

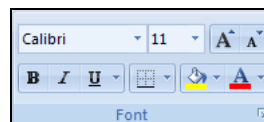
## 7. Formatting the Worksheet

### 7.1 Text Formatting

Excel 2007 allows a great deal of control over the appearance of the worksheet. Most of the formatting buttons are on the *Home Ribbon*.

To change the text attributes of cells...

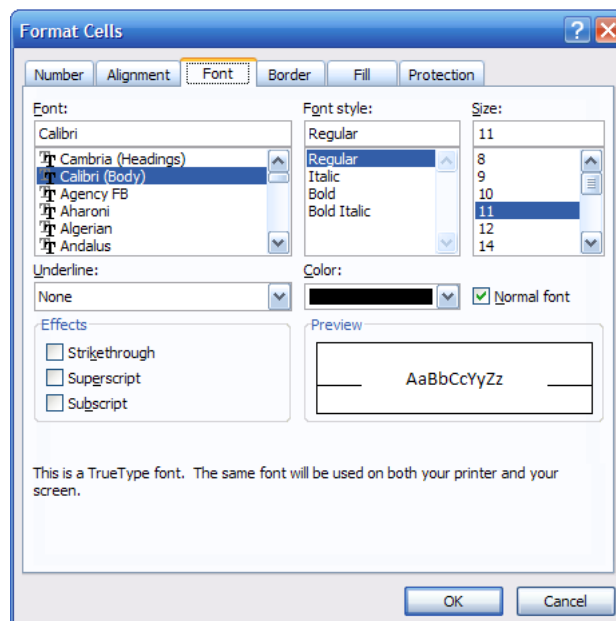
- **Select** the relevant cells
- **Click** the required button(s) from the *Font Section* of the *Home Ribbon*



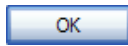
Click to display the *Format Cells* dialogue box

Or...

- **Right Click** the cell to be changed and select **Format Cells...** from the resulting pop-up menu
- From the *Format Cells* dialogue box **select** the **Font** tab



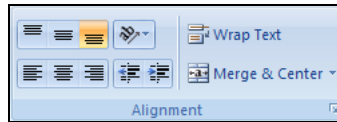
You can specify the following options...

1. The **Font**: to be used (the default font in Excel 2007 is Calibri)
  2. The **Font style**: (e.g. Bold or Italic)
  3. The **Size**: (in points – a point is  $\frac{1}{72}$  of an inch)
  4. The text **Color**:
  5. The use of **Effects** (such as Subscript, Superscript or Strikethrough)
- Make the desired selections and **Click**  when finished

## 7.2 Changing Text Alignment

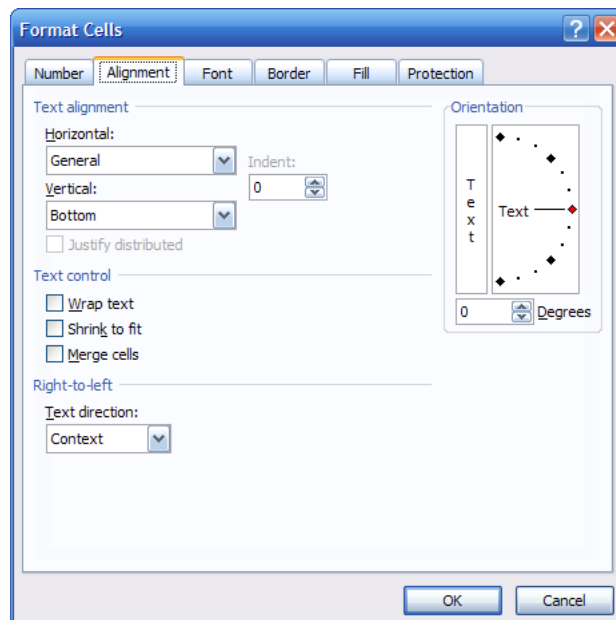
Normally labels are left aligned and values right aligned. However you can change this as follows...

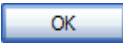
- **Select** the cells containing the labels or values to be changed
- **Click** the required button(s) from the *Alignment Section* of the *Home Ribbon*



Or...


- Right Click in the cell to be changed and select **Format Cells...** from the resulting pop-up menu
- From the *Format Cells* dialogue box **select** the **Alignment** tab



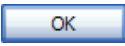
- **Specify** the required *Horizontal:* or *Vertical:* alignment
- If necessary, specify the *Orientation* (which displays text at an angle)
- **Click**  when finished

## 7.3 Centring Text Over Columns

To centre a title across several cells...

