

# **EXEL FORMATTING DATA**

Excel data is used to organized data into rows and columns, so that they are easy to read. You can present data as bold, italic, underline and even in different colours to make the worksheet more convincing, organized and place attractive and pleasant in appeal. Formatting changes the appearance of the data but not its value.

There are two methods of formatting text in an Excel worksheet.

## **Using the formatting toolbar -**

You can edit text entered in the cells, by using the formatting toolbar. All you need to do is select the cells which you want to format. There are the formatting toolbar to change the font style, font size and make it bold, italic, underline.

Using the format menu-

1. Select the cell where you want to format the text. Click on Format menu on the menu bar and then click on cells.
2. A Format Cells dialog box opens up which has different tabs for various features – Number, alignment, font, border/pattern, and protection.

## **Number tab-**

1. Click the number tab.
2. Select Number from the category drop-down menu. There is an option to select how you want to display number in terms of decimals place and use commas as separate according to the place value.
3. You can even choose the format in which you want negative numbers to be displayed option under negative number.

## **Alignment tab –**

1. Click on alignment tab.
2. To align text horizontally, the Horizontal option gives many options to choose from the dialog box.
3. To align text vertically, the vertical option to choose from the dialog box.
4. You can even specify the degrees of the orientation through the Orientation option.
5. You can even select text control to Wrap Text, Shrink to fit, Merge cell.

## **Font tab-**

1. Click on Font tab.
2. Select the font, font size, font style, colour, Effect, bold, underline, italic.
3. A Preview window shows you how the font would look like.
4. Click "ok".

## **Border tab-**

1. Select the border tab.
2. A whole line of options is available. Choose the Present style you want. Then select the border style, line style, colour.
3. Click "ok".

**You can even use the formatting toolbar to add the border to cells**

1. Select the cells .
2. Click on the Border Button From the Formatting toolbar .
3. Click on the arrow to get the drop down menu.A list of option opens up.
4. Choose the border line and style . the border gets applied to the selected cells.

### **Pattern tab-**

1. Click on the pattern tab .the dialog box with opyion for coloure shading and pattern is available .
2. choose the coloure from the coloure palette.
3. Choose the pattern from the pattern drop down list. There ia a simple windows that shows the sample of selected coloure and pattern.
4. Click on “ok”the colour and pattermn get applied to the selected cells..

### **You can even use the formatting toolbar to apply colours to the cells .**

1. select the cell.
2. Click on the Fill Tool icon from the formatting toolbar.
3. selected the colour from the colour palette.
4. the choosen colour gets applied to the selected cells.

## **INTERNET AND E-MAIL-**

### **Requirements for an internet connection –**

The internet is a world wid system of computer network in which users at any one computer can interact with users at other computes.

You need the folloeing to use the internet faculty.

1. A Computer
2. A Modem and a telephone line connected to it.
- 3.An account or registration with an ISP (Internet Service Provider) like VSNL or Airtel .the ISP will register your name and give you a user name.a password,and a phone number for you tom dial for connection .
4. a dial-up network connection ,software af the particular ISP that helps you to connect.

For Example ,VSNL’s softwareis VSNL auto dialer.

5. A browser or internet software vthat helps you to surf the net,like Microsoft Internet explorer and Netscape Navigator.

Step to Brows the Internet-

1. Switch on the Modem and the computer.
2. Click on your connnection dial-up and connect to the internet.
3. Click on inetnet explorer icon, the Netscape Navigator icon or whichever internet browser you have in your computer .
4. type the URL( universal Resource Locator ) of the website in the Address box and Press ENTER key or click on Go.
5. tour computer starts the Process of Playing the Requested site.

## **Search engine –**

It is not necessary that you know the URL or the related website of the information you are seeking. In this situation, search engines are used to get information from the Internet. MSN, Google, and Yahoo are some of the most commonly used search engines.

1. Connect to the Internet and click on the internet browser.
2. Type the URL of search engine you want to use. For example, type [www.google.com](http://www.google.com) for Google. The home page of Google will open up.
3. Click inside the search block and type the keywords on which you want the information.
4. Click on Search or Press the Enter Key. The search engine will display links with the matching keyword.

## **E-Mail-**

e-mail is the short form of Electronic Mail. It is the most widely used application on the Net.

e-mails are like letters sent from and to a computer through the internet. These electronic letters can be sent and received only when the sender and receiver only when the sender and receiver have an access to the internet.

To send or receive e-mail an e-mail account is needed. There are many websites like Gmail.

Yahomail, and Hotmail that allow people to open their e-mail account of charge. Let's see how you can e-mail account on Gmail.

## **Opening an E-mail account-**

1. Log on to the internet.
2. Open your internet browser.
3. Type [www.gmail.com](http://www.gmail.com) in the Address Box and press Enter key or click on Go. You can also open your account on other sites like [www.hotmail.com](http://www.hotmail.com) and [www.yahoo.com](http://www.yahoo.com).
4. The Gmail page opens up, prompting you to login if you are already a Gmail user or open a new account.
5. Click on Create an account to open a new account.
6. The Create an Account page opens up with a registration form containing various fields to fill in.
7. For filling the username, i.e., the Desired Login Name, you will have to provide a name that will become a part of your e-mail ID.
8. Type a password. Always remember your password, as it will be required every time you access your e-mail account.
9. Follow the instructions and fill up the other fields. After filling the form, click on I accept. Create my account. Your Gmail account will be created.
10. A page will open up with show me account button. Click "ok".
11. The Inbox of your newly opened account will appear with a mail from the Gmail.