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Formatting a Worksheet

Introduction

Microsoft Office Excel 2003 offers several tools for making your worksheets look more attractive and professional. Without formatting, a worksheet can look like a sea of meaningless data. To highlight important information, you can change the appearance of selected numbers and text by adding dollar signs, commas, and other numerical formats or by applying attributes, such as boldface, italics, and underline.

Once you've set up your worksheet, additional changes are available to customize your worksheets look. You can change the default font and font size, or maybe you'd like to adjust the alignment of data in cells. In addition to column, row, or font changes, you can add colors to cells or fonts, and include patterns to cells. You can also add borders around columns of data to help group them visually, or even add some clip art, a company logo, or some pictures.

By using AutoFormats and styles to apply multiple changes, you can speed up the formatting process and ensure a greater degree of consistency among your worksheets. You can use the Find and Replace Formatting feature to find the various formatting attributes and change them.

What You'll Do

Format Text and Numbers

Design Conditional Formatting

Copy Cell Formats

Change Fonts

Change Data Alignment

Control Text Flow

Change Data Color

Add Color and Patterns to Cells

Add Borders to Cells

Format Data with AutoFormat

Modify an AutoFormat

Format Tabs and Background

Create and Apply Style

Modify a Style

Find and Replace Formatting

Formatting Text and Numbers

XL03S-3-1, XL03E-2-1

You can change the appearance of the data in the cells of a worksheet without changing the actual value in the cell. You can format text and numbers with **font attributes**, such as bolding, italics, or underlining, to enhance data to catch the reader's attention. You can also apply **numeric formats** to numbers to better reflect the type of information they represent—dollar amounts, dates, decimals, and so on. For example, you can format a number to display up to 15 decimal places or none at all. If you don't see the number format you need, you can create a custom one.

Format Text Quickly

1. Select a cell or range with the text you want to format.

2. Click one of the buttons on the Formatting toolbar to apply that attribute to the selected range:

   ◆ Bold

   ◆ Italic

   ◆ Underline

3. Click the Font or Font Size list arrow, and then select a font or size.

   You can apply multiple attributes to the range.

Did You Know?

You can remove a numeric format or font attribute quickly. The buttons on the Formatting toolbar are toggle buttons, which means you simply click to turn them on and off. To add or remove a numeric format or a font attribute, select the cell, range, or text, and then click the appropriate button on the Formatting toolbar to turn the format or attribute off.

You can format numbers in international currencies. In the Format Cells dialog box, click the Number tab, click Currency in the Category list, click the Symbol list arrow, and then click an international currency symbol.

Formatting Toolbar Buttons

Button	Name	Example
B	Bold	**Excel**
I	Italic	*Excel*
U	Underline	Excel
$	Currency Style	$5,432.10
%	Percent Style	54.32%
,	Comma Style	5,432.10
.0↑.00	Increase Decimal	5,432.10 becomes 5,432.100
.00↓.0	Decrease Decimal	5,432.10 becomes 5,432.1

Format Numbers Quickly

1 Select a cell or range that contains the number(s) you want to format.

2 Click one of the buttons on the Formatting toolbar to apply that attribute to the selected range.

- ◆ Currency Style
- ◆ Percent Style
- ◆ Comma Style
- ◆ Increase Decimal
- ◆ Decrease Decimal

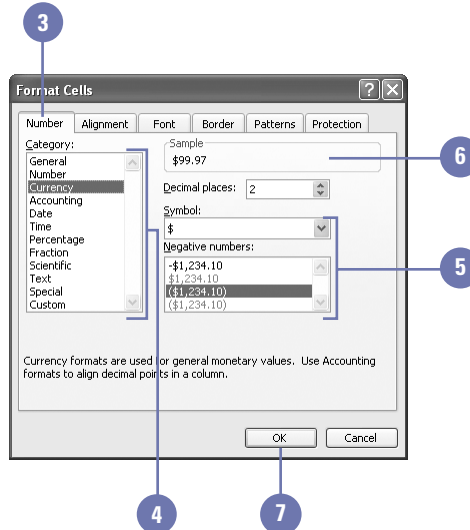You can apply multiple attributes to the range.
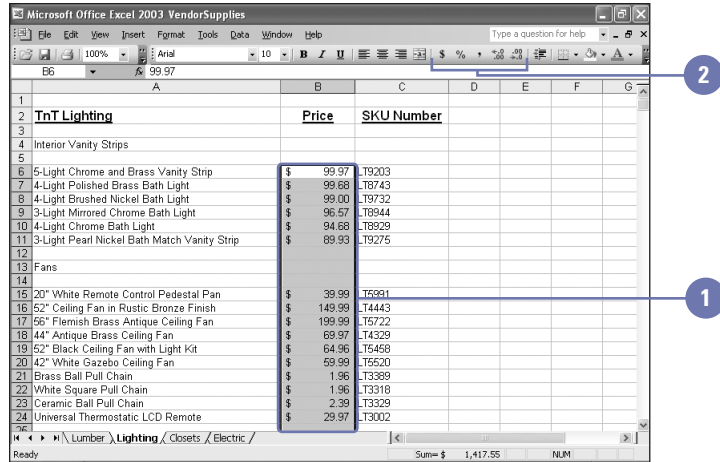
Format a Number Using the Format Cells Dialog Box

1 Select a cell or range that contains the number(s) you want to format.

2 Click the Format menu, and then click Cells.

3 Click the Number tab.

4 Click to select a category.

5 Select the options you want to apply.

To create a custom format, click Custom, type the number format code, and then use one of the existing codes as a starting point.

6 Preview your selections in the Sample box.

7 Click OK.

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Designing Conditional Formatting

XL03E-2-2

You can make your worksheets more powerful by setting up conditional formatting. **Conditional formatting** lets the value of a cell determine its formatting. For example, you might want this year's sales total to be displayed in red and italics if it's less than last year's total, but in green and bold if it's more. The formatting is applied to the cell values only if the values meet the a condition that you specify. Otherwise, no conditional formatting is applied to the cell values.

