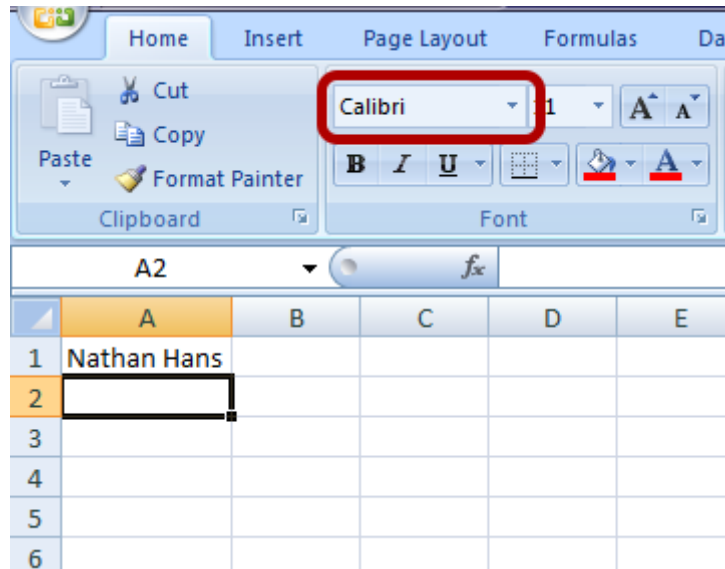


Formatting Cells

Font, alignment, and number are three types of formatting Excel provides. The font category allows you to change the basic characteristics of the text including size, type, color, and more. Alignment allows you to control how text is horizontally and vertically aligned in a cell. Number allows you to format numbers and dates.

Font

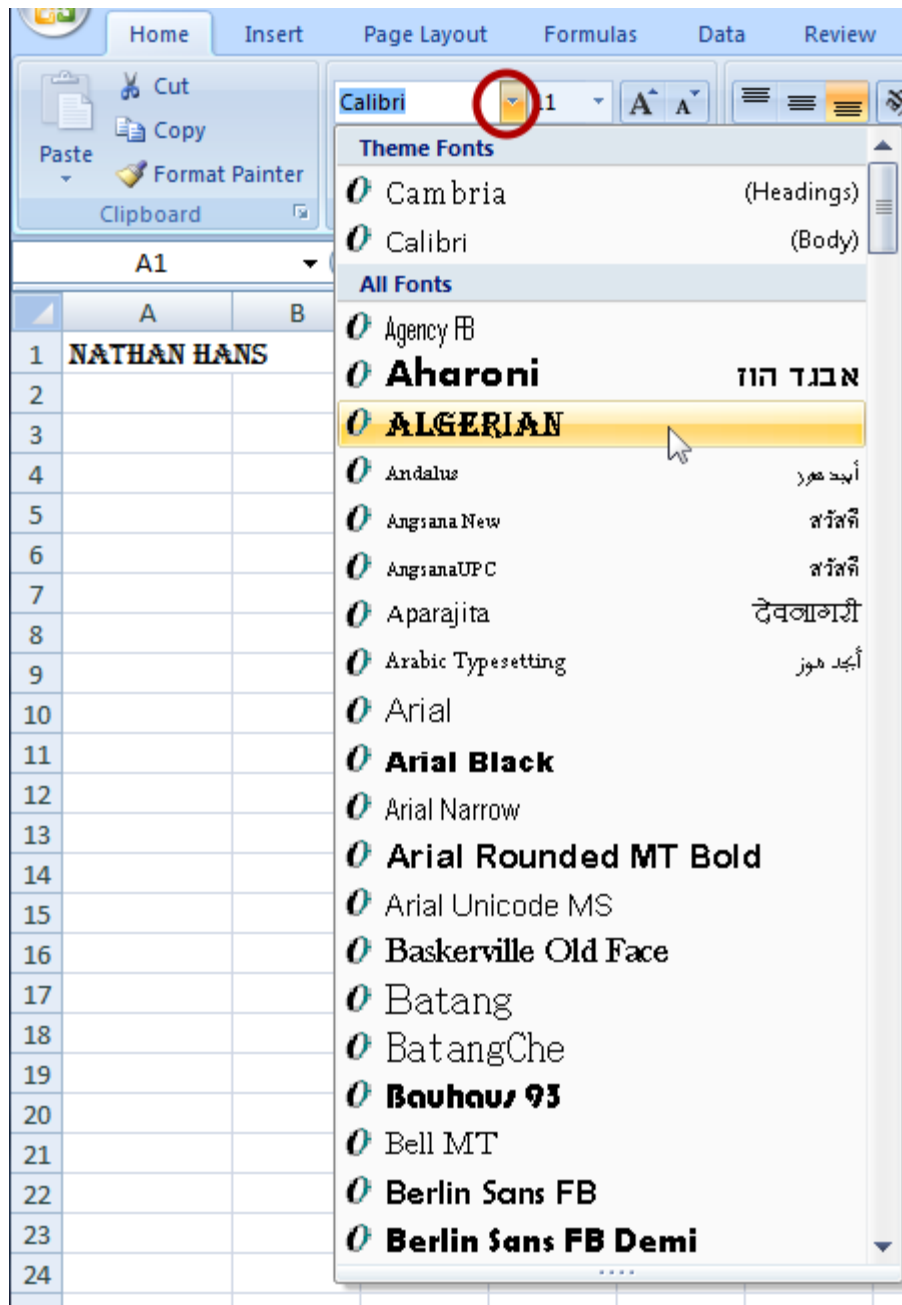


The font formatting can transform text.

Using formatting I can take my name, and format it to look better.

'Calibri' is the default font.

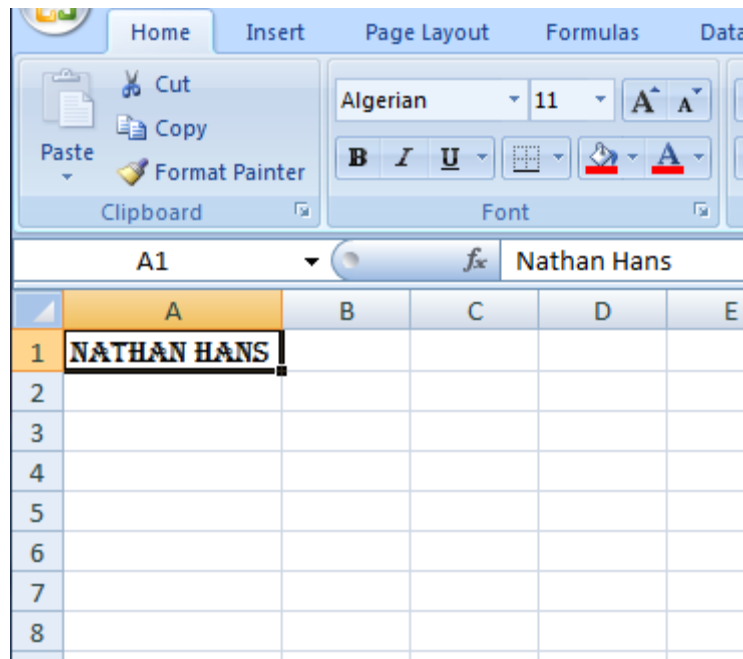
Change the font



Click the drop down arrow next to 'Calibri' to change the font face of text.

