

Student Guide

40567A  
Microsoft Excel associate 2019

Module 3: Formatting cells

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# Module overview

## Description

You’ll encounter many circumstances in which you’re required or wish to apply different appearance properties to data in a spreadsheet, which is also known as formatting. Formatting worksheet data can enable readers to present and understand information more quickly and clearly. This module includes learning activities and projects that will help you learn how to format the appearance of data within a Microsoft Excel worksheet. In earlier modules, you learned how to work with the structure of worksheets. In this module, you’ll work on the appearance, or formatting, of cells in a variety of ways.

Excel provides many tools that you can use to control the appearance of the data within the cells of a worksheet and the formatting of the cells themselves. You can manage the overall style of all formatting elements. This ability also extends to coordinating with documents created in other Office applications, such as Microsoft Word and PowerPoint, so that the style across all Office documents can be consistent.

You’ll delve into the different aspects of formatting that enable you to transform your Excel worksheet from a plain, bland spreadsheet to the professional-looking product that you’ve likely observed in your school textbooks and office workplaces.

At the end of this module, you’ll have the opportunity to use the skills you’ve learned in the Cornerstone project to transform an ordinary worksheet of text and numbers into a polished, professional worksheet document.

| Lesson | Learning objective | Exam objective(s) |
| --- | --- | --- |
| Formatting cells | Apply font, cell, and number formatting to worksheet cells  Use Format Painter | * 2.2.6 * 2.2.5 * 2.2.3 |
| Aligning cells | Modify cell content alignment, orientation, and indentation  Merge cells and wrap text in a cell | * 2.2.2 * 2.2.6 * 2.2.1 * 2.2.4 |
| Using cell styles | Apply styles to cells  Clear formatting from cells | * 2.2.7 * 2.2.8 |
| Cornerstone: Taking the workbook style challenge | Format text and numbers  Format cell backgrounds and borders  Set alignment, orientation, and indentation of cell contents  Merge cells and wrap text  Apply cell styles  Remove formatting | * All of the above |

Table 1: Objectives by lesson

## Scenario

Munson’s Pickles and Preserves Farm is a popular destination for school trips, family agricultural tourism, and youth summer camps.

A member of the events management team has shown you several fantastic Microsoft Word documents for the upcoming events. These Word documents were designed following the Munson’s Pickles and Preserves Farm Style Guide, a document that provides the branding guidelines for all documents created for the farm.

The internship students, including you, have been asked to help ensure that the events management team’s existing Excel workbooks follow the Munson’s Pickles and Preserves Farm Style Guide. Munson’s Workbook Style Challenge for the interns is on!

In the worksheets provided for this module, you must apply formatting to the cells and cell contents, align content in a cell, merge cells, wrap text in a cell, and apply cell styles. Don’t worry if you don’t know what all that means. We’ll cover each step as we go along.

## Cornerstone

After you’ve completed the lessons and try-its, and navigated through several scenarios, the Cornerstone project will combine everything and test your ability to apply what you’ve learned.

Munson’s maintains a Volunteers List worksheet to store information related to the people who volunteer at Munson’s farm. After you finish formatting the Events List worksheet to follow the Munson’s Pickles and Preserves Farm style guide, the event coordinator asks you to apply the same formatting styles to the Volunteers List worksheet to maintain consistency. You’ll need to apply formatting to the Volunteers List worksheet to make it similar to the Events List worksheet that you’ll work on during the lessons. To do so, you’ll:

* Change the font, color, size, and style of text.
* Change fill color and borders of cells.
* Apply number and date formats.
* Configure vertical and horizontal alignment of cell contents.
* Enable text to wrap to multiple lines within the same cell.
* Merge multiple cells together into one larger cell.
* Apply built-in cell styles.
* Remove formatting.

# Lesson 1: Formatting cells

## Overview

You now know how to create a spreadsheet and enter data. Although it’s critical for a spreadsheet to be accurate and functional, it’s also important for users to find it attractive and easy to follow. At the end of this lesson, you’ll be able to apply font and cell formatting to a worksheet to enhance the style and presentation of data. You’ll also be able to accelerate the formatting process by using Format Painter.

## Warm-up

Use these questions to find out what you already know about this lesson’s topics:

1. Which of the following options can you use to format the contents of a cell?

Select all that apply.

1. Font Size
2. Sort
3. Italic
4. Underline
5. To display a cell’s value with a money symbol and two decimal places, you would apply a Select here to enter text. number format.
6. Two of the main format options for a cell’s appearance are:

Select the correct option.

1. Fill Color and Table
2. Border and Fill Color
3. Page Layout and Border
4. Print Layout and Fill Color
5. The Select here to enter text. tool allows you to copy formatting from one selection and paste it onto another selection.

## Topic 1: Format font and cells

 Cells in an Excel worksheet have many attributes that you can change to set the appearance of both the contents of the cell and the cell itself. This is called formatting, and you can use it to make worksheets more attractive. Perhaps even more importantly, formatting can be used to help people who interact with the worksheet understand the information more easily and quickly identify important points within the data. For example, you can use colors and font styles for emphasis and indicate if numbers refer to item quantities or amounts of money.

As is often the case in software applications, there are multiple ways to manage font and cell formatting in Excel. One method for formatting cells is using the ribbon, specifically the Home tab. On this tab, you’ll find the command groups Font, Alignment, Number, and Styles that contain the most commonly used commands for cell formatting. Later in this topic, you’ll explore using the Format Cells dialog box and the Mini Toolbar.

### Font group commands on the Home tab

The Font group on the Home tab of the ribbon contains several commands for font and cell formatting. Refer to Figure 1: Font command group.

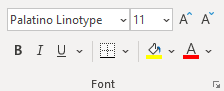


Figure 1: Font command group

The easiest way to get familiar with these commands is to try them! Remember that you can use the Undo command if you don’t like the formatting that you’ve applied.

If you use a mouse, you can display a ScreenTip by pointing to a command without clicking the mouse. (This is also known as hovering the mouse pointer.) ScreenTips provide at least the name of the command, possibly a feature description, and sometimes, in parentheses, a keyboard shortcut for that command. For your reference, the following table lists all the available commands in the Font group.

| Command Name: | For selection, will: | How to Use: | |
| --- | --- | --- | --- |
| Font | Apply a font from a list | Select from drop-down list |
| Font Size | Set the size of the text in points (a measurement unit for font) | Select from drop-down list, or enter a value |
| Increase Font Size | Quickly increase font size | Select the button |
| Decrease Font Size | Quickly decrease font size | Select the button |
| Bold | Make text bold | Select the button, or Ctrl+B |
| Italic | Make text italic | Select the button, or  Ctrl+I |
| Underline + Double Underline | Make text single or double underline | Select the button or drop-down arrow to change underline option, or Ctrl+U for current option |
| Borders | Several options for borders | Select from drop-down list with many choices to apply border segments, styles, colors, more borders |
| Fill Color | Set the background color of the cell. Default is No Fill | Select the button or drop-down arrow to change selected color |
| Font Color | Set the color of the text contents of the cell | Select the button or drop-down arrow to change selected color |
| Dialog Box Launcher | Not all commands can be shown in a command group. To access all options for a group, this button will open the Dialog Box for all the commands. | Select the button (lower right corner of the group) |

Table 2: Commands in the Font command group in the ribbon

|  |  |
| --- | --- |
|  | Did you know?  The fonts you choose can have affect how users react to and interpret the data you’re presenting. If a font is difficult to read, that might cause someone to feel anxious or annoyed. A fun or cartoonish font might give an impression that the information is not to be taken seriously. Too many fonts in one page can cause confusion. It also depends on whether a person is reading a worksheet on a computer monitor, on printed paper, or on a projected screen. Choose fonts carefully and thoughtfully! |

### The Format Cells dialog box

Apart from the formatting options on the ribbon, Excel provides a few more formatting options. To access all the options for formatting cells, use the Format Cells dialog box. To open this, you can perform any one of three actions:

1. Select a cell, right-click or access the context menu, and then choose the Format Cells… command. Refer to Figure 2: Format Cells on the context menu.

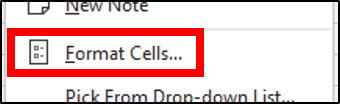


Figure 2: Format Cells on the context menu

1. Select the Dialog Box Launcher in the ribbon command group. Refer to Figure 3: **Font** group - dialog box launcher

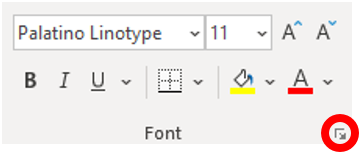


Figure 3: Font group - dialog box launcher

1. Use the keyboard shortcut Ctrl+1. Note: use the 1 key on the main keyboard, not the number pad.

The following sub-sections provide further detail on the various tabs in the Format Cells dialog box.

