



Microsoft Excel - Foundations

Formatting Cells

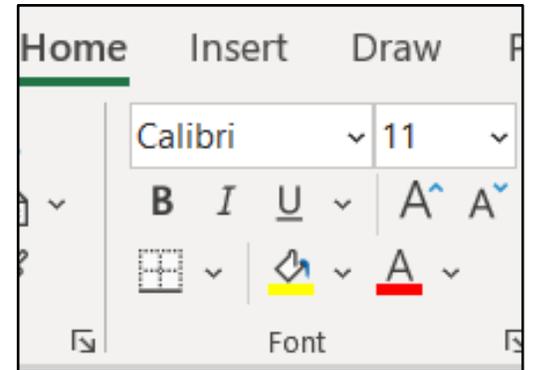
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Font Formatting

To change the font:

Excel provides a variety of other fonts you can use to customize your cell text.

- Select the cell(s) you wish to modify.
- Click the **drop-down arrow** next to the **Font** command on the **Home** tab.



To change the font size:

- Select the cell(s) you wish to modify.
- Click the **drop-down arrow** next to the **Font Size** command on the **Home** tab.

To use the Bold, Italic, and Underline commands:

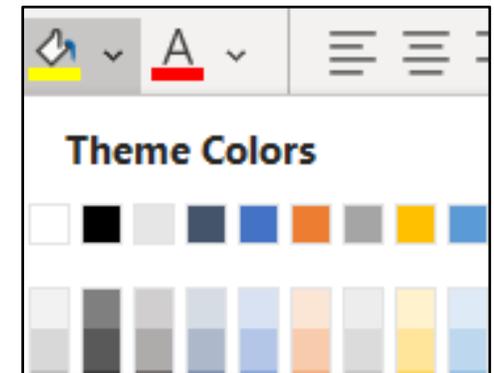
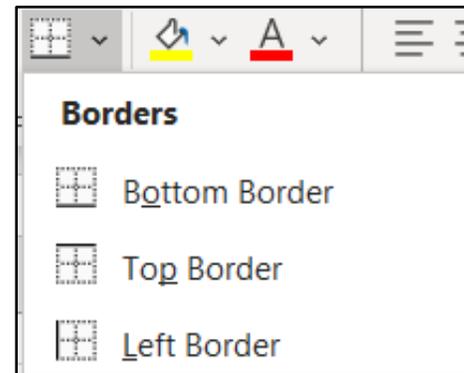
- Select the cell(s) you wish to modify.
- Click the Bold (**B**), Italic (**I**), or Underline (**U**) command on the **Home** tab.



Cell Borders and Fill Colours

To add a border:

- Select the cell(s) you wish to modify.
- Click the **drop-down arrow** next to the **Border** command on the **Home** tab.
- You can draw borders and change the line style and colour of borders with the Draw Borders tools



To add a fill colour:

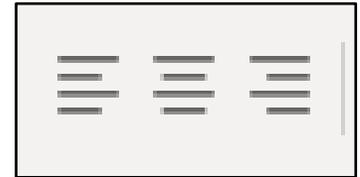
- Select the cell(s) you wish to modify.
- Click the **drop-down arrow** next to the **Fill Colour** command on the **Home** tab.

Text Alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell. Any numbers will be aligned to the bottom-right of a cell.

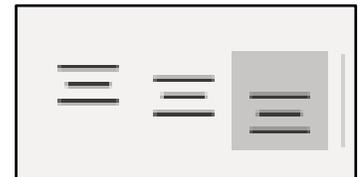
To change horizontal text alignment:

- Select the cell(s) you wish to modify.
- Select one of the **three horizontal alignment** commands on the **Home** tab.



To change vertical text alignment:

- Select the cell(s) you wish to modify.
- Select one of the **three vertical alignment** commands on the **Home** tab.