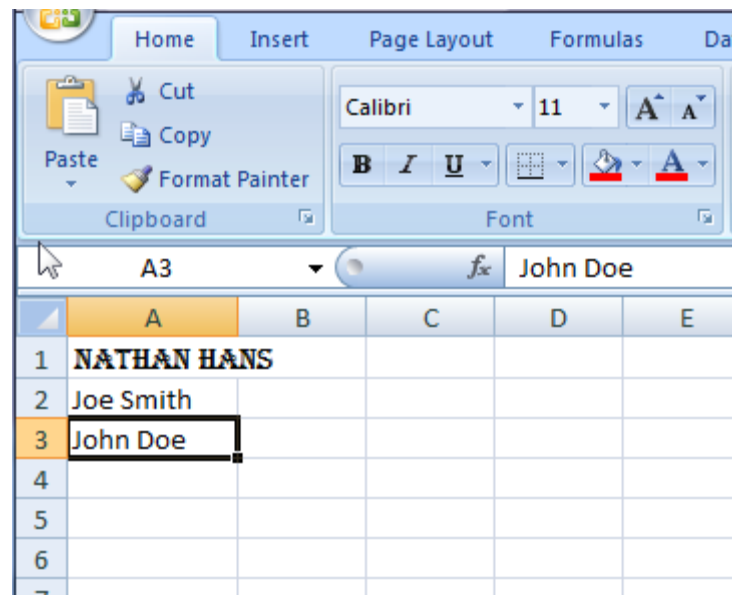
Notice as you highlight different fonts, your text will change to give you a preview. Until you actually select a font by clicking on it, nothing will change.

Outcome



Once you click on the font, it will change your text.

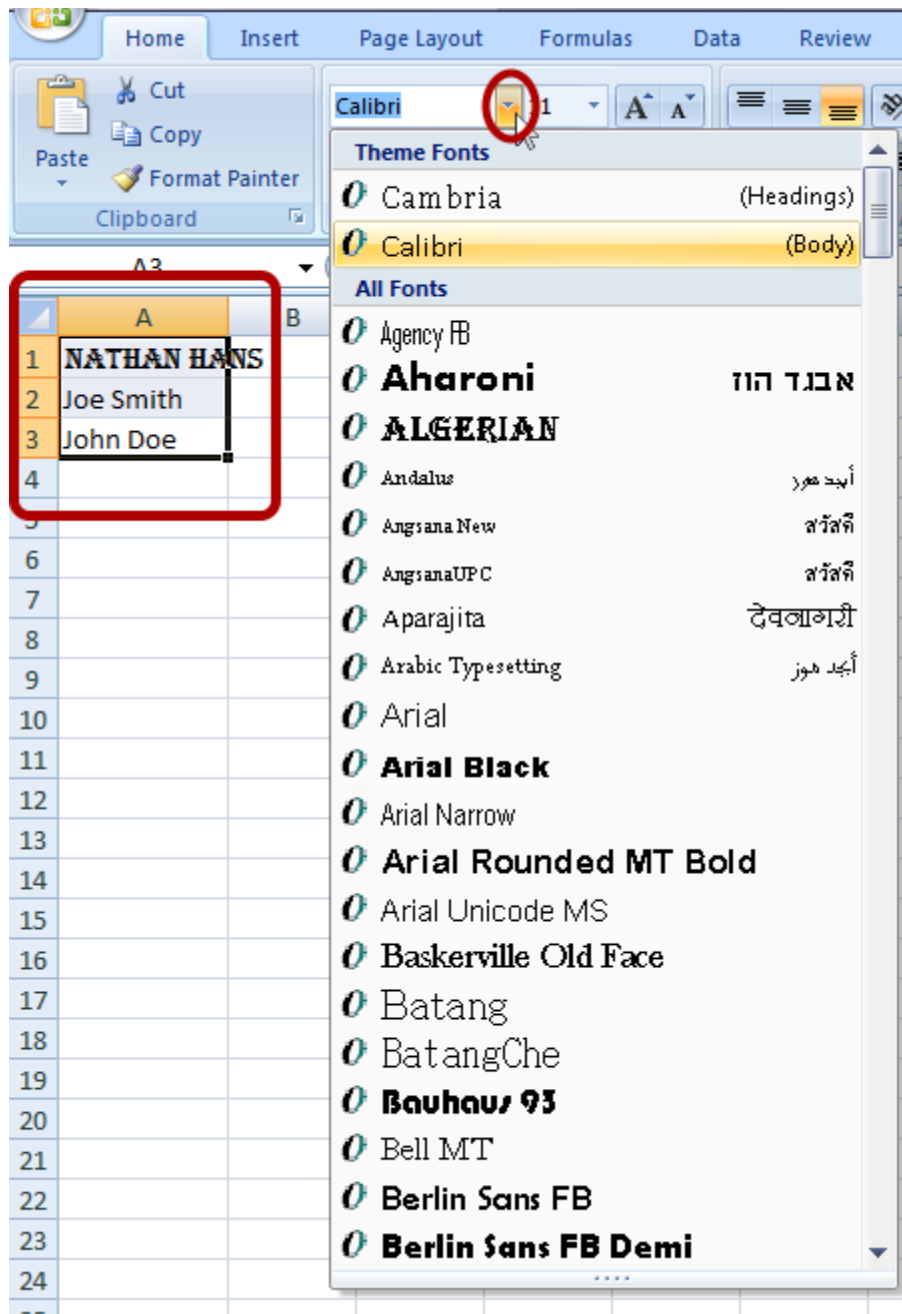
Change multiple cells



Font formatting **ONLY** works for the cells you have selected, all other cells will remain the default.

