

Deleting Rows, Columns, or Cells

You can delete one or several rows or columns. Select a row or column to begin.

Be careful when deleting entire rows or columns to ensure you do not accidentally delete valuable data that is not currently displayed on the screen.

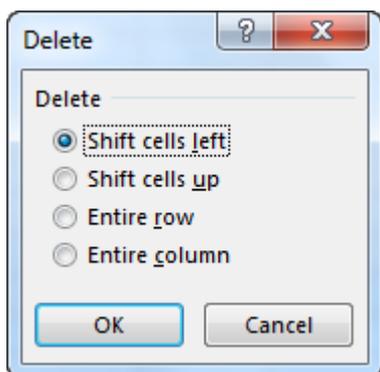
To delete a selected column, use one of the following methods:

- On the Home tab, in the Cells group, click the arrow for **Delete**, and then **Delete Sheet Columns**; or
- On the Home tab, in the Cells group, click **Delete**; or
- press **Ctrl**+**-** from the numeric keyboard; or
- right-click the and then click **Delete**.

To delete a selected row, use one of the following methods:

- On the Home tab, in the Cells group, click the arrow for **Delete**, and then **Delete Sheet Rows**; or
- On the Home tab, in the Cells group, click **Delete**; or
- press **Ctrl**+**-** from the numeric keyboard; or
- right-click the selected row and then click **Delete**.

If you are trying to delete a row or column and the Delete dialog box displays, this indicates that you have not selected a row or column and Excel will delete individual cells in the worksheet. Click **Cancel**, then begin again by selecting an entire row or column



Changing Cell Alignment

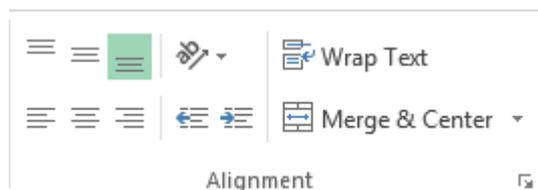
Alignment refers to the position of data within a cell. You can align cell contents horizontally with respect to the column width, and vertically with respect to the row height.

By default, new values entered into a worksheet use the **General** alignment option:

- numbers and dates automatically right-align
- text labels automatically left-align.

To change the alignment for selected cells, use one of the following methods:

- On the Home tab, in the Alignment group, click the alignment option required; or



Merging Cells

You can merge worksheet cells using options on the Alignment tab of the Format Cells dialog box. When you merge cells, Excel removes the edges separating the selected cells and treats the group as a single cell. You can then change the alignment of data within the merged cells.

Merge & Center

Excel provides a **Merge & Center** button in the Alignment group on the Home tab. You can click this button to merge selected cells and then center the text across the merged cells in one step.

Wrapping Text

Wrapping text means forcing a text label in a cell to stay within the left and right boundaries of the cell. Excel usually adjusts the row height automatically so that all the wrapped text will display in the worksheet. In some cases, though, you may need to adjust this manually.

Try It! Exercise

In this exercise you will adjust the layout of a few worksheets.

1. Click **File**, click **Open**, click **Computer**, and then click the **Spreadsheet** folder. Select **Comparing Planet Stats** and then click **Open**.
2. Click **File**, click **Save As**, then click the **Spreadsheet** folder in the Current Folder list. In the File name field, type: - Student at the end of the existing file name. Click **Save**.

Change some column widths.

3. Click the column **B** heading box and drag across to column **I**. This selects columns B through I.
4. On the Home tab, in the Cells group, click the arrow for **Format** and then click **Column Width**. Type: 10 for the new width and then press **Enter**.
5. Click on any cell to deselect the columns.
6. Position the mouse cursor between column A and column B until you see the . Then click and drag to the right until you can see the entire column, excluding cell A21 which will be considered a resource note.
7. Point at the bottom of Row 2 heading until you see the , then click and drag down until the hint shows the row at **18.00**.

This provides some space between the title and the data.

Insert a row.

8. Click the **Row 2** heading to select the row, and then on the Home tab, in the Cells group, click **Insert**.
Excel inserts a new row. Notice that the newly inserted row is the same height as the previously selected row.

Insert multiple columns.

9. Select columns **D** through **G**. On the Home tab, in the Cells group, click **Insert**.
Excel inserts and selects four columns (the same number of columns that are selected).

Delete some columns.