Establish a Conditional Format
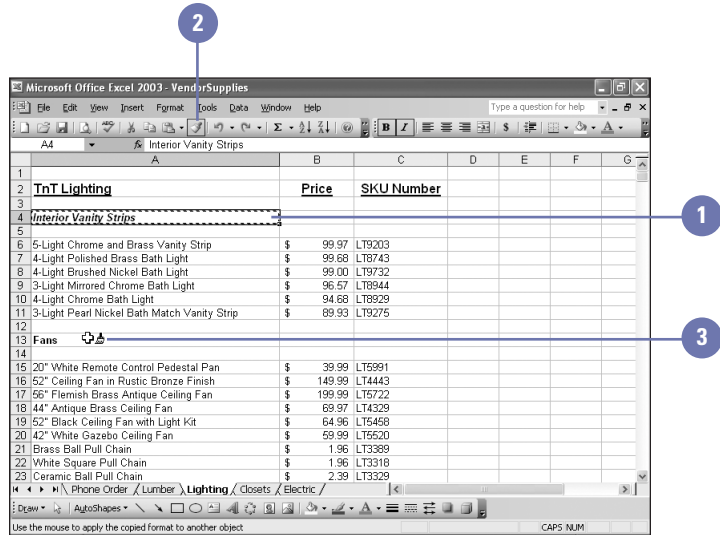
1. Select a cell or range you want to conditionally format.

2. Click the Format menu, and then click Conditional Formatting.

3. Select the operator and values you want for condition 1.

4. Click the Format button, select the attributes you want applied, and then click OK.

5. Click Add to include additional conditions, and then repeat steps 3 and 4.

6. Click OK.

Delete a Conditional Format

1. Click the Format menu, and then click Conditional Formatting.

2. Click Delete.

3. Select the check box for the condition(s) you want to delete.

4. Click OK.

See Also

See "Formatting Data with Auto Format" on page 106 for information on formatting data more efficiently.

Copying Cell Formats ▶

After formatting a cell on a worksheet, you might want to apply those same formatting changes to other cells on the worksheet. For example, you might want each subtotal on your worksheet to be formatted in italic, bold, 12-point Times New Roman, with a dollar sign, commas, and two decimal places. Rather than selecting each subtotal and applying the individual formatting to each cell, you can **paint** (that is, copy) the formatting from one cell to others.
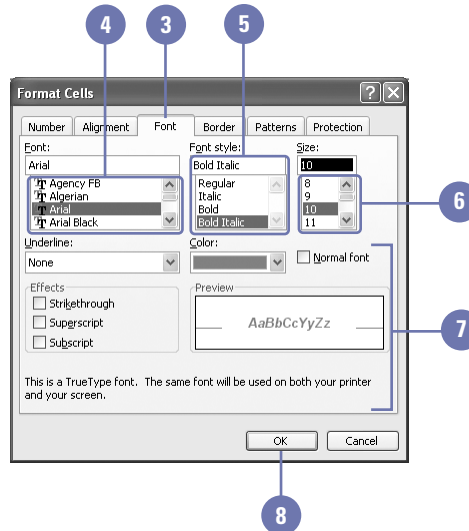
Copy a Cell Format

① Select a cell or range containing the formatting you want to copy.

② Click the Format Painter button on the Standard toolbar. If necessary, click the Toolbar Options list arrow to display the button.

③ Drag to select the cell(s) you want to paint. When you release the mouse button, the cells appear with the new formatting.

Did You Know?

You can use the Esc key to cancel format painting. If you change your mind about painting a format, cancel the marquee by pressing Esc.

Changing Fonts

A **font** is a collection of alphanumeric characters that share the same **typeface**, or design, and have similar characteristics. Most fonts are available in a number of styles (such as bold and italic) and sizes. The size of each font character is measured in **points** (a point is approximately 1/72 of an inch). You can use any font that is installed on your computer on a worksheet, but the default is 10-point Arial.
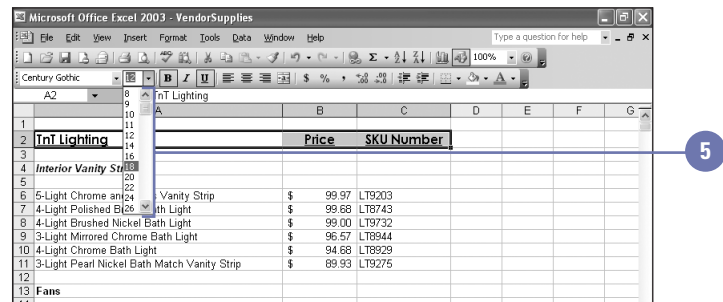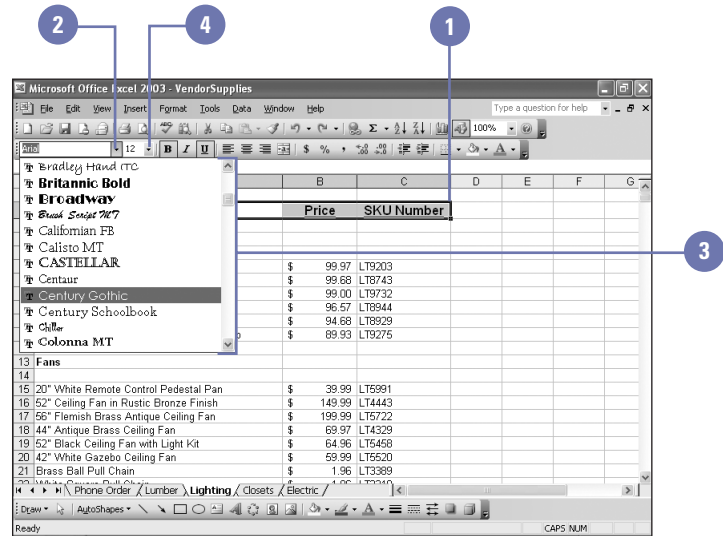
Change Font, Font Style, and Font Size

1 Select a cell or range that contains the font you want to change.

2 Click the Format menu, and then click Cells.

3 Click the Font tab.

4 Select a font.

5 Select a font style.

6 Select a font size.

7 Select any additional formatting effects.

8 Click OK.

Did You Know?

