Excel Handout 1
(Cell Style ,Conditional Format , Paste special , Comments ,Naming)

<u>Cell Style:</u> **applies a certain cell style on a cell or a range of cells.**
Home tab / styles group / cell styles
1. Go to Sheet General , Select cell B4 , go to Home tab → Styles group→ select the **good** cell style for example .

<u>Conditional Formatting:</u>
Go to General sheet, select the cell range D2:D26, then go to
Home tab →style group / conditional formatting →highlights cells rules → in the opened dialog box you can specify the condition and the format.

To find out the number of conditions, or to know the conditional format effect such as color, border, fill, font, etc:
Select the cell range specified in the question , then go to Home tab→ Style group → conditional formatting → Manage rules.

<u>Comments:</u>
<u>To write a comment on a certain cell:</u>
Goto general sheet ,then select any cell for example A1 ,go to Review Tab →comments group→new comment (write the comment that you want).then a red triangle will appear at the top right corner on the cell indicating that the cell has a comment. You can edit, delete, show/hide comment and show all comments from the same group.

<u>Paste special:</u>
When you copy a group of cells and paste them special you have many options one of these options is Transpose which paste the column into a row and vice versa.
1. Go to general sheet, then select the cell range A1:D1 , go to Home tab → clipboard group → copy
2. Select any cell for example E1 then go to Home tab→ clipboard group → paste special → transpose .

<u>Naming:</u> used to name a cell or a cell range.
Go to General sheet, then select the cell range A2:A10 , in the name box(formula bar) enter any name(eg skills) and press enter .
a. What is the name of the cell range (eg. A2:A10), here you select the range and see the name in the name box
b. What is the cell range for the name (eg skills), here you choose the name from the name box and the range will be selected automatically?
Note : if the name box is hidden
Go to → View tab → Show group→ Check the formula bar