

# FORMAT WORKSHEETS

## Background Information for Learners

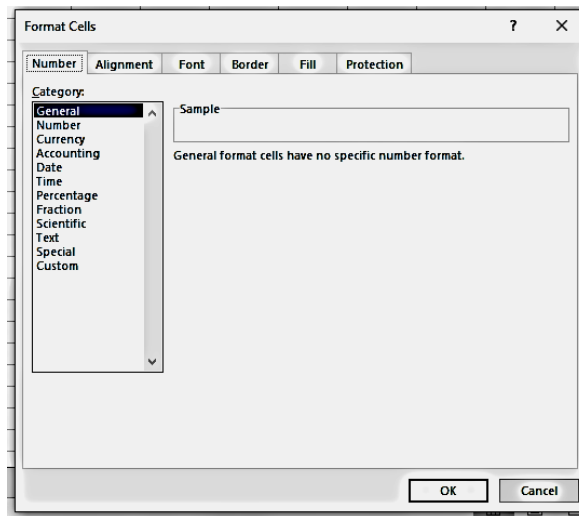
Numbers in Excel can assume many different formats such as date, time, percentage or even decimals. It is necessary to format the cell and its content because of the way how MS Excel stores information especially with numbers. With this, it is significant to format the fields in your spreadsheet accordingly.

## Formatting Cells and cell contents

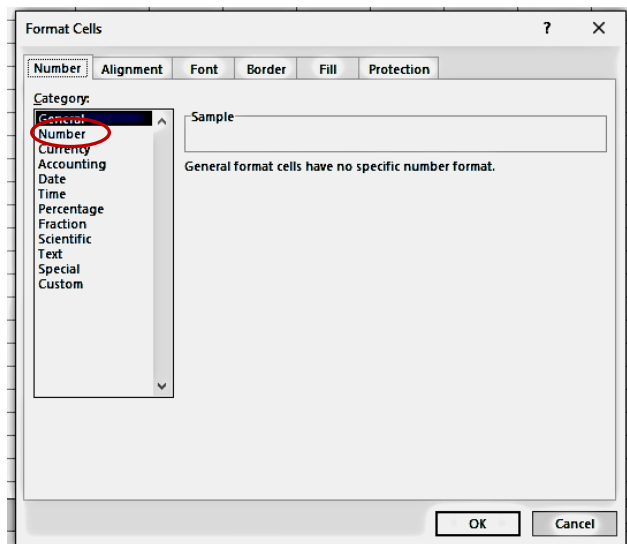
### Formatting Numbers

To format the appearance of numbers in a cell, just follow these steps:

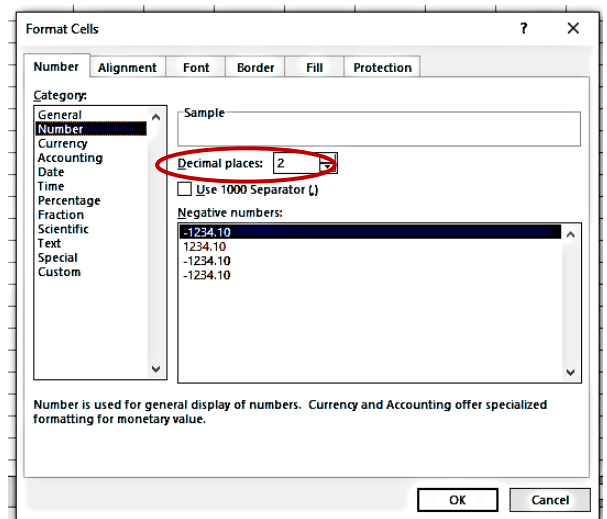
1. Select a cell or range of cells
2. Click the right button of the mouse then select Format Cells from the shortcut menu
3. The format cells Dialog box will pop – up
4. Click the Number tab



5. Click **Number** in the category drop-down list.

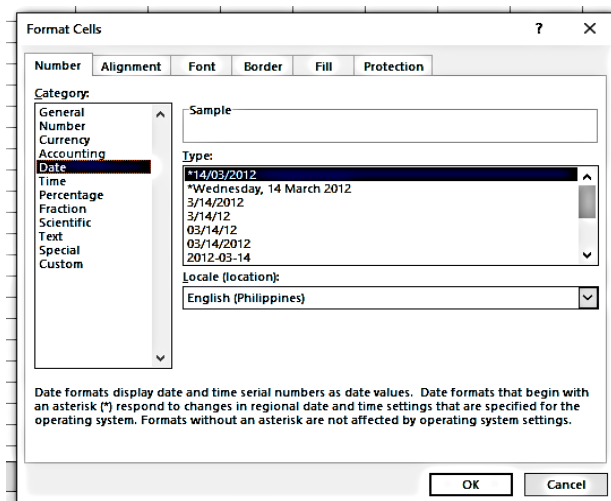


6. Use the decimal places scroll bar to select the number of decimal places to be displayed.
- Ex. 2 would show 26.50 and 3 would show 26.500