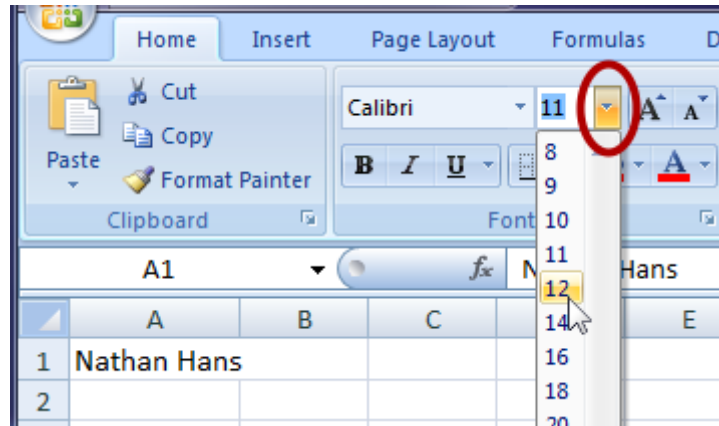
Notice after I add 'Joe Smith' and 'John Doe' they are still in 'Calibri' font.

Select Cells to Change



To change multiple cells, highlight the cells, then change them as you would an individual cell by clicking on the down arrow next to the font.

Font Size I

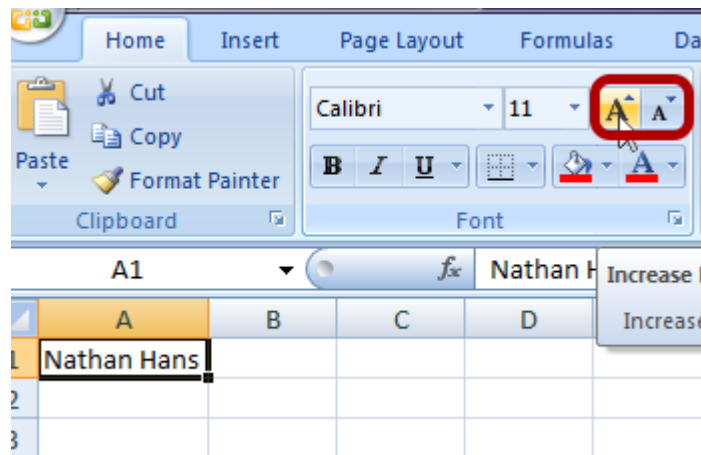


In addition to changing the font, you can also change the size of text.

The first way to change the font size is to hit the dropdown arrow next to the font size, in this case '11' and pick a new font.

This is best when you know what font size to choose.

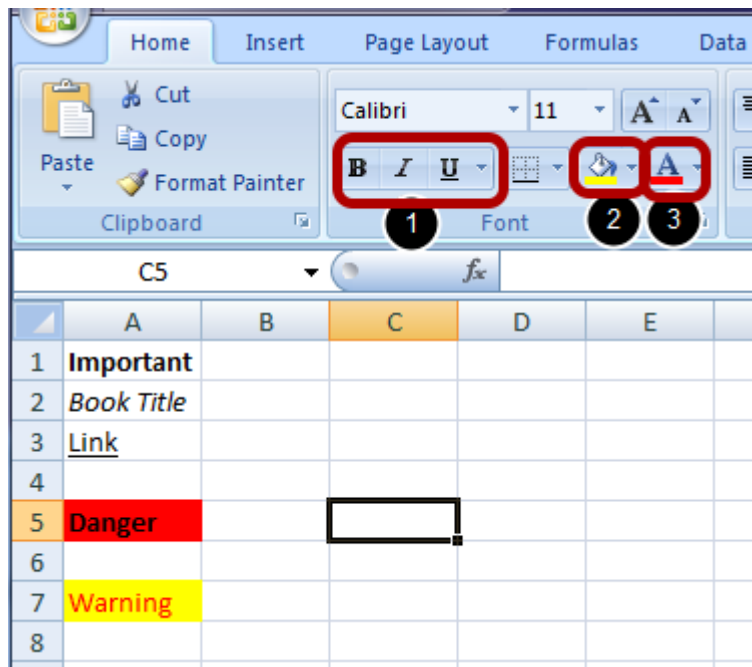
Font Size II



The second way to change the font size is to use the 'Increase Font Size' and 'Decrease Font Size.'

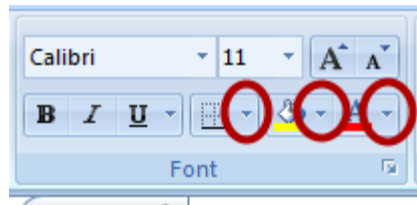
This will change the font one size at a time. This is a good tool if you are not sure what size you want.

Bold, Italic, and Underline



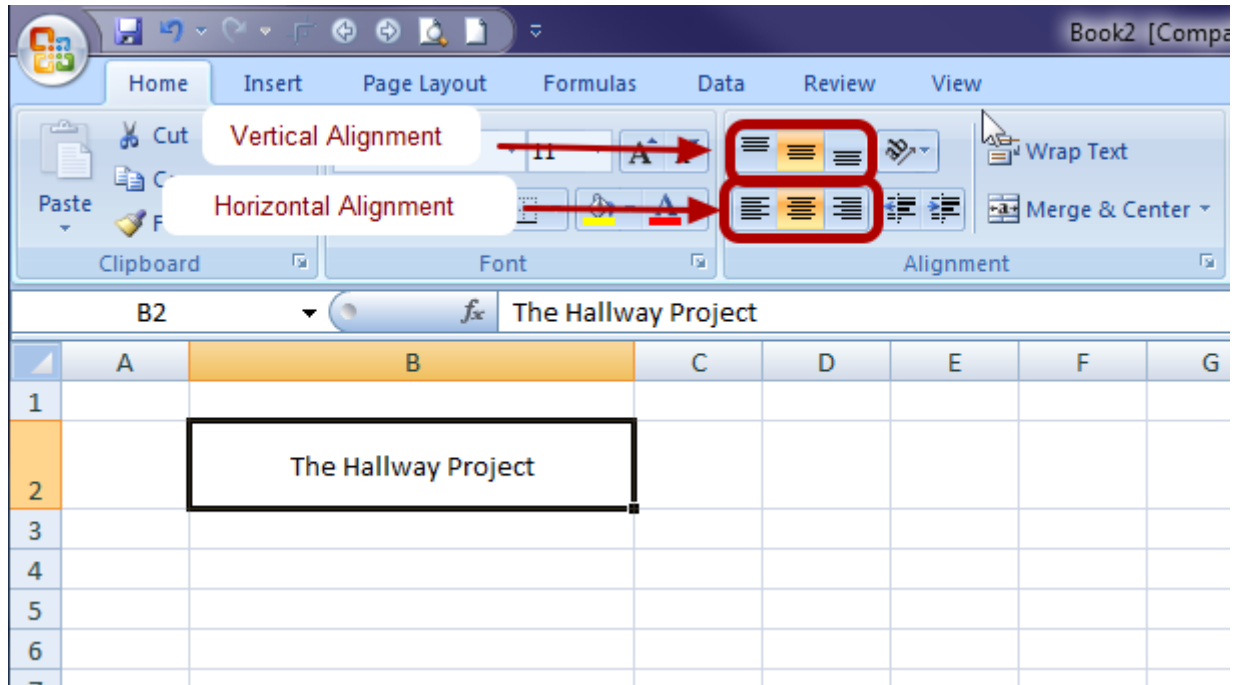
1. Bold, italic, and underline allow you to format your text for emphasis.
 2. Fill Color allows you to change the cell's background color.
 3. Font Color allows you to change the color of the text.
- To change the text, highlight the cell, and select the formatting you want to give it.