10. With the newly inserted columns selected, on the Home tab, in the Cells group, click **Delete**.
Excel deletes the selected columns.

Align some text.

Here's a Tip:

You could also click **Undo** to reverse the action.

11. Select cells **B17** through **I18**.
 12. In the Home tab, in the Alignment group, click **Align Right**.
 13. Save, then close the *Comparing Planet Stats* workbook.
- Now adjust the other workbook.
14. In the taskbar, point at the **Excel** icon and click the **Measurements** file.
 15. Position the mouse cursor between column A and column B until you see the **+**, then double-click to automatically size the column to display its widest entry.
 16. Select cells **C3** through **C10**, then in the Home tab, in the Alignment group, click **Center**.
 17. Select cells **A1** through **C1**, then in the Home tab, in the Alignment group, click **Merge & Center**.
 18. Save, then close the *Measurements* workbook, but keep the Excel application window open.

Working with Charts

IC3 Objective 2-3.2

A chart is a pictorial representation of data in a worksheet. A chart can be a more effective way of representing your data, as it can clearly illustrate trends or patterns in the data.

Here is some chart terminology:

- Each set of data in a chart is called a series;
- the chart's horizontal line is called the X-Axis, and
- the chart's vertical line is called the Y-Axis.

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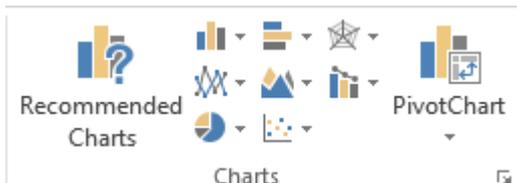
Selecting a Chart Type

The type of chart you create will depend on what you are trying to show. There are several chart types available, but we will concentrate on the ones listed below:

Line	Good for showing trends in your data. You might use a line chart to show average temperatures over a period of days, or the cost of a gallon of gasoline.
Column	Good for comparing values. You might use a column chart to compare grades for several students in a class, or to compare how much electricity you use from one month to the next.
Pie	Good for showing the relationship of parts to a whole. You might use a pie chart to show various assignments and how much of a percentage of your final grade each one is worth.

Creating a Chart

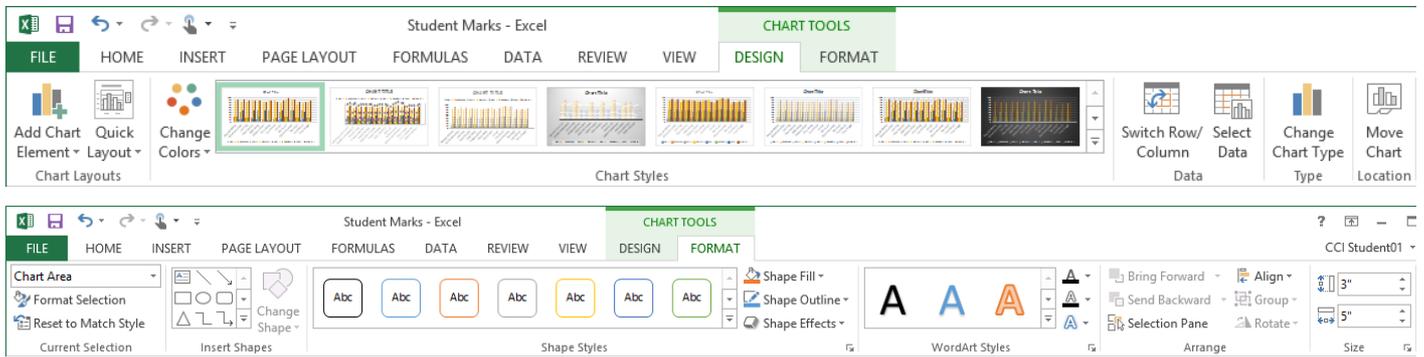
To create a chart, select the cells that contain the data you want to represent in the chart, and then, on the Insert tab, in the Charts group, click a chart type.



Excel will use the selected data to create and display a chart.

The Chart Tools Ribbon

When a chart is on screen, you can select it to display the Chart Tools ribbon. This ribbon has two tabs – the Design tab and the Format tab. Each tab provides options for working with charts.



Resizing a Chart

To resize a chart (that is, to make it larger or smaller), click the chart to select it, then click and drag any of the handles that display around the border of the chart. Every chart has eight handles: four in the corners and four at the mid-points between the corners.

