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Step by Step

Microsoft®

Office Professional 2010

Build *exactly* the skills you need.
Learn at the pace *you* want.

Joyce Cox, Joan Lambert, and Curtis Frye



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Introducing Microsoft Office Professional 2010

Microsoft Office 2010 is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs. The following table identifies the programs available in each of the software suites.

| | Office Home and Student 2010 | Office Home and Business 2010 | Office Standard 2010 | Office Professional 2010 | Office Professional Plus 2010 |
|----------------------|-------------------------------------|--------------------------------------|-----------------------------|---------------------------------|---------------------------------------|
| Access | | | | Yes | Yes |
| Communicator | | | | | Yes |
| Excel | Yes | Yes | Yes | Yes | Yes |
| InfoPath | | | | | Yes |
| OneNote | Yes | Yes | Yes | Yes | Yes |
| Outlook | | Yes | Yes | Yes | Outlook with Business Contact Manager |
| PowerPoint | Yes | Yes | Yes | Yes | Yes |
| Publisher | | | Yes | Yes | Yes |
| SharePoint Workspace | | | | | Yes |
| Word | Yes | Yes | Yes | Yes | Yes |
| Office Web Apps | | | Yes | | Yes |

Office Standard and Office Professional Plus are available only to volume licensing subscribers. The Office Web Apps, which are available with Office Standard and Office Professional Plus, and available to the general public through Windows Live, are online versions of Word, Excel, PowerPoint, and OneNote. You can store documents online and work with them from within any Web browser window by using the Office Web Apps.

This book provides instructional material for the following programs, which together form the Office Professional 2010 software suite:

- **Microsoft Word 2010** A word-processing program with which you can quickly and efficiently author and format documents.
- **Microsoft Excel 2010** A spreadsheet program with which you can analyze, communicate, and manage information.
- **Microsoft PowerPoint 2010** A program with which you can develop and present dynamic, professional-looking slide presentations.
- **Microsoft OneNote 2010** A digital notebook program with which you can collect, organize, and quickly locate many types of electronic information.
- **Microsoft Outlook 2010** A personal information management program with which you can manage e-mail, contacts, meetings, tasks, and other communications.
- **Microsoft Access 2010** A database program with which you can collect information and output information for reuse in a variety of formats.
- **Microsoft Publisher 2010** A desktop publishing program with which you can lay out newsletters, cards, calendars, and other publications.

The information in this book applies to these programs in all the software suites. If you have a software suite other than Office Professional, or if you installed one or more of these programs independently of a software suite, this is the right book for you.

Certification

Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed. A Microsoft Office Specialist (MOS) is an individual who has demonstrated worldwide skill standards through a certification exam in one or more of the Office 2010 programs, including Microsoft Access, Excel, Outlook, PowerPoint, or Word. To learn more about the MOS program, visit the Microsoft Office Specialist Certification page at go.microsoft.com/fwlink/?LinkId=193884.

For More Information

The chapters of this book that cover Microsoft Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, and Access 2010 are excerpted from the full-length *Step by Step* books written about those programs. This book provides an overview of each program and information to get you started. To learn more, refer to the following books.

Microsoft Word 2010 Step by Step

By Joyce Cox and Joan Lambert (Microsoft Press, 2010)
ISBN 978-0-7356-2693-5

Contents:

- 1 Explore Word 2010
- 2 Edit and Proofread Text
- 3 Change the Look of Text
- 4 Organize Information in Columns and Tables
- 5 Add Simple Graphic Elements
- 6 Preview, Print, and Distribute Documents
- 7 Insert and Modify Diagrams
- 8 Insert and Modify Charts
- 9 Use Other Visual Elements
- 10 Organize and Arrange Content
- 11 Create Documents for Use Outside of Word
- 12 Explore More Text Techniques
- 13 Use Reference Tools for Longer Documents
- 14 Work with Mail Merge
- 15 Collaborate on Documents
- 16 Work in Word More Efficiently

Microsoft Excel 2010 Step by Step

By Curtis Frye (Microsoft Press, 2010)

ISBN 978-0-7356-2694-2

Contents:

- 1 Setting Up a Workbook
- 2 Working with Data and Excel Tables
- 3 Performing Calculations on Data
- 4 Changing Workbook Appearance
- 5 Focusing on Specific Data by Using Filters
- 6 Reordering and Summarizing Data
- 7 Combining Data from Multiple Sources
- 8 Analyzing Alternative Data Sets
- 9 Creating Dynamic Worksheets by Using PivotTables
- 10 Creating Charts and Graphics
- 11 Printing
- 12 Automating Repetitive Tasks by Using Macros
- 13 Working with Other Microsoft Office Programs
- 14 Collaborating with Colleagues

Microsoft PowerPoint 2010 Step by Step

By Joyce Cox and Joan Lambert (Microsoft Press, 2010)

ISBN 978-0-7356-2691-1

Contents:

- 1 Explore PowerPoint 2010
- 2 Work with Slides
- 3 Work with Slide Text
- 4 Format Slides
- 5 Add Simple Visual Enhancements

- 6 Review and Deliver Presentations
- 7 Add Tables
- 8 Fine-Tune Visual Elements
- 9 Add Other Enhancements
- 10 Add Animation
- 11 Add Sound and Movies
- 12 Share and Review Presentations
- 13 Create Custom Presentation Elements
- 14 Prepare for Delivery
- 15 Customize PowerPoint

Microsoft Outlook 2010 Step by Step

By Joan Lambert and Joyce Cox (Microsoft Press, 2010)

ISBN 978-0-7356-2690-4

Contents:

- 1 Get Started with Outlook 2010
- 2 Explore the Outlook Windows
- 3 Send and Receive E-Mail Messages
- 4 Store and Access Contact Information
- 5 Manage Scheduling
- 6 Track Tasks
- 7 Organize Your Inbox
- 8 Manage Your Calendar
- 9 Work with Your Contact List
- 10 Enhance Message Content
- 11 Manage E-Mail Settings
- 12 Work Remotely
- 13 Customize Outlook

Microsoft Access 2010 Step by Step

By Joyce Cox and Joan Lambert (Microsoft Press, 2010)

ISBN 978-0-7356-2692-8

Contents:

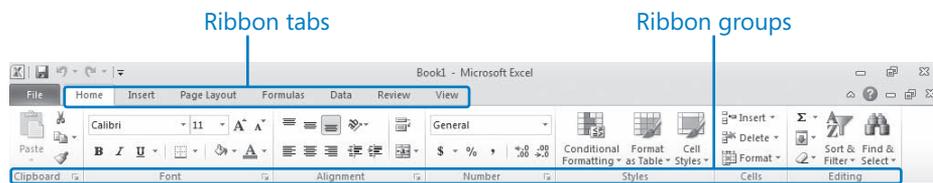
- 1 Explore an Access 2010 Database
- 2 Create Databases and Simple Tables
- 3 Create Simple Forms
- 4 Display Data
- 5 Create Simple Reports
- 6 Maintain Data Integrity
- 7 Create Custom Forms
- 8 Create Queries
- 9 Create Custom Reports
- 10 Import and Export Data
- 11 Make Databases User Friendly
- 12 Protect Databases
- 13 Customize Access

Let's Get Started!

Office 2010 includes new features, new functionality, and an easy-to-use interface intended to streamline your computing experience and make it easier to learn new programs. We're excited to bring you this glimpse into the inner workings of selected features in the core Office programs. We'll start with the basics and work into the most interesting and necessary features of each program. If you are an experienced Office user, you can skim Chapter 1, "Explore Office 2010," skip Chapter 2, "Work with Files," and jump right into the program-specific chapters.

Modifying the Display of the Ribbon

The goal of the Microsoft Office 2010 working environment is to make working with Office files—including Microsoft Word documents, Excel workbooks, PowerPoint presentations, Outlook e-mail messages, and Access databases—as intuitive as possible. You work with an Office file and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.



A typical program window ribbon.

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries in which you can choose from among multiple options. Some groups have related dialog boxes or task panes that contain additional commands.

Throughout this book, we discuss the commands and ribbon elements associated with the program feature being discussed. In this section, we discuss the general appearance of the ribbon, things that affect its appearance, and ways of locating commands that aren't visible on compact views of the ribbon.

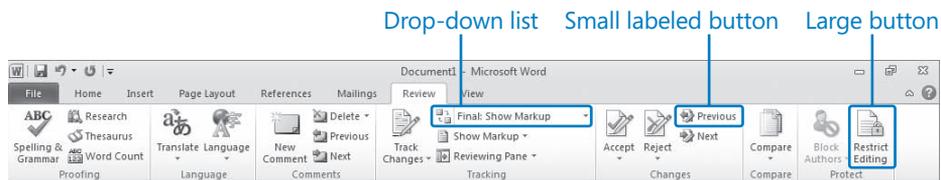
See Also For detailed information about the ribbon, see “Working in the Program Environment” in Chapter 1, “Explore Office 2010.”

Tip Some older commands no longer appear on the ribbon but are still available in the program. You can make these commands available by adding them to the Quick Access Toolbar. For more information, see “Customizing the Quick Access Toolbar” in Chapter 1, “Explore Office 2010.”

Dynamic Ribbon Elements

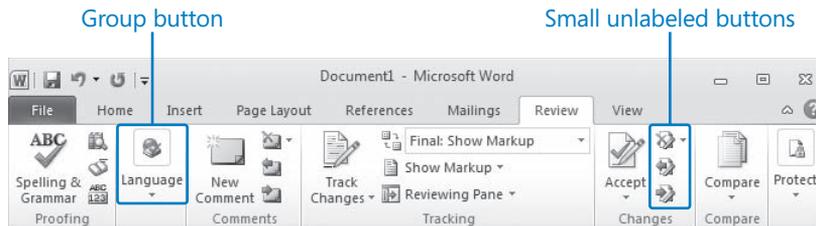
The ribbon is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space.

For example, when sufficient horizontal space is available, the buttons on the Review tab of the Word program window are spread out and you're able to see more of the commands available in each group.



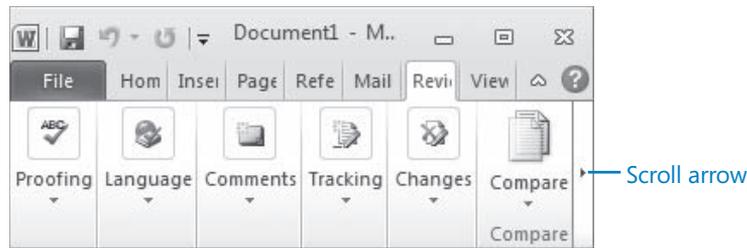
The Review tab of the Word program window at 1024 pixels wide.

If you decrease the width of the ribbon, small button labels disappear and entire groups of buttons are hidden under one button that represents the group. Click the group button to display a list of the commands available in that group.



The Review tab of the Word program window at 675 pixels wide.

When the window becomes too narrow to display all the groups, a scroll arrow appears at its right end. Click the scroll arrow to display hidden groups.



The Review tab of the Word program window at 340 pixels wide.

Changing the Width of the Ribbon

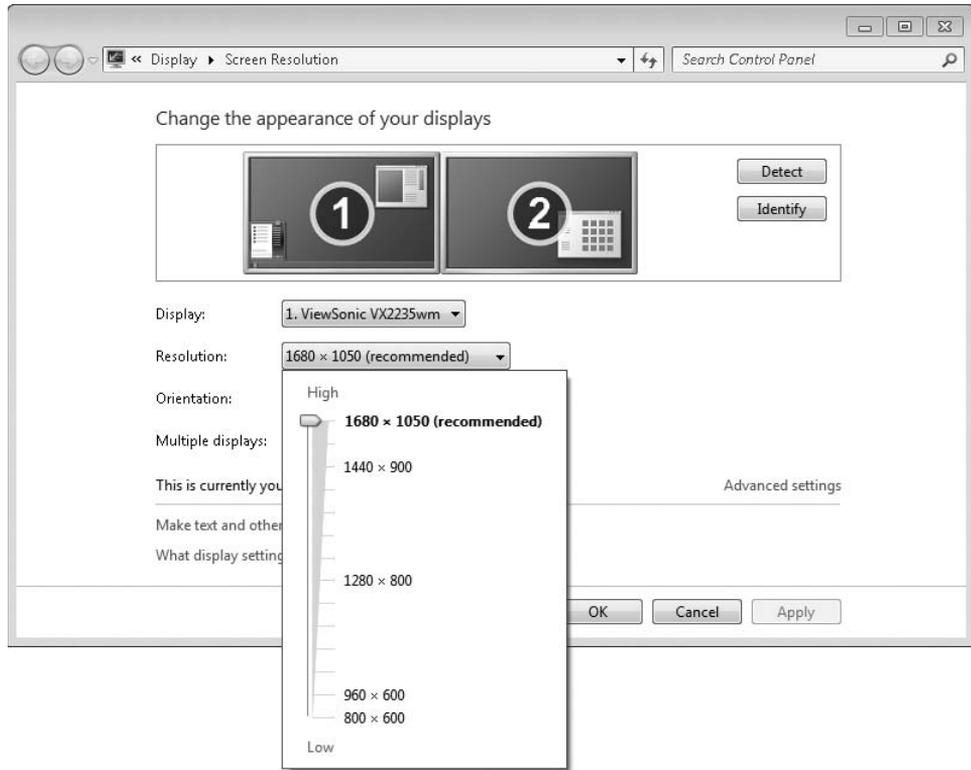
The width of the ribbon is dependent on the horizontal space available to it, which depends on these three factors:

- **The width of the program window** Maximizing the program window provides the most space for ribbon elements. You can resize the program window by clicking the button in its upper-right corner or by dragging the border of a non-maximized window.

On a computer running Windows 7, you can maximize the program window by dragging its title bar to the top of the screen.

- **Your screen resolution** Screen resolution is the amount of information your screen displays, expressed as *pixels wide by pixels high*. The greater the screen resolution, the greater the amount of information that will fit on one screen. Your screen resolution options are dependent on your monitor. At the time of writing, possible screen resolutions range from 800 × 600 to 2048 × 1152. In the case of the ribbon, the greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon, and the larger those buttons can be.

On a computer running Windows 7, you can change your screen resolution from the Screen Resolution window of Control Panel.

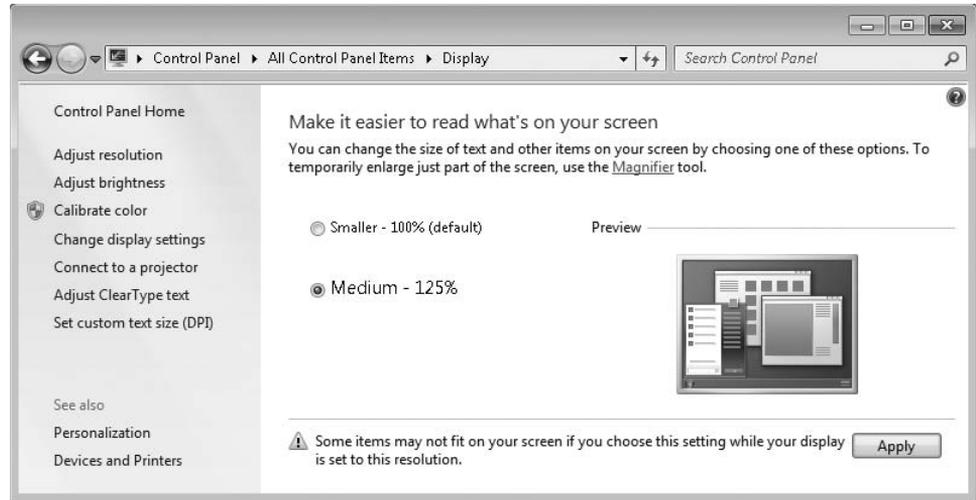


You set the resolution by dragging the pointer on the slider.

- **The density of your screen display** You might not be aware that you can change the magnification of everything that appears on your screen by changing the screen magnification setting in Windows. Setting your screen magnification to 125% makes text and user interface elements larger on screen. This increases the legibility of information, but it means that less information fits onto each screen.

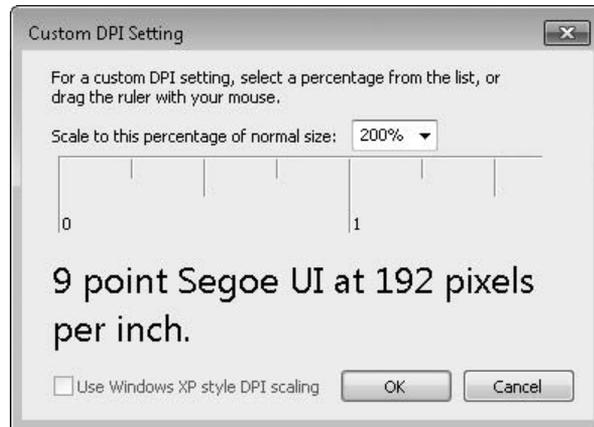
On a computer running Windows 7, you can change the screen magnification from the Display window of Control Panel.

See Also For more information about display settings, refer to *Windows 7 Step by Step* (Microsoft Press, 2009), *Windows Vista Step by Step* (Microsoft Press, 2006), or *Windows XP Step by Step* (Microsoft Press, 2002) by Joan Lambert Preppernau and Joyce Cox.



You can choose one of the standard display magnification options or create another by setting a custom text size.

The screen magnification is directly related to the density of the text elements on screen, which is expressed in dots per inch (dpi) or points per inch (ppi). (The terms are interchangeable, and in fact are both used in the Windows dialog box in which you change the setting.) The greater the dpi, the larger the text and user interface elements appear on screen. By default, Windows displays text and screen elements at 96 dpi. Choosing the Medium - 125% display setting changes the dpi of text and screen elements to 120 dpi. You can choose a custom setting of up to 500 percent magnification, or 480 dpi, in the Custom DPI Setting dialog box.



You can choose a magnification of up to 200 percent from the lists, or choose a greater magnification by dragging the ruler from left to right.

Adapting Exercise Steps

The screen images shown in the exercises in this book were captured at a screen resolution of 1024 × 768, at 100% magnification, and with the default text size (96 dpi). If any of your settings are different, the ribbon on your screen might not look the same as the one shown in the book. For example, you might see more or fewer buttons in each of the groups, the buttons you see might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group's commands.

When we instruct you to give a command from the ribbon in an exercise, we do it in this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, we give the instruction in this format:

- On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button and then, in the list, click **Page**.

The first time we instruct you to click a specific button in each exercise, we display an image of the button in the page margin to the left of the exercise step.

If differences between your display settings and ours cause a button on your screen to not appear as shown in the book, you can easily adapt the steps to locate the command. First, click the specified tab. Then locate the specified group. If a group has been collapsed into a group list or group button, click the list or button to display the group's commands. Finally, look for a button that features the same icon in a larger or smaller size than that shown in the book. If necessary, point to buttons in the group to display their names in ScreenTips.

If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in the book.

Features and Conventions of This Book

This book has been designed to lead you step by step through tasks you're likely to want to perform in Microsoft Word 2010, Excel 2010, PowerPoint 2010, OneNote 2010, Outlook 2010, Access 2010, and Publisher 2010. These programs are available as part of the Microsoft Office Professional 2010 software suite.

See Also This book, *Microsoft Office Professional 2010 Step by Step*, includes a selection of instructional content for each program in the Office Professional 2010 software suite. For more complete coverage of the features of each of these programs, refer to the corresponding program-specific *Step by Step* book.

Each chapter of this book includes self-contained topics that teach you about specific program features. Most topics conclude with a step-by-step exercise in which you practice using the program. The following features of this book will help you locate specific information:

- **Detailed table of contents** Scan the listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs** Easily locate the beginning of each chapter by looking at the colored blocks on the odd-numbered pages.
- **Topic-specific running heads** Within a chapter, quickly locate a topic by looking at the running heads at the top of odd-numbered pages.
- **Glossary** Look up the meaning of a word or the definition of a concept. *The glossary for this book is available as online companion content. For more information, see go.microsoft.com/fwlink/?LinkID=192155.*
- **Detailed index** Look up specific tasks and features in the index, which has been carefully crafted with the reader in mind.

