

# MS Excel 2003 - Lesson 3: Manipulating data in spreadsheets

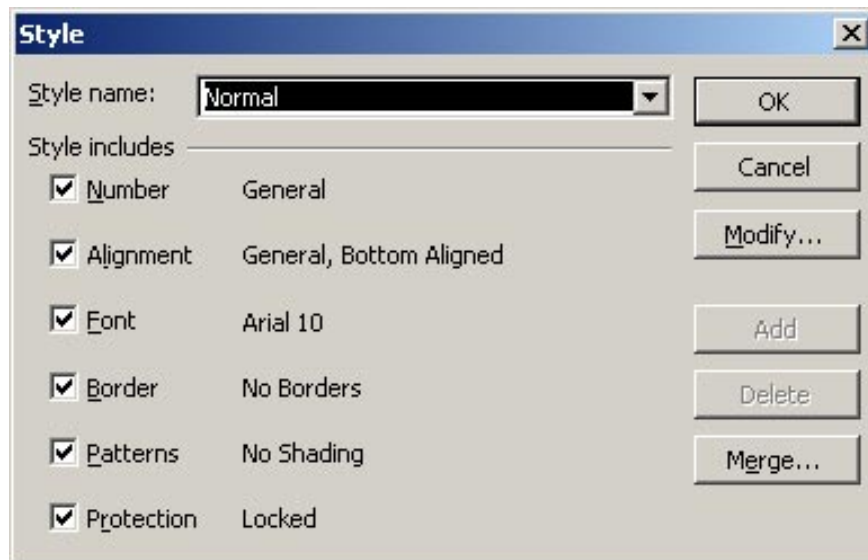
The previous article TipsMake.com has guided you to some basic formatting for a small data area, but if you need to format a large area or the default format for a new Excel 2003 file, follow these instructions.

## 1, Default Font Format for spreadsheets

The previous article TipsMake.com has guided you to some basic formatting for a small data area, but if you need to format a large area or the default format for a new Excel 2003 file, follow these instructions. .

### a, Default Font Format

- Go to *Format -> Style* .



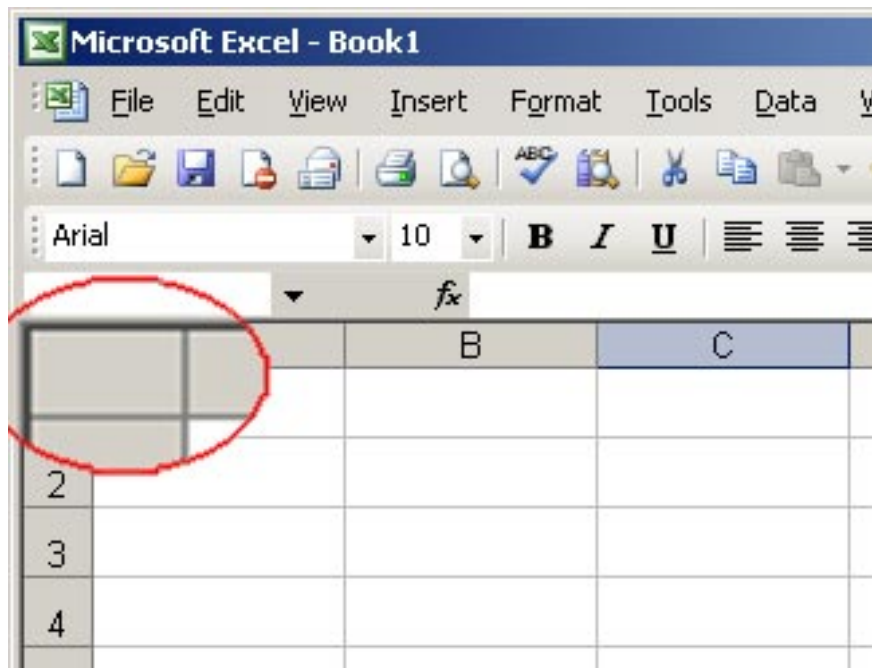
With the following formats:

- *Style name* : name the type of attribute you use.
- *Style includes* : list with the required format properties
- *Modify* . : edit the format properties
- *Add* : click Add to save the changes needed in a style.

