



2.2.6 and 2.2.7 Apply Cell Formats and Styles

Now that you've completed this lecture, you should be able to apply various formats and styles to the data in your worksheets.

Try the techniques on your own using the following steps

1. Open the workbook named 2267 provided as a resource with this TIY. For the cell range A4 to A10 in the Marketing Plan Budget worksheet, modify the format as follows:
 - a. Font – Times New Roman
 - b. Font size – 10
 - c. Font Colour – Blue Accent 1
 - d. Fill Colour – Yellow
 - e. Pattern Style – 25% Grey
 - f. Outline border – Colour Orange Accent 2
2. In the Profit Forecast worksheet, in the cell range from B4 to G11, apply the Light Green, 20% - Accent 6 style.
3. Apply the Thin Diagonal Crosshatch pattern to the same range of cells.
4. Create a new style named MyStyle formatted as follows:
 - a. Background Colour – Blue – Accent 1
 - b. Pattern – 50% Grey
 - c. Outline Border – Red
 - d. Apply the new style to cells A13 to A16 in the Marketing Plan Budget worksheet.