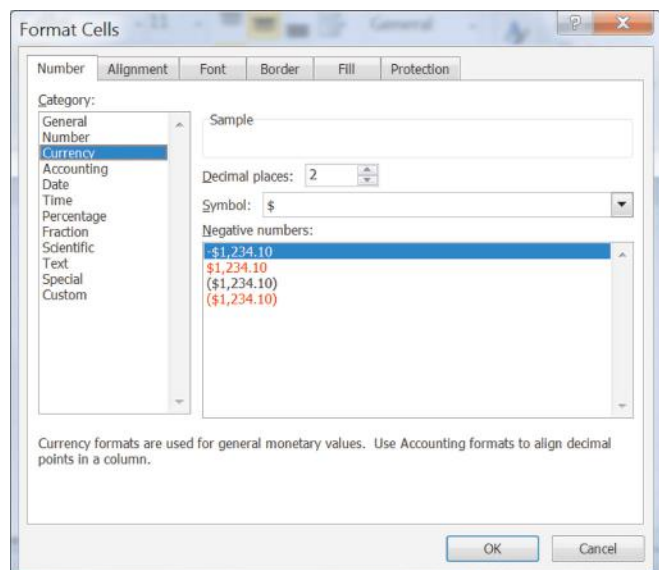
Formatting Numbers

You can format cells containing numbers in a desired format from the various options available in Excel.

To format numbers, follow these steps:

Step 1 : Select the cells you want to format.

Step 2 : Right-click and select the Format Cells... options from the drop down menu.

Step 3 : In the Format Cells dialog box that appears, click on the Number tab and select the desired format (for example, Currency) under Category list.

Before Formatting   After Formatying

(b) Numbers before and after formatting

(a) The Format Cells dialog box

Step 4 : You can now choose the number of decimal places, symbol, etc. You will see an instant preview in the Sample box. Click on Ok.

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All these formatting tools and
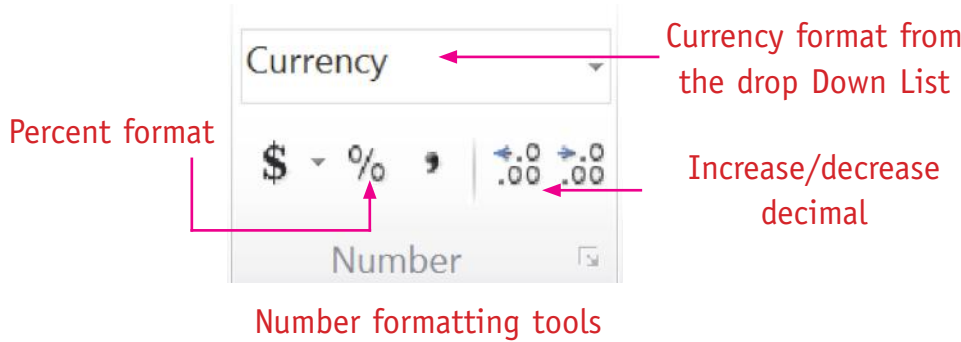
Currency format from the drop Down List

Percent format

Increase/decrease decimal

Number formatting tools

Shows a few other number formatting tools.

Formatting Date/Time

To format date/time in a worksheet, follow these steps :

Step 1 : Select the cells containing a valid date/time (in mm/dd/yyyy format).

Step 2 : Click on the Number tab in the Format Cells dialog box. The steps to open Format Cells... dialog box have been discussed earlier in the chapter.

Step 3 : Select the Date option from the Category list and choose the desired format.

