Editing a spreadsheet

Excel recognizes the type of data entered and displayed by default:

• text aligned to the left edge of the cell;

• number and date justified to the right

The aim of the editing is a clear and transparent transfer of information.

Formatting cells can be realized in two ways:

• aesthetic - includes choice of colour, size and font, background colour and border type, orientation and alignment of cell contents relative to the edges;

• content - allows you to select one of the available formats of presentation of numbers and dates.
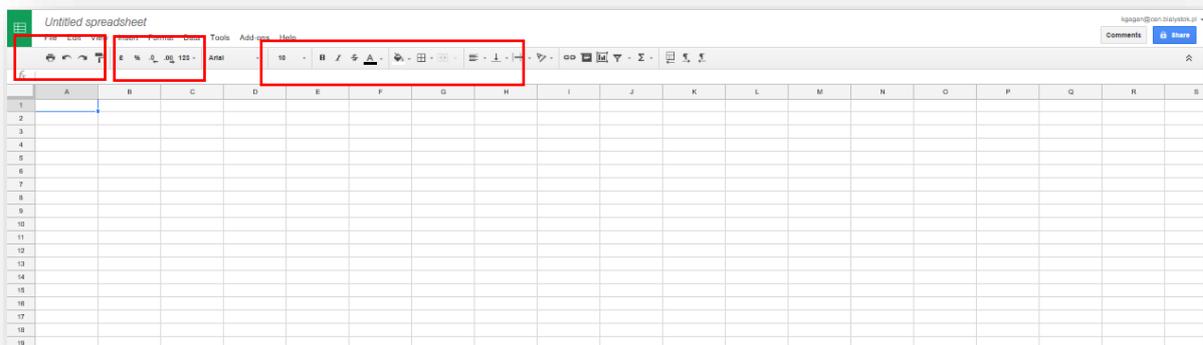
Toolbar

In the first block of icons we find the standard commands such as Print, Undo, Redo, and Paint format.

Paint format allows you to copy not just the text itself, but its appearance (typeface, colour, bold or underline). These parameters can be assigned to another text or spreadsheet cell.

The second block of icons on the left makes it easy to define the contents of a cell. You can specify if the number entered is the amount (Format as currency) or percentage (Format as a percentage). Under the button with numbers 123 you can find additional formatting.

How does it work? If a number 125 is entered in the cell, and then the user selects the command Format as currency, it will automatically change the record to 125.00 zł.

Other icons on the toolbar are: font, size, bold (Ctrl + B), italic (Ctrl + I), strikethrough, text colour, and fill (background cell or range of cells). The next icon allows you to add borders in different colours and styles.


Merging and text flow

On the toolbar there is an icon for merging cells. You can click the icon to combine elements horizontally or select the arrow, which shows horizontal and vertical merging.

The next block of icons is associated with the text flow. They can choose from options such as left, center, and right alignment, alignment to the top, bottom and inside vertically. The third icon activates text wrapping - is enabled by default.