You can save time when reading this book by understanding how the *Step by Step* series shows exercise instructions, keys to press, buttons to click, and other information. These conventions are listed in the following table.

| Convention | Meaning |
|---|--|
| SET UP | This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise. It also indicates any requirements you should attend to or actions you should take before beginning the exercise. |
| CLEAN UP | This paragraph following a step-by-step exercise provides instructions for saving and closing open files or programs before moving on to another topic. It also suggests ways to reverse any changes you made to your computer while working through the exercise. |
| 1 2 | Blue numbered steps guide you through hands-on exercises in each topic. |
| 1 2 | Black numbered steps guide you through procedures in sidebars and expository text. |
| See Also | This paragraph directs you to more information about a topic in this book or elsewhere. |
| Troubleshooting | This paragraph alerts you to a common problem and provides guidance for fixing it. |
| Tip | This paragraph provides a helpful hint or shortcut that makes working through a task easier. |
| Important | This paragraph points out information that you need to know to complete a procedure. |
| Keyboard Shortcut | This paragraph provides information about an available keyboard shortcut for the preceding task. |
| Ctrl+B | A plus sign (+) between two keys means that you must press those keys at the same time. For example, "Press Ctrl+B" means that you should hold down the Ctrl key while you press the B key. |
|  | Pictures of buttons appear in the margin the first time the button is used in an exercise. |
| Black bold | In exercises that begin with SET UP information, the names of program elements, such as buttons, commands, windows, and dialog boxes, as well as files, folders, or text that you interact with in the steps, are shown in bold black type. |
| Blue bold | In exercises that begin with SET UP information, text that you should type is shown in bold blue type. |

Using the Practice Files

Before you can complete the exercises in this book, you need to copy the book's practice files to your computer. These practice files, and other information, can be downloaded from the book's detail page, located at:

<http://go.microsoft.com/fwlink/?Linkid=192155>

Display the detail page in your Web browser and follow the instructions for downloading the files.

Important The Office Professional 2010 software suite is not available from this Web page. You should purchase and install that software suite before using this book.

The following table lists the practice files for this book.

| Chapter | File |
|---|--|
| Chapter 1: Explore Office 2010 | None |
| Chapter 2: Work with Files | Prices_start.docx Procedures_start.docx Rules_start.docx |
| Chapter 3: Edit and Proofread Text | Bamboo_start.docx Brochure_start.docx Letter_start.docx Orientation_start.docx RulesRegulations_start.docx |
| Chapter 4: Change the Look of Text | AgendaA_start.docx AgendaB_start.docx Information_start.docx OrientationDraft_start.docx RulesDraft_start.docx |
| Chapter 5: Organize Information in Columns and Tables | ConsultationA_start.docx ConsultationB_start.docx RepairCosts_start.docx RoomPlanner_start.docx |

| Chapter | File |
|---|--|
| Chapter 6: Add Simple Graphic Elements | Announcement_start.docx Authors_start.docx Flyer_start.docx Joan.jpg Joyce.jpg MarbleFloor.jpg OTSI-Logo.png |
| Chapter 7: Preview, Print, and Distribute Documents | InfoSheetA_start.docx InfoSheetB_start.docx InfoSheetC_start.docx OfficeInfo_start.docx |
| Chapter 8: Set Up a Workbook | ExceptionSummary_start.xlsx ExceptionTracking_start.xlsx MisroutedPackages_start.xlsx PackageCounts_start.xlsx RouteVolume_start.xlsx |
| Chapter 9: Work with Data and Excel Tables | 2010Q1ShipmentsByCategory_start.xlsx AverageDeliveries_start.xlsx DriverSortTimes_start.xlsx Series_start.xlsx ServiceLevels_start.xlsx |
| Chapter 10: Perform Calculations on Data | ConveyerBid_start.xlsx ITExpenses_start.xlsx PackagingCosts_start.xlsx VehicleMiles_start.xlsx |
| Chapter 11: Change Workbook Appearance | CallCenter_start.xlsx Dashboard_start.xlsx ExecutiveSearch_start.xlsx HourlyExceptions_start.xlsx HourlyTracking_start.xlsx Phone.jpg Texture.jpg VehicleMileSummary_start.xlsx |
| Chapter 12: Focus on Specific Data by Using Filters | Credit_start.xlsx ForFollowUp_start.xlsx PackageExceptions_start.xlsx |

| Chapter | File |
|--|--|
| Chapter 13: Work with Slides | Projects.pptx ServiceA_start.pptx ServiceB_start.pptx ServiceC_start.pptx ServiceD_start.pptx ServiceOrientation.docx |
| Chapter 14: Work with Slide Text | BuyingTripsB_start.pptx BuyingTripsC_start.pptx CommunityServiceA_start.pptx CommunityServiceB_start.pptx CommunityServiceC_start.pptx |
| Chapter 15: Format Slides | BusinessTravelA_start.pptx BusinessTravelB_start.pptx ColorDesign_start.pptx CompanyMeetingA_start.pptx CompanyMeetingB_start.pptx LandscapingA_start.pptx |
| Chapter 16: Add Simple Visual Enhancements | Agastache.jpg JournalingA_start.pptx JournalingB_start.pptx Penstemon.jpg WaterConsumption.xlsx WaterSavingA_start.pptx WaterSavingB_start.pptx WaterSavingC_start.pptx |
| Chapter 17: Review and Deliver Presentations | Harmony_start.pptx Meeting_start.pptx SavingWater_start.pptx ServiceOrientationA_start.pptx ServiceOrientationB_start.pptx YinYang.png |
| Chapter 18: Explore OneNote 2010 | None |
| Chapter 19: Create and Configure Notebooks | None |

| Chapter | File |
|--|--|
| Chapter 20: Create and Organize Notes | SBS Content Entry folder ADatumLogo.png Cabo.jpg California_Poppy.jpg Desert.jpg Landscaping.pptx |
| Chapter 21: Send and Receive E-Mail Messages | Brochure.docx StrategySession.pptx SBS First Draft message (created in this chapter) |
| Chapter 22: Store and Access Contact Information | Andrea Dunker, Andrew Davis, Idan Rubin, Nancy Anderson, and Sara Davis contact records (created in this chapter) |
| Chapter 23: Manage Scheduling | SBS Lunch with Jane and SBS Staff Meeting appointments, SBS Pay Day event (created in this chapter) |
| Chapter 24: Track Tasks | SBS First Draft and SBS Tradeshow Schedule messages (created in Chapter 21) SBS Dinner Reservations, SBS Order Brochures, and SBS Send Dinner Invitations tasks (created in this chapter) |
| Chapter 25: Explore an Access 2010 Database | GardenCompany01_start.accdb |
| Chapter 26: Create Databases and Simple Tables | None |
| Chapter 27: Create Simple Forms | GardenCompany03_start.accdb Logo.png |
| Chapter 28: Display Data | GardenCompany04_start.accdb |
| Chapter 29: Get Started with Publisher 2010 | Importing.docx Logo.png Printing_start.pub |
| Chapter 30: Create Visual Interest | BirthdayGirl.jpg Blank_start.pub Text.docx |
| Chapter 31: Create Colorful Cards and Calendars | DataSource.xlsx Peaceful.jpg |

Getting Help

Every effort has been made to ensure the accuracy of this book. If you do run into problems, please contact the sources listed in the following sections.

Getting Help with This Book

If your question or issue concerns the content of this book or its practice files, please first consult the book's errata page, which can be accessed at:

<http://go.microsoft.com/fwlink/?Linkid=192155>

This page provides information about known errors and corrections to the book. If you do not find your answer on the errata page, send your question or comment to Microsoft Press Technical Support at:

mssinput@microsoft.com

Your Companion eBook

The eBook edition of this book allows you to:

- Search the full text
- Print
- Copy and paste

To download your eBook, please see the instruction page at the back of this book.

Getting Help with Office 2010

If your question is about one of the programs in the Microsoft Office Professional 2010 software suite, and not about the content of this book, your first recourse is the Help system for the individual program. This system is a combination of tools and files stored on your computer when you installed the software suite or program and, if your computer is connected to the Internet, information available from the Microsoft Office Online Web site. You can find Help information in the following ways:

- To find out about an item on the screen, you can display a ScreenTip. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and sometimes a description of what the button does when you click it.
- In the program window, you can click the Help button (a question mark in a blue circle) at the right end of the ribbon to display the program-specific Help window.
- At the right end of the title bars of some dialog boxes is a Help button (also a question mark) that you can click to display the program-specific Help window. Sometimes, topics related to the functions of that dialog box are already identified in the window.

To practice getting help, you can work through the following exercise.



SET UP You don't need any practice files to complete this exercise. Start Word, and then follow the steps.



1. At the right end of the ribbon, click the **Microsoft Word Help** button.
The Word Help window opens.



You can change the size of the font in the window by clicking the Change Font Size button on the toolbar.

If you are connected to the Internet, clicking any of the buttons below the Microsoft Office banner (Products, Support, Images, and Templates) takes you to a corresponding page of the Office Web site.

2. Below the bulleted list under **Browse Word 2010 support**, click **see all**.

The window changes to display a list of Help topics.

3. In the list of topics, click **Activating Word**.

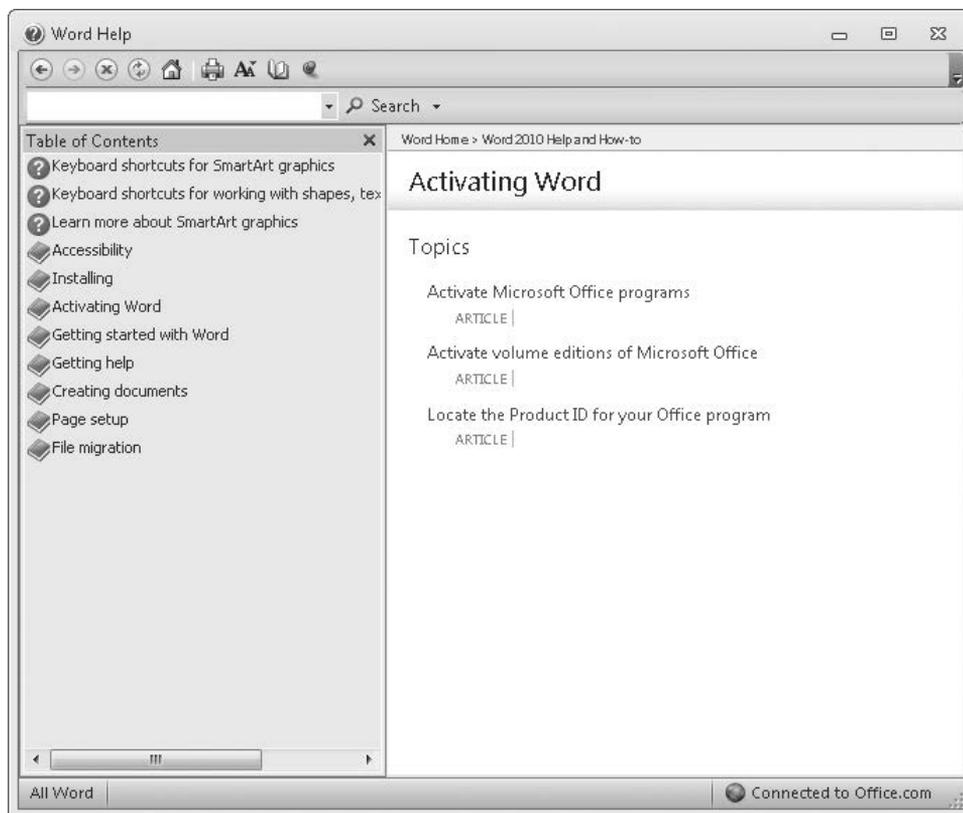
Word Help displays a list of topics related to activating Microsoft Office programs. You can click any topic to display the corresponding information.



4. On the toolbar, click the **Show Table of Contents** button.

The window expands to accommodate two panes. The Table Of Contents pane appears on the left. Like the table of contents in a book, it is organized in sections.

If you're connected to the Internet, Word displays sections, topics, and training available from the Office Online Web site as well as those stored on your computer.

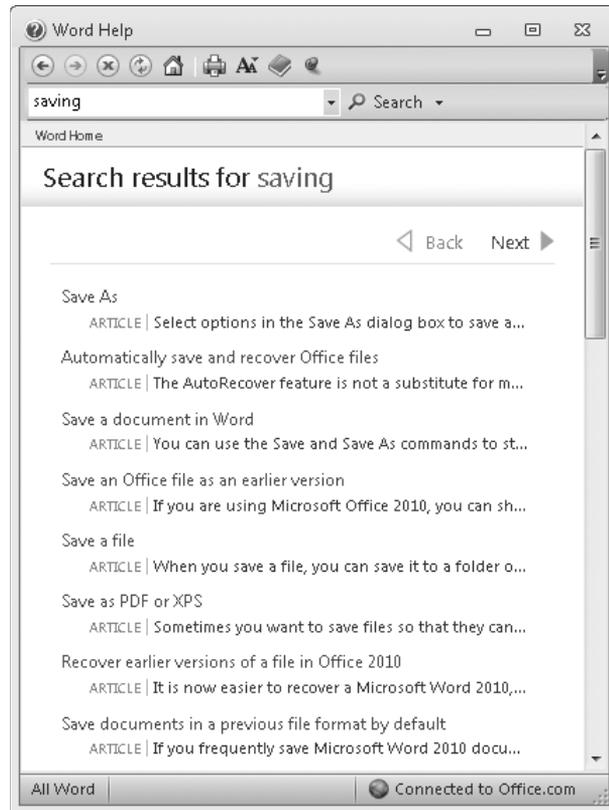


Clicking any section (represented by a book icon) displays that section's topics (represented by Help icons).



5. In the **Table of Contents** pane, click a few sections and topics. Then click the **Back** and **Forward** buttons to move among the topics you have already viewed.
6. At the right end of the **Table of Contents** title bar, click the **Close** button.
7. At the top of the **Word Help** window, click the **Type words to search for** box, type **saving**, and then press the Enter key.

The Word Help window displays topics related to the word you typed.



Next and Back buttons appear, making it easier to search for the topic you want.

8. In the results list, click the **Recover earlier versions of a file in Office 2010** topic. The selected topic appears in the Word Help window.

9. Below the title at the top of the topic, click **Show All**.

Word displays any information that has been collapsed under a heading and changes the Show All button to Hide All. You can jump to related information by clicking hyperlinks identified by blue text.

Tip You can click the **Print** button on the toolbar to print a topic. Only the displayed information is printed.

 **CLEAN UP** Click the **Close** button at the right end of the Word Help window.

More Information

If your question is about an Office 2010 program or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

Chapter at a Glance



Present information in columns, **page 140**

Create tabbed lists, **page 147**



Consultation Estimate

| Type | Location | Consultant | Hourly Rate | Total |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Window treatments | In home | Andy Ruth | \$50.00 | \$50.00 |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| Subtotal | | | | <input type="checkbox"/> |

Present information in tables, **page 149**

Building Association Estimated Repair Costs

| Item | Repair Type | Quantity | Cost, \$ |
|---------------------|-------------|---------------|----------------|
| Bastomeric Decks | Resurface | 400 sq. ft. | 1,600 |
| Wood Decks | Replace | 1,200 sq. ft. | 6,500 |
| Building Exterior | Repaint | 9,000 sq. ft. | 9,000 |
| Roof | Reseal | 5,000 sq. ft. | 2,700 |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| TOTAL | | | 110,550 |

Format tables, **page 160**

5 Organize Information in Columns and Tables

In this chapter, you will learn how to

- ✓ Present information in columns.
 - ✓ Create tabbed lists.
 - ✓ Present information in tables.
 - ✓ Format tables.
-

Information in documents is most commonly presented as paragraphs of text. To make a text-heavy document more legible, you can flow the text in two or more columns, or you can display information in a table. For example, flowing text in multiple columns is a common practice in newsletters, flyers, and brochures; and presenting information in tables is common in reports.

When you need to present data in a document, using a table is often more efficient than describing the data in a paragraph, particularly when the data consists of numeric values. Tables make the data easier to read and understand. A small amount of data can be displayed in simple columns separated by tabs, which creates a tabbed list. A larger amount of data, or more complex data, is better presented in a table, which is a structure of rows and columns, frequently with row and column headings.

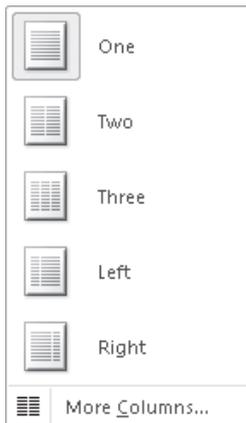
In this chapter, you'll first create and modify columns of text. Then you'll create a simple tabbed list. Finally, you'll create tables from scratch and from existing text, and format a table in various ways.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter05 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Presenting Information in Columns

By default, Microsoft Word 2010 displays text in one column that spans the width of the page between the left and right margins. You can specify that text be displayed in two, three, or more columns to create layouts like those used in newspapers and magazines. When you format text to flow in columns, the text fills the first column on each page and then moves to the top of the next column. You can manually indicate where you want the text within each column to end.

The Columns gallery in the Page Setup group on the Page Layout tab displays several standard options for dividing text into columns. You can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don't suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page, and each column must be at least a half inch wide.



The Columns gallery displays the predefined column options.

No matter how you set up the columns initially, you can change the layout or column widths at any time.

You can format an entire document or a section of a document in columns. When you select a section of text and format it as columns, Word inserts section breaks at the beginning and end of the selected text to delineate the area in which the columnar formatting is applied. Within the columnar text, you can insert column breaks to specify where you want to end one column and start another. Section and column breaks are visible when you display formatting marks in the document.

Tip You can apply many types of formatting, including page orientation, to content within a specific section of a document without affecting the surrounding text. For information about sections, see “Controlling What Appears on Each Page” in Chapter 7, “Preview, Print, and Distribute Documents.”

You can apply character and paragraph formatting to columnar text in the same way you would any text. Here are some formatting tips for columnar text:

- When presenting text in narrow columns, you can justify the paragraphs (align the text with the left and right edges) to achieve a neat and clean appearance. To justify the paragraphs, Word adjusts the spacing between words, essentially moving the empty space that would normally appear at the end of the line into the gaps between words.
- To more completely fill columns, you can have Word hyphenate the text to break words into syllables to fill up the gaps.

In this exercise, you’ll flow the text in one section of a document into three columns. You’ll justify the text in the columns, change the column spacing, and hyphenate the text. You’ll then break a column at a specific location instead of allowing the text to flow naturally from one column to the next.



SET UP You need the *RoomPlanner_start* document located in your Chapter05 practice file folder to complete this exercise. Open the *RoomPlanner_start* document, and save it as *RoomPlanner*. Then display formatting marks and the rulers, and follow the steps.

1. Click at the beginning of the paragraph that begins **Take a look** (do not click in the selection area). Then scroll down until you can see the end of the document, hold down the Shift key, and click to the right of the paragraph mark after **credit cards**.

Word selects the text from the *Take a look* paragraph through the end of the last paragraph (but not the empty paragraph).

Tip If you want to format an entire document with the same number of columns, you can simply click anywhere in the document—you don’t have to select the text.



2. On the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button, and then in the **Columns** gallery, click **Three**.

Word inserts a section break above the selected text and flows the text within the section into three columns.

3. Press **Ctrl+Home** to move to the top of the document.

The section break is visible above the columns.



A continuous section break changes the formatting of the subsequent text but keeps it on the same page.



4. On the **Home** tab, in the **Editing** group, click the **Select** button, and then click **Select All**.

Keyboard Shortcut Press **Ctrl+A** to select all the text in the document.



5. In the **Paragraph** group, click the **Justify** button.

Keyboard Shortcut Press **Ctrl+J** to justify paragraphs.

The spacing between the words changes to align all the paragraphs in the document with both the left and right margins. Because you applied the formatting to the entire document, the title is no longer centered. However, it is often quicker to apply formatting globally and then deal with the exceptions.



- Press **Ctrl+Home** to move to the paragraph containing the document title. Then in the **Paragraph** group, click the **Center** button.

Keyboard Shortcut Press **Ctrl+E** to center text.

Word centers the document title between the left and right margins.

- Adjust the zoom percentage until you can see about two-thirds of the first page of the document.

See Also For information about adjusting the zoom percentage, see “Viewing Files in Different Ways” in Chapter 2, “Work with Files.”

- Click anywhere in the first column.

