



## Format Data

### Enter data manually

#### Enter text or a number in a cell

1. On the worksheet, click a cell.
2. Type the numbers or text that you want to enter, and then press ENTER or TAB.

To enter data on a new line within a cell, enter a line break by pressing ALT+ENTER.

#### Enter a number that has a fixed decimal point

1. On the **File** tab, click **Options**.
2. Click **Advanced**, and then under **Editing options**, select the **Automatically insert a decimal point** check box.
3. In the **Places** box, enter a positive number for digits to the right of the decimal point or a negative number for digits to the left of the decimal point.

For example, if you enter **3** in the **Places** box and then type **2834** in a cell, the value will appear as 2.834. If you enter **-3** in the **Places** box and then type **283**, the value will be 283000.

4. On the worksheet, click a cell, and then enter the number that you want.

Data that you typed in cells before selecting the **Fixed decimal** option is not affected.

To temporarily override the **Fixed decimal** option, type a decimal point when you enter the number.

#### Enter a date or a time in a cell

1. On the worksheet, click a cell.
2. Type a date or time as follows:
  - To enter a date, use a slash mark or a hyphen to separate the parts of a date; for example, type **9/5/2002** or **5-Sep-2002**.
  - To enter a time that is based on the 12-hour clock, enter the time followed by a space, and then type **a** or **p** after the time; for example, **9:00 p**. Otherwise, Excel enters the time as AM.

To enter the current date and time, press Ctrl+Shift+; (semicolon).


- To enter a date or time that stays current when you reopen a worksheet, you can use the [TODAY](#) and [NOW](#) functions.
- When you enter a date or a time in a cell, it appears either in the default date or time format for your computer or in the format that was applied to the cell before you entered the date or time. The default date or time format is based on the date and time settings in the **Regional and Language Options** dialog box (Control Panel, **Clock, Language, and Region**). If these settings on your computer have been changed, the dates and times in your workbooks that have not been formatted by using the **Format Cells** command are displayed according to those settings.
- To apply the default date or time format, click the cell that contains the date or time value, and then press Ctrl+Shift+# or Ctrl+Shift+@.



## Format Data

### Enter the same data into several cells at the same time

1. Select the cells into which you want to enter the same data. The cells do not have to be adjacent.
2. In the active cell, type the data, and then press Ctrl+Enter.

You can also enter the same data into several cells by using the fill handle  to automatically fill data in worksheet cells.

For more information, see the article [Fill data automatically in worksheet cells](#).

### Enter the same data on several worksheets at the same time

By making multiple worksheets active at the same time, you can enter new data or change existing data on one of the worksheets, and the changes are applied to the same cells on all the selected worksheets.

1. Click the tab of the first worksheet that contains the data that you want to edit. Then hold down Ctrl while you click the tabs of other worksheets in which you want to synchronize the data.



**Note:** If you don't see the tab of the worksheet that you want, click the tab scrolling buttons to find the worksheet, and then click its tab. If you still can't find the worksheet tabs that you want, you might have to maximize the document window.

2. On the active worksheet, select the cell or range in which you want to edit existing or enter new data.
3. In the active cell, type new data or edit the existing data, and then press Enter or Tab to move the selection to the next cell.

The changes are applied to all the worksheets that you selected.

4. Repeat the previous step until you have completed entering or editing data.
  - To cancel a selection of multiple worksheets, click any unselected worksheet. If an unselected worksheet is not visible, you can right-click the tab of a selected worksheet, and then click **Ungroup Sheets**.
  - When you enter or edit data, the changes affect all the selected worksheets and can inadvertently replace data that you didn't mean to change. To help avoid this, you can view all the worksheets at the same time to identify potential data conflicts.
    - a. On the **View** tab, in the **Window** group, click **New Window**.
    - b. Switch to the new window, and then click a worksheet that you want to view.
    - c. Repeat steps 1 and 2 for each worksheet that you want to view.
    - d. On the **View** tab, in the **Window** group, click **Arrange All**, and then click the option that you want.
    - e. To view worksheets in the active workbook only, in the **Arrange Windows** dialog box, select the **Windows of active workbook** check box.



