

MICROSOFT EXCEL



Formatting Cells

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Introduction

- All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

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Changing font size

1. Select the **cell(s)** you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font Size** command, then select the desired **font size**. In our example, we will choose **24** to make the text **larger**.
3. The text will change to the **selected font size**.

You can also use the **Increase Font Size** and **Decrease Font Size** commands or enter a **custom font size** using your keyboard.

	A	B	C	D
1	FITNESS PROGRESS CHART			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

Clipboard		Font		Alignment	
A1		Calibri		12	
				8 9 10 11 12 14 16 18 20 22 24 26 28 36 48 72	
1	FITNESS		PROGRESS		
2	Date	Weight	Chest	Waist	
3	5/3/13	140		31	
4	5/11/13	140		31	

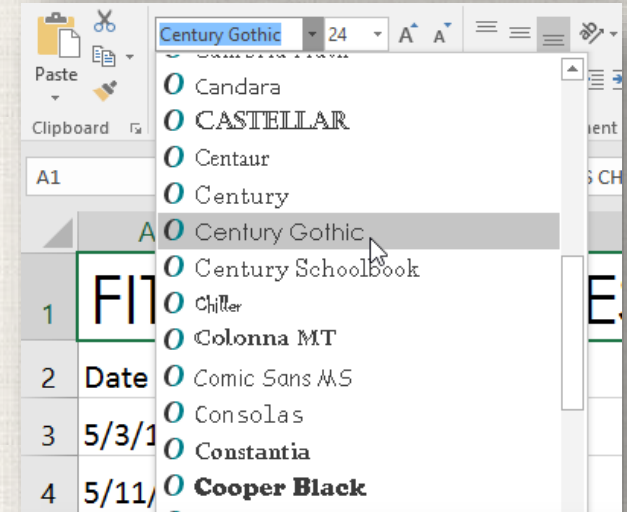
	A	B	C	D	E	F
1	FITNESS PROGRESS CHART					
2	Date	Weight	Chest	Waist	Hips	Forearm
3	5/3/13	140	32	31	40	11.5
4	5/11/13	140	32	31	39.5	11.5

Changing font

1. Select the **cell(s)** you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** command, then select the desired **font**. In our example, we'll choose **Century Gothic**.
3. The text will change to the **selected font**.

When creating a workbook in the workplace, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

	A	B	C	D
1	FITNESS+PROGRESS			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

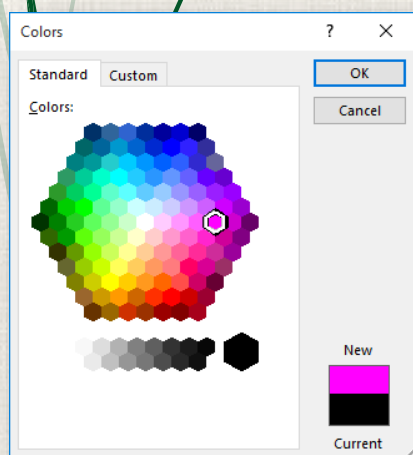


	A	B	C	D
1	FITNESS PROGRE			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

6

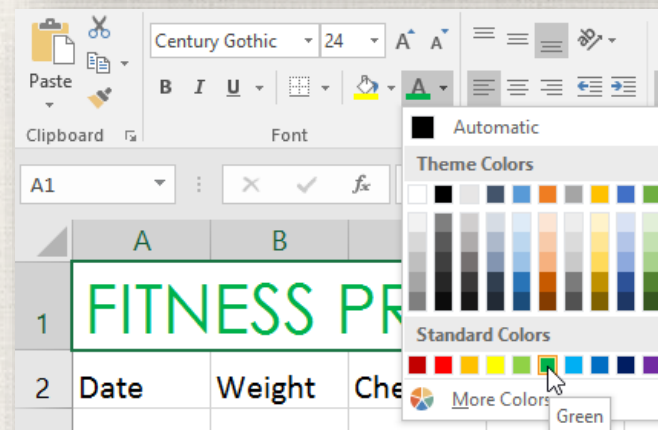
Changing font color

1. Select the **cell(s)** you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font Color** command, then select the desired **font color**. In our example, we'll choose **Green**.
3. The text will change to the **selected font color**.