Drop Down Arrows



Remember the drop down arrows give you more options

Alignment



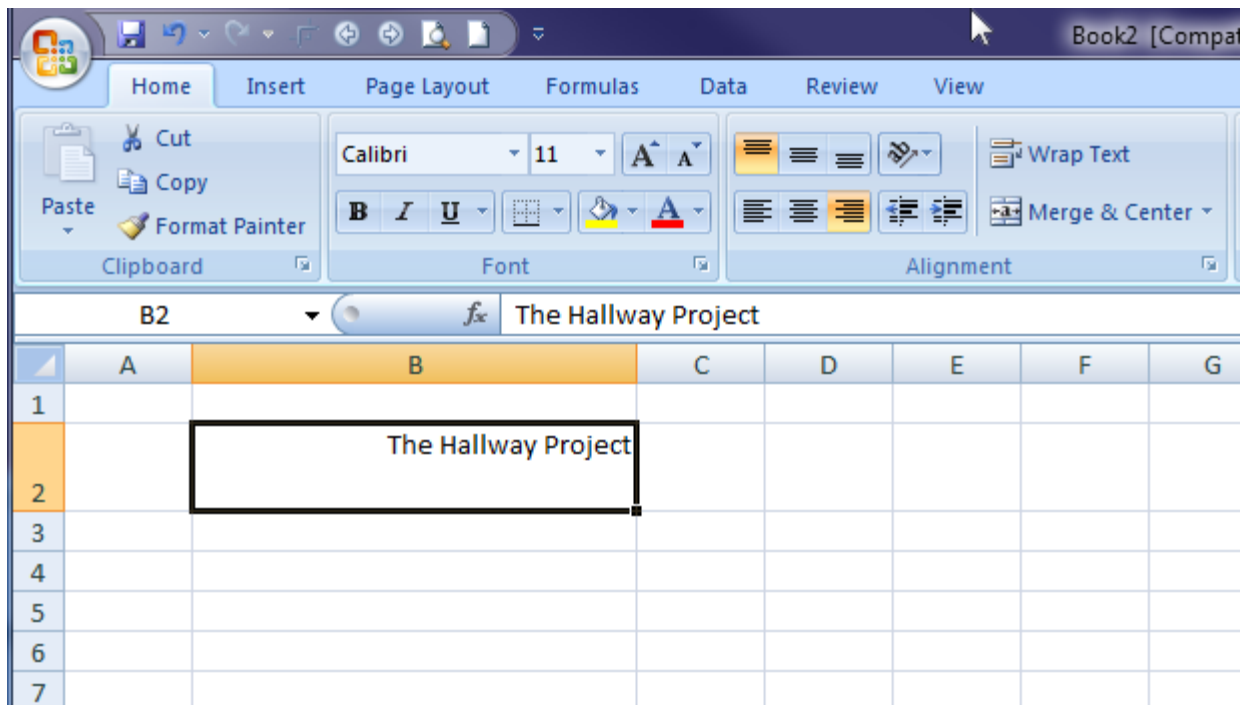
The alignment category allows you to move your text around inside a cell.

This text is middle aligned vertically and horizontally.

To change how something is aligned, select it then click on which alignment you want.

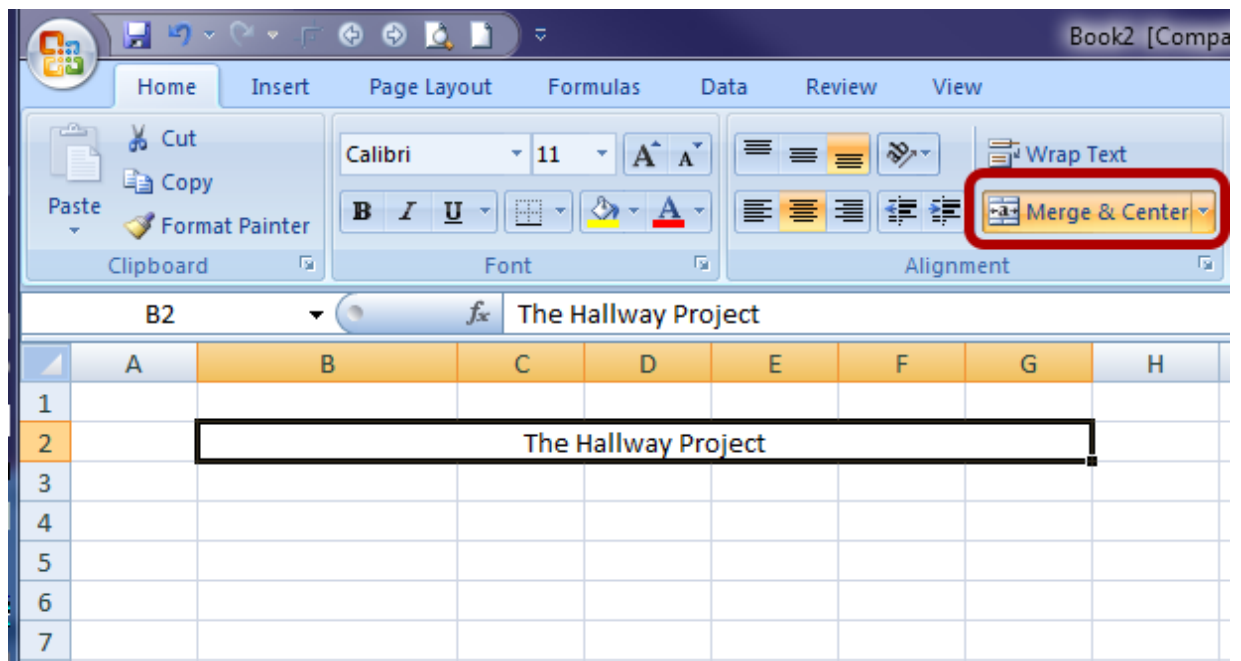
NOTE: Vertical alignment won't show unless your cell is tall enough. Increase the row size to see the effect.

