

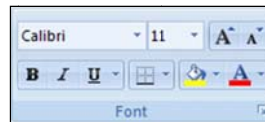
1. Formatting the Worksheet

1.1 Text Formatting

Excel 2010 allows a great deal of control over the appearance of the worksheet. Most of the formatting buttons are on the 'Home' tab.

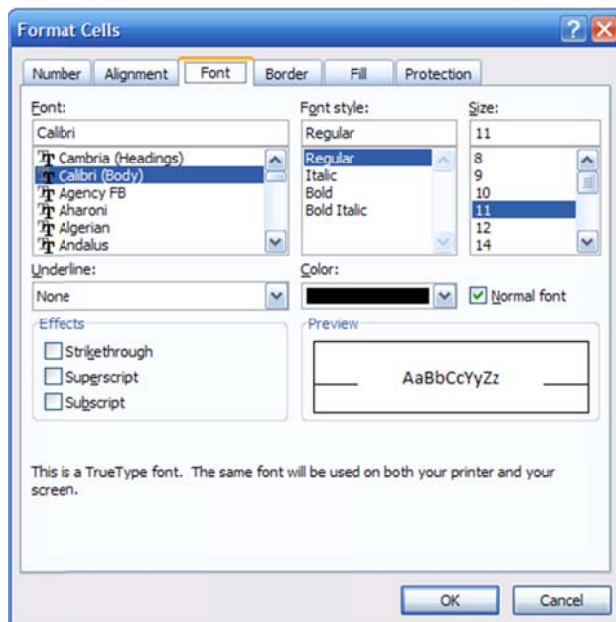
To change the text attributes of cells...

- Select the relevant cells
- Click the required button(s) from the Font group on the Home tab...




play the /s

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



You can specify the following options...

1. The **Font** to be used (the default font in Excel 2010 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 **Colour**
 5. The use of **Effects** (such as Subscript, Superscript or Strikethrough)
- Make the desired selections and Click  when finished

1.2 Changing Text Alignment

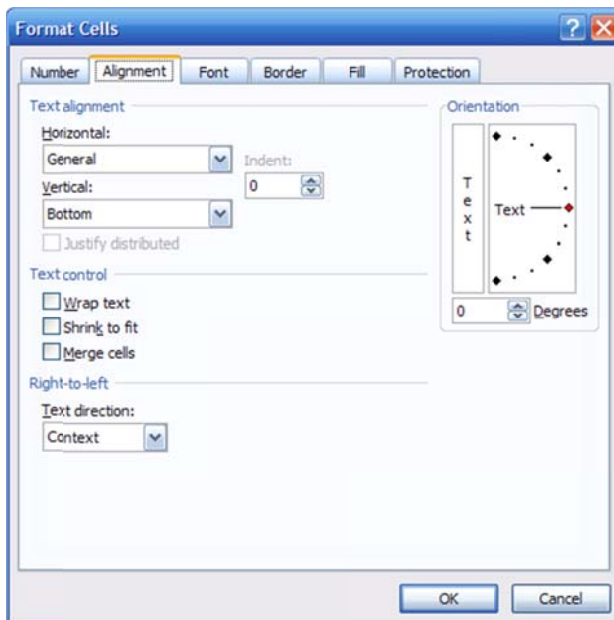
Normally labels are left aligned and values right aligned. However, you can change this as follows...

- Select the cells containing the labels or values to be changed
- Click the required button(s) from the Alignment group on the Home tab



Or...

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




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

1.3 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
- Select from the Alignment group of the Home tab


Or...

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

1.4 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 group on the Home tab to display the Fill Color palette
- Select a colour on the palette to apply it to the selected cell or range



1.5 Changing Font Colour

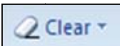
The widespread use of colour printers and electronically distributed Workbooks means that the use of colour provides visual variety. It is worth remembering that dark text on a light background fill colour or light text on a dark background fill colour looks best and is clearly legible.

