# **Module 3 Summary – Formatting**

# (Excel Skills for Business: Essentials)

This module focused on using Excel's **Home** and **Page Layout** ribbons to make workbooks clear, consistent, and professional. Formatting not only improves appearance—it helps communicate data effectively.

#### **Main Areas Covered**

#### Font Section (Home Tab):

Changed font type, size, color, and added bold, italics, underline, and cell fill colors to highlight information.

## Alignment Section (Home Tab):

Used horizontal/vertical alignment, *Wrap Text*, *Merge & Center*, *Indent*, and text orientation tools for clean, structured layouts.

## Number Section (Home Tab):

Applied suitable number formats—currency, percentage, date, time, and custom formats—to display values correctly.

## • Styles Section (Home Tab):

Used Cell Styles and Conditional Formatting to maintain a consistent and professional look.

#### Themes (Page Layout Tab):

Applied document themes to coordinate fonts, colors, and effects across the entire workbook for a unified design.

### • Format Painter (Home Tab):

Quickly copied and applied formatting from one range to another for consistency and efficiency.

### **Key Takeaways**

- Professional formatting makes data easier to read and interpret.
- Consistency through Styles and Themes ensures a polished, branded look.
- Formatting should enhance meaning—not just decoration.
- Efficiency tools like Format Painter and Themes save time and maintain uniformity.

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