

Chapter 7

Word Watch

- Number Format
- Alignments
- Rotate
- Format Painter

FORMATTING WORKSHEET



Learning Objectives

After completing this chapter, you should be able to:

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

Applying Bold, Italics and Underline

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

Apply Bold, Italics and Underline

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

Excel immediately applies the formatting to the data.

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

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

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

Work File: Sales.xlsx

The screenshot shows a Microsoft Excel window titled "Sales - Microsoft Excel". The "Home" tab is selected. In the "Font" group, the "Bold" icon (B) is highlighted with a blue circle and the number 3. The "Font" dropdown arrow is also highlighted with a blue circle and the number 2. The cell C3 is selected and highlighted with a blue circle and the number 1. The data in the sheet includes columns for months April through August and rows for various categories like "2010 Sales" and "Total Sales".

This screenshot shows the same Microsoft Excel window as the previous one, but with different formatting applied. The cell F3 is selected and highlighted with a blue circle and the number 1. The "Font" dropdown arrow is highlighted with a blue circle and the number 2. The "Font" group is open, showing "Calibri" and "11pt" as the current settings. The data in the sheet remains the same.

Changing the Font and Size

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

Change The Font

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

Excel immediately applies the font.

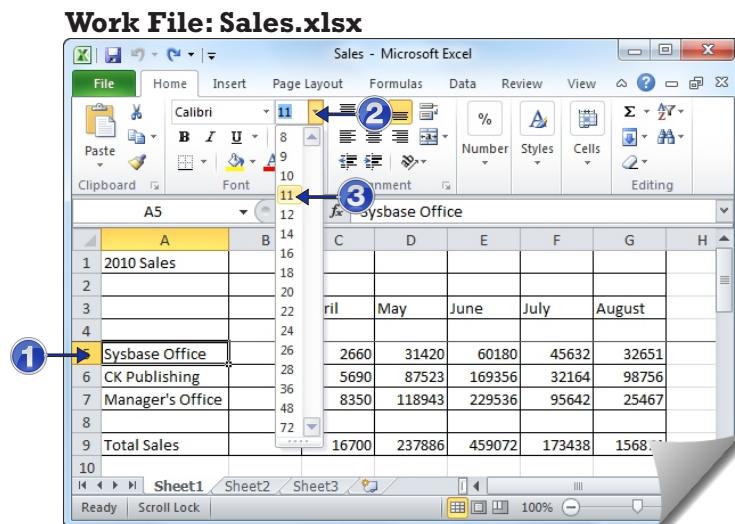
This screenshot shows the Microsoft Excel window again, but with a larger font size. The cell F3 is selected and highlighted with a blue circle and the number 1. The "Font" dropdown arrow is highlighted with a blue circle and the number 2. The "Font" group is open, showing "Calibri" and "11pt" as the current settings. The data in the sheet is displayed in a larger font size.

Work File: Sales.xlsx

Change The Font Size

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

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



Changing Number Format

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

Change Number Format

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

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

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

The screenshot shows the Microsoft Excel interface with the 'Sales.xlsx' file open. The 'Home' tab is selected. In the top ribbon, the 'Number' tab is selected in the Font group. A yellow box highlights the dropdown arrow. Step 2 points to the arrow, step 3 points to the 'Number' tab in the dropdown, and step 4 points to the 'Currency' category in the list. Step 5 points to the 'More Number Formats...' button. The main worksheet area displays data for different months across columns C through D. Step 6 points to the 'Number' tab in the 'Format Cells' dialog box, step 7 points to the 'Currency' category in the list, and step 8 points to the 'OK' button at the bottom right of the dialog.

