

## Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Formatting numbers
- Aligning ranges horizontally
- Aligning ranges vertically
- Cell entry orientation
- Centering across columns
- Fonts
- Font sizes
- Boldface and italics
- Font colours
- Cell borders
- Shading cells

## Formatting numbers

Excel lets you format numbers in different ways, including formats with a specified number of decimals, with commas in the thousands, with preceding currency symbols, with parentheses in negative numbers, and so on.

### 1 Select the cells to be formatted

### 2 Select Format

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

### 3 Select Cells

### 4 Click the Number tab

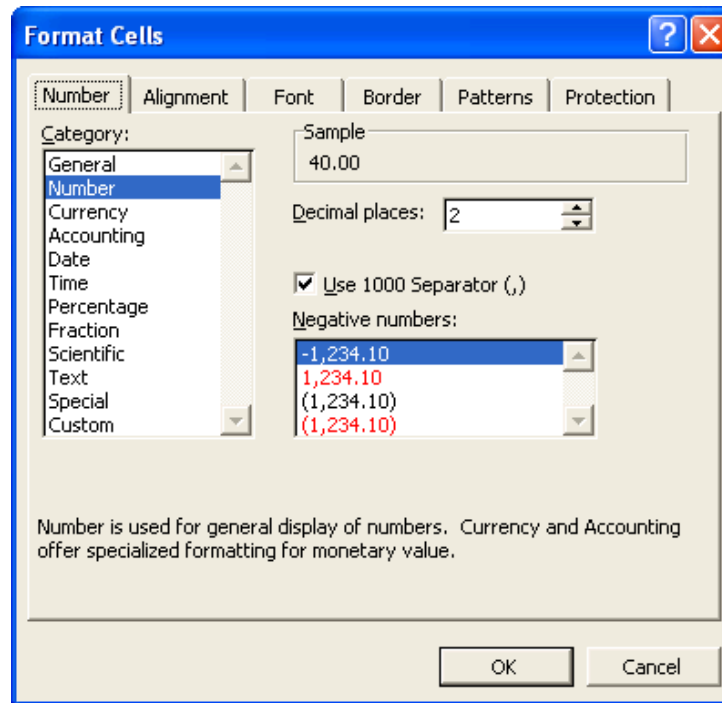
### 5 Select the desired type of format, under Category

Selecting General will format cells with no specific number format. Number allows you to format cells with a thousands separator, decimal places, and different formats for negative numbers. Currency will format cells with decimal places, currency symbols, and different formats for negative numbers. Accounting will format cells with aligned currency symbols and decimal places. Selecting Date will format cells as dates, or times and dates combined. Time will format cells as times of the day. Selecting Percentage will format cells as a percentage of 1. Selecting Fraction will format cells as fractions. Selecting

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Scientific will format cells in scientific format. Text will format cells as text, or treat numbers as text. Special will format cells as postal codes, phone numbers, or social security numbers.



- 6 **Select the number of decimals the values displayed in the selected range are to be rounded to**  
This option is not available in formats for which it is not applicable (e.g., Date, Time, etc.)
- 7 **Select or de-select Use 1000 Separator (,)**  
This option is not available in formats for which it is not applicable (e.g., Date, Time, etc.)  
Selecting Use 1000 Separator (,) inserts a separator for the thousands in numbers (as in 1,245,000). De-selecting Use 1000 Separator (,) does not include a separator for the thousands in numbers (as in 1245000).
- 8 **Select the desired style for negative numbers**  
This option is not available in formats for which it is not applicable (e.g., Date, Time, etc.)  
Negative numbers can be displayed with a preceding minus sign (-), in red or within parentheses (as in accounting practice).
- 9 **Select the desired currency symbol**  
This option is not available in formats for which it is not applicable (e.g., Date, Time, etc.)
- 10 **Click OK**

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## Aligning ranges horizontally

By default, text is left-aligned when entered in cells, whereas values (i.e., numbers or the results of formulas or functions) appear right-aligned. You can, however, change the alignment of cell entries.

