

Lesson Notes for Microsoft Excel

Lesson 4: Formatting the Worksheet

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	2.2.1 2.2.2 2.2.3 2.2.4 2.2.5 2.2.6 2.2.7 2.2.8 2.4.2 2.4.3	Merge and unmerge cells Modify cell alignment, orientation and indentation Format cells by using Format Painter Wrap text within cells Apply number formats Apply cell formats from the Format Cells dialog box Apply cell styles Clear cell formatting Apply built-in conditional formatting Remove conditional formatting	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson. <ul style="list-style-type: none"> Formatting is normally a welcome break after just recently completing the more difficult material in Lesson 3: Using Formulas. 	5-10
4	Formatting a Cell		Explain that the appearance of the worksheet is important. <ul style="list-style-type: none"> There are many features you can use to modify the appearance of worksheet data such as bolding, italicizing, changing font colors, etc. Remind students that Live Preview is available to make selecting formatting choices easier. 	5-10
5-9	– Formatting Numbers and Decimal Digits	2.2.5	Formatting numbers makes them easier to read and understand. <ul style="list-style-type: none"> Slides 5-9 show various types of number formats. You may opt to have students follow along on their own individual computers as you go over each number format. 	10-15
10	– Using the Ribbon		Point out the options in the Number group on the Home tab of the Ribbon. <ul style="list-style-type: none"> Encourage students to explore applying the various formats. Encourage them to right-click a cell that contains a number and select various options from the Mini toolbar. 	10-15
	Learn to apply numeric formats	2.2.5	Students examine some of the numeric formats available in Excel.	10-20

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11	Changing Cell Alignment – Cell Alignment, and Orientation	2.2.2	Students need to understand the difference between horizontal and vertical alignment. Demonstrate the methods for changing cell alignment. <ul style="list-style-type: none"> Students may practice as the instructor demonstrates. 	10-15
12	– Wrapping Text	2.2.4	Slide 12 shows a cell with wrapped text and a cell that does not wrap text.	5-10
13	– Merging Cells	2.2.1	Point out the Merge & Center button on the Ribbon. Slide 13 shows cells that have been merged and centered both horizontally and vertically.	10-15
	Learn to modify cell alignment	2.2.1 2.2.2 2.2.4	Students utilize the most commonly used alignment options.	10-15
14-15	– Changing Fonts and Sizes	2.2.6	Students should have a firm understanding of fonts and font sizes and should be able to change them easily. <ul style="list-style-type: none"> Demonstrate the various methods for changing fonts and sizes. 	10-15
	Learn to change fonts and font styles	2.2.6	Students practice changing font options.	5-10
16-17	– Applying Cell Borders	2.2.6	Cell borders can be used to separate groups of data from each other to improve the readability of a worksheet. <ul style="list-style-type: none"> Demonstrate that cell borders can be drawn around any or all of the four edges of a cell or a range of cells. Demonstrate the methods for applying cell borders. Demonstrate the technique of right-clicking and selecting the Border button on the Mini toolbar. 	10-20
	Learn to apply borders	2.2.6	Students apply borders to cells.	10-15
18-19	– Using Colors and Patterns	2.2.6	Cell fills and background colors help to add more visual appeal to a worksheet; they can also help viewers to find information easily. <ul style="list-style-type: none"> Demonstrate the various methods you can use to apply color and patterns. You may wish to allow students to have a little fun applying colors and patterns to cells or cell ranges. 	10-15
	Learn to apply colors and patterns	2.2.6	Students apply patterns and background colors to cells on a worksheet.	10-15

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20	– Using the Format Painter	2.2.3	Using the Format Painter is a challenge for some students. <ul style="list-style-type: none"> Allow students to work with the Format Painter and make sure they understand the difference between clicking the button once as opposed to twice. 	5-10
	Learn to use the Format Painter	2.2.3	Students use the Format Painter.	5-10
21	Clearing Cell Contents and Formatting	2.2.8	The Clear feature can be used to remove the contents and other components from a cell. <ul style="list-style-type: none"> Make sure students understand this option is different than simply pressing the DELETE key or deleting actual cells, rows, or columns. You may wish to demonstrate a few of the Clear commands so that students can see what they do; however, students will get an opportunity to work with these in the exercise that follows. 	10-15
	Learn to use the Clear command	2.2.8	Using a worksheet containing random data, students use the Clear command on the three main types of data: numbers, dates and text.	5-10
22	Using Cell Styles	2.2.7	Styles are simply groupings of specific format settings (such as font, size, and color) that can be applied to cells. Explain that you can use prebuilt styles known as <i>Quick Styles</i> or you can create new styles as needed.	5-15
	Learn to apply cell styles	2.2.7	Students use the cell styles feature.	5-10
23-28	Conditional Formatting – Using the Ribbon	2.4.2	Explain the difference between formatting that is applied manually and conditional formatting. <ul style="list-style-type: none"> Students should understand that cells with conditional formatting may change in appearance when their values change. Slides 23-28 show samples of conditional formatting. Explain how each type of conditional format works.	10-15
	Learn to apply conditional formatting	2.4.2	Students apply conditional formats to a range of cells.	10-20
29	– Using the Rules Manager	2.4.2	The Rules Manager is used to create new rules, modify existing rules or delete rules. Slide 29 shows the Conditional Formatting Rules Manager dialog box.	10-15
30	– Removing Conditional Formatting	2.4.3	Explain that if selected cells are cleared and other cells in the original range are not cleared, the conditional	5-10

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			formatting will continue to be applied to the remaining cells. It is important that you determine whether to clear the entire range, partial range, or the entire sheet.	
	Learn to remove conditional formatting	2.4.3	Students remove conditional formats for a range of cells.	5-10
31	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	10-15
			Total (Hours)	3.5-6.5