## Format Data

### Adjust worksheet settings and cell formats

There are several settings in Excel that you can change to help make manual data entry easier. Some changes affect all workbooks, some affect the whole worksheet, and some affect only the cells that you specify.

#### Change the direction for the Enter key

When you press Tab to enter data in several cells in a row and then press Enter at the end of that row, by default, the selection moves to the start of the next row.

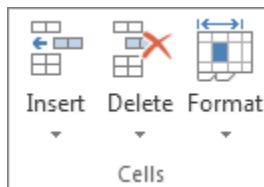
Pressing Enter moves the selection down one cell, and pressing Tab moves the selection one cell to the right. You cannot change the direction of the move for the Tab key, but you can specify a different direction for the Enter key. Changing this setting affects the whole worksheet, any other open worksheets, any other open workbooks, and all new workbooks.

1. On the **File** tab, click **Options**.
2. In the **Advanced** category, under **Editing options**, select the **After pressing Enter, move selection** check box, and then click the direction that you want in the **Direction** box.

#### Change the width of a column

At times, a cell might display #####. This can occur when the cell contains a number or a date and the width of its column cannot display all the characters that its format requires. For example, suppose a cell with the Date format "mm/dd/yyyy" contains 12/31/2015. However, the column is only wide enough to display six characters. The cell will display #####. To see the entire contents of the cell with its current format, you must increase the width of the column.

1. Click the cell for which you want to change the column width.
2. On the **Home** tab, in the **Cells** group, click **Format**.



3. Under **Cell Size**, do one of the following:
  - To fit all text in the cell, click **AutoFit Column Width**.
  - To specify a larger column width, click **Column Width**, and then type the width that you want in the **Column width** box.

**Note:** As an alternative to increasing the width of a column, you can change the format of that column or even an individual cell. For example, you could change the date format so that a date is displayed as only the month and day ("mm/dd" format), such as 12/31, or represent a number in a Scientific (exponential) format, such as 4E+08.

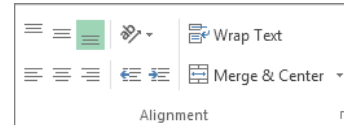


## Format Data

### Wrap text in a cell

You can display multiple lines of text inside a cell by wrapping the text. Wrapping text in a cell does not affect other cells.

1. Click the cell in which you want to wrap the text.
2. On the **Home** tab, in the **Alignment** group, click **Wrap Text**.



**Note:** If the text is a long word, the characters won't wrap (the word won't be split); instead, you can widen the column or decrease the font size to see all the text. If all the text is not visible after you wrap the text, you might have to adjust the height of the row. On the **Home** tab, in the **Cells** group, click **Format**, and then under **Cell Size** click **AutoFit Row**. For more information on wrapping text, see the article [Wrap text in a cell](#).

### Change the format of a number

In Excel, the format of a cell is separate from the data that is stored in the cell. This display difference can have a significant effect when the data is numeric. For example, when a number that you enter is rounded, usually only the displayed number is rounded. Calculations use the actual number that is stored in the cell, not the formatted number that is displayed. Hence, calculations might appear inaccurate because of rounding in one or more cells. After you type numbers in a cell, you can change the format in which they are displayed.

1. Click the cell that contains the numbers that you want to format.
2. On the **Home** tab, in the **Number** group, click the arrow next to the **Number Format** box, and then click the format that you want.



To select a number format from the list of available formats, click **More Number Formats**, and then click the format that you want to use in the **Category** list.

### Format a number as text

For numbers that should not be calculated in Excel, such as phone numbers, you can format them as text by applying the Text format to empty cells before typing the numbers.

1. Select an empty cell.
2. On the **Home** tab, in the **Number** group, click the arrow next to the **Number Format** box, and then click **Text**.



3. Type the numbers that you want in the formatted cell.

Numbers that you entered before you applied the Text format to the cells must be entered again in the formatted cells. To quickly reenter numbers as text, select each cell, press F2, and then press Enter.



## Format Data

### Fill data automatically

Use the Auto Fill feature to fill cells with data that follows a pattern or are based on data in other cells.

1. Select one or more cells you want to use as a basis for filling additional cells.

For a series like 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells. For the series 2, 4, 6, 8..., type 2 and 4.