Each computer has different fonts installed. Users with whom you share files may not have all the fonts you've used in a workbook installed on their computers.

Change Font and Font Size Using the Formatting Toolbar

1 Select a cell or range whose font and font size you want to change.

2 Click the Font list arrow on the Formatting toolbar.

3 If necessary, scroll to find the font you want to use, and then click it.

4 Click the Font Size list arrow on the Formatting toolbar. If necessary, click the Toolbar Options list arrow to display the button.

5 If necessary, scroll to find the font size you want to use, and then click it.

Did You Know?

You can tell the difference between a TrueType and printer font. A TrueType (outline) font is a font that uses special software capabilities to print exactly what is seen on the screen. A printer (screen) font is a font that comes only in specified sizes. If you are creating a worksheet for publication, you need to use printer fonts.

You can display font names in their font. Click the Tools menu, click Customize, click the Options tab, and then click to select the List Font Names In Their Font check box.
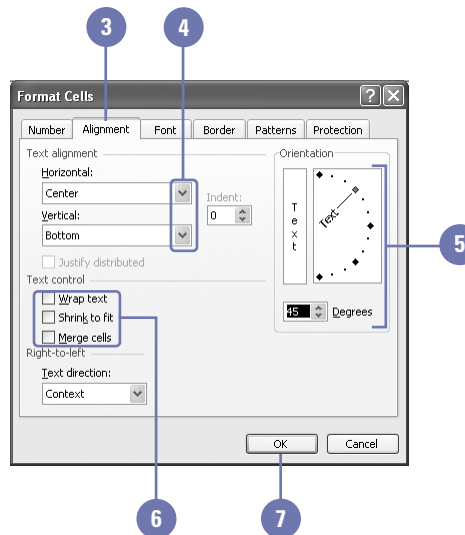
Changing Data Alignment

XL03S-3-3

When you enter data in a cell, Excel aligns labels on the left edge of the cell and aligns values and formulas on the right edge of the cell. **Horizontal alignment** is the way in which Excel aligns the contents of a cell relative to the left or right edge of the cell; **vertical alignment** is the way in which Excel aligns cell contents relative to the top and bottom of the cell. Excel also provides an option for changing the flow and angle of characters within a cell. The **orientation** of the contents of a cell is expressed in degrees. The default orientation is 0 degrees, in which characters are aligned horizontally within a cell.

Change Alignment Using the Format Dialog Box

1. Select a cell or range containing the data to be realigned.

2. Click the Format menu, and then click Cells.

3. Click the Alignment tab.

4. Click the Horizontal list arrow or the Vertical list arrow, and then select an alignment.

5. Select an orientation. Click a point on the map, or click the Degrees up or down arrow.

6. If you want, select one or more of the Text Control check boxes.

7. Click OK.

Did You Know?

You can use the Format Cells dialog box to select other alignment options. Many more alignment options are available from the Format Cells dialog box, but for centering across columns and simple left, right, and center alignment, it's easier to use the Formatting toolbar buttons.

Change Alignment Using the Formatting Toolbar

1 Select a cell or range containing the data to be realigned.

2 Click the Align Left, Center, or Align Right button on the Formatting toolbar.

3 To center cell contents across selected columns, click the Merge And Center button on the Formatting toolbar.

See Also

See "Add Color to Worksheet Tabs" on page 108 for information on adding background color or pictures.
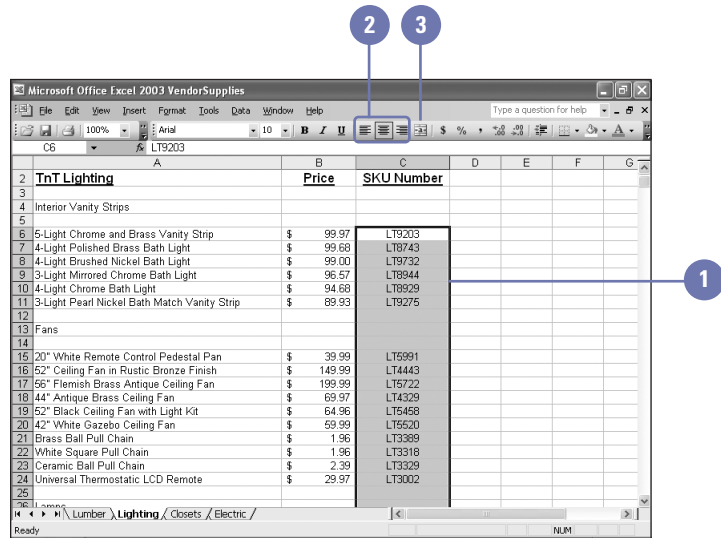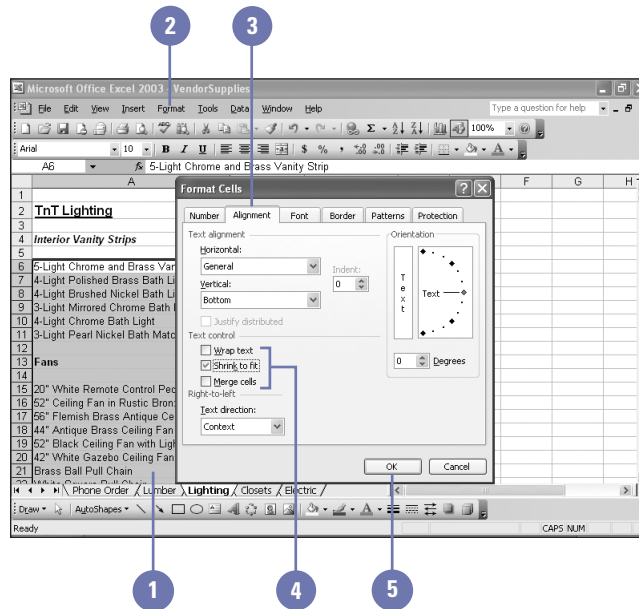

Alignment Toolbar Buttons		
Button	**Name**	**Description**
	Align Left	Aligns cell contents on the left edge of the cell.
	Center	Centers cell contents in the middle of the cell.
	Align Right	Aligns cell contents on the right edge of the cell.
	Merge and Center	Centers cell contents across the columns of a selected range.