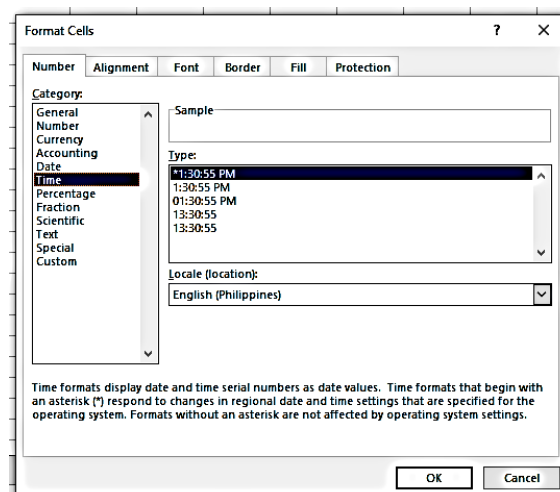


7. Click **Use 1000 Separator** box if you want commas (1,000) injected in the number.
8. Use **Negative numbers** drop-down list to indicate how numbers less than zero are to be shown.
9. Click **OK** button

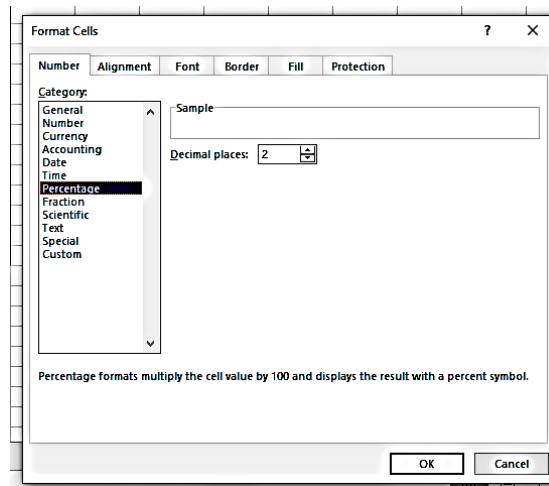
### Formatting Date in the Format Cells Dialog Box



### Formatting Time in the Format Cells Dialog Box

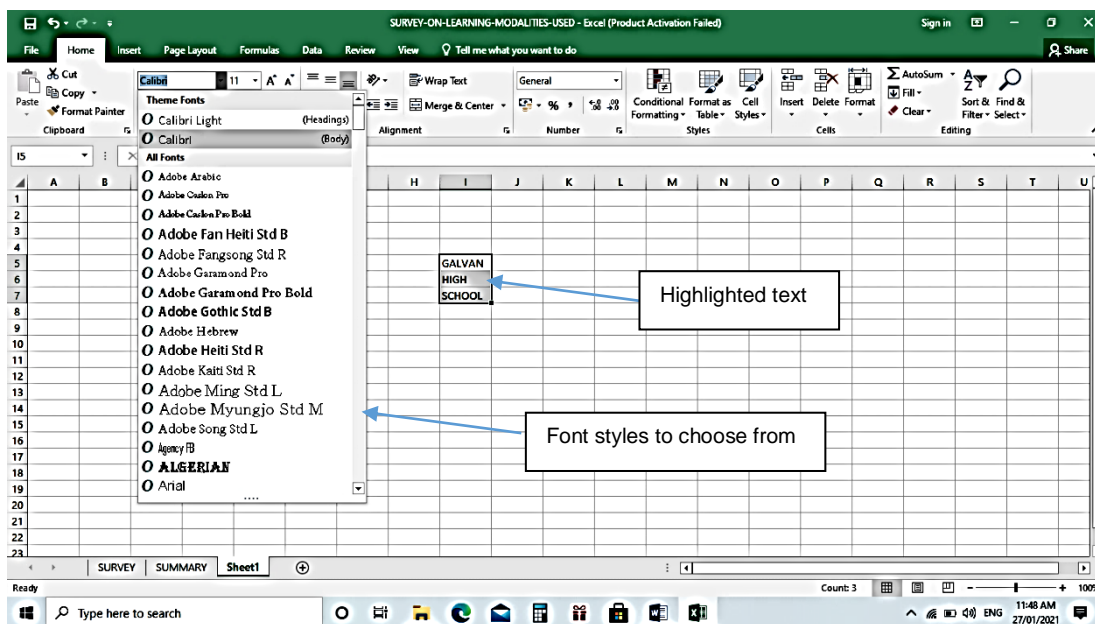


## Formatting Percentage in the Format Cells Dialog Box

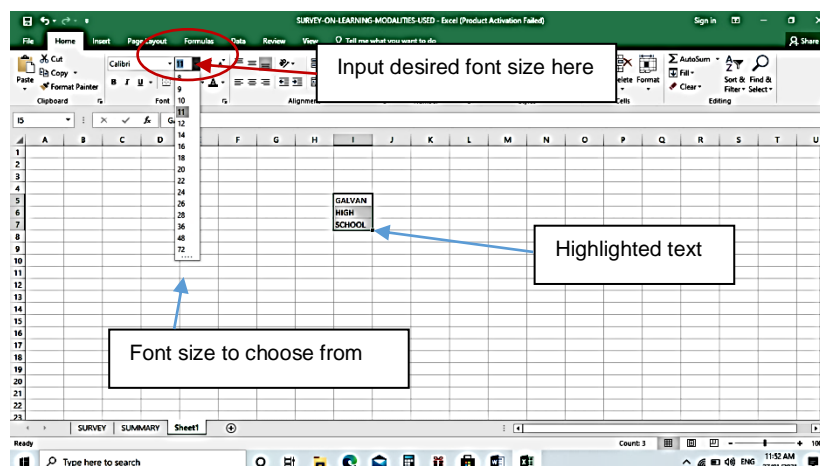


## Changing the Font and Font size

To change the font style of data inserted in a cell, select the cell or range of cells then choose the desired font from the **Home** tab.

