



Formatting Excel Worksheets

Spreadsheets are wonderful number-crunching tools, but who wants to look at rows and rows of plain numbers and text?

If you simply type text, numbers, and formulas into your Excel worksheets you'll get the job done – but you (and others) may not be able to quickly analyze the data and pick out the highlights unless you add some formatting to certain cells to emphasize them.

In this session, we'll take a look at some formatting basics, then we'll move on to some formatting tips and tricks and shortcuts that may help you make your worksheet data really "Excel"!

Displaying/Printing Gridlines:

When you open an Excel workbook, you usually see these nice borders delineating each cell. Many new Excel users expect those nice gridlines to print with their data, and are quite surprised when they don't!

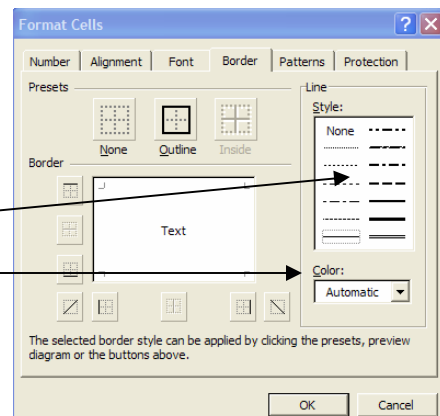
1. On the Menu Bar, select File, then click Page Setup...
2. In the Page Setup dialog box, click the Sheet tab, if necessary
3. Place a check next to "Gridlines" in the Print section
4. Click OK

When you check this option, any cell with data in it print surrounded by a black border. Cells without content WILL NOT print gridlines!

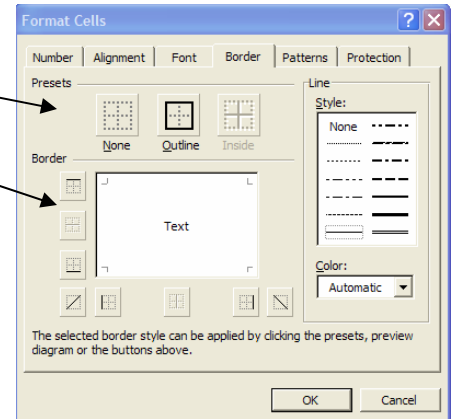
If you want cells to display and print with borders, including empty cells, you'll need to format each cell with a border:

Formatting Cell Borders:

1. Select the cell(s) you want to add borders to
2. On the Menu Bar, select Format, then click Cells...
3. In the Format Cells dialog box, click the Border tab
4. Select a line style under Line Style:
5. Select a line color from the Color: drop-down palette (Automatic chooses the line color – usually black – based on the fill color used in the cell)



- Click one of the three Presets buttons to choose that format, or
- Click on one of the border buttons to set the border options for that part of the selected cell(s)
- Click OK



Formatting Inside the Cell (Colors and Patterns):

- Select the cell(s) you want to format
- On the Menu Bar, select Format, then click Cells...
- In the Format Cells dialog box, click the Patterns tab
- Click on a color swatch to select that color
- Select a pattern from the Pattern: drop-down list to fill the cell with a pattern rather than a solid color
- Click OK

Formatting Rows or Columns:

	A	B	C
1			
2			
3			
4			

- To format an entire row of cells the same, click on the row selector at the left edge of the worksheet to select the row
- Apply the formats you want

- To format an entire column the same, click on the column selector at the top of the column
- Apply the formats you want

	A	B	C	D
1				
2				
3				
4				
5				

Formatting a Range of Cells:

- Click the top left cell of the range to be formatted, then drag down and to the right to the last cell of the range to be formatted
- To add non-adjacent cells to the selected range, hold down the CTRL key, then click to select another range
- Apply the desired formats