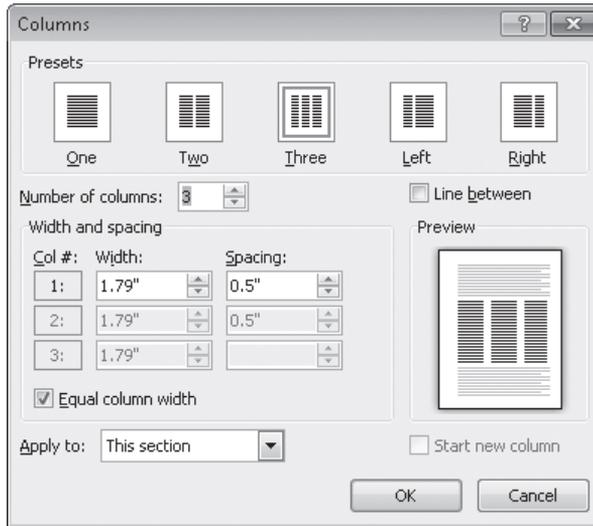
On the horizontal ruler, Word indicates the margins of the columns.



On the ruler, the indent markers show the indentation of the active column.

Tip If your rulers aren't turned on, select the **Ruler** check box in the **Show** group of the **View** tab.

9. On the **Page Layout** tab, display the **Columns** gallery, and click **More Columns**. The Columns dialog box opens. The spacing between columns is set by default to a half inch.



Because the Equal Column Width check box is selected, you can adjust the width and spacing of only the first column.

Tip To separate the columns with vertical lines, select the **Line Between** check box.

10. In the **Width and spacing** area, in the **Spacing** box for column 1, type or select **0.2"**.

Word changes the measurement in the Spacing box for column 2, and widens all the columns in the Preview area to reflect the new setting.

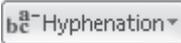
11. Click **OK**.

Word reflows the columns to fit their new margins.



Wider columns generally look neater on the page.

12. Click at the beginning of the **Take a look** paragraph. Then in the **Page Setup** group, click the **Hyphenation** button, and click **Automatic**.



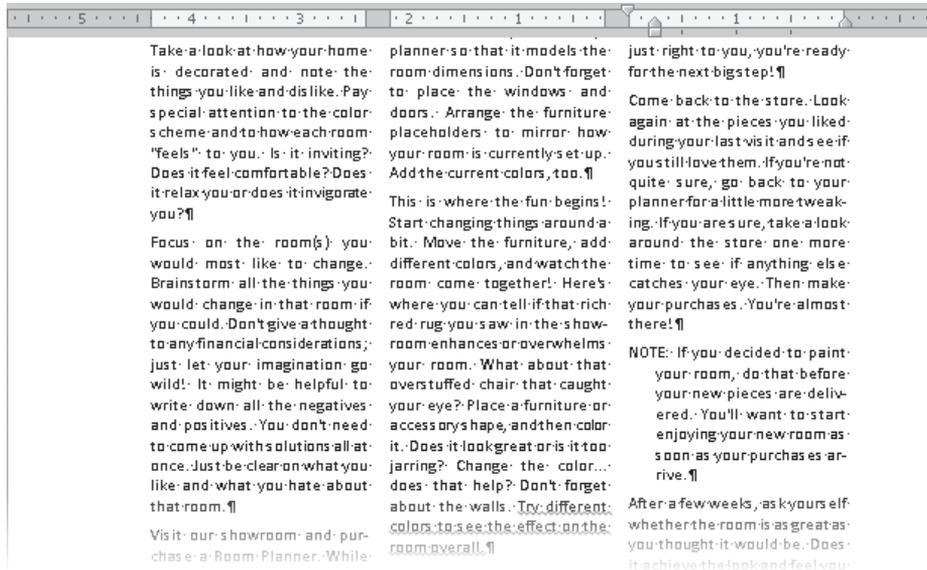
Word hyphenates the text of the document, which fills in some of the large gaps between words.

13. Click anywhere in the **NOTE** paragraph in the third column.



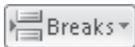
14. On the horizontal ruler, at the left end of the third column, drag the **Hanging Indent** marker 0.25 inch (two marks) to the right.

All the lines in the *NOTE* paragraph except the first are now indented, offsetting the note from the paragraphs above and below it.



You can change the indentation of individual paragraphs within a column.

15. Display the bottom of page 1. In the first column on page 1, click at the beginning of the **Take your Room Planner home** paragraph. Then in the **Page Setup** group, click the **Breaks** button, and click **Column**.



Word inserts a column break. The text that follows the column break moves to the top of the second column.

16. At the bottom of the third column on page 1, click at the beginning of the **If you're not sure** paragraph, and then on the Quick Access Toolbar, click the **Repeat Insertion** button to insert another column break.



Keyboard Shortcut Press **Ctrl+Y** to repeat the previous action.

Word inserts a column break. The text that follows the column break moves to the top of the first column on page 2.

✖ CLEAN UP Return the **Zoom Level** setting to **100%**, and then save and close the **RoomPlanner** document.

Creating Tabbed Lists

If you have a relatively small amount of data to present, you might choose to display it in a tabbed list, which arranges text in simple columns separated by tabs. You can align the text within the columns by using left, right, centered, or decimal tab stops.

See Also For more information about setting tab stops, see “Manually Changing the Look of Paragraphs” in Chapter 4, “Change the Look of Text.”

When entering text in a tabbed list, inexperienced Word users have a tendency to press the Tab key multiple times to align the columns of the list with the default tab stops. If you do this, you have no control over the column widths. To be able to fine-tune the columns, you need to set custom tab stops rather than relying on the default ones.

When setting up a tabbed list, you should press Tab only once between the items that you want to appear in separate columns. Next you apply any necessary formatting. And finally, you set the custom tab stops. Set left, right, centered, and decimal tabs to control the alignment of the column content, or set a bar tab to add a vertical line to visually separate list columns. By setting the tabs in order from left to right, you can check the alignment of the text within each column as you go.

In this exercise, you'll first enter text separated by tabs and format the text. Then you'll set custom tab stops to create a tabbed list.



SET UP You need the *ConsultationA_start* document located in your Chapter05 practice file folder to complete this exercise. Open the *ConsultationA_start* document, and save it as *ConsultationA*. Then display formatting marks and the rulers, and follow the steps.

1. Set the zoom percentage to a level that is comfortable for you, and then press Ctrl+End to move the cursor to the blank line at the end of the document.
2. Type **Location**, press Tab, type **Discount Applies**, press Tab, type **Hourly Rate**, and then press Enter.

3. Add three more lines to the list by typing the following text, pressing the Tab and Enter keys where indicated.

In home Tab *No* Tab *\$50.00* Enter

Phone Tab *Yes* Tab *\$35.00* Enter

In store Tab *Yes* Tab *\$40.00* Enter

The tab characters push the items to the next default tab stop, but because some items are longer than others, they do not line up.

```

Available Consultants (check your consultant's name)
Susan Burk
Andy Ruth
Carlos Carvalho

Consultation Fee Schedule
Location → Discount Applies → Hourly Rate
In-home → No → $50.00
Phone Yes → $35.00
In-store → Yes → $40.00

```

In a tabbed list, it's important to press the Tab key only once between items.

4. Select the first line of the tabbed list, and then on the Mini Toolbar that appears, click the **Bold** button.



Troubleshooting If the Mini Toolbar doesn't appear, click the **Bold** button in the **Font** group on the **Home** tab.

Keyboard Shortcut Press **Ctrl+B** to apply bold.

5. Select all four lines of the tabbed list, and then on the Mini Toolbar, click the **Increase Indent** button.



Tip It's more efficient to make all character and paragraph formatting changes to the text before setting tab stops. Otherwise, you might have to adjust the tab stops after applying the formatting.

6. With the tabbed list still selected, on the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, change the **After** setting to **0 pt**.
7. Click the tab setting button at the junction of the horizontal and vertical rulers until the **Center Tab** button is active. (You will probably have to click only once.) Then click the **2.5** inch mark on the horizontal ruler.



On the ruler, Word sets a center-aligned tab stop that looks like the Center Tab icon. The items in the second column of the tabbed list center themselves at that position.

8. Click the tab setting button once.

The Right Tab button is now active.



9. With the **Right Tab** button active, click the horizontal ruler at the **4.5** inch mark.

On the ruler, Word sets a right-aligned tab stop that looks like the Right Tab icon. The items in the third column of the tabbed list right-align themselves at that position.



10. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button to hide the tabs, paragraph marks, and other formatting marks. Then click away from the tabbed list to see the results.

The tabbed list resembles a simple table.

| Location | Discount Applies | Hourly Rate |
|----------|------------------|-------------|
| In home | No | \$50.00 |
| Phone | Yes | \$35.00 |
| In store | Yes | \$40.00 |

You have created a simple table-like layout with just a few clicks.



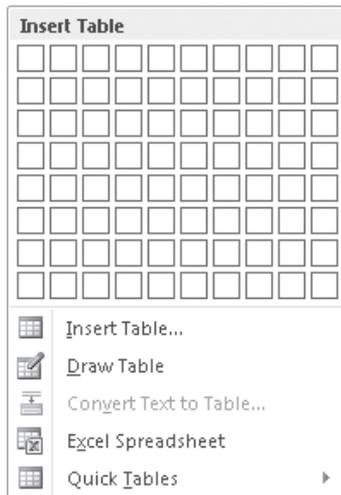
CLEAN UP Save the ConsultationA document, and then close it.

Presenting Information in Tables

A table is a structure of vertical columns and horizontal rows. Each column and each row can be named with a heading, although some tables have only column headings or only row headings. At the junction of each column and row is a box called a *cell* in which data (text or numeric information) is stored.

You can create empty or predefined tables in a Word document in the following ways:

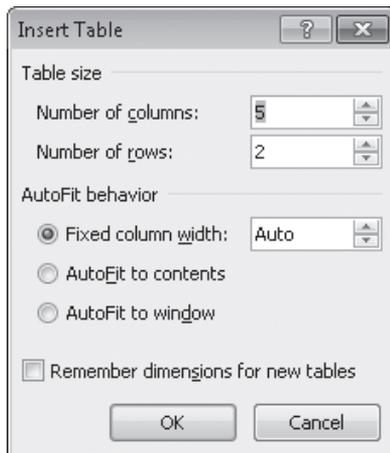
- The Insert Table gallery, which is available from the Tables group on the Insert tab, displays a simple grid.



You can create a simple table from the grid in the Insert Table gallery.

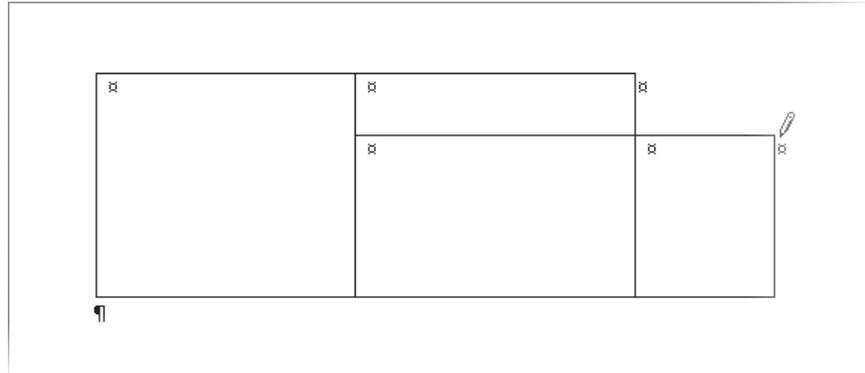
Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of an equal width.

- To insert a more customized empty table, you can click Insert Table on the menu at the bottom of the Insert Table gallery to open the Insert Table dialog box, in which you can specify the number of rows and columns and customize the column width.



You can create a custom-width table from the Insert Table dialog box.

- To insert a less clearly defined empty table, you can click Draw Table below the grid in the Insert Table gallery. This command displays a pencil with which you can draw cells directly in the Word document to create a table. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns.



You can draw a table directly on the page.

See Also For information about drawing tables, refer to *Microsoft Word 2010 Step by Step*, by Joyce Cox and Joan Lambert (Microsoft Press, 2010).

- In addition to empty tables, you can insert any of the available Quick Tables, which are predefined tables of formatted data that you can replace with your own information. Built-in Quick Tables include a variety of calendars, simple tables, tables with subheadings, and tabbed lists. You can also save your own custom tables to the Quick Tables gallery so that you can easily insert a frequently used table structure and data into any document.

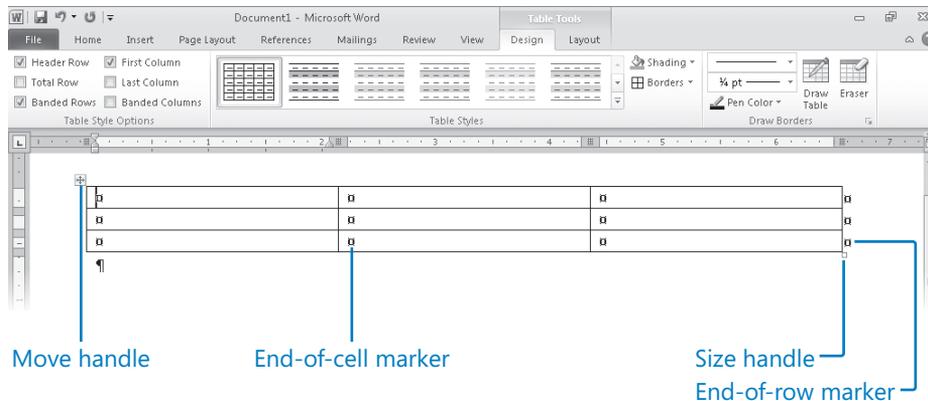
Enrollment in local colleges, 2010

| College | New students | Graduating students | Change |
|----------------------|--------------|---------------------|-----------|
| <i>Undergraduate</i> | | | |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy | 197 | 120 | +77 |
| Pine College | 134 | 121 | +13 |
| Oak Institute | 202 | 210 | -8 |
| <i>Graduate</i> | | | |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy | 3 | 11 | -8 |
| Pine College | 9 | 4 | +5 |
| Oak Institute | 53 | 52 | +1 |
| Total | 998 | 908 | 90 |

Source: Fictitious data, for illustration purposes only.

The Quick Tables gallery includes a selection of predefined tables such as this one.

A new table appears in the document as a set of cells, usually bordered by gridlines. (In some Quick Tables, the gridlines are turned off.) Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker. (The end-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document.) When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools contextual tabs—Design and Layout—appear on the ribbon.



A table has its own controls and its own contextual ribbon tabs.

Tip The move handle and size handle appear only in Print Layout view and Web Layout view.

After you create a table, you can enter data (such as text, numbers, or graphics) into the table cells and press the Tab key to move the cursor from cell to cell. Pressing Tab when the cursor is in the last cell of a row moves the cursor to the first cell of the next row. Pressing Tab when the cursor is in the last cell of the last row adds a new row to the table and moves the cursor to the first cell of that row.

Tip You can move and position the cursor by pressing the Tab key or the Arrow keys, or by clicking in a table cell.

If the data you want to present in a table already exists in the document, either as regular text or as a tabbed list, you can convert the text to a table by selecting it and then clicking Convert Text To Table in the Insert Table gallery. Conversely, you can convert an active table to regular text by clicking the Convert To Text button in the Data group on the Layout tab.

You can modify a table's structure by changing the size of the table, changing the size of one or more columns or rows, or adding or removing rows, columns, or individual cells.

Tip To change a table's structure, you often need to select the entire table or a specific column or row. The simplest way to do this is to position the cursor in the table, column, or row, click the Select button in the Table group on the Layout tab, and then click the table element you want. Alternatively, you can point to the top edge of a column or left edge of a row and, when the pointer changes to an arrow, click to select the column or row.

The basic methods for manipulating a table or its contents are as follows:

- **Insert a row or column** Click anywhere in a row or column adjacent to where you want to make the insertion. Then on the Layout tab, in the Rows & Columns group, click the Insert Above, Insert Below, Insert Left, or Insert Right button.



The Rows & Columns group of the Layout tab.

Selecting more than one row or column before you click an Insert button inserts that number of rows or columns in the table.

Tip You can insert cells by clicking the Rows & Columns dialog box launcher and specifying in the Insert Cells dialog box how adjacent cells should be moved to accommodate the new cells.

- **Delete a row or column** Click anywhere in the row or column, and in the Rows & Columns group, click the Delete button. Then click Delete Cells, Delete Columns, Delete Rows, or Delete Table.
- **Resize an entire table** Drag the size handle.
- **Resize a single column or row** Without selecting the column, drag its right border to the left or right. Without selecting the row, drag its bottom border up or down. (If you select a column or row and then drag its border, only the selected column or row changes.)
- **Move a table** Point to the table, and then drag the move handle that appears in its upper-left corner to a new location. Or use the Cut and Paste commands in the Clipboard group on the Home tab to move the table.
- **Merge cells** Create cells that span multiple columns or rows by selecting the cells you want to merge and clicking the Merge Cells button in the Merge group on the Layout tab. For example, to center a title in the first row of a table, you can merge all the cells in the row to create one merged cell that spans the table's width.

- **Split cells** Divide one cell into multiple cells by clicking the Split Cells button in the Merge group on the Layout tab and then specifying the number of columns and rows you want.
- **Sort information** Click the Sort button in the Data group on the Layout tab to sort the rows in ascending or descending order by the data in any column. For example, in a table that has the column headings Name, Address, ZIP Code, and Phone Number, you can sort on any one of those columns to arrange the information in alphabetical or numerical order.

In this exercise, you'll work with two tables. First you'll create an empty table, enter and align text in the table cells, add rows to the table, and merge cells. Then you'll create a second table by converting an existing tabbed list, change the width of a column, and change the width of the entire table.

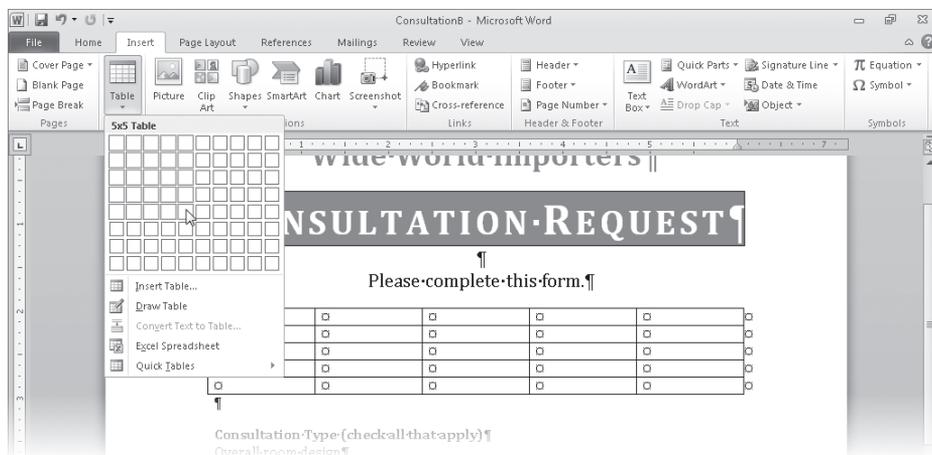


SET UP You need the *ConsultationB_start* document located in your *Chapter05* practice file folder to complete this exercise. Open the *ConsultationB_start* document, and save it as *ConsultationB*. Then display formatting marks and the rulers, and follow the steps.

1. Click to the left of the second blank paragraph below **Please complete this form.**
2. On the **Insert** tab, in the **Tables** group, click the **Table** button. Then in the **Insert Table** gallery, point to (don't click) the cell that is five columns to the right and five rows down from the upper-left corner of the grid.



Word highlights the cells that will be in the table, indicates the table dimensions in the gallery header, and creates a temporary table in the document.

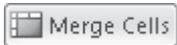


You can preview the table with the number of columns and rows you have specified.

- Click the cell.

Word creates a blank table consisting of five columns and five rows. The cursor is located in the first cell. Because the table is active, Word displays the Design and Layout contextual tabs.

- In the selection area to the left of the table, point to the first row of the table, and then click once to select it.



- On the **Layout** contextual tab, in the **Merge** group, click the **Merge Cells** button. Word combines the five cells in the first row into one cell.



- With the merged cell selected, in the **Alignment** group, click the **Align Center** button. The end-of-cell marker moves to the exact center of the merged cell to indicate that anything you type there will be centered both horizontally and vertically.

- Type **Consultation Estimate**.