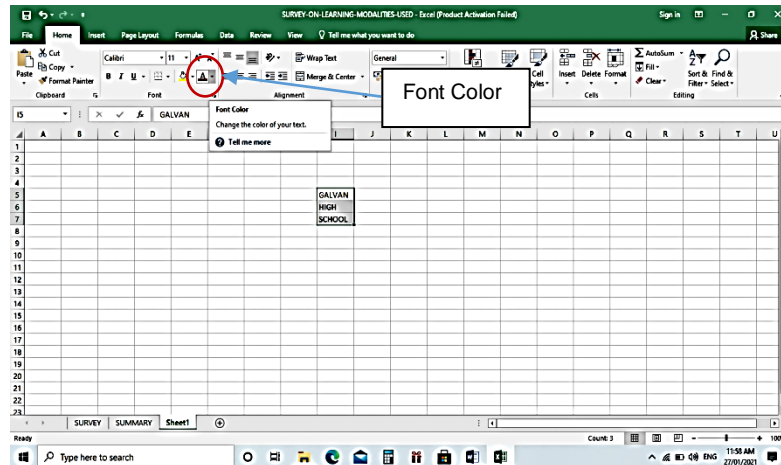


To change the font size of data inserted in a cell, select the cell or range of cells then choose the desired font size from the **Home** menu in the **Ribbon**. You can also directly input the desired font size once it is highlighted or selected.

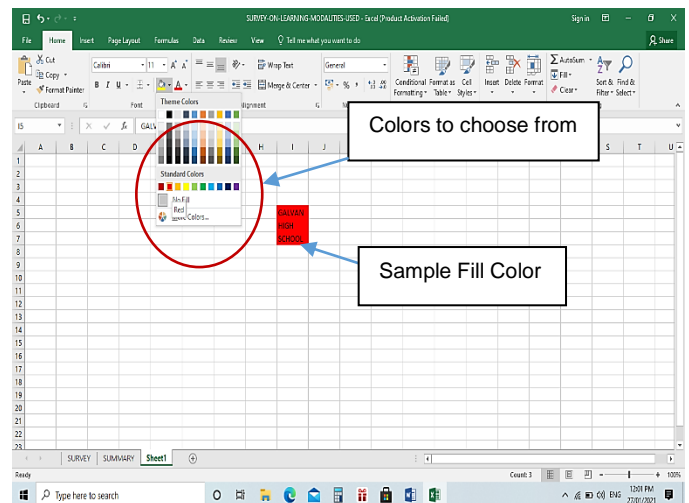
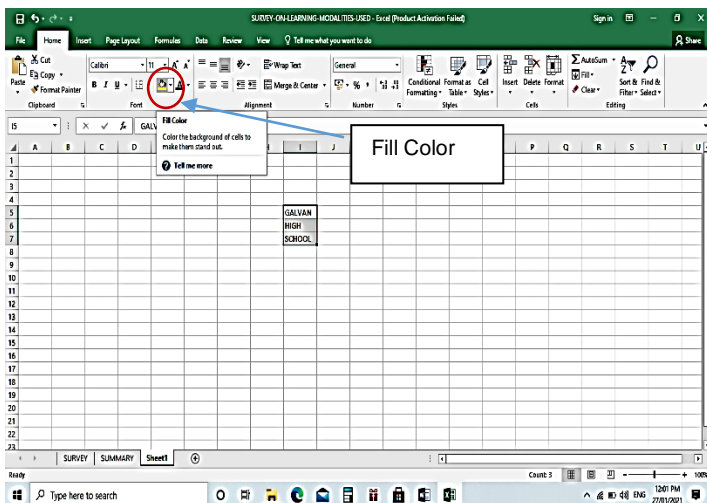


## Changing the Font color and Fill color

To change the font color of data inserted in a cell, select the cell or range of cells then choose the desired color from Font Color choices under the **Home** menu in the **Ribbon**.



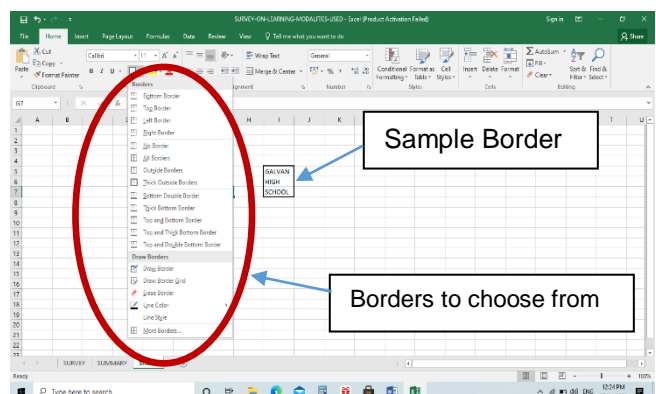
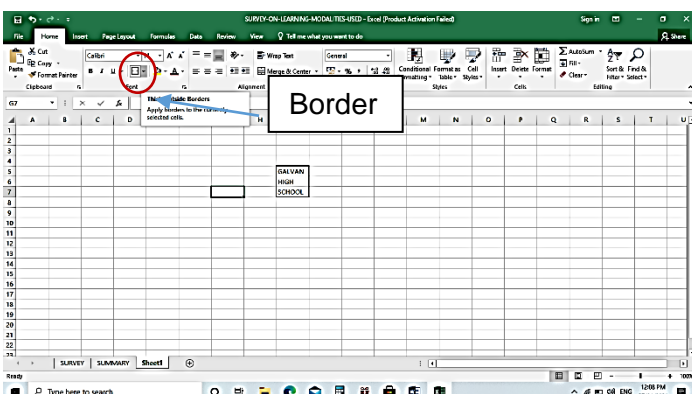
To change the Fill color of a cell, select the cell or range of cells then choose the desired color to fill from Fill Color choices under the **Home** menu in the **Ribbon**.