Step 4 : Click on OK.
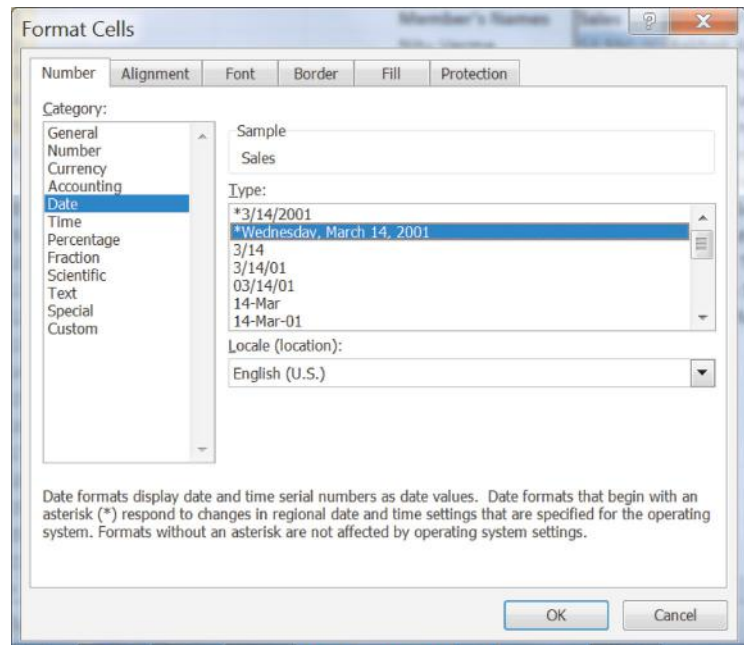
The dialog box to format date

Formatting Text

Formatting text may involve changing the alignment of text, font style, font size, orientation of text, etc. You must already be familiar with some of the alignment tools available in the Alignment group of the Home tab.

Before Formatting

After Formatting

Member's Names	Symbian Cricket Club
	Date of Joining
Nitu Verma	1/1/2010
Arvind Verma	10/1/2010
Aanand Thakur	5/1/2010
Karan Sharma	10/3/2010
Piyush Rastogi	3/15/2010
Jai Aggarwal	6/6/2010
Ashok Arora	7/6/2010
Raman Singh	7/6/2010
Vidhan Raghav	8/6/2010
Dev Bhatiya	9/6/2010
Kuldeep Sharma	6/20/2010

Member's Names	Symbian Cricket Club
	Date of Joining
Nitu Verma	Friday, January 01, 2010
Arvind Verma	Friday, October 01, 2010
Aanand Thakur	Saturday, May 01, 2010
Karan Sharma	Sunday, October 03, 2010
Piyush Rastogi	Monday, March 15, 2010
Jai Aggarwal	6/62010
Ashok Arora	Tuesday, July 06, 2010
Raman Singh	Tuesday, July 06, 2010
Vidhan Raghav	Friday, August 06, 2010
Dev Bhatiya	Monday, September 06, 2010
Kuldeep Sharma	Sunday, June 20, 2010

Dates before and after formatting

many more are also available in the Alignment tab of the Format Cells dialog box.

Do not forget to select the cell or range of cell to which you want to apply formatting.

To open the Alignment tab, follow these steps :

The Alignment tab of the Format Cells dialog box
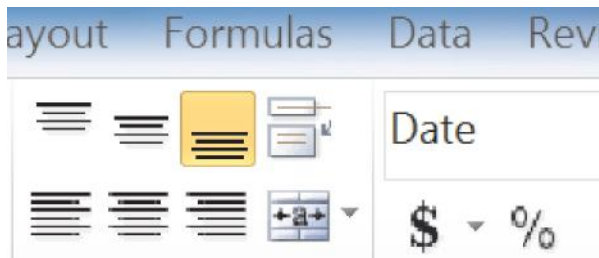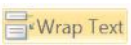

Tools available in the Alignment group

Step 1 : Select the cells to be formatted/aligned.

Step 2 : Right-click and select the Format Cells option from the menu. The Format Cells dialog box appears on the screen.