Select **More Colors** at the bottom of the menu to access additional color options. We've changed the font color to a bright pink.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5



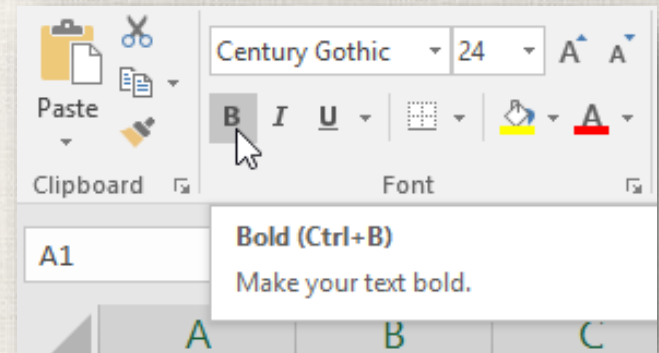
	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

Using bold, italic, and underline

1. Select the **cell(s)** you want to modify.
2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the **Home** tab. In our example, we'll make the selected cells **bold**.
3. The **selected style** will be applied to the text.

You can also press **Ctrl+B** on your keyboard to make selected text **bold**, **Ctrl+I** to apply **italics**, and **Ctrl+U** to apply an **underline**.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5



	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

Cell Border and Fill Colors

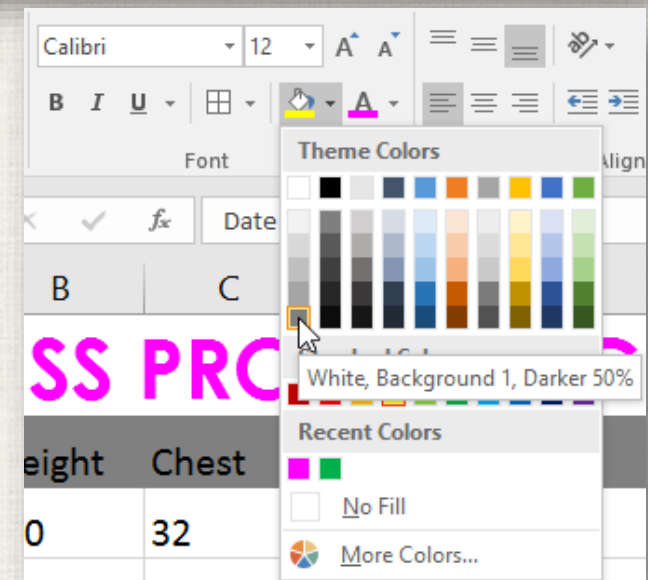
- ▶ **Cell borders** and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

Adding a fill color

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. On the **Home** tab, click the **drop-down arrow** next to the **Fill Color** command, then select the **fill color** you want to use. In our example, we'll choose a dark gray.



Adding a fill color

3. The **selected fill color** will appear in the selected cells. We've also changed the **font color** to **white** to make it more readable with this dark fill color.

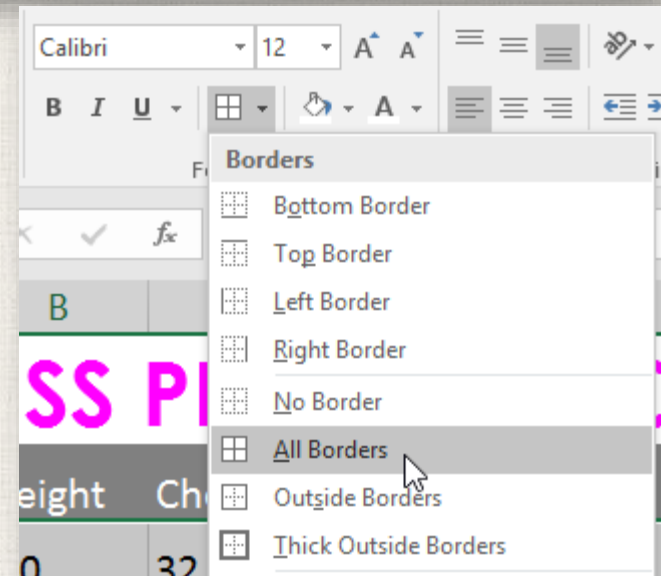
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Adding a border