#### Font tab

Although most font commands are located on the Home tab of the ribbon, there are a few more font commands that are only available from inside the Format Cells dialog box on the Font tab. In Table 2, an asterisk (\*) with a command name indicates that this option is only available in the Format Cells dialog box.

| Command Name: | For selection, will: | How to Use: | |
| --- | --- | --- | --- |
| Font | Apply a font from a list | Select from the list box |
| Font style | Set the style from choices | Select from the list box |
| Font size | Set the size of the text in points (a measurement unit for font) | Select from the list box, or enter a value |
| Underline\* | Apply an underline option from four choices or none | Select from the drop-down list |
| Color | Set the color of the contents of the cell | Select from the drop-down menu |
| Normal font\* | Resets the text formatting to the default options | Select the check box |
| Effects\* | Apply effects of strikethrough and/or Superscript (smaller and raised) or Subscript (smaller and lowered) | Select the check box(es) |
| Preview\* | Displays the effect of the selections on the text | None needed |

Table 3: Font commands in the Format Cells dialog box

#### Border tab

The gray lines around all cells are called gridlines. By default, gridlines are only visual aids to designate where cells are, and the lines do not print. To add lines with a choice of styles and colors around cells, use border formatting.

On the Border tab, for Line, first select the desired Style and Color, and then select the Outline, Inside, or specific border segment buttons of the selected cells. The white box represents the overall selected cell or cells and will preview the choices made. Applying borders can be confusing because cells share borders with their neighbor cells. For example, the bottom border of one cell is the top border of the cell in the next row. It might take some practice to gain an understanding of how to apply the border formats that you want to use. To observe the true result of your border formatting, deselect the cells that you formatted by selecting a cell away from that area.

#### Fill tab

Fill refers to the background coloring or pattern of a cell. Choices include simple solid colors, effects of gradients, and two-color patterns. The Sample rectangle on the Fill tab will display a preview of the selected fill.

### Mini Toolbar

You can also use the Mini Toolbar to quickly access the most frequently used formatting commands and contextual commands that will change depending on what you’re doing at the time. On your selected cell(s), right-click to show the context menu and the Mini Toolbar. Refer to the Figure 4: Excel Mini Toolbar example.

Screenshot of the Excel Mini Toolbar

Figure 4: Excel Mini Toolbar example

|  |  |
| --- | --- |
|  | Additional information  For more information on formatting text in cells, go to: [Format text in cells](https://aka.ms/Format-text-in-cells)  For more information about changing the fill color of cells, go to: [Add or change the background color of cells](https://aka.ms/Add-or-change-the-background-color-of-cells)  For more information on cell borders, go to: [Apply or remove cell borders on a worksheet](https://aka.ms/apply-or-remove-cell-borders-on-a-worksheet) |

### Activity: Show and tell

Your overall task for the lessons in this module is to improve the appearance of the Munson’s List of Events data on the EventsList worksheet. Before you can begin the task, you need to know what formatting options are available. In this activity, your teacher will open an Excel workbook to demonstrate, and together you’ll explore the different cell formatting options and practice the methods that this topic describes.

You’ll also review the Munson’s Pickles and Preserves Farm style guide document to learn the guidelines for branding of documents for Munson’s Pickles and Preserves Farm. Note that the Excel files provided as Learning Activity Resources for this module have an Office document theme for Munson’s applied to them, to simplify following Munson’s style guide. Refer to the following callout to learn about Themes:

|  |  |
| --- | --- |
|  | Did you know?  Document themes in Microsoft Office provide a way to control and quickly change the overall appearance of the fonts, colors, and effects on objects in your document, even across the different applications of Excel, Word, and PowerPoint! When you apply Theme Fonts and Theme Colors to your document, and then change the theme, all the theme elements will change to provide a completely different appearance. There are many themes built into Office applications. Additionally, you can customize and create your own themes!  To see an example of how themes can affect your Excel workbook,  in the L1\_T1\_act\_events\_list\_starter.xlsx file, go to the Themes worksheet and follow the instructions there.  For more information on using document themes in Excel, go to: [Change the appearance of your worksheet](https://aka.ms/Change-the-appearance-of-your-worksheet) |

#### Resources required

You’ll need the following resources for this activity:

* L1\_T1\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources folder.
* Munson\_style\_guide\_document.docx from the Media folder inside Learning Activity Resources.

#### Activity instructions

Participate in the activity by following these instructions:

1. Open the L1\_T1\_act\_events\_list\_starter.xlsx workbook and go to the EventsList worksheet.
2. Open the Munson\_style\_guide\_document.docx and review the contents.
3. Go to the FontsCells worksheet in the Excel workbook.
4. Observe the teacher’s demonstrations and your own Excel window, and follow any instructions given.
5. Be sure to save any changes to the file before moving on to the Try-it.

### Try-it: Format font and cells

 You’ll use the methods and commands discussed in this topic and demonstrated by your teacher to apply formatting to cells on Munson’s List of Events worksheet. All three try-its will accomplish the same formatting to the EventsList worksheet, but each asks you to use a different method—the ribbon, or the dialog box, or the dialog box and the Mini Toolbar. You only need to do one of the try-its, but it’s good experience to do two or even all three.

### Try-it 1

#### Scenario

You’ll begin to improve the appearance of Munson’s List of Events on the EventsList worksheet as a participant in Munson’s Workbook Style Challenge for the interns.

#### Resources

You’ll need the following resources for this activity:

* Open L1\_T1\_try1\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

Working in Munson’s List of Events on the EventsList worksheet in the workbook, you must perform the following tasks to apply any unfinished formatting to cells. Some of the tasks might have been completed during the Activity with the teacher.

Use the Font command group on the Home tab of the ribbon to apply the following formatting:

1. For cells A1:E1 on the worksheet:
2. Set Font to Theme Fonts > Verdana (Headings).
3. Set Font Size to 28.
4. Set Font Color to Theme Colors: Blue, Accent 2.
5. Set Fill Color to Theme Colors: Gold, Accent 5, Lighter 80%.
6. For all the cells under Event Name (cells B4:B18) on the worksheet:
   * Set font style to Bold
7. For all the list data (cells A3:H18) on the worksheet:
   * Set All Borders to Theme Colors > Blue, Accent 2 with the thinnest solid style.
8. Save the file.

### Try-it 2

#### Resources

You’ll need the following resources for this activity:

* Open L1\_T1\_try2\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook you used during the learning activity.

#### Instructions

Working in the EventsList worksheet in the workbook, you must perform the following tasks to apply any unfinished formatting to cells. Some of the tasks might have been completed during the Activity with the teacher.

Use the Format Cells dialog box and the Mini Toolbar to apply the following formatting:

1. For cells A1:E1 on the worksheet:
2. Set Font to Theme Fonts > Verdana (Headings).
3. Set Font Size to 28.
4. Set Font Color to Theme Colors: Blue, Accent 2.
5. Set Fill Color to Theme Colors: Gold, Accent 5, Lighter 80%.
6. For all the cells under Event Name (cells B4:B18) on the worksheet:
   * Set font style to Bold.
7. For all the list data (cells A3:H18) on the worksheet:
   * Set Outline and Inside Borders to Theme Colors: Blue, Accent 2 with the thinnest solid style.
8. Save the file.

### Try-it 3

#### Resources

You’ll need the following resources for this activity:

* Open L1\_T1\_try3\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

Working in the EventsList worksheet in the workbook, you must perform the following tasks to apply any unfinished formatting to cells. You might have completed some of the tasks during the activity with the teacher.

Use the Format Cells dialog box and the Mini Toolbar to apply the following formatting on the worksheet:

1. For cells A1:E1 and A3:H3 on the worksheet (Hint: press and hold the Ctrl key to make multiple nonadjacent selections.):
2. Set Font to Theme Fonts > Verdana (Headings).
3. Set Font Color to Theme Colors: Blue, Accent 2.
4. Set Fill Color to Theme Colors: Gold, Accent 5, Lighter 80%.
5. For only cells A1:E1 on the worksheet.
   * Set Font Size to 28.
6. For all the cells under Event Name (cells B4:B18 on the worksheet):
   * Set font style to Bold.
7. For all the list data (cells A3:H18) on the worksheet:
   * Set Outline and Inside Borders to Theme Colors: Blue, Accent 2 with the thinnest solid style.
8. For only cells A3:H3 on the worksheet:
9. Set Font to Theme Fonts > Cambria (Body).
10. Set Font Color to Theme Colors: Black, Text 1.
11. Set Background Color to No Color. Save the file.

