



Week 1 Basic Excel Workshop

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Change Row Height & Column Width

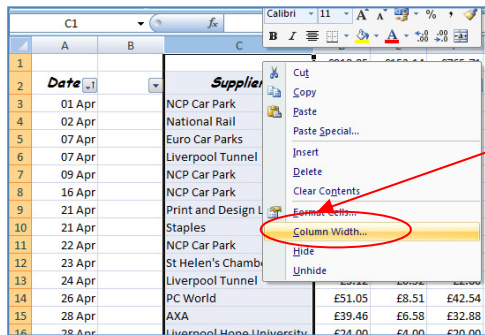
Overview

This will describe how to change the height and width of Rows & Columns.

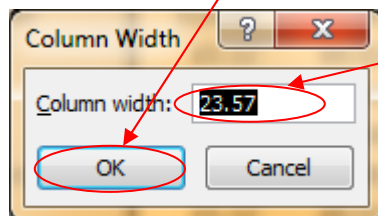
There are three methods to amend the column width & row height, as follows:

1) This is the most 'technical' and time consuming method, but still has it's merits.

Highlight column, by clicking on the column letter, right click mouse and select 'Column Width':



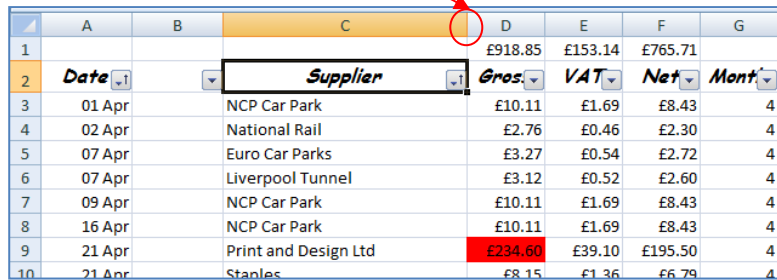
The following screen will appear, where you can enter the exact number of 'Pixels' for the width you require, then click 'OK':



It would be unusual to know the exact number of 'pixels' that you require, so this method is not commonly used, however it is useful if you want to ensure that a number of columns / rows are the exact same width / height.

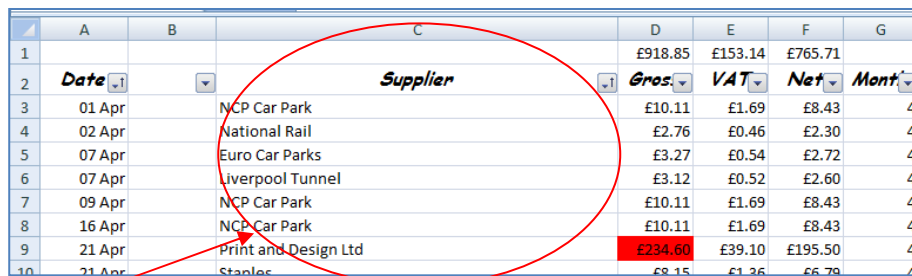
2) This method is much quicker and easier.

Position the mouse on the line in between the two column letters, where you want to re-size the column on the left:



	A	B	C	D	E	F	G
1				£918.85	£153.14	£765.71	
2	Date		Supplier	Gros.	VAT	Net	Mont.
3	01 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
4	02 Apr		National Rail	£2.76	£0.46	£2.30	4
5	07 Apr		Euro Car Parks	£3.27	£0.54	£2.72	4
6	07 Apr		Liverpool Tunnel	£3.12	£0.52	£2.60	4
7	09 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
8	16 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
9	21 Apr		Print and Design Ltd	£234.60	£39.10	£195.50	4
10	21 Apr		Stanley	£8.15	£1.36	£6.79	4

When the cursor changes from an arrow, hold down the left mouse button and drag the line to the left or right to re-size the column as appropriate. When you are happy with the width, let go of the mouse button:

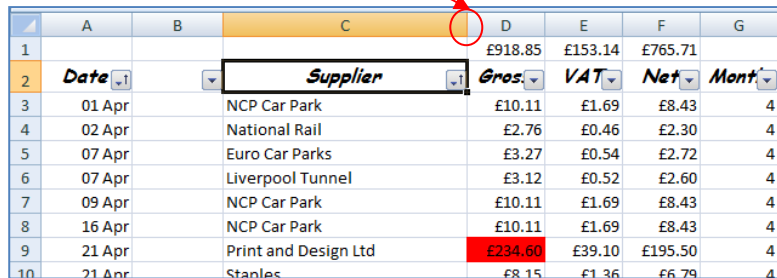


	A	B	C	D	E	F	G
1				£918.85	£153.14	£765.71	
2	Date		Supplier	Gros.	VAT	Net	Mont.
3	01 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
4	02 Apr		National Rail	£2.76	£0.46	£2.30	4
5	07 Apr		Euro Car Parks	£3.27	£0.54	£2.72	4
6	07 Apr		Liverpool Tunnel	£3.12	£0.52	£2.60	4
7	09 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
8	16 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
9	21 Apr		Print and Design Ltd	£234.60	£39.10	£195.50	4
10	21 Apr		Stanley	£8.15	£1.36	£6.79	4

Column C has now been re-sized.

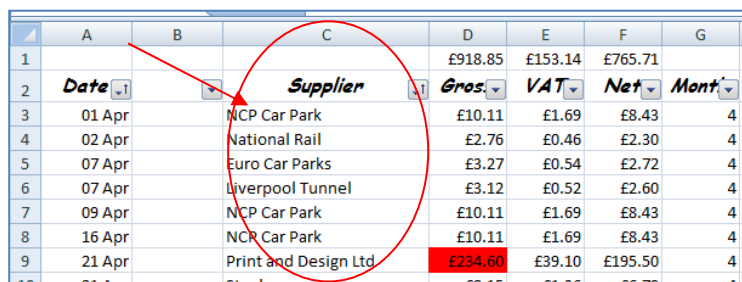
3) This method will automatically re-size the row or column to ensure all text will fit.

Position the mouse on the line in between the two column letters, where you want to re-size the column on the left:



	A	B	C	D	E	F	G
1				£918.85	£153.14	£765.71	
2	<i>Date</i>		<i>Supplier</i>	<i>Gros.</i>	<i>VAT</i>	<i>Net</i>	<i>Mont.</i>
3	01 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
4	02 Apr		National Rail	£2.76	£0.46	£2.30	4
5	07 Apr		Euro Car Parks	£3.27	£0.54	£2.72	4
6	07 Apr		Liverpool Tunnel	£3.12	£0.52	£2.60	4
7	09 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
8	16 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
9	21 Apr		Print and Design Ltd	£234.60	£39.10	£195.50	4
10	21 Apr		Stanley	£8.15	£1.36	£6.79	4

Double click the left mouse button:



	A	B	C	D	E	F	G
1				£918.85	£153.14	£765.71	
2	<i>Date</i>		<i>Supplier</i>	<i>Gros.</i>	<i>VAT</i>	<i>Net</i>	<i>Mont.</i>
3	01 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
4	02 Apr		National Rail	£2.76	£0.46	£2.30	4
5	07 Apr		Euro Car Parks	£3.27	£0.54	£2.72	4
6	07 Apr		Liverpool Tunnel	£3.12	£0.52	£2.60	4
7	09 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
8	16 Apr		NCP Car Park	£10.11	£1.69	£8.43	4
9	21 Apr		Print and Design Ltd	£234.60	£39.10	£195.50	4
10	21 Apr		Stanley	£8.15	£1.36	£6.79	4

This will automatically re-size the Row or Column, based on the contents, ensuring that the widest text will fit.

NOTE: This will not automatically adjust, if wider text is added, you will need to prompt the column / row to 're-size' again manually, by repeating then above steps.