For the series 2, 2, 2, 2..., type 2 in first cell only.

2. Drag the fill handle .
3. If needed, click **Auto Fill Options**  and choose the option you want.


### Move or copy cells and cell contents

Use **Cut**, **Copy**, and **Paste** to move or copy cell contents. Or copy specific contents or attributes from the cells. For example, copy the resulting value of a formula without copying the formula, or copy only the formula.



When you move or copy a cell, Excel moves or copies the cell, including formulas and their resulting values, cell formats, and comments.

You can move cells in Excel by drag and dropping or using the **Cut** and **Paste** commands.

#### Move cells by drag and dropping

1. Select the cells or range of cells that you want to move or copy.
2. Point to the border of the selection.
3. When the pointer becomes a move pointer , drag the cell or range of cells to another location.

#### Move cells by using Cut and Paste

1. Select a cell or a cell range.
2. Select **Home** > **Cut**  or press Ctrl + X.
3. Select a cell where you want to move the data.
4. Select **Home** > **Paste**  or press Ctrl + V.

Copy cells in your worksheet using the **Copy** and **Paste** commands.

1. Select the cell or range of cells.
2. Select **Copy** or press Ctrl + C.
3. Select **Paste** or press Ctrl + V.



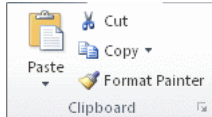
## Format Data

### Move or copy just the contents of a cell

1. Double-click the cell that contains the data that you want to move or copy.

**Note** By default, you can edit and select cell data directly in the cell by double-clicking it, but you can also edit and select cell data in the formula bar.

2. In the cell, select the characters that you want to move or copy.
3. On the **Home** tab, in the **Clipboard** group, do one of the following:




- To move the selection, click **Cut** .

**Keyboard shortcut** You can also press Ctrl+X.

- To copy the selection, click **Copy** .

**Keyboard shortcut** You can also press Ctrl+C.

4. In the cell, click where you want to paste the characters, or double-click another cell to move or copy the data.
5. On the **Home** tab, in the **Clipboard** group, click **Paste** .

**Keyboard shortcut** You can also press Ctrl+V.

6. Press ENTER.


**Note:** When you double-click a cell or press F2 to edit the active cell, the arrow keys work only within that cell. To use the arrow keys to move to another cell, first press Enter to complete your editing changes to the active cell.

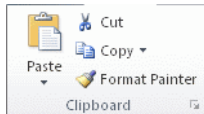


## Format Data


### Copy cell values, cell formats, or formulas only

When you paste copied data, you can do any of the following:

- Paste only the cell formatting, such as font color or fill color (and not the contents of the cells).
- Convert any formulas in the cell to the calculated values without overwriting the existing formatting.
- Paste only the formulas (and not the calculated values).
- Select the cell or range of cells that contains the values, cell formats, or formulas that you want to copy.
- On the **Home** tab, in the **Clipboard** group, click **Copy** .



**Keyboard shortcut** You can also press Ctrl+C.

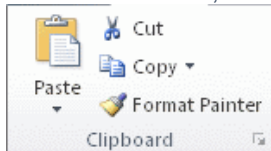
- Select the upper-left cell of the paste area or the cell where you want to paste the value, cell format, or formula.
- On the **Home** tab, in the **Clipboard** group, click the arrow below **Paste** , and then do one of the following:
  - To paste values only, click **Values**.
  - To paste cell formats only, click **Formatting**.
  - To paste formulas only, click **Formulas**.

**Note:** If the copied formulas contain relative cell references, Excel adjusts the references (and the relative parts of mixed cell references) in the duplicate formulas. For example, suppose that cell B8 contains the formula =SUM(B1:B7). If you copy the formula to cell C8, the duplicate formula refers to the corresponding cells in that column: =SUM(C1:C7). If the copied formulas contain absolute cell references, the references in the duplicate formulas are not changed. If you do not get the results that you want, you can also change the references in the original formulas to either relative or absolute cell references and then recopy the cells.

### Copy cell width settings


When you paste copied data, the pasted data uses the column width settings of the target cells. To correct the column widths so that they match the source cells, follow these steps.

