

# Chapter 7

## Formatting Worksheet

### Learning Objectives

After completing this chapter, you should be able to:

- apply bold, italics and/or underline formatting to worksheet data;
- change the font and font size of your worksheet data;
- change number format;
- increase or decrease decimal;
- change data color;
- align cell data;
- rotate cell data; and
- copy cell format.

## Applying Bold, Italics and Underline

You can make your worksheets more presentable by applying one or several of Excel's many formatting features. One of the quickest and easiest ways to add formatting to your worksheet data is to apply bold, italics, or underline. For example, you want to underline a column heading or bold a title in a worksheet. You can apply formatting to the selected data, cells, ranges, columns, rows, or an entire worksheet.

### Apply Bold, Italics and Underline

- ① Select the cell or data that you want to format.
- ② Click the Home tab.
- ③ Click a formatting button.
  - Click the Bold icon ( **B** ) to bold the data.
  - Click the Italic icon ( *I* ) to italicize the data.
  - Click the Underline icon ( U ) to add an underline to the data.
  - You can also choose combinations of the formatting buttons or apply all three to your data.

Excel immediately applies the formatting to the data.

In this example, bold formatting is added to the cell.

In this example, bold and italic formatting is added to the cell.

In this example, bold, italic, and underline formatting is added to the cell.

### Work File: Sales.xlsx

The screenshot shows a Microsoft Excel window titled "Sales - Microsoft Excel". The "Home" tab is selected. In the "Font" group, the "Bold" button (labeled 3) is highlighted. A blue box surrounds the "April" header cell in row 3. Step 1 points to the "April" cell, step 2 points to the "Home" tab, and step 3 points to the "Bold" button.

The screenshot shows a Microsoft Excel window titled "Sales - Microsoft Excel". The "Home" tab is selected. In the "Font" group, the "Italic" button (labeled 2) is highlighted. A blue box surrounds the "July" header cell in row 3. Step 1 points to the "July" cell, and step 2 points to the italic icon.

## Changing the Font and Size

You can control the font and size of your worksheet data. For example, you can make the worksheet title larger than the rest of the data, or you can resize the entire worksheet to a more legible font size, making the data easier to read.

### Change The Font

- ① Select the cell or data that you want to format.
- ② Click on Font's pull-down arrow ▾.
  - You can use the scroll arrows and scroll bar to scroll through all the available fonts; the Live Preview feature previews the fonts on a selected cells.
- ③ Click a font.

Excel immediately applies the font.

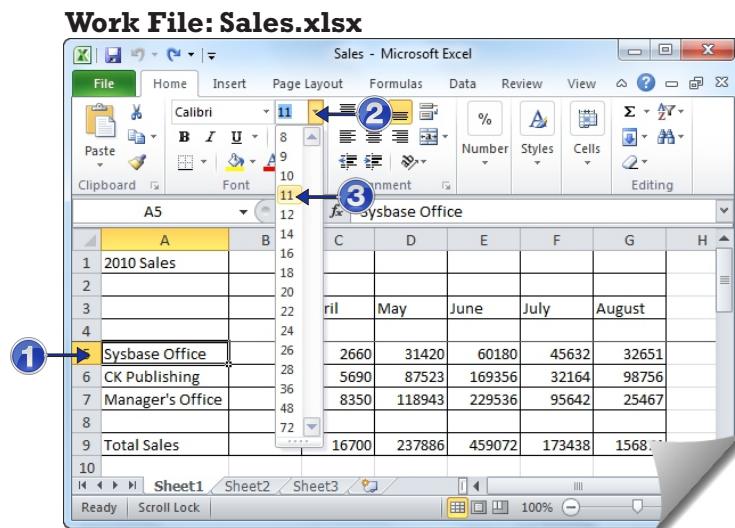
The screenshot shows a Microsoft Excel window titled "Sales - Microsoft Excel". The "Home" tab is selected. In the "Font" group, the "Underline" button (labeled 3) is highlighted. A blue box surrounds the word "ALPHA" in the title cell F3. Step 1 points to the title cell, step 2 points to the font dropdown arrow, and step 3 points to the underline icon.

### Work File: Sales.xlsx

## Change The Font Size

- 1 Select the cell or data that you want to format.
- 2 Click the Font Size ▾.
- 3 Click a size.

Excel immediately applies the new size to the selected cell or data.



## Changing Number Format

You can use number formatting to control the appearance of numerical data in your worksheet. For example, if you have a column of prices, you can apply currency formatting to the data to format the numbers with dollar signs and decimal points. Excel offers 12 different number categories, or style, to choose from.

