Microsoft Excel 2010

م. وعـــود ماجـــد عبد

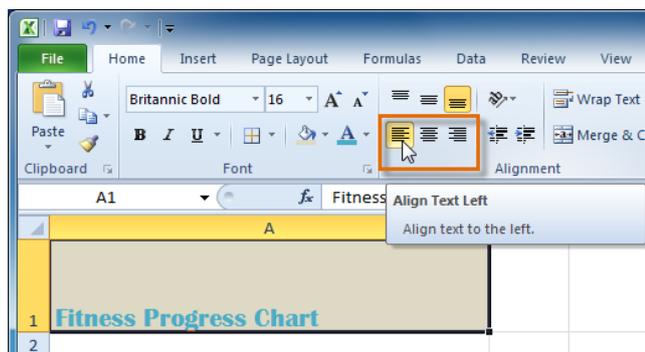### المرحلة الثانية

To change horizontal text alignment:

1. Select the cells you want to modify.

2. Select one of the three horizontal **Alignment** commands on the Home tab.

   o **Align Text Left:** Aligns text to the left of the cell

   o **Center:** Aligns text to the center of the cell

   o **Align Text Right:** Aligns text to the right of the cell

To change vertical text alignment:

1. Select the cells you want to modify.

2. Select one of the three vertical **Alignment** commands on the Home tab.

   o **Top Align:** Aligns text to the top of the cell

   o **Middle Align:** Aligns text to the middle of the cell

   o **Bottom Align:** Aligns text to the bottom of the cell
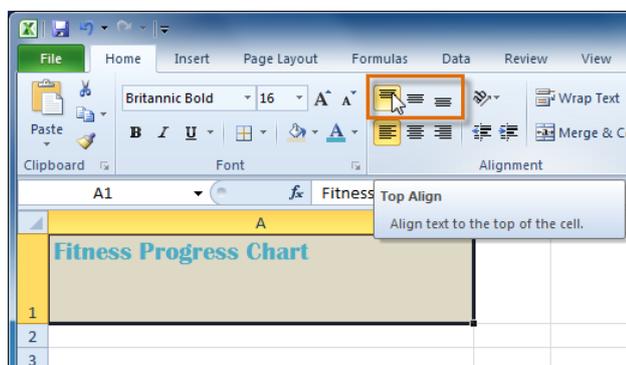
Using the Format Painter

If you want to copy formatting from one cell to another, you can use the **Format Painter** command on the **Home** tab. When you click the Format Painter, it will copy all of the formatting from the selected cell. You can then **click and drag** over any cells you want to paste the formatting to.

Watch the video below to learn two different ways to use the Format Painter.

Formatting numbers and dates

One of Excel's most useful features is its ability to format numbers and dates in a variety of ways. For example, you might need to format numbers with decimal places, currency symbols ($), or percent symbols (%).

