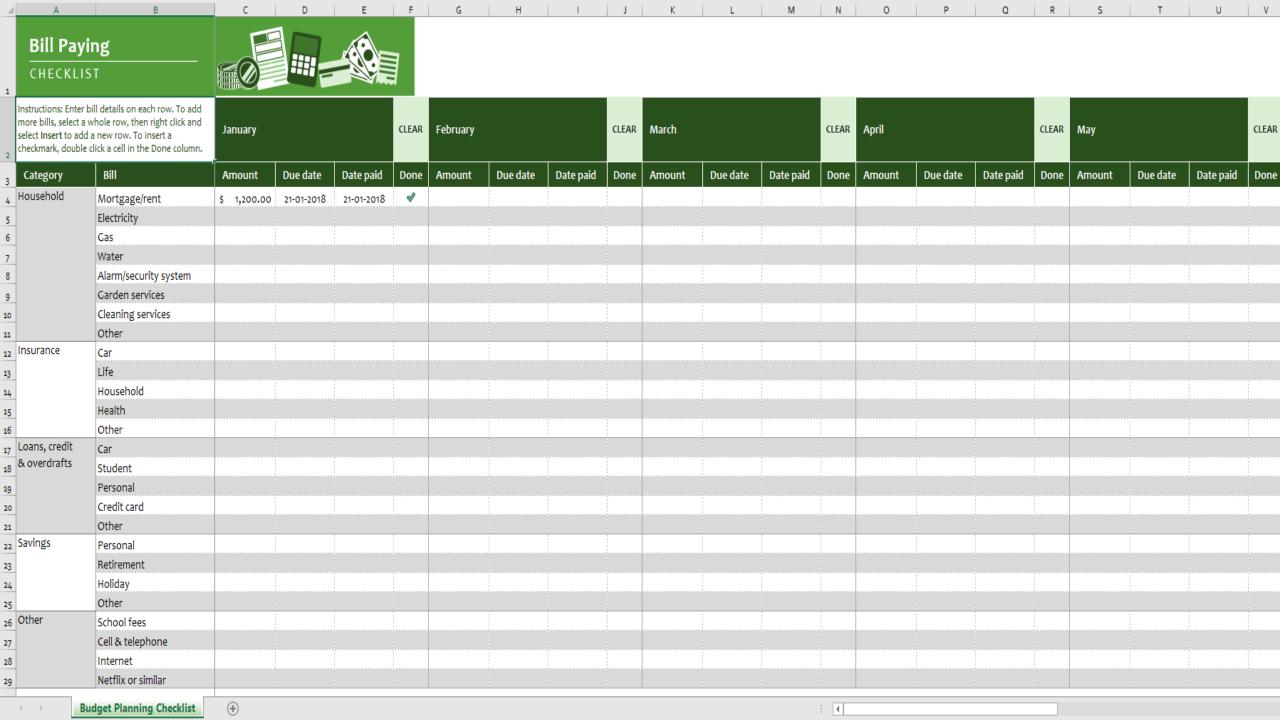
# Formatting Excel Worksheets and Cells

#### FORMATTING WORKSHEETS AND WORKBOOKS



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#### Course Pattern



Introduction to the topic or type of action



Reasons for performing said action



Practical implementation



### Module Overview



Fonts and borders in Excel

Page setup in Excel

Inserting and deleting - columns, rows and cells

Row height, column width, headers and footers

Workbook themes



#### Fonts and Borders in Excel



#### Fonts and Borders in Excel

Font Colour

Bold, Underline, Italic

Applying borders to your data





Formatting fonts and applying borders



### Formatting Fonts and Applying Borders

2		
3	PERSONAL WEEKLY FINA	NCE
4		
5	Salary	1000
6	Income from writing	150
7	Income from DS Projects	350
8	Client Refund	100
9	Subtotal: Income	1400
10		
11	Rent	230
12	Co-working space rent	110
13	Misc. Expennes	35
14	Subtotal: Expenses	375
15		
16	Net Income	1025
17		

2		
3		
4	PERSONAL WEEKLY FINA	NCE
5		
5	Salary	1000
•	Income from writing	150
3	Income from DS Projects	350
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1		
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5	Subtotal: Expenses	375
5		
7	Net Income	1025
8		

Then Now



## Page Setup in Excel



### Page Setup in Excel

Margins Orientation Size **Print Area Breaks** Background **Print Titles** 





Modifying page setup in Excel



## Inserting and Deleting - Columns, Rows and Cells



## Row Height, Column Width, Headers and Footers



## Row Height, Column Width, Headers and Footers

Row height – manually, numerically and autofit Column width manually,
numerically and
autofit

Headers and
Footers organization and
information





Adjusting row height and column width in Excel





Inserting headers and footers in Excel



#### Workbook Themes



#### Workbook Themes



Themes change look of workbook in one shot



Collection of colors, fonts, and effects



Workbooks looks consistent and professional





Changing workbook themes in Excel



#### Summary



Changing font colour and font styling options

Borders in a worksheet

Page setup options such as margins, orientation, print titles

Inserting and deleting cells, columns and rows

Methods to modify row height and column width

Why and how of headers and footers

Changing appearance with workbook themes