1. Select the cells that you want to move or copy.  
How to select cells or ranges
2. On the **Home** tab, in the **Clipboard** group, do one of the following:



- To move cells, click **Cut** .


**Keyboard shortcut** You can also press Ctrl+X.

- To copy cells, click **Copy** .

**Keyboard shortcut** You can also press Ctrl+C.

3. Select the upper-left cell of the paste area.

**Tip:** To move or copy a selection to a different worksheet or workbook, click another worksheet tab or switch to another workbook, and then select the upper-left cell of the paste area.

4. On the **Home** tab, in the **Clipboard** group, click the arrow under **Paste** , and then click **Keep Source Column Widths**.



## Format Data

### Format numbers

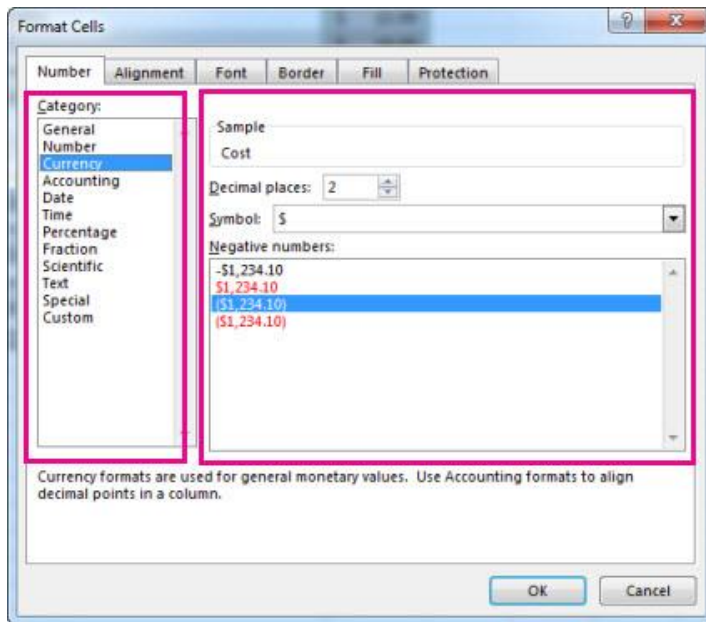
Apply number formats such as dates, currency, or fractions to cells in a worksheet. For example, if you're working on your quarterly budget, you can use the **Currency** number format so your numbers represent money. Or, if you have a column of dates, you can specify that you want the dates to appear as March 14, 2012, 14-Mar-12, or 3/14.

Follow these steps to format numbers:

1. Select the cells containing the numbers you need to format.
2. Select CTRL+1.

On a Mac, select Control+1, or Command+1.

3. In the window that displays, select the **Number** tab (skip this step if you're using Office for the web).
4. Select a **Category** option, and then select specific formatting changes on the right.



**Tip:** Do you have numbers showing up in your cells as #####? This probably means your cell isn't wide enough to show the whole number. Try double-clicking the right border of the column that contains the cells with #####. This will [change the column width and row height](#) to fit the number. You can also drag the right border of the column to make it any size you want.





## Format Data

### Stop your numbers from automatically formatting

Sometimes if you enter numbers into a cell—or import them from another data source—Excel doesn't format them as you expect. If, for example, you type a number along with a slash mark (/) or a hyphen (-), Excel might apply a **Date** format.

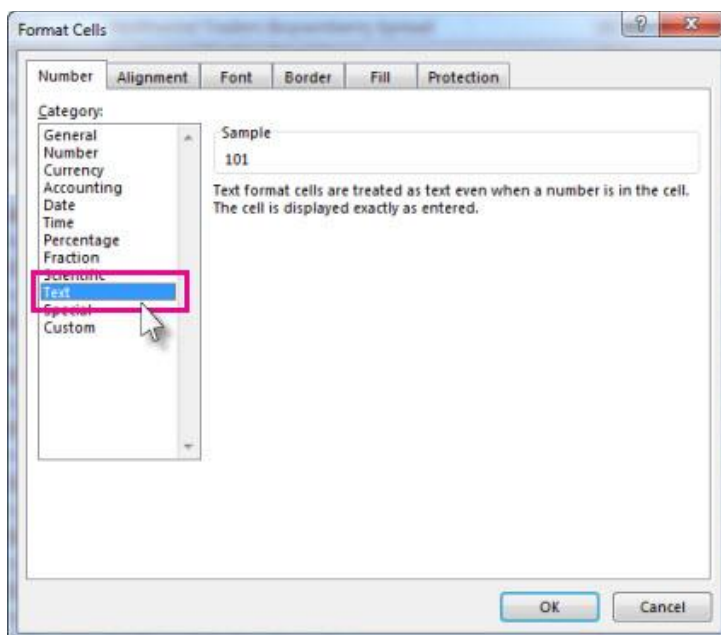
You can prevent this automatic number formatting by applying the **Text** format to the cells.