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

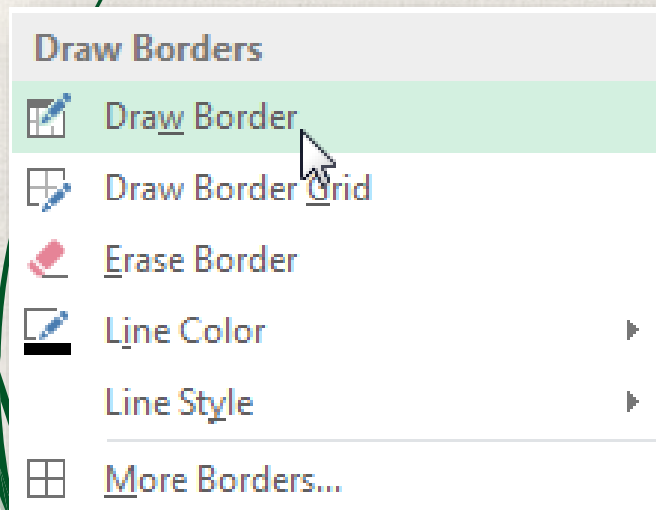
2. On the **Home** tab, click the **drop-down arrow** next to the **Borders** command, then select the **border style** you want to use. In our example, we'll choose to display **All Borders**.



Adding a border

3. The **selected border style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256



You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.

Applying a Cell Style

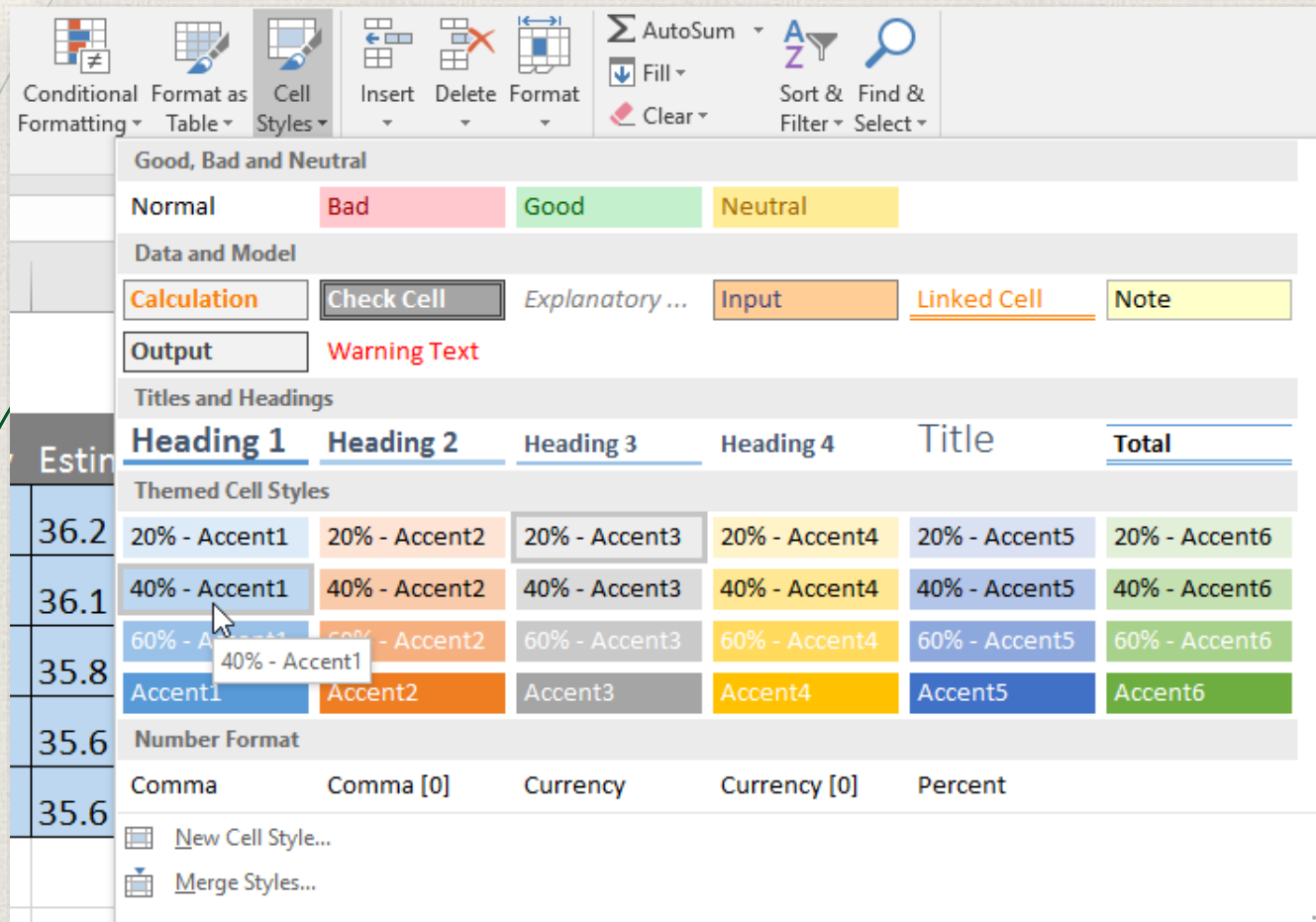
In our example, we'll apply a new cell style to our existing **title** and **header cells**.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Applying a Cell Style