Increasing or Decreasing Decimal

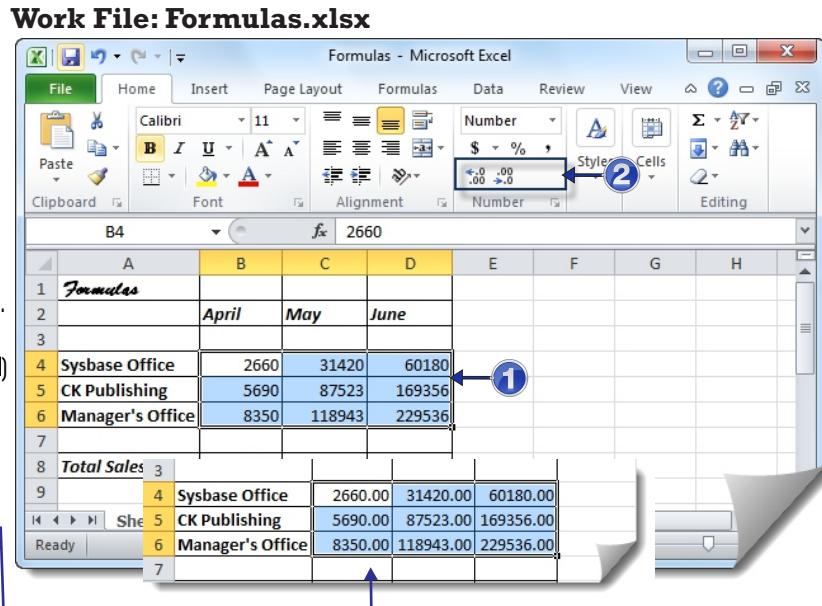
You can control the number of decimals that appear with numeric data using the Increase Decimal and Decrease Decimal commands. For example, you may want to increase the number of decimals shown in a cell, or reduce the number of decimals in a formula result.

Increase or Decrease Decimal

- ① Select the cell or range that you want to format.
- ② Click a decimal button.

- Click the Increase Decimal icon (↑) to increase the number of decimals.
- Click the Decrease Decimal icon (↓) to decrease the number of decimals.

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



Changing Data Color

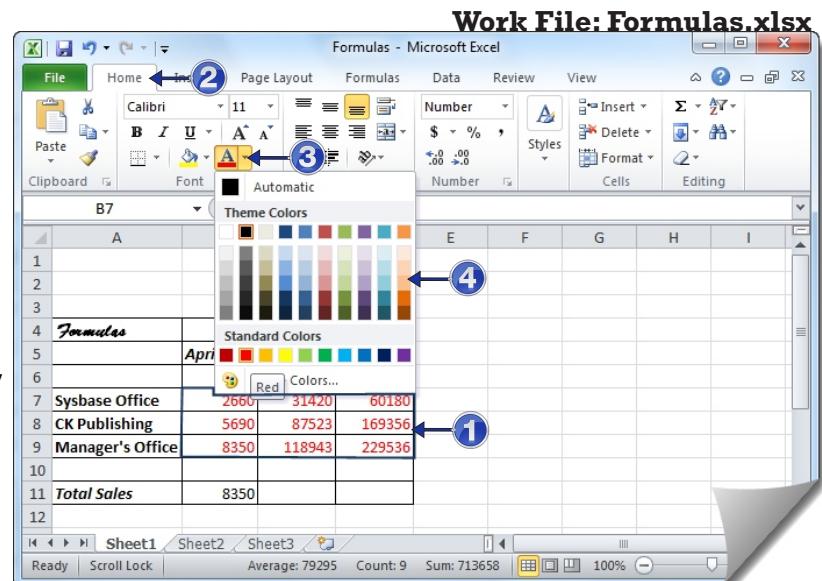
You can change the color of your data, whether the data are numeric or text. For example, you can select a brighter color for any cell data that you want to bring attention, or select a different color for the column headers in your worksheet.

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

Change Data Color

- ① Select the cell, range, or data that you want to format.
- ② Click the Home tab.
- ③ Click the Font Color's pull-down arrow ▾.
- ④ Click a color from the palette.

Excel applies the color to the data.



Aligning Cell Data

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

Align Cell Data

Set Horizontal Alignment

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

Excel immediately applies the alignment to your cells.

Work File: Sales.xlsx

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

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

Set Vertical Alignment

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

Excel immediately applies the alignment to your cells.