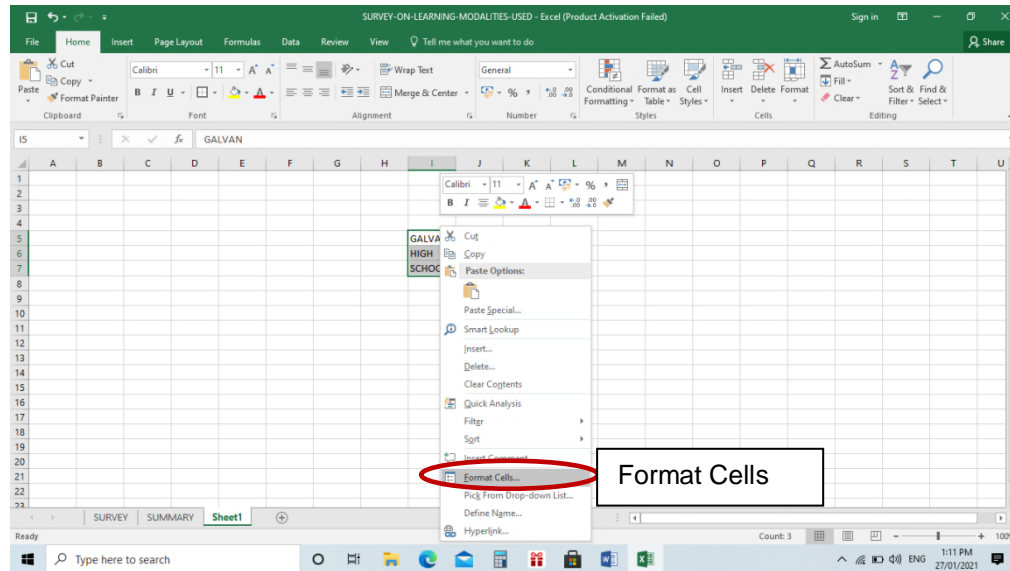
## Adding Cell Border

To change the border of a cell

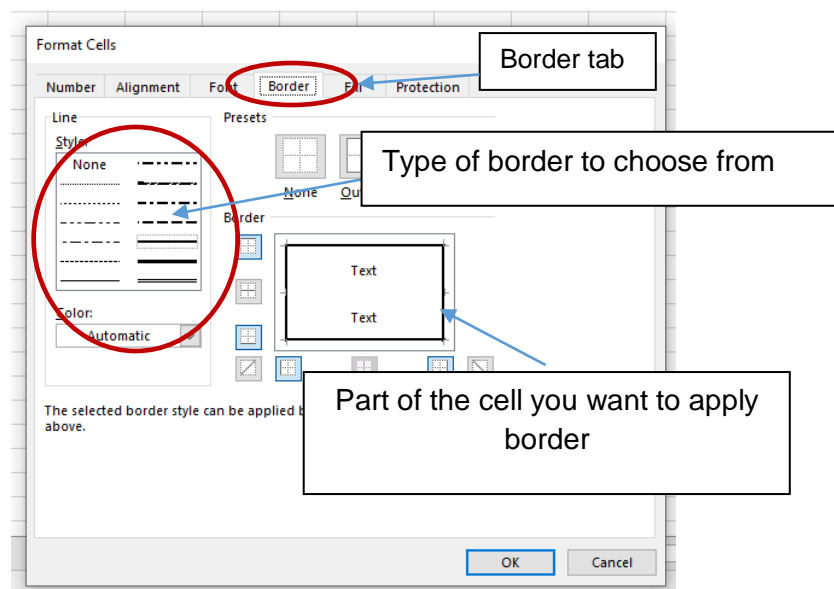
1. Select the cell or range of cells then choose the desired border to apply from the **Border** found under the **Menu** tab



2. Another way to add cell border is to select the cell or range of cells, click the right button of the mouse and select Format Cells on the submenu.



3. The format cells Dialog box will pop – up
4. Click the Border tab and select the type of border you want to apply on the selected cells

