



Formatting Different Types of Data

Filling in the month names

In this step, you enter the month names in column A.

1. **Move the cell pointer to A2 and type Jan (an abbreviation for January).** At this point, you can enter the other month name abbreviations manually or you can let Excel do some of the work by taking advantage of the AutoFill feature.
2. **Make sure that cell A2 is selected.** Notice that the active cell is displayed with a heavy outline. At the bottom-right corner of the outline, you'll see a small square known as the *fill handle*. Move your mouse pointer over the fill handle, click, and drag down until you've highlighted from cell A2 down to cell A13.
3. **Release the mouse button, and Excel automatically fills in the month names.** Your worksheet should resemble the one shown in Figure 1.

The screenshot shows an Excel worksheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Month	Projected Sales							
2	Jan								
3	Feb								
4	Mar								
5	Apr								
6	May								
7	Jun								
8	Jul								
9	Aug								
10	Sep								
11	Oct								
12	Nov								
13	Dec								
14									

Figure (1): worksheet after entering column headings and month names

Entering the sales data

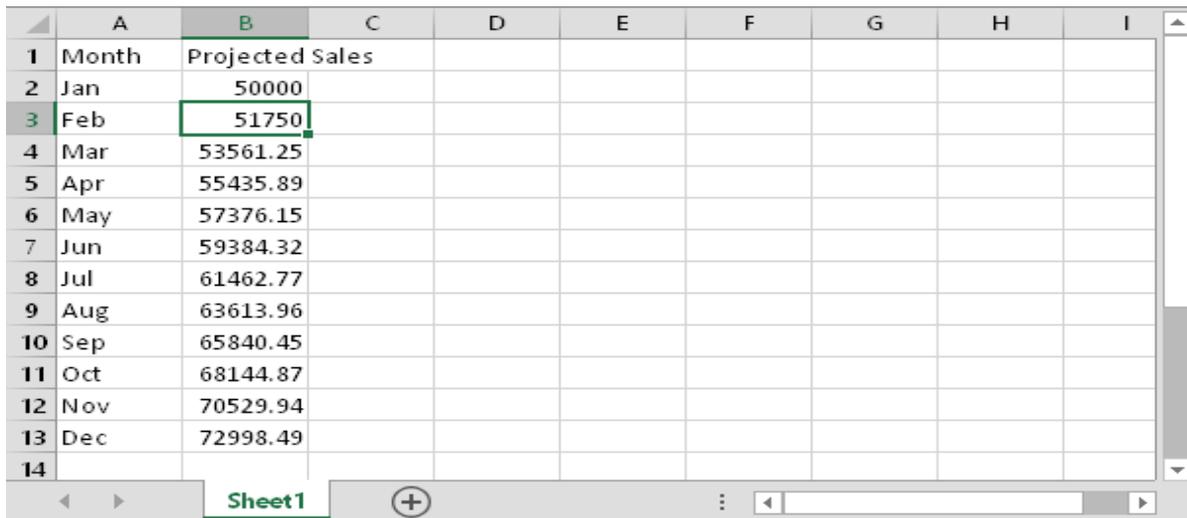
Next, you provide the sales projection numbers in column B. Assume that January's sales are projected to be \$50,000 and that sales will increase by 3.5 percent in each subsequent month.

1. **Move the cell pointer to B2 and type 50000, the projected sales for January.** You could type a dollar sign and comma to make the number more legible, but you do the number formatting a bit later.
2. **To enter a formula to calculate the projected sales for February, move to cell B3 and type the following:**

=B2*103.5%

When you press Enter, the cell displays 51750. The formula returns the contents of cell B2, multiplied by 103.5%. In other words, February sales are projected to be 103.5% of the January sales — a 3.5% increase.

3. **The projected sales for subsequent months use a similar formula, but rather than retype the formula for each cell in column B, take advantage of the AutoFill feature.** Make sure that cell B3 is selected. Click the cell's fill handle, drag down to cell B13, and release the mouse button. At this point, your worksheet should resemble the one shown in Figure 1. Keep in mind that, except for cell B2, the values in column B are calculated *with formulas*. To demonstrate, try changing the projected sales value for the initial month, January (in cell B2). You'll find that the formulas recalculate and return different values. All these formulas depend on the initial value in cell B2.



	A	B	C	D	E	F	G	H	I
1	Month	Projected Sales							
2	Jan	50000							
3	Feb	51750							
4	Mar	53561.25							
5	Apr	55435.89							
6	May	57376.15							
7	Jun	59384.32							
8	Jul	61462.77							
9	Aug	63613.96							
10	Sep	65840.45							
11	Oct	68144.87							
12	Nov	70529.94							
13	Dec	72998.49							
14									

Figure (2): the worksheet after creating formulas

Formatting the numbers

The values in the worksheet are difficult to read because they aren't formatted. In this step, you apply a number format to make the numbers easier to read and more consistent in appearance:

1. **Select the numbers by clicking cell B2 and dragging down to cell B13.** Don't drag the fill handle this time, though, because you're selecting cells, not filling a range.
2. **Access the Ribbon and choose Home.** In the Number group, click the drop-down Number Format control (it initially displays General), and select Currency from the list. The numbers now display with a currency symbol and two decimal places.