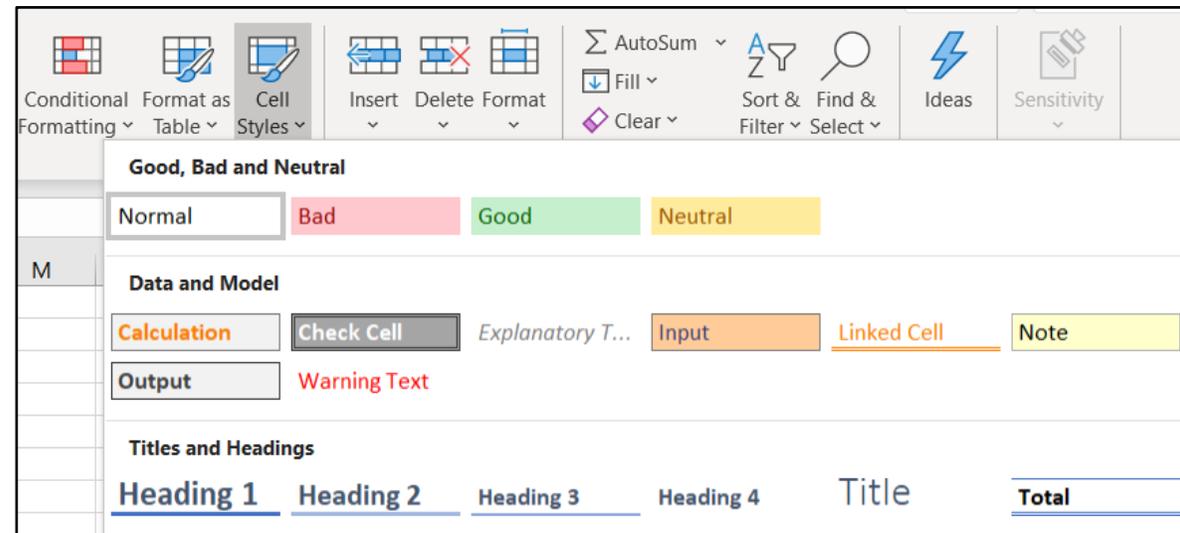
Cell Style

A cell style is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading.

Rather than formatting cells manually, you can use Excel's predesigned cell styles. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as titles and headers.

To apply a cell style:

- Select the cell(s) you wish to modify.
- Click the **Cell Styles** command on the **Home** tab.
- Choose the desired style from the drop-down menu.
- The selected cell style will appear.

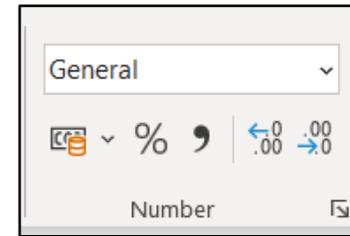


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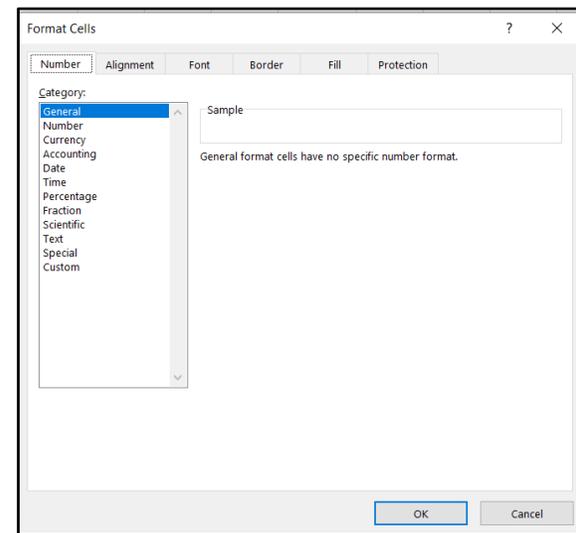
Formatting can be used to change the cell formats (e.g. to change the appearance of dates, times, decimals, percentages (%), currency (\$), text, ...)

To apply a cell formatting:

- Select the cell(s) you wish to modify.
- Click the drop-down arrow next to the Number Format command on the Home tab and choose the desired format



- An alternative way
- Select the cell(s) you wish to modify.
- Right-click with the mouse and select Format Cells
- Selected the desired format.



Format Cells

Different Categories:

- **Number** – Enables you to specify the number of decimal places, whether to use a comma to separate thousands, and how to display negative numbers (with a minus sign, in red, in parentheses, or in red and in parentheses).
- **Currency** – Enables you to specify the number of decimal places, choose a currency symbol, and specify how to display negative numbers. This format always uses a comma to separate thousands.
- **Accounting** – Differs from the Currency format in that the currency symbols always align vertically.
- **Date** – Enables you to choose from several different date formats.
- **Time** – Enables you to choose from several different time formats.
- **Percentage** – Enables you to choose the number of decimal places and always displays a percent sign

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- **Fraction** – Enables you to choose from among nine fraction formats.
- **Scientific** – You can choose the number of decimal places . Displays numbers in exponential notation (with an E). For example $2.05E+05 = 205,000$.
- **Text** – When applied to a value, causes Excel to treat the value as text (even if it looks like a number). This feature is useful for such items as part numbers and credit card numbers.
- **Custom** – Enables you to define custom number formats that aren't included in any other category.