To format numbers and dates:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Number Format** command on the Home tab.
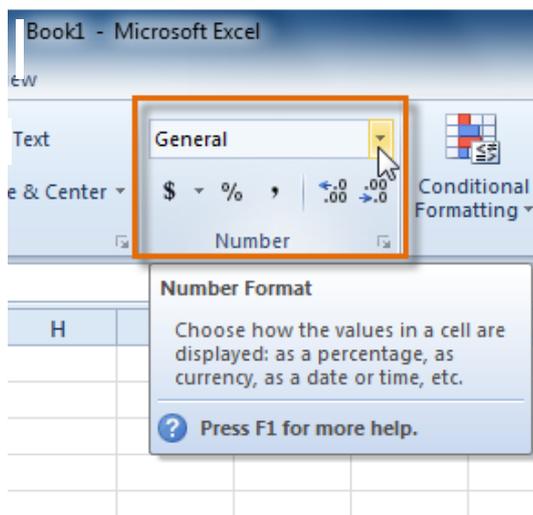
Select the number format you want. For some number formats, you can then use the **Increase Decimal** and **Decrease Decimal** commands (below the Number Format command) to change the number of decimal places that are displayed.
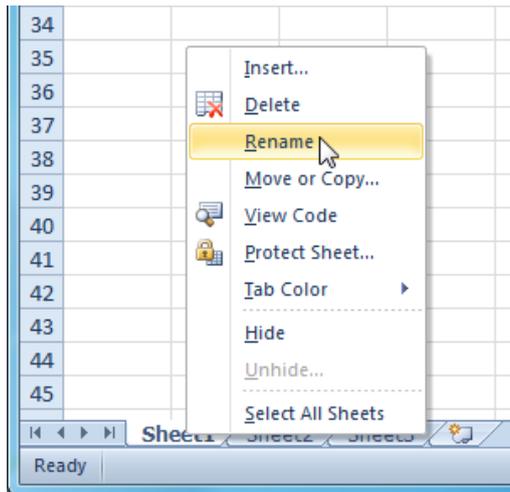
Click the buttons in the interactive below to learn about the different number formats.
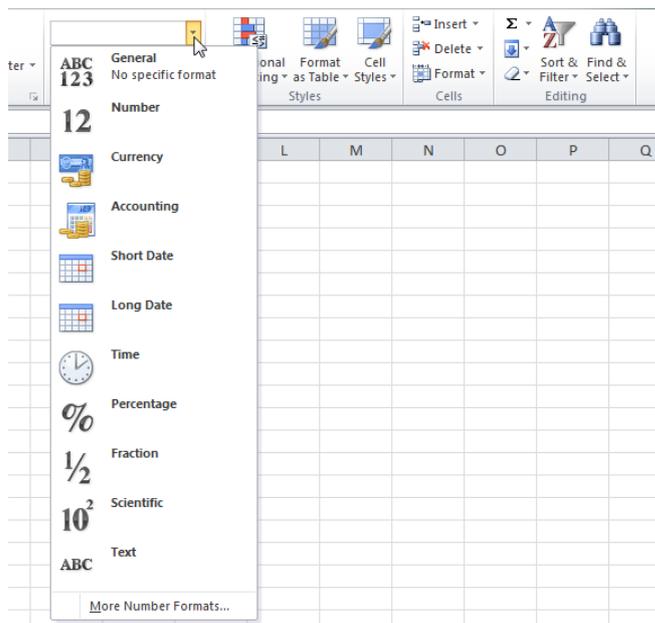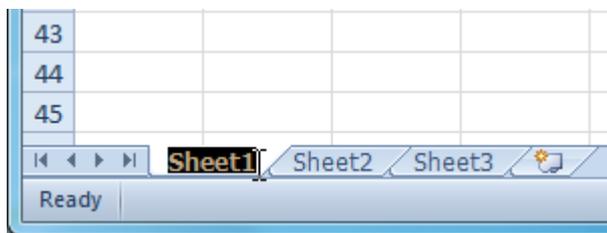

To rename worksheets:

1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
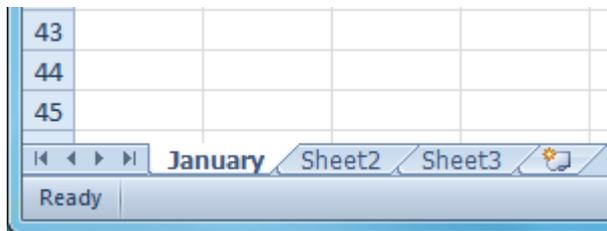2. Select **Rename**.

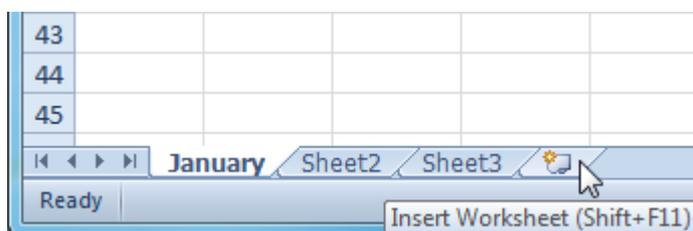3. The text is now highlighted by a black box. Type the name of your worksheet.

