



UNIT: 04

Formatting a Worksheet

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ **Modify fonts**
- ✓ **Add borders and colors to cells**
- ✓ **Apply number formats**

UNIT 04 FORMATTING A WORKSHEET

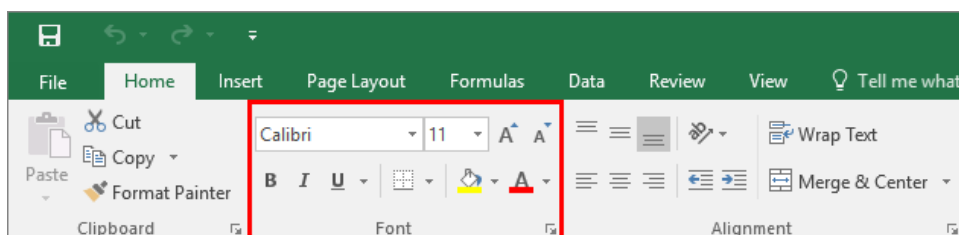
Modify Fonts

FONTS

A font is a complete set of characters (with typeface and style) that is used to create text in your workbook. Some fonts are all capitals; other fonts are all symbols. Fonts are very customizable: you can change their size, type, color, and effects. The fonts that are available in Microsoft Excel depend on what other applications are installed and if you have installed any extra font packages. However, Microsoft Office and Windows come with quite a few fonts by default, so you will have plenty of choices.

THE FONT GROUP

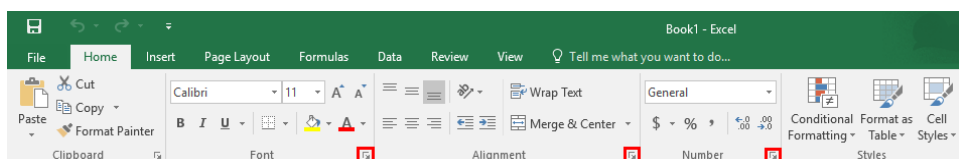
Naturally, the Font group of the Home tab is where you will find many of the font commands. You can choose the font face, font size, and text formatting here:



Click the option button (☰) to open the Format Cells dialog to the Font tab. This dialog offers more specific formatting for fonts and cells including number formatting, alignment within the cell, highlighting, and borders.

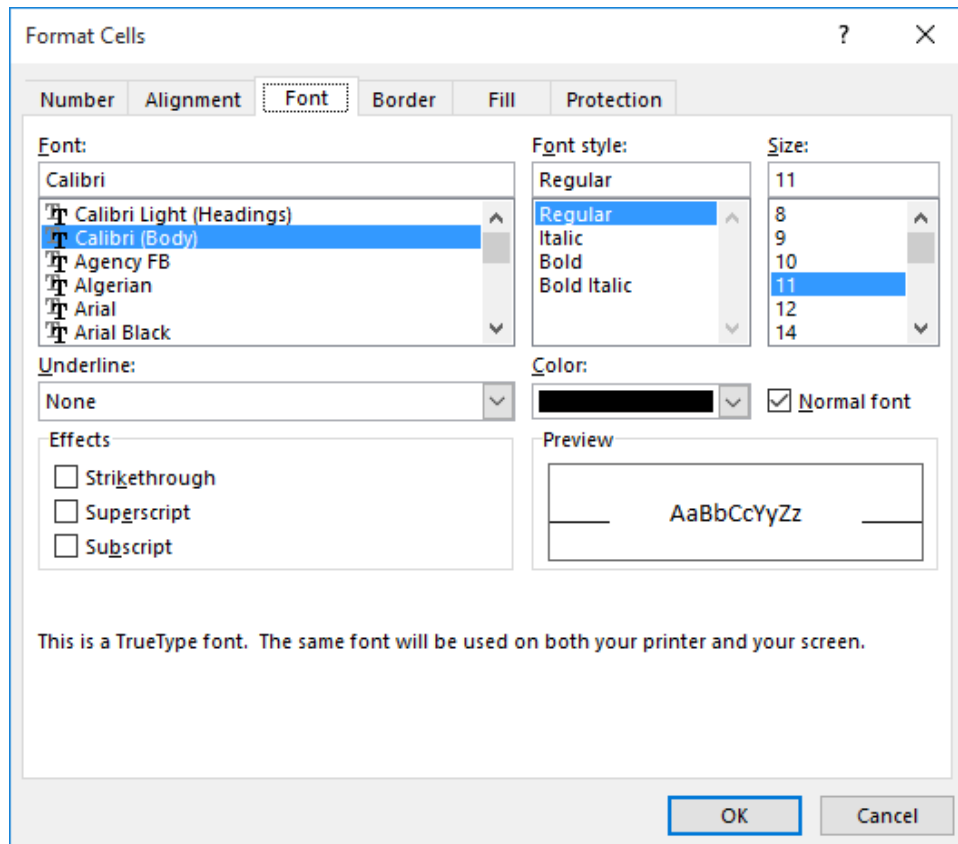
THE FORMAT CELLS DIALOG BOX

Many font and formatting settings can be found in the Format Cells dialog box. A variety of option buttons on the Home tab open this dialog to an associated tab. For example, clicking the Alignment option button will open the Alignment tab in the Format Cells dialog box, and so on:



However, the easiest way is to use the Ctrl + 1 shortcut or to right-click a cell and click Format Cells.

When you open the Format Cells dialog box, you will see a number of tabs at the top. Each tab allows you to view and modify different options based on the currently active cell(s):

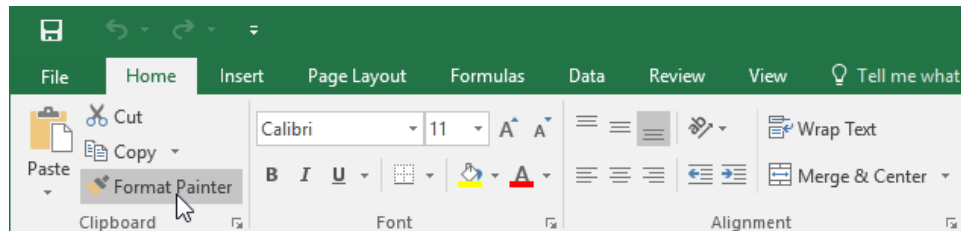


The six tabs in the dialog are:

- **Number:** Apply and modify number formatting.
- **Alignment:** Modify the alignment, orientation, text options, and direction of the text in the cell.
- **Font:** Change font face, style, size, color, effects, and underline type.
- **Border:** Customize the outline of the cell.
- **Fill:** Customize the background color of the cell.
- **Protection:** Make the cell locked and/or hidden.

THE FORMAT PAINTER

With the Format Painter, you can copy just the formatting from one cell and apply it to others in your worksheet. To use the Format Painter, select a cell and then click Home → Format Painter:



The cell that you selected will be identified with a scrolling dashed border and your mouse pointer will turn into a thick cross with a paintbrush beside it. When this happens, any cell or range you select with the cross and paintbrush pointer will assume the formatting of the cell that you selected. You can also double-click the Format Painter to apply the copied formatting multiple times.