- Click the **Cell Styles** command on the **Home** tab, then choose the **desired style** from the drop-down menu.



Applying a Cell Style

3. The **selected cell style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

- ❖ Applying a cell style will **replace** any existing cell formatting except for text alignment. You may not want to use cell styles if you've already added a lot of formatting to your workbook.

Text Alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing the **alignment** of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



Left Align: Aligns content to the left border of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



Top Align: Aligns content to the top border of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



Center Align: Aligns content an equal distance from the left and right borders of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



Middle Align: Aligns content an equal distance from the top and bottom borders of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



Right Align: Aligns content to the right border of the cell

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					



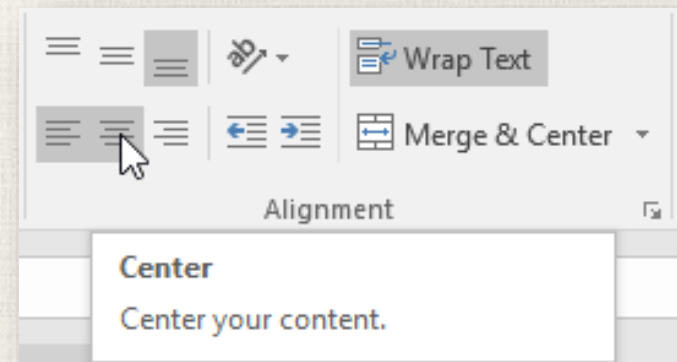
Bottom Align: Aligns content to the bottom border of the cell

Horizontal text alignment

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. Select one of the three **horizontal alignment** commands on the **Home** tab. In our example, we'll choose **Center Align**.



