

Formatting Spreadsheets in Microsoft Excel

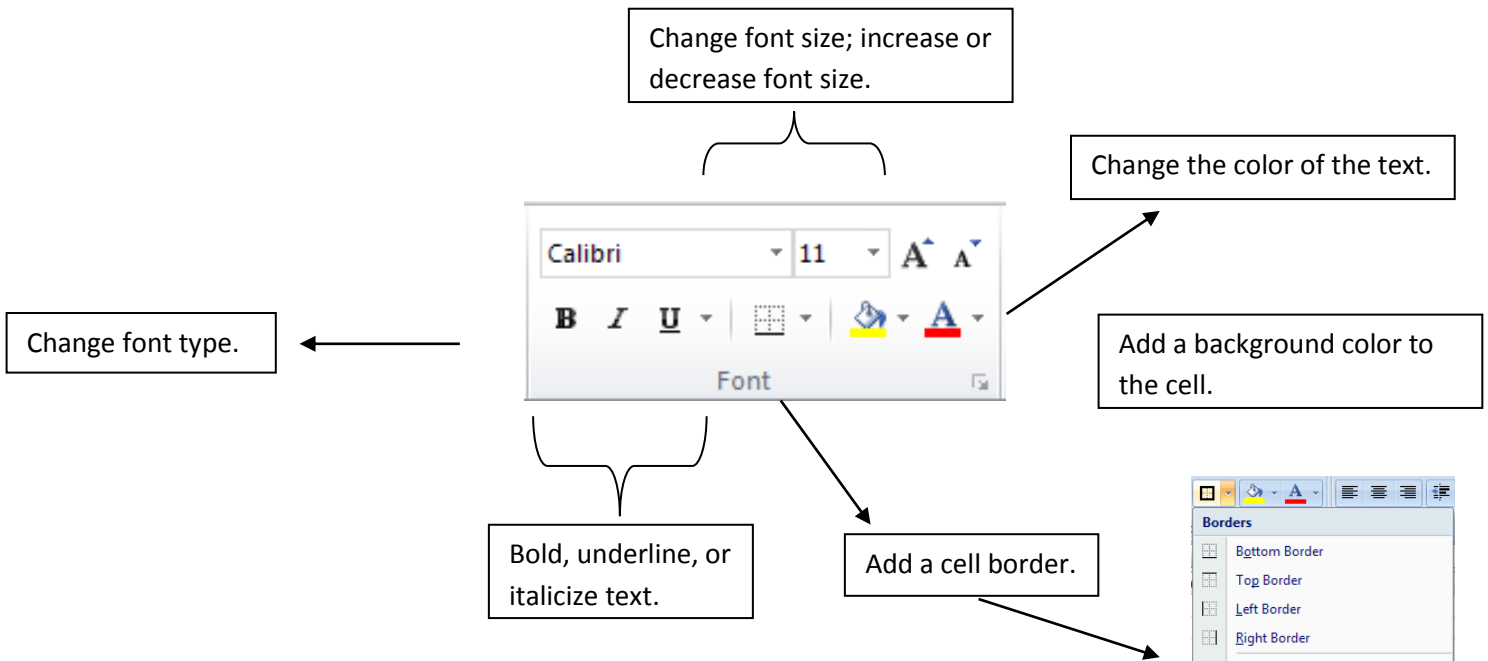
This document provides information regarding the formatting options available in Microsoft Excel 2010.

Overview of Excel

Microsoft Excel 2010 is a powerful tool you can use to create and format spreadsheets, create graphs to visually display data, write formulas to calculate mathematical equations, and analyze and share information to make more informed decisions.

The Font Group on the Home Tab

The **Font** group on the **Home** tab contains basic text and cell formatting tools.