Alignment



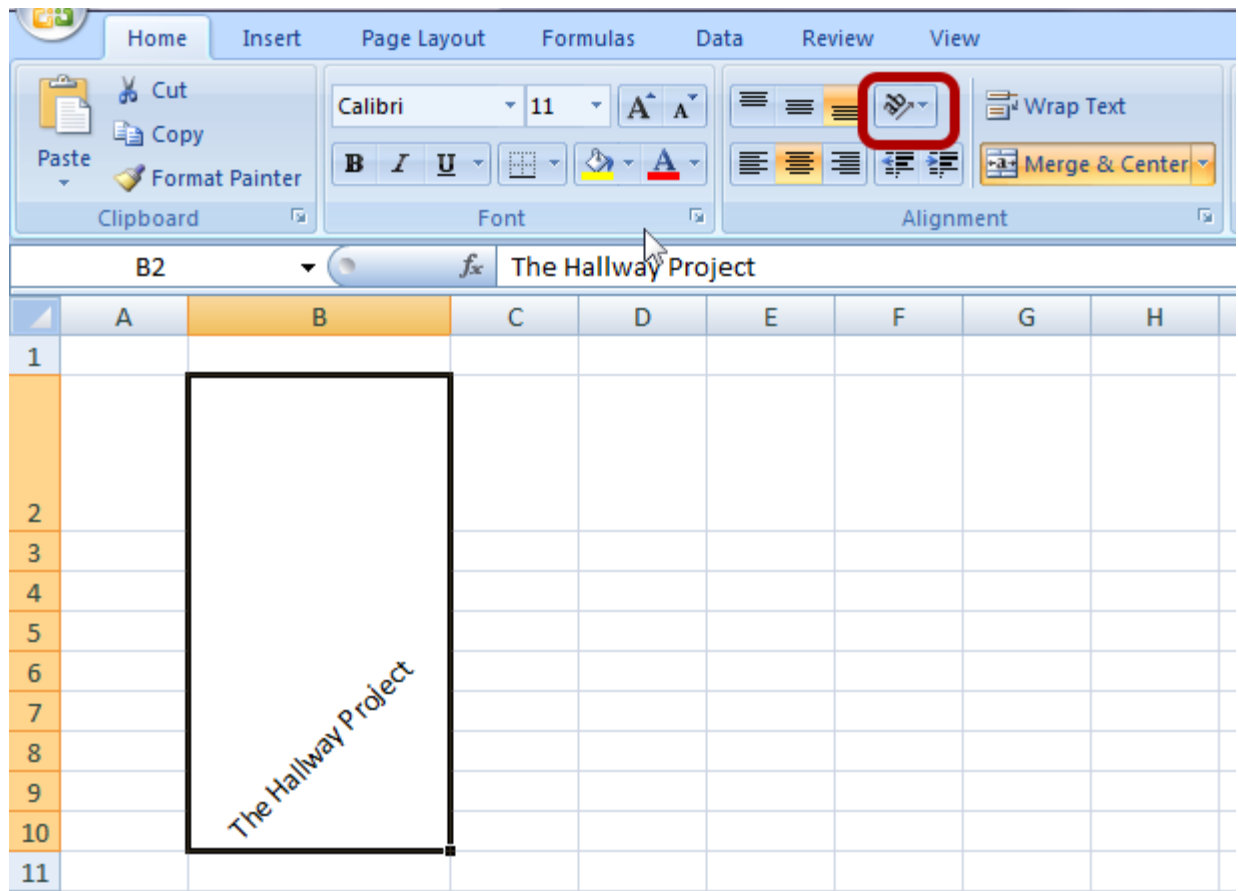
This text is top and right aligned.
By default, text is bottom and left aligned.

Merge & Center



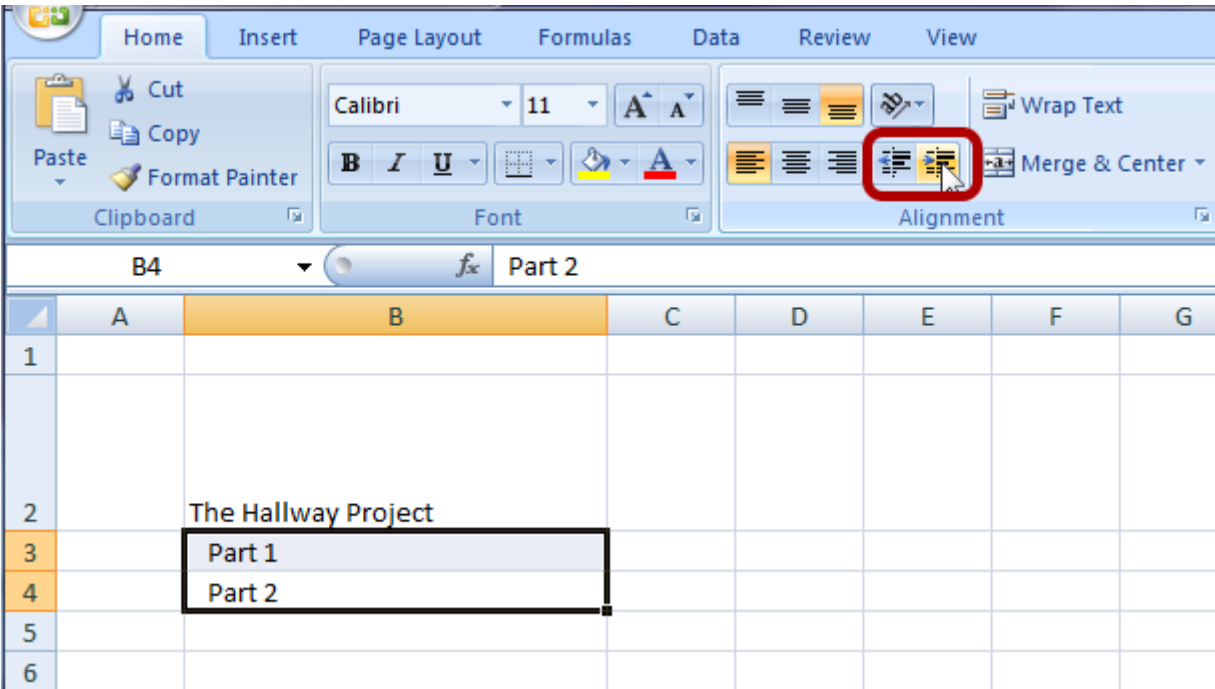
Merge and Center allows you to center text over a number of rows or columns.
This is great if you need a header for group of text.