4. Click anywhere outside the tab. The worksheet is renamed.

To insert new worksheets:

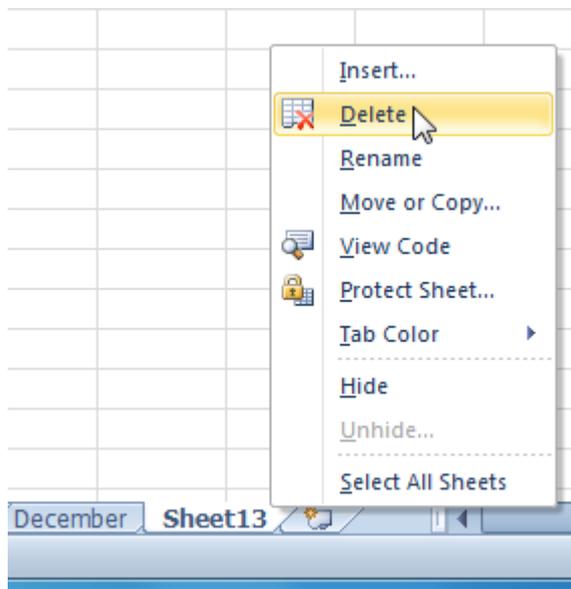Click the **Insert Worksheet** icon. A new worksheet will appear.

To delete worksheets:

Worksheets can be deleted from a workbook, including those containing data.

1. Select the worksheets you want to delete.
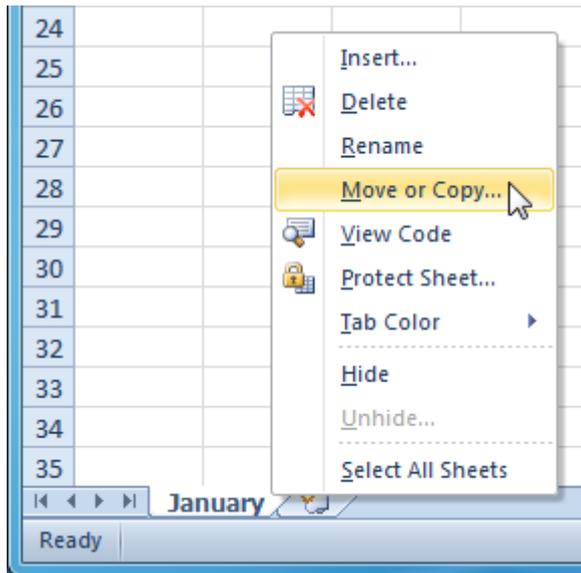2. Right-click one of the selected worksheets. The **worksheet** menu appears.
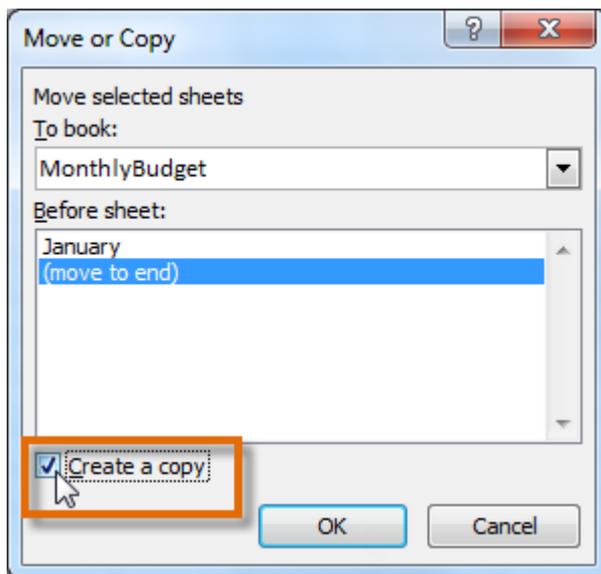3. Select **Delete**. The selected worksheets will be deleted from your workbook.

To copy a worksheet:

1. Right-click the worksheet you want to copy. The **worksheet** menu appears.
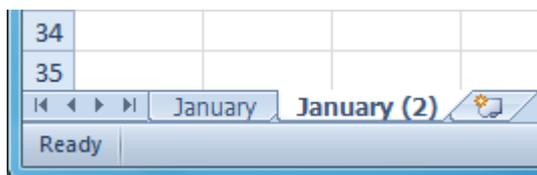2. Select **Move or Copy**.