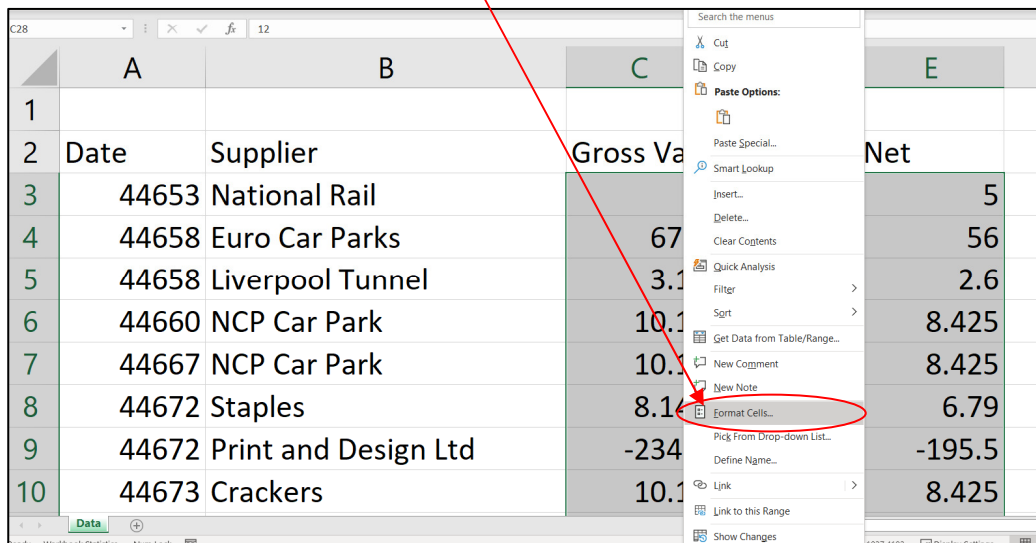
Formatting

Overview

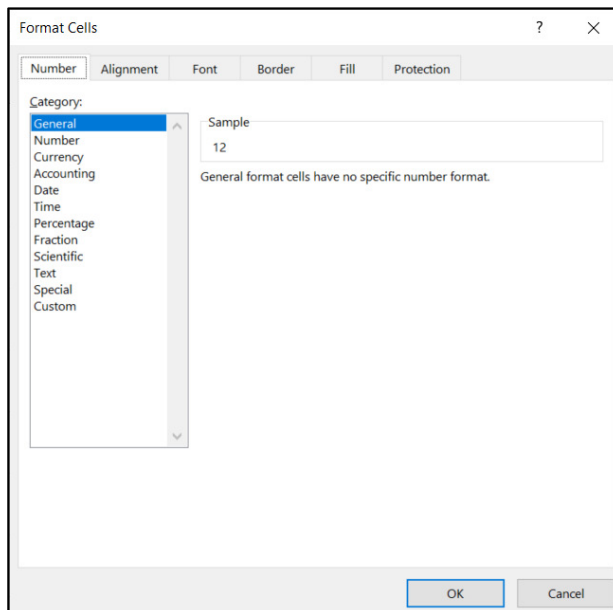
There are several 'Formatting' options in Excel, that allow you to present your data neatly, and help reports to become clearer and easier to read.

General Formatting Menu

- Highlight all of the cells where you want to change the format, click right mouse button.
- From the following menu select 'Format Cells'



- This Menu provides all of the 'formatting' options, as follows:



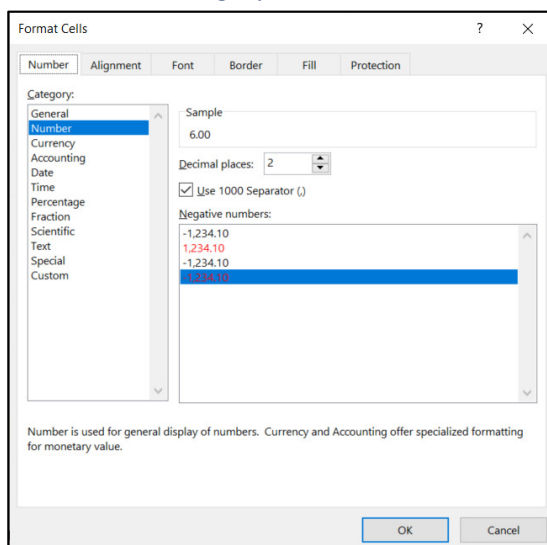
- Number: Use to format Numbers, Dates, Currencies etc
- Alignment: Use to format the position and appearance of data
- Font: Use to format the Font including Size, Bold, Type, Colour etc
- Border: Use to format the cells with lines, underline etc
- Fill: Use to format the cells with colours or patterns
- Protection: Use to 'Lock' cells and protect them from being edited.