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 tab on the Home tab 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

1.6 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 group of the Home tab
- Select Clear Formats from the resulting menu

1.7 The Format Painter

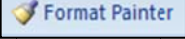
When you have spent some time formatting a Workbook the Format Painter can be used to apply the same format to other cells on the same worksheet. This saves a lot of time and cuts down the risk of mismatched formatting.

To use the Format Painter...

- Select the cell or range that contains the formatting you require
- Click the  from the Clipboard Group of the Home tab

The mouse pointer now has a little paintbrush attached to it


- Click the cell or Click **and** Drag through the range to apply the formatting
- To copy formatting to lots of cells or ranges...

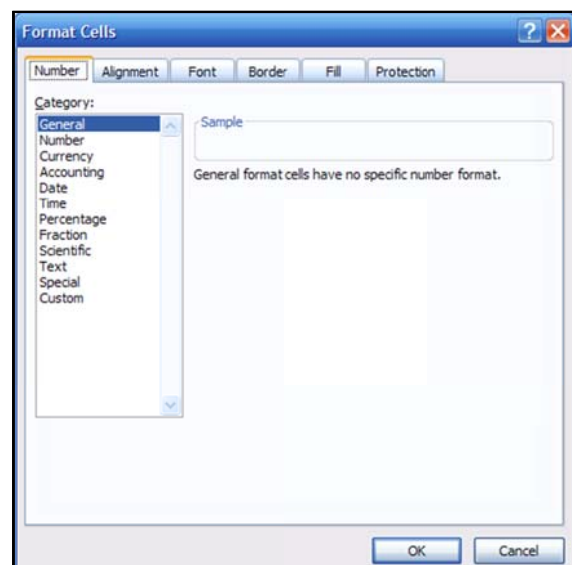
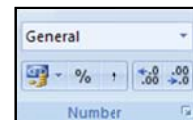
- **Double** Click the  button
- Click the cells or Click **and** Drag through the ranges to apply the formatting
- **Repeat** as often as required
- Press **Escape** when you have finished

1.8 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 Group of the Home tab
- 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 dialog box select the Number tab
- Select a 'Category' from the left-hand list
- Select the specific format from the right of the panel and  when done



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

1.9 Custom Number Formats

The Custom number format category within the Format Cells dialog 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...

Character	Meaning
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>

1.10 Examples of Custom Formats

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

Format	Meaning
£#, #0.00;[Red]£#, #0.00; "-"	<i>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.</i>
"positive"; "negative"; "zero"; "text"	<i>A format that indicates if the cell contains a positive negative zero or text entry.</i>
dddd d mmmm yyyy	<i>Format the date in the following style... Saturday 6 September 2008</i>
;;;	<i>Hides the cell entry.</i>

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

2. Conditional Formatting

2.1 Overview

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 2010 has a comprehensive set of conditional formatting options.

2.2 Using Conditional Formats

To specify conditional formats...

- First select the cell(s) containing the values to format



- Now chose the **button** from the Styles group of the Home tab
- You will now see a drop-down menu of further options as shown right...

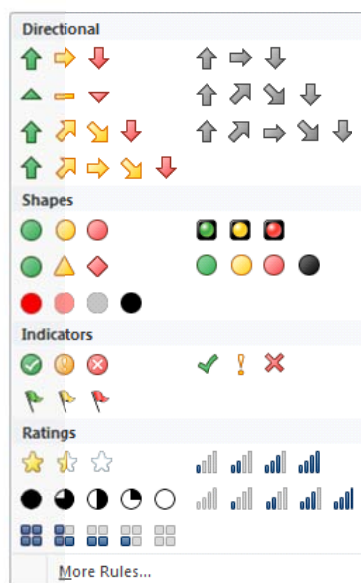
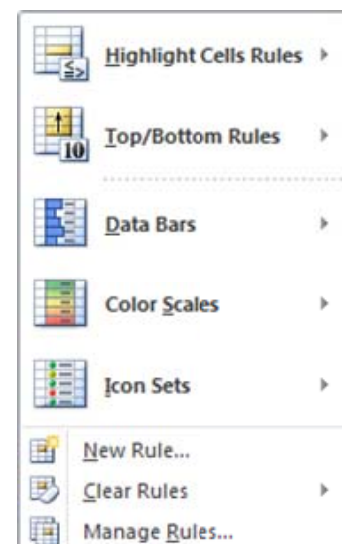
Highlight Cell Rules – compares your data to specific values and colour codes it according to the conditions you set (including duplicate values)