The table now has content that looks like a table title.

| Consultation Estimate | | | | |
|-----------------------|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Merged cells are often used for table titles and column headings.

- Click the first cell in the second row, type **Type**, and then press Tab.
- Type **Location**, **Consultant**, **Hourly Rate**, and **Total**, pressing Tab after each entry.

Pressing Tab after the *Total* heading moves the cursor to the first cell of the third row. The table now has a row of column headings.

- Select the column heading row, and then on the Mini Toolbar, click the **Bold** button.
- In the third row, type **Window treatments**, **In home**, **Andy Ruth**, **\$50.00**, and **\$50.00**, pressing Tab after each entry.

You have entered a complete row of data.

- Select the last two rows, and then on the **Layout** tab, in the **Rows & Columns** group, click the **Insert Below** button.



Word adds two new rows and selects them.

- In the last row, click the first cell, hold down the Shift key, and then press the Right Arrow key four times to select the first four cells in the row.

14. In the **Merge** group, click the **Merge Cells** button.

Word combines the selected cells into one cell.



15. In the **Alignment** group, click the **Align Center Right** button.

16. Type **Subtotal**, and then press Tab twice.

Word adds a new row with the same structure to the bottom of the table.

| Consultation Estimate | | | | |
|-----------------------|----------|------------|-------------|---------|
| Type | Location | Consultant | Hourly Rate | Total |
| Window treatments | In-home | Andy Ruth | \$50.00 | \$50.00 |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | |
| | | | | |

When you add a new row, it has the same format as the one it is based on.

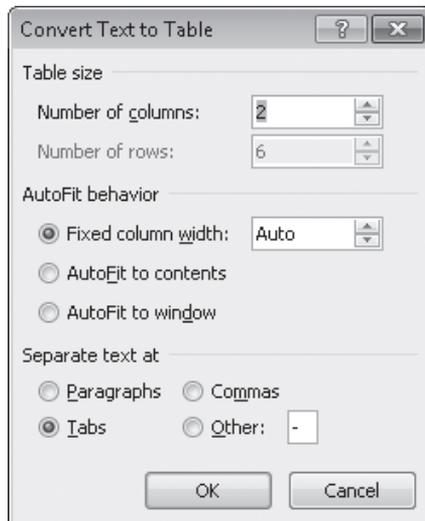
17. Type **Add trip fee**, press Tab twice to add a new row, and then type **Total**.

Now you'll create a different table by converting existing text.

18. Scroll down to the bottom of the document, and select the rows of the tabbed list beginning with **Distance** and ending with **\$20.00**.

19. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.

The Convert Text To Table dialog box opens.



You can separate text into columns based on the symbol you specify.

20. Verify that the **Number of columns** box displays **2**, and then click **OK**.
The selected text appears in a table with two columns and six rows.
21. Click anywhere in the table to release the selection, and then point to the right border of the table. When the pointer changes to two opposing arrows, double-click the border.
Word adjusts the width of the right column to accommodate its longest cell entry.
- Tip** You can also adjust the column width by changing the **Table Column Width** setting in the **Cell Size** group on the **Layout** tab.
22. Point to the **In-Home Trip Charge** table.
Word displays the move handle in the upper-left corner and the size handle in the lower-right corner.
23. Drag the size handle to the right, releasing the mouse button when the right edge of the table aligns approximately with the **4** inch mark on the horizontal ruler.
The width of the table expands.

Carlos Carvallo

Consultation Fee Schedule

| Location | Discount Applies | Hourly Rate |
|----------|------------------|-------------|
| In-home | No | \$50.00 |
| Phone | Yes | \$35.00 |
| In-store | Yes | \$40.00 |

In-Home Trip Charge

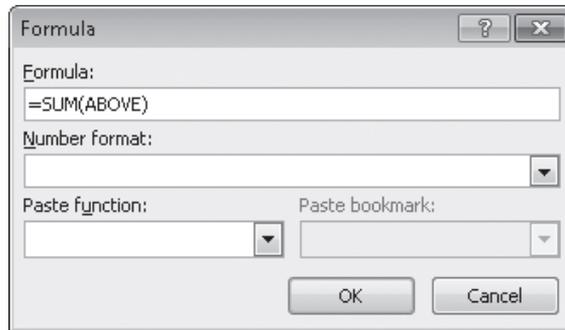
| Distance | Fee |
|---------------|-----------|
| 0-5 miles | No charge |
| 6-10 miles | \$5.50 |
| 11-20 miles | \$7.00 |
| 21-50 miles | \$10.00 |
| Over 50 miles | \$20.00 |

The table is now approximately as wide as the tabbed list above, creating a nice balance.

X CLEAN UP Save the ConsultationB document, and then close it.

Performing Calculations in Tables

When you want to perform calculations with the numbers in a Word table, you can create a formula that uses a built-in mathematical function. You construct a formula by using the tools in the Formula dialog box, which you display by clicking the Formula button in the Data group on the Layout contextual tab.



The Formula dialog box.

A formula consists of an equal sign (=), followed by a function name (such as SUM), followed by parentheses containing the location of the cells you want to use for the calculation. For example, the formula =SUM(Left) totals the cells to the left of the cell containing the formula.

To use a function other than SUM in the Formula dialog box, you click the function you want in the Paste Function list. You can use built-in functions to perform a number of calculations, including averaging (AVERAGE) a set of values, counting (COUNT) the number of values in a column or row, or finding the maximum (MAX) or minimum (MIN) value in a series of cells.

Although formulas commonly refer to the cells above or to the left of the active cell, you can also use the contents of specified cells or constant values in formulas. To use the contents of a cell, you type the cell address in the parentheses following the function name. The cell address is a combination of the column letter and the row number—for example, A1 is the cell at the intersection of the first column and the first row. A series of cells in a row can be addressed as a range consisting of the first cell and the last cell separated by a colon, such as A1:D1. For example, the formula =SUM(A1:D1) totals the values in row 1 of columns A through D. A series of cells in a column can be addressed in the same way. For example, the formula =SUM(A1:A4) totals the values in column A of rows 1 through 4.

Other Layout Options

You can control many aspects of a table in the Table Properties dialog box, which you display by clicking the Properties button in the Table group on the Layout tab. You can set the following options:

- On the Table page, you can specify the width of the entire table, as well as the way it interacts with the surrounding text.
- On the Row page, you can specify the height of each row, whether a row is allowed to break across pages, and whether a row of column headings should be repeated at the top of each page.

Tip The Repeat As Header Row option is available only if the cursor is in the top row of the table.

- On the Column page, you can set the width of each column.
- On the Cell page, you can set the width of cells and the vertical alignment of text within them.

Tip You can also control the widths of selected cells by changing the settings in the Cell Size group on the Layout tab.

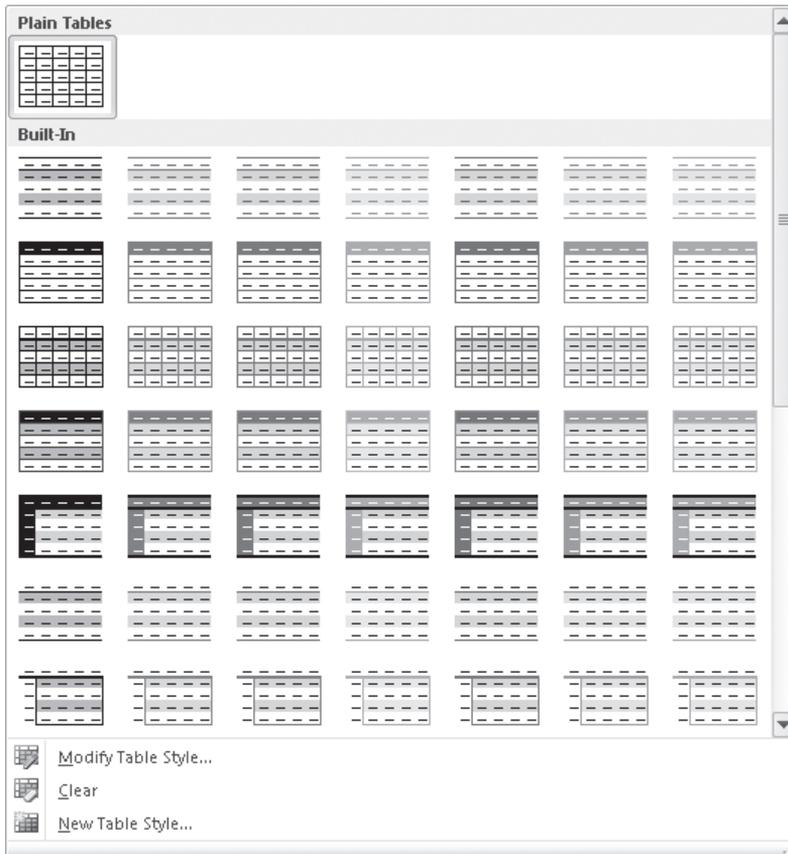
- On either the Table page or Cell page, you can control the margins of cells (how close text comes to the cell border) by clicking Options and specifying top, bottom, left, and right settings.

Tip You can also control the margins by clicking the Cell Margins button in the Alignment group on the Layout tab.

- On the Alt Text page, you can enter text that describes what the table is about.

Formatting Tables

Formatting a table to best convey its data can be a process of trial and error. With Word 2010, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design contextual tab.



The table styles include a variety of borders, colors, and other attributes to give the table a professional look.

If you want to control the appearance of a table more precisely, you can use the commands on the Design and Layout tabs. You can also format the table content. As you saw in the previous exercise, you can apply character formatting to the text in tables just as you would to regular text, by clicking buttons on the Mini Toolbar. You can also click the buttons in the Font group on the Home tab. You can apply paragraph formatting, such as alignment and spacing, by clicking buttons in the Paragraph group on the Home tab. And you can apply both character and paragraph styles from the Quick Styles gallery.

In this exercise, you'll first apply a table style to a table. Then you'll format a table row and column. You'll also apply character and paragraph formatting to various cells so that the table's appearance helps the reader understand its data.



SET UP You need the `RepairCosts_start` document located in your `Chapter05` practice file folder to complete this exercise. Open the `RepairCosts_start` document, and save it as `RepairCosts`. If formatting marks are displayed, hide them, and then follow the steps.

1. Click anywhere in the table, and then on the **Design** tab, point to each thumbnail in the first row of the **Table Styles** gallery to see its live preview.
2. In the **Table Style Options** group, clear the **Banded Rows** check box, and select the **Total Row** check box.

The table style thumbnails no longer have banded rows, reflecting your changes.



3. In the **Table Styles** group, click the **More** button.

The Table Styles gallery appears.

4. Preview all the styles in the gallery. When you finish exploring, click the second thumbnail in the fifth row (**Medium Shading 2 – Accent 1**).

The style needs to be modified to suit the data, but it's a good starting point.

Building Association Estimated Repair Costs

| Item | Repair Type | Quantity | Cost, \$ |
|---------------------|-------------|---------------|----------------|
| Elastomeric Decks | Resurface | 400 sq. ft. | 1,600 |
| Wood Decks | Replace | 1,200 sq. ft. | 6,500 |
| Building Exterior | Repaint | 9,000 sq. ft. | 9,000 |
| Roof | Reseal | 5,000 sq. ft. | 2,700 |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| TOTAL | | | 110,550 |

This table style applies formatting to the header and total rows, the first column, and the text of the table.



5. Select all the cells in the last row by clicking in the selection area to its left. Then in the **Table Styles** group, click the **Borders** arrow, and click **Borders and Shading**.

The Borders And Shading dialog box opens, displaying the borders applied to the selected cells.

6. On the **Borders** page of the dialog box, scroll to the top of the **Style** list, and click the thick black border.
7. In the **Preview** area, click the top border button once to remove the current border, and click again to apply the thick black border.
8. Click the **Shading** tab, and click the **Fill** arrow. Under **Theme Colors** in the palette, click the fifth box in the top row (**Blue, Accent 1**). Then click **OK**.



9. Without moving the selection, on the **Home** tab, in the **Font** group, click the **Font Color** arrow, and under **Theme Colors** in the palette, click the white box. Then press Home to release the selection.

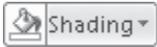
The table now has the same border at the top and bottom.

Building Association Estimated Repair Costs

| Item | Repair Type | Quantity | Cost, \$ |
|---------------------|-------------|---------------|----------------|
| Elastomeric Decks | Resurface | 400 sq. ft. | 1,600 |
| Wood Decks | Replace | 1,200 sq. ft. | 6,500 |
| Building Exterior | Repaint | 9,000 sq. ft. | 9,000 |
| Roof | Reseal | 5,000 sq. ft. | 2,700 |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| TOTAL | | | 110,550 |

You can customize a table style to meet your needs.

10. Point to the left side of the **Elastomeric Decks** cell, and when the pointer changes to a black right-pointing arrow, drag downward to select all the cells in the **Item** column **except** the **TOTAL** cell.



11. On the **Design** tab, in the **Table Styles** group, click the **Shading** arrow, and under **Theme Colors**, click the third box in the blue column (**Blue, Accent 1, Lighter 40%**).



12. Select all the cells containing amounts in the **Cost, \$** column, including the cell with the total. Then on the **Layout** tab, in the **Alignment** group, click the **Align Center Right** button.

Tip If the first row of your table has several long headings that make it difficult to fit the table on one page, you can turn the headings sideways. Simply select the heading row and click the **Text Direction** button in the **Alignment** group on the **Layout** tab.

Now you can judge how well the table displays its data.

Building Association Estimated Repair Costs

| Item | Repair Type | Quantity | Cost, \$ |
|---------------------|-------------|---------------|----------------|
| Elastomeric Decks | Resurface | 400 sq. ft. | 1,600 |
| Wood Decks | Replace | 1,200 sq. ft. | 6,500 |
| Building Exterior | Repaint | 9,000 sq. ft. | 9,000 |
| Roof | Reseal | 5,000 sq. ft. | 2,700 |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| TOTAL | | | 110,550 |

The total now stands out better, and the amounts are easier to read.

Tip If you will need to use this formatted table with different data in the future, you can save it as a **Quick Table**. For information about saving customized tables for future use, see the sidebar “**Quick Tables**” on the next page.



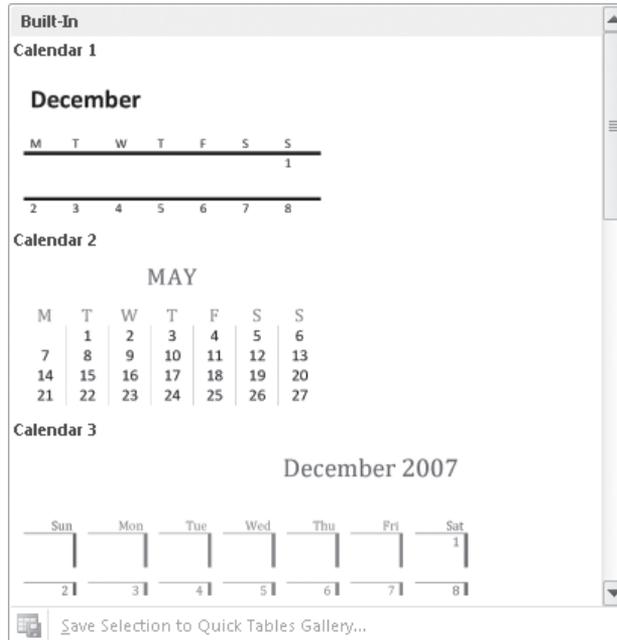
CLEAN UP Save the **RepairCosts** document, and then close it.

Quick Tables

With Word 2010, you can create Quick Tables—preformatted tables with sample data that you can customize. To create a Quick Table:

1. On the Insert tab, in the Tables group, click the Table button, and then point to Quick Tables.

The Quick Tables gallery appears.



The predefined Quick Tables meet several common needs.

2. Scroll through the gallery, noticing the types of tables that are available, and then click the one you want.

For example, this is the Matrix Quick Table.

| City-or-Town | Point-A | Point-B | Point-C | Point-D | Point-E |
|--------------|---------|---------|---------|---------|---------|
| Point-A | — | ⌘ | ⌘ | ⌘ | ⌘ |
| Point-B | 87 | — | ⌘ | ⌘ | ⌘ |
| Point-C | 64 | 56 | — | ⌘ | ⌘ |
| Point-D | 37 | 32 | 91 | — | ⌘ |
| Point-E | 93 | 35 | 54 | 43 | — |

The Matrix Quick Table includes row and column headings, placeholder data, and no summary data, such as totals.

3. On the Design tab, apply formatting to tailor the Quick Table to your needs. For example, here's the Matrix Quick Table after we formatted it.

| City or Town | Point A | Point B | Point C | Point D | Point E |
|--------------|---------|---------|---------|---------|---------|
| Point A | — | | | | |
| Point B | 87 | — | | | |
| Point C | 64 | 56 | — | | |
| Point D | 37 | 32 | 91 | — | |
| Point E | 93 | 35 | 54 | 43 | — |

It is easy to customize a Quick Table for your own needs.

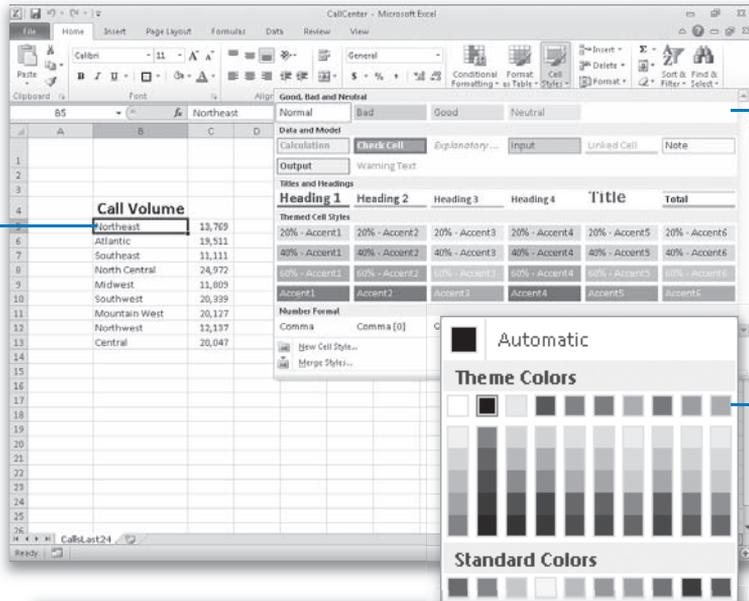
If you will use the table again, you can save it in the Quick Tables gallery. Select the table, display the Quick Tables gallery, and click Save Selection To Quick Tables Gallery. Then in the Create New Building Block dialog box, assign a name to the table, and click OK. Provided you save the Building Blocks template when Word prompts you to, the table will be available in the Quick Tables gallery for future use.

See Also For information about building blocks, see "Inserting Building Blocks" in Chapter 6, "Add Simple Graphic Elements."

Key Points

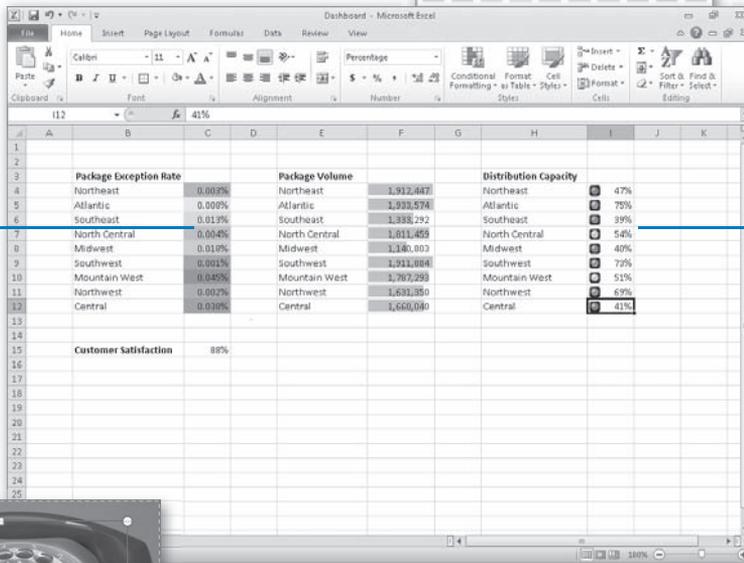
- To vary the layout of a document, you can divide text into columns. You can control the number of columns, the width of the columns, and the space between the columns.
- To clearly present a simple set of data, you can use tabs to create a tabbed list, with custom tab stops controlling the width and alignment of columns.
- You can create a table from scratch, or convert existing text to a table. You can control the size of the table and its individual structural elements.
- By using the built-in table styles, you can quickly apply professional-looking cell and character formatting to a table and its contents.
- You can enhance a table and its contents by applying text attributes, borders, and shading.