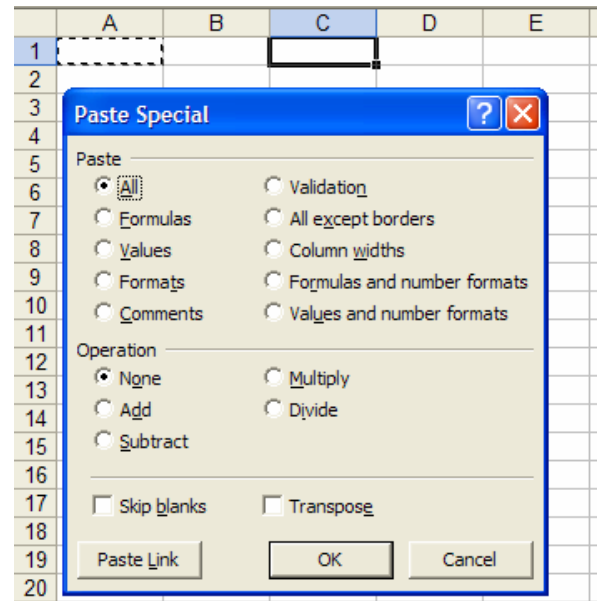
Copying Cells:

When you copy a cell (or a range of cells) using the standard Copy and Paste methods, you copy the contents of the cell along with the format of the cell.

If you want to copy just the cell's format or the cell's contents to another cell, use the Paste Special command:

- Select the cell(s) to be copied


2. Choose Edit, Copy (or Ctrl, C)
3. Select the cell you want to copy to (if you're copying a range of cells, select the cell in the top, left corner of the range of cells you want to copy to)
4. On the Menu Bar, select Edit, Paste Special
5. In the Paste Special dialog box, select Formats to paste just the cell formatting
6. Select Values to paste just the value results from a formula
7. Select Formulas to paste just the formula contained in the cell
8. Click OK

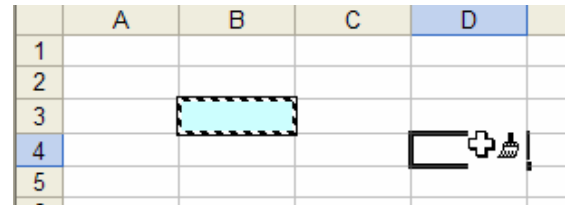


Using the Format Painter

The Format Painter tool allows you to quickly copy all of the formats contained in one cell, or range of cells to multiple cells in your workbook.

The advantage of using the Format Painter rather than Copy & Paste techniques, is that you copy just the format of the cells, you don't have to worry about the contents of cells. Also, you can use the Format Painter to copy the same format several different times to many different areas, whereas the Paste Special, Formats command only allows you to Paste the format once.

1. Select the cell, or cells that contain the formatting you wish to copy
2. Click the Format Painter tool on the Standard Toolbar 
3. To paste the formatting, click the cell you want to copy the format to



Once you've clicked the Format Painter tool to activate it, DO NOT use the keyboard keys to move the cell pointer, use the horizontal or vertical scroll bars only. If you click a cell with the mouse you'll immediately "paste" the selected format into the cell you clicked on. If you press the Enter, Tab, or Arrow keys you'll get different entirely different results than you intended.

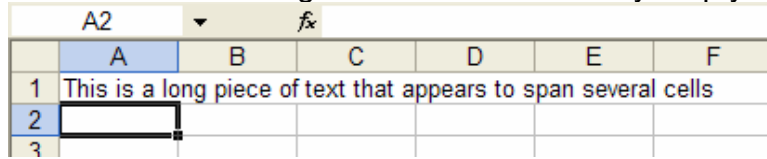
To use the Format Painter to paste more than once:

1. Select the cell or cells containing the formats to be copied
2. Double-click the Format Painter tool
3. Click the first area you want to paste the format to
4. Continue clicking areas to paste to until finished

Click the Format Painter tool once again to deactivate it and return the mouse pointer to its normal function.