**1 Select the cells whose contents are to be aligned horizontally**

**2 Select Format**

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

**3 Select Cells**

**4 Click the Alignment tab**

**5 Select General, Left (Indent), Center or Right, under Horizontal**

Selecting General makes text appear left-aligned and makes values appear right-aligned. Selecting Left, Center or Right makes text and values appear left-aligned, centered or right-aligned, respectively.

**6 Click OK**

or

**1 Select the cells whose contents are to be aligned**

**2 Click the Align Left button, the Center button or the Align Right button on the Formatting toolbar**



## Aligning ranges vertically

By default, cell entries appear at the bottom of cells. You can change, however, the vertical alignment of cell entries.

**1 Select the cells whose contents are to be aligned vertically**

**2 Select Format**

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

**3 Select Cells**

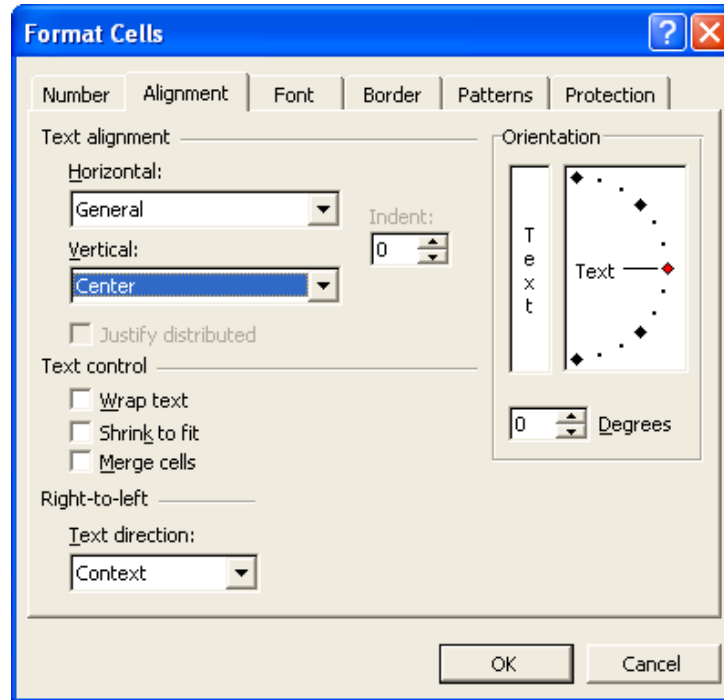
**4 Click the Alignment tab**

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**5 Select Top, Center or Bottom, under Vertical**

Vertical alignment is normally used to align cell entries vertically in cells when the height of the rows containing them is set to a much larger size than the font size used by the cell entries.



**6 Click OK**

### Cell entry orientation

Excel allows you to display the contents of cells at various degrees of inclination. When changing the orientation of the contents of cells, the program generally changes the height of the affected rows to display the results properly. For those cases in which it does not, you have to change the height of the affected rows accordingly.

	A	B	C	D	E	F	G
1	NAME	HOURS	RATE	SALARY	BONUS	TAX	NET
2	Tom	40.00	20.00	800.00	900.00	180.00	720.00
3	Jean	35.00	15.00	525.00	625.00	125.00	500.00
4	Mike	38.00	12.00	456.00	556.00	111.20	444.80