- **Type** the text in the leftmost cell of the range across which you want to centre
- **Click + Drag** over the cells you wish the text to be centred across
- **Click**  from the *Alignment Section* of the *Home Ribbon*


Or...

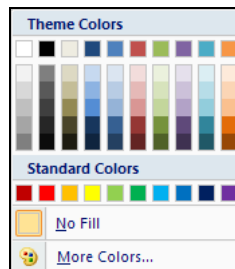
- **Display** the *Format Cells* dialogue box (as described and illustrated above) and select the **Alignment** tab
- **Click** the *Horizontal*: drop-down arrow and choose **Centre Across Selection**
- **Click** 

## 7.4 Changing Fill Colour

A fill refers to the background colour of a cell. The default is *No Fill* which appears as white, but you can make it almost any colour you choose. Changing the fill colour can enhance or add emphasis to certain parts of a worksheet, (but don't overdo it!)

To change Fill colour...

- **Select** the cell or range you want to colour
- **Click** the **Fill Color** drop-down arrow on the right of the  button from the *Font Section* of the *Home Ribbon* to display the *Fill Color* palette




- **Select** a colour on the palette to apply it to the selected cell or range

## 7.5 Changing Font Colour

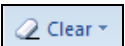
The widespread use of colour printers and electronically distributed Workbooks means that the use of colour provides visual variety. It is worth remembering that dark text on a light background fill colour or light text on a dark background fill colour looks best and is clearly legible.

To change the Font Colour...

- **Select** the cell or range you want to change
- Click the **Font Color** drop-down arrow on the right of the  button from the *Font Section* of the *Home Ribbon* to display the *Font Color* palette, very similar to the *Fill Color* palette
- **Select** a colour on the palette to apply it to the selected cell or range

## 7.6 Removing Formatting

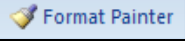
You can remove all the formatting in a cell without touching the contents.

- **Select** the cell or range that you want to clear of formatting
- **Click**  from the *Editing Section* of the *Home Ribbon*
- Select **Clear Formats** from the resulting menu

## 7.7 The Format Painter

When you have spent some time formatting a Workbook the Format Painter can be used to apply the same format to other cells on the same worksheet. This saves a lot of time and cuts down the risk of mismatched formatting.

To use the Format Painter...

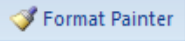
- **Select** the cell or range that contains the formatting you require
- **Click**  from the *Clipboard Section* of the *Home Ribbon*



**The mouse pointer now has a little paintbrush attached to it**

- **Click** the cell or **Click + Drag** through the range to apply the formatting

To copy formatting to lots of cells or ranges...

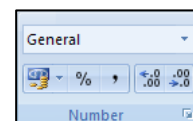
- **Double-Click** 
- **Click** the cells or **Click + Drag** through the ranges to apply the formatting
- **Repeat** as often as required
- Press **Escape** when you have finished

## 7.8 Using Numeric Formats

Excel has a number of pre-defined numeric formats built-in which can be easily applied or customised.

To apply numeric formats...

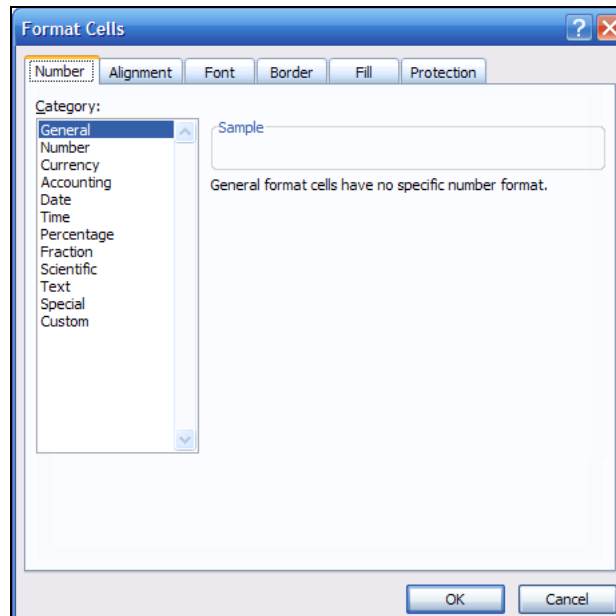
- **Select** the cell or cells containing the values to format
- **Click** the required button(s) from the *Number Section* of the *Home Ribbon*

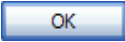


- **Click** the pull-down button to the right of the *Number Format* combo box (in which the default is **General**) for a menu of easily available numeric formats

Or...