Chapter at a Glance



Format cells, page 310

Apply workbook themes and Excel table styles, page 320



Change the appearance of data based on its value, page 332



Add images to worksheets, page 339

11

Change Workbook Appearance

In this chapter, you will learn how to

- ✓ Format cells.
 - ✓ Define styles.
 - ✓ Apply workbook themes and Excel table styles.
 - ✓ Make numbers easier to read.
 - ✓ Change the appearance of data based on its value.
 - ✓ Add images to worksheets.
-

Entering data into a workbook efficiently saves you time, but you must also ensure that your data is easy to read. Microsoft Excel 2010 gives you a wide variety of ways to make your data easier to understand; for example, you can change the font, character size, or color used to present a cell's contents. Changing how data appears on a worksheet helps set the contents of a cell apart from the contents of surrounding cells. The simplest example of that concept is a data label. If a column on your worksheet contains a list of days, you can easily set apart a label (for example, *Day*) by presenting it in bold type that's noticeably larger than the type used to present the data to which it refers. To save time, you can define a number of custom formats and then apply them quickly to the desired cells.

You might also want to specially format a cell's contents to reflect the value in that cell. For example, Lori Penor, the chief operating officer of Consolidated Messenger, might want to create a worksheet that displays the percentage of improperly delivered packages from each regional distribution center. If that percentage exceeds a threshold, she could have Excel display a red traffic light icon, indicating that the center's performance is out of tolerance and requires attention.

In this chapter, you'll learn how to change the appearance of data, apply existing formats to data, make numbers easier to read, change data's appearance based on its value, and add images to worksheets.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter11 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Formatting Cells

Excel spreadsheets can hold and process lots of data, but when you manage numerous spreadsheets it can be hard to remember from a worksheet's title exactly what data is kept in that worksheet. Data labels give you and your colleagues information about data in a worksheet, but it's important to format the labels so that they stand out visually. To make your data labels or any other data stand out, you can change the format of the cells that hold your data.

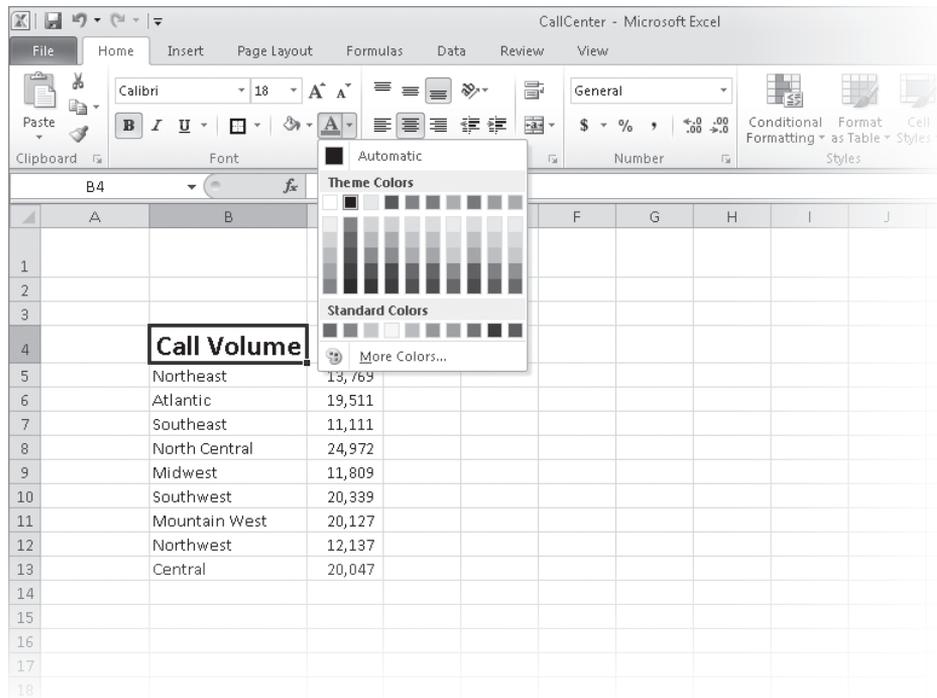
| | A | B | C | D | E | F |
|----|---|--------------------|--------|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | Call Volume | | | | |
| 5 | | Northeast | 13,769 | | | |
| 6 | | Atlantic | 19,511 | | | |
| 7 | | Southeast | 11,111 | | | |
| 8 | | North Central | 24,972 | | | |
| 9 | | Midwest | 11,809 | | | |
| 10 | | Southwest | 20,339 | | | |
| 11 | | Mountain West | 20,127 | | | |
| 12 | | Northwest | 12,137 | | | |
| 13 | | Central | 20,047 | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |

Include data labels to identify the data in a worksheet.

Most of the tools you need to change a cell's format can be found on the Home tab. You can apply the formatting represented on a button by selecting the cells you want to apply the style to and then clicking that button. If you want to set your data labels apart by making them appear bold, click the Bold button. If you have already made a cell's contents bold, selecting the cell and clicking the Bold button will remove the formatting.

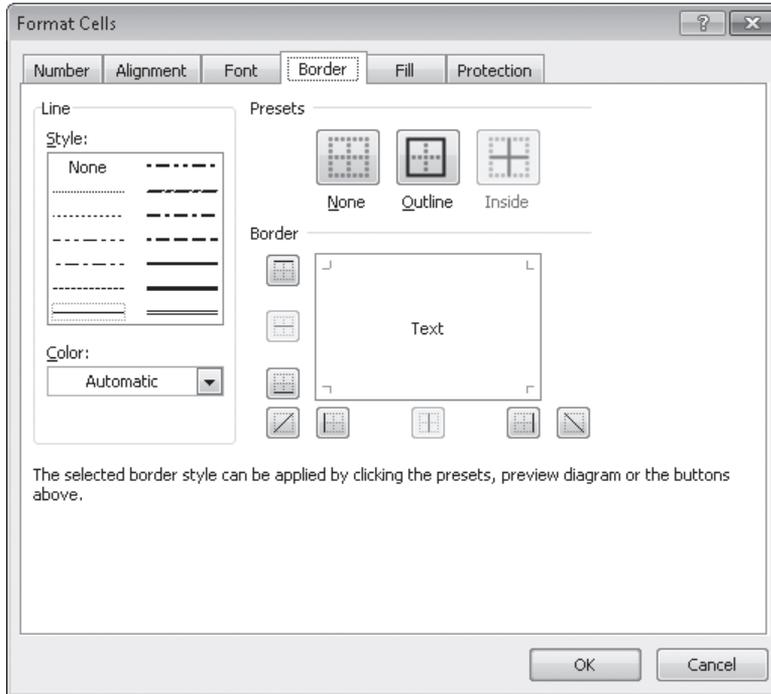
Tip Deleting a cell's contents doesn't delete the cell's formatting. To delete a selected cell's formatting, on the Home tab, in the Editing group, click the Clear button (which looks like an eraser), and then click Clear Formats. Clicking Clear All from the same list will remove the cell's contents and formatting.

Buttons in the Home tab's Font group that give you choices, such as the Font Color button, have an arrow at the right edge of the button. Clicking the arrow displays a list of options accessible for that button, such as the fonts available on your system or the colors you can assign to a cell.



The Font Color gallery.

Another way you can make a cell stand apart from its neighbors is to add a border around the cell. To place a border around one or more cells, select the cells, and then choose the border type you want by selecting from the Border list in the Font group. Excel does provide more options: To display the full range of border types and styles, in the Border list, click More Borders. The Format Cells dialog box opens, displaying the Border page.



The Border page of the Format Cells dialog box contains the full range of tools you can use to define your cells' borders.

You can also make a group of cells stand apart from its neighbors by changing its shading, which is the color that fills the cells. On a worksheet that tracks total package volume for the past month, Lori Penor could change the fill color of the cells holding her data labels to make the labels stand out even more than by changing the labels' text formatting.

Tip You can display the most commonly used formatting controls by right-clicking a selected range. When you do, a Mini Toolbar containing a subset of the Home tab formatting tools appears above the shortcut menu.

If you want to change the attributes of every cell in a row or column, you can click the header of the row or column you want to modify and then select your desired format.

One task you can't perform by using the tools on the Home tab is to change the standard font for a workbook, which is used in the Name box and on the formula bar. The standard font when you install Excel is Calibri, a simple font that is easy to read on a computer screen and on the printed page. If you want to choose another font, click the File tab, and then click Options. On the General page of the Excel Options dialog box, set the values in the Use This Font and Font Size list boxes to pick your new display font.

Important The new standard font doesn't take effect until you exit Excel and restart the program.

In this exercise, you'll emphasize a worksheet's title by changing the format of cell data, adding a border to a cell range, and then changing a cell range's fill color. After those tasks are complete, you'll change the default font for the workbook.



SET UP You need the *VehicleMileSummary_start* workbook located in your Chapter11 practice file folder to complete this exercise. Start Excel, open the *VehicleMileSummary_start* workbook, and save it as *VehicleMileSummary*. Then follow the steps.

1. Click cell **D2**.
2. On the **Home** tab, in the **Font** group, click the **Bold** button.
Excel displays the cell's contents in bold type.
3. In the **Font** group, click the **Font Size** arrow, and then in the list, click **18**.
Excel increases the size of the text in cell D2.

B

11

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|---|-----------|--------|-----------------------------|-----------|----------|--------|----------|---|---|---|---|
| 1 | | | | | | | | | | | | |
| 2 | | | | Vehicle Mile Summary | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | Day | | | | | | | | |
| 5 | | VehicleID | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | |
| 6 | | V101 | 159 | 144 | 124 | 108 | 125 | 165 | | | | |
| 7 | | V102 | 113 | 106 | 111 | 116 | 119 | 97 | | | | |
| 8 | | V103 | 87 | 154 | 124 | 128 | 111 | 100 | | | | |
| 9 | | V104 | 137 | 100 | 158 | 96 | 127 | 158 | | | | |
| 10 | | V105 | 86 | 132 | 154 | 97 | 154 | 165 | | | | |
| 11 | | V106 | 159 | 163 | 155 | 101 | 89 | 160 | | | | |
| 12 | | V107 | 111 | 165 | 155 | 92 | 91 | 94 | | | | |
| 13 | | V108 | 101 | 162 | 123 | 87 | 93 | 140 | | | | |
| 14 | | V109 | 164 | 159 | 116 | 97 | 149 | 120 | | | | |
| 15 | | V110 | 100 | 107 | 143 | 144 | 152 | 132 | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |

Larger text simulates a page header.

4. Click cell **B5**, hold down the Ctrl key, and click cell **C4** to select the non-contiguous cells.
5. On the **Home** tab, in the **Font** group, click the **Bold** button.
Excel displays the cells' contents in bold type.
6. Select the cell ranges **B6:B15** and **C5:H5**.
7. In the **Font** group, click the **Italic** button.
Excel displays the cells' contents in italic type.



| | A | B | C | D | E | F | G | H | I | J |
|----|---|------------------|-----------------------------|----------------|------------------|-----------------|---------------|-----------------|---|---|
| 1 | | | | | | | | | | |
| 2 | | | Vehicle Mile Summary | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | Day | | | | | | | |
| 5 | | VehicleID | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> | | |
| 6 | | V101 | 159 | 144 | 124 | 108 | 125 | 165 | | |
| 7 | | V102 | 113 | 106 | 111 | 116 | 119 | 97 | | |
| 8 | | V103 | 87 | 154 | 124 | 128 | 111 | 100 | | |
| 9 | | V104 | 137 | 100 | 158 | 96 | 127 | 158 | | |
| 10 | | V105 | 86 | 132 | 154 | 97 | 154 | 165 | | |
| 11 | | V106 | 159 | 163 | 155 | 101 | 89 | 160 | | |
| 12 | | V107 | 111 | 165 | 155 | 92 | 91 | 94 | | |
| 13 | | V108 | 101 | 162 | 123 | 87 | 93 | 140 | | |
| 14 | | V109 | 164 | 159 | 116 | 97 | 149 | 120 | | |
| 15 | | V110 | 100 | 107 | 143 | 144 | 152 | 132 | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |

Local formatting such as bold and italic emphasizes cell content.

8. Select the cell range **C6:H15**.
9. In the **Font** group, click the **Border** arrow, and then in the list, click **Outside Borders**.



Excel places a border around the outside edge of the selected cells.

10. Select the cell range **B4:H15**.
11. In the **Border** list, click **Thick Box Border**.

Excel places a thick border around the outside edge of the selected cells.

12. Select the cell ranges **B4:B15** and **C4:H5**.



13. In the **Font** group, click the **Fill Color** arrow, and then in the **Standard Colors** area of the color palette, click the yellow button.

Excel changes the selected cells' background color to yellow.

| VehicleID | Day | | | | | |
|-----------|--------|---------|-----------|----------|--------|----------|
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| V101 | 159 | 144 | 124 | 108 | 125 | 165 |
| V102 | 113 | 106 | 111 | 116 | 119 | 97 |
| V103 | 87 | 154 | 124 | 128 | 111 | 100 |
| V104 | 137 | 100 | 158 | 96 | 127 | 158 |
| V105 | 86 | 132 | 154 | 97 | 154 | 165 |
| V106 | 159 | 163 | 155 | 101 | 89 | 160 |
| V107 | 111 | 165 | 155 | 92 | 91 | 94 |
| V108 | 101 | 162 | 123 | 87 | 93 | 140 |
| V109 | 164 | 159 | 116 | 97 | 149 | 120 |
| V110 | 100 | 107 | 143 | 144 | 152 | 132 |

You can distinguish header cells from other cells by applying a background color.

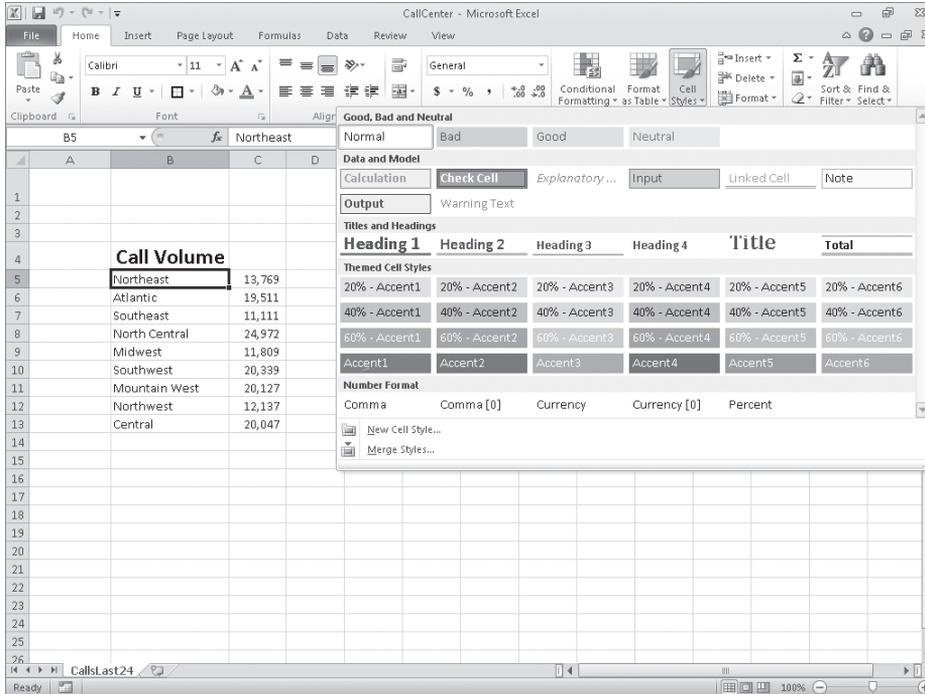
Troubleshooting The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

14. Click the **File** tab, and then click **Options**.
The Excel Options dialog box opens.
15. If necessary, click **General** to display the **General** page.
16. In the **When creating new workbooks** area, in the **Use this font** list, click **Verdana**.
Verdana appears in the Use This Font field.
17. Click **Cancel**.
The Excel Options dialog box closes without saving your change.

✖ CLEAN UP Save the **VehicleMileSummary** workbook, and then close it.

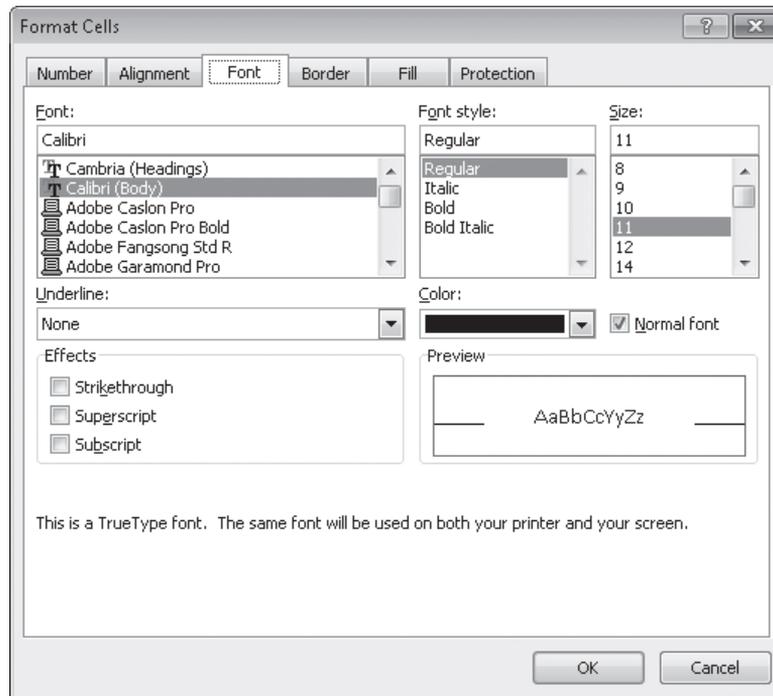
Defining Styles

As you work with Excel, you will probably develop preferred formats for data labels, titles, and other worksheet elements. Instead of adding a format's characteristics one element at a time to the target cells, you can have Excel store the format and recall it as needed. You can find the predefined formats by displaying the Home tab, and then in the Styles group, clicking Cell Styles.



You can choose a style from the Cell Styles gallery, or create a custom style.

Clicking a style from the Cell Styles gallery applies the style to the selected cells, but Excel also displays a live preview of a format when you point to it. If none of the existing styles is what you want, you can create your own style by clicking New Cell Style at the bottom of the gallery to display the Style dialog box. In the Style dialog box, type the name of your new style in the Style Name field, and then click Format. The Format Cells dialog box opens.



A custom style can include number, alignment, font, and border formatting.

After you set the characteristics of your new style, click OK to make your style available in the Cell Styles gallery. If you ever want to delete a custom style, display the Cell Styles gallery, right-click the style, and then click Delete.

If all you want to do is apply formatting from one cell to the contents of another cell, use the Format Painter tool in the Clipboard group on the Home tab. Just click the cell that has the format you want to copy, click the Format Painter button, and then click the cells to which you want to apply the copied format. To apply the same formatting to multiple cells, double-click the Format Painter button and then click the target cells. When you're done applying the formatting, press the Esc key.

In this exercise, you'll create a style and apply the new style to a data label.



SET UP You need the *HourlyExceptions_start* workbook located in your Chapter11 practice file folder to complete this exercise. Open the *HourlyExceptions_start* workbook, and save it as *HourlyExceptions*. Then follow the steps.