It's easy to do:

1. Select the cells that contain numbers you don't want Excel to automatically format.
2. Select CTRL+1.

On a Mac, select Control+1, or Command+1.

3. On the **Number** tab, select **Text** in the **Category** list.












## Format Data

### Apply or remove cell borders

#### Apply a predefined cell border

1. On a worksheet, [select the cell or range of cells](#) that you want to add a border to, change the border style on, or remove a border from.
2. On the **Home** tab, in the **Font** group, do one of the following:
  - To apply a new or different border style, click the arrow next to **Borders** , and then click a border style.

**Tip:** To apply a custom border style or a diagonal border, click **More Borders**. In the **Format Cells** dialog box, on the **Border** tab, under **Line** and **Color**, click the line style and color that you want. Under **Presets** and **Border**, click one or more buttons to indicate the border placement. Two diagonal border buttons   are available under **Border**.

- To remove cell borders, click the arrow next to **Borders** , and then click **No Border** .
- The **Borders** button displays the most recently used border style. You can click the **Borders** button (not the arrow) to apply that style.
- If you apply a border to a selected cell, the border is also applied to adjacent cells that share a bordered cell boundary. For example, if you apply a box border to enclose the range B1:C5, the cells D1:D5 acquire a left border.
- If you apply two different types of borders to a shared cell boundary, the most recently applied border is displayed.
- A selected range of cells is formatted as a single block of cells. If you apply a right border to the range of cells B1:C5, the border is displayed only on the right edge of the cells C1:C5.
- If you want to print the same border on cells that are separated by a page break, but the border appears on only one page, you can apply an inside border. This way, you can print a border at the bottom of the last row of one page and use the same border at the top of the first row on the next page. Do the following:
  - a. Select the rows on both sides of the page break.
  - b. Click the arrow next to **Borders** , and then click **More Borders**.
  - c. Under **Presets**, click the **Inside** button .
  - d. Under **Border**, in the preview diagram, remove the vertical border by clicking it.

#### Remove a cell border

1. On a worksheet, [select the cell or range of cells](#) that you want to remove a border from.

To cancel a selection of cells, click any cell on the worksheet.

2. On the **Home** tab, in the **Font** group, click the arrow next to **Borders** , and then click **No Border** .

--OR--

Click **Home** > the **Borders** arrow > **Erase Border**, and then select the cells with the border you want to erase.

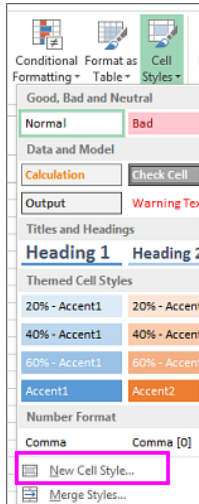


## Format Data

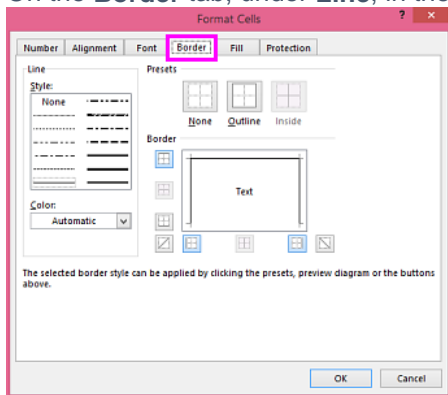
### Create a custom cell border style

You can create a cell style that includes a custom border, and then you can apply that cell style when you want to display the custom border around selected cells.