Column Widths

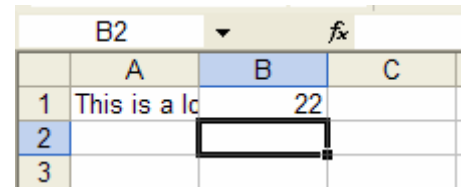
When you type numbers into a cell, as you add more digits the column width automatically adjusts to fit the contents. This is **not** the case when you type text into a cell. When you type text that is wider than the current width of the cell it flows into the next column to the right if that cell is currently empty. The text is still contained in the



	A2					
	A	B	C	D	E	F
1	This is a long piece of text that appears to span several cells					
2						
3						

original cell, even though it also appears displayed in the next cell.

If you have text that spans more than one cell, when you enter new data into the cell to the right of the cell the text started in, the text in the first cell appears “cut-off” or truncated, like this:



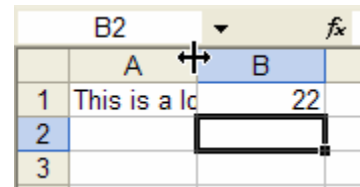
	B2		
	A	B	C
1	This is a lo	22	
2			
3			

The text is still there, it just isn't displayed! There are two methods of solving this problem:

- Make the column wider – (however, you can't widen just one cell in the column)
- Use the Merge and Center button to merge several cells into one cell that spans several columns, as it centers the text in the merged cell

Changing Column Widths

1. Position the mouse pointer on the column divider line to the right of the column you wish to change
2. Click and drag the mouse to the right to expand the column or to the left to contract it




	B2		
	A	B	
1	This is a lo	22	
2			
3			

AutoFit

Use AutoFit to make the column automatically adjust to the width necessary to fit the contents of the widest cell in the column:


1. Position the mouse pointer on the column divider line to the right of the column you wish to change
2. Double-click the mouse on the divider line

Merge and Center

Rather than letting text spill over into additional columns that could be “cut off” later, use the Merge and Center button  located on the Formatting Toolbar.

	A	B	C	D	E
1					
2		2003 Sales and Revenue			
3	January	February	March	April	May
4	60000	55000	25000	61000	70000

This worksheet's title appears to span columns B, C, and D, but the text is actually stored only in cell B2. Use Merge and Center to merge several cells into one cell:


1. Select all of the cells you wish to merge, including any empty cells in columns you want the merged cell centered over
2. Click the Merge and Center button on the Formatting Toolbar 

	A	B	C	D	E
1					
2	2003 Sales and Revenue				
3	January	February	March	April	May
4	60000	55000	25000	61000	70000
5					

	A	B	C	D	E
1					
2	2003 Sales and Revenue				
3	January	February	March	April	May
4	60000	55000	25000	61000	70000
5					

One cell centered across multiple columns

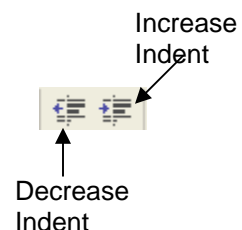
Alignment

By default, numbers are always right-aligned in cells and text is left-aligned. You can change this behavior using the alignment buttons: 

1. Select the cell to be aligned
2. Click the appropriate alignment button (Left, Center, Right)

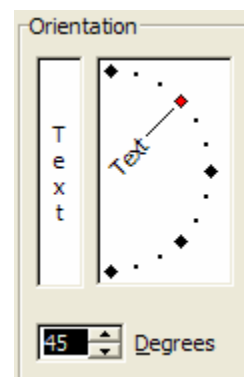
Indenting Cell Contents

You can't press the Tab key or the Spacebar to indent a cell's contents, but you can use the Increase Indent and Decrease Indent buttons to indent or outdent cell contents:



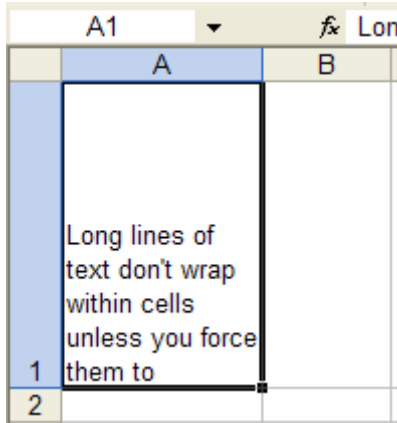
Rotating Cell Contents

1. Select the cell(s)
2. On the Menu Bar, click Format, Cells
3. Click the Alignment tab in the Format Cells dialog box
4. Type the rotational amount in the Degrees: text box, or
5. Click and drag the red diamond in the Orientation box in the direction you want to rotate the cell contents
6. To rotate contents counter-clockwise, use a positive value
7. To rotate contents clockwise, use a negative value



Word-wrapping in Cells

When you type a long entry into a cell, Excel doesn't automatically wrap text to a new line. There are two ways to force long lines to wrap within cells:



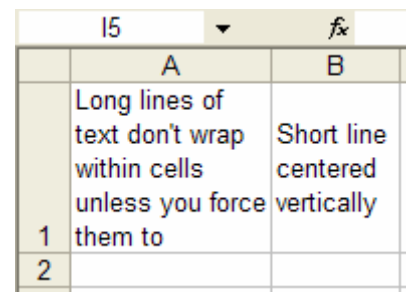
The screenshot shows a portion of an Excel spreadsheet. The active cell is A1, containing the text "Long lines of text don't wrap within cells unless you force them to". The text is truncated on the right side of the cell. The spreadsheet has columns A and B, and rows 1 and 2. The formula bar shows the text "Long lines of text don't wrap within cells unless you force them to".

- Set the cell's Format to Wrap text
 - Select the cell(s)
 - On the Menu Bar, select Format, Cells
 - Click the Alignment tab at the top of the Format Cells dialog box
 - Check the "Wrap text" option, then click OK
- Force text to wrap in a cell at the point you specify as you enter the text
 - While in Edit mode in the cell, position the cursor inside the cell where you want the line to wrap, then press the **ALT** key plus the **ENTER** key

Vertical Alignment

As the row height expands, you may need to change the default vertical alignment (bottom) within cells:

1. Select the cell(s)
2. On the Menu Bar, select Format, Cells
3. Click the Alignment tab at the top of the Format Cells dialog box
4. Select an alignment from the Vertical: drop-down list, then click OK



The screenshot shows a portion of an Excel spreadsheet. The active cell is A1, containing the text "Long lines of text don't wrap within cells unless you force them to". The text is truncated on the right side of the cell. The spreadsheet has columns A and B, and rows 1 and 2. The formula bar shows the text "Long lines of text don't wrap within cells unless you force them to".

Number Formats

All cells in a worksheet have the General number format, unless you change selected cells to a different format. When you type numbers into a cell formatted as General, they are displayed exactly as you typed them. For example, if you type 22.00 in one cell, then 22 in another, the first cell will display the decimal place and two zeroes, the second cell will not.

You can change the way numbers are displayed in a cell by changing to one of several different number formats:

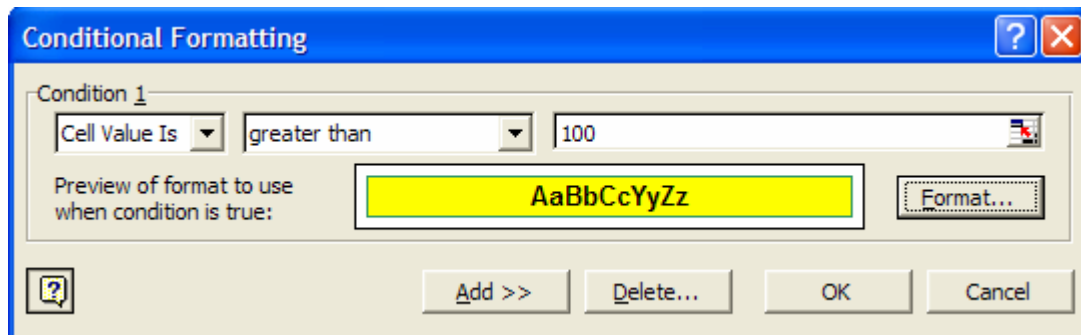
1. Select the cell(s)
2. On the Menu Bar, select Format, Cells
3. Click the Number tab at the top of the Format Cells dialog box
4. The category that is highlighted shows what the selected cell's current number format is
5. Click on a number format under Category:

6. Change any of the options available for that number format in the right side of the dialog box, then click OK

Conditional Formats

Excel can automatically apply one format to a cell if a specified condition is true in that cell, and a different format to the cell if the specified condition is not true. The Conditional Formatting feature allows up to 3 different formats to be applied to the same cell, depending on the cell's value.

1. Select the cell(s)
2. On the Menu Bar, select Format, Conditional Formatting...



3. Select Cell Value Is or Formula Is from the first drop-down list box
4. Select the appropriate operator from the second drop-down list box
5. Type the criteria to match in the text box(es) provided
6. Click the Format... button
7. Choose the formatting you want from the Format Cells dialog box, then click OK
8. To add a second condition, click the Add>> button and define a second criteria and set format options
9. To add a third condition, click the Add>> button again and define the third criteria and set format options
10. Click OK to apply the conditional formatting

Printing Your Worksheets

By default, Excel prints only the active worksheet. If you need to print just the selected cells, or print the entire workbook, you'll need to change print options before printing.

To print the entire workbook:

1. On the Menu Bar, select File, Print...
2. In the Print dialog box, select Entire Workbook from the "Print what" area

To print selected worksheets:

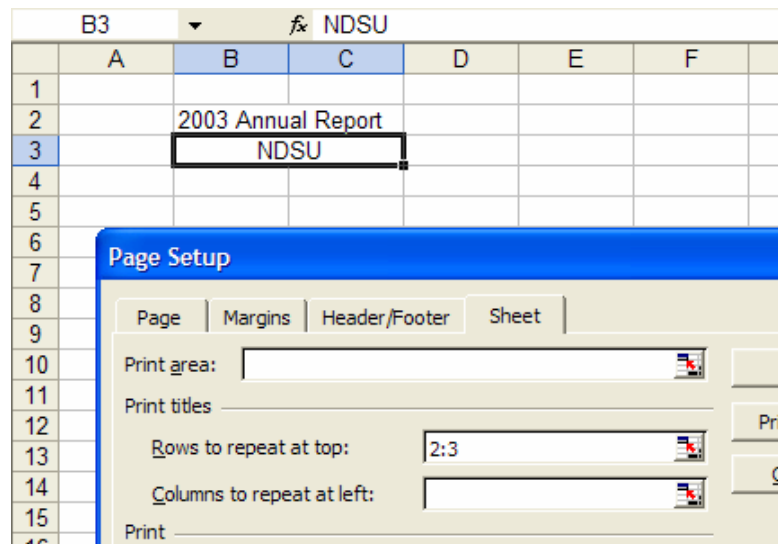
1. Click a worksheet tab, then hold down the **Shift** key and click another sheet tab to select all sheets in between, OR

2. Click a worksheet tab, then hold down the **Ctrl key** and click individual sheet tabs to select non-adjacent worksheet tabs
3. On the Menu Bar, select File, Print...
4. In the Print dialog box, select Active sheet(s) from the "Print what" area

Print Titles

You may have some rows or columns in your worksheets that you'd like to print at the top or left side of each printed page. If you add that text manually at the top or left side of each page by typing them in the rows and/or columns on each page, you'll have trouble making changes to the worksheet later. Instead, use the Print Titles option to produce the same result with much less work:

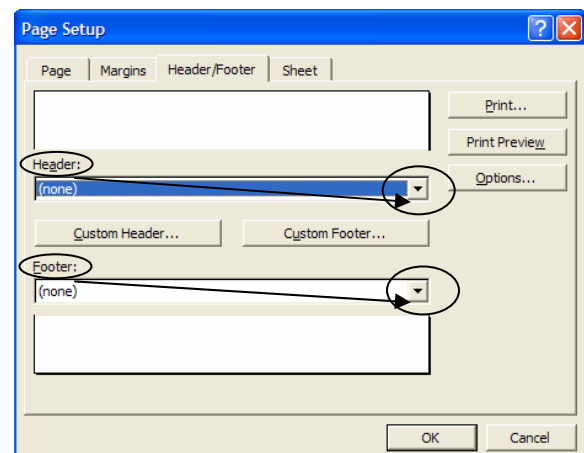
1. Position the worksheet screen so you can see the rows or columns you want printed on each page displayed on screen
2. On the Menu Bar select File, Page Setup...
3. Click the Sheet tab at the top of the Page Setup dialog box
4. In the Print titles area, type the row number you want repeated at the top of the page in the Rows to repeat at top: text box
5. To repeat more than one row, type the row numbers separated by a colon (:)
6. Click OK, then print the worksheet(s)



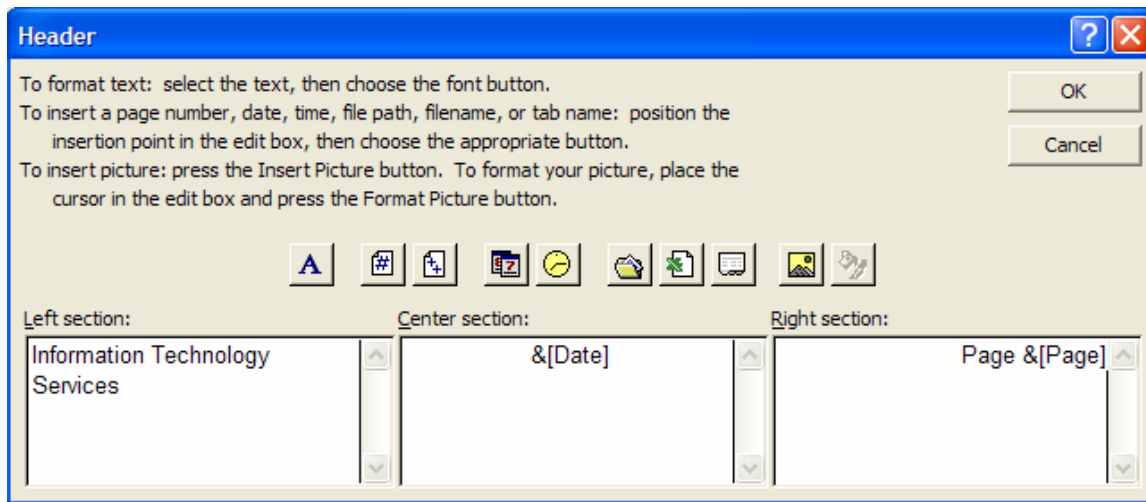
Headers and Footers

Excel no longer adds headers and/or footers to every worksheet by default as it used to. You can add pre-defined Headers or Footers to your worksheets, or you can create your own Custom Headers or Footers:

1. On the Menu Bar, select File, Page Setup...
2. Click the Header/Footer tab at the top of the Page Setup dialog box, if necessary
3. To use a pre-defined header or footer, select the appropriate entry from the Header: or Footer: drop-down list box



4. To create a Custom Header or Footer, click Custom Header... or Custom Footer...



5. Click in the Left section: box and type text or click one of the buttons above to place that entry code left-justified at the left edge of the header or footer
6. Press the Tab key to move the cursor to the Center section: - any text or entry codes will be center-justified in the header or footer
7. Press the Tab key to move the cursor to the Right section: - any text or entry codes will be right-justified
8. Click OK to close the Header or Footer dialog box
9. Click OK to close the Page Setup dialog box

Headers and footers will **not** be displayed in your regular worksheet view, but you will be able to view them in Print Preview and they will print with your worksheets.