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Work Smarter with Microsoft Excel > Module 1 > Exercise: Formatting cells

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5 min

✓ **Reading:** Exercise: Formatting text
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3 min

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2 min

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1 min

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Exercise: Formatting cells

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 improve the appearance and readability of your sales report using borders, fills, and number formatting.

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

[Exercise: Formatting cells](#)

2. First, let's apply the proper formatting to our data. The Financial Scorecard worksheet should be open. (If not, click its tab to switch to it.) Select the **three cells containing numbers in Column B**:

3. Click the **dollar icon** in the Number group of the Home tab and click **\$ English (United States)**:

4. The formatting will be applied. However, we do not need the cents information, so click **Decrease Decimal** twice:

5. This will remove the decimals from the numbers, but notice that the full value is still available in the formula bar:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Scorecard												
2	Average Revenue	\$ 276,987											
3	Highest Revenue	\$ 461,214											
4	Lowest Expenses	\$ 125,319											
5													
6													
7													
8													

6. Now, switch to the **Financial Data** worksheet:

	A	B	C	D	E	F	G	H	I	J	K
1	Scorecard										
2	Average Revenue	\$ 276,987									
3	Highest Revenue	\$ 461,214									
4	Lowest Expenses	\$ 125,319									
5											
6											
7											
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7. Select cells D2 through H20:

	A	B	C	D	E	F	G	H	I
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit	
2	Lyon	MA	Partner	135816	67388	68428	5700	62728	
3	Center	MA	Corporate	207163	73705	133458	5599	127859	
4	Spring City	MA	Partner	432326	79297	353029	4872	346157	
5	Longview	MA	Partner	576263	92698	388595	5153	374960	
6	Pickeral Narrows	ME	Partner	244975	100834	141411	5153	138988	
7	East Waterford	ME	Franchise	201945	83178	115767	4734	114033	
8	Warner	NH	Corporate	125319	65792	59527	4667	54860	
9	Willow Run	NH	Corporate	233255	83606	149649	5089	144560	
10	Martins Corner	NH	Franchise	331773	85288	246485	5795	240690	
11	Hebron	NH	Partner	407339	88286	319053	4603	314449	
12	Scottsville	NJ	Partner	440462	81912	358550	4842	353708	
13	Emerson	NJ	Franchise	149134	87513	61621	5168	56453	
14	Mount Baker	NY	Corporate	244913	89974	154939	5062	149877	
15	Willaha	NY	Partner	137925	104528	33397	5673	27724	
16	Mittenlane	NY	Partner	177789	103757	74032	5144	68888	
17	East Natchitoches	RI	Franchise	433924	101465	332459	5068	327391	
18	Conyersville	RI	Franchise	128691	67175	61516	4956	56560	
19	Farmington Lake	RI	Franchise	39218	82675	309843	6100	303743	
20	Coltman	RI	Corporate	461214	86688	374526	6066	366494	
21									
22									

8. Click the **dollar icon** in the Number group of the Home tab and click **\$ English (United States)**:

	A	B	C	D	E	F	G	H	I
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit	
2	Lyon	MA	Partner	135816	67388	68428	5700	62728	
3	Center	MA	Corporate	207163	73705	133458	5599	127859	
4	Spring City	MA	Partner	432326	79297	353029	4872	346157	
5	Longview	MA	Partner	576263	92698	388595	5153	374960	
6	Pickeral Narrows	ME	Partner	244975	100834	141411	5153	138988	
7	East Waterford	ME	Franchise	201945	83178	115767	4734	114033	
8	Warner	NH	Corporate	125319	65792	59527	4667	54860	
9	Willow Run	NH	Corporate	233255	83606	149649	5089	144560	
10	Martins Corner	NH	Franchise	331773	85288	246485	5795	240690	
21									

9. Click the **Decrease Decimal** button twice to remove the cents values:

	A	B	C	D	E	F	G	H	I
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit	
2	Lyon	MA	Partner	135816	67388	68428	5700	62728	
3	Center	MA	Corporate	207163	73705	133458	5599	127859	
4	Spring City	MA	Partner	432326	79297	353029	4872	346157	
5	Longview	MA	Partner	576263	92698	388595	5153	374960	
6	Pickeral Narrows	ME	Partner	244975	100834	141411	5153	138988	
7	East Waterford	ME	Franchise	201945	83178	115767	4734	114033	
8	Warner	NH	Corporate	125319	65792	59527	4667	54860	
9	Willow Run	NH	Corporate	233255	83606	149649	5089	144560	
10	Martins Corner	NH	Franchise	331773	85288	246485	5795	240690	

A	B	C	D	E	F	G	H	
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
2	Lyon	MA	Partner	\$ 135,816.00	\$ 67,388.00	\$ 68,428.00	\$ 5,700.00	\$ 62,728.00
3	Center	MA	Corporate	\$ 207,163.00	\$ 73,705.00	\$ 133,458.00	\$ 5,599.00	\$ 127,859.00
4	Spring City	MA	Partner	\$ 432,326.00	\$ 79,297.00	\$ 353,029.00	\$ 4,872.00	\$ 348,157.00
5	Longview	MA	Partner	\$ 376,263.00	\$ 92,698.00	\$ 283,565.00	\$ 5,195.00	\$ 278,370.00
6	Pickerel Narrows	ME	Partner	\$ 244,975.00	\$ 100,834.00	\$ 144,141.00	\$ 5,153.00	\$ 138,988.00
7	East Waterford	ME	Franchise	\$ 201,945.00	\$ 83,178.00	\$ 118,767.00	\$ 4,734.00	\$ 114,033.00
8	Warner	NH	Corporate	\$ 125,319.00	\$ 65,792.00	\$ 59,527.00	\$ 4,667.00	\$ 54,860.00
9	Willow Run	NH	Corporate	\$ 233,255.00	\$ 83,606.00	\$ 149,649.00	\$ 5,089.00	\$ 144,560.00
10	Martins Corner	NH	Franchise	\$ 331,773.00	\$ 85,288.00	\$ 246,485.00	\$ 5,795.00	\$ 240,690.00
11	Hebron	NH	Partner	\$ 407,339.00	\$ 88,286.00	\$ 319,053.00	\$ 4,604.00	\$ 314,449.00

10. Review the results:

A	B	C	D	E	F	G	H	
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	Pickerel 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	NJ	Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453
14	Mount Baker	NV	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	Mittleneck	NY	Partner	\$ 177,789	\$ 103,757	\$ 74,032	\$ 5,144	\$ 68,888
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391
18	Conversville	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,556	\$ 56,560
19	Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460
21				\$ 2,614,612	\$ 884,674	\$ 1,730,938	\$ 144,877	

11. Finally, let's make the header row stand out a bit more. Select cells A1 to H1:

A	B	C	D	E	F	G	H	
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	Pickerel 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	NJ	Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453
14	Mount Baker	NV	Corporate	\$ 244,913	\$ 89,974	\$ 154,939	\$ 5,062	\$ 149,877
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19	Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460
21				\$ 2,614,612	\$ 884,674	\$ 1,730,938	\$ 144,877	

12. Click the Borders drop-down arrow and click Thick Bottom Border:

A	B	C	D	E	F	G	H	
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	Pickerel 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
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12	Scottsville	NJ	Partner	\$ 440,462	\$ 81,912	\$ 358,550	\$ 4,842	\$ 353,708
13	Emerson	NJ	Franchise	\$ 149,134	\$ 87,513	\$ 61,621	\$ 5,168	\$ 56,453
14	Mount Baker	NV	Corporate	\$ 244,913	\$ 89,974	\$ 154,939	\$ 5,062	\$ 149,877
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16	Mittleneck	NY	Partner	\$ 177,789	\$ 103,757	\$ 74,032	\$ 5,144	\$ 68,888
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391
18	Conversville	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,556	\$ 56,560
19	Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460
21				\$ 2,614,612	\$ 884,674	\$ 1,730,938	\$ 144,877	

13. The border will be added. Now, click the Fill drop-down arrow and choose the color shown here:

A	B	C	D	E	F	G	H	
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	Pickerel 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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11	Hebron	NH	Partner	\$ 407,339	\$ 88,286	\$ 319,053	\$ 4,604	\$ 314,449
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16	Mittleneck	NY	Partner	\$ 177,789	\$ 103,757	\$ 74,032	\$ 5,144	\$ 68,888
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391
18	Conversville	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,556	\$ 56,560
19	Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460
21				\$ 2,614,612	\$ 884,674	\$ 1,730,938	\$ 144,877	

14. Click any cell to de-select the header row. Review your formatting changes:

A	B	C	D	E	F	G	H	
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit

</tbl_r

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	\$ 240,490
11	Hebron	NH	Partner	\$ 407,339	\$ 88,286	\$ 310,083	\$ 4,604	\$ 314,449
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13	Emerson	NJ	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
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16	Mittenlane	NY	Partner	\$ 177,789	\$ 103,757	\$ 74,032	\$ 5,144	\$ 68,888
17	East Natchitoches	RI	Franchise	\$ 433,924	\$ 101,465	\$ 332,459	\$ 5,068	\$ 327,391
18	Conyersville	RI	Franchise	\$ 128,691	\$ 67,175	\$ 61,516	\$ 4,956	\$ 56,560
19	Farmington Lake	RI	Franchise	\$ 392,518	\$ 82,675	\$ 309,843	\$ 6,100	\$ 303,743
20	Coltman	RI	Corporate	\$ 461,214	\$ 86,688	\$ 374,526	\$ 6,066	\$ 368,460
21								
22								
23								

Financial Data Financial Scorecard +

15. Save your workbook as Activity 3-2 Complete. Close Microsoft 365 Excel to complete this activity.

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

[Completed exercise: Formatting cells](#) ↗

Mark as completed

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