### Change Number Format

- 1 Select the cell, range, or data that you want to format.
  - 2 Click the Home tab.
  - 3 Click the Number Format's pull down arrow ▾.
  - 4 Click a number category.
  - 5 If you don't see the category that you want in this list, click More Number Formats.
- The Format Cells dialog box opens.
- 6 Click the Number tab.
  - 7 Click a number Category.
  - 8 Click OK.

Excel applies the number formatting to the numerical data in the cell or range.

- To quickly apply dollar signs to your data, click the Accounting Number Format icon (¤).
- To quickly apply percent signs to your data, click the Percent Style icon (%) .
- To quickly apply commas to your number data, click the Comma Style icon (,).

The screenshot shows the Microsoft Excel "Home" tab ribbon with the "Number" dropdown open, displaying various number formats like General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom. Step 2 points to the dropdown arrow. Step 3 points to the "Number" tab. Step 4 points to the "Currency" category. Step 5 points to the "More Number Formats..." button. Below the ribbon, the "Format Cells" dialog box is open, showing the "Number" tab selected. Step 6 points to the "Number" tab. Step 7 points to the "Currency" category in the list. Step 8 points to the "OK" button at the bottom right of the dialog box. The main worksheet area shows data for April, May, and June.

## Increasing or Decreasing Decimal

You can control the number of decimals that appear with numeric data using the Increase Decimal and Decrease Decimal commands. For example, you may want to increase the number of decimals shown in a cell, or reduce the number of decimals in a formula result.

### Increase or Decrease Decimal

- 1 Select the cell or range that you want to format.
- 2 Click a decimal button.
  - Click the Increase Decimal icon ( ) to increase the number of decimals.
  - Click the Decrease Decimal icon ( ) to decrease the number of decimals.

Excel adjusts the number of decimals showing in the cell or cells.

**Work File: Formulas.xlsx**

The screenshot shows a Microsoft Excel window titled "Formulas - Microsoft Excel". The ribbon is visible at the top with the "Home" tab selected. In the "Font" section of the ribbon, the "Number" group is open, showing the "Decrease Decimal" and "Increase Decimal" buttons. A blue circle labeled "2" points to the "Increase Decimal" button. A blue arrow labeled "1" points to the cell B4, which contains the value "2660". The worksheet contains a table with columns for "Month" (April, May, June) and "Sales Office" (Sysbase Office, CK Publishing, Manager's Office). The "Total Sales" row is highlighted in blue. The "Number" group in the ribbon also includes buttons for "Currency", "Percentage", and "Text" formats.

## Changing Data Color

You can change the color of your data, whether the data are numeric or text. For example, you can select a brighter color for any cell data that you want to bring attention, or select a different color for the column headers in your worksheet.

When adding color to your worksheets, always consider the color's effect on the legibility of your data, if You want your worksheet to be easy to read, not jarring or distracting to the eyes.

### Change Data Color

- 1 Select the cell, range, or data that you want to format.
- 2 Click the Home tab.
- 3 Click the Font Color's pull-down arrow .
  - To apply the current color shown, click the Font Color icon ( ).
- 4 Click a color from the palette.

Excel applies the color to the data.

**Work File: Formulas.xlsx**

The screenshot shows a Microsoft Excel window titled "Formulas - Microsoft Excel". The ribbon is visible at the top with the "Home" tab selected. In the "Font" section of the ribbon, the "Font Color" dropdown arrow is highlighted with a blue circle labeled "3". A blue arrow labeled "1" points to the cell B7, which contains the value "2660". The worksheet contains a table with columns for "Month" (April, May, June) and "Sales Office" (Sysbase Office, CK Publishing, Manager's Office). The "Total Sales" row is highlighted in blue. The "Font" section in the ribbon also includes buttons for "Font", "Font Style", "Font Size", and "Font Color".

# Aligning Cell Data

You can control the alignment of data within your worksheet cells. By default, Excel automatically aligns text data to the left and number data to the right. Data are also aligned vertically to sit at the bottom of the cell. You can change the horizontal and vertical alignments to improve the appearance of your worksheet data.

## Align Cell Data

### Set Horizontal Alignment

- ① Select the cells that you want to format.
- ② Click the Home tab.
- ③ Click an alignment icon in the Alignment group:
  - Click the Left Align icon (□) to align data to the left.
  - Click the Center icon (□) to align data to the center.
  - Click the Right Align icon (□) to align data to the right.

Excel immediately applies the alignment to your cells.

Work File: Sales.xlsx

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. In the 'Font' section of the ribbon, the 'Alignment' group is highlighted. A blue callout with the number '1' points to the 'Right Align' icon (a right-justified text icon). Another blue callout with the number '2' points to the 'Home' tab. A third blue callout with the number '3' points to the 'General' button in the 'Number' section of the ribbon.