Orientation



Use the orientation button to change the angle of your text.

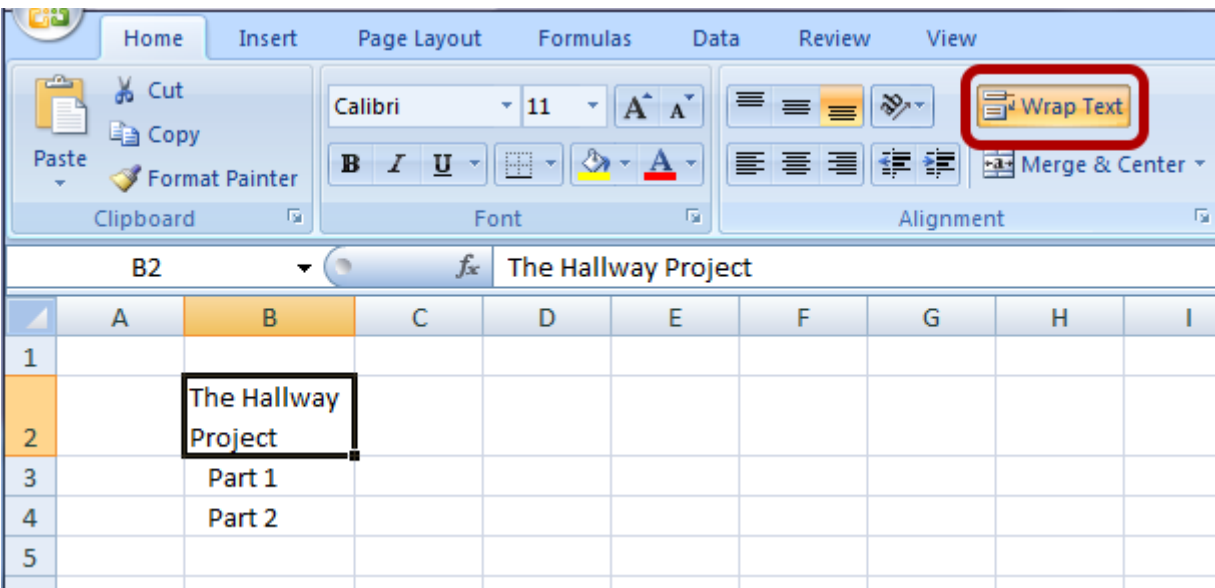
Increase Indent



Increase indent and decrease indent buttons allow you to create space between the border and the text in a cell.

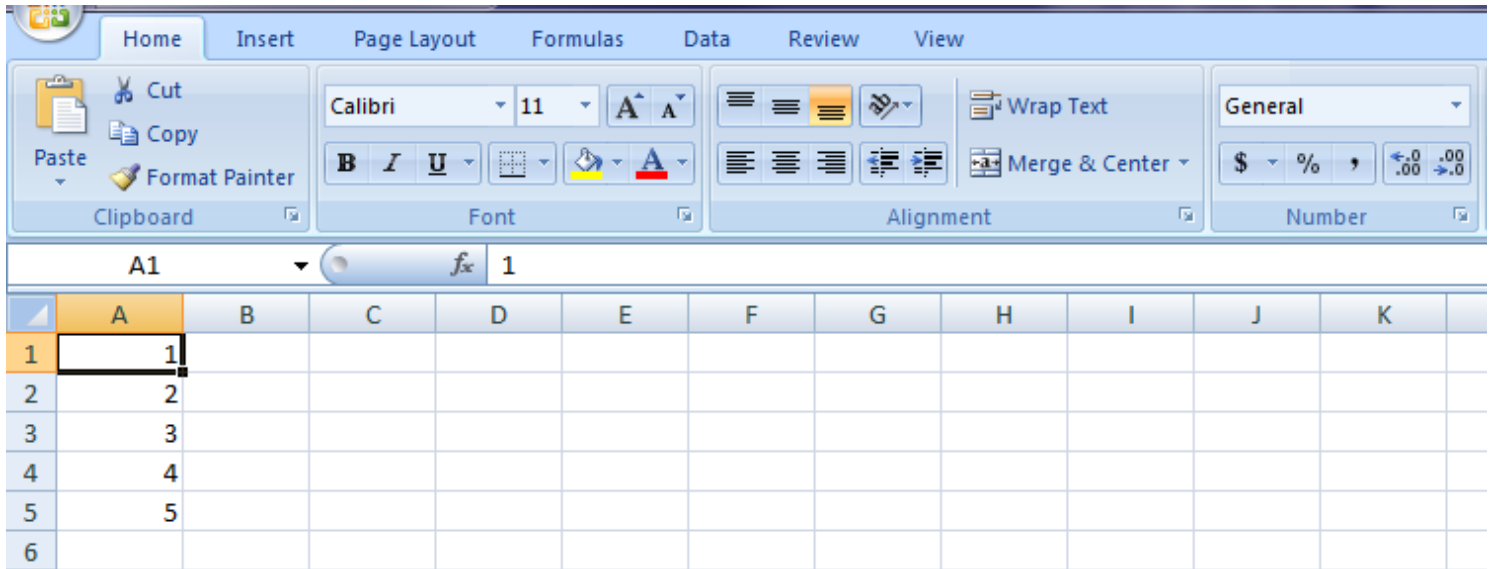
This is great for making subcategories really stand out.

