

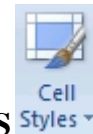
Formatting Cells

In Excel, every cell can be formatted differently. There are many options available to customize your Excel workbook, which can make the worksheet easier to read. Excel also provides many number formats, allowing you to standardize how numbers will appear in your document. For more information, refer to Formatting Numbers.

Applying Cell Styles

Cell Styles are a combination of fill and font color designed to highlight or emphasize cell contents. They are easily applied to your workbook.

1. Select the cell(s) whose style you want to change




2. From the *Home* command tab, in the *Styles* group, click **CELL STYLES** a pull-down list appears.
NOTE: When you hold your cursor over different styles, a preview of the style will appear in the selected cells.
3. From the *Good, Bad and Neutral*; *Data and Model*; or *Titles and Headings* group, select the desired cell style the style is applied to the selected cells.


Formatting Borders

To make certain cells stand out in the worksheet, you may want to format a cell's borders.

Changing Borders


1. Select the cell(s) whose borders you want to format
2. From the *Home* command tab, in the *Font* group, click the ▼ next to **BORDER**  » select the desired border the border is applied.

Changing Border Color


1. From the *Home* command tab, in the *Font* group, click the ▼ next to **BORDER**  » select **Line Color** » select the desired color the cursor changes to the shape of a pencil.
2. To format individual borders, click the borders you want changed
To format multiple cells, click and drag across the desired cells

3. To quit formatting border colors, press [**Esc**]

Changing Border Style

1. From the *Home* command tab, in the *Font* group, click the ▼ next to **BORDER**  » select **Line Style** » select the desired line style
2. To format individual borders, click the borders you want changed to format multiple cells, click and drag across the desired cells
3. To quit formatting border styles, press [**Esc**]

Deleting Borders

1. From the *Home* command tab, in the *Font* group, click the ▼ next to **BORDER**  » select **Erase Border** the cursor changes to the shape of an eraser.
2. To delete individual borders, click the borders you want changed to delete multiple cell borders, click and drag across the desired cells
3. To quit deleting borders, press [**Esc**]

Using Conditional Formatting

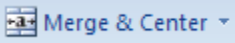
Conditional Formatting allows you to format cells depending on how their data relates to other data. For example, in a list of numbers ranging from one to 10, you can format cells with data closer to one to have red fill color, and cells with numbers closer to 10 to have green fill color. You can also format data bars to appear within the cell, making a concise bar graph within a worksheet. For more information, refer to Working with Conditional Formatting.

Merging Cells

A cell merge converts selected cells into a single cell. This can be useful for creating titles.

Creating a Cell Merge

WARNING: After a cell merge, if two or more selected cells have data in them, Excel will display the information from the cell closest to the upper left corner, deleting all other data.

1. Select the cells you want to merge
2. From the *Home* command tab, in the *Alignment* group, click **MERGE & CENTER**  the cells are merged and the text aligns to the center

Customizing a Cell Merge

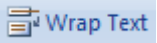
1. Select the cells you want to merge
2. Click the ▼ next to **MERGE & CENTER** a pull-down list appears.
3. To merge cells and align text to the center, click **MERGE & CENTER** to merge cells only as rows (i.e., columns do not merge), click **MERGE ACROSS** to merge cells without setting an alignment, click **MERGE CELLS**.

Removing a Cell Merge

1. Select the cell you want to unmerge
2. Click the ▼ next to **MERGE & CENTER** » select *Unmerge Cells* the cell merge is removed.

Wrapping Text

If you have text that appears in a single cell and you want to increase the height of the cell without expanding the row or column, you can use the *Wrap text* option.

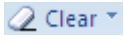
1. Select the appropriate cells
2. From the *Home* command tab, in the *Alignment* group, click **WRAP TEXT**  the text wrap is applied.
NOTE: To remove the text wrap, click **WRAP TEXT** again.

Copying Cell Formatting

If you want to copy only a cell's formatting, you can use the *Painter* option. This will format the destination cell the same as the source cell without changing its content. For more information, refer to *Formatting with the Painter*.

Clearing Cell Formatting

You can remove all cell formatting while preserving text formatting in selected cells (e.g., fill color, alignment, and borders will be cleared, but text color, font size, and font face will not be cleared).

1. Select the cell(s) containing the formatting to be cleared
2. From the *Home* command tab, in the *Editing* group, click **CLEAR**  » select *Clear Formats* the cell formatting is removed.