3. The **Move or Copy** dialog box appears. Check the **Create a copy** box.

4. Click **OK**. Your worksheet is copied. It will have the same title as your original worksheet, but the title will include a version number, such as **January (2)**.
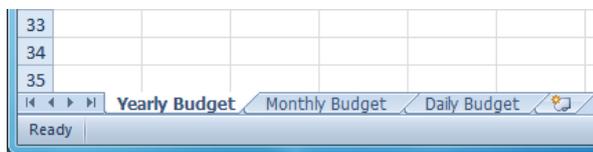
To move a worksheet:

1. Click the worksheet you want to move. The mouse will change to show a small worksheet icon 📄.

2. Drag the worksheet icon until a small black arrow ▾ appears where you want the worksheet to be moved.
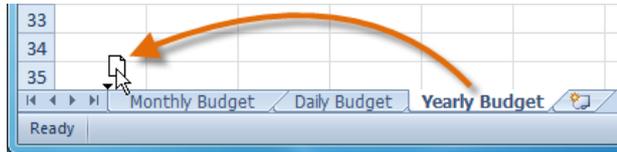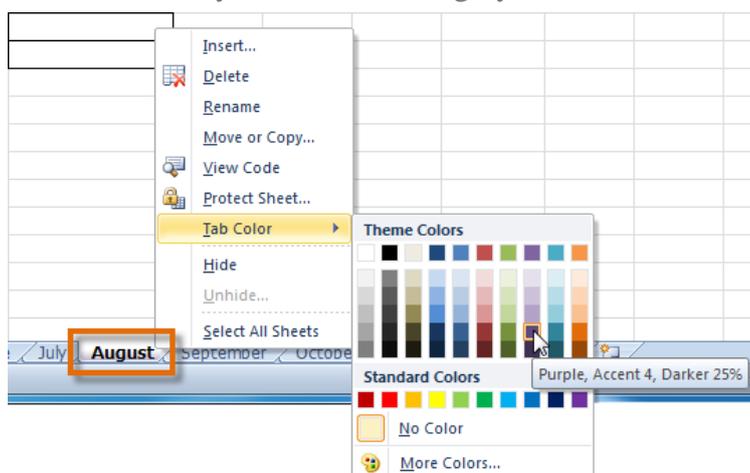

3. Release your mouse, and the worksheet will be moved.


To color code worksheet tabs:

You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.

1. Right-click the worksheet tab you want to color. The **worksheet** menu appears.

2. Select **Tab Color**. The **color** menu appears.
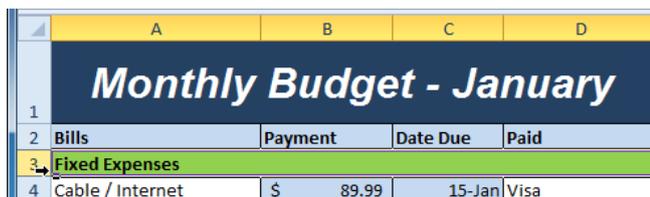
3. Select the color you want to change your tab.

4. The tab color will change in the workbook. If your tab still appears white, it is because the worksheet is still selected. Select any other worksheet tab to see the color change.
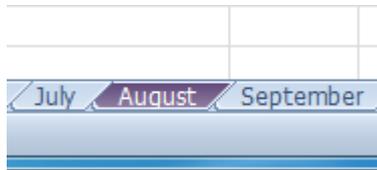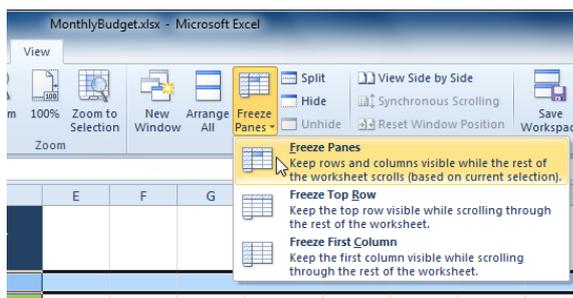

To freeze rows:

1. Select the row **below** the rows you want frozen. For example, if you want rows 1 and 2 to always appear at the top of the worksheet even as you scroll, then select row 3.

2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.

5. A black line appears **below** the rows that are frozen in place. Scroll down in the worksheet to see the rows below the frozen rows.

To freeze columns:

1. Select the column to the **right** of the columns you want frozen. For example, if you want columns A and B to always appear to the left of the worksheet even as you scroll, select column C.

To unfreeze panes:

1. Click the **View** tab.

2. Click the **Freeze Panes** command. A drop-down menu appears.

3. Select **Unfreeze Panes**. The panes will be unfrozen, and the black line will disappear.