**1 Select the cells containing the entries whose orientation is to be changed**

**2 Select Format**

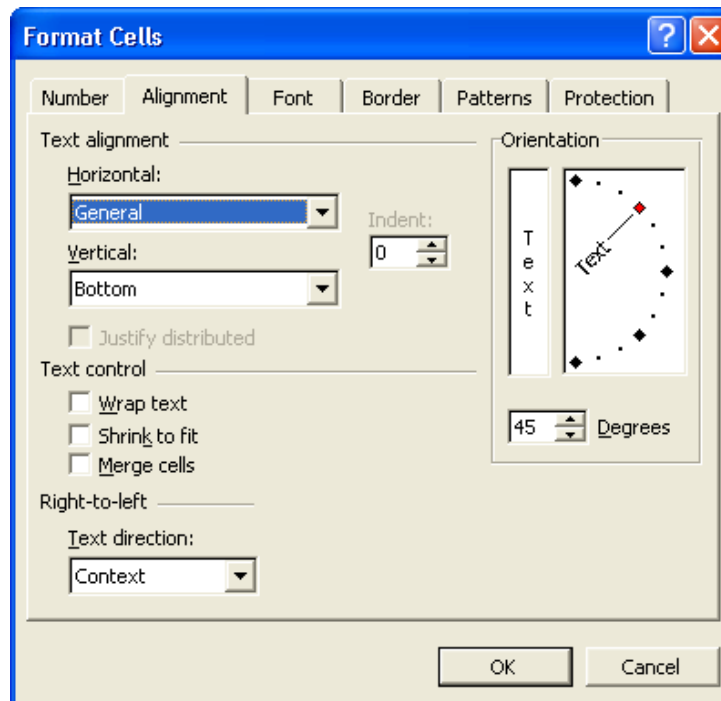
Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

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**3 Select Cells****4 Click the Alignment tab****5 Specify the desired orientation for the text by dragging the Text handle in the orientation dial to indicate the desired angle, under Orientation**

Alternatively, you can specify the number of degrees of inclination for the text in the Degrees text box. When changing the orientation of the contents of cells, the program generally changes the height of the affected rows to display the results properly. For those cases in which it does not, you have to change the height of the affected rows accordingly.

**6 Click OK**

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## Centering across columns

You can ask Excel to center the contents of a cell in a range of cells that spans several columns.

	A	B	C	D	E	F
1	<b>Week 16</b>					
2	<b>Name</b>	<b>Hours</b>	<b>Rate</b>	<b>Salary</b>	<b>Tax</b>	<b>Net</b>
3	Kien	40.00	15.00	600.00	120.00	480.00
4	Lou	36.00	21.00	756.00	151.20	604.80
5	Sien	43.00	17.00	731.00	146.20	584.80
6	Dave	39.00	12.00	468.00	93.60	374.40
7	Kelly	37.00	32.00	1,184.00	236.80	947.20
8	Arla	45.00	22.00	990.00	198.00	792.00
9	Sommer	32.00	16.00	512.00	102.40	409.60
10	Dago	28.00	15.00	420.00	84.00	336.00
11	Al	36.00	21.00	756.00	151.20	604.80
12	Amanda	42.00	18.00	756.00	151.20	604.80

- 1 Enter the data to be centered across columns in the first cell of the range to center across**

That is, if you are centering across cells A1:F1, enter in A1 the data to be centered.

- 2 Select one cell from each of the columns across which the data is to be centered**

For example, if you are centering across cells A1:F1, you can select A1:F1.

- 3 Select Format**

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

- 4 Select Cells**

- 5 Click the Alignment tab**

- 6 Select Center Across Selection, under Horizontal**

- 7 Click OK**

or

- 1 Enter the data to be centered across columns in the first cell on the left of such a range of columns**

That is, if you are centering across cells A1:F1, enter in A1 the data to be centered.

- 2 Select one cell from each of the columns across which the data is to be centered**

For example, if you are centering across cells A1:F1, you can select A1:F1.

- 3 Click the Merge And Center button on the Formatting Toolbar**



Note that an entry which has been centered as indicated above is still contained in its original cell, and not necessarily in the one where it appears to be on the screen.

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**Fonts** You can change the font of the contents of cells. When changing the font of the contents of a cell, Excel automatically changes the height of the row if necessary. The width of columns, however, is not changed automatically.

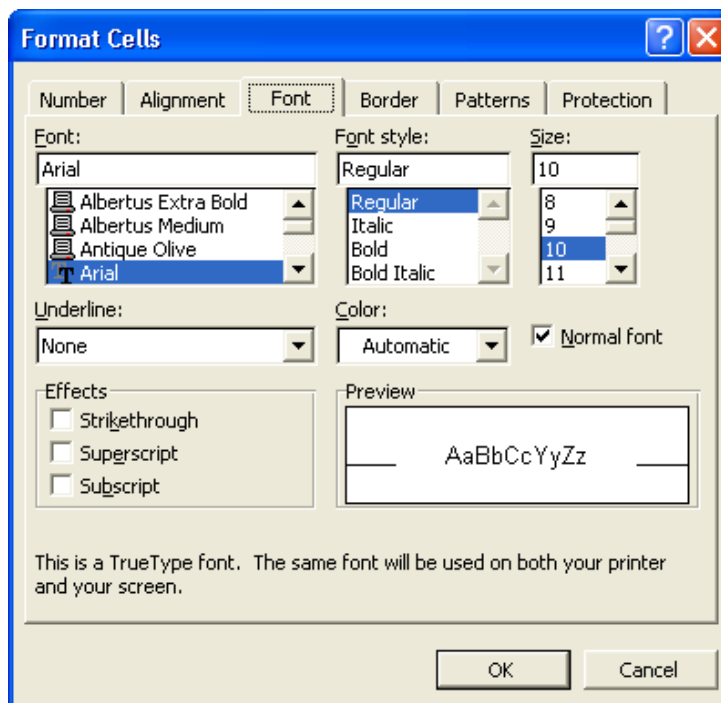
**1 Select the cells containing the entries whose font is to be changed**

**2 Select Format**

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

**3 Select Cells**

**4 Click the Font tab**



**5 Select the desired font, under Font**

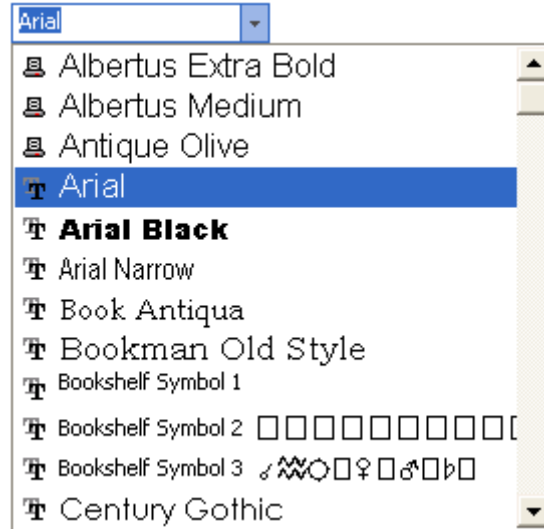
**6 Click OK**

or, also,

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- 1 **Select the cells containing the entries whose font is to be changed**
- 2 **Select the desired font from the Font pull-down list**



## Font sizes

You can change the font size of the contents of cells. When changing the font size of the contents of a cell, Excel automatically changes the height of the row if necessary. The width of columns, however, is not changed automatically.

- 1 **Select the cells containing the entries whose font size is to be changed**

- 2 **Select Format**

Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.

- 3 **Select Cells**

- 4 **Click the Font tab**

- 5 **Select the desired size, under Size**

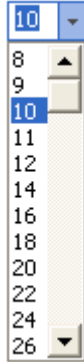
- 6 **Click OK**

or, also,

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- 1 **Select the cells containing the entries whose font size is to be changed**
- 2 **Select the desired size from the Size pull-down list**



## Boldface and italics

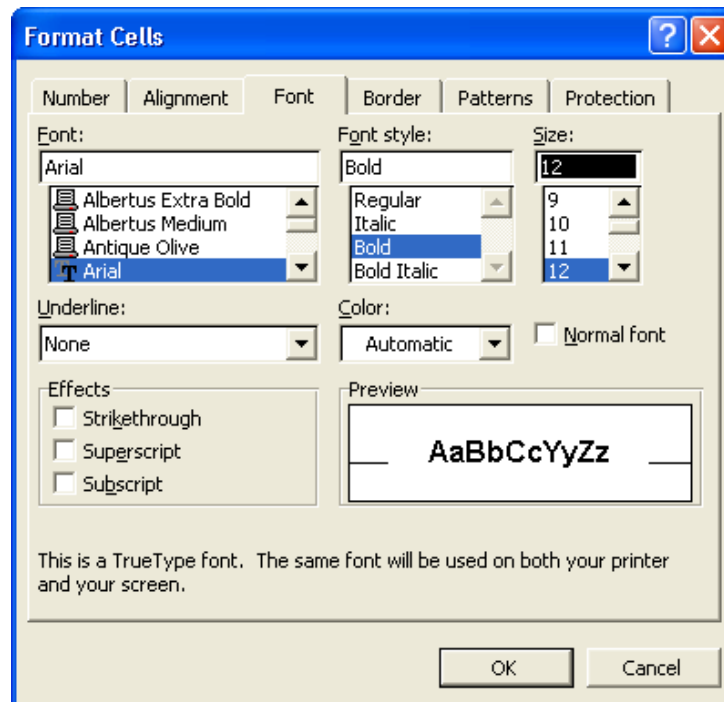
You can change the boldface and italics attributes of the contents of cells.

- 1 **Select the cells containing the entries whose boldface or italics attribute is to be changed**
- 2 **Select Format**  
Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.
- 3 **Select Cells**
- 4 **Click the Font tab**

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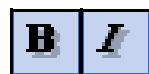
**5 Select the desired style, under Font Style**



**6 Click OK**

or

- 1 Select the cells containing the entries whose boldface or italics attribute is to be changed**
- 2 Click the Bold button or the Italic button on the Formatting toolbar**



## Font colours

You can change the colour of the font used in the contents of cells any time.

- 1 Select the cells containing the entries whose font colour is to be changed**
- 2 Select Format**  
Alternatively, you can take the MOUSE POINTER to the selected cells, click the RIGHT BUTTON and select Format Cells from the pop-up menu to display the Format Cells dialogue box directly.
- 3 Select Cells**
- 4 Click the Font tab**
- 5 Select the desired colour, under Color**
- 6 Click OK**

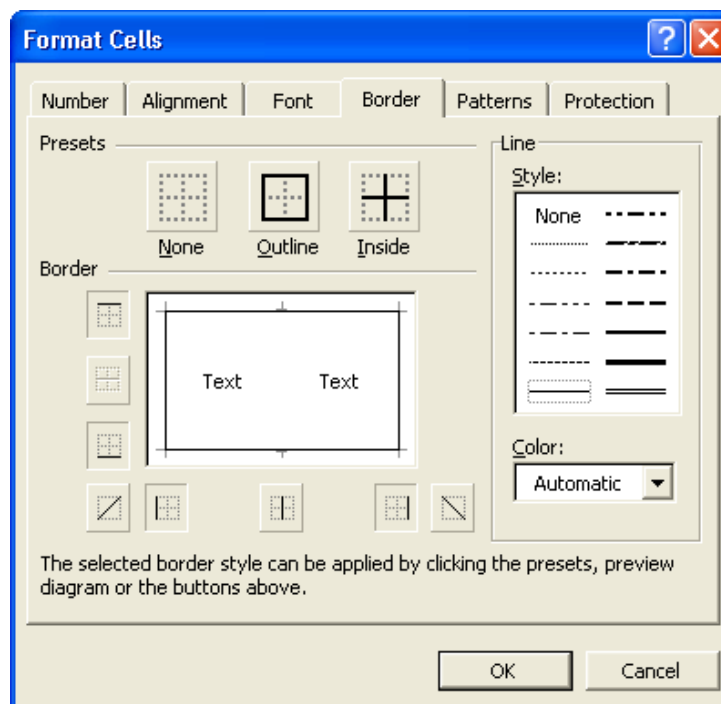
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**Cell borders** You can include or omit borders in or from ranges of cells, as outlined below.

- 1 **Select the cells whose borders are to be changed**
- 2 **Select Format**
- 3 **Select Cells**
- 4 **Click the Border tab**
- 5 **Select the desired style for the border, under Style**
- 6 **Select the desired colour for the border, under Color**
- 7 **Click, in the diagram, the button corresponding to the border line to be inserted or deleted**

Clicking None under Preset removes all borders from the selected cells.



- 8 **Repeat the last three steps for as many border lines as desired**  
That is, the top, bottom, left, right and diagonal borders can be inserted in different styles or colours independently from one another.
- 9 **Click OK**

**Shading cells** You can shade the background of cells with different colours, as outlined in the steps below.

- 1 **Select the cells to be shaded**
- 2 **Select Format**
- 3 **Select Cells**

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- 4 Click the **Patterns** tab
- 5 Select the desired colour, under **Color**
- 6 Click **OK**

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## REVIEW EXERCISES

**Remarks** To avoid overwriting the original data files, please copy the contents of the diskette accompanying this book to C:\My Documents (or to some other suitable folder). Then, use the resulting copies in C:\My Documents to complete the review exercises below whenever required, unless otherwise indicated.

**Exercise one** Open the workbook *Format.xls*. Format the range B2:C11 as Number with two decimals. Save the workbook.

**Exercise two** Make sure that the workbook *Format.xls* is the current workbook. Format the range D2:F11 as Currency, with two decimals, with a separator in the thousands and using £ English (British) as the currency symbol. Then, format the same range again, but this time as Number, with two decimals and with a separator in the thousands. Save the workbook.

**Exercise three** Make sure that the workbook *Format.xls* is the current workbook. Format the range B1:F1 so that each entry is right-aligned in its cell. Then, format the same range so that each entry is centered in its cell. Save the workbook.

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- Exercise four** Make sure that the workbook *Format.xls* is the current workbook. Increase the height of row 1 to 36 points. Format the range A1:F1 so that each entry is aligned vertically at the top of its cell. Then, format the same range so that each entry is aligned vertically in the centre of its cell. Save the workbook.
- Exercise five** Make sure that the workbook *Format.xls* is the current workbook. Change the orientation of the entries in the range A1:F1 to an angle of 45 degrees. Save the workbook.
- Exercise six** Make sure that the workbook *Format.xls* is the current workbook. Insert a blank row where row 1 currently is. Enter in cell A1 the text *Week 16*. Format the range A1:F1 so that the text *Week 16* appears centered between columns A and F. Save the workbook.
- Exercise seven** Make sure that the workbook *Format.xls* is the current workbook. Change the font of all the entries in A1:F12 to Times New Roman. Format the range A2:F2 so that its contents appear in boldface. Format the range A3:A12 so that its contents appear in italics. Save the workbook.
- Exercise eight** Make sure that the workbook *Format.xls* is the current workbook. Change the font size of all the entries in A1:F12 to 12 points. Save the workbook.
- Exercise nine** Make sure that the workbook *Format.xls* is the current workbook. Format the contents of A1:F12 in Arial, in 10 points. Format the range A3:A12 so that its contents do not appear in italics. Change the font size of the text *Week 16* to 18 points. Change the colour of the text *Week 16* to blue. Change the colour of the entries in A2:F2 also to blue. Change the colour of the entries in A3:A12 to red. Save the workbook.
- Exercise ten** Make sure that the workbook *Format.xls* is the current workbook. Format the range A1:F12 to include a thin black border for all the cells by using the Outline and Inside buttons in the Format Cells dialogue box. Then, shade all the cells in A1:F12 in pale yellow. Save the workbook. Close all open workbooks.

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