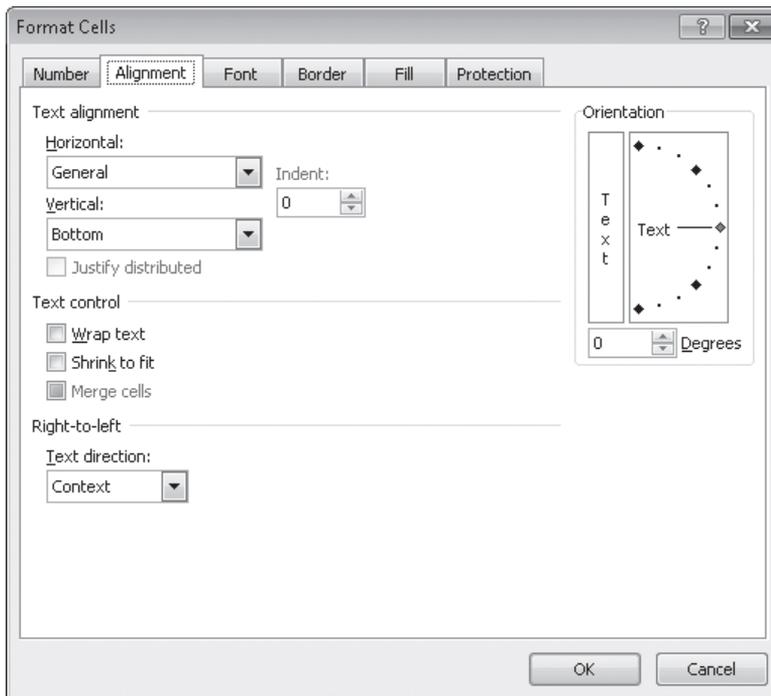


1. On the **Home** tab, in the **Styles** group, click **Cell Styles**, and then click **New Cell Style**.
The Style dialog box opens.



The elements of the current style are described in the Cell Style dialog box.

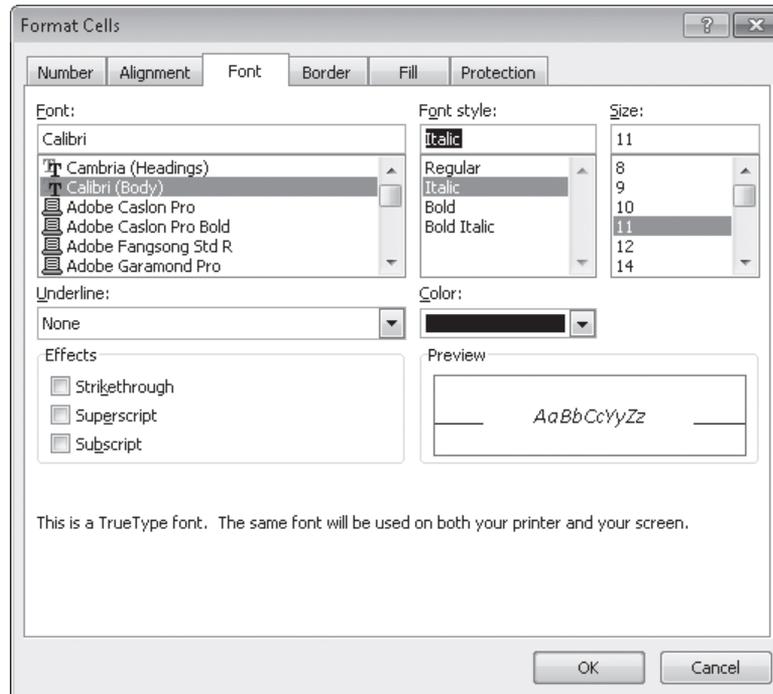
2. In the **Style name** field, type **Crosstab Column Heading**.
3. Click the **Format** button. In the **Format Cells** dialog box, click the **Alignment** tab.



You can specify the alignment and direction of text.

4. In the **Horizontal** list, click **Center**.
5. Click the **Font** tab.
6. In the **Font style** list, click **Italic**.

The text in the Preview pane appears in italicized text.

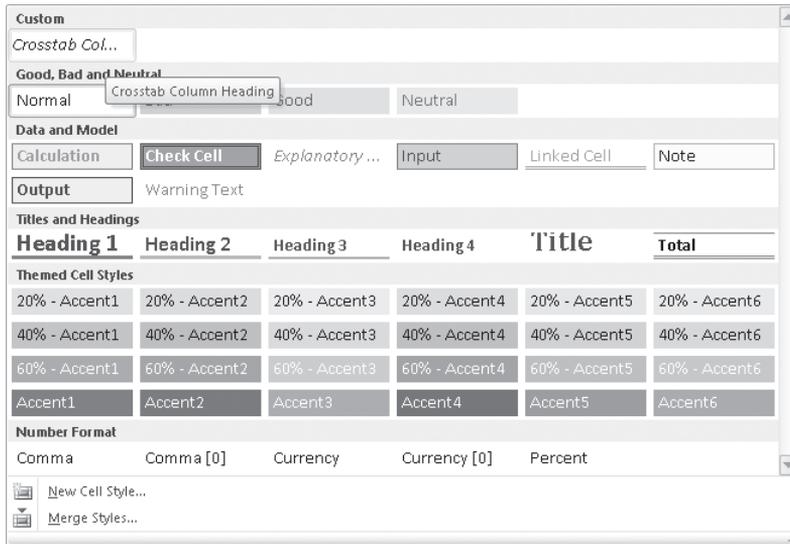


You can make changes on multiple pages of the Format Cells dialog box before closing it.

7. Click the **Number** tab.
The Number page of the Format Cells dialog box is displayed.
8. In the **Category** list, click **Time**.
The available time formats appear.
9. In the **Type** pane, click **1:30 PM**.
10. Click **OK** to save your changes.
The Format Cells dialog box closes, and your new style's definition appears in the Style dialog box.
11. Click **OK**.
The Style dialog box closes.
12. Select cells **C4:N4**.

13. On the **Home** tab, in the **Styles** group, click **Cell Styles**.

The Cell Styles gallery opens.



Your new style appears at the top of the gallery, in the Custom group.

14. Click the **Crosstab Column Heading** style.

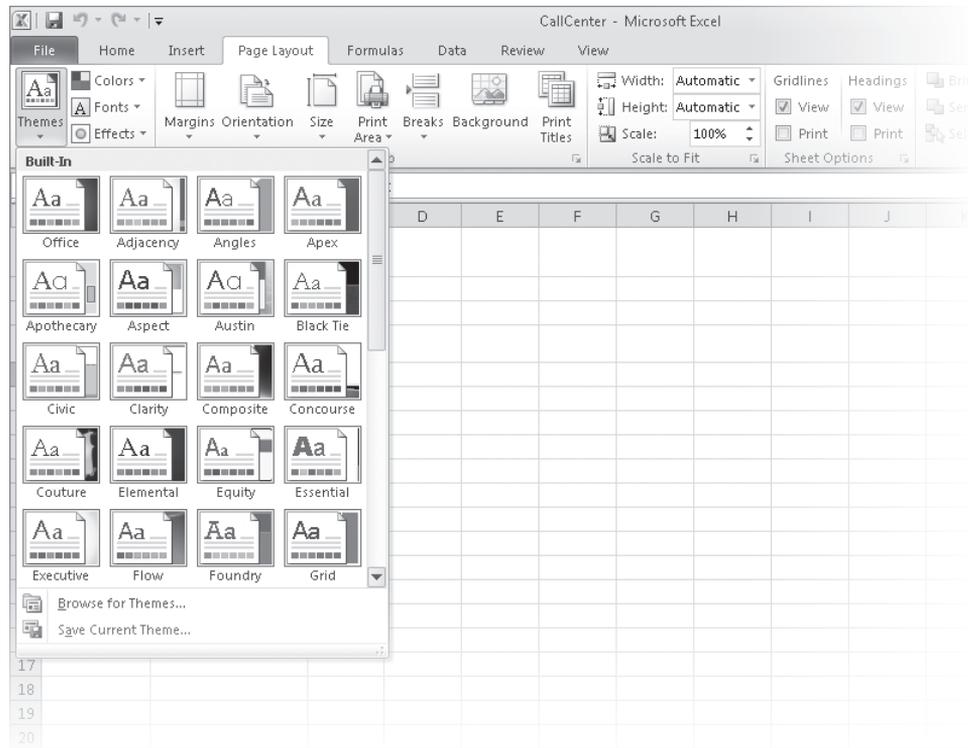
Excel applies your new style to the selected cells.

✖ CLEAN UP Save the *HourlyExceptions* workbook, and then close it.

Applying Workbook Themes and Excel Table Styles

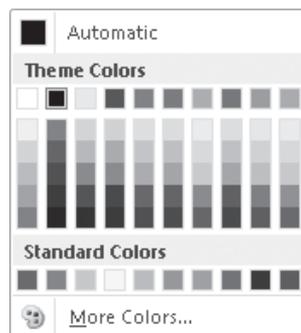
Microsoft Office 2010 includes powerful design tools that enable you to create attractive, professional documents quickly. The Excel product team implemented the new design capabilities by defining workbook themes and Excel table styles. A theme is a way to specify the fonts, colors, and graphic effects that appear in a workbook. Excel comes with many themes installed.

To apply an existing workbook theme, display the Page Layout tab. Then, in the Themes group, click Themes, and click the theme you want to apply to your workbook. By default, Excel applies the Office theme to your workbooks.



You can choose from among dozens of preformatted visual themes.

When you want to format a workbook element, Excel displays colors that are available within the active theme. For example, selecting a worksheet cell and then clicking the Font Color arrow displays a palette of colors. The theme colors appear at the top of the color palette—the standard colors and the More Colors link, which displays the Colors dialog box, appear at the bottom of the palette.

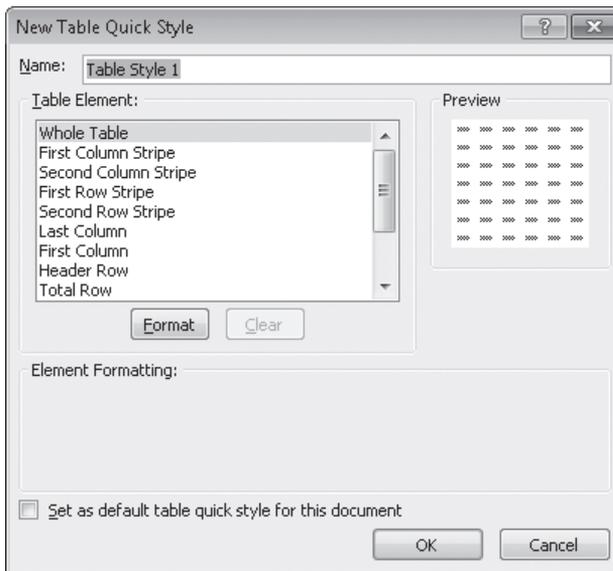


If you format workbook elements by using colors from the Theme Colors area, applying a different theme changes that object's colors.

You can change a theme's colors, fonts, and graphic effects by displaying the Page Layout tab and then, in the Themes group, selecting new values from the Colors, Fonts, and Effects lists. To save your changes as a new theme, display the Page Layout tab, and in the Themes group, click Themes, and then click Save Current Theme. Use the controls in the Save Current Theme dialog box that opens to record your theme for later use. Later, when you click the Themes button, your custom theme will appear at the top of the gallery.

Tip When you save a theme, you save it as an Office Theme file. You can apply the theme to other Office 2010 documents as well.

Just as you can define and apply themes to entire workbooks, you can apply and define Excel table styles. You select an Excel table's initial style when you create it; to create a new style, display the Home tab, and in the Styles group, click Format As Table. In the Format As Table gallery, click New Table Style to display the New Table Quick Style dialog box.



You can apply a standard Excel table style or create a custom table style.

Type a name for the new style, select the first table element you want to format, and then click **Format** to display the **Format Cells** dialog box. Define the element's formatting, and then click **OK**. When the **New Table Quick Style** dialog box reopens, its **Preview** pane displays the overall table style and the **Element Formatting** area describes the selected element's appearance. Also, in the **Table Element** list, Excel displays the element's name in bold to indicate it has been changed. To make the new style the default for new Excel tables created in the current workbook, select the **Set As Default Table Quick Style For This Document** check box. When you click **OK**, Excel saves the new table style.

Tip To remove formatting from a table element, click the name of the table element and then click the **Clear** button.

In this exercise, you'll create a new workbook theme, change a workbook's theme, create a new table style, and apply the new style to an Excel table.



SET UP You need the *HourlyTracking_start* workbook located in your **Chapter11 practice file folder** to complete this exercise. Open the *HourlyTracking_start* workbook, and save it as *HourlyTracking*. Then follow the steps.

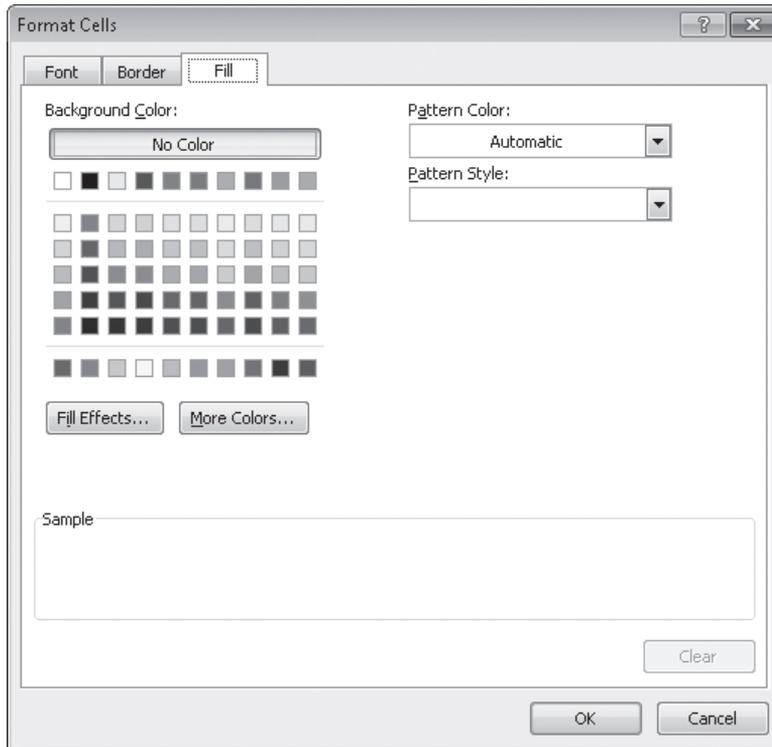


1. If necessary, click any cell in the Excel table.
2. On the **Home** tab, in the **Styles** group, click **Format as Table**, and then click the style at the upper-left corner of the **Table Styles** gallery.
Excel applies the style to the table.
3. On the **Home** tab, in the **Styles** group, click **Format as Table**, and then click **New Table Style**.
The **New Table Quick Style** dialog box opens.
4. In the **Name** field, type **Exception Default**.
5. In the **Table Element** list, click **Header Row**.
6. Click **Format**.

The **Format Cells** dialog box opens.

7. Click the **Fill** tab.

The Fill page is displayed.



The fill colors shown in the palette are specific to the currently applied theme.

8. In the first row of color squares, just below the **No Color** button, click the third square from the left.

The new background color appears in the Sample pane of the dialog box.

9. Click **OK**.

The Format Cells dialog box closes. When the New Table Quick Style dialog box reopens, the Header Row table element appears in bold, and the Preview pane's header row is shaded.

10. In the **Table Element** list, click **Second Row Stripe**, and then click **Format**.

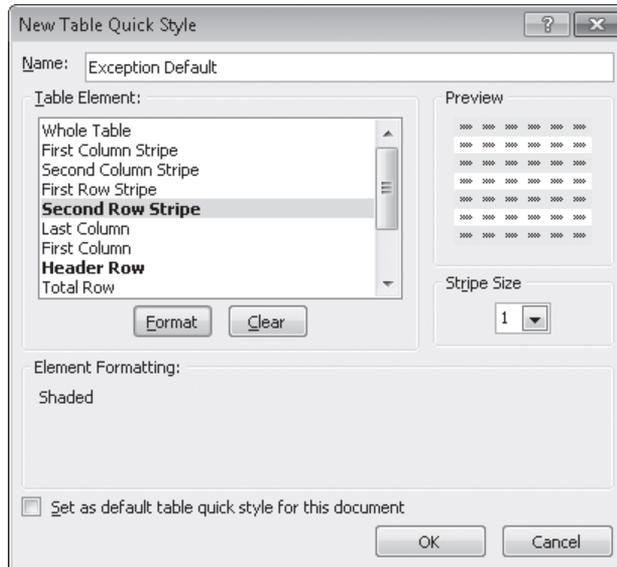
The Format Cells dialog box opens.

11. Just below the **No Color** button, click the third square from the left again.

The new background color appears in the Sample pane of the dialog box.

12. Click **OK**.

The Format Cells dialog box closes. When the New Table Quick Style dialog box reopens, the Second Row Stripe table element appears in bold, and every second row is shaded in the Preview pane.



The effect of your changes is shown in the Preview area.

13. Click **OK**.

The New Table Quick Style dialog box closes.

14. On the **Home** tab, in the **Styles** group, click **Format as Table**. In the gallery, in the **Custom** area, click the new format.

Excel applies the new format.

15. On the **Page Layout** tab, in the **Themes** group, click the **Fonts** arrow, and then in the list, click **Verdana**.

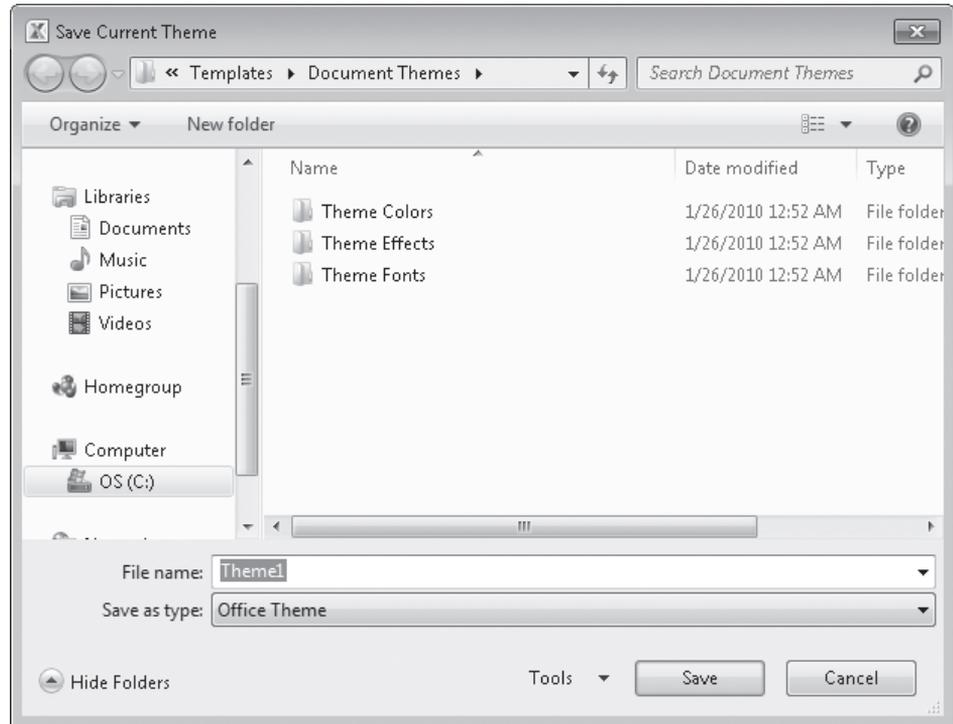
Excel changes the theme's font to Verdana (which is part of the Aspect font set).

| Day | Region | Hour | Exceptions |
|-----------|---------------|---------|------------|
| 7/29/2010 | Northeast | 5:00 PM | 104 |
| 7/29/2010 | Atlantic | 5:00 PM | 37 |
| 7/29/2010 | Southeast | 5:00 PM | 22 |
| 7/29/2010 | North Central | 5:00 PM | 19 |
| 7/29/2010 | Midwest | 5:00 PM | 37 |
| 7/29/2010 | Southwest | 5:00 PM | 72 |
| 7/29/2010 | Mountain West | 5:00 PM | 8 |
| 7/29/2010 | Northwest | 5:00 PM | 35 |
| 7/29/2010 | Central | 5:00 PM | 14 |
| 7/29/2010 | Northeast | 6:00 PM | 119 |
| 7/29/2010 | Atlantic | 6:00 PM | 44 |
| 7/29/2010 | Southeast | 6:00 PM | 37 |
| 7/29/2010 | North Central | 6:00 PM | 28 |
| 7/29/2010 | Midwest | 6:00 PM | 45 |
| 7/29/2010 | Southwest | 6:00 PM | 75 |
| 7/29/2010 | Mountain West | 6:00 PM | 10 |
| 7/29/2010 | Northwest | 6:00 PM | 44 |
| 7/29/2010 | Central | 6:00 PM | 17 |

After changing a theme's colors, fonts, or effects, you can save the theme for reuse as a custom theme.

