



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: ODP

LEVEL: 2

TOPIC 7: MS EXCEL FORMATTING

MS EXCEL FORMATTING

After completing this topic, you will be able to:

- Apply borders
- Change row height/column width
- Merge & Centre
- Insert rows/columns
- Delete rows/columns
- Insert/delete text
- Page orientation

Use basic features to format and edit a spreadsheet

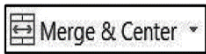
Apply borders

- Borders are lines that you can draw in Excel to box in cells, or to draw lines beneath cells or between columns.
- Select the cells around/beneath/above which a border must be inserted.
- Click on the down arrow next to Borders icon to open the list of possible borders to apply in a document.

Cell height/Column width

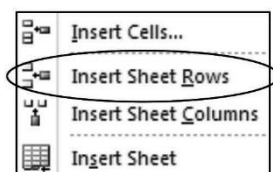
- Format to change row height and column width
- Select rows
- Click on Format
- Click on height (or width)
- Type in the size you are instructed (or you choose a reasonable size)
Click OK

Merge and centre

- This command joins selected cells into one larger cell and centres the content in the new cell. This is used to create a heading that stretches over more than one column.
- Select the cell which contains the text
- Click on the Merge & Center command . 
- The list to the right should appear.
- Click on Merge & Center
- You can undo this choice by selecting the new large cell, and selecting Unmerge Cells.

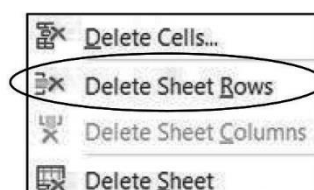
Insert rows

- Right-click in the row header, to insert a row above the current row.
- A list should appear, Click Insert – a row will be inserted above where you right-clicked.



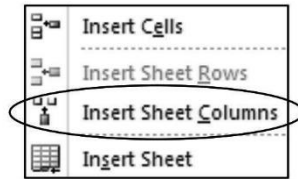
Delete rows

- Right-click on the row header
- From the list that should appear, click Delete Sheet Rows



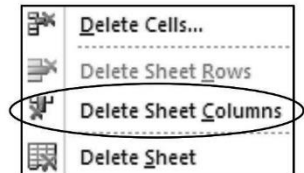
Insert columns

- Right-click in the column header to insert a column to the left of the current column..
- From the list that appears, Click on Insert – the column should appear.



Delete columns

- Right-click on the column header.
- Click Delete Sheet Column – the column should be deleted.

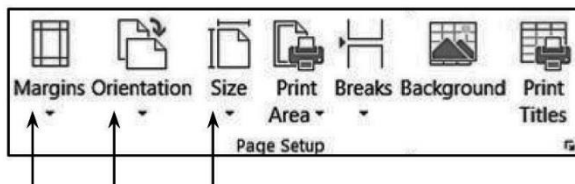


If you need to display more or fewer decimals to a figure, click on the Increase or Decrease decimal command.

Change the orientation of the spreadsheet

Click on the Page Layout tab

Click on the Orientation command to select between Portrait or Landscape paper



ACTIVITY 7.5 PAGE 262

1. With the information provided below, create a spreadsheet, and name it Activity 7.5.
2. Use Arial font, size 12 to type the data.
3. Insert the following heading in capital letters:

World Top Ten Grape-
Producing Countries
Production Figures

4. Enlarge the row height so that all the text in the heading is visible.
5. Insert the headings in row 2 in bold.
6. Insert, in the cell below Australia, the word: TOTAL in capital letters and bold.
7. Calculate in cell C13 the total production of the ten top grape producing countries in the world.
8. Change the column width of column B and C to size 15.
9. Insert all borders.
10. Insert a Thick Box Border.
11. Insert numbers as indicated below in cells A3 to A13 – starting at no. 1.
12. Set the row height of cells A2 to C13 at 30 points.

13. Middle align cells A3 to C13.
14. Add a 15% grey shading to cells B13 and C13.
15. Apply 15% grey shading to cells A3 to C3.
16. Top align and left align the contents of row.
17. Insert the current date and time, to the right, in the header of the document.
18. Centre the information horizontally and vertically on the page.
19. Print the document.