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Use the mid-point handles to change either the width or the height of a chart. Use the corner handles to change the width and height at the same time.

Moving a Chart

You can move charts to any location on a worksheet. Usually, you place a chart next to its source data so that you can view both at the same time.

To move a chart around a worksheet, click the chart to select it and then use the mouse to drag it to a new location.

You can also move a chart to its own chart sheet. If you do this, the chart will automatically resize itself to fill the entire sheet. To move a chart to a new sheet, use the **Move Chart** command.

Deleting a Chart

To delete a chart, select the chart and then press **Delete**. The source data for the chart remains intact in the worksheet.

Try It! Exercise

In this exercise, you will create and work with charts.

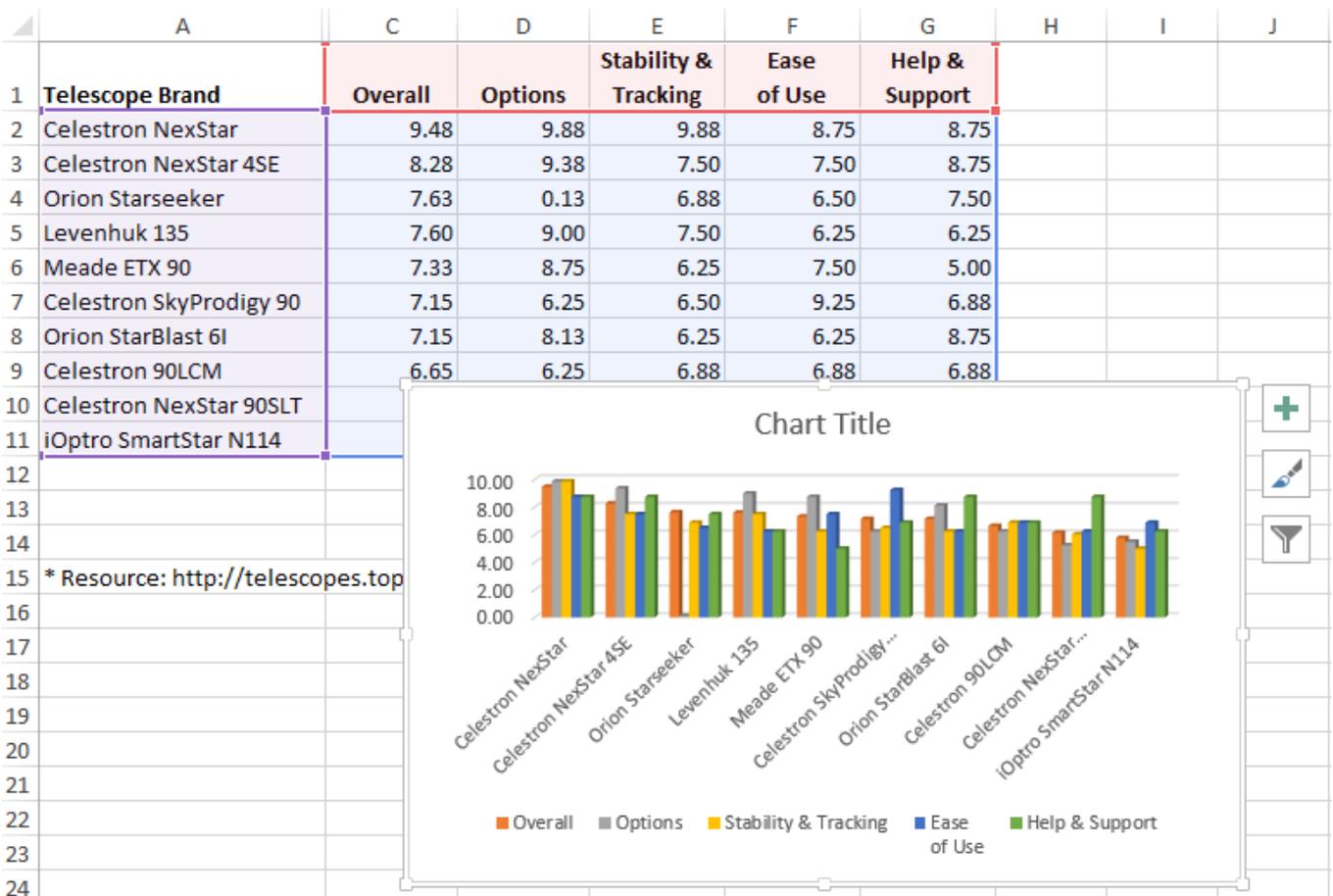
First, you will create a column chart. A column chart compares values.