Formatting Numbers:

This numbers in this report are difficult to read as each cell contains a number of decimal places.

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	44653	National Rail	6	1	5
4	44658	Euro Car Parks	67.2	11.2	56
5	44658	Liverpool Tunnel	3.12	0.52	2.6
6	44660	NCP Car Park	10.11	1.685	8.425
7	44667	NCP Car Park	10.11	1.685	8.425
8	44672	Staples	8.148	1.358	6.79
9	44672	Print and Design Ltd	-234.6	-39.1	-195.5
10	44673	Crackers	10.11	1.685	8.425

- From the 'Format Menu', select the tab 'Number'.
- In the list of 'Category' select 'Number'



- Choose '2 Decimal places' and tick the 'Use 1000 separator'

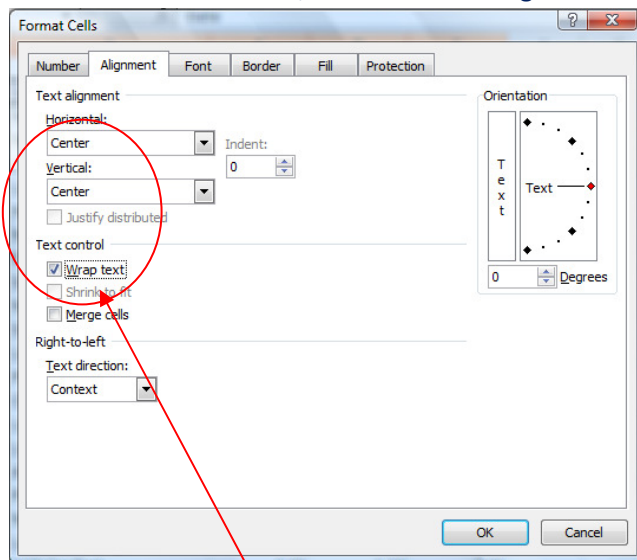
- Data will then appear as follows, and be much easier to read:

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	44653	National Rail	6.00	1.00	5.00
4	44658	Euro Car Parks	67.20	11.20	56.00
5	44658	Liverpool Tunnel	3.12	0.52	2.60
6	44660	NCP Car Park	10.11	1.69	8.43
7	44667	NCP Car Park	10.11	1.69	8.43
8	44672	Staples	8.15	1.36	6.79
9	44672	Print and Design Ltd	-234.60	-39.10	-195.50
10	44673	Crackers	10.11	1.69	8.43

Formatting Titles:

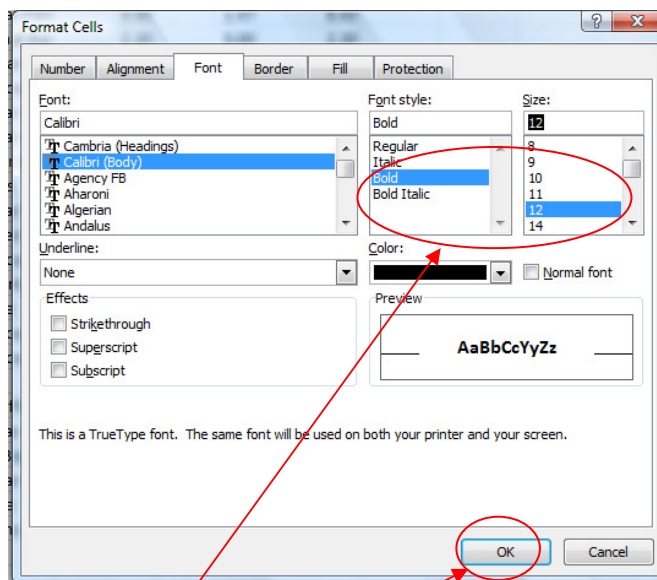
This report would be clearer to read if the 'Titles' appeared as 'Titles'

- Highlight the 'Titles'
- From the 'Format Menu', select the tab 'Alignment'.