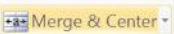**Step 3 :** Click on the Alignment tab. You can see a variety of options.
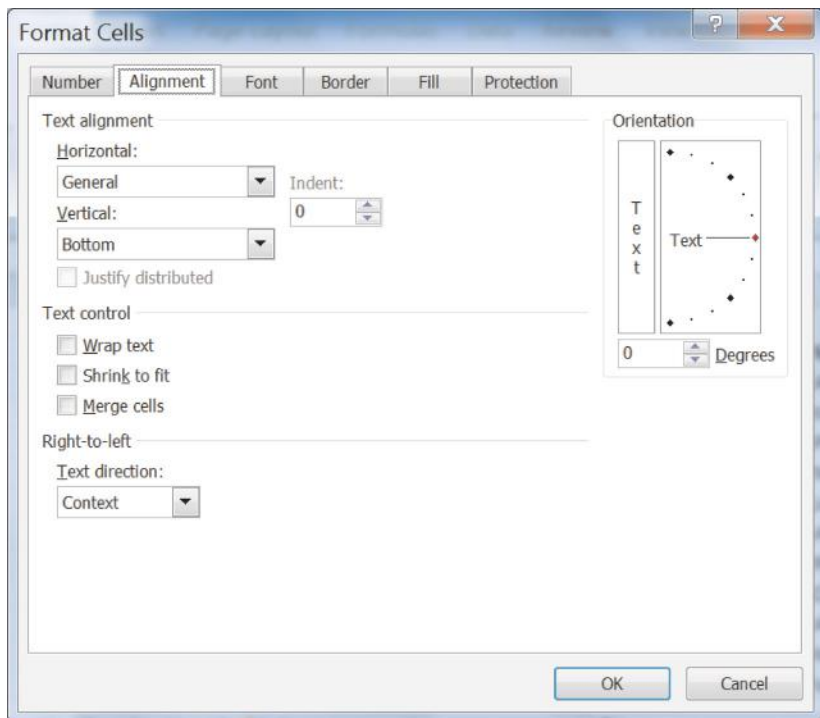
Table explains some of the commonly used alignment tools of this dialog box.

TABLE: Commonly used alignment tools in Excel

Feature	Group	Purpose	EXAMPLE
Horizontal	Text alignment	Aligns text horizontally across the cell.	EXAMPLE
Vertical	Text alignment	Aligns text vertically across the cell.	EXAMPLE
Wrap text	Text control (you can also use the button 🖹Wrap Text available in the Alignment group of the Home tab)	Folds the text in multiple lines without increasing the column width.	THIS TEXT IS WRAPPED WITHIN THE CELL
Shrink to fit	Text control	Reduces the font size to fit contents within the cell.	SHRINK TO FIT

| Merge cells | Text control (you can also use the Merge & Center button available in the Alignment group of the Home tab) | Merges multiple cell to make a single cell. | MERGED CELLS |
| Orientation | Orientation | Display the content of the cell at the desired angle. | ORIENTATION |

PRINTING A WORKSHEET

You can take out a hard copy of your worksheet by printing it. Excel provides two options for printing.

Quick Printing Option

To add the Quick Print options on the Quick Access Toolbar, follow these steps:

The Customize Quick Access Toolbar button

Step 1 : Click on the Customize Quick Access Toolbar button to get a drop down menu.

Step 2 : Select the option Quick Print from the list. The Quick Print button will be made available on the Quick Access Toolbar.

The Quick Print button on the Quick Access Toolbar

Step 3 : Click this tool once to take a printout. If the printer is attached properly to your computer and is switched on, printing will start automatically.

Printing from the Print Panel

You can open the Print Panel in Excel by following any of the steps given below:
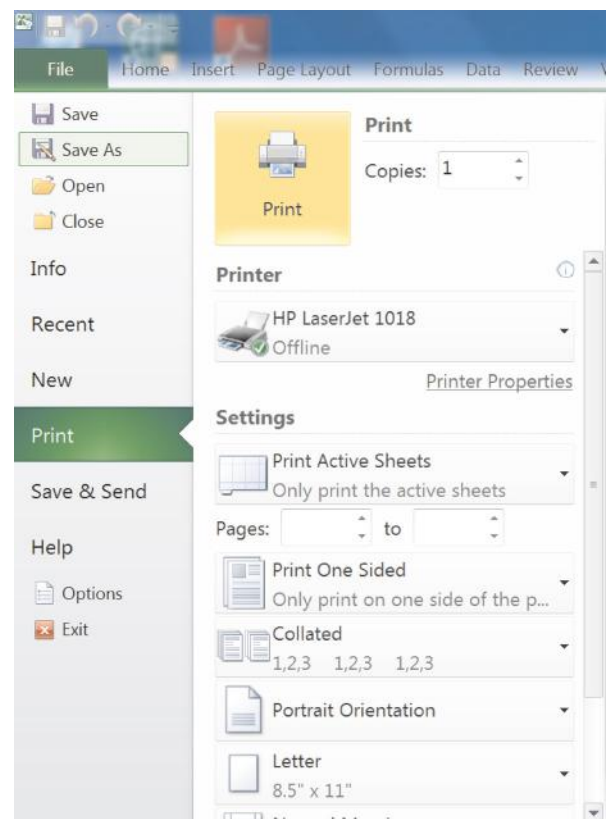
Press Ctrl + P from the keyboard.