- *Delete* : Delete an unnecessary style.

## **b, Black out the spreadsheet**

- *Black out the entire worksheet* : Click on the empty square to intersect the line title and column header.



- *Apply black lines or black out columns* : click on the name of the row or column to be highlighted

## **2, Automatic numbering**

Some ways to number automatically:

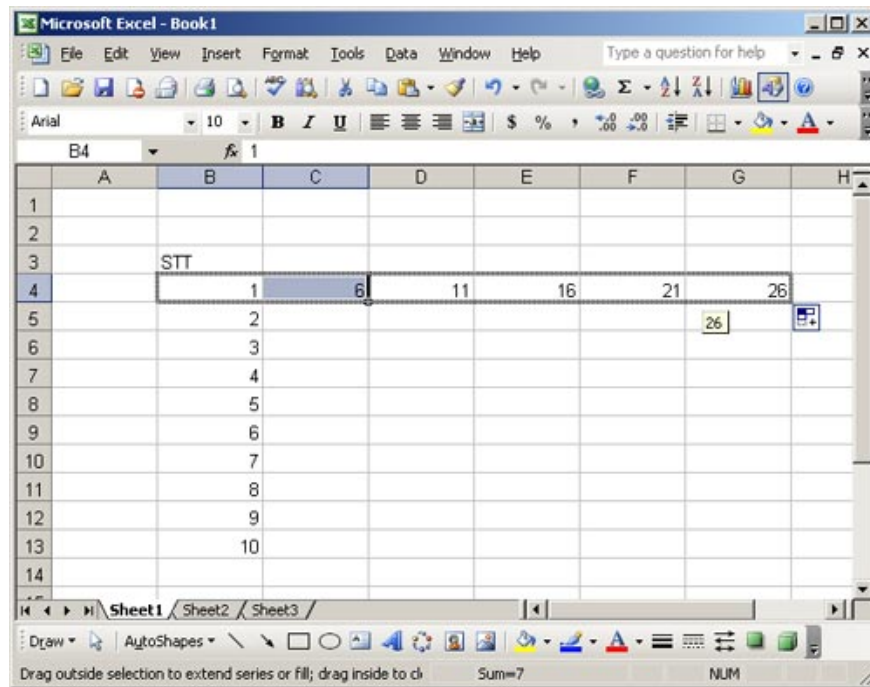
**a, Option 1** (this way can be applied to non-consecutive numbers):

- Enter the first 2 numbers of the sequence

- Blacken the two cells entered

- Move the cursor to the lower right of the highlighted area (place the cursor like copying the formula: the mouse pointer is a black plus sign)

- Hold down the mouse and drag to the required number.



*Note* : You can drag the number sequence from top to bottom, from the bottom up, from the left and from the right. Also, in this way, you can number non-interconnected numbers (sequences with arithmetic progressions).

#### **b, Method 2 :**

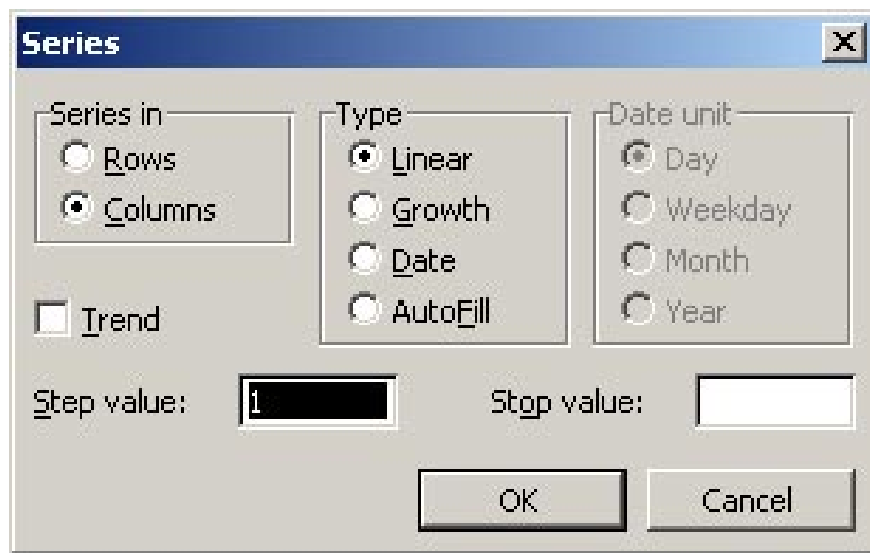
- Enter the first number of the sequence
- Put the mouse pointer in the lower right corner of the cell just entered
- Hold down Ctrl + drag the number to enter

*Because dates are a special form of numeric type, if you want to quickly fill in dates, you can also use the above methods.*

### **3, Fill numeric values ??on a region**

Excel spreadsheets allow you to fill numeric values ??into a predefined data area (with this feature you can also enter numbers automatically)

- Enter the value in the first box
- Apply black areas to fill (can be column or row or region)
- Go to *Edit -> Fill -> Series* .



- *Series in* :

1. Rows: Enter the value in line
2. Columns: Enter values ??in columns

- *Type* :

1. Linear: linear (vertical or horizontal)
2. Growth: Enter the sequence of numbers exponentially
3. Date: enter the date value
4. AutoFill: Automatically enter the number or date according to Step value of 1

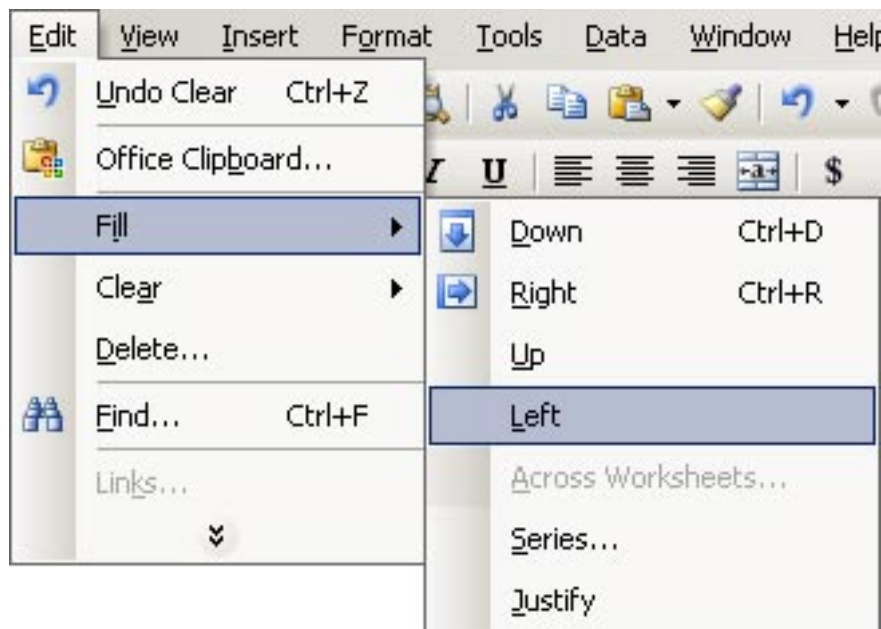
- *Date unit* : applies only to the date type value

1. Day: sequentially increasing, decreasing by day
2. Weekday: sequentially increase, decrease by working day of the week (except on Saturdays and Sundays)
3. Month: sequential increase, decrease by month
4. Year: sequential increase, decrease year by year

- *Step value* : type in the jump value (negative number: the jump is reduced, the number is positive: the step jumps

- *Stop Value* : the maximum value of the sequence

**Also** you can fill the values ??faster without entering the Series dialog: Go to **Edit -> Fill**



- *Down* : Fill down

- *Right* : Fill right

- *Up* : Fill up

- *Left* : Bright left

( *Also* )

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