- Select the following options:
- Horizontal: Center
- Vertical: Center
- Text Control: Tick 'Wrap Text' (This will alter the size of the cell to fit the title in).

- Select the tab: Font



- Select the following options:
- Font Style: Bold
- Size: 12
- Click 'OK'

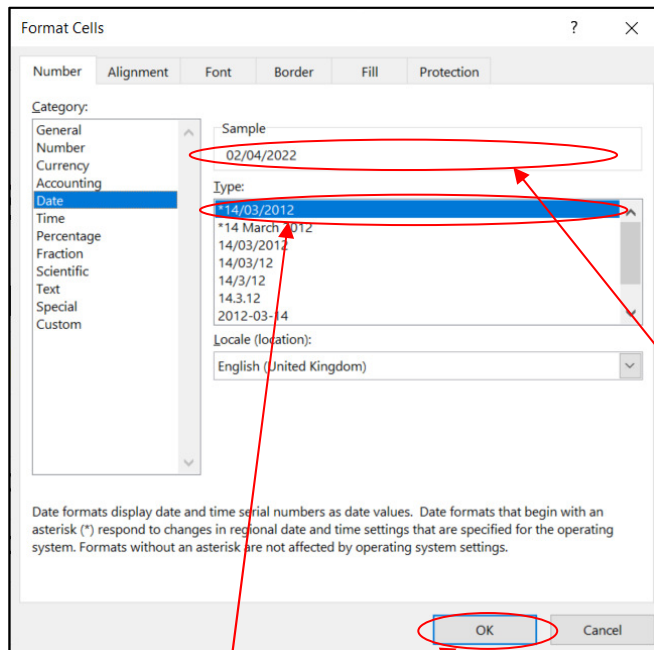
The data will now appear like this, and is already looking clearer:

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	44653	National Rail	6.00	1.00	5.00
4	44658	Euro Car Parks	67.20	11.20	56.00
5	44658	Liverpool Tunnel	3.12	0.52	2.60
6	44660	NCP Car Park	10.11	1.69	8.43
7	44667	NCP Car Park	10.11	1.69	8.43
8	44672	Staples	8.15	1.36	6.79
9	44672	Print and Design Ltd	-234.60	-39.10	-195.50

Formatting Dates:

Column A contains dates, but they are not very easy to read.

- Highlight the cells containing Dates
- From the 'Format Menu', select the tab 'Number'.
- In the list of 'Category' select 'Date'



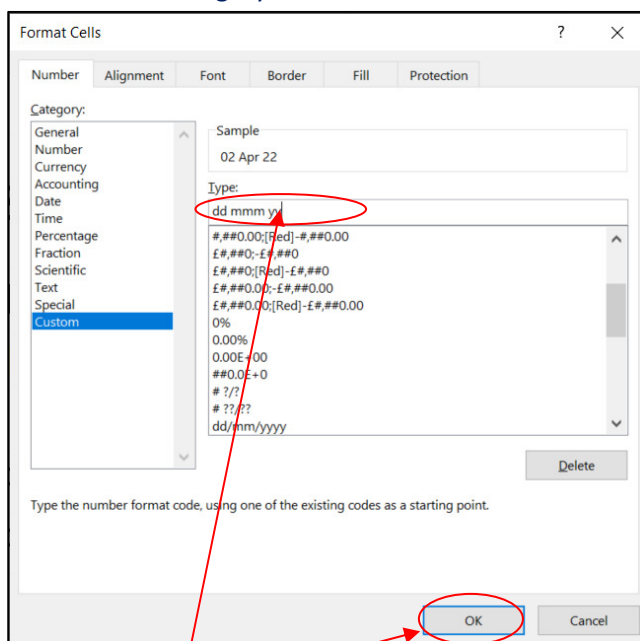
- From the list of 'Type', select a clearer date format.
- An example of how the data will appear, given your selection, will appear in this box.
- Click 'OK'

Custom Formatting:

If the format that you require does not appear in any of the lists, you can design your own using 'Custom Format'.