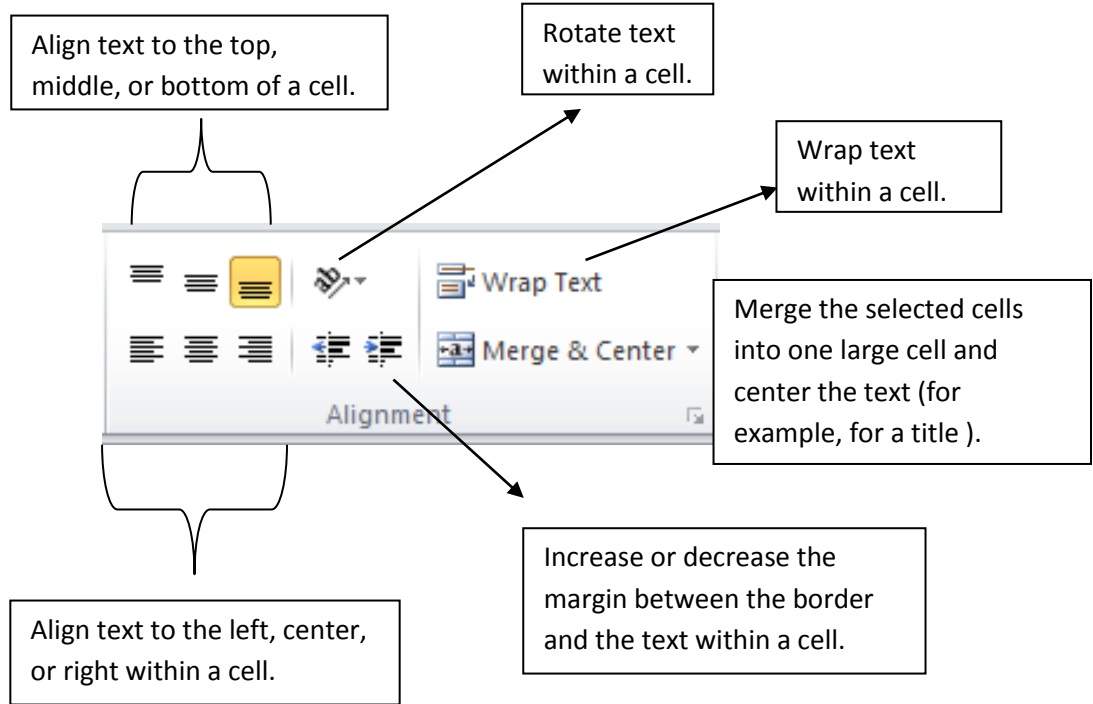


The cell border tool offers many options for adding borders.

The cell border, background color, and text color buttons 'remember' the most recent selection made. For example, if the last cell border you selected was a Thick Box Border, you can just click the cell border button to assign another cell with that border (without having to reselect it from the dropdown list).

The Alignment Group on the Home Tab

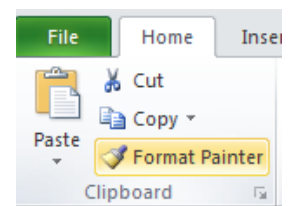
The **Alignment** group on the **Home** tab contains an assortment of useful tools for formatting cells in Excel.



Format Painter

The Format Painter tool allows you to copy the format of a cell (not the contents, just the formatting) and apply it to other cells.

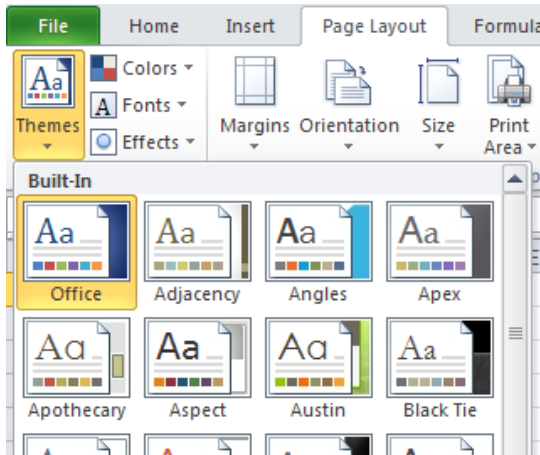
1. To use the Format Painter, select the cell(s) with the desired formatting.
2. Click the **Format Painter** button in the **Clipboard** group of the **Home** tab.
 - a. Double-click the button to apply the format to multiple places.
 - b. Click the button again when finished.
3. Select the cells that you would like to format.



Using Themes

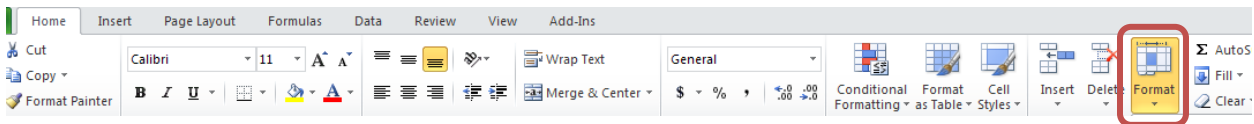
Themes are new to Office 2010. They simplify the process of creating professional-looking spreadsheets. To apply a theme, go to the **Page Layout** tab and choose **Themes** from the **Themes** group. Select a theme from the dropdown list. The elements in your spreadsheet, such

as the background, text, graphics, and charts, will be formatted to follow that theme.



Additional Formatting Options

The **Format** button in the **Cells** group on the **Home** tab includes options to adjust the row height, column width, hide and unhide rows and columns, organize sheets, add protection, and provides a full array of additional cell formatting tools.