Wrap Text



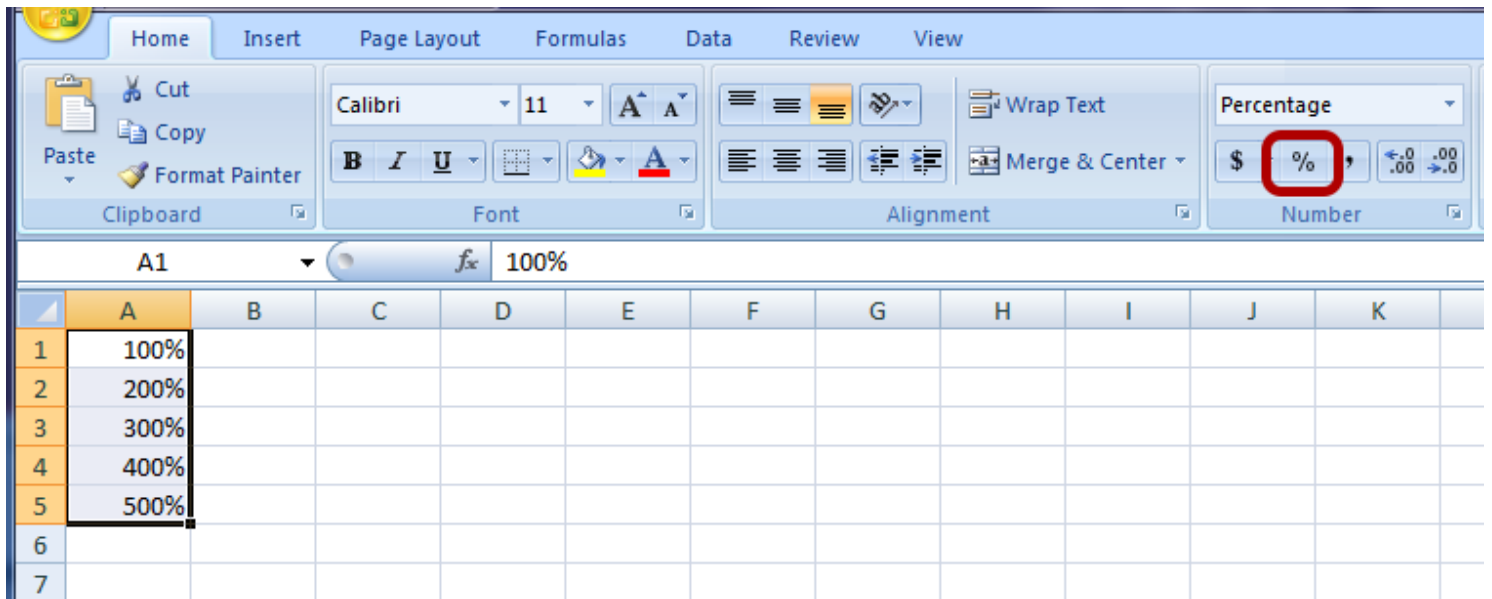
The 'Wrap Text' button makes text that is too wide for a cell, to wrap to the next line instead of sprawling out across the worksheet. Text will only wrap if it is too long for the cell.

Numbers



Numbers are special in Excel because you can do so much with them. Formatting is important if they are going to have meaning.

Percentage



To format as a percentage, click the '%' button.

Notice that 1 is turned into 100%.

After a cell is in percent format, if you type in '1' that means '1%'.

Practice

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The 'Number' group is active, and the 'Percentage' dropdown menu is open, showing options for '\$', '%', and 'Number'. The spreadsheet shows a column of percentages in cells A1 through A6: 100%, 20%, 300%, 400%, 500%. Cell A2 is selected and contains the value 20%.

Give it a try by changing A2 to 20. It should now show 20%.

Accounting

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The 'Number' group is active, and the 'Accounting' dropdown menu is open, showing options for '\$', '%', and 'Number'. The spreadsheet shows a column of monetary values in cells A1 through A6: \$ 1.00, \$ 0.20, \$ 3.00, \$ 4.00, \$ 5.00. Cell A1 is selected and contains the value \$ 1.00.

To format something using money click the '\$'
This will change the format to 'Accounting'

Accounting vs. Currency

	A	B	C	D	E	F	G	H	I	J	K
1	\$ 1.00		\$1.00								
2	\$ 0.20		\$0.20								
3	\$ 3.00		\$3.00								
4	\$ 4.00		\$4.00								
5	\$ 5.00		\$5.00								
6	\$ -		\$0.00								
7	\$ (2.00)		-\$2.00								
8											

You'll notice Excel has two money oriented format, 'Accounting' and 'Currency'

	A	B	C	D	E	F	G	H	I
1	\$ 1.00		\$1.00						
2	\$ 0.20		\$0.20						
3	\$ 3.00		\$3.00						
4	\$ 4.00		\$4.00						
5	\$ 5.00		\$5.00						
6	\$ -		\$0.00						
7	\$ (2.00)		-\$2.00						
8									

If you drop down the Number Format, you will notice Excel has both 'Currency' and 'Accounting'. There are a few minor differences between the two:

1. Accounting format aligns all '\$' signs at the left edge of the cell. Currency aligns '\$' sign next to the number.
2. Accounting shows a '-' for zero value. Currency shows an actual zero.
3. Accounting shows negative numbers using '()'. Currency shows the '-' sign.

To pick the Number format you want, use the '\$' sign for 'Accounting' and use the 'Number Format' drop down button for Currency.

Default Date Formats

The screenshot shows the Excel ribbon with the 'Number Format' dropdown menu open. The menu lists several formats: General (No specific format), Number (40909.00), Currency (\$40,909.00), Accounting (\$40,909.00), Short Date (1/1/2012), Long Date (Sunday, January 01, 2012), Time (12:00:00 AM), Percentage (4090900.00%), Fraction (40909), and Scientific (4.09E+04). A red circle labeled '3' highlights the dropdown arrow in the top right corner of the menu. Two red arrows labeled '1' and '2' point from the 'Short Date' and 'Long Date' options respectively to the cell A1, which contains the date '1/1/2012'.

Excel dates have two default formats and lots of non-default formatting.

The two defaults are:

1. Short Date
2. Long Date

To change the formatting of a date, click on the 'Number Format' dropdown arrow(3).

