

Numbers & Text

Format Numbers:

- Buttons in **Home > Number:**
 - Accounting Style (\$)
 - Percent Style (%)
 - Comma Style (,)
 - Increase/Decrease decimal places
- Or, Use the Dialog Box:
 - Right-click cell
 - Choose **Format Cells**
 - Choose **Number** tab
 - Choose desired category
 - Select desired options

Format Text:

- Buttons in **Home > Font:**
 - Font
 - Font Size
 - Style: Bold, Italic, Underline
 - Font Color
- Or, Use the Dialog Box:
 - Right-click cell
 - Choose **Format Cells**
 - Choose **Font** tab
 - Select desired options

Aligning Cell Contents:

- Buttons in **Home > Alignment:**
 - Vertical align (top, bot.)
 - Align Left, Center, Align Right
 - Increase / Decrease Indent
 - Center Across Columns: **Merge and Center** button
 - **Wrap Text** button
- To break a line inside a cell: Alt + Enter

Format Cells

Borders

- In **Home** ribbon
 - Click ▼ of **Borders** button
- Choose desired border

Borders (Old Style)

- Right-click cells
- Choose **Format Cells...**
- Choose **Borders** tab
- Choose desired thickness
- Click location on cell

Shading

- Click ▼ of **Fill Color** button
- Choose desired color

Apply a Style

- Click **Home > Cell Styles**
- Select desired style

4 Ways to Copy Formats

1. Format Painter button
2. Copy & Paste formatting
 - Copy desired cell format
 - Click ▼ of **Paste**
 - Select button for **Formatting**
3. Create a Style:
 - Click **Home > Cell Style**
 - Choose **New Cell Style**
 - Enter a name for the style
 - Apply the style as desired
4. Replace format with another
 - Click **Home > Replace**
 - Click **Options >>**
 - Click **Format...** buttons
 - Specify format to copy

Remove Formats

- Click **Home > Clear**
- Choose **Clear Formats**

Automatic Formats

- Remove existing formats
- Go to **Home** ribbon
- Click **Format as Table**
- Choose desired table style
- Click **Data > Filter** to remove filter (▼) buttons

Conditional Formats

- Click **Home > Conditional Formatting**
- Click **Highlight Cell Rules**
- Choose condition (e.g., “Greater Than”)
- Specify format
- Also, experiment with **Color Scales**

Sheets & Pages

Format Worksheets

Go to **Page Layout** ribbon:

- Change **Themes**
 - Sets of colors and fonts
- Choose **Background**
 - Image seen only on screen
 - Does not print

Format Pages

- Click **View > Page Layout**
- Go to **Page Layout** ribbon:
- Note **Header & Footer** cells
- Squeeze to Fit on 1 Page
 - Click **Width:** 1 page
 - Click **Height:** 1 page
- Print only certain cells
 - Select cells
 - Click **Print Area > Set Print Area**
- Start new page
 - Select row
 - Click **Breaks > Insert Page Break**

*Note: First turn off **Fit on 1 Page***

Format Pages (Trad.)

- Click **File > Print**
- Click **Page Setup** button

