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Exercise: Aligning cell content

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.**How to complete this exercise**

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.**Free Office for the web**

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!**Let's get started!**

In this activity, you will use alignment tools to improve the appearance of your financial data worksheet.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Aligning cell content](#)

2. First, select columns D through H:

A	B	C	D	E	F	G	H
City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728
Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859
Spring City	MA	Partner	\$ 432,326	\$ 79,297	\$ 353,029	\$ 4,872	\$ 348,157
Longview	MA	Partner	\$ 376,263	\$ 92,698	\$ 283,565	\$ 5,195	\$ 278,370
Pickrel Narrows	ME	Partner	\$ 244,975	\$ 100,834	\$ 144,141	\$ 5,153	\$ 138,988
East Waterford	ME	Franchise	\$ 201,945	\$ 83,178	\$ 118,767	\$ 4,734	\$ 114,033
Warner	NH	Corporate	\$ 125,319	\$ 65,792	\$ 59,527	\$ 4,667	\$ 54,860
Yellow Run	NH	Corporate	\$ 233,355	\$ 109,700	\$ 125,959	\$ 5,599	\$ 124,360
Martins Corner	NH	Franchise	\$ 331,773	\$ 122,388	\$ 246,485	\$ 5,793	\$ 240,699
Hebron	NH	Partner	\$ 407,339	\$ 88,286	\$ 319,053	\$ 4,604	\$ 314,449
Scottsville	NJ	Partner	\$ 440,462	\$ 81,912	\$ 358,550	\$ 4,842	\$ 353,708
Emerson	NJ	Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453
Mount Baker	NY	Corporate	\$ 244,913	\$ 89,374	\$ 154,339	\$ 5,062	\$ 149,277
Willaha	NY	Partner	\$ 137,925	\$ 104,528	\$ 33,397	\$ 5,673	\$ 27,724
Mittlenlane	NY	Partner	\$ 177,789	\$ 103,757	\$ 74,032	\$ 5,244	\$ 68,888
East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,591
Conyersville	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,956	\$ 56,560
Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
Colman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460

3. Click the **Format drop-down arrow** in the **Cells** group of the Home tab:

A	B	C	D	E	F	G	H
City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728
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Colman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460

4. Enter 15 in the **Column width** field of the Column Width dialog box, then click **OK**:

Column width:	15
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5. Now, select Row 1, then click Home → Wrap Text:

A	B	C	D	E	F	G	H
City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728
Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859
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City										
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3	Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859		
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5	Longview	MA	Partner	\$ 376,263	\$ 92,698	\$ 283,565	\$ 5,195	\$ 278,370		
6	Pickeral Narrows	ME	Partner	\$ 244,975	\$ 100,834	\$ 144,141	\$ 5,153	\$ 138,988		
7	East Waterford	ME	Franchise	\$ 201,945	\$ 83,178	\$ 118,767	\$ 4,734	\$ 114,033		
8	Warner	NH	Corporate	\$ 125,319	\$ 65,792	\$ 59,527	\$ 4,667	\$ 54,860		
9	Willow Run	NH	Corporate	\$ 233,255	\$ 83,606	\$ 149,649	\$ 5,089	\$ 144,560		
10	Martins Corner	NH	Franchise	\$ 331,773	\$ 85,288	\$ 246,485	\$ 5,795	\$ 240,690		
11	Hebron	NH	Partner	\$ 407,339	\$ 88,286	\$ 319,053	\$ 4,604	\$ 314,449		
12	Scottsville	NJ	Partner	\$ 440,462	\$ 81,912	\$ 358,550	\$ 4,842	\$ 353,708		
13	Emerson		Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453		
14	Mount Baker	NY	Corporate	\$ 244,913	\$ 89,974	\$ 154,939	\$ 5,062	\$ 149,877		
15	Willaha	NY	Partner	\$ 137,925	\$ 104,528	\$ 33,397	\$ 5,673	\$ 27,724		
16	Mittenlane	NY	Partner	\$ 177,785	\$ 105,757	\$ 74,032	\$ 5,144	\$ 68,888		
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391		

6. Click the **Middle Align** button in the Alignment group of the Home tab:

City										
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit		
2	Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728		
3	Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859		
4	Spring City	MA	Partner	\$ 432,326	\$ 79,297	\$ 353,029	\$ 4,872	\$ 348,157		
5	Longview	MA	Partner	\$ 376,263	\$ 92,698	\$ 283,565	\$ 5,195	\$ 278,370		
6	Pickeral Narrows	ME	Partner	\$ 244,975	\$ 100,834	\$ 144,141	\$ 5,153	\$ 138,988		
7	East Waterford	ME	Franchise	\$ 201,945	\$ 83,178	\$ 118,767	\$ 4,734	\$ 114,033		
8	Warner	NH	Corporate	\$ 125,319	\$ 65,792	\$ 59,527	\$ 4,667	\$ 54,860		
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12	Scottsville	NJ	Partner	\$ 440,462	\$ 81,912	\$ 358,550	\$ 4,842	\$ 353,708		
13	Emerson		Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453		
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16	Mittenlane	NY	Partner	\$ 177,785	\$ 105,757	\$ 74,032	\$ 5,144	\$ 68,888		
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391		