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Controlling Text Flow

The length of a label might not always fit within the width you've chosen for a column. If the cell to the right is empty, text spills over into it, but if that cell contains data, the text will be truncated (that is, cut off). A cell can be formatted so its text automatically wraps to multiple lines; that way, you don't have to widen the column to achieve an attractive effect. For example, you might want the label *Interior Vanity Strips* to fit in a column that is only as wide as *Interior*. Cell contents can also be modified to fit within the available space or can be combined with the contents of other cells.
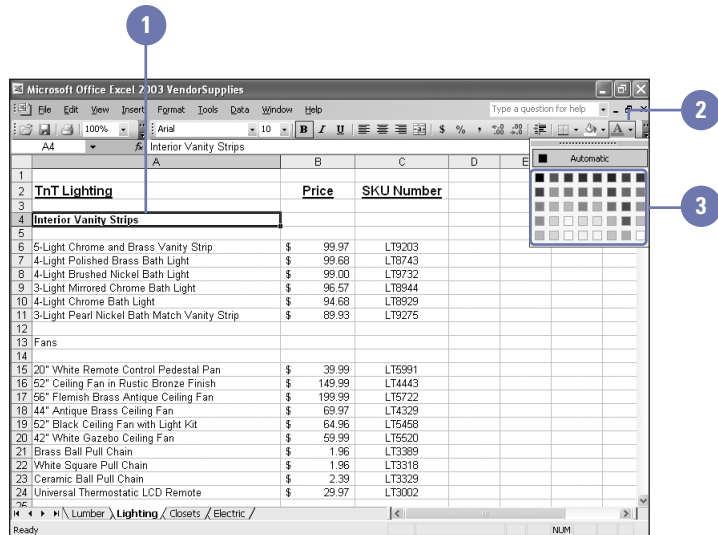
Control the Flow of Text in a Cell

1. Select a cell or range whose text flow you want to change.

2. Click the Format menu, and then click Cells.

3. Click the Alignment tab.

4. Click to select one or more Text Control check boxes.

   ◆ **Wrap Text** moves the text to multiple lines within a cell.

   ◆ **Shrink To Fit** reduces character size to fit within a cell.

   ◆ **Merge Cells** combines selected cells into a single cell.

5. Click OK.

Changing Data Color

You can change the color of the numbers and text on a worksheet. Strategic use of **font color** can be an effective way of tying similar values together. For instance, on a sales worksheet you might want to display sales in green and returns in red. Or, you may want to highlight column or row headers with colored labels. Either way, using color to highlight numbers and texts makes deciphering your worksheet data easier.

Change Font Color Using the Formatting Toolbar

1. Select a cell or range that contains the text you want to change.

2. Click the Font Color button list arrow on the Formatting toolbar.

3. Click a color.

Did You Know?

The Font Color button on the Formatting toolbar displays the last font color you used. To apply this color to another selection, simply click the button, not the list arrow.

Adding Color and Patterns to Cells

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Apply Color and Patterns

1. Select a cell or range to which you want to apply colors and patterns.

2. Click the Format menu, and then click Cells.

3. Click the Patterns tab.

4. To add shading to the cell, click a color in the palette.

5. To add a pattern to the cell, click the Pattern list arrow, and then click a pattern and color in the palette.

6. Click OK.

Did You Know?

You can paint a format. When you paint a format using the Format Painter button on the Standard toolbar, the fill colors and patterns get copied too.

You can **fill** the background of a cell with a color and a pattern to make its data stand out. Fill colors and patterns can also lend consistency to related information on a worksheet. On a sales worksheet, for example, formatting all fourth-quarter sales figures with a blue background and all second-quarter sales with a yellow background would make each group of figures easy to identify. You can use fill colors and patterns in conjunction with text attributes, fonts, and font colors to further enhance the appearance of your worksheet.
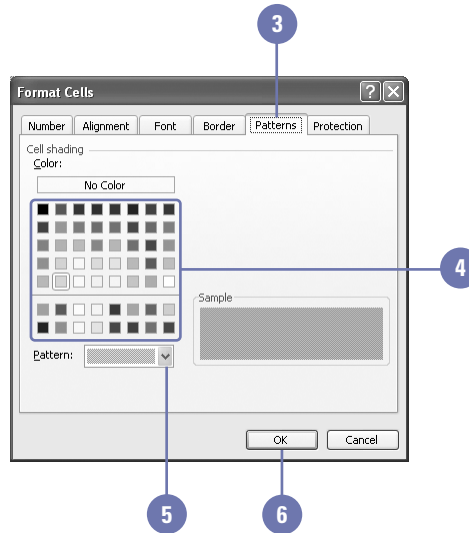
Apply Color Using the Formatting Toolbar

1 Select a cell or range.

2 Click the Fill Color button list arrow on the Formatting toolbar.
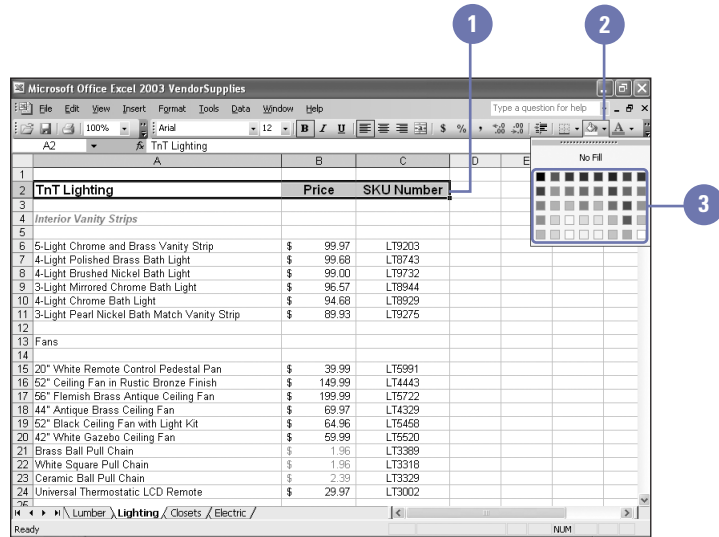
If necessary, click the Toolbar Options list arrow to display the button.

3 Click a color.

Did You Know?

You can use the Print Preview button on the Standard toolbar to save time. Preview your worksheet before you print it, especially if you don't have a color printer. Some colors and patterns look great on screen but can make a worksheet difficult to read when printed in black and white.
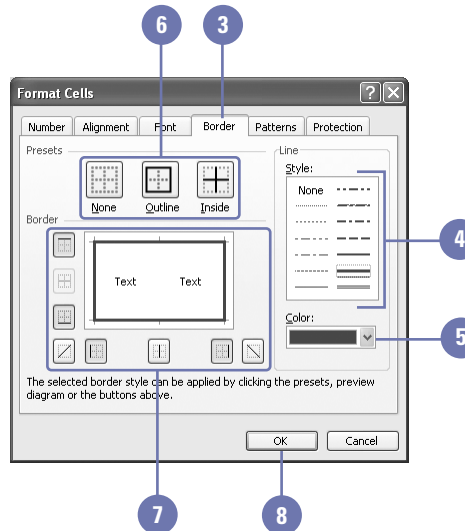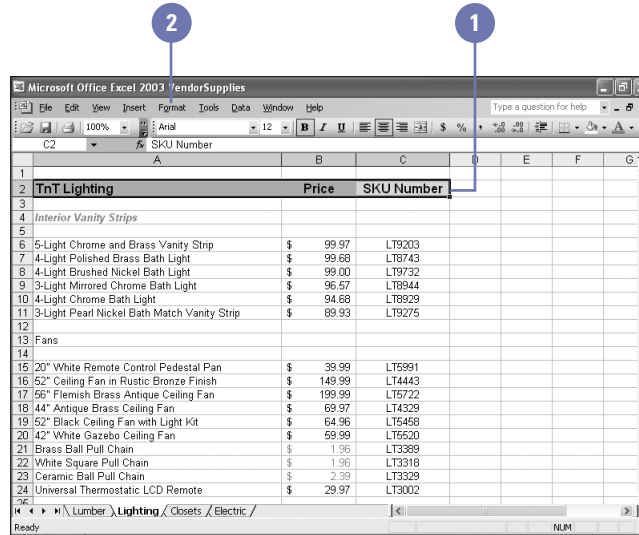
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Adding Borders to Cells

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The light gray grid that appears on the worksheet helps your eyes move from cell to cell. Although you can print these gridlines, sometimes a different grid pattern better emphasizes your data. For example, you might put a decorative line border around the title, a double-line bottom border below cells with totals, or a thick border between sections of a complicated worksheet. You can add borders of varying colors and widths to any or all sides of a single cell or range.
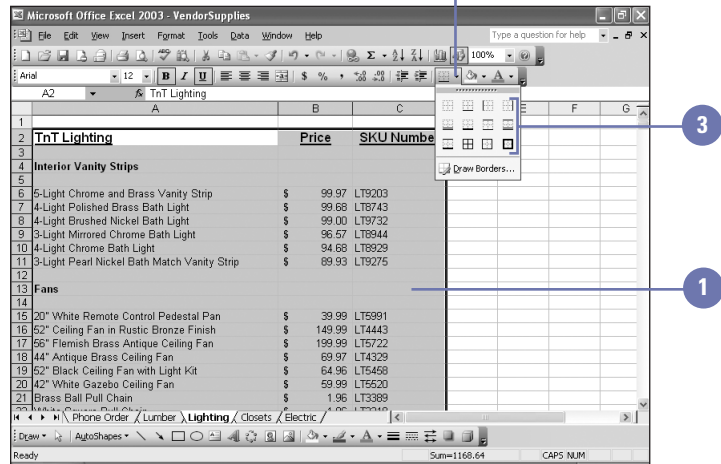
Apply a Border

1. Select a cell or range to which you want to apply borders.

2. Click the Format menu, and then click Cells.

3. Click the Border tab.

4. Select a line style.

5. Click the Color list arrow, and then click a color for the border.

6. If you want a border on the outside of a cell or range, click Outline. If you want a border between cells, click Inside. If you want to remove a border, click None.

7. To set a custom border, click a Border button, or click the Preview Border box where you want to add a border.

8. Click OK.

Apply a Border Using the Formatting Toolbar

1. Select a cell or range to which you want to apply a border.

2. Click the Borders list arrow on the Formatting toolbar or the Borders button to select the default border style. If necessary, click the Toolbar Options list arrow to display the button.

3. Select a border from the submenu of available borders. The previous border style you have chosen appears as the default Borders button on the Formatting toolbar.

Did You Know?

You can use the Select All button. To place a border around the entire worksheet, click the Select All button, and then apply the border.
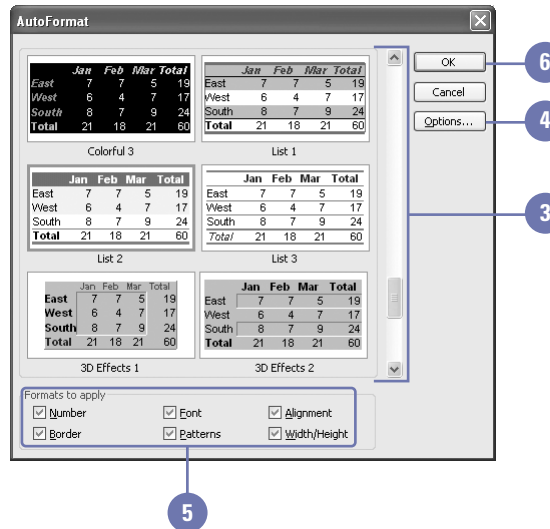
Formatting Data with AutoFormat

Formatting worksheet data can be a lot of fun but also very intensive. To make formatting data more efficient, Excel includes 18 AutoFormats. An **AutoFormat** includes a combination of fill colors and patterns, numeric formats, font attributes, borders, and font colors that are professionally designed to enhance your worksheets. If you don't select any cells before choosing the AutoFormat command, Excel will "guess" which data it should format.

Apply an AutoFormat

1. Select a cell or range to which you want to apply an AutoFormat, or skip this step if you want Excel to "guess" which cells to format.

2. Click the Format menu, and then click AutoFormat.

3. Click an AutoFormat in the list.

4. Click Options.

5. Select one or more Formats To Apply check boxes to turn a feature on or off.

6. Click OK.

Did You Know?

You can copy cell formats with Format Painter. Select the cell or range whose formatting you want to copy, double-click the Format Painter button on the Standard toolbar, select the cells you want to format, and then click the Format Painter button.

Modifying an AutoFormat

Modify an AutoFormat

① Select a cell or range whose AutoFormat you want to change, or skip this step if you want Excel to "guess" which cells to format.

② Click the Format menu, and then click AutoFormat.

③ Click the AutoFormat you want to modify.

④ Click Options.

⑤ Click to select or clear one or more Formats To Apply check boxes to turn a feature on or off.

⑥ Click OK.

Did You Know?

You can let Excel choose the range to format. If you don't select the cells you want to apply the AutoFormat to, Excel will guess which cells you want formatted.

Excel AutoFormats give any worksheet a professional look, but you may need to modify an AutoFormat to better suit the needs of a particular project. For example, the AutoFormat you applied might be perfect except that the font used should be different—to match the font in the rest of your report. You can control individual elements in an AutoFormat so that not all are applied to the current worksheet. These changes are temporary; you can't permanently alter an AutoFormat.
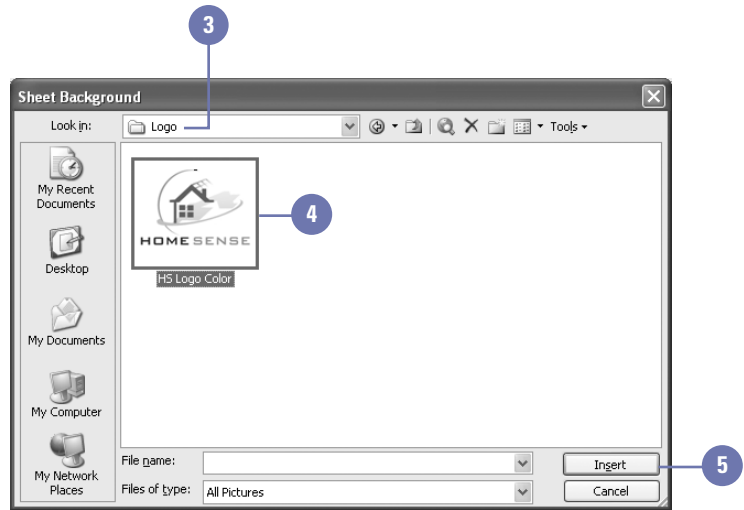
5
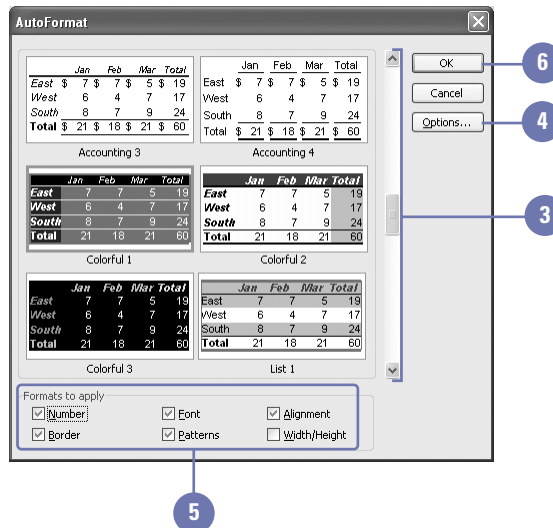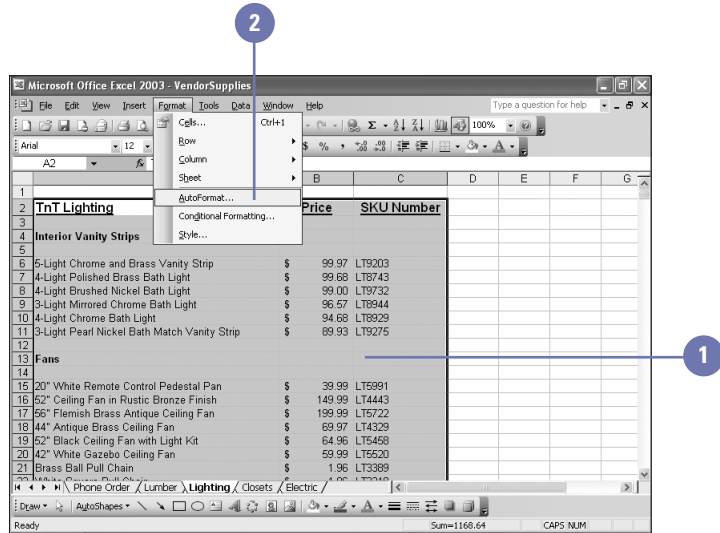
Formatting Tabs and Background

Depending on your screen size, the sheet tabs at the bottom of your workbook can be hard to view. You can add color to the sheet tabs to make them more distinguishable. If you want to add artistic style to your workbook or you are creating a Web page from your workbook, you can add a background picture. When you add a background to a worksheet, the background does not print, and it's not included when you save an individual worksheet as a Web page. You need to publish the entire workbook as a Web page to include the background.

Add Color to Worksheet Tabs

1 Click the sheet tab you want to color.

2 Click the Format menu, point to Sheet, and then click Tab Color.

3 Click a tab color.

4 Click OK.
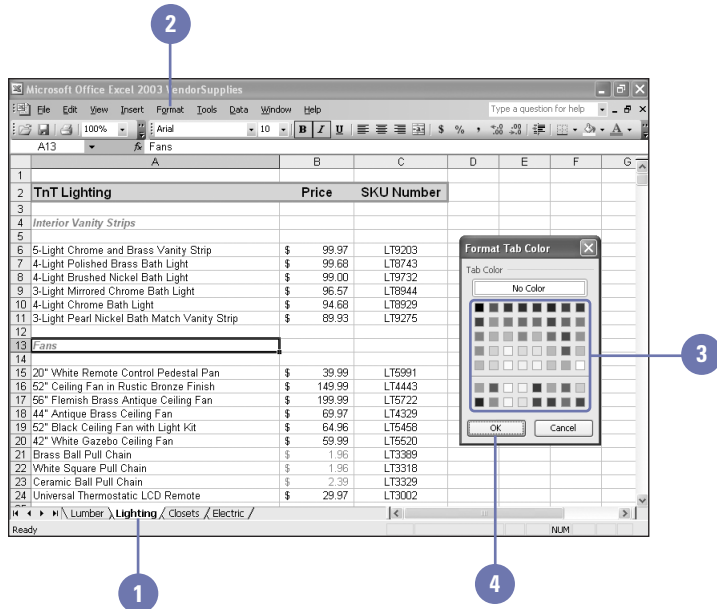
Add or Remove a Background

1. Click the sheet tab you want to add a background to.

2. Click the Format menu, point to Sheet, and then click Background.

3. Select the folder with the graphic file you want to use.

4. Select the graphic you want.

5. Click Insert.

6. To remove the background, click the Format menu, point to Sheet, and then click Remove Background.

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Creating and Applying Styles

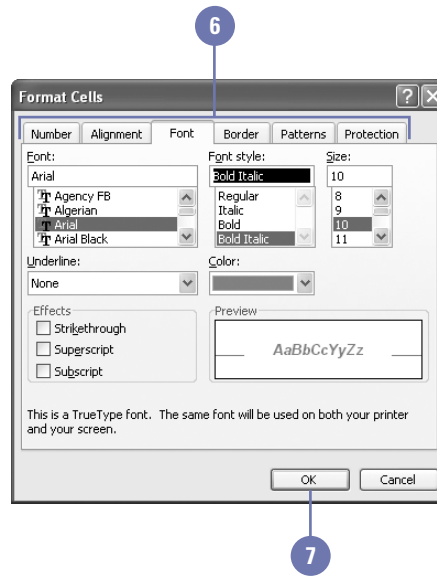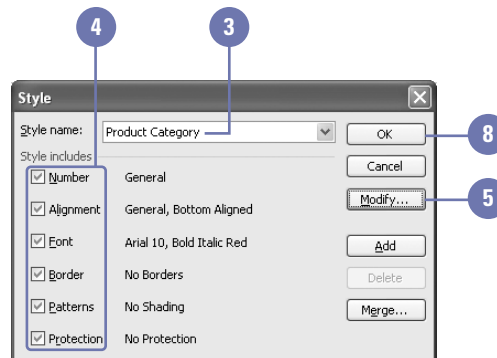**Microsoft Office Specialist** Approved Courseware

XL03S-3-2

A **style** is a defined collection of formats—font, font size, attributes, numeric formats, and so on—that you can store as a set and later apply to other cells. For example if you always want subtotals to display in blue 14-point Times New Roman, bold, italic, with two decimal places and commas, you can create a style that includes all these formats. If you plan to enter repetitive information, such as a list of dollar amounts in a row or column, it's often easier to apply the desired style to the range before you enter the data. That way you can simple enter each number, and Excel formats it as soon as you press Enter. You can also copy styles from one workbook to another. Once you create a style, it is available to you in every workbook.

Create a New Style

1. Select a cell or range that you want to create a style.

2. Click the Format menu, and then click Style.

3. Type the name of the new style.

4. Clear the check boxes with the options you do not want.

5. Click Modify.

6. Click any of the formatting tabs, and then make additional formatting changes to the style.

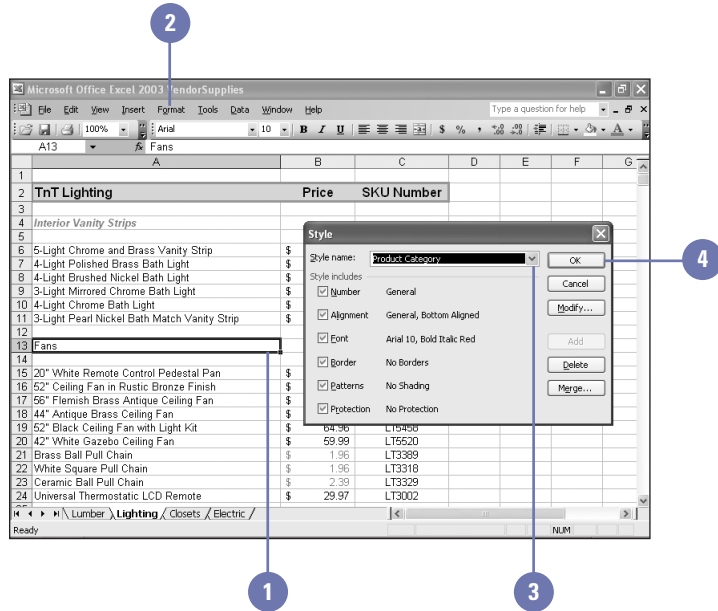7. Click OK.