## Topic 2: Apply number formats

 When cells contain text, for the most part the text displayed in the cell is what appears in the formula bar. However, when a cell contains a number value of some kind, you can make the cell display that value in many ways to indicate meaning without changing the actual value in that cell.

For example, if you enter 12345 in a cell, does that number represent a quantity of an item, an amount of money, a date (yes, dates are numbers!), a number of minutes, or hours? Or is it a postal code or a product number, which aren’t truly numeric values but are actually text values?

The general test for determining if digits are a numeric value or text is this: would or could calculations ever be performed on this value? If the answer is yes, and that includes dates and times, then it’s a number. If the answer is no, then it’s text.

### Number command group on the Home tab

The Number group on the Home tab of the ribbon contains several ways to select number formatting. Refer to Figure 5: **Number** command group. The options in this group include:

* A drop-down list with choices for commonly used formats and access to the Format Cells dialog box via the More Number Formats… command.
* Shortcut buttons to apply the Accounting Number Format (the dollar sign), Percent Style (the percent sign), and Comma Style (the large comma).
* Buttons to increase or decrease the number of decimal places displayed.

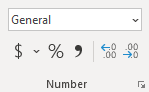


Figure 5: Number command group

### Important facts about number formats

* Number formats are applied to cells, and that format then applies to whatever may be entered into that cell at any time.
* The number format usually will not affect any true text values that are entered in the cell. Actual numeric values will be affected.
* Number formatting does not change the value itself. For example, if you enter 1.25 in a cell that is set to only display one decimal place, it will display as 1.3, but when used in a calculation, it will still be 1.25.

|  |  |
| --- | --- |
|  | Additional information  For more information on number formats in Excel, go to: [Quick Start: Format numbers in a worksheet](https://aka.ms/Quick-Start-Format-numbers-in-a-worksheet) and [Format numbers](https://aka.ms/Format_numbers_in_cells)  For more information on formatting dates, go to: [Format a date the way you want](https://aka.ms/format-a-date-the-way-you-want) |

|  |  |
| --- | --- |
|  | Did you know?  For Excel, the calendar begins with January 1, 1900, or Day 1. (In Excel for Mac, that year is 1904.) Every day counts as one more since that date. This is how Excel can perform calculations for dates; for example, someone’s age. Additionally, every portion of a day is a fraction or decimal, or a portion of 1, starting at midnight. So, if you have 1/31/1900 6:00 AM in a cell, Excel “thinks” of it as 31.25. What number do you think today is? Or your birthdate and time?  For more information about Excel date systems, go to: [Date systems in Excel](https://aka.ms/Date-systems-in-Excel)  For more information about changing the Excel date system, go to: [Change the date system, format, or two-digit year interpretation](https://aka.ms/change-date-system-format-or-two-digit-year-interpretation) |

### Activity: Think-Pair-Share

You’ll examine a worksheet containing cells without number formatting. You’ll think of responses to the questions provided, and then share the ideas with a partner. There will be a follow-up discussion, with the teacher providing demonstration as needed.

#### Resources required

You’ll need the following resources for this activity:

* Open L1\_T2\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources folder.

#### Activity instructions

As you examine Munson’s List of Events on the EventsList worksheet, think about the following questions, and then share your response ideas with your partner.

1. What are some different types of numbers?
2. When is number formatting critical in a worksheet?
3. How might consistent number formatting help someone understand the data?
4. How can you apply number formatting to a cell, multiple cells, or an entire worksheet?

Participate in the follow-up discussion. Pay attention to any demonstrations or instructions by the teacher.

### Try-it: Apply number formats

 Now that you have some understanding of what number formats can do for your worksheet and how to apply them, you need to try it. If you’re unsure and want to practice first, go to Try-it 1, and then go to Try-it 2. If you’re feeling more confident, go directly to Try-it 2 or Try-it 3.

### Try-it 1

#### Resources

You’ll need the following resources for this Try-it:

* Open L1\_T2\_try1\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Switch to the NumbersTry1 worksheet.
2. For each column of data, select all the data under the column name, then apply the format indicated at the top of each column.

For example, select cells A4:A21 and apply the General number format as indicated in cell A3. For cells B4:B21, apply the number format of Number. For cells C4:C21, apply the Currency number format. Continue through all the columns of data or until you’re comfortable enough to move on to Try-it 2.

1. Note and compare the different results in each column. The notes in row 24 describe the expected results.
2. Save the file and continue on to Try-it 2.

### Try-it 2

#### Resources

You’ll need the following resources for this Try-it:

* Open L1\_T2\_try2\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. In the EventsList worksheet, use the Number group on the Home tab of the ribbon to apply number formatting to the List of Events data.
2. For all the cells under Start Date (cells D4:D18) in the worksheet:
   * Apply the Short Date format.
3. For all the cells under # of Days (cells E4:E18) in the worksheet:
   * Apply the Number format.
4. For all the cells under Budget (cells H4:H18) in the worksheet:
5. Apply the Accounting format.
6. Decrease the decimal places to display whole numbers (no decimal places).
7. As a test of your formatting, enter the data for the following event in the next event row (Num 13) and observe how the formatted cells accept the entries that you make:

|  |  |
| --- | --- |
| Event Name: | New Year’s Eve |
| Year: | 2020 |
| Start Date: | 12/31/2020 |
| # of Days: | 1 |
| Open To: | Public |
| Description: | TBD |
| Budget: | 135000 |

1. Save the file.

### Try-it 3

#### Resources

You’ll need the following resources for this Try-it:

* Open L1\_T2\_try3\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Working in the EventsList worksheet, use the Format Cells dialog box, then the Number tab to apply number formatting as follows:
2. For all the cells under Start Date (cells D4:D18) in the worksheet:
3. As an experiment, select the appropriate option so that the first date displays as 28-Mar-2019.
4. Undo the last formatting action to restore the cells to their original default format.
5. Apply the Short Date format. Observe that there is no apparent change, as the date cells were already in that format, and the text and blank cells do not display differently with a date format.
6. For all the cells under # of Days (cells E4:E18) on the worksheet:

* Apply the number format of Number.

1. For all the cells under Budget (cells H4:H18) on the worksheet:
2. Apply the Accounting format.
3. Decrease the decimal places to display whole numbers (no decimal places).

1. As a test of your formatting, enter the data for the following event in the next event row (Num 13), and observe how the formatted cells accept the entries you make:

|  |  |
| --- | --- |
| Event Name: | New Year’s Eve |
| Year: | 2020 |
| Start Date: | 12/31/2020 |
| # of Days: | 1 |
| Open To: | Public |
| Description: | TBD |
| Budget: | 135000 |

1. If there’s time, switch to the NumbersTry3 worksheet, and follow the instructions there to experiment with more advanced number formatting.
2. Save the file.

## Topic 3: Reuse formats

### Format Painter

 Excel provides several options for formatting cells and cell contents, and it can be overwhelming to make decisions. After you’ve decided on the formatting choices for a portion of your worksheet, it could be frustrating and time consuming to figure out what those choices were when you want to apply the same formatting to other cells.

Let’s say you’ve spent a great deal of time and effort formatting cells on your worksheet to make it the best document that you possibly can. Your title uses the headings font size of 18 pt, and it is just the right blue; your column headers are bold, centered, and colored; your numeric data cells are formatted for Number and Accounting; some of your text data cells are aligned left, some are centered; plus all the other formatting you’ve done. Then one of your coworkers adds more data to your worksheet—more columns, and more numeric and text data—and all that data is unformatted. You want a clean, consistent look for the entire worksheet. How can you possibly remember all the formatting that you selected to now apply it to the newly added data?

Fortunately, you don’t need to do anything to keep track because Excel already does that for you. It also provides a handy tool for you to copy formatting from one selection and apply it to one or more other selections. This tool is the Format Painter.

Format Painter is located on the Home tab in the Clipboard command group. The ScreenTip gives you some basic instructions on how to use it. Refer to the **Figure 6: Format Painter** option with ScreenTip displayed.

Screenshot of the Format Painter option highlighted with a red rectangle, with the ScreenTip displayed, which says: Format Painter 
Like the look of a particular 
selection? You can apply that look 
to other content in the document. 
To get started: 
1. Select content with the 
formatting you like 
2. Click Format Painter 
3. Select something else to 
automatically apply the formatting 
FYI: To apply the formatting in 
multiple places, double-click 
Format Painter. 