That's much better, but the decimal places aren't necessary for this type of projection.

3. **Make sure the range B2:B13 is selected, choose Home ⇨ Number, and click the Decrease Decimal button.** One of the decimal places disappears. Click that button a second time, and the values are displayed with no decimal places.

Making your worksheet look a bit fancier

At this point, you have a functional worksheet, but it could use some help in the appearance department. Converting this range to an “official” (and attractive) Excel table is a snap:

1. **Activate any cell within the range A1:B13.**
2. **Choose Insert ⇨ Tables ⇨ Table.** Excel displays the Create Table dialog box to make sure that it guessed the range properly.
3. **Click OK to close the Create Table dialog box.** Excel applies its default table formatting and displays its Table Tools ⇨ Design contextual tab.

Summing the values

The worksheet displays the monthly projected sales, but what about the total projected sales for the year? Because this range is a table, it's simple:

1. **Activate any cell in the table.**
2. **Choose Table Tools ⇨ Design ⇨ Table Style Options ⇨ Total Row.** Excel automatically adds a new row to the bottom of your table, including a formula that calculates the total of the Projected Sales column.
3. **If you'd prefer to see a different summary formula (for example, average), click cell B14 and choose a different summary formula from the drop-down list.**



1	Month	Projected Sales						
2	Jan	\$50,000						
3	Feb	\$51,750						
4	Mar	\$53,561						
5	Apr	\$55,436						
6	May	\$57,376						
7	Jun	\$59,384						
8	Jul	\$61,463						
9	Aug	\$63,614						
10	Sep	\$65,840						
11	Oct	\$68,145						
12	Nov	\$70,530						
13	Dec	\$72,998						
14								
15								

Figure (3): worksheet after converting the range to a table.

Creating a chart

How about a chart that shows the projected sales for each month?

1. **Activate any cell in the table.**
2. **Choose Insert ⇨ Charts ⇨ Recommended Charts.** Excel displays some suggested chart type options.
3. **In the Insert Chart dialog box, click the second recommended chart (a column chart), and click OK.** Excel inserts the chart in the center of the window. To move the chart to another location, click its border and drag it.
4. **Click the chart and choose a style using the Chart Tools ⇨ Design ⇨ Chart Styles options.**

Figure 3. shows the worksheet with a column chart. Your chart may look different, depending on the chart style you selected.

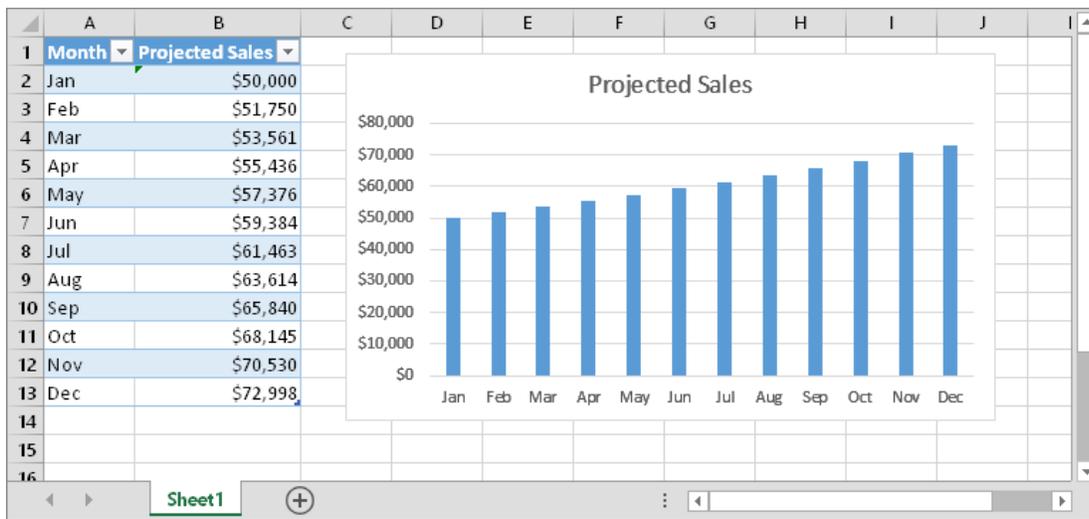


Figure (3): The table and chart.

References

1. John Walkenbach, " Microsoft Excel 2016 BIBLE", John Wily & sons, 2015.
2. Curtis Fry, " Microsoft Excel 2016 step by step", Microsoft press, Redmond Washington, 2015.