CSCI-1102: Introduction to Computing

Microsoft Excel 2: Formatting Cells

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February 5, 2019

Formatting

- All cell content uses the same formatting by default, which can make it difficult to read a workbook with a lot of information.

- Basic formatting can customize the look and feel of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

To change the font

- By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text.

- In the example below, we'll format our title cell to help distinguish it from the rest of the worksheet.

To change the font

- ▶ Select the cell(s) you want to modify.

- ▶ Click the drop-down arrow next to the Font Size command on the Home tab. The Font Size drop-down menu will appear.

- ▶ Select the desired font size. A live preview of the new font size will appear as you hover the mouse over different options. In our example, we will choose 16 to make the text larger.
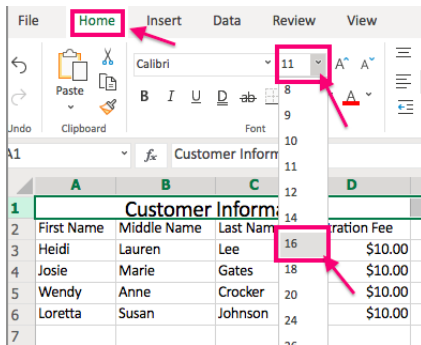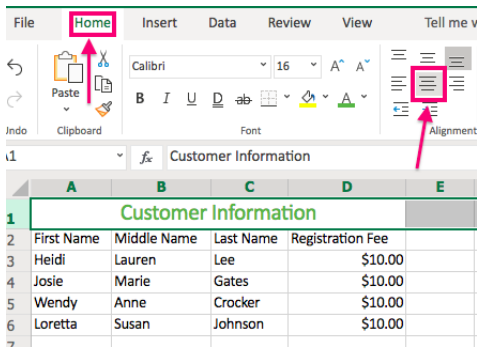
To change the font color

- Select the cell(s) you want to modify.

- Click the drop-down arrow next to the Font Color command on the Home tab. The Color menu will appear.

- Select the desired font color. A live preview of the new font color will appear as you hover the mouse over different options. In our example, we'll choose Green.
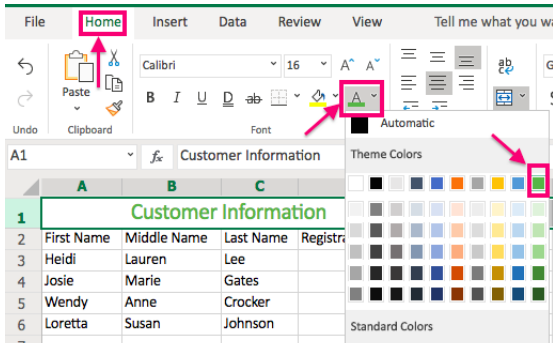
To change text alignment

- Select the cell(s) you want to modify.

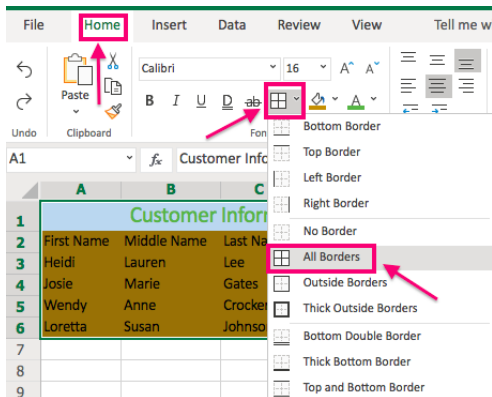- Select one of the three horizontal alignment commands on the Home tab. In our example, we'll choose Center Align.

To add a fill color

- ▶ Select the cell(s) you want to modify.

- ▶ Click the drop-down arrow next to the Fill Color command on the Home tab. The Fill Color menu will appear.

- ▶ Select the fill color you want to use. A live preview of the new fill color will appear as you hover the mouse over different options. In our example, we'll choose Light Blue.
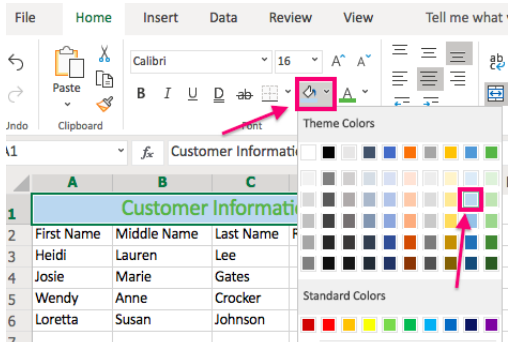
To add a border

- ▶ Select the cell(s) you want to modify.

- ▶ Click the drop-down arrow next to the Borders command on the Home tab. The Borders drop-down menu will appear.

- ▶ Select the border style you want to use. In our example, we will choose to display All Borders.

To add a border

- The selected border style will appear.

Format Painter

- If you want to copy formatting from one cell to another, you can use the Format Painter command on the Home tab.

- When you click the Format Painter, it will copy all of the formatting from the selected cell. You can then click and drag over any cells you want to paste the formatting to.
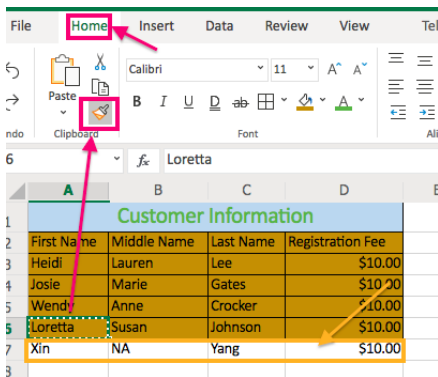
Format Painter

- In our example, the bottom line will be applied the same style of the cell of Loretta.

Customer Information			
First Name	Middle Name	Last Name	Registration Fee
Heidi	Lauren	Lee	$10.00
Josie	Marie	Gates	$10.00
Wendy	Anne	Crocker	$10.00
Loretta	Susan	Johnson	$10.00
Xin	NA	Yang	$10.00

Reference

https://edu.gcfglobal.org/en/excel2013/