Figure 6: Format Painter option with ScreenTip displayed

While Format Painter is active and ready to use, the mouse pointer will have a paint brush symbol attached to the thick white plus (+) sign, and the selection from which you copied formatting will be surrounded by an animated moving border. If you select the Format Painter once, it’ll turn off automatically after you apply it once. If you double-click the Format Painter, it will stay active until you do one of the following:

* Select the Format Painter command again, or
* Press the Esc key on the keyboard.

|  |  |
| --- | --- |
|  | Additional information  For more information on using Format Painter in Excel, go to: [Copy cell formatting](https://aka.ms/Copy-cell-formatting) |

|  |  |
| --- | --- |
|  | Video  To review the video on using Format Painter, go to: [Video: Copy cell formatting](https://aka.ms/Copy_a_cell_formatting_video) |

### Activity: Discuss and learn

Working in the workbook, you’ll go to the IdeasPages worksheet. Observe the teacher’s demonstration and follow any instructions given. Be sure to save any changes to the file before moving on to the Try-it.

Your teacher will demonstrate and lead a discussion on how and why to use Format Painter.

#### Resources required

You’ll need the following resources for this Try-it:

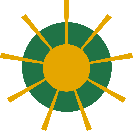
* Open L1\_T3\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources.

#### Activity instructions

You might follow along in the workbook as the teacher uses Format Painter to transform some unformatted data into a ready-to-print presentation piece. Participate in the discussion. Some questions to consider while discussing the use of Format Painter:

* How does using Format Painter compare to using the Copy and Paste commands?
* Why do you think it’s important to keep formatting consistent in a worksheet?
* How might formatting become inconsistent?
* How can using Format Painter help improve your productivity?

### Try-it: Reuse formats

 You can use Format Painter to copy and paste formatting from one selection of a cell or cells to another selection, and from one selection to multiple other selections. Observing Munson’s List of Events on the EventsList worksheet, you decide you’d like the data in the Open To column to be formatted like the data in the Event Name column. You’ll also apply some formatting to one of the column labels and then quickly apply that formatting to other column labels.

### Try-it

#### Resources

You’ll need the following resources for this Try-it:

* Open L1\_T3\_try\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook used during the learning activity.

#### Instructions

1. Go to the EventsList worksheet, if it’s not already active.
2. Use Format Painter to copy the formatting from one of the Event Name data cells to all the list cells under the column label Open To (cells F4:F18).
3. Apply a font color and fill color of your choice to cell A3 and make it Italic. Then use Format Painter to copy the formatting from cell A3 and apply it to alternating column labels (cells C3, E3, G3).

## Wrap-up

Consider things such as traffic signs and imagine them as only words that all have the same appearance. Trying to use and comprehend data that has no formatting can be difficult. You’ve now begun to transform the plain data on the EventsList worksheet for the Munson’s Pickles and Preserves Farm List of Events to be easier to read and follow, instantly identifying numeric values as dates or money, and emphasizing text with attributes such as bold and italic. Your fellow events team members have noticed and are commenting on the improved appearance. They also appreciate that it’s becoming easier for them to interpret the information on the worksheet.

Use these questions to check what you learned in this lesson:

1. Which command do you use to change the color of a cell background?

Select the correct option.

1. Background color
2. Fill color
3. Border color
4. Font color
5. In the Munson’s List of Events on the EventsList worksheet, which number format does the data in the Year column need?

Select the correct option.

1. Short Date
2. Accounting
3. Long Date
4. General (no specific format)
5. To make text and numbers inside a cell larger, you must use the Select here to enter text. formatting option.
6. How can you most efficiently copy all Font, Cell, Alignment, and Number formatting from one cell to multiple other cells?

Select the correct option.

1. Select the one cell with the formatting that you want to copy, select the Copy command, select the other cells, and then select the Paste command.
2. Select the one cell with the formatting that you want to copy, double-click the Format Painter command, select the other cells, then select the Format Painter command to turn it off.
3. Select the one cell with the formatting that you want to copy, use the Format Cells command, then select the other cells.
4. Select the one cell with the formatting that you want to copy, select and hold Ctrl while you select the other cells, then select the Format Painter command.

|  |  |
| --- | --- |
|  | Additional information  For more information on formatting cells containing numbers, go to the following links:   * [Available number formats in Excel](https://aka.ms/Available-number-formats-in-Excel) * [Format numbers as percentages](https://aka.ms/format-numbers-as-percentages) * [Create a custom number format](https://aka.ms/Create_custom_numeric_format) * [Convert numbers stored as text to numbers](https://aka.ms/convert-numbers-stored-as-text-to-numbers) * [How to correct a ##### error](https://aka.ms/How-to-correct-a-error)   For more information on copying and pasting formats, go to: [Paste options](https://aka.ms/Copy-cell-data-and-paste-attributes-only) |

# Lesson 2: Aligning cells

## Overview

Imagine that you have a spreadsheet with many columns of numbers but none of the numbers line up with other numbers, making it difficult to read and compare the values to each other. Or you’d like to have the titles at the top of the worksheet centered over the data. You also have names for columns that need to go on more than one line or be rotated to read vertically. At the end of this lesson, you’ll understand the different types of alignment for content within cells. You’ll also know how to apply alignment formatting to cells, and how to use the Wrap Text format and Merge & Center features. Cell alignment is helpful for keeping your data consistent and getting the best fit in the available space on your worksheet.

## Warm-up

Use these questions to find out what you already know about this lesson’s topics:

1. The types of alignment for contents of a cell include:

Select all that apply.

1. Horizontal
2. Vertical
3. Italic
4. Rotation
5. To display text in a cell turned on its side or on an angle, you change the Select here to enter text..

Select the correct option to fill in the blank space.

1. Position
2. Orientation
3. Wrapping
4. Margins
5. You can align cell contents centered over multiple columns with Select here to enter text..
6. Which formatting feature for alignment will put the contents of a cell on multiple lines within the same cell?

Select the correct option.

1. Long Date
2. Indent
3. Increase Font Size
4. Wrap Text

## Topic 1: Modify cell alignment, orientation, and indentation

### Alignment group commands on the Home tab

 The Alignment group on the Home tab of the ribbon contains several commands for aligning cell contents. Refer to Figure 7: **Alignment** command group. Alignment is the term for the positioning of content within the cell. This can be horizontal and vertical, and also rotated, indented, wrapped, and merged and centered.

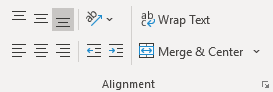


Figure 7: Alignment command group

| Command Name: | For selection, will: | How to Use: | |
| --- | --- | --- | --- |
| Top Align,  Middle Align, Bottom Align | Three options for vertical positioning of cell contents | Select one of the options |
| Align Left, Center, Align Right | Three options for horizontal positioning of cell contents | Select one of the options |
| Orientation | Rotation options for cell contents | Select from the drop-down list of several options |
| Decrease Indent, Increase Indent | Move content closer to or farther away from cell border | Select one of the options |
| Wrap Text | Forces text to multiple lines within the cell when needed | Select to toggle on or off |
| Merge & Center | Three options for combining cells into a new larger cell and one option to unmerge cells | Select for merge and center, or select other options from drop-down |
| Dialog box launcher | Open the Format Cells dialog box to the Alignment tab | Select the button (lower right corner of the group) |

Table 4: Commands in the Alignment command group in the ribbon

### Alignment commands in the Format Cells dialog box

Although most alignment commands are located on the Home tab of the ribbon, there are a few more alignment commands only available from inside the Format Cells dialog box on the Font tab. In the following table, command names and format options with an asterisk (\*) include options only available in the Format Cells dialog box.

| Command Name: | For selection, will: | How to Use: | |
| --- | --- | --- | --- |
| Text alignment: Horizontal | Includes more options than Left, Center, and Right on the ribbon\* | Select from the list box |
| Text alignment: Vertical | Includes more options than Top, Middle, and Bottom on the ribbon\* | Select from the list box |
| Text alignment: Indent | Sets a number of indent positions for use with Horizontal options of Left (Indent) and Right (Indent)\* | Use the spin buttons or enter a number |
| Text control:  Wrap text | Forces text to multiple lines within the cell when needed | Select the check box to enable |
| Text control: Shrink to fit\* | Forces cell contents to a smaller size that enables fitting the cell size—be careful, it can make the text extremely small! | Select the check box to enable |
| Text control: Merge cells | Combines selected cells into one larger cell | Select the check box to enable |
| Right-to-left: Text direction\* | For use with languages that write from right-to-left | Select from the drop-down |
| Orientation | Rotates the cell contents by a number of degrees\* | Use the spin buttons or enter a number |

Table 5: Alignment commands in Format Cells dialog box

|  |  |
| --- | --- |
|  | Additional information  For a more information and a video on aligning or rotating text, go to: [Align or rotate text in a cell](https://aka.ms/Align_text_in_a_cell) |

|  |  |
| --- | --- |
|  | Video  To review the video on aligning text in a cell, go to: [Video: Align text in a cell](https://aka.ms/Video-align-text-in-a-cell) |

### Activity: Teacher demonstration, Switch

Your teacher will demonstrate modifying cell alignment, orientation, and indentation, and then start the Switch activity.