Work File: Sales.xlsx

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

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

Rotating Cell Data

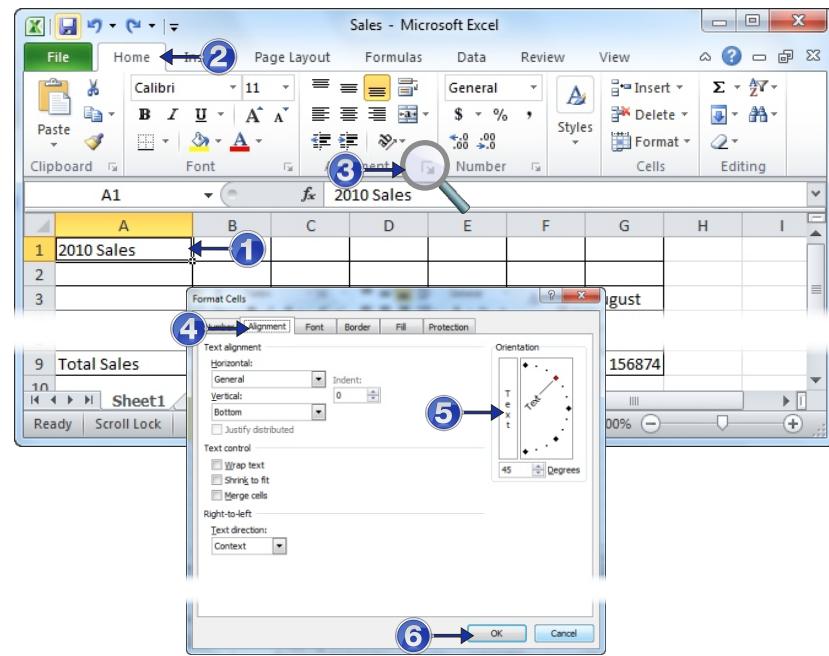
You can rotate cell data to flip text sideways or print it from top to bottom instead of from left to right. For example, you may want to rotate long column headers to keep your column widths shorter.

Rotate Cell Data

- 1 Select the cells that you want to rotate.
- 2 Click the Home tab.
- 3 Click the Alignment dialog box launcher (¶).
- The Format Cells dialog box opens.
- 4 Click the Alignment tab.
- 5 Click the orientation that you want to apply or type the degrees of rotation you want to set.
 - To orient data to display from top to bottom instead of from left to right, click this box shown in the snapshot.
- 6 Click OK.

Excel applies the orientation alignment to the cells.

Work File: Sales.xlsx



Copying Cell Format

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

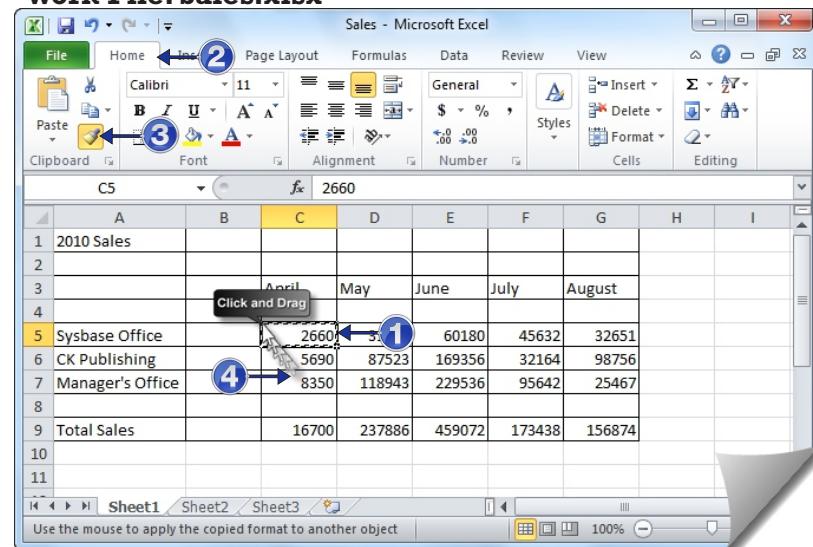
Copy Cell Format

- 1 Select the cell or range containing the formatting that you want to copy.
- 2 Click the Home tab.
- 3 Click Format Painter (brush icon).
- Excel surrounds the cell or range with a blinking border.
 - To copy the same formatting multiple times, double-click the brush icon.
- 4 Click and drag over the cells to which you want to copy the formatting.

Excel immediately copies the formatting to the new cells.

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

Work File: Sales.xlsx



Chapter 7 Formatting Worksheet

Directions:

1. Launch **Microsoft Excel**.
2. Open the **Cool Freeze** worksheet that you have saved.
3. Follow the steps on how to format text (Applying Bold, Italics and Underlines, Changing the Font and Size).
4. Do the following:
 - a. Set the title "Ice Cream Remittance" to bold.
 - b. Underline the names of the vendors.
 - c. Italicize the days.
 - d. Change the font of all the text to "Berlin Sans FB" and the font size to 18.
5. Save the worksheet as **Formatting Text** and place it to your own folder.

