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More About MS Excel 2013-Editing

LEARNING OUTCOMES

After this lesson, students will be able to:

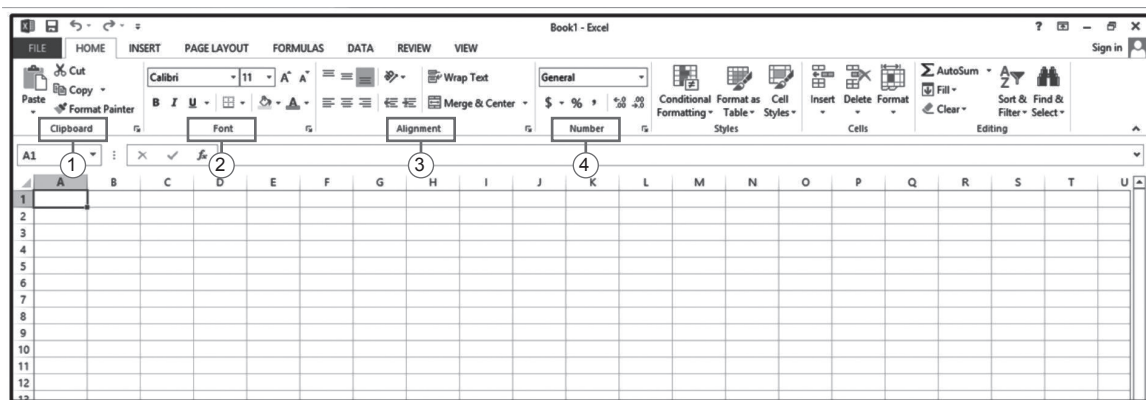
- » Recall the following:
 - Open, close, save, and exit from Excel 2013.
 - Create a worksheet.
- » Use different selection techniques:
 - Select one cell.
 - Select a group of adjacent cells.
 - Select the entire worksheet.
- » Insert/Delete cells, rows and columns.
- » Use the Clipboard group on the Home tab to:
 - Cut, copy and paste cells.
- » Use the Font group on the Home tab to:
 - Change font, size and colour.
 - Apply bold, italics and underline effects.
 - Increase or decrease font size.
 - Apply borders and shading.
- » Use the Alignment group on the Home tab to:
 - Align data vertically and horizontally.
 - Change orientation.
 - Increase or decrease indent.
 - Merge and centre cells.

- » Use the number group to:
 - Apply different number formats.
 - Apply different styles.
 - Increase/Decrease indent.

WARM UP

- » Circle and label the groups as per the code below.
Clipboard – 1 Font – 2 Alignment – 3 Number – 4

Ans.



CHAPTER NOTES

- » To format a group of cells in any form, we need to select them first.
- » There are a few ways in which we can select the cells:
 - Selecting one or more cells
 - Selecting one or more rows and columns
 - Selecting an entire table, list or the worksheet
- » We can insert or delete cells, rows and columns.
- » The content of a cell uses the same formatting by default, which can make a workbook with a lot of information, difficult to read.
- » Basic formatting can customise the look of your workbook, allowing you to draw attention to specific sections and make your content easier

to view and understand.

- » You can use three groups of the Home tab to format your workbook. They are the Font group, the Alignment group and the Number group.
- » The commands in the Font group change the appearance of the text within a cell or of the cell itself.
- » The Font group is included in the Home tab. This group is the second group after the Clipboard group.
- » We mainly use the Font group commands/buttons/tools in formatting related to text and fonts. These include changing fonts, increasing and decreasing font size, font colour selection, etc.
- » We can change cell colour, apply various borders, make text bold, italic and underlined too.
- » Examples of fonts are Calibri, Times New Roman, etc.
- » The third group after the Clipboard and the Font group, is the Alignment group in the Home tab. It has more than 10 buttons, including the drop-down buttons. Above all, the Alignment group buttons are useful in setting the location, direction and rotation of the text within a cell. The commands under the Alignment group change the position of the text within a cell or cells.
- » The fourth group is the Number group in the Home Tab. This group comes after the Clipboard, Font and Alignment groups in the MS Excel Ribbon.

DEMONSTRATION

- » Select one cell
- » Select a group of adjacent cells
- » Select an entire worksheet
- » Insert/Delete cells, rows and columns
- » Cut, copy and paste cells
- » Change the font, size and colour
- » Apply bold, italics and underline effects
- » Increase or decrease font size

- » Apply borders and shading
- » Apply alignment and justification to text
- » Apply numbering and bulleting
- » Wrap text in a cell
- » Merge and centre cells

LAB ACTIVITIES

1. Open Microsoft Excel and type data under the following column headings. (Add at least 10 entries)
2. Save your worksheet. Now add another column of Price (Discount) after the second column. Then fill in the entries of the column. Save the worksheet and exit.
3. Enter the following data in Microsoft Excel using the AutoFill feature.
 - (i) Jan, Feb, _____, Dec.
 - (ii) 7:00 am, 8:00 am, _____, 12:00 pm.
 - (iii) 1, 2, _____, 20.
 - (iv) Mon, Tue, _____, Sun.

ASSESSMENT

A. Teacher can assess the students on the following aspects of Excel:

1. Copying content from one cell to another cell.
2. Inserting a row above an existing row.
3. Deleting a column.
4. Using the AutoFill feature.

B. Collect information about various operations which can be performed on Microsoft Excel worksheet. Make a PowerPoint presentation on it. Show the presentation in the class. (You may work in groups.)

SUGGESTED CLASS ACTIVITIES

A. Answer the following questions.

1. How do you edit a cell?
2. Name the group that contains the Wrap Text option.
3. How does a cell become active?
4. What should you do if you have entered wrong text?
5. Can you automatically add the names of months of the year? How?
6. What is Merge and Centre used for in MS Excel?
7. How can you select a row and a column?
8. What are the Increase and Decrease Indent options used for?
9. How can you delete the contents of a cell?
10. What is AutoFill feature? Why do we use it?

B. Write the keyboard shortcut keys for the following actions:

1. Cut _____
2. Copy _____
3. Paste _____
4. Open _____
5. Save _____
6. Select All _____
7. Undo _____