- **Right Click** in the cell to be changed and select **Format Cells...** from the resulting pop-up menu
- On the *Format Cells* dialogue box **select** the **Number** tab



- **Select a Category:** from the left-hand list
- **Select** the specific format from the right of the panel
- **Click** 



**The 'sample' area within the dialogue box shows how the number will appear using the selected format.**

## 7.9 Using Styles

By default any numeric values entered into the worksheet are displayed in a basic general format, (e.g. it suppresses any unneeded zeros). However, by adding pounds signs, commas and decimal points you can make Excel apply automatic formatting and show the values as currency or percentages.

In addition however, you can also use 'styles' in Excel. These are names given to particular combinations of numeric format, font attributes, borders, shading etc. Once defined, these styles can be very quickly applied to any cell in the worksheet. The use of styles ensures consistent appearance and allows rapid re-formatting as any changes to the style are automatically reflected in any cell that uses it. Excel has a selection of standard styles ready made however it is easy to create your own custom styles if these are not appropriate.

The table below shows the result of using standard styles...

Style	Entered Value	Displayed Value
Normal	0.123 123 123.00	0.123 123 123
Comma	1234 123.4	1,234.00 123.40
Comma (0)	1234 123.4	1,234 123
Currency	1234	£1,234.00
Currency (0)	1234	£1,234
Percent	0.1234	12%

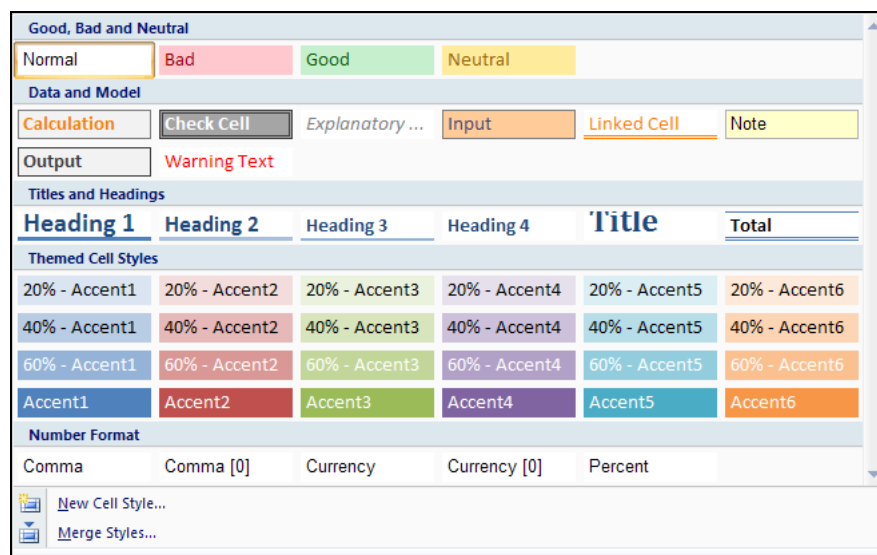
In addition to these styles which have been available in older versions of Excel for years, there are many more styles in Excel 2007. These styles are not restricted to changing the appearance of numbers: they use combinations of fill colour and font formatting features in much the same way as styles in Word.

To use any of these styles...

- **Select** the relevant cells



- **Click** from the *Styles Section of the Home Ribbon*

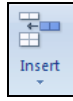


- **Select** the required style

## 7.10 Inserting and Deleting Rows and Columns

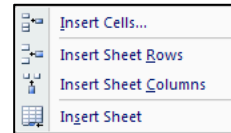
To insert a column or row...

- **Select** the column or row where the new column or row is to be inserted



- **Click** from the *Cells Section* of the *Home Ribbon*

If you click the top half of the button you will insert a cell and push everything below the cursor one row further down the sheet. Click the bottom half of the button to display the *Insert Menu*

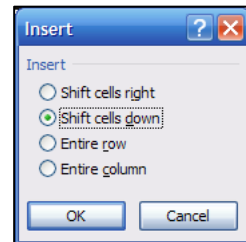


- **Select** the required option from the menu

Or...

- **Right Click** in the column or row and select *Insert...* from the pop-up menu
- **Select** the required option from the *Insert* dialogue box

- **Click**



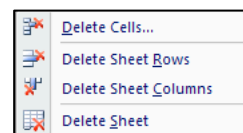
To delete a column or row...

- **Select** the row or column to be deleted



- **Click** from the *Cells Section* of the *Home Ribbon*

If you click the top half of the button you will delete a cell and pull everything below the cursor one row up the sheet. Click the bottom half of the button to display the *Delete Menu*



- **Select** the required option from the menu

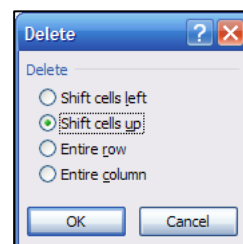
Or...

- **Right Click** in the column or row and select *Delete...* from the pop-up menu
- **Select** the required option from the *Delete* dialogue box

Or...

- **Right Click** the column or row heading and select *Delete* from the pop-up menu

- **Click**



**Before you remove rows and columns you should check that no formulas refer to them and that they do not contain important data.**

## 7.11 Changing Column Width


To quickly change a column width...

- **Move** the cursor to the dividing line between column headers. The cursor changes to a vertical line and double-headed arrow
- **Click + Drag** this arrow left or right to achieve the desired width or...
- **Double Click** the double arrow to automatically size the column to accommodate the widest entry (sometimes called *Autofit*)

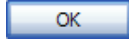
To change a column width to a specific number of characters...

- **Select** the column(s)



- **Click**  from the *Cells Section* of the *Home Ribbon*
- Select **Column Width...** from the menu

Or ...

- **Right Click** the column header area and select **Column Width...** from the menu
- Define the required column width in the resulting *Column Width* dialogue box as a number of characters, (0 -255) and **click** 



**The column width is specified in characters where each character equates to a lower-case 'n', in 10-point Arial!**

## 7.12 Changing Row Height


Changing the height of a row is very similar to changing the width of a column. To quickly change a row height...

- **Move** the cursor to the dividing line between row headers. The cursor changes to a horizontal line and double-headed arrow
- **Click + Drag** this arrow up or down right to achieve the desired height ...
- **Double Click** the double arrow to automatically size the row to accommodate the tallest entry

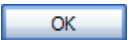
To change a row height to a specific number of characters...

- **Select** the row(s)



- **Click**  from the *Cells Section* of the *Home Ribbon*
- Select **Row Height ...** from the menu

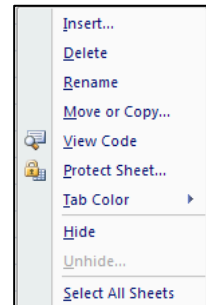
Or ...


- **Right Click** the row header area and select **Row Height ...** from the menu and **click** 

- Define the required row height in the resulting *Row Height* dialogue box as a number of characters, (0 - 409)

### 7.13 Colour Coding Worksheet Tabs

- **Right Click** on the tab to be changed and select **Tab Color** from the menu
- **Select** the colour you want from the palette





**You see a solid coloured tab when another worksheet is selected. If the sheet is active, Excel displays the colour as a line under the tab name.**

### 7.14 Custom Number Formats

The *Custom* number format category, within the *Format Cells* dialogue box, allows you to create and apply your own numeric formats. A number of formats are already listed. Any of these may be changed or new ones created by typing a new format code in the *Type* field.

The following table indicates the meaning of the common characters used to create custom formats...

<b>Character</b>	<b>Meaning</b>
0	<i>required digit</i>
#	<i>optional digit</i>
;	<i>separates positive, zero and negative formats</i>
[colour]	<i>specifies display colour</i>
dd mm yy	<i>day, month, year</i>
h m s	<i>hours, minutes, seconds</i>
"hello"	<i>text strings</i>
/ - % £ etc.	<i>literals, (displayed just as they are)</i>

## 7.15 Examples of Custom Formats

The table below shows some custom numeric formats that illustrate a wide range of formatting techniques...

<b>Format</b>	<b>Meaning</b>
£#, #0.00;[Red]£#, #0.00;"-"	A currency format with leading '£' signs, commas separating the thousands, a leading zero and two decimal places with negative numbers displayed in red and zero values shown with a dash.
"positive";"negative";"zero";"text"	A format that indicates if the cell contains a positive, negative, zero or text entry.
dddd, d mmmm yyyy	Format the date in the following style... Saturday, 6 September 2008
;;;	Hides the cell entry.



**Custom formatting can be particularly useful if you need a specific date format.**

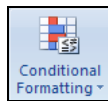
## 7.16 Conditional Formatting

This feature is very useful for highlighting figures which fall into a particular category. For example, some organisations use a traffic-light system where green means there is no problem, amber means treat with caution and red means we definitely have a problem. The formatting of the cells depends on their content.

Excel 2007 has much more comprehensive conditional formatting than its predecessors, and there are many built-in conditional formats provided.

To specify conditional formats...

- **Select** the cell(s) containing the values to format



- **Click** from the *Styles Section of the Home Ribbon*

Select the required option from the resulting menu