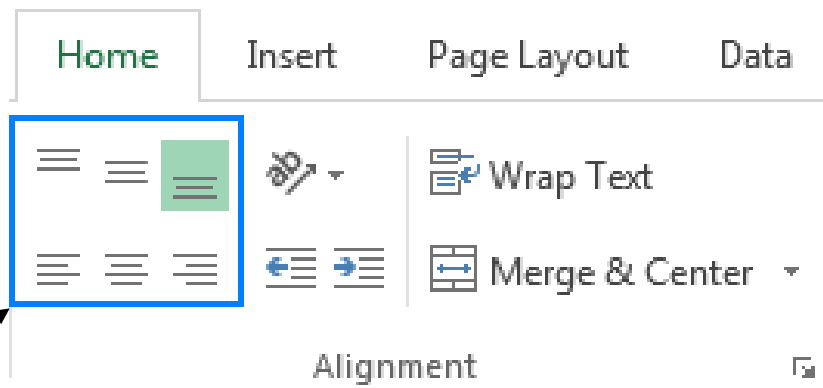
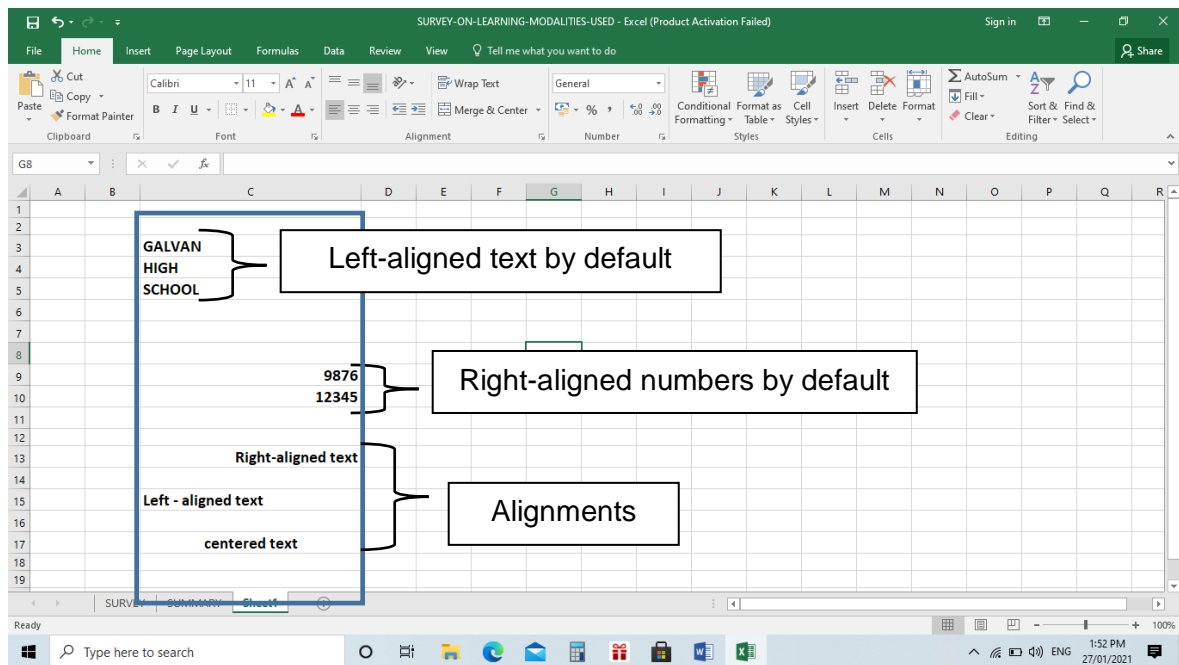


## Positioning Cell Contents

Text by default is left – aligned and Numbers by default is right – aligned. You don't have to leave the defaults. Text and Numbers can be defined as left-aligned, right-aligned or centered. Text and numbers may be aligned using left-align, center and right-align buttons of the **Alignment** under **Menu** bar found on the **Ribbon**.

### To align text or numbers in a cell

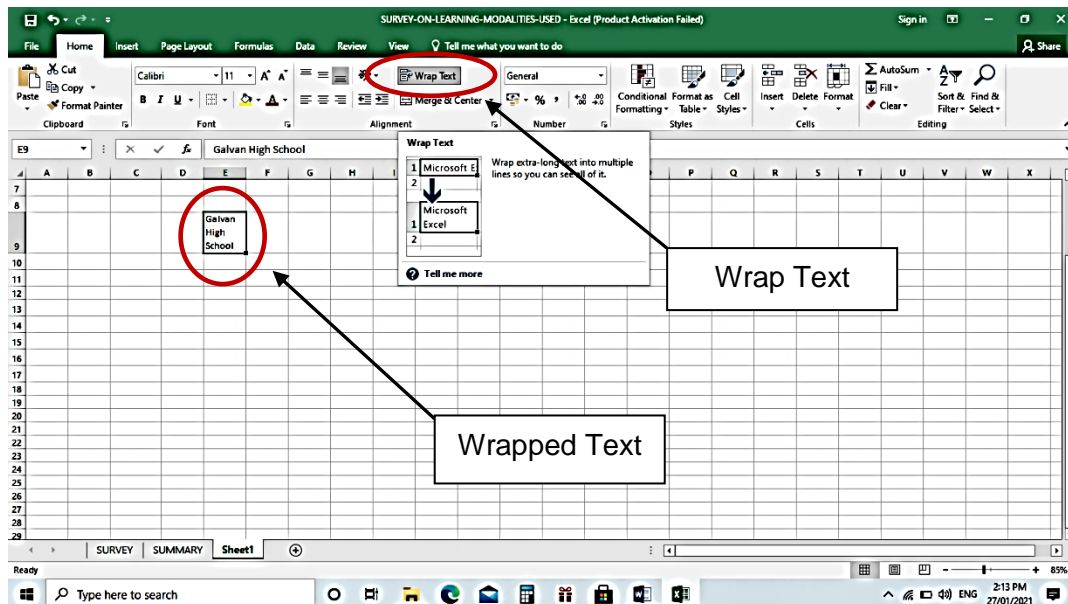
1. Select a cell or range of cells
2. Click on the Left-align, Center or Right Align buttons in the Ribbon under **Menu**.
3. The text or numbers the cell(s) takes on the selected alignment



Alignments

## Wrapping Data

To wrap the data in a cell, select the cell or range of cells then click **Wrap text** button under the **Home** menu in the **Ribbon**.

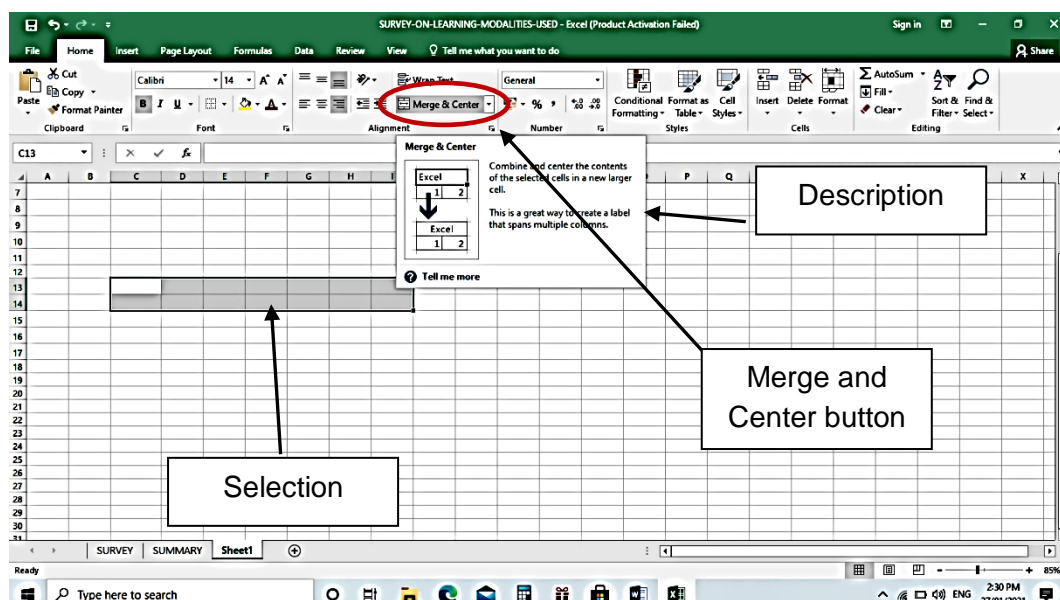


## Merging Cells

In MS Excel, you have another option of alignment available to you, this is the **Merge and Center**. This is performed when you want to combine more than one cells and merge them into a larger cell. The content will be centered across the new merged cells.

### To merge two cells into one

1. Select the cells that you want to merge. It can be cells in a column, row, or both columns and rows.
2. Click the **Merge and Center** button



# Copying Cell Formatting

## To copy cell formatting:

1. Select the cell with the formatting you want to adopt
2. Select **Home > Format Painter**
3. Drag to select the cell or range of cells you want to apply the formatting to
4. Release the mouse button and formatting should now be applied

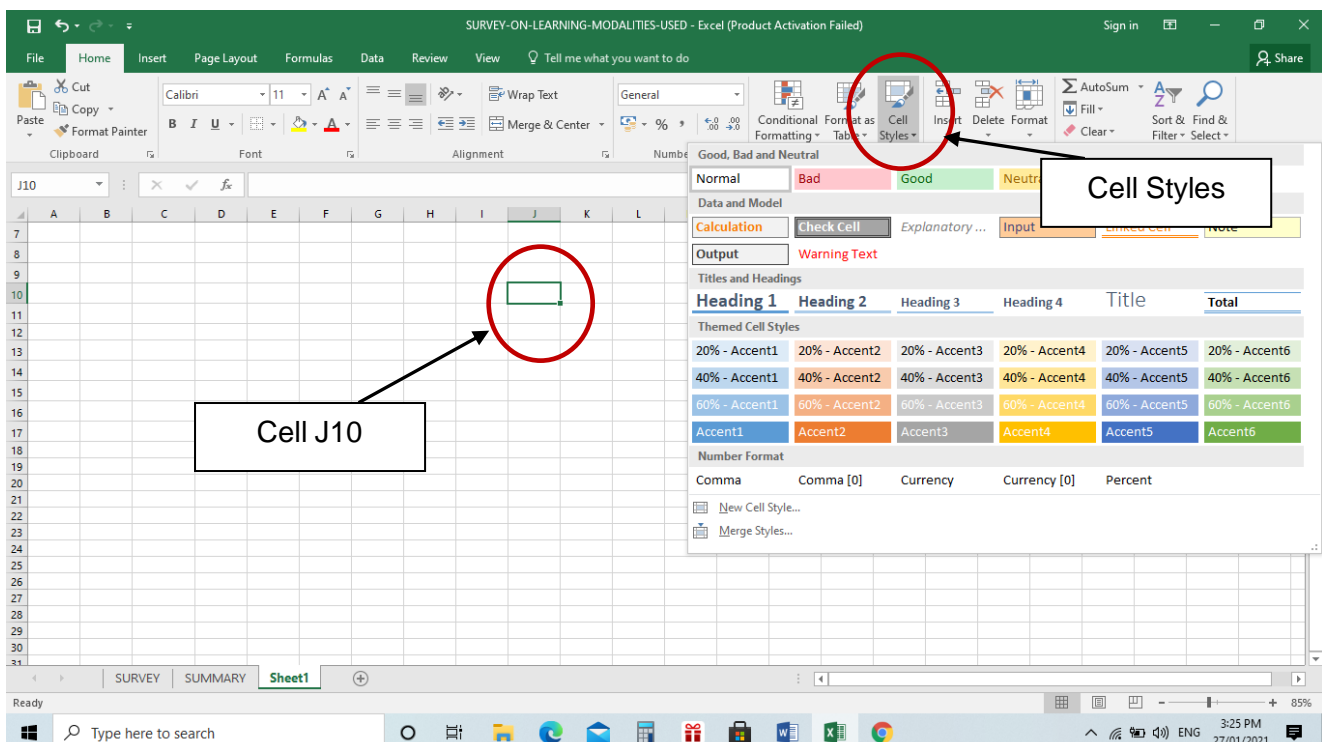
*You can also copy cell formatting by*

1. Pointing your mouse at the edge of a selected cell whose format you want to copy
2. Hold down the right mouse button
3. Drag to the cell or range of cell you want to format
4. Release the mouse button
5. Select **Copy here as format only** from the context menu that appears.