You’ll open the same workbook. Your teacher will ask you to perform a series of cell-alignment tasks for a specific amount of time. When the teacher calls out “Switch!” move to your neighbor’s seat quickly to perform the next set of tasks, continuing from what your neighbor has done. Repeat this until the teacher calls out “Switch back home.”

When you work in a collaborative environment like a workplace, you’ll often be asked to work on Excel files that you did not create. You’ll need to get familiar with picking up where someone else left off on creating or editing worksheets and workbooks.

#### Resources required

You’ll need the following resources for this activity:

* L2\_T1\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources folder and go to the AlignmentAct worksheet.

#### Activity instructions

You might follow along in the workbook as the teacher demonstrates. Be ready to move to your neighbor’s seat to follow instructions on that computer.

### Try-it: Modify cell alignment, orientation, and indentation

 Now that you have some understanding of what you can use alignment settings to accomplish in your worksheet and how to apply them, you must implement these settings. If you’re unsure and want to practice first, use Try-it 1.

### Try-it 1

Before you attempt to modify alignment, orientation, and indent settings for any cells on the EventsList worksheet, you want to try out the different types of alignment, orientation, and indent settings on another practice worksheet that has been provided.

#### Resources

You’ll need the following resources for this Try-it:

* Open L2\_T1\_try1\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity.

#### Instructions

Switch to the AlignmentTry1 worksheet. From the ribbon Home tab, Alignment command group, use the options to apply the alignment, orientation, and indent settings indicated by the text in each cell. Note the different results in each cell. When you’re ready to work on the EventsList worksheet, move on to Try-it 2.

### Try-it 2

#### Resources

You’ll need the following resources for this Try-it:

* Open L2\_T1\_try2\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity or do Try-it 1.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Use the Alignment group on the Home tab of the ribbon to apply alignment, orientation, and indent settings to the EventsList worksheet.
2. Clear the test entries for the New Year’s Eve event from the last row of data (cells B16:H16).
3. For cells A1:E1 in the worksheet:
   * Set vertical alignment to Middle Align.
4. For all the data cells in the list (cells A4:H18):
   * Set vertical alignment to Top Align.
5. For all the cells under Num (cells A4:A18) in the worksheet:
   * Apply Center horizontal alignment.
6. For all the cells under Year (cells C4:C18) in the worksheet:
7. Apply different Orientation options and note the results.
8. Remove any Orientation settings on these cells.
9. Apply Center horizontal alignment.
10. For all the cells under Start Date and # of Days (cells D4:E18) in the worksheet:
    * Apply Center horizontal alignment.
11. For all the cells under # of Days (cells E4:E18) in the worksheet:
    * Remove Center horizontal alignment.
12. For all the cells under Open To (cells F4:F18) in the worksheet:
    * Apply Indent of one position.
13. Save the file.

### Try-it 3

#### Resources

You’ll need the following resources for this Try-it:

* Open L2\_T1\_try3\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources. Alternatively, you can continue working in the workbook that you used during the learning activity or do Try-it 1.

#### Instructions

Use the Alignment tab of the Format Cells dialog box to apply the following alignment, orientation, and indent settings to the EventsList worksheet:

1. Clear the test data for the New Year’s Eve event from the last row of data (cells B16:H16).
2. For cells A1:E1 on the worksheet:
   * Set vertical alignment to Middle Align.
3. For all the data cells in the list (cells A4:H18):
   * Set vertical alignment to Top Align.
4. For all the cells under Num (cells A4:A18) in the worksheet:
   * Apply Center horizontal alignment.
5. For all the cells under Year (cells C4:C18) in the worksheet:
6. Apply different Orientation options and note the results.
7. Remove any Orientation settings on these cells.
8. For all the cells under Year, Start Date, and # of Days (cells C4:E18) in the worksheet:
   * Apply Center horizontal alignment.
9. For all the cells under # of Days (cells E4:E18) in the worksheet:
   * Remove Center horizontal alignment.
10. For all the cells under Open To (cells F4:F18) in the worksheet:
    * Apply Indent of one position.

Finished! You’re more than halfway to completing a finished List of Events. Topic 2 will give you the last set of commands to finish the cell alignment tasks for the EventsList worksheet.

## Topic 2: Merge cells and wrap text

 Excel is all about calculations and lists. Its strength is in helping you take raw data and transform it into usable information. However, Excel isn’t limited to just number calculations and data management. Being a part of Microsoft Office ensures that the Excel environment complements Word’s word processing functionality and PowerPoint’s presentation capability. This is where a few seemingly awkward aspects of a numbers and data application can still produce the presentable results you want for reports, lists, and other documents.

### Merge & Center

Merging cells—especially with Merge & Center—is a tool for improving the appearance of titles in your worksheets. Merging cells involves combining two or more cells into one larger cell. Refer to Figure 8: Example of merged and centered cells.

1. Select the desired cells with the text in the left-most cell.
2. On the Home tab of the ribbon, in the Alignment group, select Merge & Center.

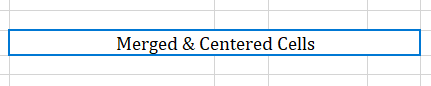


Figure 8: Example of merged and centered cells

If you no longer want the cells to be merged, select the merged cell, and then select Merge & Center again.

### Center Across Selection

Sometimes, you’ll need the effect of Merge & Center, but using it might interfere with other data on your worksheet. Another way to achieve the same effect but keep the cells separate is to use the horizontal alignment option Center Across Selection:

1. Select the desired cells with the text in the left-most cell, as you would before you use Merge & Center.
2. Open the Alignment dialog box.
3. For Horizontal Alignment, select Center Across Selection.
4. Select OK.

The selected cells will remain unmerged. The cell contents are still stored in the left-most cell of the selected cells. Refer to Figure 9: Example of text in cells that are centered across selection.

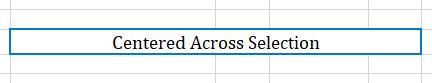


Figure 9: Example of text in cells that are centered across selection

### Wrap Text

Wrap Text is ideal for cells that contain text that is too long for the width of the cell. This might be column headers, or cells that contain notes or description text. Wrap Text will make text inside a cell flow onto multiple lines as needed within the width of that column. You can also start a new line inside a cell by using the Alt+Enter keyboard shortcut (Windows) or CONTROL+OPTION+RETURN (macOS), which then also applies Wrap Text to that cell. This is also known as inserting a line break. Refer to Figure 10: Example of a cell containing text with **Wrap Text** turned on.

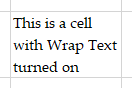


Figure 10: Example of a cell containing text with Wrap Text turned on

|  |  |
| --- | --- |
|  | Additional information  For more information on merging and unmerging cells, go to: [Merge and unmerge cells](https://aka.ms/merge-and-unmerge-cells)  For more information on enabling text to wrap to multiple lines within a cell, go to: [Wrap text in a cell](https://aka.ms/Wrap-text-in-a-cell). For more information on inserting a line break inside a cell on multiple operating systems, go to: [Start a new line of text inside a cell in Excel](https://aka.ms/Start-a-new-line-of-text-inside-a-cell-in-Excel) |

|  |  |
| --- | --- |
|  | Video  To review the video on about merging and unmerging cells, go to: [Video: Merge and unmerge cells](https://www.microsoft.com/en-us/videoplayer/embed/RE1FOfd). |

### Activity: Pose a challenge

Your teacher will point out that the title text “List of Events” is not centered in the space it occupies. Also, many cells have a lot of text that isn’t visible because there isn’t room to show all that text. How might you fix these issues?

#### Resources required

You’ll need the following resources for this activity:

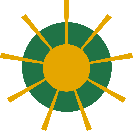
* Open L2\_T2\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources.

#### Activity instructions

Participate in the activity by following these instructions:

1. Open the same file that the teacher has open, so that you can follow along.
2. Brainstorm with other students on ways to solve the format problems on the worksheet that students and/or your teacher point out.
3. If you have a proposed solution, you can volunteer to demonstrate from the teacher’s computer so that everyone can follow along and learn from what you do.