Adjust the row height or column width.

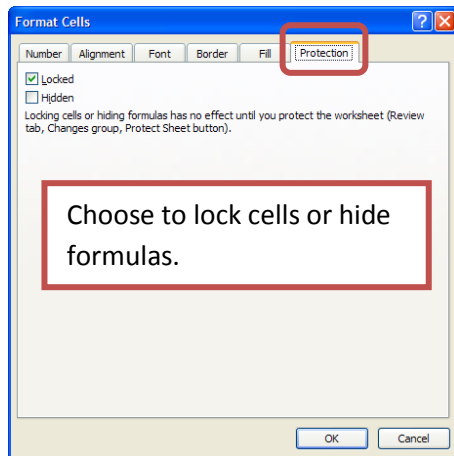
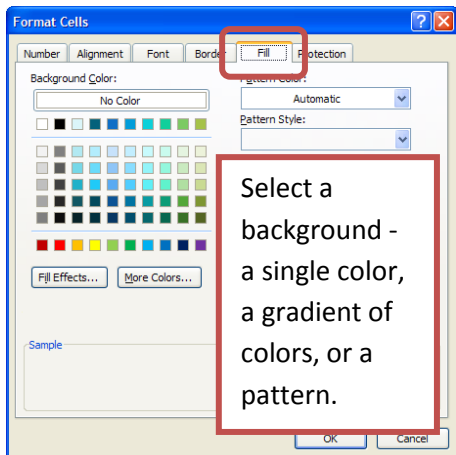
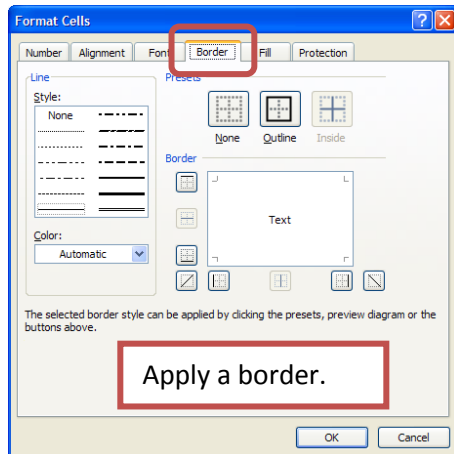
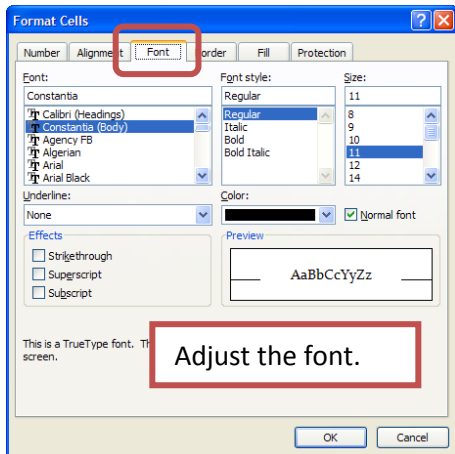
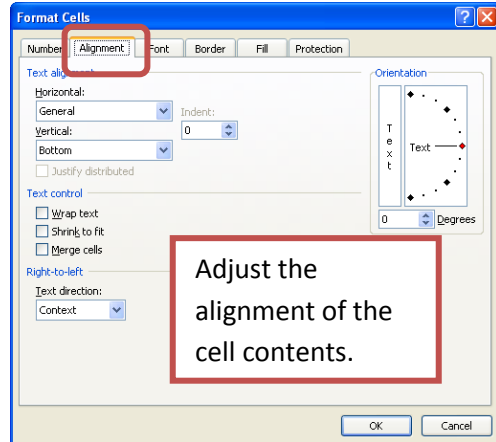
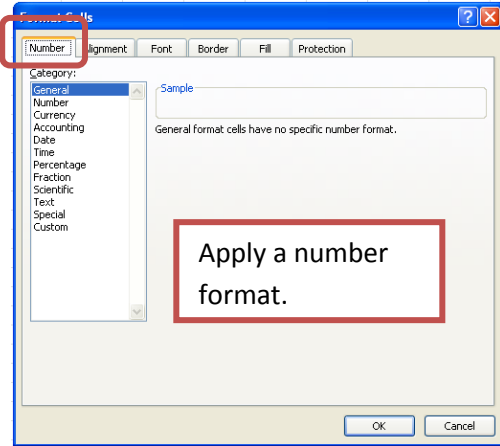
Hide or unhide rows, columns, or the sheet.

Rename, move, copy, or color the sheets (the tabs at the bottom of the window).