Horizontal text alignment

3. The text will **realign**.

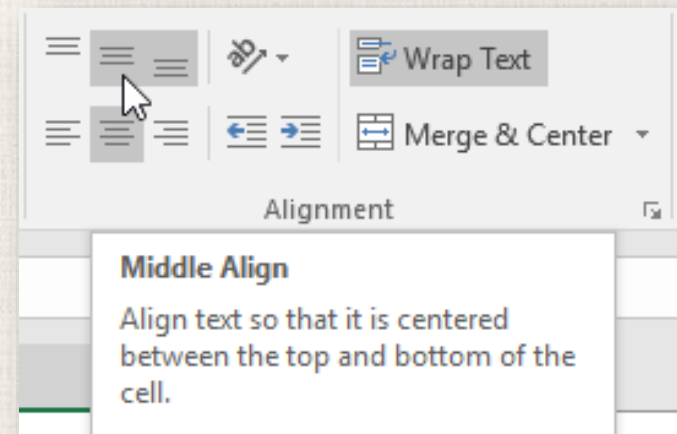
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Vertical text alignment

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. Select one of the three **vertical alignment** commands on the **Home** tab. In our example, we'll choose **Middle Align**.



Vertical text alignment

3. The text will **realign**.

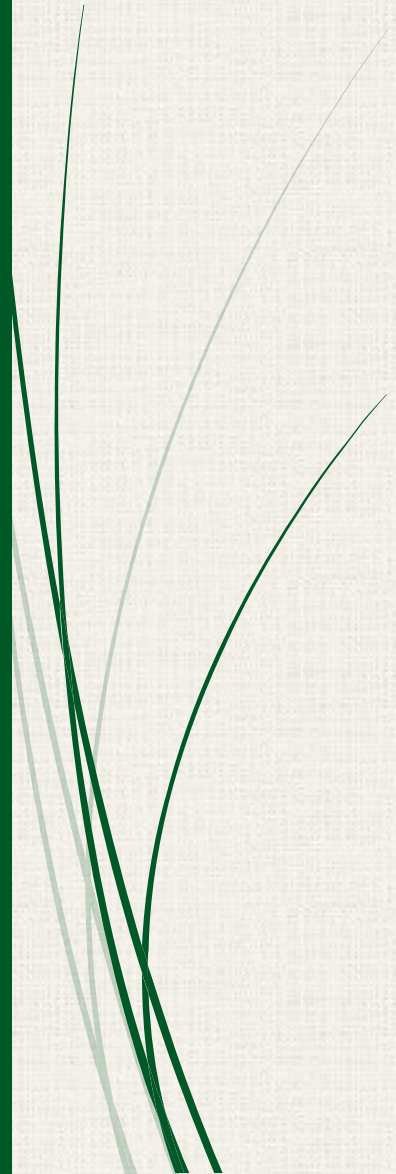
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

You can apply **both** vertical and horizontal alignment settings to any cell.

Practice

- Open our **practice workbook**.
- Click the **Challenge** worksheet tab in the bottom-left of the workbook.
- Change the **cell style** in cells **A2:H2** to **Accent 3**.
- Change the **font size** of row 1 to **36** and the font size for the rest of the rows to **18**.
- **Bold** and **underline** the text in row 2.
- **Change the font** of row 1 to a font of your choice.
- **Change the font** of the rest of the rows to a different font of your choice.
- Change the **font color** of row 1 to a color of your choice.
- Select all of the text in the worksheet, and change the **horizontal alignment** to center align and the **vertical alignment** to middle align.

K26								
	A	B	C	D	E	F	G	H
1	Menu Plan for November							
2	Week of:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	11/1 - 11/7	Turkey Tacos	Spaghetti Squash Casserole	Veggie Pizza	Leftovers	Chicken Tettrazini	Eat Out/Take Out	Chicken Stir Fry
4	11/8 - 11/14	Steak and Veggies	Leftovers	Steak Tacos	Buffalo Chicken Casserole	Soup and Sandwiches	Eat Out/Take Out	Burrito Bowls
5	11/15 - 11/21	Pad Thai	Grilled Chicken and Salad	Leftovers	Tomato Soup and Grilled Cheese	Beef Stroganoff	Eat Out/Take Out	Baked Ziti
6	11/22 - 11/28	Chicken and Rice	Leftovers	Pork Chops	Hot dogs and hamburgers	Thanksgiving Dinner	Leftovers	Turkey Pot Pie
7								



THE END
THE END