Top / Bottom Rules – highlights only the biggest or smallest data values

Data Bars – places bars into the data cells the length of which depend on the data value (longest = biggest)

Colour Scales – applies a gradual colour change to cells depending on their values (either two or three colours may be used)

Icon Sets – adds small colour-coded icons (such as traffic lights) to your data cells as shown below...



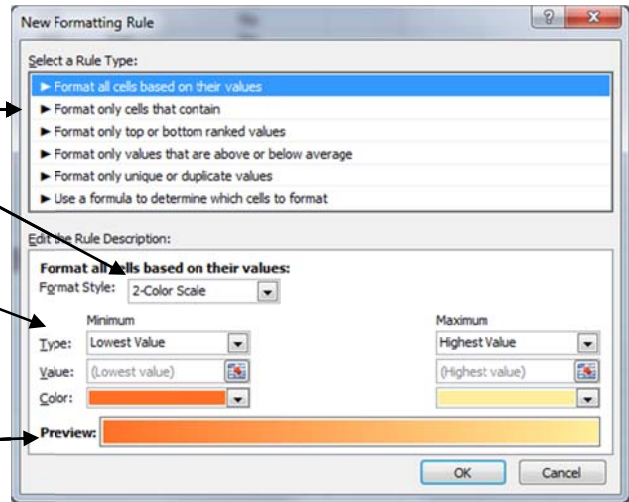
New Rule – allows a new rule to be created from scratch...

Select the type of rule from the list at the top

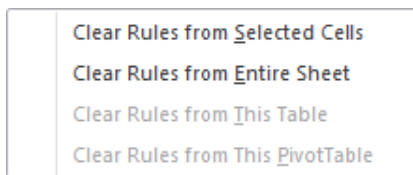
For the top option only, select the desired Format Style from the list here (e.g. 2-colour or 3-colour)

Make additional setting in the lower area

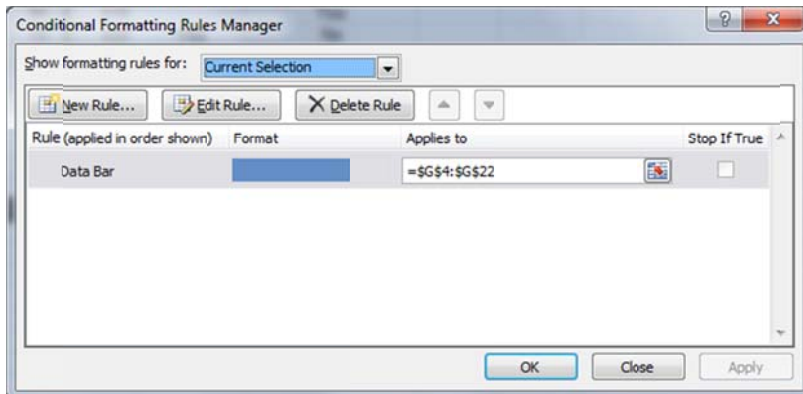
Note the preview area which gives a visual indication of what your format will look like



Clear Rule – removes existing rules from cells...



Manage Rules – gives an overview of all the rules currently in affect and allows you to make changes to any of them (or delete unwanted rules)



- Float the mouse cursor over an option in the first drop-down menu and another menu will appear with further options...