1. On the **Home** tab, in the **Styles** group, click **Cell Styles**.
2. Click **New Cell Style**.



3. In the **Style name** box, type an appropriate name for the new cell style.
4. Click **Format**.
5. On the **Border** tab, under **Line**, in the **Style** box, click the line style that you want to use for the border.



6. In the **Color** box, select the color that you want to use.
7. Under **Border**, click the border buttons to create the border that you want to use.
8. Click **OK**.
9. In the **Style** dialog box, under **Style Includes (By Example)**, clear the check boxes for any formatting that you do not want to include in the cell style.
10. Click **OK**.
11. To apply the cell style, do the following:
  - a. [Select the cells](#) that you want to format with the custom cell border.
  - b. On the **Home** tab, in the **Styles** group, click **Cell Styles**.
  - c. Click the custom cell style that you just created. Like the **FancyBorderStyle** button in this picture.



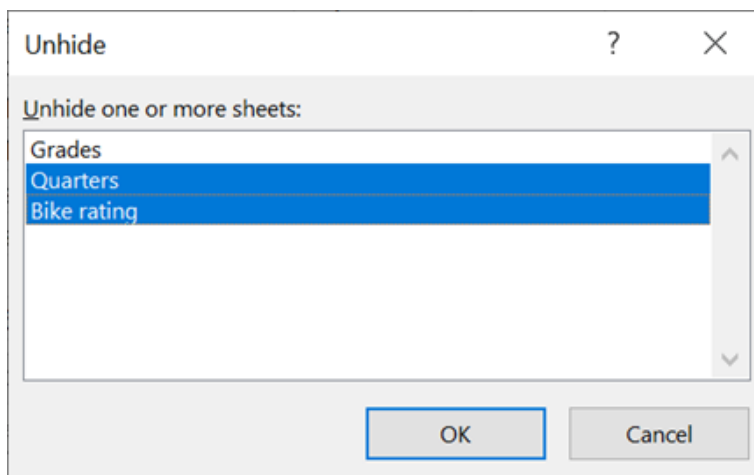


## Format Data

### Hide or Unhide worksheets

You can hide any worksheet to remove it from view. The data in hidden worksheets is not visible, but it can still be referenced from other worksheets and workbooks, and you can easily unhide hidden worksheets as needed.

1. Right-click the sheet tab you want to hide, or any visible sheet if you want to unhide sheets.
2. On the menu that appears, do one of the following:
  - To hide the sheet, select **Hide**.
  - To unhide hidden sheets, select them in the Unhide dialog that appears, and then select **OK**.



**Notes:** To select multiple sheets do either of these:

- Press and hold CTRL, then click the items to select them.
- Press and hold SHIFT, then use the up and down arrow keys to adjust your selection.

### Hide or show rows or columns

#### Hide columns

1. Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
2. Right-click the selected columns, and then select **Hide**.

**Note:** The double line between two columns is an indicator that you've hidden a column.

#### Unhide columns

1. Select the adjacent columns for the hidden columns.
2. Right-click the selected columns, and then select **Unhide**.

Or double-click the double line between the two columns where hidden columns exist.



## Format Data

### Insert or delete rows, and columns

#### Insert or delete a column

1. Select any cell within the column, then go to **Home > Insert > Insert Sheet Columns** or **Delete Sheet Columns**.
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

#### Insert or delete a row

1. Select any cell within the row, then go to **Home > Insert > Insert Sheet Rows** or **Delete Sheet Rows**.
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**.

#### Formatting options

When you select a row or column that has formatting applied, that formatting will be transferred to a new row or column that you insert. If you don't want the formatting to be applied, you can select the **Insert Options** button after you insert, and choose from one of the options as follows:

	A	B	C	D	E
1	Data1		Data2	Data3	Data4
2	0.01871		0.9551	0.323264	0.21415
3	0.187181				
4	0.86551				
5	0.79091				
6	0.278499				

Format Same As Left  
 Format Same As Right  
 Clear Formatting

If the Insert Options button isn't visible, then go to **File > Options > Advanced >** in the **Cut, copy and paste** group, check the **Show Insert Options buttons** option.

[Click to watch the "Insert or delete rows, and columns" video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)