Chapter 7 Formatting Worksheet

Directions:

1. Launch **Microsoft Excel**.
2. Open the **Formatting Text** worksheet.
3. Follow the steps on how to change the number format and increase or decrease decimal numbers.
4. Do the following:
 - a. Change the format of all numbers to currency.
 - b. Change the data of "Week 3" in cell A3 to "March 03, 2010". Then set it to the date format.
 - c. Add two (2) decimal places on each figure of sales.
5. Save the worksheet as **About Numbers** and place it to your own folder.

Exercise 62 The Basic Format

Preview:

Days	Alvin	Jonas	Tiborci	Bador	Peter	Total Day Remittance:
Monday	765	563	789	478	478	
Tuesday	562	856	758	256	846	
Wednesday	456	941	845	475	851	
Thursday	756	621	658	685	589	
Friday	846	589	951	478	658	
Saturday	874	946	863	568	957	
Answer's of any Function used:						
grade and summary						

Exercise 63 Formatting Matters

Preview:

Days	Alvin	Jonas	Tiborci	Bador	Peter	Total Day Remittance:
Monday	765	563	789	478	478	
Tuesday	562	856	758	256	846	
Wednesday	456	941	845	475	851	
Thursday	756	621	658	685	589	
Friday	846	589	951	478	658	
Saturday	874	946	863	568	957	
Answer's of any Function used:						
grade and summary						

Chapter 7 Formatting Worksheet

Directions:

1. Launch Microsoft Excel.
2. Open the **About Numbers** worksheet that you have saved.
3. Follow the steps on how to change data color, align cell data and copy cell format.
4. Do the following:
 - a. Assign a definite color to each sale of vendors in a week. Then set the rest of the data into green color.
 - b. Apply Center Horizontal and Vertical alignment to the data.
 - c. Rotate the five names of vendors to 45 orientation.
 - d. Copy cell format. Copy all the data and place them in cell A25.
5. Save the worksheet as **Coloring and Copying** and place it to your own folder.

Chapter 7 Formatting Worksheet

Directions:

1. Launch Inspiration.
2. Open and answer **Formatting Worksheet**.
3. Give the correct type of format as indicated.
4. Save the exercise as its document name and place it to your own folder.

TIPS

How do I set indents for my cell text?

You can use the Increase Indent and Decrease Indent commands to add indents to lines of text in your worksheet. To indent text, click the **Home** tab, and then click the **Increase Indent** icon () on the Formatting toolbar. To decrease an indent, click the **Decrease Indent** icon ()



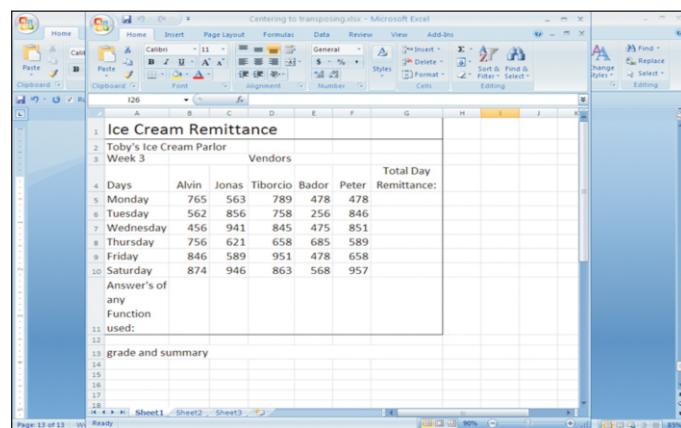
Can I justify my text to line up with both the left and right margins in a cell?

Yes. To justify cell text, you must open the Format Cells dialog box and click the **Alignment** tab, as outlined in the steps in this section. You can then click the **Horizontal** and click **Justify** to assign justification to your cell text.



Exercise 64 Color Copy

Preview:



Days	Alvin	Jonas	Tiborci	Bador	Peter	Total Day
Monday	765	563	789	478	478	3263
Tuesday	562	856	758	256	846	2818
Wednesday	456	941	845	475	851	3593
Thursday	756	621	658	685	589	3101
Friday	846	589	951	478	658	3832
Saturday	874	946	863	568	957	3942

Exercise 65 Worksheets Format

Preview:

