

## Modifying Cells and Data

To make the most out of your worksheets, you need to understand the many ways that you can modify cells and data in Excel. In this lesson, we will learn about changing the size of rows and columns, adjusting cell alignment, creating custom formats, and rotating text.

	A	B	C	D	E	F	G	H
1								
2	<b>Budget</b>	<b>Region</b>	<b>Income</b>	<b>Accounts Receivable</b>	<b>Overhead</b>	<b>Depreciation</b>	<b>Net</b>	
3		Region 1	\$1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00	
4		Region 2	\$1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00	
5		Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00	
6		Region 4	\$1,060.00	\$ 530.00	\$ 250.00	\$ 65.00	\$ 1,275.00	
7		Region 5	\$1,080.00	\$ 540.00	\$ 300.00	\$ 70.00	\$ 1,250.00	
8		Region 6	\$1,100.00	\$ 550.00	\$ 350.00	\$ 75.00	\$ 1,225.00	
9		Region 7	\$1,120.00	\$ 560.00	\$ 400.00	\$ 80.00	\$ 1,200.00	
10		Region 8	\$1,140.00	\$ 570.00	\$ 450.00	\$ 85.00	\$ 1,175.00	
11		Region 9	\$1,160.00	\$ 580.00	\$ 500.00	\$ 90.00	\$ 1,150.00	
12		\$9,720.00	\$ 4,860.00	\$ 2,700.00	\$ 630.00	\$ 11,250.00		
13								

### Changing the Size of Rows or Columns

Sometimes it will be necessary to change the size of a row or column in order to display all the data contained in the cell. You also might want to change the size of a row or column just for the change in appearance. In either case, changing the size of a row or column is quite easy.

**To change the size of a column**, place your mouse pointer on the line that divides the column headers. For example, if you wanted to change the size of column B, you would place your mouse pointer on the line separating B and C. Your mouse pointer will turn into a vertical line with a small arrow on either side:

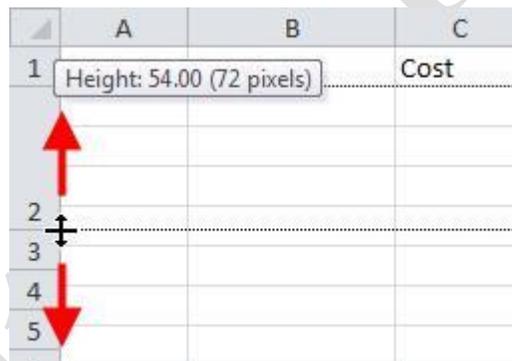
	A	B	C
1	Price	Quantity	Cost

When you see this pointer, click and hold the left mouse button to drag the column edge to the left or right. As you drag you will see the size (default width is 64 pixels):

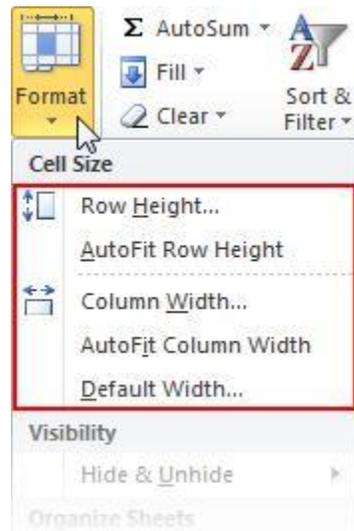


Now the size of column B has been changed.

**To change the size of a row**, place your pointer on the line separating the row headers and then click and drag up or down to make the row larger or smaller (default height is 20 pixels):



There are more cell formatting commands available by clicking Home → Format. Here you can have Excel automatically adjust to the necessary dimensions or define a specific dimension:



### Adjusting Cell Alignment

To align data within a worksheet select the cell or cells you want to adjust and then use the commands in the Alignment group of the Home tab:



Let's go over the different groups of commands:

#### Vertical Alignment



If there is extra space above or below the data in a cell, use these commands to vertically align the data.

#### Horizontal Alignment

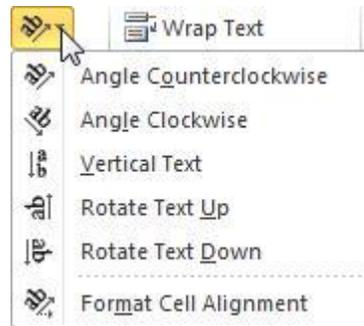


Use these commands to left, center, or right align items in a cell.

**Orientation**



Use this command to change the way text is written in the cell:



**Increase/Decrease Indent**



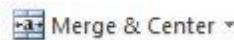
Increase or decrease the distance between cell data and the cell margins.

**Wrap Text**



If you need to enter a lot of data into a cell, stretching the column width to accommodate everything on one line may be impractical. Use this command to wrap the text to the next line inside the cell.

**Merge & Center**



This command is useful when making titles. Select two or more adjacent cells and click this command. The adjacent cells will merge into a single cell and the data contained inside will be center aligned:

	A	B	C
1			
2	Price List		
3	Price	Value Added Tax	Total



	A	B	C
1			
2	Price List		
3	Price	Value Added Tax	Total

We will discuss cell merges later in this manual.

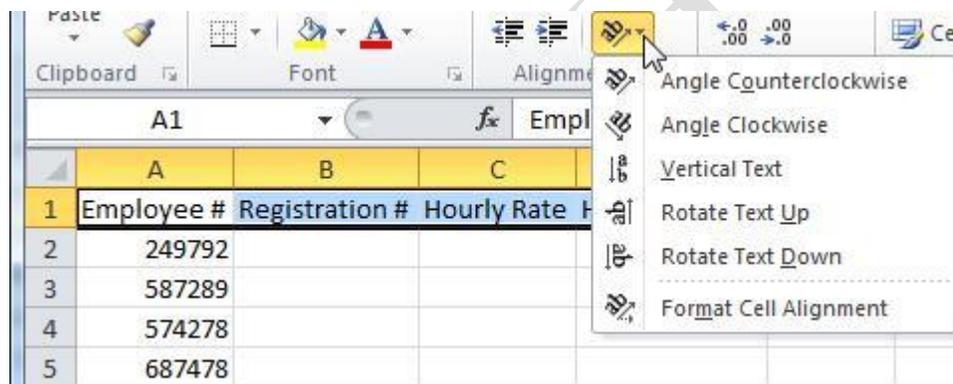
## Rotating Text

Rotated text can make your worksheets look better, improve organization, and improve readability. Rotating text can also make viewing or printing a large worksheet easier because the column widths do not have to accommodate the length of your text descriptions.

To rotate text, first select the cell or range of cells you want to rotate.

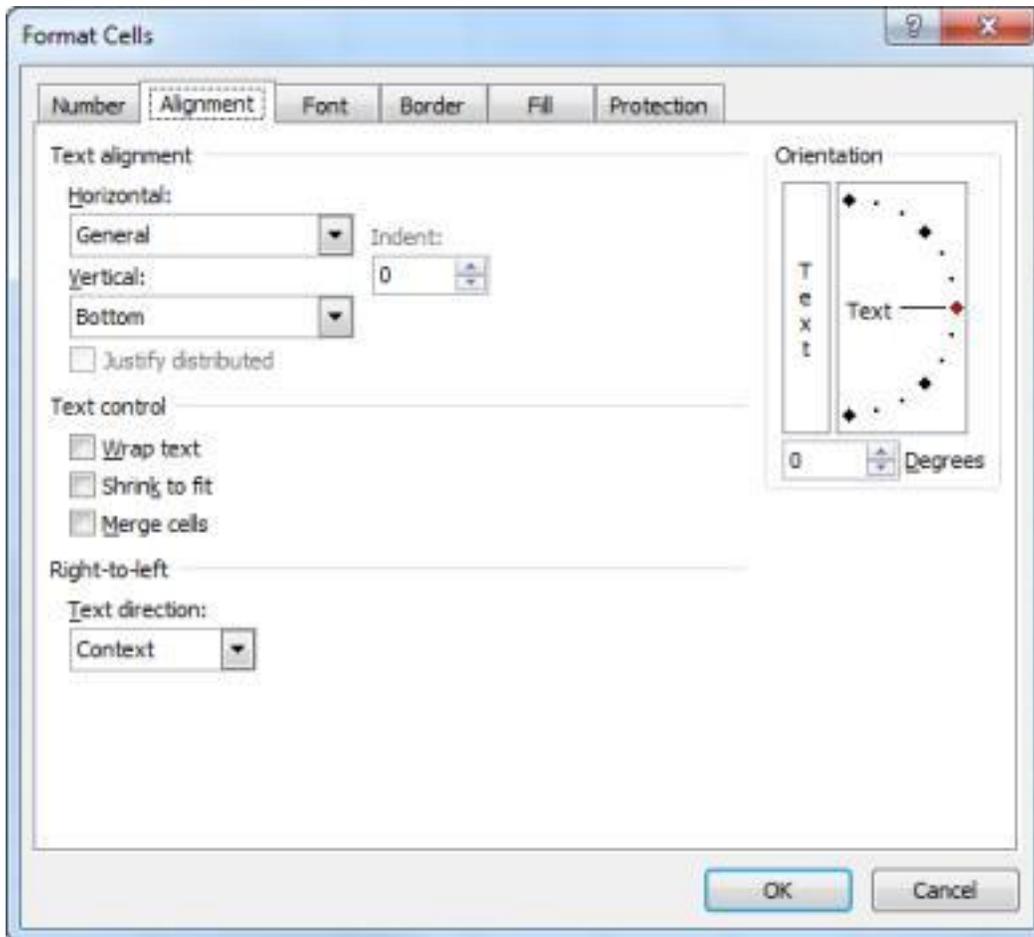
	A	B	C	D
1	Employee #	Registration #	Hourly Rate	Hours Worked
2	249792			
3	587289			
4	574278			
5	687478			

Once you have selected a cell or range, click the Orientation button in the Alignment group on the Home tab. Select the alignment of your choice:



You can also right-click on any cell in the selected range and click on Format Cells in the drop down menu.

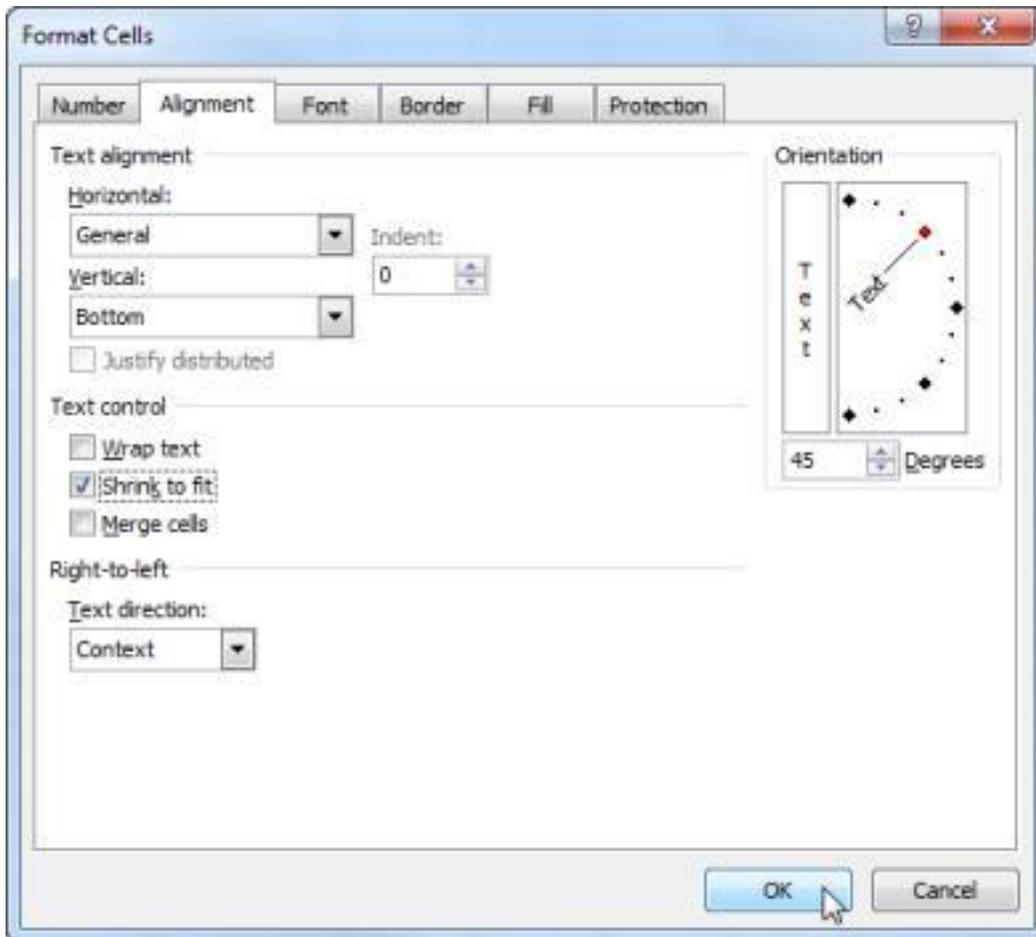
Right-clicking a cell → Format Cells or clicking Home → Orientation → Format Cell Alignment will open the Format Cells dialog box to the Alignment tab. Here you have finer control over the rotation of your text:



You can control how the data in the cells will be aligned, choose if you want to wrap the text or shrink the data to fit in the cell, control the text direction, or manually select a rotation angle.

To rotate the text in the selected cells, put your mouse pointer on the red diamond in the orientation field. Hold your left mouse button down and drag the diamond to the degree that you need.

For example, if you want the text to be 45 degrees from the horizontal position, drag the red diamond until you see 45 in the Degrees text box. You can also type a value or use the small up/down arrows to adjust the value. When you have made your selections, click OK:



Here's what the text will look like:

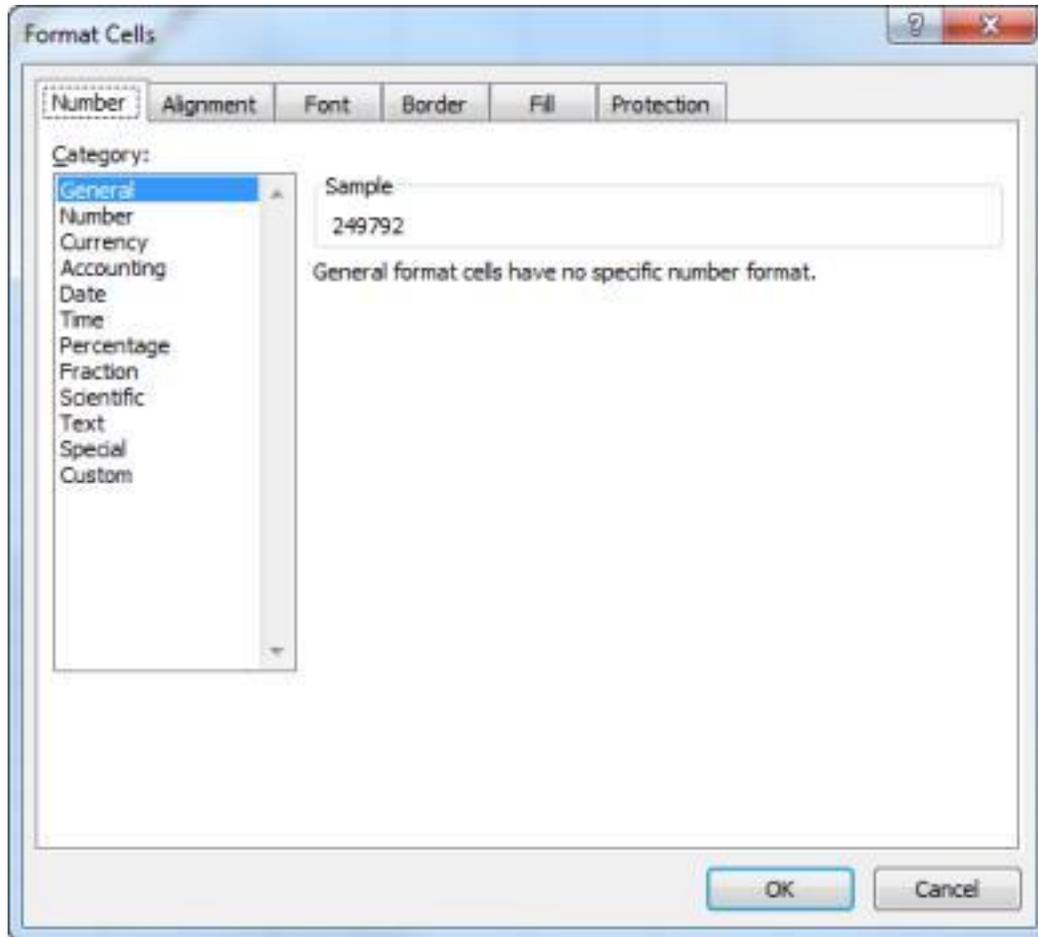
	A	B	C	D
1	Employee #	Registration #	Hourly Rate	Hours Worked
2	249792			
3	587289			
4	574278			
5	687478			