8. Click OK.

Did You Know?

You can merge a style from another workbook. Click the Format menu, click Style, click Merge, click the workbook that contains the style you want, click OK, and then click OK again.

Apply a Style

① Select a cell or range to which you want to apply a style.

② Click the Format menu, and then click Style.

③ Click the Style Name list arrow, and then select the style you want to apply.
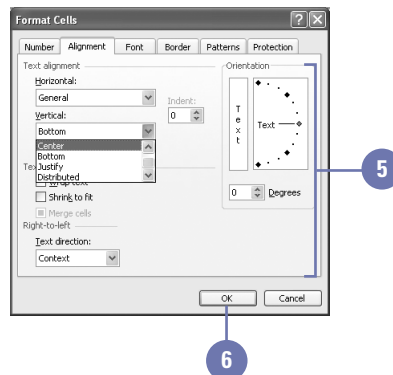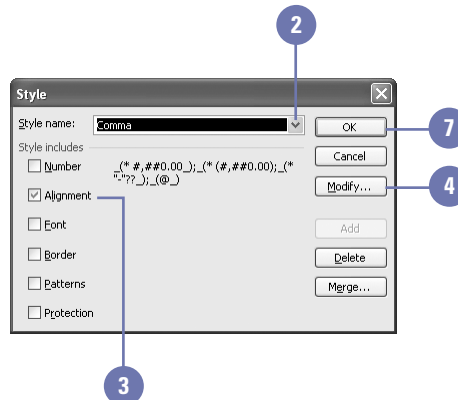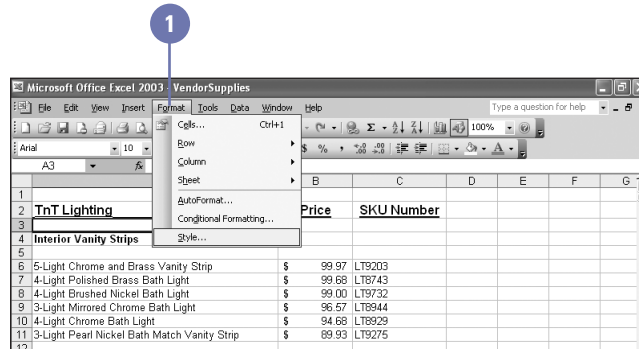
④ Click OK.

Modifying a Style

Any style—whether it was supplied by Excel or created by you or someone else—can be modified. Suppose you created a style containing fonts and colors your company uses. If those specifications changed, you could modify the style to include the new attributes. If you want to use styles created or modified in another workbook, you can merge the styles into the open workbook. If you no longer use a style, you can delete it from the workbook.
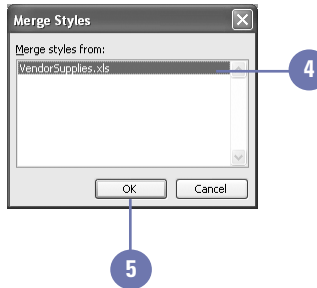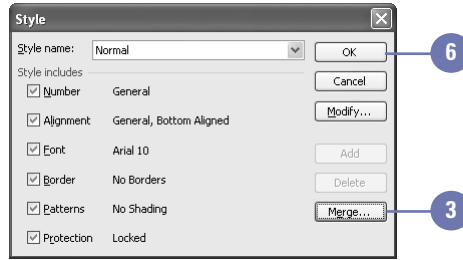
Modify a Style

1 Click the Format menu, and then click Style.

2 Click the Style Name list arrow.

3 Click the style you want to modify.

4 Click Modify.

5 Make any changes you want in the Format Cells dialog box.

6 Click OK.

7 Click OK.

Merge Styles

1. Open the worksheet that contains the styles you want to merge.

2. Click the Format menu, and then click Style.

3. Click Merge.

4. Click the workbook that contains the styles you want to merge with the current workbook.
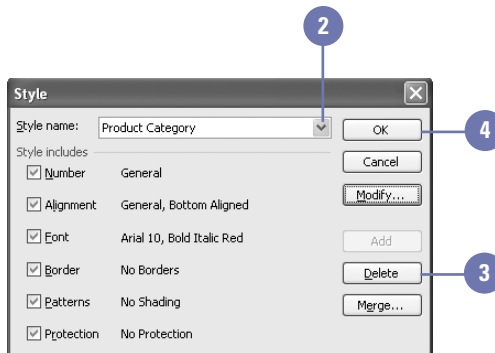
5. Click OK.

6. Click OK.

Delete a Style

1. Click the Format menu, and then click Style.

2. Click the Style Name list arrow, and then click the style you want to delete.

3. Click Delete.

4. Click OK.

Did You Know?

You can use the Add button to create a new style based on a current style. You never know when you might want to use an original style supplied by Excel. To keep the original style intact, modify the formatting in the Style dialog box as desired, click Add, and then give the modified style a new name.

5

Finding and Replacing Formatting

The Find and Replace commands make it easy to locate or replace specific text, numbers, and formatting in a workbook. For example, you might want to replace all the references to cell A6 in your formulas with data contained in cell H2, or you might want to replace bold text with italic text. Or, you may want to change a client name or contact on all of your financial reports. You can be specific in your replacing, by replacing one at a time, or all matches found.

Find or Replace Formatting

1 Click the Edit menu, and then click Find or Replace.

2 Enter the word or words you want to find.

3 Click Options to display formatting options. If necessary, click Format, and then click Clear Formatting From Cell to clear previous criteria.

4 Click Format, specify the formatting you want to locate, and then click OK.

5 Click Find Next to find the formatting options you specified.

6 To replace text and formatting, click the Replace tab, and then enter the word or words you want to replace in the Replace With text box.

7 Click the Replace With Format button, specify the formatting you want to replace, and then click OK.

8 Click Find Next to select the next instance of the formatted text or click Replace or Replace All to substitute formatting.