

Formatting Cells and Ranges



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Module Overview



Merge and split Cells

Wrap text, cell alignment and indentation

Named ranges or cells

Cell styles and format painter



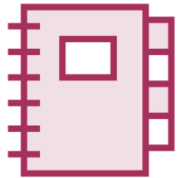
Merge and Split Cells



Why Merge and Split Cells?



Centering a title across columns



Organizing multiple sections under one heading



Splitting mistakenly merged cells

Demo



Merging and splitting cells in Excel



Wrap Text, Cell Alignment and Indentation



Cell Alignment

Alignment – where text is placed in relation to margins

Numbers – bottom right

Text – bottom left

Horizontal alignment – left, center, right

Vertical alignment – top, middle, bottom



Cell Indentation

Indentation – space between a margin and the beginning of a line of text

Tab in Word indents, not in Excel

Enhances readability and professionalism

Increase and decrease indentation



Wrap Text

A screenshot of an Excel spreadsheet. The top ribbon shows 'Clipboard', 'Font', and 'Alignment' tabs. The 'Clipboard' tab is active, showing a dropdown menu with 'B2' selected, a separator, and three icons: a red 'X', a green checkmark, and a formula icon 'fx'. To the right of these icons is a text box containing 'This is an example of wrapping text'. Below the ribbon, the spreadsheet grid is visible. Column headers are A through H, and row headers are 1 through 3. Cell B2 is highlighted with a green border and contains the text 'This is an example of wrapping text' which is wrapped onto two lines.

Before wrap text

Clipboard		Font		Alignment					
B2	:	X	✓	f _x	This is an example of wrapping text				
	A	B	C	D	E	F	G	H	
1									
2		This is an example of wrapping text							

After wrap text



Demo



Wrapping text & modifying cell alignment and indentation



Named Ranges or Cells



Named Range or Cell - Overview



Names simplify referring to an object / person

Can give human readable names for cells or range of cells in Excel

Use name instead of cell/range reference

Demo



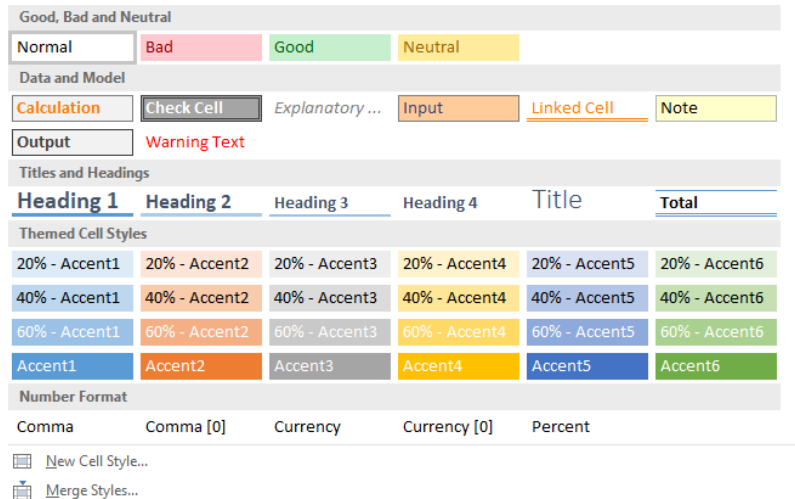
Creating and navigating to a named range or cell



Cell Styles and Format Painter



Cell Styles



Combination of formatting options

Font size and color, cell borders, number formats etc.

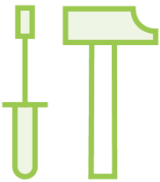
Many built-in cell styles



Format Painter



Copy look of one cell/range of cells to another cell/range of cells



Inbuilt tool – can copy border, font style, color, dimensions etc.



Not restricted to single cell



Demo



Using cell styles and format painter



Summary



Merging and splitting cells - organize sections under one heading

Wrap text - helps text and number overflow

Cell align and indentation - data placement inside a cell

Named ranges - ease process of referring to cells

Cell styles - inbuilt tool to create different styles for cells

Format painter - copy format across cells



Feedback

Discussion tab for any feedback or questions

Leave a star rating!



Thanks for watching!