	A	B	C	D	E	F	G	H	I
3			April	May	June	July	August		
4									
5	Sysbase Office		2660	31420	60180	45632	32651		
6	CK Publishing			5690	87523	169356	32164	98756	
7	Manager's Office			8350	118943	229536	95642	25467	
8									
9	Total Sales			16700	237886	459072	173438	156874	
10									
11									
12									

### Set Vertical Alignment

- ① Select the cells that you want to format.
- ② Click the Home tab.
- ③ Click an alignment icon in the Alignment group:
  - Click the Top Align icon (□) to align data at the top of the cell.
  - Click the Middle Align icon (□) to align data to the center.
  - Click the Bottom Align icon (□) to align data at the bottom of the cell.

Excel immediately applies the alignment to your cells.

Work File: Sales.xlsx

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. In the 'Font' section of the ribbon, the 'Alignment' group is highlighted. A blue callout with the number '1' points to the 'Top Align' icon (a top-justified text icon). Another blue callout with the number '2' points to the 'Home' tab. A third blue callout with the number '3' points to the 'General' button in the 'Number' section of the ribbon.

	A	B	C	D	E	F	G	H	I
1	2010 Sales								
2									
3			April	May	June	July	August		
4									
5	Sysbase Office		2660	31420	60180	45632	32651		
6	CK Publishing			5690	87523	169356	32164	98756	
7	Manager's Office			8350	118943	229536	95642	25467	
8									
9	Total Sales			16700	237886	459072	173438	156874	
10									
11									
12									

## Rotating Cell Data

You can rotate cell data to flip text sideways or print it from top to bottom instead of from left to right. For example, you may want to rotate long column headers to keep your column widths shorter.

### Rotate Cell Data

- 1 Select the cells that you want to rotate.
- 2 Click the Home tab.
- 3 Click the Alignment dialog box launcher ().

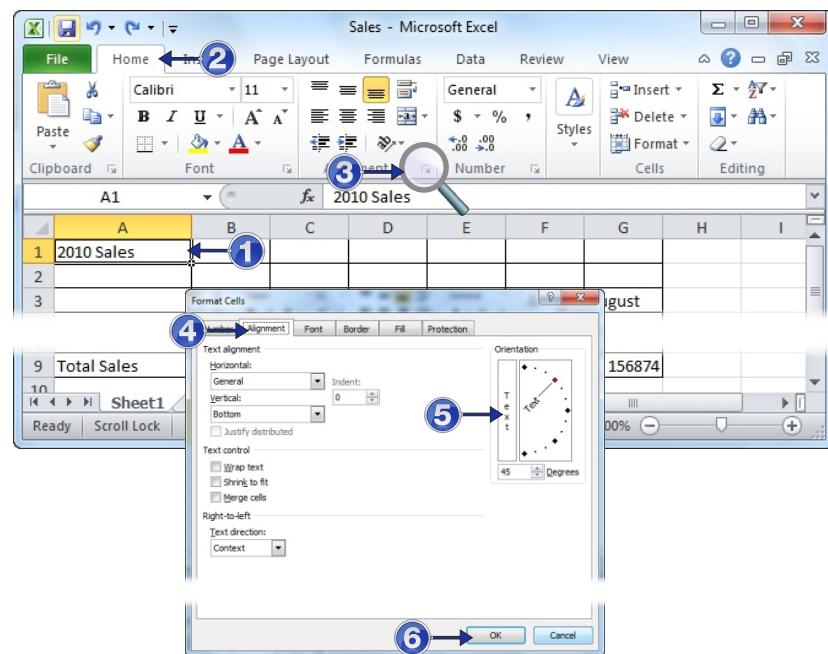
The Format Cells dialog box opens.

- 4 Click the Alignment tab.
- 5 Click the orientation that you want to apply or type the degrees of rotation you want to set.
  - To orient data to display from top to bottom instead of from left to right, click this box shown in the snapshot.

- 6 Click OK.

Excel applies the orientation alignment to the cells.

### Work File: Sales.xlsx



## Copying Cell Format

You can use the Format Painter feature to copy formatting to other cells in your worksheet.

When you want to re-create the same look elsewhere in the worksheet, you don't have to repeat the same steps that you have applied to assign the original formatting. Instead, you can paint the formatting to the other cells with a single procedure.

### Copy Cell Format

- 1 Select the cell or range containing the formatting that you want to copy.
- 2 Click the Home tab.
- 3 Click Format Painter ().

Excel surrounds the cell or range with a blinking border.

- To copy the same formatting multiple times, double-click .

- 4 Click and drag over the cells to which you want to copy the formatting.

Excel immediately copies the formatting to the new cells.

- You can press **Esc** to cancel the Format Painter at any time.

### Work File: Sales.xlsx