Displays additional formatting options.

Password-protect the sheet. (Please note that if you lose the password, you cannot gain access to the protected elements on the worksheet.)

The Format Cells Dialog Box

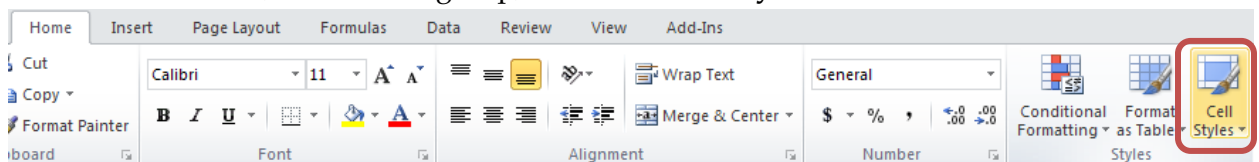


Applying Cell Styles

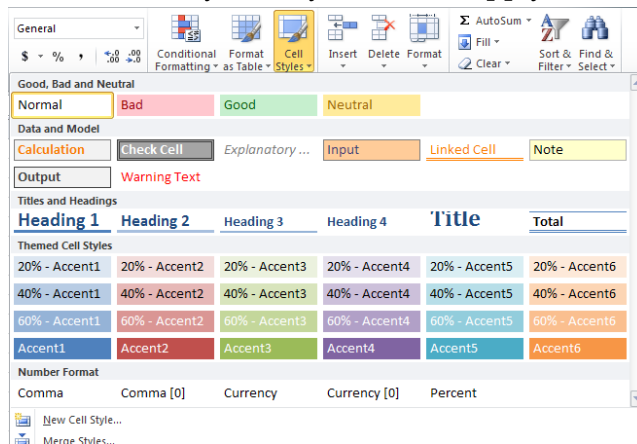
A cell style is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading. Excel 2010 has several built-in cell styles that you can apply or modify. You can also modify or duplicate a cell style to create your own custom cell style.

Cell styles are based on the document theme that is applied to the entire workbook. When you switch to another document theme, the cell styles are updated to match the new document theme.

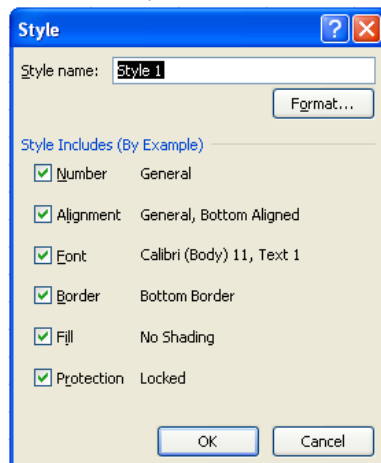
1. To apply a cell style, select the cells that you want to format.
2. Go to the **Home** tab, in the **Cells** group, and select **Cell Styles**.



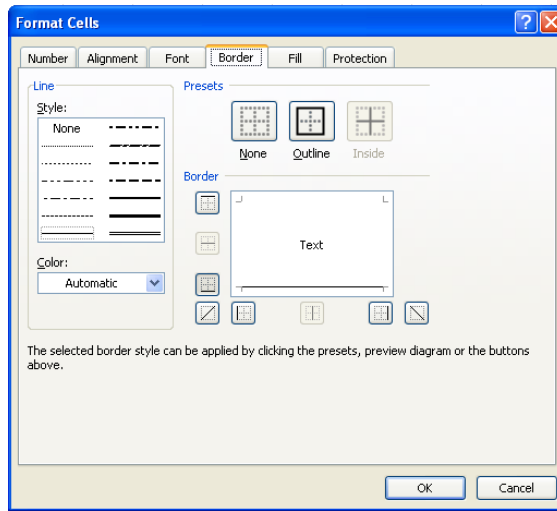
3. Click the cell style that you want to apply.



4. To create a custom style, select **New Cell Style**.
 - a. Give the style a name.



- b. Click **Format**.
- c. On the various tabs in the **Format Cells** dialog box, select the formatting that you want, and then click **OK**.



- d. In the **Style** dialog box, under **Style Includes (By Example)**, clear the check boxes for any formatting that you don't want to include in the cell style.
5. To remove a cell style from selected cells without deleting the cell style, select the cells that are formatted with that cell style.
 - a. On the **Home** tab, in the **Styles** group, click **Cell Styles**.
 - b. Do one of the following:
 - i. To remove the cell style from the selected cells without deleting the cell style, under **Good, Bad, and Neutral**, click **Normal**.
 - ii. To delete the cell style and remove it from all cells that are formatted with it, right-click the cell style, and then click **Delete**.