16. In the **Themes** group, click the **Themes** button, and then click **Save Current Theme**.

The Save Current Theme dialog box opens.



Custom themes are stored with other Office templates.

17. In the **File name** field, type **Verdana Office**, and then click **Save**.
Excel saves your theme.
18. In the **Themes** group, click the **Themes** button, and then click **Origin**.
Excel applies the new theme to your workbook.

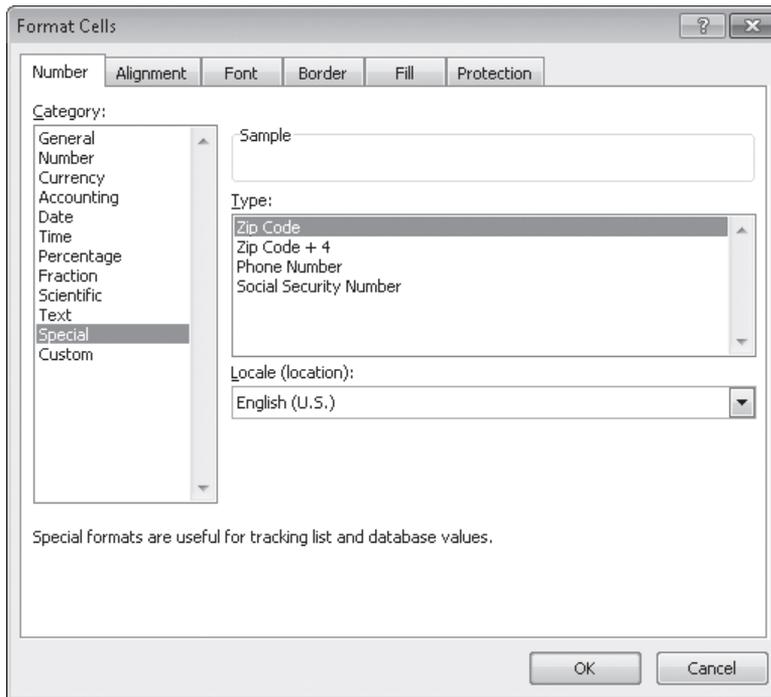
✘ CLEAN UP Save the **HourlyTracking** workbook, and then close it.

Making Numbers Easier to Read

Changing the format of the cells in your worksheet can make your data much easier to read, both by setting data labels apart from the actual data and by adding borders to define the boundaries between labels and data even more clearly. Of course, using formatting options to change the font and appearance of a cell's contents doesn't help with idiosyncratic data types such as dates, phone numbers, or currency values.

As an example, consider U.S. phone numbers. These numbers are 10 digits long and have a 3-digit area code, a 3-digit exchange, and a 4-digit line number written in the form (###) ###-####. Although it's certainly possible to type a phone number with the expected formatting in a cell, it's much simpler to type a sequence of 10 digits and have Excel change the data's appearance.

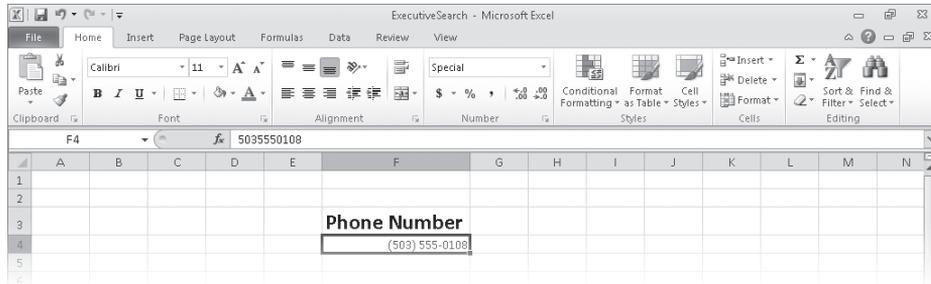
You can tell Excel to expect a phone number in a cell by opening the Format Cells dialog box to the Number page and displaying the formats available for the Special category.



The Type list displays special formats that are specific to the location selected in the Locale list.

Clicking Phone Number in the Type list tells Excel to format 10-digit numbers in the standard phone number format. You can see this in operation if you compare the contents of the active cell and the contents of the formula box for a cell with the Phone Number formatting.

Troubleshooting If you type a 9-digit number in a field that expects a phone number, you won't see an error message; instead, you'll see a 2-digit area code. For example, the number 425550012 would be displayed as (42) 555-0012. An 11-digit number would be displayed with a 4-digit area code. If the phone number doesn't look right, you probably left out a digit or included an extra one, so you should make sure your entry is correct.



The Phone Number format applied to the number shown in the formula box.

Just as you can instruct Excel to expect a phone number in a cell, you can also have it expect a date or a currency amount. You can make those changes from the Format Cells dialog box by choosing either the Date category or the Currency category. The Date category enables you to pick the format for the date (and determine whether the date's appearance changes due to the Locale setting of the operating system on the computer viewing the workbook). In a similar vein, selecting the Currency category displays controls to set the number of places after the decimal point, the currency symbol to use, and the way in which Excel should display negative numbers.

Tip The Excel user interface enables you to make the most common format changes by displaying the Home tab of the ribbon and then, in the Number group, either clicking a button representing a built-in format or selecting a format from the Number Format list.

You can also create a custom numeric format to add a word or phrase to a number in a cell. For example, you can add the phrase *per month* to a cell with a formula that calculates average monthly sales for a year to ensure that you and your colleagues will recognize the figure as a monthly average. To create a custom number format, click the Home tab, and then click the Number dialog box launcher (found at the bottom right corner of the Number group on the ribbon) to display the Format Cells dialog box. Then, if necessary, click the Number tab.

In the Category list, click Custom to display the available custom number formats in the Type list. You can then click the base format you want and modify it in the Type box. For example, clicking the 0.00 format causes Excel to format any number in a cell with two digits to the right of the decimal point.

Tip The zeros in the format indicate that the position in the format can accept any number as a valid value.

To customize the format, click in the Type box and add any symbols or text you want to the format. For example, typing a dollar (\$) sign to the left of the existing format and then typing "*per month*" (including quote marks) to the right of the existing format causes the number 1500 to be displayed as *\$1500.00 per month*.

Important You need to enclose any text to be displayed as part of the format in quotes so that Excel recognizes the text as a string to be displayed in the cell.

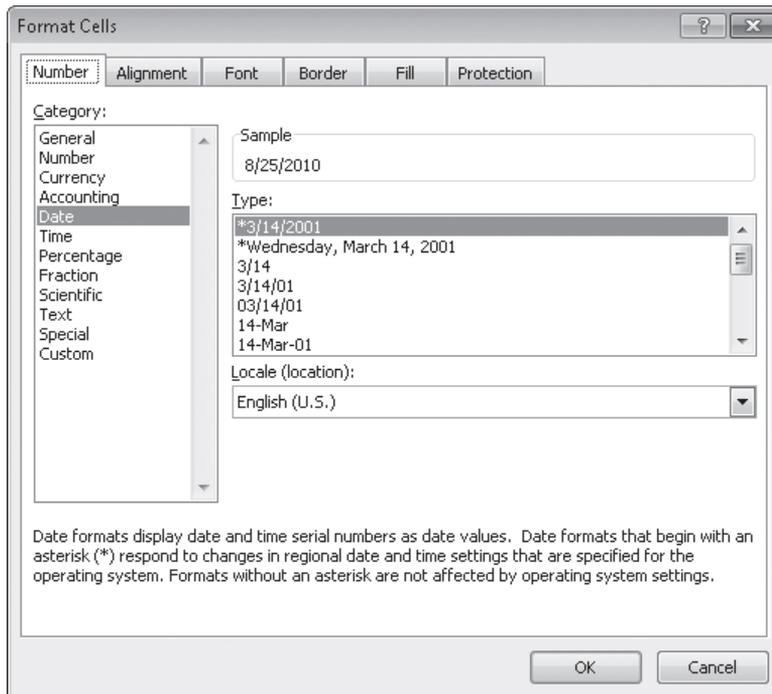
In this exercise, you'll assign date, phone number, and currency formats to ranges of cells.



SET UP You need the `ExecutiveSearch_start` workbook located in your Chapter11 practice file folder to complete this exercise. Open the `ExecutiveSearch_start` workbook, and save it as *ExecutiveSearch*. Then follow the steps.

1. Click cell **A3**.
 2. On the **Home** tab, click the **Font** dialog box launcher.
- The Format Cells dialog box opens.
3. If necessary, click the **Number** tab.
 4. In the **Category** list, click **Date**.

The Type list appears with a list of date formats.



The Type list displays date formats that are specific to the location selected in the Locale list.

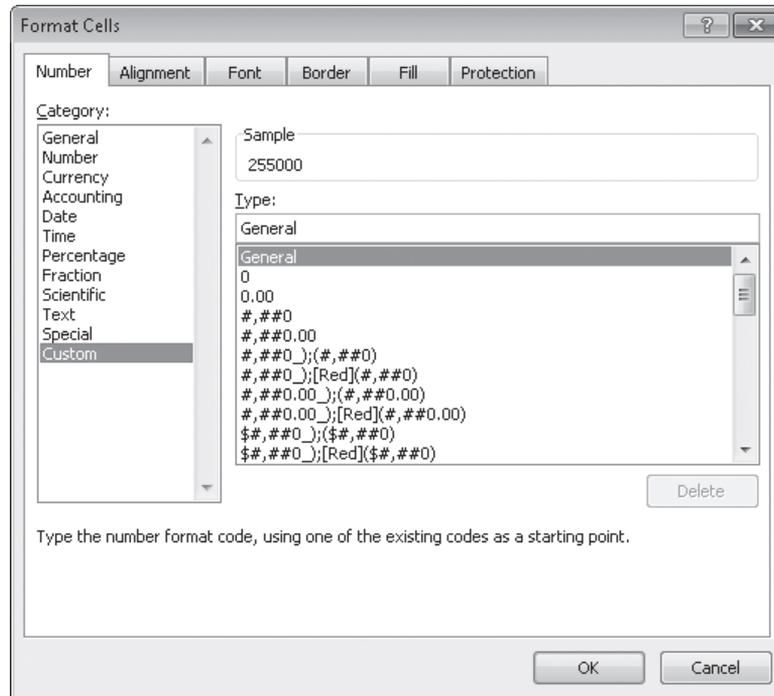
5. In the **Type** list, click **3/14/01**.
6. Click **OK** to assign the chosen format to the cell.

Excel displays the contents of cell A3 to reflect the new format.



7. Click cell **G3**.
8. On the **Home** tab, in the **Number** group, click the **Number Format** button's down arrow and then click **More Number Formats**.
9. If necessary, click the **Number** tab in the **Format Cells** dialog box.
10. In the **Category** list, click **Special**.
The Type list appears with a list of special formats.
11. In the **Type** list, click **Phone Number**, and then click **OK**.
Excel displays the contents of the cell as (425) 555-0102, matching the format you selected, and the Format Cells dialog box closes.
12. Click cell **H3**.
13. Click the **Font** dialog box launcher.
14. In the **Format Cells** dialog box that opens, click the **Number** tab.
15. In the **Category** list, click **Custom**.

The contents of the Type list are updated to reflect your choice.

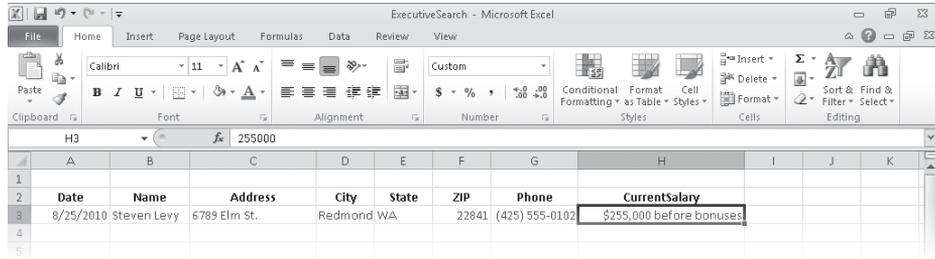


The Sample area displays a preview of the currently selected number format.

16. In the **Type** list, click the **#,##0** item.

17. In the **Type** box, click to the left of the existing format, and type **\$**. Then click to the right of the format, and type “ **before bonuses**” (note the space after the opening quote).
18. Click **OK**.

The Format Cells dialog box closes.



The custom number formatting is applied to the value in the active cell.

✕ CLEAN UP Save the ExecutiveSearch workbook, and then close it.

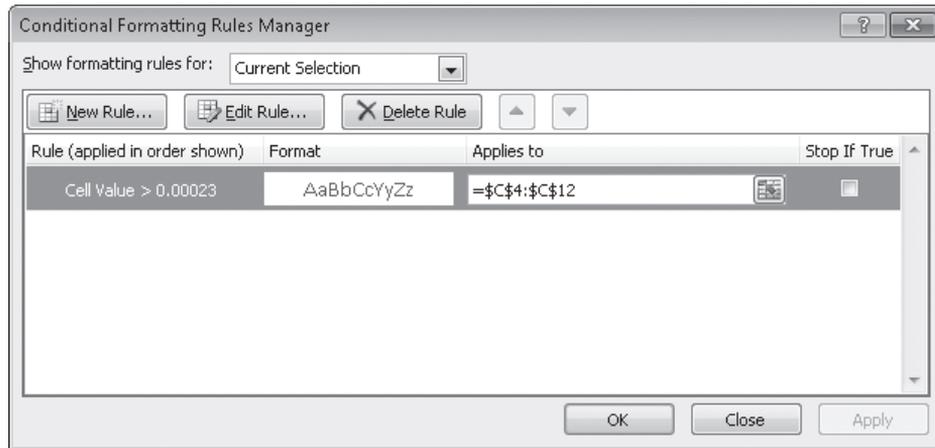
Changing the Appearance of Data Based on Its Value

Recording package volumes, vehicle miles, and other business data in a worksheet enables you to make important decisions about your operations. And as you saw earlier in this chapter, you can change the appearance of data labels and the worksheet itself to make interpreting your data easier.

Another way you can make your data easier to interpret is to have Excel change the appearance of your data based on its value. These formats are called conditional formats because the data must meet certain conditions, defined in conditional formatting rules, to have a format applied to it. For example, if chief operating officer Lori Penor wanted to highlight any Thursdays with higher-than-average weekday package volumes, she could define a conditional format that tests the value in the cell recording total sales and changes the format of the cell's contents when the condition is met.

To create a conditional format, you select the cells to which you want to apply the format, display the Home tab, and then in the Styles group, click Conditional Formatting to display a menu of possible conditional formats. In Excel, you can define conditional formats that change how the program displays data in cells that contain values above or below the average values of the related cells, that contain values near the top or bottom of the value range, or that contain values duplicated elsewhere in the selected range.

When you select which kind of condition to create, Excel displays a dialog box that contains fields and controls you can use to define your rule. To display all of the rules for the selected cells, display the Home tab, and then in the Styles group, click Conditional Formatting. On the menu, click Manage Rules to display the Conditional Formatting Rules Manager.



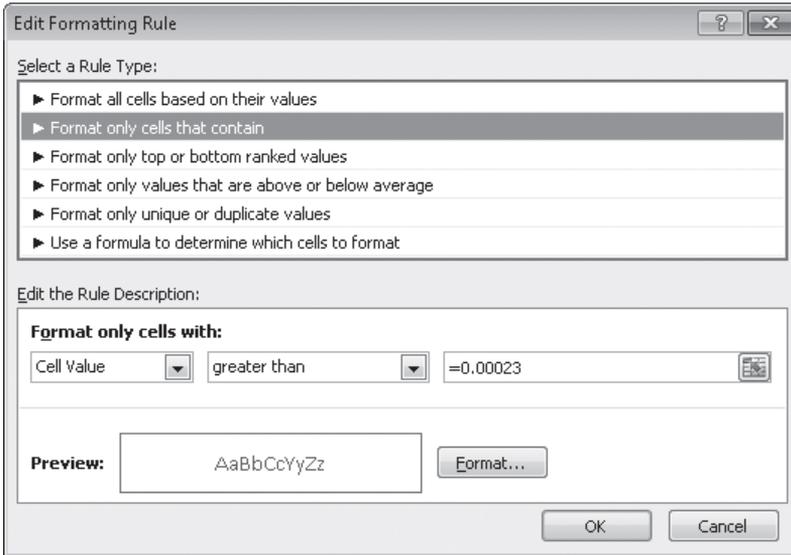
The Conditional Formatting Rules Manager.

The Conditional Formatting Rules Manager enables you to control your conditional formats in the following ways:

- Create a new rule by clicking the New Rule button.
- Change a rule by clicking the rule and then clicking the Edit Rule button.
- Remove a rule by clicking the rule and then clicking the Delete Rule button.
- Move a rule up or down in the order by clicking the rule and then clicking the Move Up button or Move Down button.
- Control whether Excel continues evaluating conditional formats after it finds a rule to apply by selecting or clearing a rule's Stop If True check box.
- Save any new rules and close the Conditional Formatting Rules Manager by clicking OK.
- Save any new rules without closing the Conditional Formatting Rules Manager by clicking Apply.
- Discard any unsaved changes by clicking Cancel.

Tip Clicking the New Rule button in the Conditional Formatting Rules Manager opens the New Formatting Rule dialog box. The commands in the New Formatting Rule dialog box duplicate the options displayed when you click the Conditional Formatting button in the Styles group on the Home tab.

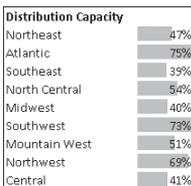
After you create a rule, you can change the format applied if the rule is true by clicking the rule and then clicking the Edit Rule button to display the Edit Formatting Rule dialog box. In that dialog box, click the Format button to display the Format Cells dialog box. After you define your format, click OK to display the rule.



A basic conditional formatting rule. Rules can include multiple criteria.

Important Excel doesn't check to make sure that your conditions are logically consistent, so you need to be sure that you plan and enter your conditions correctly.

Excel also enables you to create three other types of conditional formats: data bars, color scales, and icon sets.



Data bars summarize the relative magnitude of values in a cell range by extending a band of color across the cell.

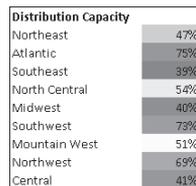
When data bars were introduced in Excel 2007, they filled cells with a color band that decreased in intensity as it moved across the cell. This gradient fill pattern made it a bit difficult to determine the relative length of two data bars because the end points weren't as distinct as they would have been if the bars were a solid color. Excel 2010 enables you to choose between a solid fill pattern, which makes the right edge of the bars easier

to discern, and a gradient fill, which you can use if you share your workbook with colleagues who use Excel 2007.

Excel also draws data bars differently than was done in Excel 2007. Excel 2007 drew a very short data bar for the lowest value in a range and a very long data bar for the highest value. The problem was that similar values could be represented by data bars of very different lengths if there wasn't much variance among the values in the conditionally formatted range. In Excel 2010, data bars compare values based on their distance from zero, so similar values are summarized using data bars of similar lengths.

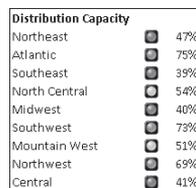
Tip Excel 2010 data bars summarize negative values by using bars that extend to the left of a baseline that the program draws in a cell. You can control how your data bars summarize negative values by clicking the Negative Value And Axis button, which can be accessed from either the New Formatting Rule dialog box or the Edit Formatting Rule dialog box.

Color scales compare the relative magnitude of values in a cell range by applying colors from a two-color or three-color set to your cells.



The intensity of a cell's color reflects the value's tendency toward the top or bottom of the values in the range.

Icon sets are collections of images that Excel displays when certain rules are met.



An icon set can consist of three, four, or five images.

When icon sets were introduced in Excel 2007, you could apply an icon set as a whole, but you couldn't create custom icon sets or choose to have Excel 2007 display no icon if the value in a cell met a criterion. In Excel 2010, you can display any icon from any set for any criterion or display no icon.

When you click a color scale or icon set in the Conditional Formatting Rules Manager and then click the Edit Rule button, you can control when Excel applies a color or icon to your data.

Important Be sure to not include cells that contain summary formulas in your conditionally formatted ranges. The values, which could be much higher or lower than your regular cell data, could throw off your comparisons.

