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Exercise: Formatting text

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!

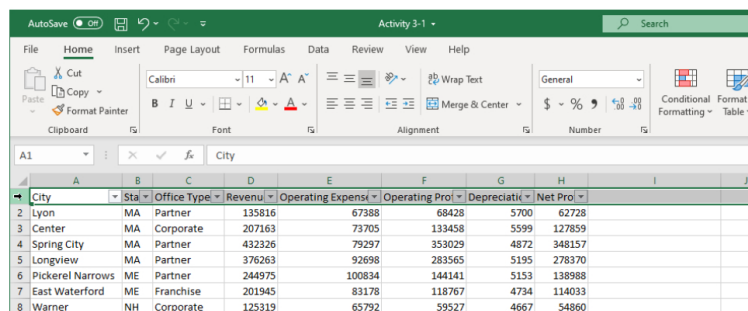
Let's get started!

In this activity, you will format header rows and a title in your worksheet.

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

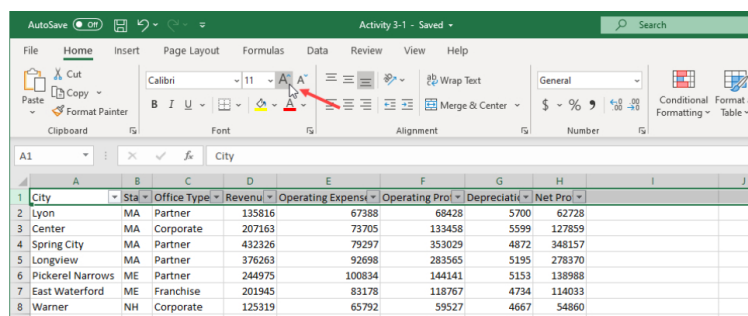
[Exercise: Formatting text](#)

2. First, let's format the header row of the Financial Data sheet. Select **Row 1**:



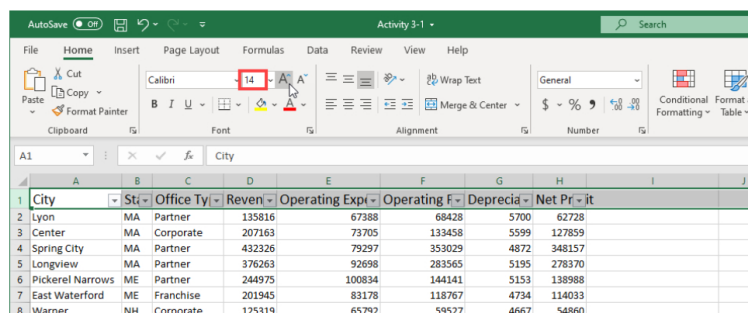
City	State	Office Type	Revenue	Operating Expense	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860

3. Click the **Increase Font Size** button twice:



City	State	Office Type	Revenue	Operating Expense	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860

4. The value in the Size menu should now be 14:



City	State	Office Type	Revenue	Operating Expense	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860

5. Apply the **Bold** effect:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860

6. Click the **drop-down arrow** next to the **Font Color** command:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860
Willow Run	NH	Corporate	233255	83606	149649	5089	144560

7. Click the **Blue** swatch in the Standard Colors palette:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860
Willow Run	NH	Corporate	233255	83606	149649	5089	144560

8. Because of the font changes, the data no longer fits in the cells. Press **Ctrl + A** to select the entire worksheet. Click **Home → Format → AutoFit Column Width**:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860
Willow Run	NH	Corporate	233255	83606	149649	5089	144560
Marion Center	NH	Franchise	182179	62688	119491	1796	146488
Hopkinton	NH	Partner	407339	89286	318053	4004	313949
Dorchester	NI	Partner	488062	81812	356250	4852	351398
Princeton	NI	Franchise	395134	87513	61821	5188	56633
Mount Baker	NY	Corporate	248613	89914	158699	2802	140677
Wellstate	NY	Partner	376025	104628	271397	5675	271724
Middleville	NY	Partner	177789	103787	74002	5144	68888
East Northford	RI	Franchise	439384	81465	333499	6968	327531
Comptonville	RI	Franchise	138881	67175	61116	4954	56160
Parsonage Lake	RI	Franchise	186238	62675	123563	5101	105162
Coffman	RI	Corporate	461234	88689	274326	6086	268440

9. Now, let's copy the header row formatting to the second sheet. Click any cell in **Row 1** to select it and click **Home → Format Painter**:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728
Center	MA	Corporate	207163	73705	133458	5599	127859
Spring City	MA	Partner	432326	79297	353029	4872	348157
Longview	MA	Partner	376263	92698	283565	5195	278370
Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
East Waterford	ME	Franchise	201945	83178	118767	4734	114033
Warner	NH	Corporate	125319	65792	59527	4667	54860

10. Click the Financial **Scorecard** worksheet tab:

City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciation	Net Profit
Lyon	MA	Partner	135816	67388	68428	5700	62728

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	348157
5	Longview	MA	Partner	376263	92698	283565	5195	278370
6	Pickrel Narrows	ME	Partner	244975	100834	144141	5153	138988
7	East Waterford	ME	Franchise	201945	83178	118767	4734	114033
8	Warner	NH	Corporate	125319	65792	39527	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	4604	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	Mittenlani	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	392518	82675	309843	6100	303743
20	Coltman	RI	Corporate	461214	86688	374526	6066	368460
21								
22								
23								

11. Click cell **A1**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Scorecard													
2	Average Revenue	276986.5												
3	Highest Revenue	461214												
4	Lowest Expenses	125319												
5														
6														
7														
8														
9														

The formatting will be applied; notice that the Merge & Center formatting option has been removed as part of this process. We will fix this in a later activity.

12. Save your workbook as Activity 3-1 Complete. Close Microsoft 365 Excel to complete this activity.

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

[Completed exercise: Formatting text](#)

Mark as completed

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