### Try-it: Merge cells and wrap text

 The title on the EventsList worksheet needs to be centered in the space it occupies, and several cells on the worksheet have more text in them than can be displayed with the current cell sizing. Your goal is to use the method that you think will be the most efficient to accomplish the tasks listed—commands in the ribbon or the Format Cells dialog box. You don’t want to change any of the column widths, but you’ll need to make sure that all the text in the cells is visible.

### Try-it

#### Resources

You’ll need the following resources for this Try-it:

* Open L2\_T2\_try\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Merge the cells and center the title in the space of cells A1:E1.
2. Apply Wrap Text to data columns in which there are cells containing text that’s not visible, including the cells for the empty rows of the list. Don’t change column widths, but make sure that row heights are adjusted as necessary.
3. Remove the Merge & Center setting for the title cells in the space of A1:E1.
4. Center the text in A1 across the space of cells A1:E1.

## Wrap-up

Did you think that there could be as many cell alignment options as you learned in this lesson? Positioning contents of cells horizontally, vertically, rotated, and indented, and wrapping text, can help you save space and fit data into worksheets more efficiently. It’s also useful to be able to center title text across multiple cells with merged cells if you wish. You might discover that people and organizations will have different preferences regarding using these options. Having the knowledge of the options available to achieve the desired preferences is valuable in saving you time and frustration.

Use these questions to check what you learned in this lesson:

1. The alignment setting that makes a paragraph of text flow on multiple lines in one cell is Select here to enter text..
2. To position text equally between the top and bottom of a cell, which alignment setting would you use?

Select the correct option.

1. Merge cells
2. Orientation
3. Vertical alignment
4. Shrink to fit
5. When you have a column name that is much longer than the data in the column’s values, what options make it possible to display the entire name without making the column wider?

Select all that apply.

1. Apply Wrap Text to the column name.
2. Indent the column name.
3. Change the worksheet margins.
4. Rotate the column name text.
5. To center a title on a worksheet across multiple columns, use the Select here to enter text. feature.

|  |  |
| --- | --- |
|  | Did you know?  In Excel, you can increase flexibility and formatting options, especially for large amounts of text, by adding a text box onto your worksheet. You can size and position the text box without being constrained by the structure of your worksheet’s rows and columns.  You can format the text box with no outline and fill the cells with white so that it blends in with the worksheet as if the text were in cells. Then, inside the text box, you can select portions of text and apply many of the font and alignment options from the Home tab of the ribbon.  Or, you can be more creative with the text box, which is only one of many shapes that you can add in Excel. When you select the shape or text inside the shape, a new contextual tab become available on the ribbon called Shape Format. The ribbon tab contains a large collection of formatting options that you can use for the shape and the text!  For more information, go to:   * [Add, copy, or delete a text box](https://aka.ms/Add_copy_or_delete_a_text_box) * [Add shapes](https://aka.ms/Add_shapes)  * [Add or remove borders for text boxes, pictures, and shapes](https://aka.ms/Add-or-remove-borders-for-text-boxes-pictures-and-shapes)  * [Add a fill or effect to a shape or text box](https://aka.ms/Add-a-fill-or-effect-to-a-shape-or-text-box) |

# Lesson 3: Using cell styles

## Overview

At the end of this lesson, you’ll know how to take advantage of the power of cell styles in Excel to control and speed up formatting of cells on an Excel worksheet. You’ll also be able to clear all formatting from cells, including styles.

## Warm up

Use these questions to find out what you already know about this lesson’s topics:

1. Where on the ribbon will you find cell styles?

Select the correct option.

1. Home tab, Font group
2. Page Layout tab, Themes group
3. Home tab, Styles group
4. Insert tab, Illustrations group
5. Where would you use Headings cell styles?

Select all that apply.

1. Cells at the top of a column of data
2. Cells that label rows of data
3. Cells that contain totals
4. Cells that contain comments
5. Cell styles can help you to:

Select all that apply.

1. Keep consistency in formatting.
2. Make your worksheets easier to read.
3. Apply formatting more quickly.
4. Perform calculations.

## Topic 1: Apply cell styles

 By now, you’ve seen that consistency in formatting is helpful to people who use Excel worksheets. As you gain more experience with using Excel, you’ll find that it’s also simpler for you when you’re creating the worksheets.

You’ve also learned that there are many formatting options and settings for cells and their contents. Formatting one cell or selection of cells could require you to make several choices and perform several steps to get the appearance you want. What if you want to apply that same formatting to multiple other selections in the same workbook later—or in other workbooks? It could become quite time consuming. Fortunately, Excel has a feature called Cell Styles to help you with this.

### Finding the Cell Styles

Note that the appearance of the command for Cell Styles on the ribbon can vary because of the ribbon’s flexible, adaptive nature. If your Excel window has a lot of room, Cell Styles will be displayed in a gallery with several styles already visible. Refer to Figure 11: Styles command group on the Home tab with Cell Styles gallery.

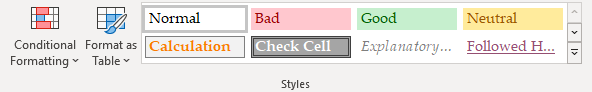


Figure 11: Styles command group on the Home tab with Cell Styles gallery

The three buttons on the right edge of a gallery are used for scrolling the gallery or to open more of the gallery. Refer to Figure 12: Gallery buttons.

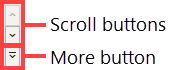


Figure 12: Gallery buttons

If your Excel window is compact because of sizing or screen resolution, then Cell Styles might only be available as a button. Refer to Figure 13: Styles command group on the Home tab with Cell Styles button.

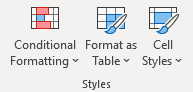


Figure 13: Styles command group on the Home tab with Cell Styles button

### Using and modifying cell styles

#### To apply a cell style:

1. Select a cell or multiple cells.
2. Select the desired cell style from the Cell Styles gallery or button.

#### To modify a cell style

1. Right-click or access the context menu on the cell style, and then select Modify… to open the Style dialog box.
2. In the Style dialog box, select the Format… button to open the Format Cells dialog box.
3. In the Format Cells dialog box, make selections as desired, and then select OK.
4. In the Style dialog box, select the check boxes for the formats that you want to include.
5. Select OK.

|  |  |
| --- | --- |
|  | Additional information  For more information on cell styles, go to: [Change the format of a cell](https://aka.ms/Change-the-format-of-a-cell)  For more information on applying, creating, or removing cell styles, go to: [Apply, create, or remove a cell style](https://aka.ms/Apply_styles)  For more information on copying cell styles from another workbook, go to: [Copy cell styles from another workbook](https://aka.ms/copy-cell-styles-from-another-workbook) |
|  | Video  To review the video on applying styles, go to: [Apply styles](https://aka.ms/select-a-style) |
|  | Did you know?  Many actions in Microsoft Office applications can be repeated quickly by using a keyboard shortcut—the F4 key or Ctrl+Y (Windows) or Command+Y (macOS).  For more information on repeating actions, go to: [Undo, redo, or repeat an action](https://aka.ms/Undo_redo_or_repeat_an_action) |

### Activity: Each one, teach one

Students will use Excel Help to learn how to apply a style to a cell and explore the cell styles in Excel. Then, students will pair up to take turns answering a list of questions.

#### Resources required

You’ll need the following resources for this activity:

* Open L3\_T1\_act\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources.
* The [Office Help & Training Center](https://aka.ms/Office_Help_and_Training) website.
* The Excel Help system. Depending on the version of Excel that you’re using and your operating system, this could be accessible from the Help tab on the ribbon, the File tab on the ribbon, or the Search box in the Excel window title bar. You can also use the Tell me what you want to do… box or the F1 key on the keyboard. Refer to the following callout for additional information.

|  |  |
| --- | --- |
|  | Additional information  For more information on accessing the Excel Help system, go to: [Where is the product Help in Office?](https://aka.ms/Where-is-the-product-Help-in-Office) |

### Activity instructions

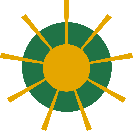
You’ve discovered that using a feature called cell styles in Excel can save you a considerable amount of time when formatting a worksheet, and you want to learn more about it.

Participate in the activity by following these instructions:

* Go to the EventsList worksheet. If you need to, use the Help resources to learn how to apply Excel cell styles. Then, with a partner, take turns answering these questions:
  + Which cells in this activity worksheet might you apply the good and bad styles to?
  + Which cells are best to apply headings and titles styles to?
  + What happens to cells that have a style applied if you modify the style?
  + What other kinds of styles might be useful for the activity worksheet?