In this exercise, you'll create a series of conditional formats to change the appearance of data in worksheet cells displaying the package volume and delivery exception rates of a regional distribution center.



SET UP You need the **Dashboard_start** workbook located in your **Chapter11** practice file folder to complete this exercise. Open the **Dashboard_start** workbook, and save it as **Dashboard**. Then follow the steps.

1. Select cells **C4:C12**.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. On the menu, point to **Color Scales**, and then in the top row of the palette, click the second pattern from the left.



Excel formats the selected range.

| | Package Exception Rate | Package Volume | Distribution Capacity |
|-----------------------|------------------------|-------------------------|-----------------------|
| Northeast | 0.003% | Northeast 1,912,447 | Northeast 47% |
| Atlantic | 0.008% | Atlantic 1,933,574 | Atlantic 75% |
| Southeast | 0.013% | Southeast 1,333,292 | Southeast 39% |
| North Central | 0.004% | North Central 1,811,459 | North Central 54% |
| Midwest | 0.018% | Midwest 1,140,803 | Midwest 40% |
| Southwest | 0.001% | Southwest 1,911,884 | Southwest 73% |
| Mountain West | 0.045% | Mountain West 1,787,293 | Mountain West 51% |
| Northwest | 0.002% | Northwest 1,631,350 | Northwest 69% |
| Central | 0.038% | Central 1,660,040 | Central 41% |
| Customer Satisfaction | 88% | | |

Color Scales conditional formatting applied to the first data range.

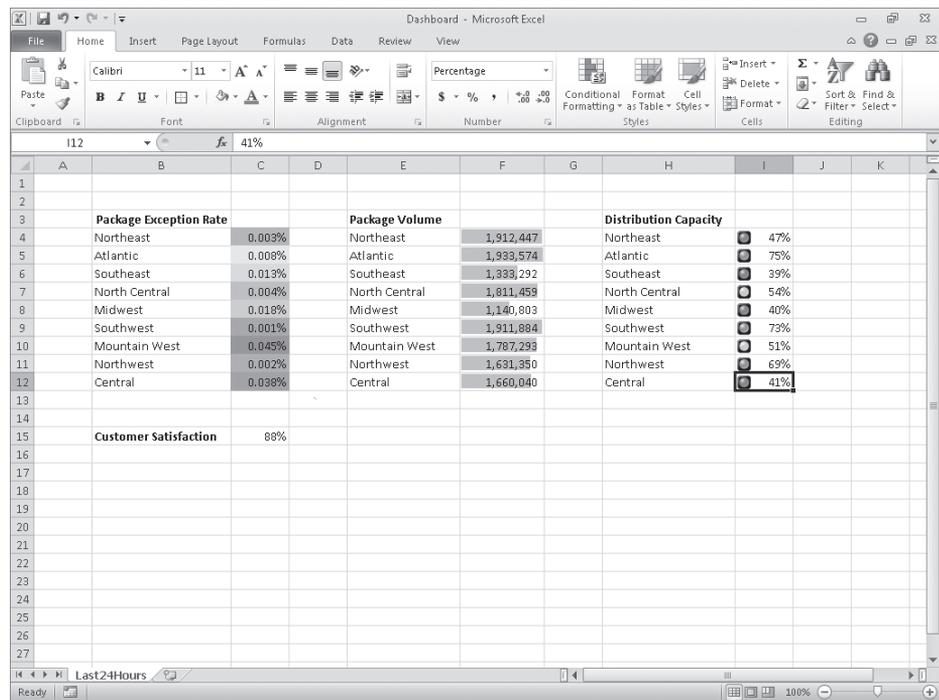
3. Select cells **F4:F12**.

- On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. On the menu, point to **Data Bars**, and then, in the **Solid Fill** group, click the orange data bar format.

Excel formats the selected range.

- Select cells **I4:I12**.
- On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. On the menu, point to **Icon Sets**, and then in the left column of the list of formats, click the three traffic lights with black borders.

Excel formats the selected cells.



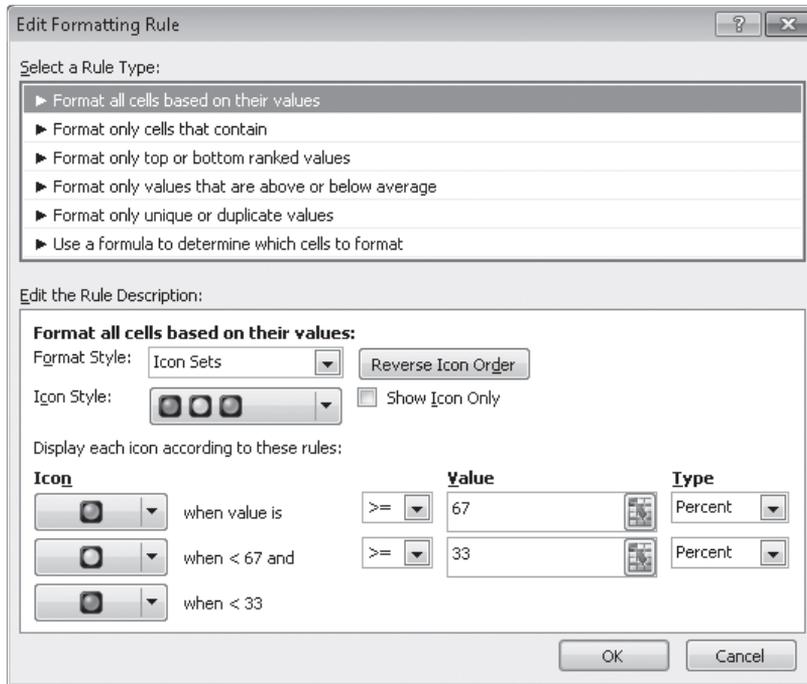
Three types of conditional formatting are applied to the same data range.

- With the range **I4:I12** still selected, on the **Home** tab, in the **Styles** group, click **Conditional Formatting**, and then click **Manage Rules**.

The Conditional Formatting Rules Manager opens.

- Click the **Icon Set** rule, and then click **Edit Rule**.

The Edit Formatting Rule dialog box opens.

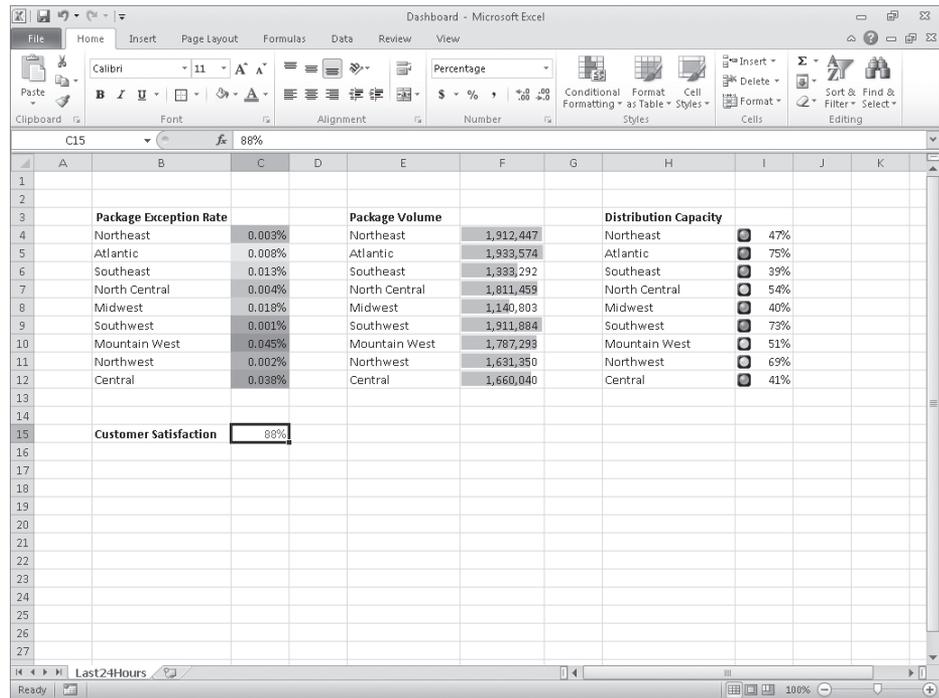


In the *Edit Formatting Rule* dialog box, you can customize conditional formatting.

9. Click the **Reverse Icon Order** button.
Excel reconfigures the rules so the red light icon is at the top and the green light icon is at the bottom.
10. In the red light icon's row, in the **Type** list, click **Number**.
11. In the red light icon's **Value** field, type **0.7**.
12. In the yellow light icon's row, in the **Type** list, click **Number**.
13. In the yellow light icon **Value** field, type **0.5**.
14. Click **OK** twice to close the **Edit Formatting Rule** dialog box and the **Conditional Formatting Rules Manager**.
Excel formats the selected cell range.
15. Click cell **C15**.
16. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. On the menu, point to **Highlight Cells Rules**, and then click **Less Than**.
The **Less Than** dialog box opens.
17. In the left field, type **96%**.
18. In the **With** list, click **Red text**.

19. Click **OK**.

The Less Than dialog box closes, and Excel displays the text in cell C15 in red.



Custom conditional formatting includes cell and text colors.

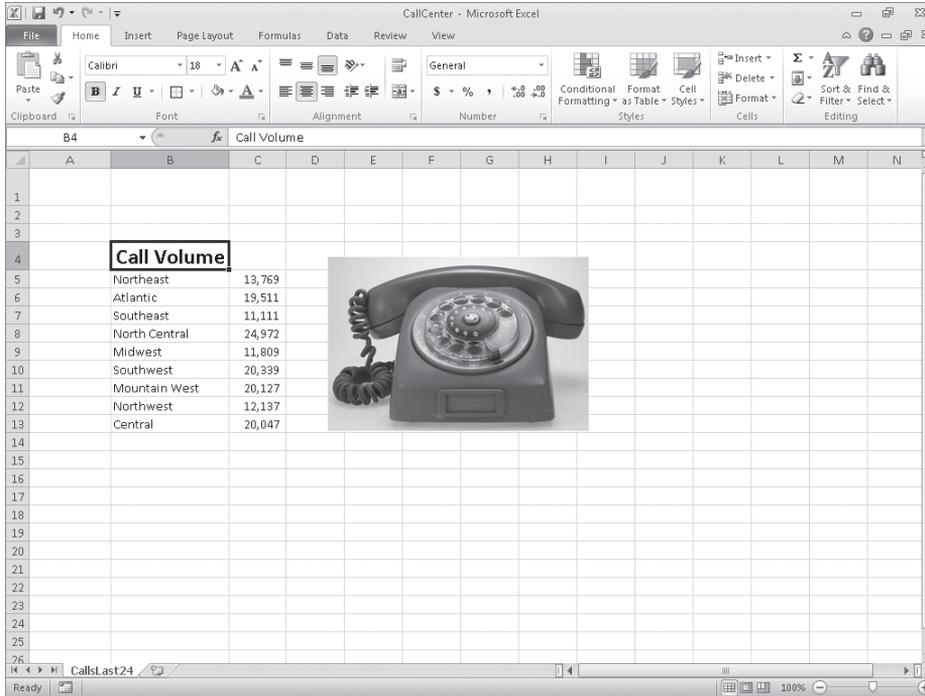
✘ CLEAN UP Save the Dashboard workbook, and then close it.

Adding Images to Worksheets

Establishing a strong corporate identity helps customers remember your organization as well as the products and services you offer. Setting aside the obvious need for sound management, two important physical attributes of a strong retail business are a well-conceived shop space and an eye-catching, easy-to-remember logo. After you or your graphic artist has created a logo, you should add the logo to all your documents, especially any that might be seen by your customers. Not only does the logo mark the documents as coming from your company but it also serves as an advertisement, encouraging anyone who sees your worksheets to call or visit your company.

One way to add a picture to a worksheet is to display the Insert tab, and then in the Illustrations group, click Picture. Clicking Picture displays the Insert Picture dialog box,

from which you can locate the picture you want to add from your hard disk. When you insert a picture, the Picture Tools Format contextual tab appears on the ribbon. You can use the tools on the Format contextual tab to change the picture's contrast, brightness, and other attributes. With the controls in the Picture Styles group, you can place a border around the picture, change the picture's shape, or change a picture's effects (such as shadow, reflection, or three-dimensional effects). Other tools, found in the Arrange and Size groups, enable you to rotate, reposition, and resize the picture.



You can place an image anywhere on a worksheet.

You can also resize a picture by clicking it and then dragging one of the handles that appears on the graphic. If you accidentally resize a graphic by dragging a handle, just click the Undo button to remove your change.

Excel 2010 includes a new built-in capability that you can use to remove the background of an image you insert into a workbook. To do so, click the image and then, on the Format contextual tab of the ribbon, in the Adjust group, click Remove Background. When you do, Excel attempts to identify the foreground and background of the image.



You can display only the image subject by removing the image background.

You can drag the handles on the inner square of the background removal tool to change how the tool analyzes the image. When you have adjusted the outline to identify the elements of the image you want to keep, click the Keep Changes button on the Background Removal contextual tab of the ribbon to complete the operation.

If you want to generate a repeating image in the background of a worksheet to form a tiled pattern behind your worksheet's data, you can display the Page Layout tab, and then in the Page Setup group, click Background. In the Sheet Background dialog box, click the image that you want to serve as the background pattern for your worksheet, and click OK.

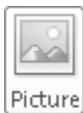
Tip To remove a background image from a worksheet, display the Page Layout tab, and then in the Page Setup group, click Delete Background.

To achieve a watermark-type effect with words displayed behind the worksheet data, save the watermark information as an image, and then use the image as the sheet background; you could also insert the image in the header or footer, and then resize or scale it to position the watermark information where you want it.

In this exercise, you'll add an image to an existing worksheet, change its location on the worksheet, reduce the size of the image, and then set another image as a repeating background for the worksheet.



SET UP You need the **CallCenter_start** workbook and the **Phone** and **Texture** images located in your **Chapter11** practice file folder to complete this exercise. Open the **CallCenter_start** workbook, and save it as **CallCenter**. Then follow the steps.



1. On the **Insert** tab, in the **Illustrations** group, click **Picture**.

The Insert Picture dialog box opens.

2. Navigate to the **Chapter11** practice file folder, and then double-click the **Phone** image file.

The image appears on your worksheet.

3. On the **Format** contextual tab, in the **Adjust** group, click **Remove Background**.

Excel attempts to separate the image's foreground from its background.

4. Drag the handles at the upper-left and bottom-right corners of the outline until the entire phone, including the cord, is within the frame.



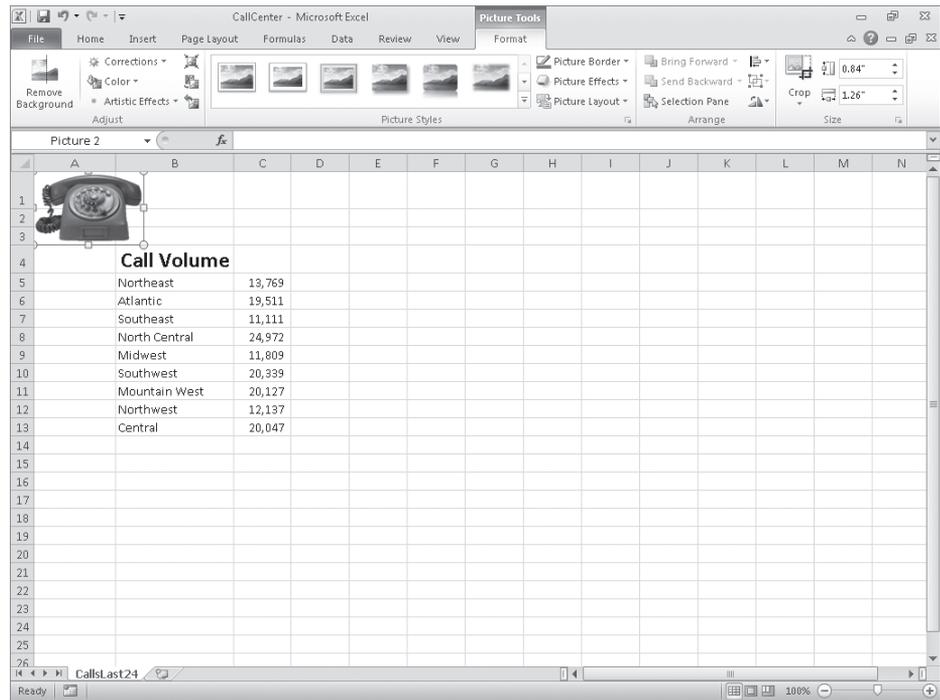
You resize an image on a worksheet by using the same techniques you do in a document.

5. On the **Background Removal** tab, click **Keep Changes**.

Excel removes the highlighted image elements.



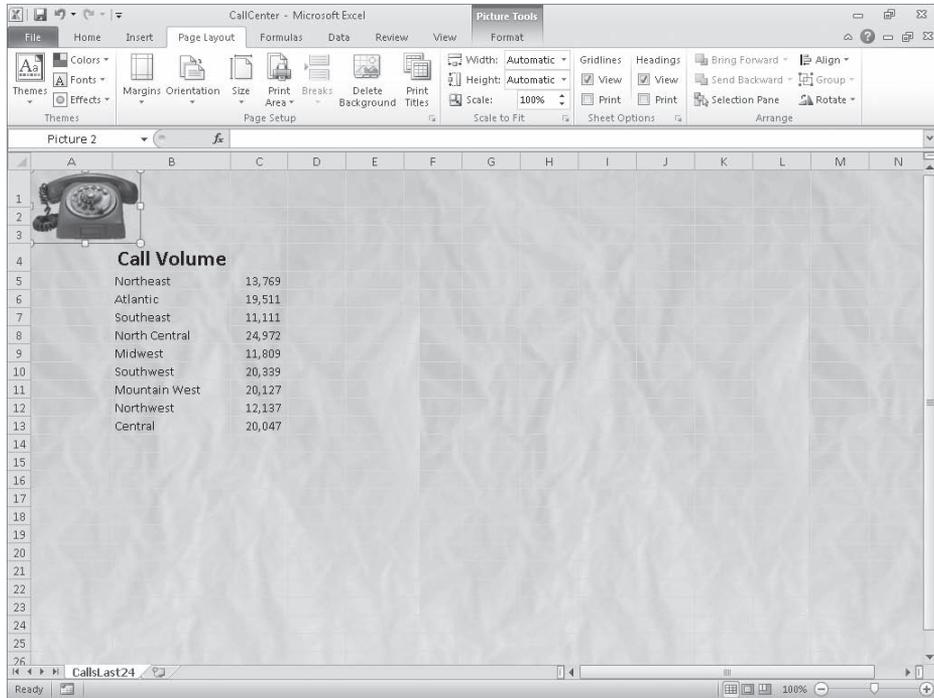
6. Move the image to the upper-left corner of the worksheet, click and hold the handle at the lower-right corner of the image, and drag it up and to the left until the image no longer obscures the **Call Volume** label.



Images on worksheets are independent of worksheet cells.



7. On the **Page Layout** tab, in the **Page Setup** group, click **Background**.
The Sheet Background dialog box opens.
8. Navigate to the **Chapter11** practice file folder, and then double-click the **Texture** image file.
Excel repeats the image to form a background pattern.



You can use an image file to create a worksheet background.



9. On the **Page Layout** tab, in the **Page Setup** group, click **Delete Background**.
Excel removes the background image.

✖ CLEAN UP Save the CallCenter workbook, and then close it. If you are not continuing directly to the next chapter, exit Excel.

Key Points

- If you don't like the default font in which Excel displays your data, you can change it.
- You can use cell formatting, including borders, alignment, and fill colors, to emphasize certain cells in your worksheets. This emphasis is particularly useful for making column and row labels stand out from the data.
- Excel comes with a number of existing styles that enable you to change the appearance of individual cells. You can also create new styles to make formatting your workbooks easier.
- If you want to apply the formatting from one cell to another cell, use the Format Painter to copy the format quickly.
- There are quite a few built-in document themes and Excel table formats you can apply to groups of cells. If you see one you like, use it and save yourself lots of formatting time.
- Conditional formats enable you to set rules so that Excel changes the appearance of a cell's contents based on its value.
- Adding images can make your worksheets more visually appealing and make your data easier to understand. Excel 2010 greatly enhances your ability to manage your images without leaving Excel.

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