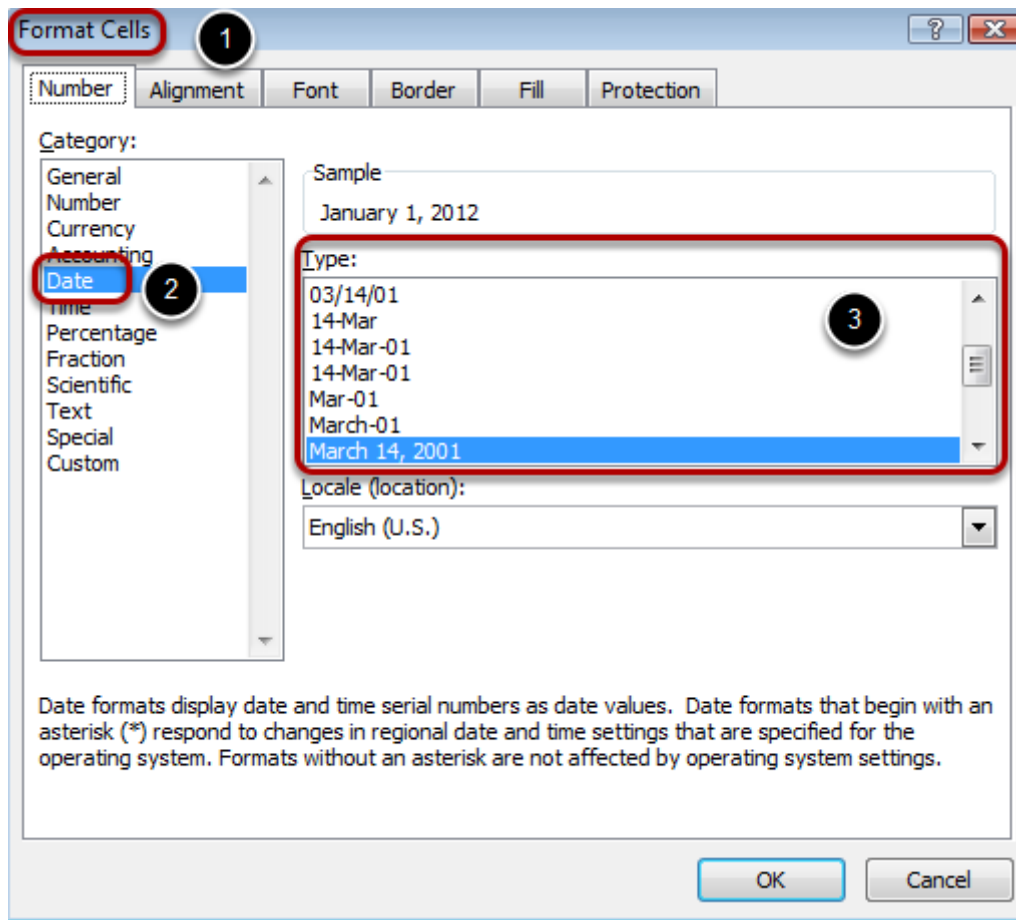
More Date Formats

The screenshot shows the Microsoft Excel interface with the 'More Number Formats' task pane open. The task pane is on the right side of the window, and the 'Number' category is selected. The 'More Number Formats...' button at the bottom of the task pane is highlighted with a red box. A red circle with the number '1' points to the dropdown arrow in the task pane header, and a black circle with the number '2' points to the highlighted button.

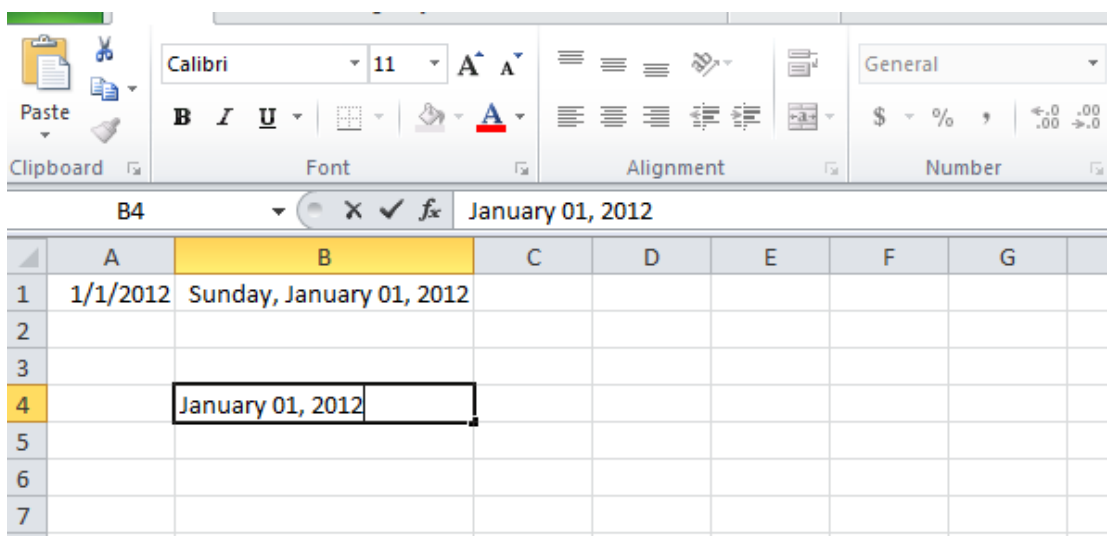
	A	B	C	D	E
1	1/1/2012	Sunday, January 01, 2012			
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

To find many more date formats:

1. Click on the 'Number Format' dropdown arrow
2. Click on 'More Number Formats...'

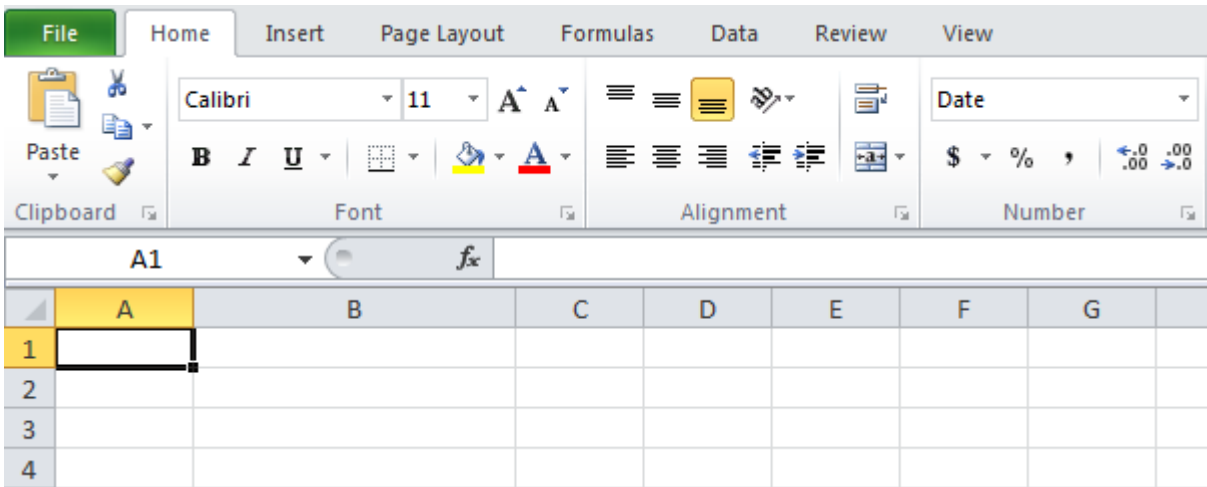


1. "Format Cells" box will pop up.
2. Make sure Date is selected under category.
3. Choose from the many formats available.



One final way to get a date format is to simply type it in.
 Excel is designed to interpret what you want(it doesn't always work out so well)
 By typing in 'January 01, 2012'

Date Warning



One problem with using dates comes when you delete them.

Notice A1 and B1 are both empty.

Also notice the 'Number Format' is still Date for A1. and B1

If you type in your birthyear instead of your birthdate, you will get an arbitrary date.