After completing this activity, you’ll know how to apply cell styles and you might have some ideas on how to use cell styles on your worksheet. Some cell styles are more useful than others, and not every style works universally. Excel provides several ready-made styles that work well in their intended category. When the built-in styles don’t fit your needs, you can modify them to suit your purpose.

### Try-it: Apply cell styles

 This Try-it illustrates how appropriate application of Cell Styles can quickly transform bland, amateur spreadsheets into professional documents. You realize that the column headers on the Munson’s List of Events on the EventsList worksheet could be easily and consistently formatted if you use a cell style.

Because this is the last step in your worksheet transformation, you need to review the Munson’s Pickles and Preserves Farm style guide document to be sure that your formatted worksheet complies with the guide’s standards.

### Try-it

#### Resources

You’ll need the following resources for this Try-it:

* Open L3\_T1\_try\_events\_list\_starter.xlsx in this lesson’s Learning Activity Resources folder.
* Open Munson\_style\_guide\_document.docx from the Media folder in this module’s Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Review the Munson’s Pickles and Preserves Farm style guide document and your EventsList worksheet to confirm that the worksheet is formatted to meet the guide’s specifications.
2. Apply the different Headings cell styles to the column headers of the list (cells A3:H3). Note how each cell style changes the appearance of the headers. Select any other cell outside the data to reveal the true appearance. Apply the Heading 3 style to the column headers.
3. Note that the cells that had been filled with green are still filled with green, although the font, font color, and bordering of the cells has changed. Also note that the font used is the theme body font Cambria, but it should be the theme headings font Verdana to comply with Munson’s style guide.
4. In the Cell Styles gallery, right-click or access the context menu for the Heading 3 style you applied and select Modify….
5. Note that the options selected for Style includes are only Font and Border, and the options for Number, Alignment, Fill, and Protection are not selected. This means that applying this style will only affect the font and border formatting of the selected cells. That’s why the green fill color remained.
6. Change the Format for the Font to Verdana (Headings) 9 pt. for the style.
7. Select all the column header cells and change the Fill Color to No Fill.
8. Now that you’ve corrected those problems, select all the column headers, make the text centered in the cells, and wrap the text on two lines. Although only one of the column headers needs the text wrapped, you want to keep the formatting consistent for all the column headers.

During or after the Try-it, your teacher will display the final solution for the EventsList worksheet with the expected finished appearance for the Munson’s List of Events. Now it’s time to check your results. Does your data on the Munson’s List of Events match the solution? If it doesn’t match, apply any formatting options to make it match. If it does match, congratulations!

You have only one more topic before you’re ready for the Cornerstone.

## Topic 2: Clear formatting

 Sometimes, when you’re working with Excel, you’ll need to remove all formatting from cells. Maybe it’s because you’ve inherited a workbook from someone else who had completely formatted the workbook to give it an oceanside beach hut vibe. You might not find that style in poor taste, but perhaps your style is more cabin-in-the-woods. So, you want to start over with fresh, unformatted cells to apply completely different formatting to the worksheet; and if it’s a Munson’s workbook, you want to ensure that it complies with Munson’s style guide.

Excel has commands that allow you to clear certain aspects of cells. For example, if you select cells and press the Delete key on your keyboard, you’re not actually “deleting” cells. The Delete key is the keyboard shortcut for the Clear Contents command, so you’re clearing the contents of the cell while keeping the cell and its formatting.

Like the Clear Contents command, the Clear Formats command clears formatting but leaves contents. The Clear All command clears the contents and the formatting. These commands are in the ribbon’s Home tab, in the Editing group, from the Clear option. Refer to Figure 14: Excel Clear menu and Clear Contents ScreenTip with keyboard shortcut hint.

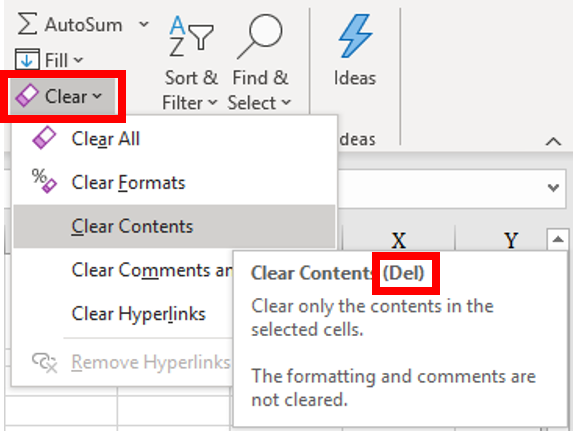


Figure 14: Excel Clear menu and Clear Contents ScreenTip with keyboard shortcut hint

|  |  |  |
| --- | --- | --- |
|  | Additional information  For more information on clearing formats from cells, go to: [Clear cells of contents or formats](https://aka.ms/clear-cells-of-contents-or-formats) | |
|  | | Did you know?  Formatting cells adds to the file size of an Excel workbook, just as worksheets, data, and formulas do. As a best practice, you should avoid formatting the complete worksheet and instead just format the areas that you’re using. Unnecessarily large files take up more storage space and can become slow to respond.  How much of a difference could it make? Consider this point: Most worksheets that you build will only take up a relatively small portion of an Excel worksheet. For example, if your worksheet list or report uses cells A1:N1000 (14,000 cells) and prints out on 60 pages, that’s only using a tiny fraction—not even 1% of the cells on the entire worksheet (over 17 billion!). So, if you have 100% of a worksheet formatted when you only need less than 1% formatted, that’s a lot of unnecessary extra formatting data in your workbook file.  For more information on finding and clearing unnecessary formatting on a worksheet, go to: [Locate and reset the last cell on a worksheet](https://aka.ms/Locate-and-reset-the-last-cell-on-a-worksheet) |

### Activity: Show and tell

This is a student-driven demonstration on removing all cell formatting. One student works from the teacher computer that is projected in the classroom. Other students help the student through the steps. If some students cannot figure this out, they can reference the “Clear cells of contents or formats” article for assistance. That article was listed in the Additional information callout in this topic. The teacher might also provide hints.

#### Resources required

You’ll need the following resources for this activity:

* Open L3\_T2\_act\_ideas\_pages\_starter.xlsx in this lesson’s Learning Activity Resources.
* The Excel Help feature.

#### Activity instructions

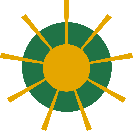
You or another student will use the teacher computer. The students will direct the presenting student on the steps to clear formatting from all the cells on the worksheet. Some key indicators of success:

* There is no more color on the worksheet.
* All cells use the same font, with no bold or italics.
* The gridlines are all the same.
* Text data is aligned left and numbers are aligned right (in the Alignment tab of the Format Cells dialog box, Horizontal will be set to General).
* No cell contents are rotated, and all are aligned to the bottom of the cells.

What other clues indicate that there’s no formatting on the worksheet? Do you have any other observations?

### Try-it: Clear formatting

### Try-it

 Now that you’ve successfully completed the transformation of the Munson’s List of Events on the EventsList worksheet, you’re ready to start working on the next workbook for the Munson’s Workbook Style Challenge for the interns. However, when you open the workbook, it seems that someone already formatted the worksheet, and that the format doesn’t follow the guidelines in the Munson’s Pickles and Preserves Farm style guide document. You must use the Clear Formats command to remove all formatting from the worksheet.

#### Resources

You’ll need the following resources for this Try-it:

* Open L3\_T2\_try\_volunteers\_list\_starter.xlsx in this lesson’s Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this Try-it:

1. Open L3\_T2\_try\_volunteers\_list\_starter.xlsx.
2. Remove all formatting from the entire VolunteersList worksheet.
3. Refer to the indicators of success in the learning activity to verify that you’ve completed the task.

## Wrap-up

In this lesson, you’ve learned how to use Cell Styles to quickly and consistently apply multiple formatting attributes to a worksheet. To accelerate that process, you learned that you can use the Repeat command for some actions. Throughout this module, you learned many different ways to apply formatting, and some of them require a few steps. Consider how using Cell Styles and Repeat can improve your productivity and help you get your work done more quickly.

You also learned in this lesson that there’s an easy way to remove all formatting with the Clear Formats command. This makes preparing cells and worksheets for new formatting easier and prevents conflicting and inconsistent formatting from trying to fix existing formatting.

1. Which of the following styles are built-in cell styles in Excel?

Select all that apply.

1. Calculation
2. Chart
3. Warning Text
4. Comma
5. If you have a cell at the bottom of a column that adds up all the numbers in the column, you might apply the Select here to enter text. cell style.
6. What kinds of formatting can be included in cell styles?

Select all that apply.