Thanks to it, content of the cell will not protrude to the adjacent cell on the right side. Instead, we get a few lines of text - will be fully visible when we increase the height of the cell.
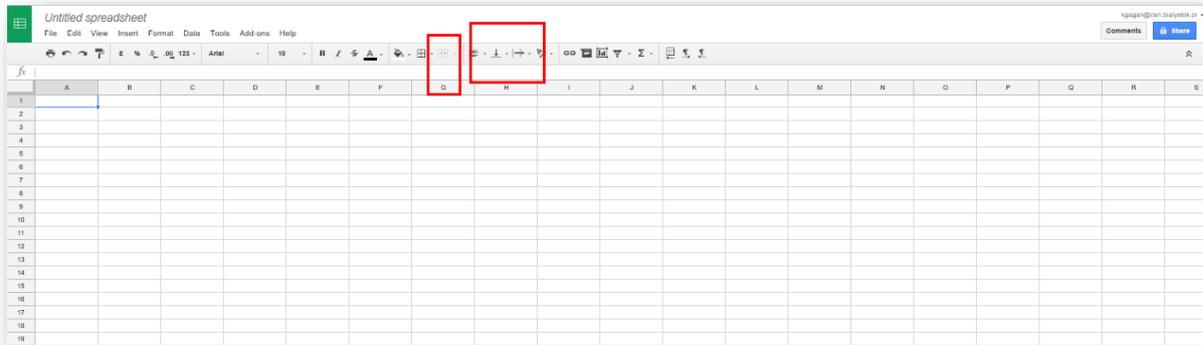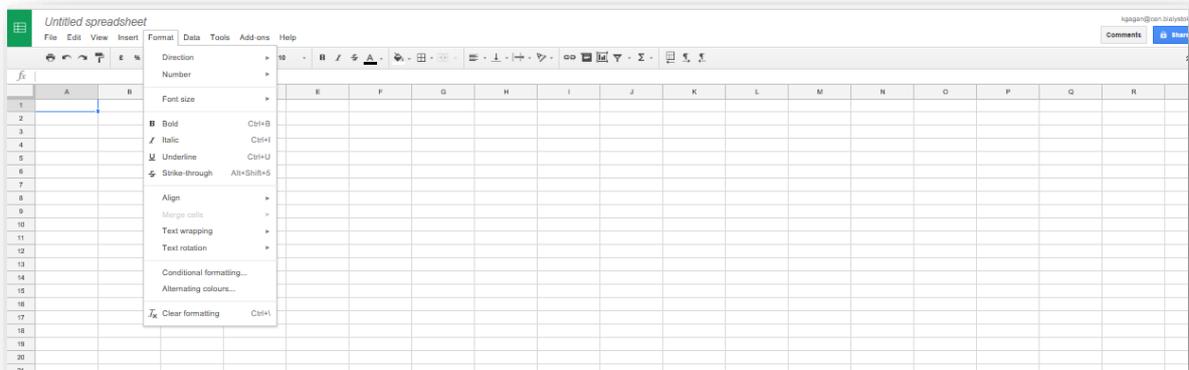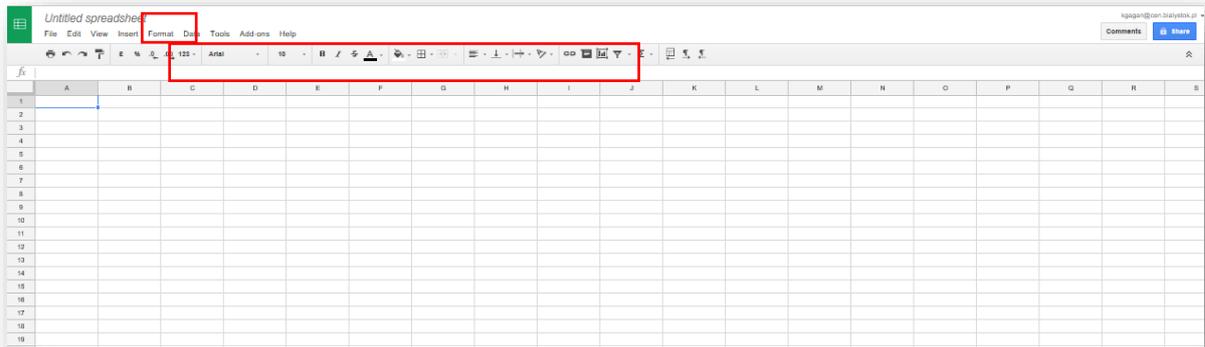

Menu commands

In addition to the toolbar available to the user is menu. Useful is also the Data menu, which allows you to sort the contents of entire worksheet or a selection in alphabetical order and reverse.
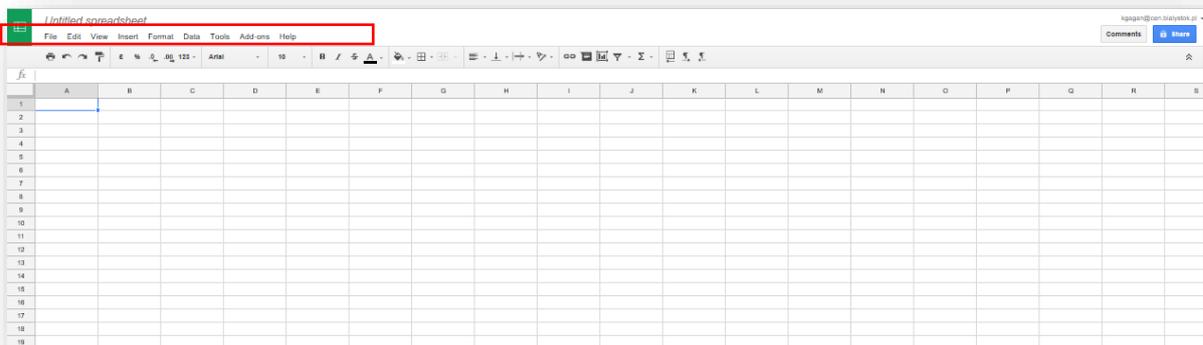
Basic formatting tools are available on the toolbar or in the window available after calling the menu command **Format**

Conditional formatting

It enables fast distinction of important information in a spreadsheet.