Formatting in Excel 2007

Freezing of Cells:

Freezing cells allows easier maneuverability around the spreadsheet.

1. To freeze cells in excel, select the Freeze Panes button under the View tab.

2. When you click on the Freeze Panes button a drop down box appears with 3 options. The Freeze Panes option freezes down and across the center of the screen creating for quadrants to work in. The Freeze Top Row freezes the top row so when you scroll down you can always see it. The Freeze First Column freezes the first column so when you scroll sideways you always see it.

3. To unfreeze the panes, click on Freeze Panes and select Unfreeze Panes which appears when panes are frozen.
Conditional Formatting:

Conditional formatting is similar to filtering, but instead of hiding cells that do not fit your criteria, it highlights the cells that fit your criteria. By highlighting the cells you are able to view your entire list of data as well as easily point out the specific information you are looking for.

1. To perform conditional formatting of data in excel, select the Conditional Formatting button under the Home tab.

2. When you click on the Conditional Formatting button, a drop down box appears giving you many options. Here you can select if you want to highlight cells that are greater than, less than, equal to, etc. to a certain number. For our example we want to highlight cells with Homework Assignments equal to zero. First select the cells with the Homework score data. Then click on Equal To...

3. You are then prompted to enter in the criteria. To find all the homework assignments equal to zero, place a 0 in the criteria.
4. Next, determine how you want the cells to be highlighted. In the drop down box you can select different color fill, different color text, or you can customize how it will be highlighted. For our example select Light Red Fill with Dark Red Text.

5. Now let’s highlight the scores for Exam1 that are above average. First highlight the cells under Exam 1, excluding the weight and max score. Then click on Conditional Formatting and select Above Average. Select the color Yellow Fill with Dark Yellow Text.

Note: When applying conditional formatting to data that is in a pivot table, there is a hierarchy followed. If the data conditionally formatted is shown in the pivot table, the highlighting will show up as long as a part of the original data is not deleted.