OR

Click on the File tab and select the Print option.

OR

Press Alt + F + P from the keyboard.

The Print Panel

After opening the Print Panel, change any of the settings as required, and click the Print button on the print panel to begin printing.

Points to Remember

- You can create your own Custom List by using the AutoFill feature.
- The AutoFormat tool of Excel provides ready-to-use designs for formatting worksheets.
- The Format Cells dialog box provides options to format numbers, date/time, text etc. in desired formats.
- The Alignment tab of Format Cells dialog box provides options to wrap text, merge multiple cells, change the direction of the cell contents, and align cell contents horizontally or vertically.
- You can take a printout of the worksheet either by using the Quick Print button or with the help of the Print Panel under the File tab.

EXERCISE

A.   Tick (✓) the correct option :

1. You can create _____ of your own by using the Autofill feature.

   (a) Readymade List ☐   (b) Custom List ☐   (c) Auto List ☐

2. _____ allows you to make your worksheet more presentable by defining its structure and layout.

   (a) Formatting ☐   (b) Editing ☐   (c) Printing ☐

3. The _____ formatting tool helps to fold the text in multiple lines within the cell.

   (a) Merge Cell ☐   (b) Wrap text ☐   (c) Shrink to fit ☐

4. It reduces the font size to fit the contents within the cell.

   (a) Orientation ☐   (b) Merge cells ☐   (c) Shrink to fit ☐

5. For formatting number and dates, you click on the _____ tab of the Format Cells dialog box:

   (a) Border ☐   (b) Font ☐   (c) Number ☐

B.   Fill in the blanks :

1. Excel can automatically format a worksheet with the help of _____ tool.
2. You can get a ready-to-use list of months and week days using the _____ feature.
3. The keyboard shortcut for printing a worksheet is _____.
4. Alignment group is present in _____ tab.
5. _____ option of the Alignment tab of Format cells dialog box reduces the font size to fit the contents within the cell.

C. Match the columns given below :

1. Wrap text   (a)   Merge multiple cells to make a single cell

2. Orientation   (b)   Reduces the font size to fit the contents within the cell.

3. Shrink to fit   (c)   Folds the text in multiple lines without increasing the column width.

4. Merge to fit   (d)   Displays the content of the cell at the desired angle.

D. Answer the following Questions :

1. What is the use of AutoFill feature in Excel?

2. How do you format numbers in Excel? Explain with the help of an example.

3. Write the steps to add the AutoFormat button on the Quick Access Toolbar in Excel.

4. Write three different methods for taking a printout of your worksheet in Excel.

5. What is the purpose of formatting a worksheet in Excel?

6. Differentiate between vertical and horizontal cell alignment.

7. Write a short note on AutoFormat feature of Excel.

8. Write steps to quickly print a worksheet.

9. Name the tools to do each of the following in Excel–

(a) Fold the text in multiple lines without increasing the column width

(b) Reduce the font size to fit the contents within the cell

ACTIVITY

1. If you right-click on a cell which shows some content, you will see the options Cut, Delete and also Clear Contents. Which option does what? Explore and find the answer.

2. Create a Custom List in Excel that contains names of all the students in your class. Open a new workbook and in five different worksheets (namely- Eng, Maths, Sc, SSt, Hindi). Enter all the names using the AutoFill feature. Now enter marks scored by each student in the 1st term. Save the workbook as My Class Result. xlsx.