For example, the options for date format, do not contain the option of 'dd mmm yy'. To create your own:

- Highlight the cells containing Dates
- In the list of 'Category' select 'Custom'



- Type into this box, the format you require
- Click 'OK'.

Dates will now appear in this format:

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	02 Apr 22	National Rail	6.00	1.00	5.00
4	07 Apr 22	Euro Car Parks	67.20	11.20	56.00
5	07 Apr 22	Liverpool Tunnel	3.12	0.52	2.60
6	09 Apr 22	NCP Car Park	10.11	1.69	8.43
7	16 Apr 22	NCP Car Park	10.11	1.69	8.43
8	21 Apr 22	Staples	8.15	1.36	6.79
9	21 Apr 22	Print and Design Ltd	-234.60	-39.10	-195.50

Paste Special

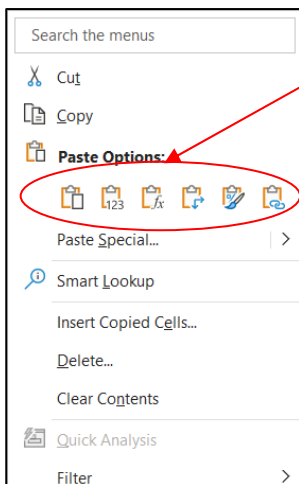
Overview

This is essentially a more advanced function of 'Copy and Paste' and allows you to choose elements of each cell that you want to copy.

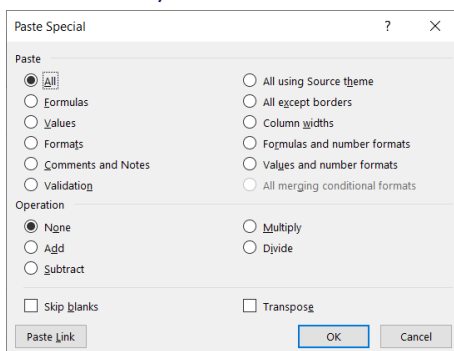
This function is most useful, when cells contain formatting or formula's.

How to use

- Select the cell (s) that you want to copy, and copy in the usual way.
- Move the cursor to the cell (s) that you want to copy the data into.
- Right click mouse and view the 'Paste Options':



- As you hover over each of these icons, the Name of the option will appear below it and a preview will appear within the cell. You can hover over all of the options until you find the one you need, then left click mouse to select it.
- Of course, you can also select the 'Paste Special' menu to review all of the options (or use a combination) instead:



The most popular options are as follows:

- All: Paste entire contents of cell, including format & formula etc (equivalent to copy & paste)
- Formulas: Paste Formula only – useful if formatting is not required to be copied
- Values: Paste value only – useful if format & formula are not required
- Format: Paste format only – useful for copying format of cells, but not formula or values.

Operation

All of these options are useful if you want to recalculate a figure in a cell, i.e. if you need to change numbers from being positive to negative, you should: copy '-1', paste special, multiply, 'OK'.

Transpose

This function allows you to copy a horizontal list, into a vertical list, by choosing, copy, paste special, transpose, OK.

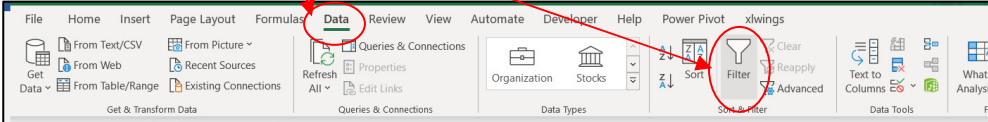
Filter

Overview

The 'Filter' function can be used to temporarily hide data within a sheet, in order to focus on specific data by criteria.

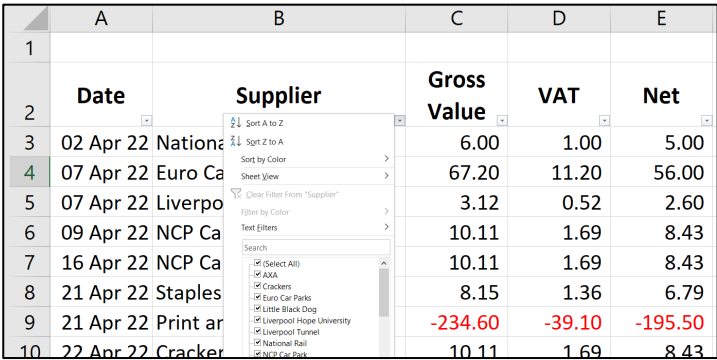
How to use

- Highlight the 'Title' row of the spreadsheet
- From the menu, select: 'Data', 'Filter'



	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	02 Apr 22	National Rail	6.00	1.00	5.00
4	07 Apr 22	Euro Car Parks	67.20	11.20	56.00
5	07 Apr 22	Liverpool Tunnel	3.12	0.52	2.60
6	09 Apr 22	NCP Car Park	10.11	1.69	8.43
7	16 Apr 22	NCP Car Park	10.11	1.69	8.43
8	21 Apr 22	Staples	8.15	1.36	6.79

- Arrows will appear in the bottom right corner of each of the title cells:



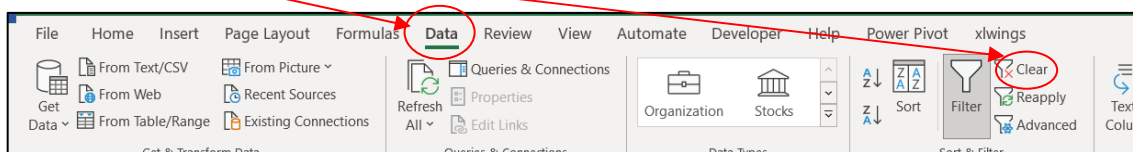
	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	02 Apr 22 Nationc	Sort A to Z	6.00	1.00	5.00
4	07 Apr 22 Euro Ca	Sort Z to A	67.20	11.20	56.00
5	07 Apr 22 Liverpo	Sort by Color	3.12	0.52	2.60
6	09 Apr 22 NCP Ca	Sheet View	10.11	1.69	8.43
7	16 Apr 22 NCP Ca	Clear Filter From "Supplier"	10.11	1.69	8.43
8	21 Apr 22 Staples	Filter by Color	8.15	1.36	6.79
9	21 Apr 22 Print ar	Text Filters	-234.60	-39.10	-195.50
10	22 Apr 22 Cracker	Search	10.11	1.69	8.43

- Clicking on any of the arrows will provide a list similar to the above, which is an alphabetical (or numeric) list of the contents of the selected column.
- By 'Un Ticking' any items in this list will result in the items being (temporarily) filtered out of the spreadsheet.

- Similarly, if you only want one item to appear in the list, untick (Select All), and tick the one item you would like to appear. In this example, just one item has been selected.

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
6	09 Apr 22	NCP Car Park	10.11	1.69	8.43
7	16 Apr 22	NCP Car Park	10.11	1.69	8.43
20	30 Apr 22	NCP Car Park	10.11	1.69	8.43
21	03 May 22	NCP Car Park	9.19	1.53	7.66
24	07 May 22	NCP Car Park	5.93	0.99	4.94
27	17 May 22	NCP Car Park	10.11	1.69	8.43
28	02 Sep 22	NCP Car Park	12.00	2.00	10.00

- There are four signs that this list has been 'Filtered':
 - The arrow at the top of the 'Supplier' column has changed to a 'funnel' icon.
 - The row numbers have changed colour and now appear in blue font.
 - The row numbers are no longer in consecutive order, as some have been hidden.
 - On the bottom left of the sheet, it says that '7 of 26 records' have been found.
- To remove a 'Filter', you click on the 'funnel' icon and tick (Select All) again. Another method is to select: 'Data', 'Clear' and this will remove the Filter selection from ALL columns.



- You can also use Filters to filter by 'colour' using both Cell & Font colours and also Conditional Formatting icon too:

	A	B	C	D	E
1					
2	Date	Supplier	Gross Value	VAT	Net
3	02 Apr 22		6.00	1.00	5.00
4	07 Apr 22		67.20	11.20	56.00
5	07 Apr 22		3.12	0.52	2.60
6	09 Apr 22		1.11	1.69	8.43
7	16 Apr 22		1.11	1.69	8.43
8	21 Apr 22		1.15	1.36	6.79
9	21 Apr 22		1.60	-39.10	-195.50
10	22 Apr 22		10.11	1.69	8.43

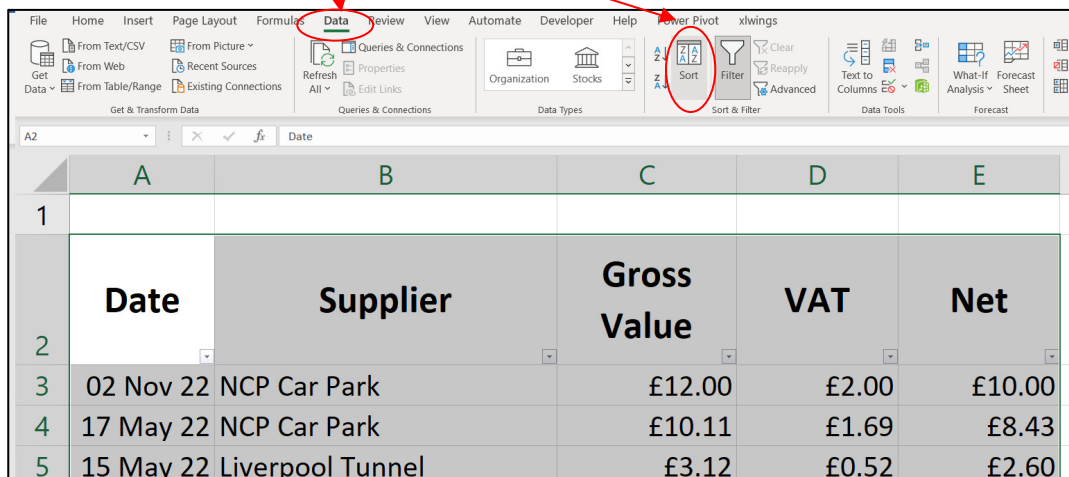
Sort

Overview

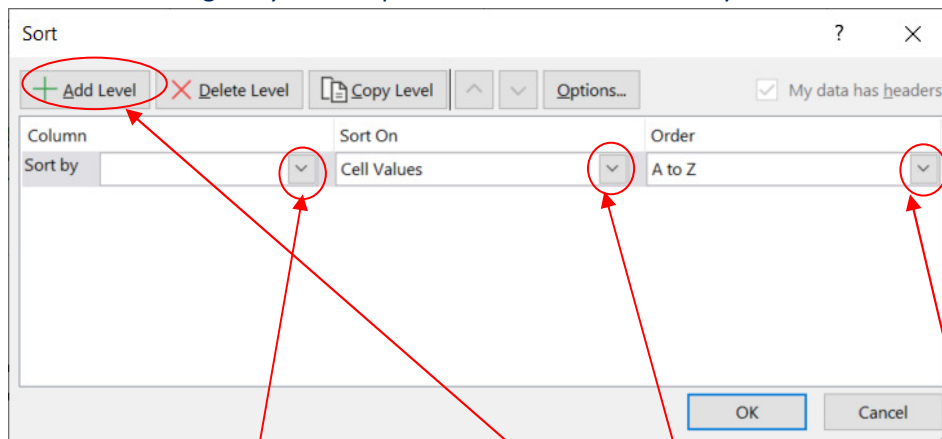
The 'Sort' function allows you to sort data within a spreadsheet into a different order. This eliminates the need to input data in a numerical or alphabetical order, enabling data entry to be quicker.

How to use

- Highlight the entire range to be 'Sorted', starting from the Header Row
- From the menu, select: 'Data', 'Sort'



- The next screen gives you the option to select the method by which to sort the data



- Click on the arrow here, and select the relevant column to sort the data by
- This arrow will provide a list of options for sorting by: 'Value', 'Cell Colour', 'Font Colour' or 'Cell Icon'
- This arrow will provide a list of the order to sort by: 'Ascending', 'Descending' or 'Custom'.
- If you want to sort the data by a second Column, click 'Add Level' and another row will appear. This option is useful if you want to sort the data into date order, and then (say) Customer order.