1. Click **File**, click **Open**, click **Computer**, and then click the **Spreadsheet** folder. Select **Telescope Ratings** and then click **Open**.
2. Click **File**, click **Save As**, then click the **Spreadsheet** folder in the Current Folder list. In the File name field, type: **Telescope Ratings Chart - Student**. Click **Save**.

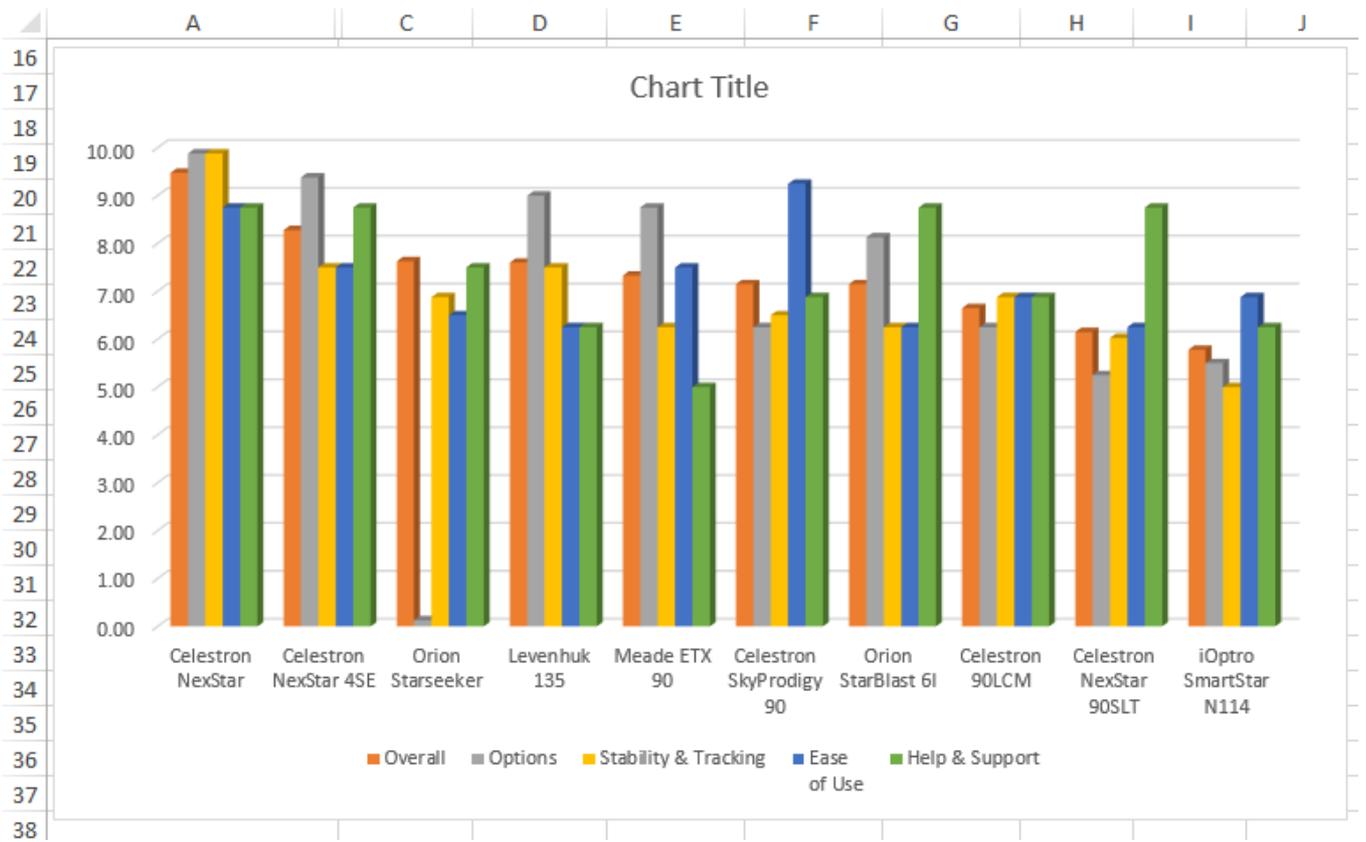
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This workbook compares different brands of telescopes. Each brand is rated on a scale of 1 to 10 in five categories. You will use these ratings as your chart data.

3. Select cells **A1** to **F11**.
4. Click the **Insert** tab, and in the Chart group, click **Insert Column Chart**. Click the first option for the **3-D Column** chart type.

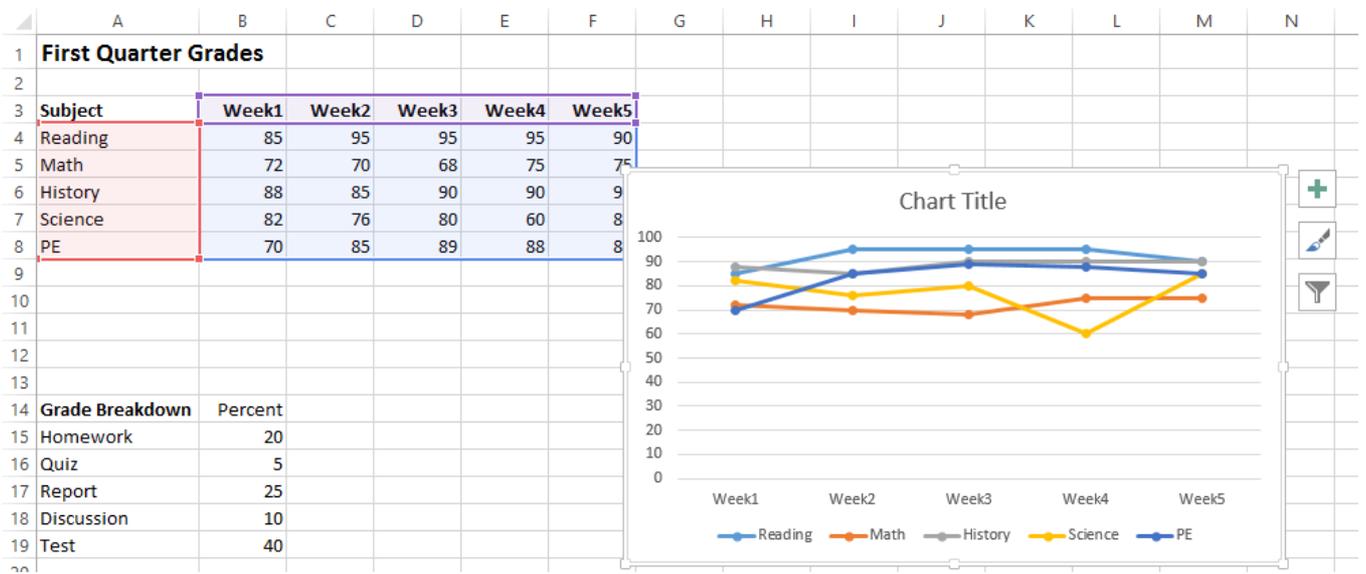


5. Point the cursor at the top border of the chart object and drag it to below the data, approximately cell **A16**. You may need to scroll up to see more of the chart as changes are made.
6. Drag the lower right corner handle down to the right until your chart fills cells **A16** to **J38**.



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7. In the chart, click the **Chart Title** object to select it, then select the text and type: Top-Rated Telescopes as the new title.
 8. Click in a cell in the worksheet to deselect the chart.
 9. Save the workbook.
- Next, let's create a line chart. A line chart shows trends.
10. Click **File**, click **Open**, click **Computer**, and then click the **Spreadsheet** folder. Select **Grades** and then click **Open**.
 11. Save this workbook as *Grades - Student*. This workbook tracks grades for the first five weeks of class, and shows a breakdown of how grades are calculated.
 12. Select cells **A3** through **F8**.
 13. Click the **Insert** tab, and in the Chart group, click **Insert Line Chart**. Click the first option in the second row for the **2-D Line** chart type.



- In the chart, click the **Chart Title** object to select it, then select the text and type: 5-Week Grades as the new title.
- Click outside the chart to deselect it, then click in an empty area inside the chart near one of the corners to re-select the chart. (Clicking near a corner helps to ensure that you select the entire chart and not only certain elements within the chart.)
- In the Chart Tools ribbon, click the **Design** tab if necessary, then in the Location group, click **Move Chart**. The Move Chart dialog box opens.