No.	Country	Tons
◆	Italy	8988388
	France	7281550
	USA	5944350
	Spain	511300
	China	3765017
	Turkey	3250000
	Iran	2516695
	Argentina	2457599
	Chile	1570000
	Australia	1551000
↓		

MEMO ACT 7.5

	A	B	C
	WORLD TOP TEN GRAPE PRODUCING COUNTRIES PRODUCTION FIGURES		
1			
3	No.	Country	Tonnes
4	1	Italy	R 8 988 388.00
5	2	France	R 7 281 550.00
6	3	USA	R 5 944 350.00
7	4	Spain	R 511 300.00
8	5	China	R 3 765 017.00
9	6	Turkey	R 3 250 000.00
10	7	Iran	R 2 516 695.00
11	8	Argentina	R 2 457 599.00
12	9	Chile	R 1 570 000.00
13	10	Australia	R 1 551 000.00
14		TOTAL	R 37 835 899.00

ACTIVITY 7.8 PAGE 265

1. Create a spreadsheet, and name it Activity 7.8.
2. Enter the information below using Arial font, size 12, and save the document.
Format the worksheet as follows:
3. Insert two rows above row 1.
4. Insert in row 1, the following heading in capital letters, bold, and Arial font, size 14: Petrol Price.
5. Start in cell B3 and type the first 6 months of the year.
6. Insert the following heading in cell H3: Total increase. Use merge and centre to display this heading in good style. Adjust the column width.
7. Accurately insert the remaining information.
8. The data in column A must be treated as Text.
9. Type the headings in column A in capital letters and bold.
10. Display all numbers with two decimal places, and apply South African currency.
11. Insert borders from cell A3 to cell H8.
12. In column I, calculate the increase over the six months for all three types of fuel.
13. Insert shading as in the example below.
14. Delete row 4.
15. Print the document.

	A	B	C	D	E	F	G	H
1		Jan	Feb	Mar	Apr	May	Jun	Total increase
2								
3	Unleaded							
4	93	11.65	12.06	12.87	12.97	12.24	13	
5	95	11.86	12.27	13.08	13.2	12.47	13.23	
6	LRP	11.65	12.06	12.87	12.97	12.24	13	

MEMO OF ACT 7.8

	A	B	C	D	E	F	G	H
1	PETROL PRICE							
2								
3		Jan	Feb	Mar	Apr	May	Jun	Total increase
4	UNLEADED							
5	93	11.65	12.06	12.87	12.97	12.24	13.00	74.79
6	95	11.86	12.27	13.08	13.20	12.47	13.23	76.11
7	LRP	11.65	12.06	12.87	12.97	12.24	13.00	74.79

ACTIVITY 7.13 PAGE 270

1. Open the Excel program, create the following spreadsheet and name it Activity 7.13.
2. Use Calibri font, size 12 to key in the data.
3. Type the information exactly as given below.
4. Save the spreadsheet and print.

Name	Hours worked	Gross Salary	PAYE	Net salary
G Anthony	49	1960	490	
B Dickey	35	1400	350	
A Franklin	52	2080	520	
P Ludwe	60	2400	600	
X Vuyani	45	1800	450	

MEMO ACT 7.13

	A	B	C	D	E
1	Name	Hours worked	Gross Salary	PAYE	Net salary
2	G Anthony	49	1960	490	
3	B Dickey	35	1400	350	
4	A Franklin	52	2080	520	
5	P Ludwe	60	2400	600	
6	X Vuyani	45	1800	450	
7					

ACT 7.17 PAGE 272

1. Create a spreadsheet, and name it Activity 7.17
2. Insert a header including the following information:
Your name and surname, workstation number, activity number and date
3. Use Times New Roman font, size 12 to key in the data.
4. Type the information exactly as given below.
5. Adapt the column width where necessary.
6. Save the spreadsheet and print.

BEE-JAY FRUIT MARKET			
REPORT OF SALES: JANUARIE-JULY 20..			
Fruit	January	February	March
Peaches	345	275	
Grapes	320	350	
Plums	310	275	
Apples	225	365	
Bananas	125	545	

MEMO ACT 7.17

	A	B	C	D
1	BEE-JAY FRUIT MARKET			
2	REPORT OF SALES: JANUARIE-JULY 20..			
3	Fruits	January	February	March
4	Peaches	345	275	
5	Grapes	320	350	
6	Plums	310	275	
7	Apples	225	365	
8	Bananas	125	545	
9				