7. Now select cells **D1 through H1** and click the **Center** button:

City										
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit		
2	Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728		
3	Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859		
4	Spring City	MA	Partner	\$ 432,326	\$ 79,297	\$ 353,029	\$ 4,872	\$ 348,157		
5	Longview	MA	Partner	\$ 376,263	\$ 92,698	\$ 283,565	\$ 5,195	\$ 278,370		
6	Pickeral Narrows	ME	Partner	\$ 244,975	\$ 100,834	\$ 144,141	\$ 5,153	\$ 138,988		
7	East Waterford	ME	Franchise	\$ 201,945	\$ 83,178	\$ 118,767	\$ 4,734	\$ 114,033		
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11	Hebron	NH	Partner	\$ 407,339	\$ 88,286	\$ 319,053	\$ 4,604	\$ 314,449		
12	Scottsville	NJ	Partner	\$ 440,462	\$ 81,912	\$ 358,550	\$ 4,842	\$ 353,708		
13	Emerson		Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453		
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16	Mittenlane	NY	Partner	\$ 177,785	\$ 105,757	\$ 74,032	\$ 5,144	\$ 68,888		
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391		

8. Now that the financial data is neatly arranged with a well-formatted header row, select cells **A1 through C20**, then click the **Increase Indent** button:

City										
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit		
2	Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728		
3	Center	MA	Corporate	\$ 207,163	\$ 73,705	\$ 133,458	\$ 5,599	\$ 127,859		
4	Spring City	MA	Partner	\$ 432,326	\$ 79,297	\$ 353,029	\$ 4,872	\$ 348,157		
5	Longview	MA	Partner	\$ 376,263	\$ 92,698	\$ 283,565	\$ 5,195	\$ 278,370		
6	Pickeral Narrows	ME	Partner	\$ 244,975	\$ 100,834	\$ 144,141	\$ 5,153	\$ 138,988		
7	East Waterford	ME	Franchise	\$ 201,945	\$ 83,178	\$ 118,767	\$ 4,734	\$ 114,033		
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16	Mittenlane	NY	Partner	\$ 177,785	\$ 105,757	\$ 74,032	\$ 5,144	\$ 68,888		
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391		
18	Conversy	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,956	\$ 56,560		
19	Farmington Lake	RI	Franchise	\$ 392,515	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743		
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460		

9. To adjust the cell width, click **Home** → **Format drop-down arrow** → **AutoFit Column Width**:

City										
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit		
2	Lyon	MA	Partner	\$ 135,816	\$ 67,388	\$ 68,428	\$ 5,700	\$ 62,728		
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Detailed Results											
Visibility											
Hide & Unhide											
Organize Sheets											
Format Painter											
Protect											
Format Sheet...											
Lock Cell											
Format Cells...											

10. Now select cell A1 and click Home → Format Painter, to copy the cell formatting. Once done, switch to the Financial Scorecard worksheet:

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. In the 'Clipboard' section of the ribbon, the 'Copy' dropdown is open, and the 'Format Painter' option is highlighted with a red box. Below the ribbon, the 'Financial Data' sheet is active, displaying a table of financial data. An arrow points from the 'Format Painter' button in the ribbon down to the table in the worksheet.

11. Click on cell A1 to apply the format:

A	B	C	D
1	Scorecard		
2	Average Revenue	\$ 276,987	
3	Highest Revenue	\$ 461,214	
4	Lowest Expenses	\$ 125,319	
5			
6			
7			

12. Finally, select cells A1 through B1, then click Home → Merge & Center:

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. In the 'Clipboard' section of the ribbon, the 'Merge & Center' button is highlighted with a red box. Below the ribbon, the 'Scorecard' sheet is active, displaying four rows of data. An arrow points from the 'Merge & Center' button in the ribbon down to the first two columns of the table in the worksheet.

13. The cells are now merged and centered, and the formatting from cell A1 has also been applied to cell B1:

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The 'Scorecard' sheet is active, displaying four rows of data. The first two columns (A1:B1) are merged and centered, containing the text 'Scorecard'. The rest of the data is aligned to the left. An arrow points from the merged 'Scorecard' header in the worksheet back up to the 'Merge & Center' button in the ribbon.

14. Save your workbook as Activity 3-3 Complete. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Aligning cell content](#)

[Mark as completed](#)

 Like  Dislike  Report an issue