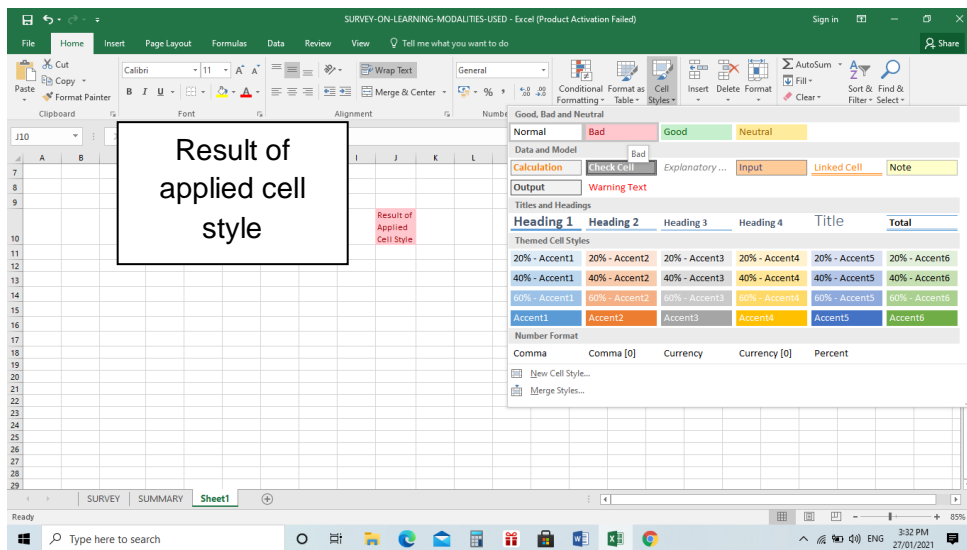
## Applying Cell Style

You can immediately format a cell by selecting a cell style. You can also create your own style or instantly format a range of cells by selecting a table style.

1. For example, select cell J10 below.

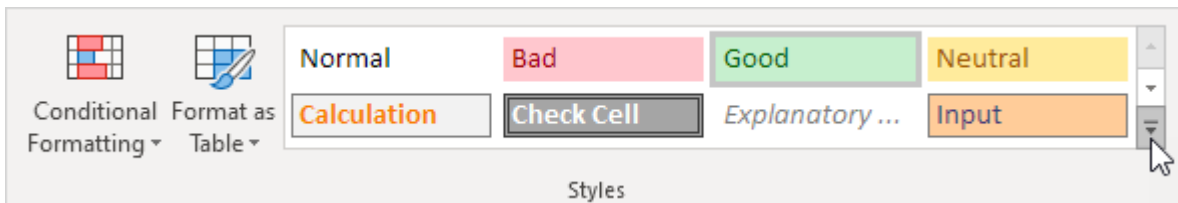




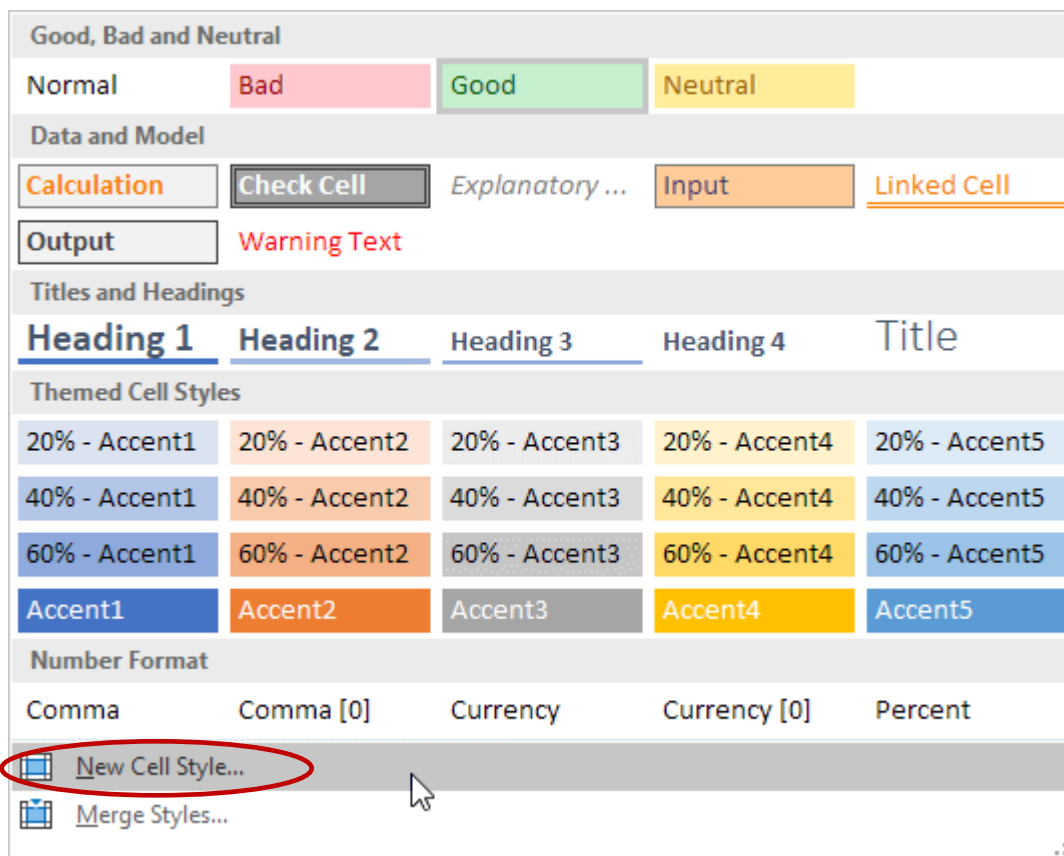


## To create your own cell style, perform the following steps:

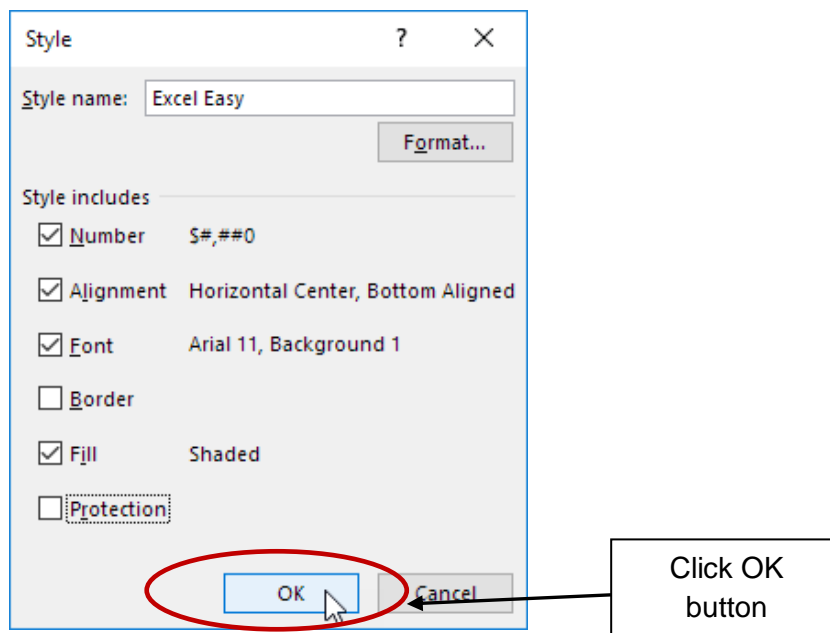
On the **Home** tab in the styles group, click the bottom right down arrow. From there, you can find many other cell styles.



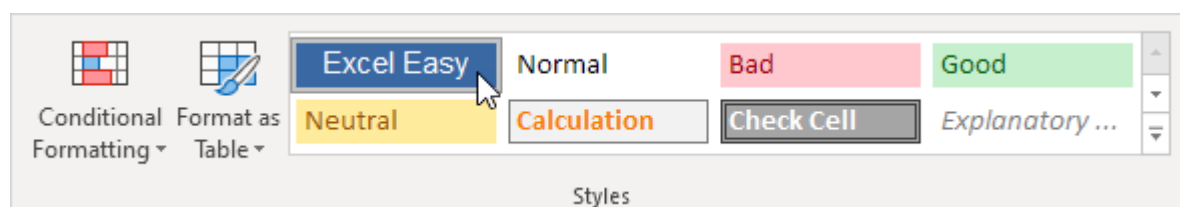
Click New Cell Style.



Enter a term and click the Format button to define the Number Format, Alignment, Font, Border, Fill and Protection of your own cell style. Uncheck a check box if you don't want to control a particular type of formatting.



On the Home tab, in the styles group, apply your own cell style



## OUTPUT

	A	B	C	D	E	F	G	H	I
1									
2		\$30							
3									

Note: Right click a cell style to change or remove it. Changing a cell style affects all cells in a workbook with that cell style. A cell style is kept in a workbook where you made it. Open a new workbook and click on Merge Styles (under new Cell Style) to import a cell style.

## Activity 1

1. **TRUE or FALSE** – Write **TRUE** if the statement is correct, and **FALSE** if otherwise. Write your answer on the space provided before the number.

- \_\_\_\_\_ 1. By default, a Number is left-aligned.
- \_\_\_\_\_ 2. Text is aligned to the right by default.
- \_\_\_\_\_ 3. Text and numbers may be aligned using left-align, center and right align buttons
- \_\_\_\_\_ 4. In MS Excel, you have another alignment option available and that is Merge and Center
- \_\_\_\_\_ 5. Use 1000 Separator box allows you to insert commas in large numbers.
- \_\_\_\_\_ 6. Wrap text allows the contents of a cell across several lines be seen in full if the text is larger than the column width.
- \_\_\_\_\_ 7. The Date can be formatted in many different ways in Excel.
- \_\_\_\_\_ 8. You cannot create your own style or instantly format a range of cells
- \_\_\_\_\_ 9. You can immediately format a cell by selecting a cell style
- \_\_\_\_\_ 10. **Negative numbers** drop-down list indicates how numbers less than zero are to be shown.