## Creating Custom Number and Date Formats

Excel provides a variety of number and date formats for you to work with, but it may be the case that you require something different. You can create your own custom number and date formats in order to present your data exactly as you wish. Excel's default number formats are visible in the Number group of the Home tab:

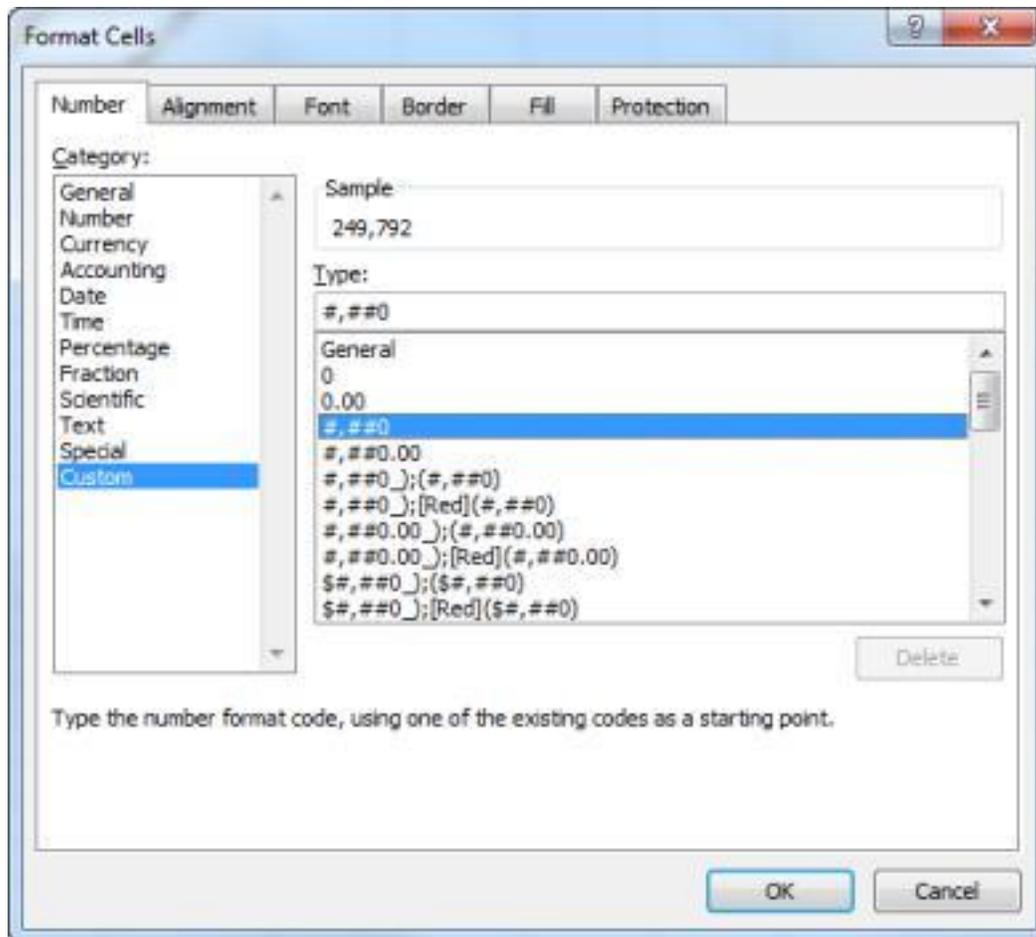


To create a custom number format, select the cell or cells that contain numbers you want to format and open the Format Cells dialog box. Right-click the cell and click Format Cells or click the option button in the Font, Alignment, or Number groups on the Home tab. When the dialog appears, click the Number tab:



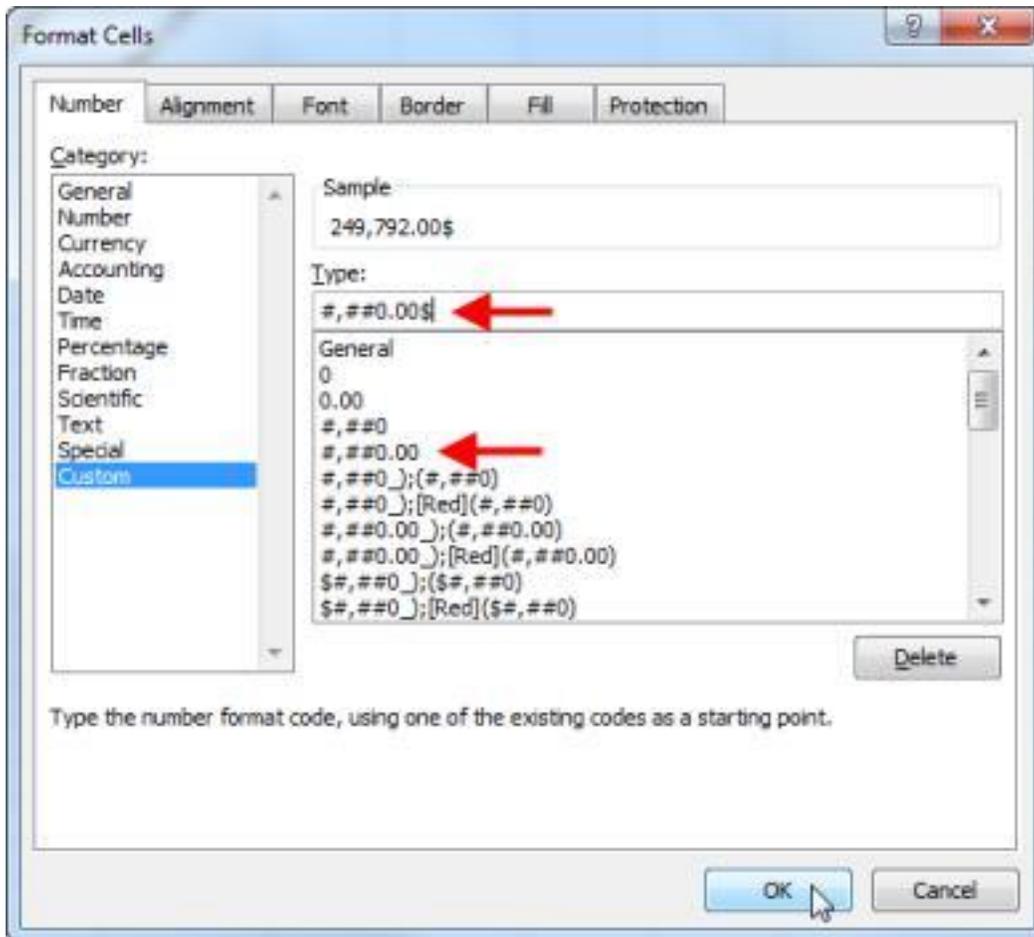
You can see the number you are formatting in the Sample area of the box.

To create a custom format, select Custom from the bottom of the Category list. You will see a text window containing a list of symbolic formatting codes in the Type list. If you click on a symbolic formatting code, you will see what your number will look like with this formatting. This will be the starting point for your custom format:



For example, let's say that you want to format your number so there are two places after the decimal, and a dollar sign at the right side of the number. To achieve this, click the “#,##0.00” format code from the list, and look at your number in the sample field. Now add a \$ directly to the right side of the format code beneath the Type heading.

The format code for your custom number format will be saved at the bottom of the format code list in the Format cells dialog box. Click OK to format the cell or range of cells with this new custom format:



Here is the new custom number format applied to the cell. Notice the difference between the value in the Formula Bar and what is displayed in the active cell:

