

The background features a large green shape with a white, rounded rectangular cutout in the upper left. A blue horizontal bar with rounded ends is positioned below the main title. On the far left, there is a vertical strip showing a close-up of a red, fibrous plant stem.

Excel Lesson 2

Changing the Appearance of a Worksheet

**Microsoft Office 2010
Introductory**

Objectives

- Change column widths and row heights.
- Position data within a cell by aligning, wrapping, rotating, and indenting.
- Change the appearance of cells using fonts, font sizes, font styles, colors, and borders.
- Designate the number format used for data stored in a cell.

Objectives (continued)

- Use the Format Painter to copy formatting from one cell to another.
- Apply and clear cell styles.
- Find and replace cell formats.

Vocabulary

- align
- AutoFit
- border
- cell style
- clear
- column heading
- fill
- font
- font size
- font style
- Format Painter
- indent
- merge
- number format

Vocabulary (continued)

- orientation
- row heading
- style
- theme
- truncate
- wrap text

Resizing Columns and Rows

- Resize a column by placing the pointer on the right edge of the **column heading** and dragging. For a precise column width, enter the value in the Column Width dialog box.
- To change the row height, drag the border of the **row heading** or enter a height in the Row Height dialog box.

Resizing Columns and Rows (continued)









- **AutoFit** determines the best width for a column or the best height for a row.
- Place the pointer on the right edge of the column heading (or below the row heading) until the pointer changes to a double-headed arrow. Then, double-click to resize the column or row to the best fit.

Positioning Data Within a Cell

- By default, text you enter in a cell is lined up along the bottom-left side of the cell, and numbers you enter in a cell are lined up along the bottom-right.
- However, you can position data within a cell in a variety of ways using the buttons on the Home tab of the Ribbon.

Positioning Data Within a Cell (continued)

- Positioning data within a cell

POSITION	DESCRIPTION	BUTTON	EXAMPLE
Alignment	Specifies where data is lined up within the cell		Align Text Left is the default for text
			Align Text Right is the default for numbers
			Center is often used for title text
Indent	Changes the space between the cell border and its content		Increase Indent adds space; used for subheadings
			Decrease Indent removes space
Orientation	Rotates cell contents to an angle or vertically		Labels in a narrow column
Wrap Text	Moves data to a new line when the cell is not wide enough to display all the contents		Long descriptions
Merge	Combines multiple cells into one cell		Title across the top of a worksheet; Merge & Center centers contents in the merged cell

Positioning Data Within a Cell (continued)

- You can **align** the contents of a cell horizontally and vertically within the cell. To change the **alignment** of a cell, select the cell and then click an alignment button on the Home tab.
- You can also **merge** cells which combines them into one cell.
- **Indent** data within cells by using the Increase Indent and Decrease Indent buttons on the Home tab.

Positioning Data Within a Cell (continued)

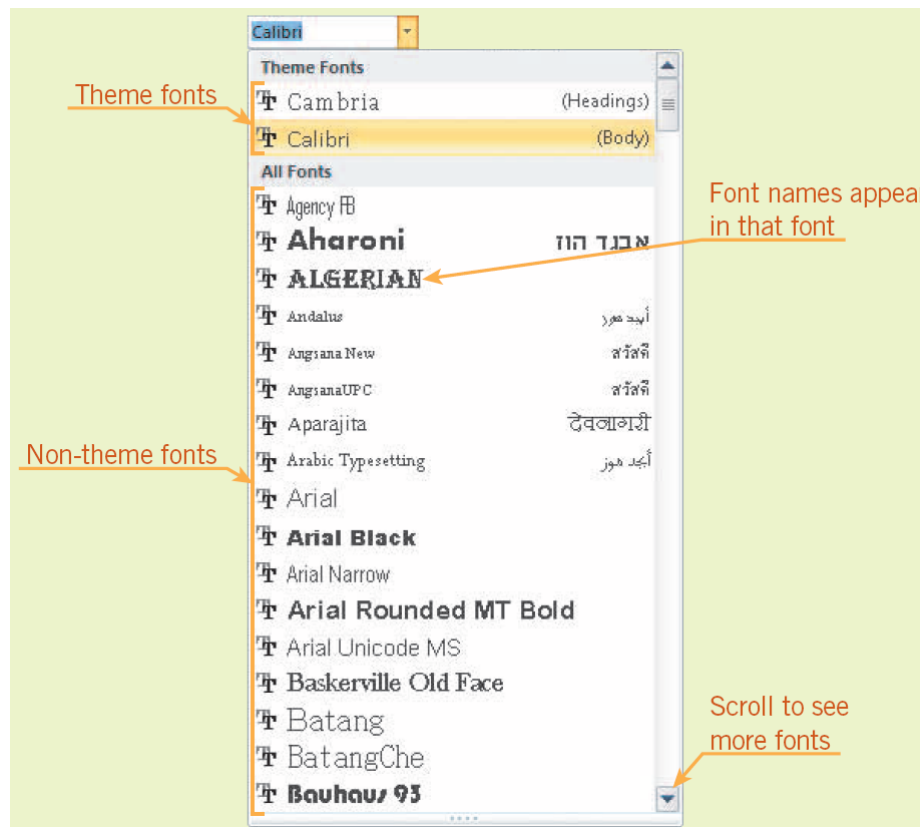
- You can change a cell's text **orientation**.
- Text that doesn't fit in a cell is displayed in the next cell, if empty. If the next cell contains data, any text that does not fit is **truncated**, or hidden from view.
- To see all the text stored in a cell you can **wrap text**. The row height increases to display additional lines.

Changing the Appearance of Cells

- A **theme** is a preset collection of design elements, including fonts, colors, and effects.
- As you format cells, **Live Preview** shows the results of the different formatting options.
- A **font** is the design of text. The default font for cells is Calibri.
- **Font size** determines the height of characters in **points** (default size for cells is 11 points).

Changing the Appearance of Cells (continued)

- Font gallery



Changing the Appearance of Cells (continued)

- Bold, italic, and underlining can add emphasis to the contents of a cell. These features are referred to as **font styles**.
- You can use color to emphasize cells. The default font color is black and the default **fill** (background) color is white. Both colors can be changed.
- You can add emphasis to a cell by applying a **border** (or line) around its edges.

Changing the Appearance of Cells (continued)

- **Number formats** change the way data looks in a cell. The actual content you entered is not changed.
- The default number format is General, which displays numbers the way you enter them.

Changing the Appearance of Cells (continued)

- Number formats

FORMAT	EXAMPLE	DESCRIPTION
General	1000	The default format; displays numbers as entered; if the number doesn't fit in the cell, decimals are rounded, or the number is converted to scientific notation
Number	1000.00	Displays numbers with a fixed number of places to the right of the decimal point; the default is two decimal places
Currency	\$1,000.00	Displays numbers with a dollar sign, a thousands separator, and two decimal places
Accounting	\$1,000.00 \$ 9.00	Displays numbers in the Currency format but lines up the dollar signs and the decimal points vertically within a column
Date	6/8/2013	Displays numbers as dates
Time	7:38 PM	Displays numbers as times
Percentage	35.29%	Displays numbers with two decimal places and a percent sign
Fraction	35 7/8	Displays decimal numbers as fractions
Scientific	1.00E+03	Displays numbers in exponential (or scientific) notation
Text	45-875-33	Displays text and numbers exactly as you type them
Special	79410-1234 (503) 555-4567	Displays numbers with a specific format: zip codes, zip+4 codes, phone numbers, and Social Security numbers
Custom	000.00.0	Displays data in the format you create, such as with commas or leading zeros

Changing the Appearance of Cells (continued)

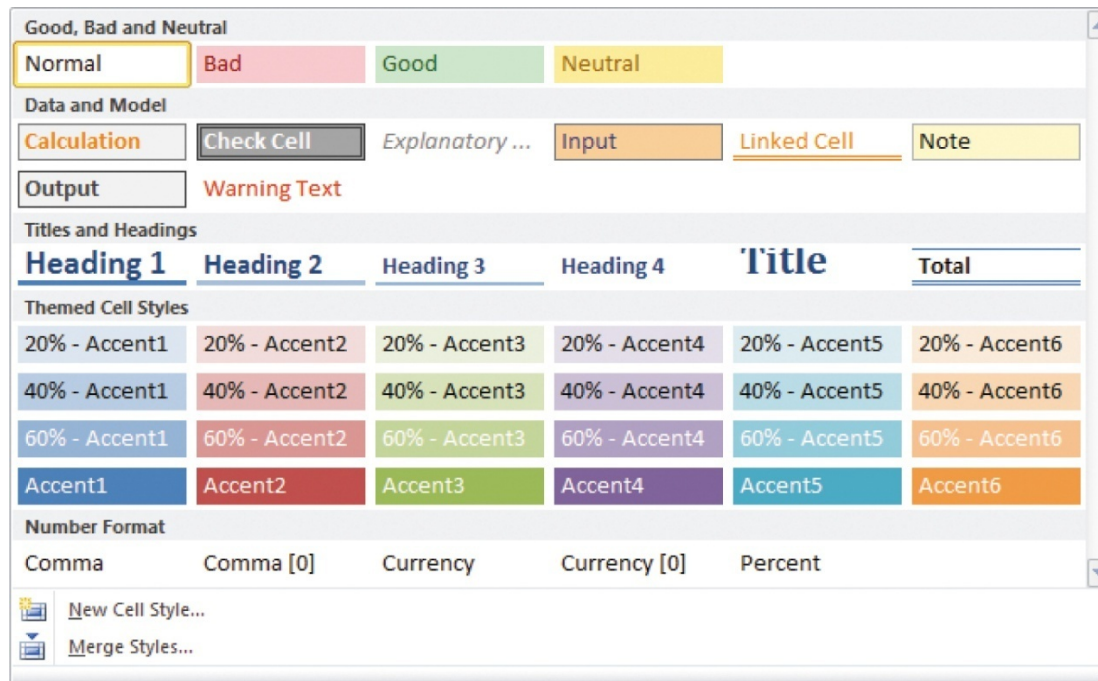
- The **Format Painter** enables you to copy formatting from one cell and paste it to other cells without pasting the first cell's contents.
- The format cells dialog box provides access to all the formatting options available on the ribbon, as well as some additional options.

Using Styles to Format Cells

- A **style** is a combination of formatting characteristics.
- A **cell style** is a collection of formatting characteristics you apply to a cell or range of data.
- To remove, or **clear**, all the formatting applied to a cell or range of cells, use the Clear button on the Home tab.

Using Styles to Format Cells (continued)

- Cell styles gallery



Summary

In this lesson, you learned:

- If data does not fit in a cell, you can resize the columns and rows to make the data easier to read.
- You can align, indent, rotate, wrap text, and merge cells to reposition data in worksheet cells.
- You can change the appearance of cells to make the worksheet easier to read or to create a specific look and feel. Choose the appropriate fonts, font sizes, font styles, font and fill colors, and borders.

Summary (continued)

- Using a number format enables you to change how a number is displayed in a cell. No matter which number format you select, the actual value stored in the cell does not change. You can see this by comparing the formatted value in the active cell with the value displayed in the Formula Bar.
- Format Painter copies all the formatting from one cell and pastes it to another cell or range without copying the contents of the cell.

Summary (continued)

- The Format Cells dialog box provides all the number, alignment, font, border, and fill formatting options available on the Ribbon, as well as some additional options.
- A style is a combination of formatting characteristics, such as alignment, font, font size, font color, fill color, and borders that you can apply simultaneously. The Cell Styles gallery lets you quickly apply a style to selected cells or create a new style.

Summary (continued)

- You can use the Find and Replace dialog box to find and replace cell formatting.