Suppose that you have formatted the column headers of a worksheet in a certain way, and you now want to copy that format to the row headers. You can do this using the Format Painter:

	A	B	C	D
1		Monday	Tuesday	Wednesday
2	Product 1	5	4	8
3	Product 2	48	58	87
4	Product 3	29	31	14

	A	B	C	D
1		Monday	Tuesday	Wednesday
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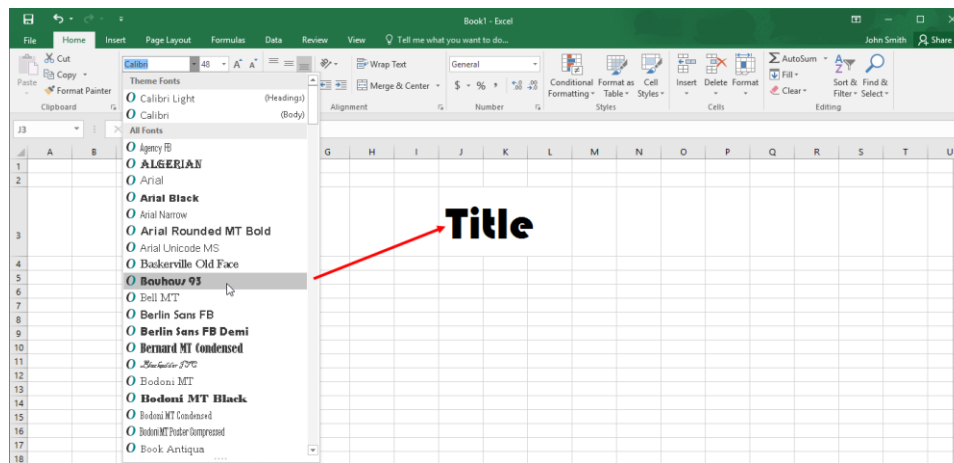
If you single-clicked the Format Painter, it will automatically turn off once you copy the formatting. If you double-clicked the Format Painter, click the command once more to deactivate it.

GALLERIES

Galleries in Excel are used to store preset styles and appearance settings for objects in your workbook. Galleries can include things like text colors, font types, shapes, and more. You can then use these galleries to quickly select styles and presets to customize the appearance of objects in your workbook.

LIVE PREVIEW AND FORMATTING

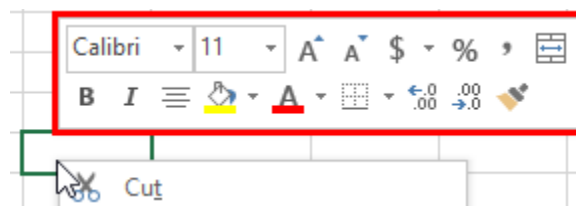
Many Excel features, including the font face and size menus, feature Live Preview. This means that while you are scrolling through options, you will see a preview of that effect applied to the selected text or active cell:



THE MINI TOOLBAR

When you right-click a cell, you will see a small formatting toolbar at the top of the pop-up menu. This toolbar is called the **mini toolbar**.

It contains popular commands related to whatever object is currently selected. For example, if you have text selected, you will see formatting commands available in the Font and Alignment groups of the Home tab:

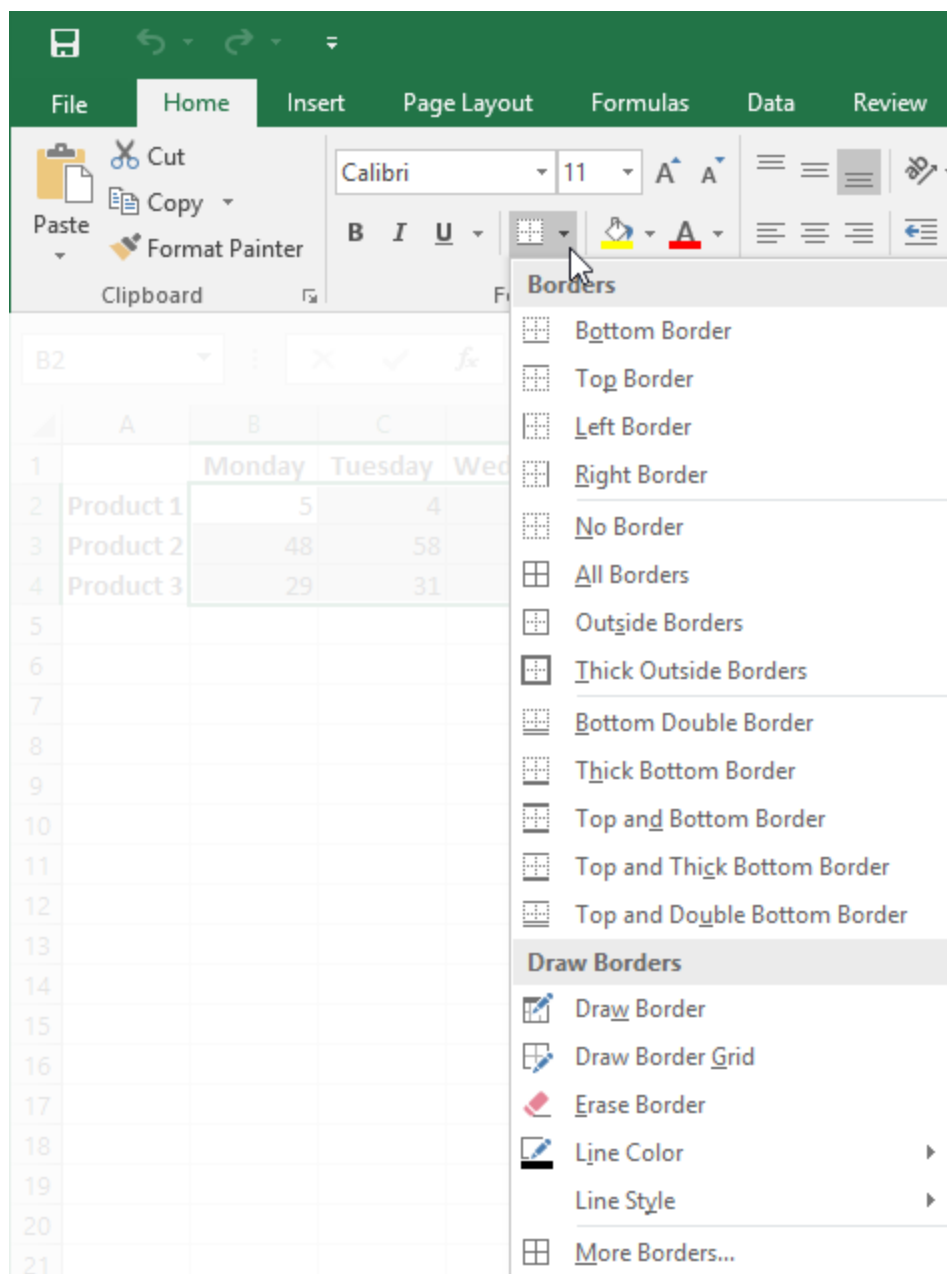



Add Borders and Colors to Cells

BORDER OPTIONS

Borders can be used in Excel to differentiate and separate cell ranges from the worksheet. Borders can be applied to each side of a cell or range of cells individually. Additionally, cell borders can have a specific line color and style.

To add a border to your worksheet, select a range of data and click the pull-down arrow next to the Home → Borders button. Select the type of border you wish to apply to the range (including no border), and the borders will be added

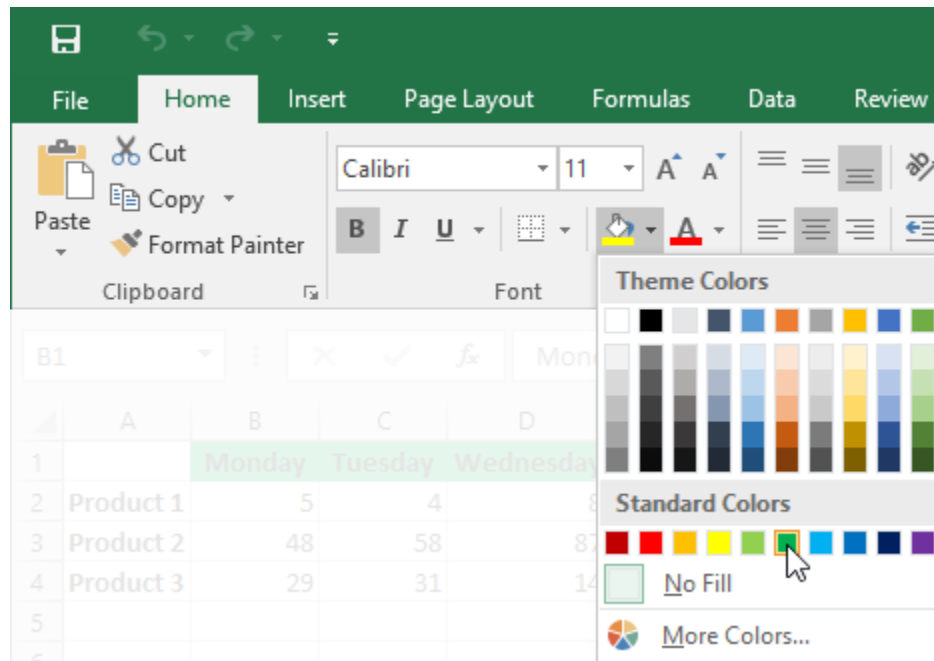


Whichever option you choose will be available by clicking the Border command again. For example, by default, the Border command is set to display bottom borders: . If you would like to create a custom border, set the line color and style using the appropriate sub-menus in the Border menu before clicking the desired border command.

FILL OPTIONS

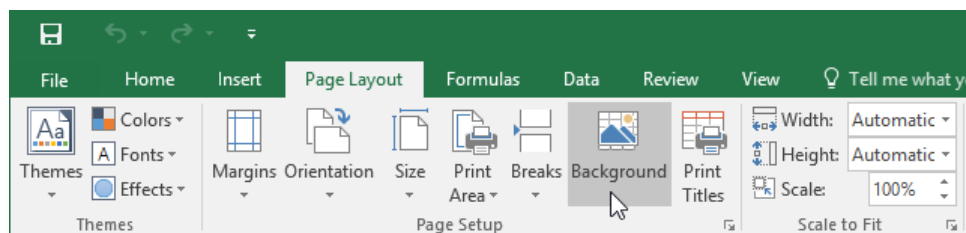
Fills allow you to add background colors to specific cells or ranges of cells. Like borders, you can use fills to draw attention to parts of your worksheet or to separate pieces of information.

To apply a fill color, select the range of cells that you want to modify. Then, click Home → Fill Color arrow and move your mouse over the different colors. You can choose shades of colors from the theme you are currently using or you can choose from a selection of standard colors. When you are ready, click a color to apply it to your selection:

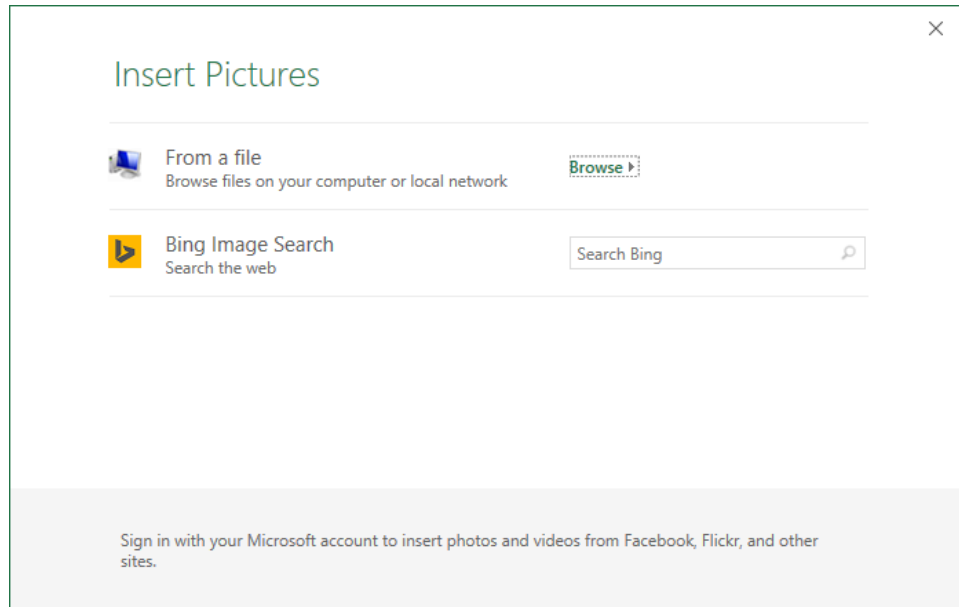


SHEET BACKGROUNDS

Backgrounds can also be applied to sheets in your workbook. To start, open the target worksheet. Then, click Page Layout → Background:

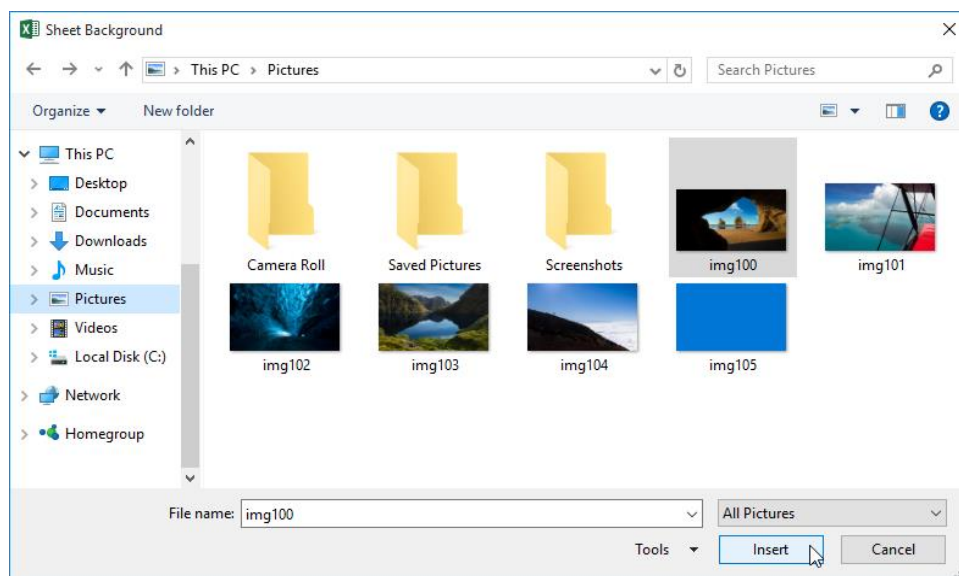


The Insert Pictures dialog box will give you the option to insert pictures from the web or your computer:



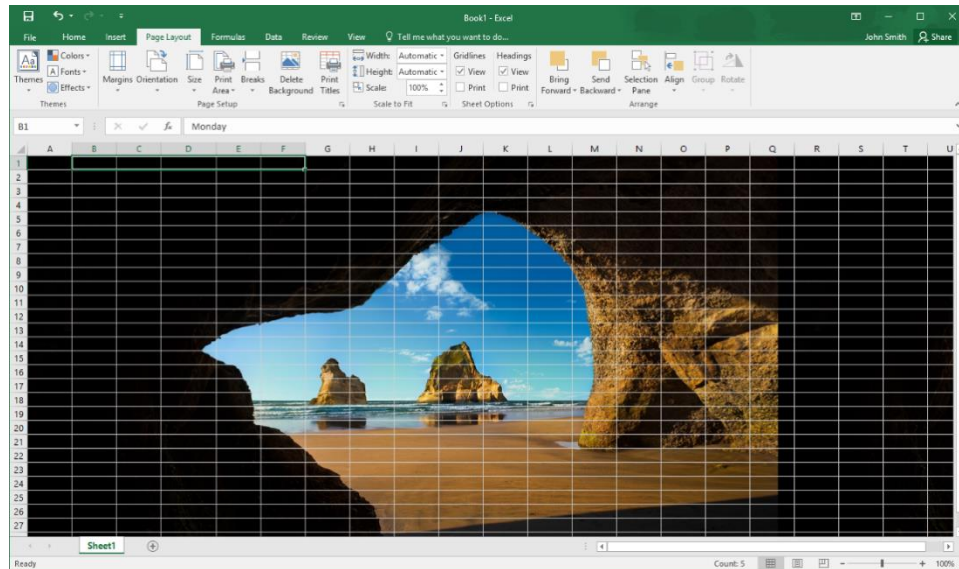
(Note that you also have the option to connect to Flickr or Facebook if you sign into your Microsoft account.)

Clicking the Browse button will display the Sheet Background dialog box. Using its controls, browse to the desired image, select it, and click Insert:



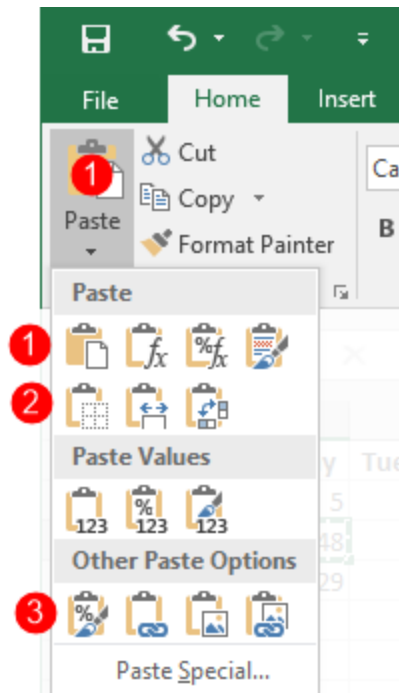
Or, use the controls in the Insert Pictures dialog box to search for an online image and select it for insertion.

With either method, the new background will be applied. Notice that there is now a Delete Background command on the Page Layout tab:



PASTE OPTIONS

There are some special paste options that are available when working with cell borders and colors:



The standard **Paste** option **(1)** is used to paste all formatting, as well as borders and colors with the contents of the cell. **No Borders** **(2)** will paste everything except for any border formatting. Finally, **Formatting** **(3)** will only paste the copied cell's borders and color, not its contents.

Apply Number Formats

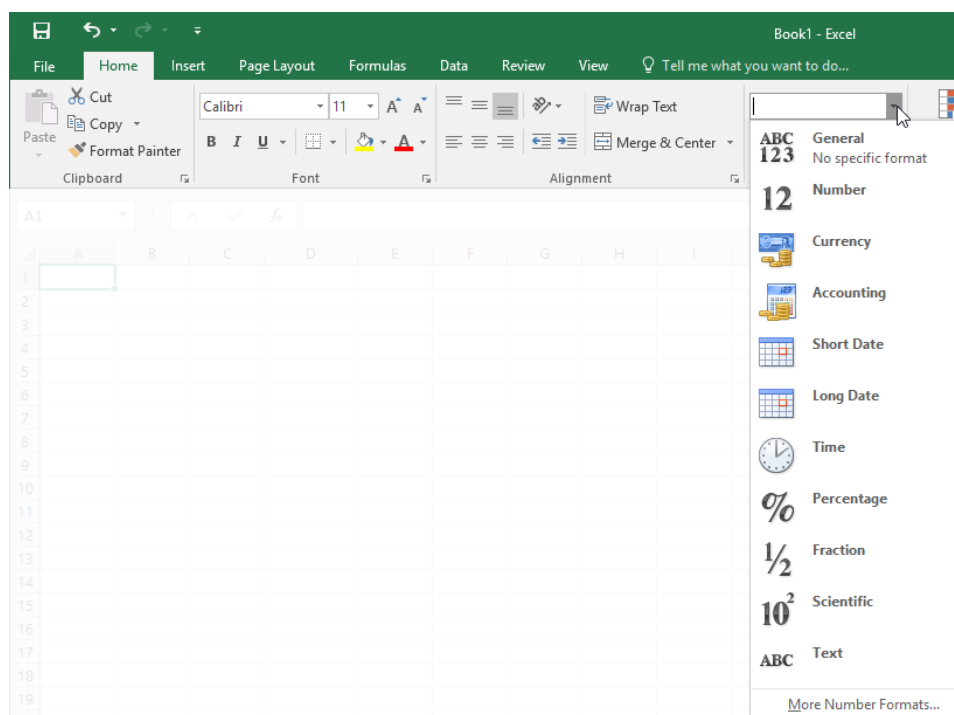
NUMBER FORMATS

Number formats are used to change the appearance of numerical data in a cell or range of cells. The advantage of applying numerical formats that are specific to the type of data that you are working with is that they usually improve the readability of this data.

While the most commonly used number formats include Date, Currency, Numeric, and Time, there are several options that you can choose from. These formats can be applied before or after the data has been entered into the selected cells.

NUMBER FORMATS IN EXCEL

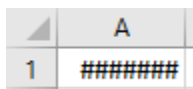
Excel provides a variety of number and date formats for you to work with. These default formats are visible in the Number group of the Home tab via the Number Format drop-down menu:



Each format is fairly self-explanatory. Some formats also include an example of that type of formatting.


Formatted Numbers and Cell Width

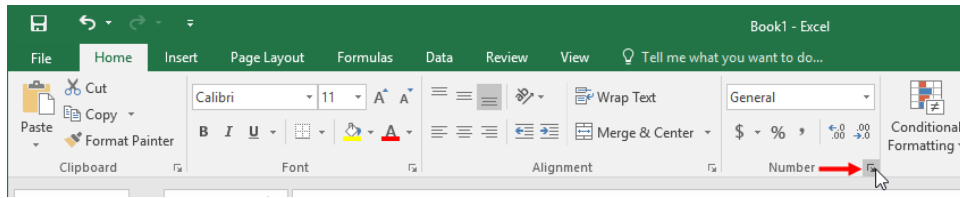
One thing to watch out for when formatting numbers is that the cell width can sometimes not provide enough room for the data and its formatting. This will cause Excel to display a series of # symbols in place of the actual data:



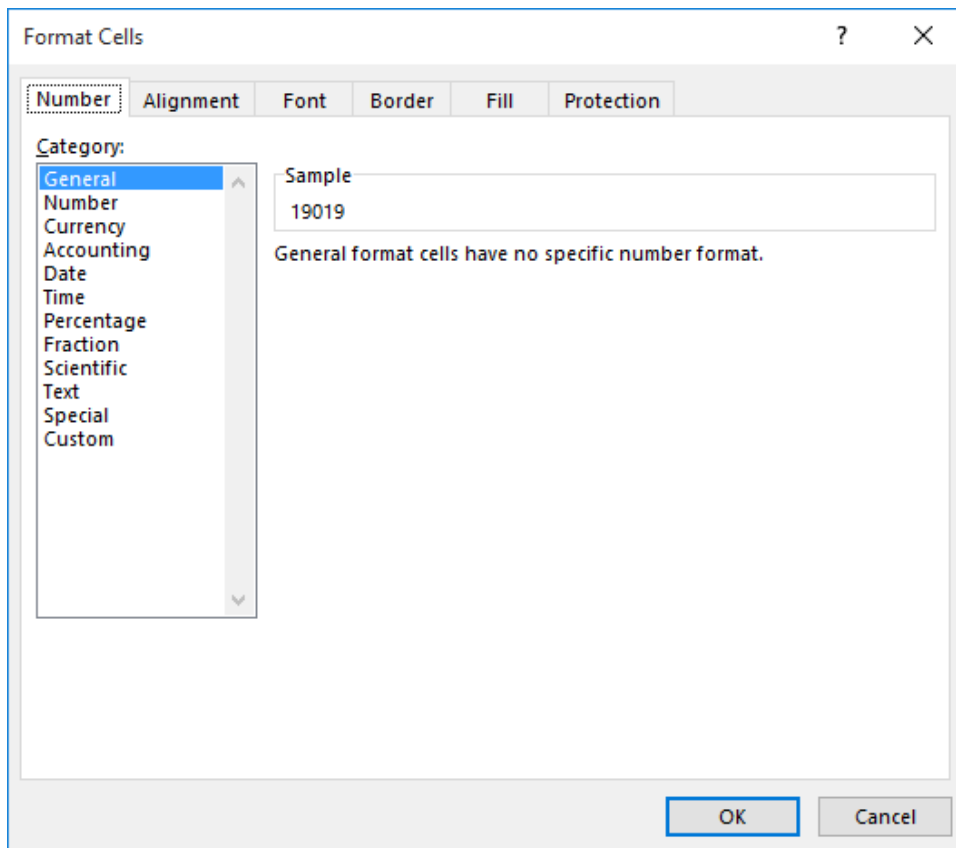
This problem can be quickly solved by adjusting the column width or by choosing another number format.

CUSTOM NUMBER FORMATS

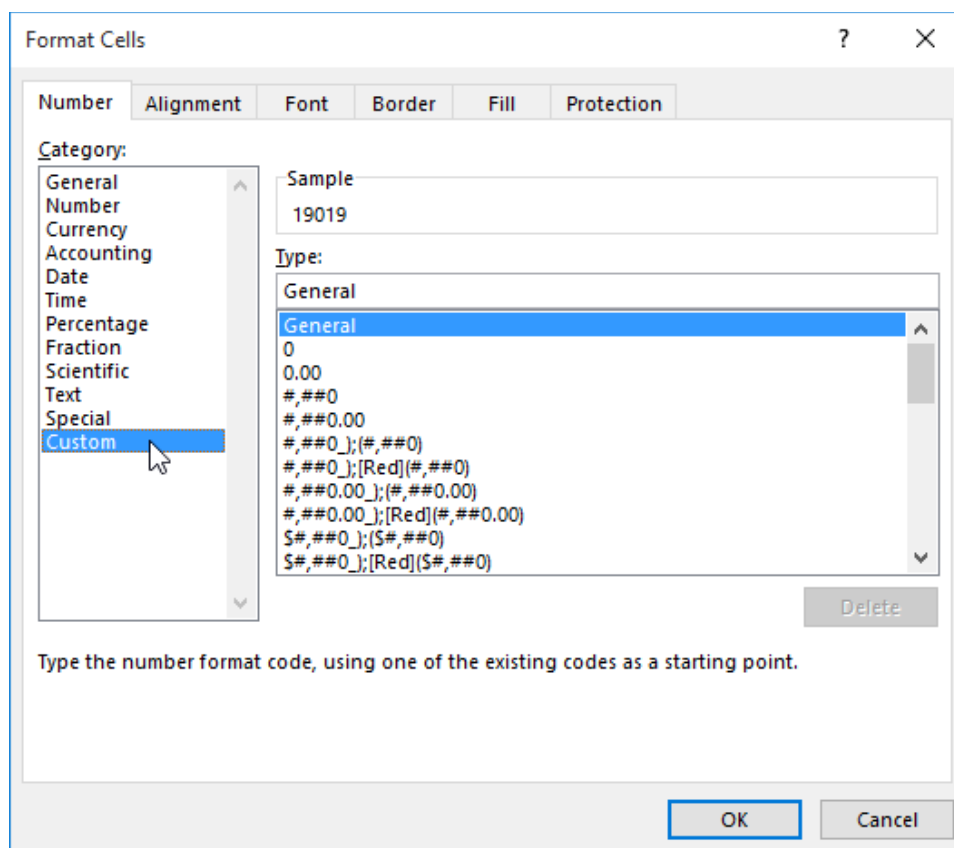
In addition to the default number formats that are available, you can also create a custom number format to suit a specific need. To begin, select the cell or cells that contain numbers you want to format. Then, click the option button () in the Number group on the Home tab:



The Format Cells dialog box will open to the Number tab:

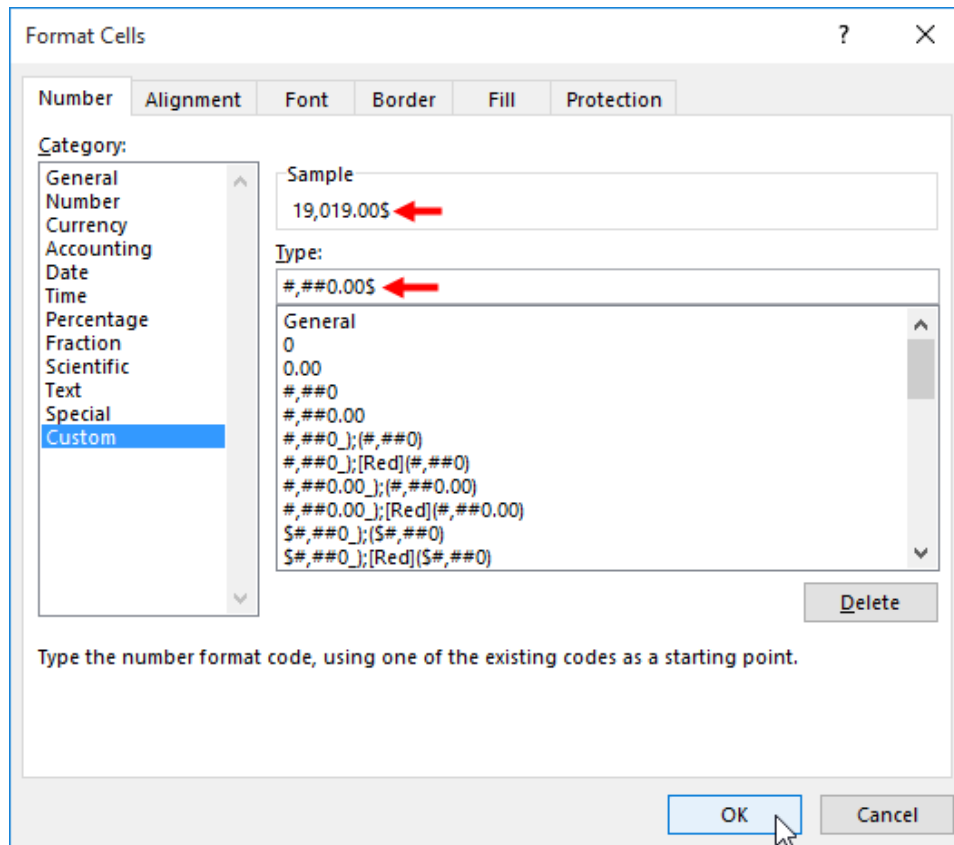


Click the Custom category from the bottom of the Category list:

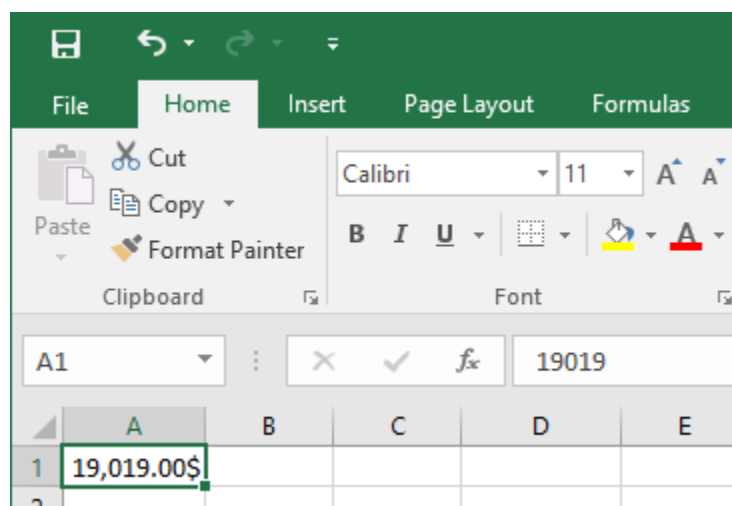


You will now see a list of symbolic formatting codes in the Type list on the right-hand side. If you click on a symbolic formatting code, you will see what your number will look like with this formatting. This will be the starting point for your custom format.

For example, let's say that you want to format your number so there are two places after the decimal and a dollar sign at the right side of the number. To achieve this, click the "#, ##0.00" format code from the list and look at your number in the Sample field. Now add a \$ directly to the right side of the format code beneath the Type heading. The format code for your custom number format will be saved in the Type list in the Format Cells dialog box. Click OK to format the cell or range of cells with this new custom format:



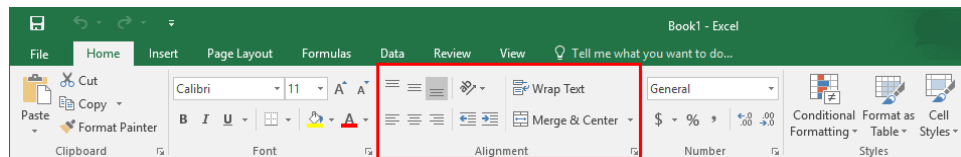
Here is the new custom number format applied to the cell. Notice the difference between the value in the Formula Bar and what is displayed in the active cell:



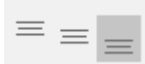


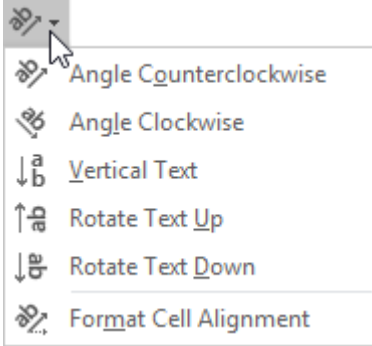
Align Cell Contents


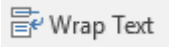

ALIGNMENT OPTIONS

To align data within a worksheet, select the cell or cells you want to adjust and then use the commands in the Alignment group of the Home tab:



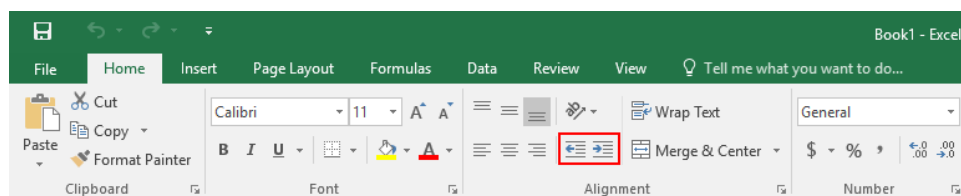
Here is an overview of the different commands that are available:



Vertical Alignment		<p>If there is extra space above or below the data in a cell, use these commands to vertically align the data.</p>
Horizontal Alignment		<p>Use these commands to left, center, or right align items in a cell.</p>
Orientation		<p>Use this command to change the way text is displayed in the cell:</p>  <ul style="list-style-type: none"> Angle C_ounterclockwise Angle C_lockwise V_er_utical Text R_otate Text U_p R_otate Text D_own F_or_mat Cell A_lignment

Increase/Decrease Indent		Increase or decrease the distance between cell data and its margins.
Wrap Text		If you need to enter a lot of data into a cell, stretching the column width to accommodate everything on one line may be impractical. Use this command to wrap the text to the next line of the cell.
Merge & Center		This command is useful when making titles. Select two or more adjacent cells and click this command. The adjacent cells will merge into a single cell and the data inside it will be center-aligned.

THE INDENT COMMANDS

The Indent commands in the Alignment group of the Home tab allow you to adjust the space between a cell border and its contents:



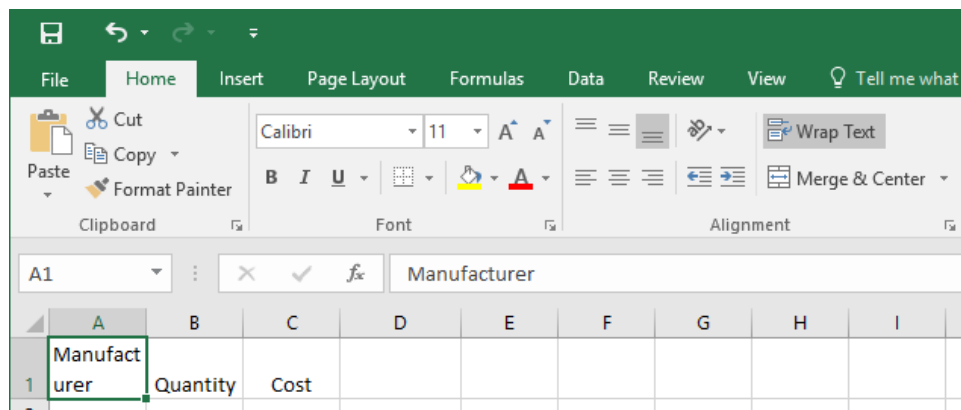
For example, if the contents of a cell are left-aligned, clicking Home → Increase Indent () will increase the space between the contents and the left border. Similarly, clicking Home → Decrease Indent () will decrease that space.

THE WRAP TEXT COMMAND

When you enter text into a cell and that text exceeds the dimensions of that cell, the contents will continue and overlap to the next cell if it contains no data. If the neighboring cell does contain data, the content will be truncated and hidden. Clicking Home → Wrap Text with the cell selected will allow you to automatically change the row height to accommodate overlapping text. Below you can see that the contents of cell A1 have been hidden:

	A	B	C
1	Manufact	Quantity	Cost
2			

Once Wrap Text has been selected, you will see that the row height has been changed to show the remaining text:



(Wrap Text can be disabled by again clicking Home → Wrap Text.)

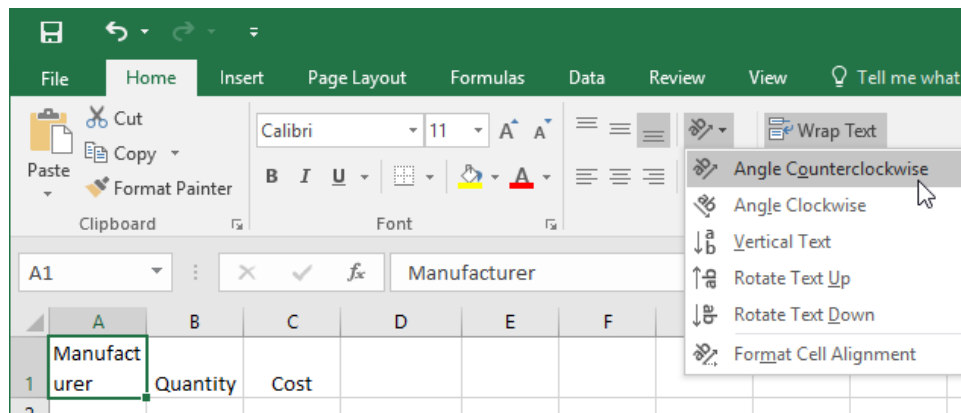
Manual Line Breaks

You can achieve the same effect using manual line breaks. To add a manual line break to a cell, press Alt + Enter at the desired break location.

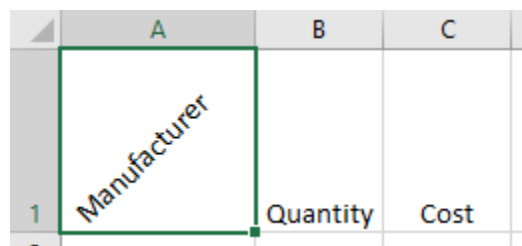
ORIENTATION OPTIONS

Occasionally, you may need to change the orientation of a cell's contents to make your worksheet look more attractive. For example, if the column headers in your worksheet are particularly long, they can make the columns look uneven.

To change the orientation of a particular cell, click to select the cell in question and then click Home → Orientation → [orientation type]:



In this example, you can see that the Angle Counterclockwise orientation has been applied to this particular cell. We have also resized the column to improve its appearance:

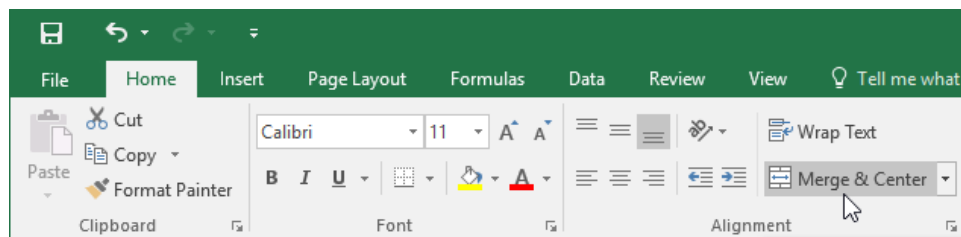


You may remove an orientation by clicking the same command sequence and deselecting the orientation that has been applied.

THE MERGE & CENTER OPTIONS

Cell merging is a feature that helps you change the physical layout of a worksheet. Occasionally, you may need a long cell for a heading, or you may need to resize your columns or rows so that long items can be displayed. If you need to put text or a value into a cell but don't have the available space to resize the row or column, you can use the Merge command. This command allows you to select a group of cells, either across a row or down a column, and combine them to form one big cell.

To do this, select a group of adjacent cells and click Home → Merge & Center:



Here, the title is entered into A1, but spills over into B1. If you select A1:C1 and click the Merge & Center command, you can turn this:

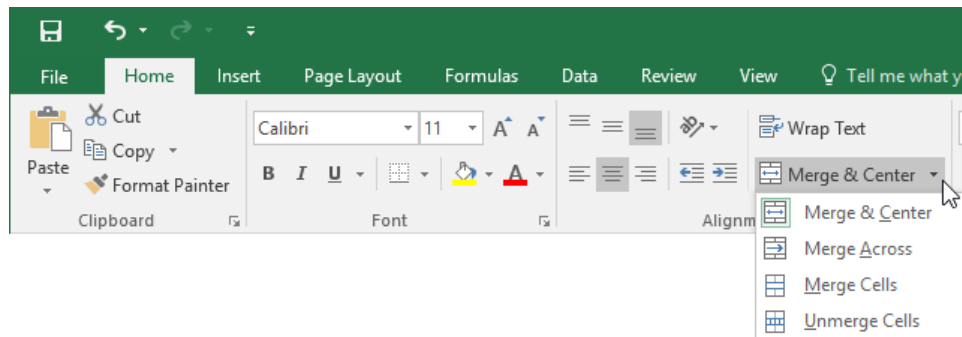
	A	B	C
1	Manufacturer		
2	Quantity	Cost	SKU

Into this:

	A	B	C
1	Manufacturer		
2	Quantity	Cost	SKU

A1:C1 has been merged into one big cell and is referenced as A1. Cells B1:D1 do technically still exist (you can reference them in a formula), but you can't easily access the data because it is behind A1. To avoid confusion, we recommend you assume that cells behind a merged cell are inaccessible.

Note that you can access a few more options from the Merge & Center menu like Merge Across, Merge Cells, and Unmerge Cells:

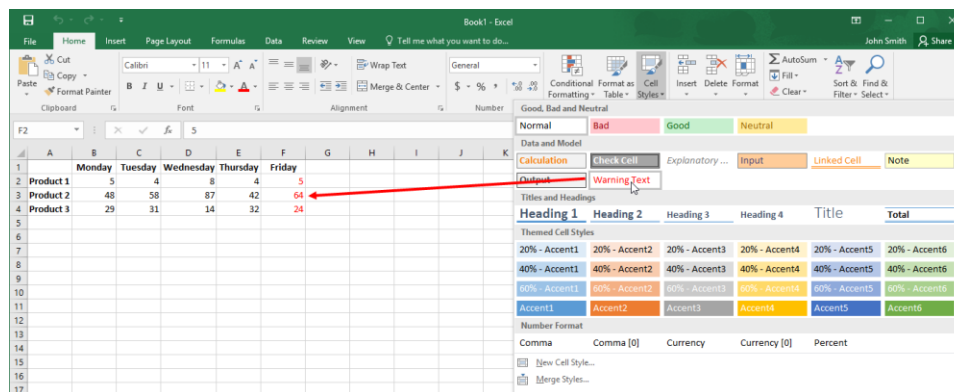


Apply Cell Styles

CELL STYLES

A cell style is a set of formatting options that can be given a name, saved, and applied to a cell or a range of cells. You can create a style or modify an existing style to build the formatting options you need for your worksheets. Excel provides a large menu of preset styles that you can choose to apply to your cells.

To use a preset style, select a cell or range of cells and then click Home → Cell Styles. This drop-down command will display a gallery with lots of default cell styles that you can choose from.



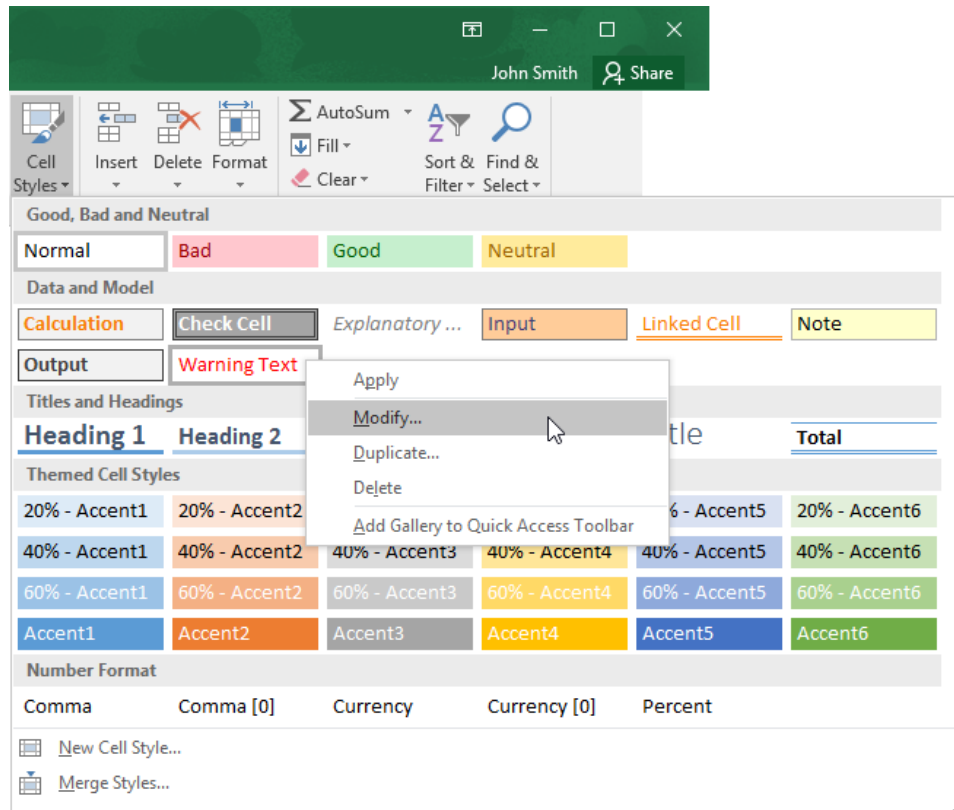
In this example, the style that was applied changed the text in the selected cells to the color red:

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Product 1	5	4	8	4	5
3	Product 2	48	58	87	42	64
4	Product 3	29	31	14	32	24

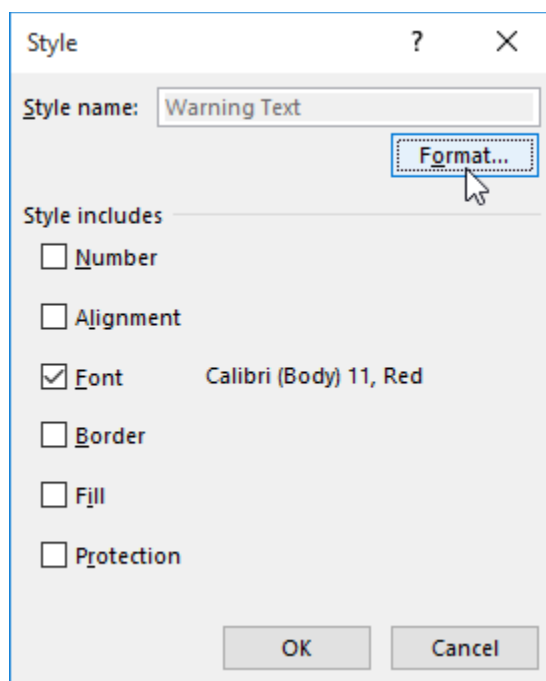
To remove applied styles from a cell range, select the styled cells and click Home → Cell Styles → Normal.

THE STYLE DIALOG BOX

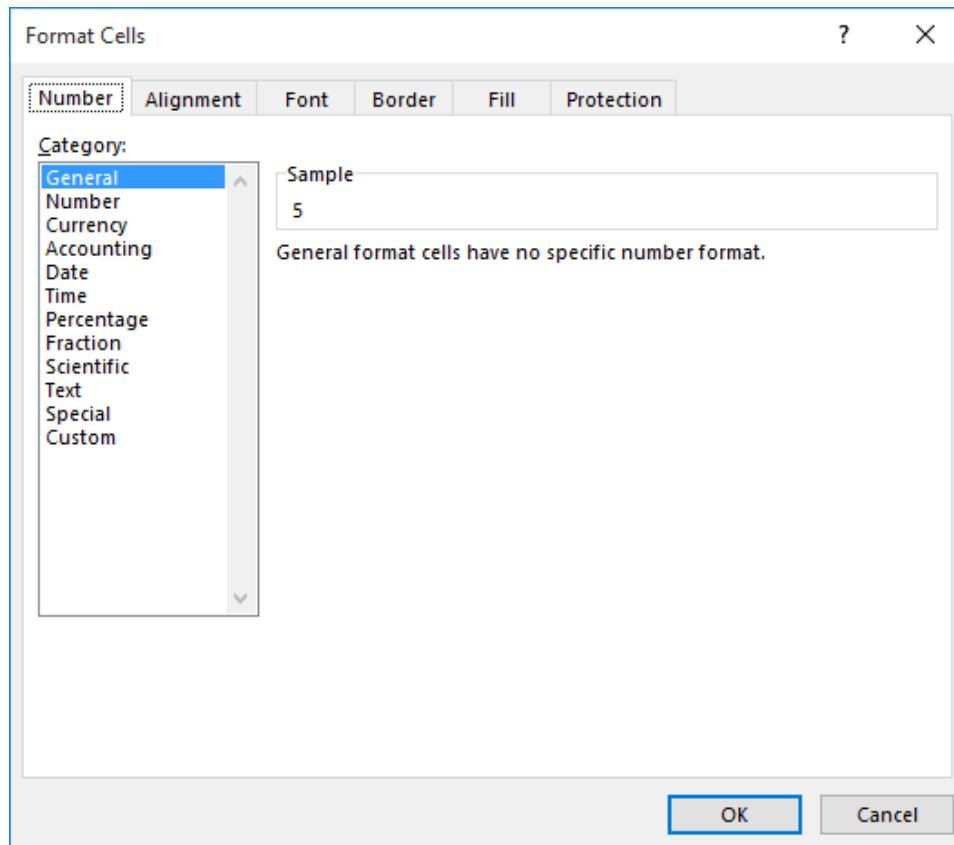
The Style dialogbox allows you to modify existing cell styles and create your own styles from scratch. To modify an existing style, click Home → Cell Styles, and then right-click on the style in question. In the context menu, click Modify:



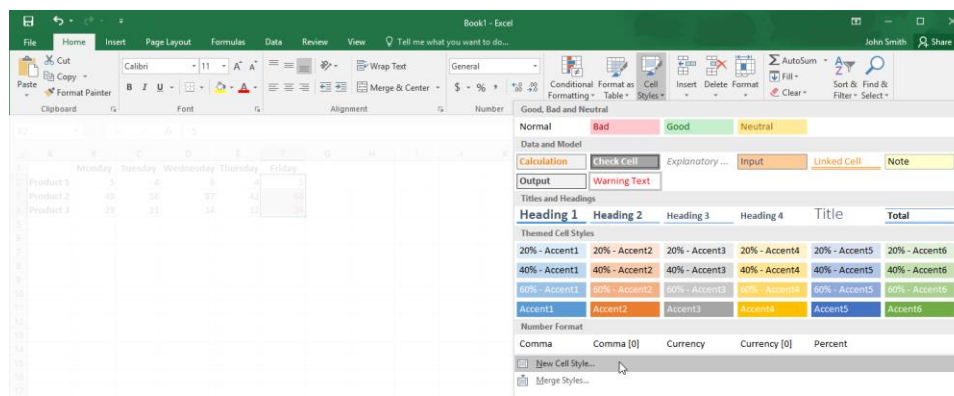
When the Style dialogbox opens, click the Format button:



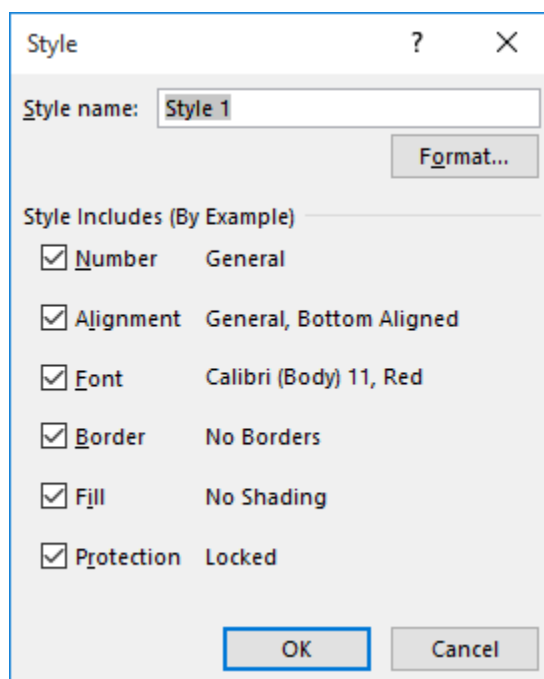
Now, the Format Cells dialog will open and you will be able to adjust this style as if you were formatting a cell:



Alternatively, if you want to create a custom style, click the New Cell Style command from the Cell Styles menu:



This time, the Style dialog will allow you to specify a style name and contents. Additionally, you can access the Format Cells dialog and set additional options by clicking the Format button:



Once you click OK, the style will be created.