1. Font Size
2. Margins
3. Fill Color
4. Text Alignment
5. When you need a selection of cells to have only the original default formatting, you should use the Select here to enter text. command.

# Glossary

|  |  |
| --- | --- |
| Alignment | Positioning content or objects horizontally or vertically, lining up with cell borders, in Excel. |
| Attributes | Qualities, characteristics, or properties. |
| Column data | Cells containing data below the column header. |
| Column headers | Cells at the top of a column of data that contain the names of the columns. Also called column labels. |
| Default | Starting setting or option, before any choice is applied by the user. |
| Dialog box | A window in which to enter information or make selections. |
| Format, Formatting | (n.) The appearance properties of items or objects, including fonts, font size, colors, borders, and numbers.  (v.) Change or set these properties and apply the changes. |
| Row labels | Cells at the beginning of a row of data that contain the name of the row or the category of the row’s data. Also called row headers. |
| ScreenTip | Small windows that display descriptive text when you rest the pointer on a command or control. |

# Cornerstone

## Overview

After you’ve completed the lessons and try-its and navigated through several scenarios, the Cornerstone project will combine everything and test your ability to apply what you’ve learned.

Munson’s maintains a List of Volunteers in an Excel file to store information on the people who volunteer at Munson’s farm. After you finish formatting the EventsList worksheet to follow the Munson’s Pickles and Preserves Farm style guide, the event coordinator asks you to similarly transform the VolunteersList worksheet to maintain consistency. You’ll need to apply formatting to the VolunteersList worksheet to make it similar to the EventsList worksheet that transformed during the lessons. To do so, you’ll:

* Change the font, color, size, and style of text.
* Change fill color and borders of cells.
* Apply number and date formats.
* Reuse formatting from cells to apply to other cells.
* Configure vertical and horizontal alignment of cell contents.
* Enable text to wrap to multiple lines within the same cell.
* Merge multiple cells together into one larger cell.
* Apply built-in cell styles.
* Remove formatting.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding Microsoft Office Specialist (MOS) exam objectives.

|  |  |
| --- | --- |
| Cornerstone project objectives | Exam OD |
| Format font, fill, and border attributes of cells and cell contents. | * 2.2.6: Apply cell formats from the Format Cells dialog box |
| Apply number formats to cells. | * 2.2.5: Apply number formats |
| Copy and paste formatting by using Format Painter. | * 2.2.3: Format cells by using Format Painter |
| Align, rotate and indent cell contents. | * 2.2.2: Modify cell alignment, orientation, and indentation |
| Merge cells and center content across cells. | * 2.2.1: Merge and unmerge cells |
| Wrap cell content onto multiple lines. | * 2.2.4: Wrap text within cells |
| Apply cell styles to cells. | * 2.2.7: Apply cell styles |
| Remove all formatting from a selection. | * 2.2.8: Clear cell formatting |

Table 6: Cornerstone objectives

## Duration

50 minutes

## Instructions

1. Complete the tasks below for each file.
2. When you first save your file, add your name to the end of the filename, for example: Cornerstone\_volunteers\_list\_Dwayne\_Espino. Follow your teacher’s directions for where to save your files. Be sure to save your file regularly throughout the Cornerstone tasks and after you finish.
3. When you’ve finished the Cornerstone, assess your completion and enter the points that you think you earned within the task lists below. You can ask for your teacher’s help, if required.

## Tasks

You’ll work with one file in this Cornerstone. The following are the tasks that you must complete within this file.

### File: Cornerstone\_volunteers\_list\_starter.xlsx

#### Task: Format the title of the list (14 points)

1. Open Cornerstone\_volunteers\_list\_starter.xlsx. (1 point)
2. Format the title of the worksheet, List of Volunteers, so that it’s centered horizontally in the five-cell space allowed for it to the left of the Munson’s Pickles and Preserves Farm logo. (4 points) (Exam objective 2.2.1)
3. Position the title so that it’s centered vertically within the row it occupies. (3 points) (Exam objective 2.2.2)
4. Format the title with the following attributes: (Exam objective 2.2.6)
5. Theme Font: Verdana (Headings) (1 point)
6. 28 pt. (1 point)
7. Theme Font Color: Blue, Accent 2 (2 points)
8. Theme Fill Color: Gold, Accent 5, Lighter 80% (2 points)

Points scored: Select here to enter text./14

#### Task: Apply the common attributes to the list cells (5 points)

1. Change the borders to the thinnest solid-line style with the color of Blue, Accent 2 for the outline and inside borders. (3 points) (Exam objective 2.2.6)
2. Make the cell contents start at the top of the cells. (2 points) (Exam objective 2.2.2)

Points scored: Select here to enter text./5

#### Task: Format the list column headers (9 points)

1. Format the column headers as Heading 3 style. (2 points) (Exam objective 2.2.7)
2. Without changing the column widths, make sure all the text in the column headers is readable. (4 points) (Exam objective 2.2.4)
3. Center the headers horizontally within each cell. (1 point) (Exam objective 2.2.2)
4. Make sure that the cell contents line up at the bottom of the cells. (2 points) (Exam objective 2.2.2)

Points scored: Select here to enter text./9

#### Task: Format the data cells in the Num column (1 point)

* Center the numbers horizontally within each cell. (1 point) (Exam objective 2.2.2)

Points scored: Select here to enter text./1

#### Task: Format the data cells in the First Name column (3 points)

* Format all the first-name cells with the following attributes: (Exam objective 2.2.6)

1. Make them bold and italic. (1 point)
2. Change the font color to Theme Color: Dark Green, Accent 1. (1 point)
3. Set the fill color to Theme Color: Gold, Accent 5, Lighter 80%. (1 point)

Points scored: Select here to enter text./3

#### Task: Format the data cells in the Last Name column (3 points)

* Make the formatting of all the last-name cells match the formatting of the first name cells. (3 points) (Exam objective 2.2.3)

Points scored: Select here to enter text./3

#### Task: Make a copy of your work (6 points)

To capture the work that you’ve completed before continuing to make changes, you’ll make a copy of part of your work in another location on the worksheet and give it a heading.

1. In cell A30, enter the text: Showing My Work. (1 point)
2. Format cells A30:H30 with Heading 1. (2 points) (Exam objective 2.2.7)
3. Copy all the cells in the list only (cells A3:H23) and then paste starting at A32. (3 points)
4. Leave this area of the worksheet as it is for the remainder of the Cornerstone.

Points scored: Select here to enter text./6

#### Task: Reformat the data cells in the First Name and Last Name columns (6 points)

1. Go back to the original data area of the worksheet, clear the formatting from the first name and last name data cells but not the headers. (2 points) (Exam objective 2.2.6)
2. For the first name and last name data cells:
3. Make the formatting the same as the data cells under the Roles header.   
   (3 points) (Exam objective 2.2.3)
4. Make the cells bold. (1 point)

Points scored: Select here to enter text./6

#### Task: Format the data cells in the Start Date column (4 points)

* Format the start-date data cells with the following attributes:

1. Center the data horizontally within each cell. (1 point) (Exam objective 2.2.2)
2. Format so that the start date for Maura Mejia is 11/29/2013 or 29-11-2013. (3 points) (Exam objective 2.2.5)

Points scored: Select here to enter text./4

#### Task: Format the Days Worked data cells (5 points)

* Format the Days-Worked data cells with the following attributes:

1. Align the data to the right within each cell. (1 point) (Exam objective 2.2.2)
2. Format as a number with one decimal place. (4 points) (Exam objective 2.2.5)

Points scored: Select here to enter text./5

#### Task: Format the phone number data cells (5 points)

* Format the phone number data cells with the following attributes:

1. Center the data horizontally within each cell. (1 point) (Exam objective 2.2.2)
2. Format as a phone number. (4 points) (Exam objective 2.2.5)

Points scored: Select here to enter text./5

#### Task: Format the data cells in the Roles column (4 points)

* Without changing the column widths, make sure all the text in the Roles column data cells is readable. (4 points) (Exam objective 2.2.4)

Points scored: Select here to enter text./4

#### Task: Test the formatting (5 points)

* As a test of your formatting skills, enter the data for the following volunteer in the next list row (Num 12), and verify that it has the correct formatting. Refer to the solution file displayed by the teacher to compare your results. (5 points):

|  |  |
| --- | --- |
| First Name: | <your own first name> |
| Last Name: | <your own last name> |
| Start Date: | 12/31/2020 |
| Days Worked: | 0 |
| Home Phone: | 1234567 |
| Mobile Phone: | 1234567 |
| Roles: | Parking, food server/seller, ticket sales |

Points scored: Select here to enter text./5

TOTAL POINTS: Select here to enter text./70