

# Lesson – 3

## Home Toolbar (Menu)

### Number

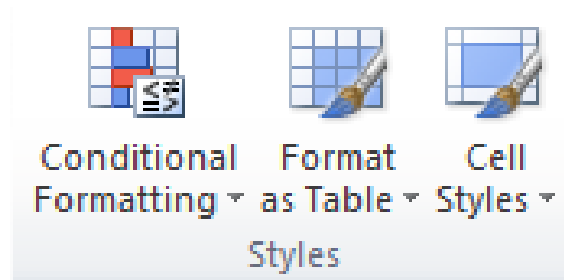
By this options we can change out worksheet rows/ columns setting (like if you want only numbers, date format, time format, text etc. in your cells) like as:

- Number Format** : Choose how the value in cell are displayed as percentage, as currency, as date or time etc.
- Accounting Format** : Choose an alternate currency format for the selected cells.
- Percent Style** : Display the value of the cell as a percentage (%).
- Comma Style** : Display the value of the cell with a thousands separator.
- Increase Decimal** : Show more precise values by showing more decimal places.
- Decrease Decimal** : Show less precise values by showing fewer decimal places.

The diagram illustrates the 'Number' group on the Excel Home ribbon and the 'Format Cells' dialog box. The ribbon buttons are: Accounting Format (with a '\$' symbol), Number (with a '%' symbol), Percent Style (with a '%'), Comma Style (with a comma and two decimal places), Increase Decimal (with a left-pointing arrow and two decimal places), and Decrease Decimal (with a right-pointing arrow and two decimal places). The 'Format Cells' dialog box is open to the 'Number' tab, showing a preview of '112.50', '2' decimal places, and a list of negative number formats: -1234.10, 1234.10, (1234.10), and (1234.10). A text box above the dialog box says 'Format Cells dialog box on Number tab'.

## Styles

To apply several formats in one step, and to ensure that cells have consistent formatting, you can use a cell style. A cell style is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading. To prevent anyone from making changes to specific cells, you can also use a cell style that locks cells.



### Conditional Formatting

: Highlight interesting cells, emphasize unusual values and visualize data using Data bar, Color scales & Icon sets based on criteria.

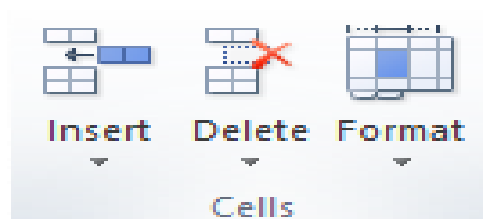
### Format as Table

: Quickly format a range of cells and convert it into a Table by choosing a pre-defined table style.

### Cell Styles

: Quickly format a cell by choosing from pre- defined styles.

## Cells



### Insert

: Click here to insert cells, rows or columns into the sheet or table or to add a sheet to the workbook.

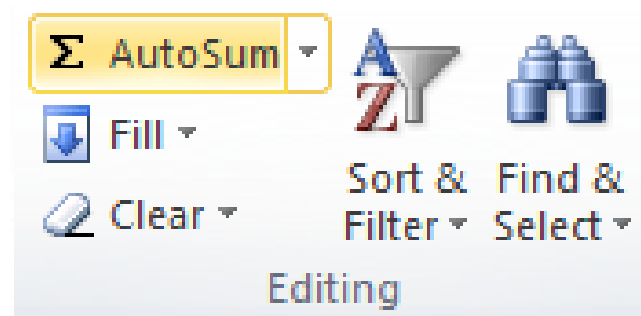
### Delete

: Delete cell, row or columns from table or sheet.

### Format

: Change the row height or columns width, organize sheet or protect or hide cells.

## Editing



- Auto sum** : Display the sum of selected cells directly after the selected cells.
- Fill** : You can fill cells in any direction and into any range of adjacent cells.
- Clear** : Delete everything from the cell or selectively remove the formatting, the contents or the comments.
- Sort Filter** : You can sort the selected data in ascending or descending order or you can temporarily filter out specific things.
- Find Select** : Find and selected specific text, formatting or type of information within the worksheet.