

Chapter 2

Formatting A Worksheet

There are many types of formatting that can be applied to MS excel sheet. Excel makes available numerous formatting options to create professional looking worksheets that display your data effectively. You can use number formats to display numbers in a certain way, for example, as dates, or as scientific format numbers. You can use cell formats to change the size of cells and to add colours and borders. You can use font formats to change the typeface and style of the characters in your worksheet.

There are three locations where the Excel 2007 formatting tools are available:

- 1) In the home tab
- 2) In the format cells dialog box
- 3) In the mini toolbar that appears when you right click a range or a cell

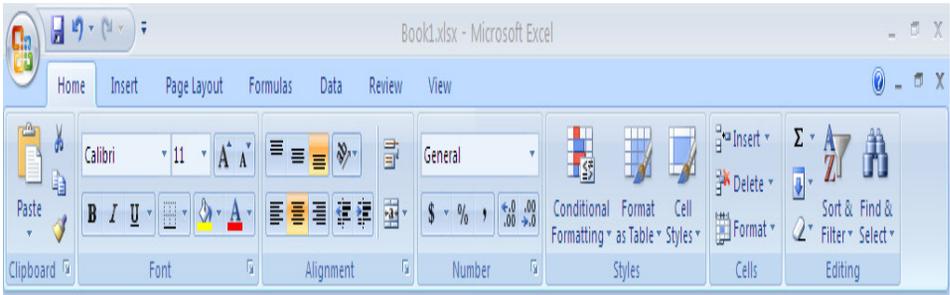
1) Home tab

Home tab provides the quick access to the most commonly used options with respect to the formatting requirements. The most commonly used formatting options show up on the Home tab in three groups:

- 1) The Font Group: The font group commands change the appearance of text within a cell or of the cell itself.
- 2) The Alignment Group: The alignment group commands change the position of text within a cell or cells.
- 3) The Number Group: The number group commands change the format of numbers and dates within a cell.

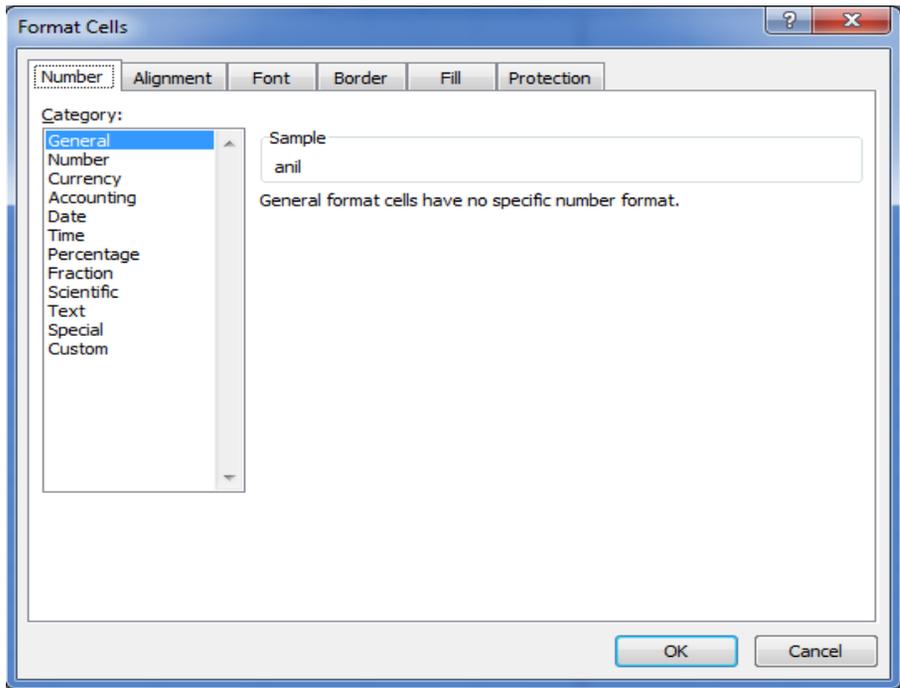
You can select a cell or a range and then use the tool as per the need like Font, Alignment or Number groups. To understand the proper use of such tools, only way is to use them and experience their effect. Formatting changes can be applied

to a whole worksheet, a range of cells within a worksheet, individual cells, and even text within a cell.



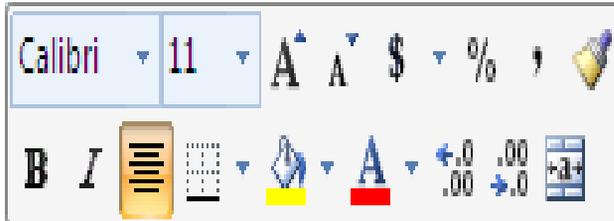
2) Format Cells dialog box

This dialog box allows to apply more or less any type of formatting style and number formatting. The formats selected from Format Cells Dialog box will be effective to the cells which are selected at the time. To use Format Cells dialog box, select the cell or a range to apply formatting. You can launch Format Cells dialog box by using (Ctrl+1) command, or by clicking the dialog box launcher in Home → Font, Home → Alignment, or Home → Number, or by choosing Format Cells from the shortcut menu after you Right-click the selected cell or range.



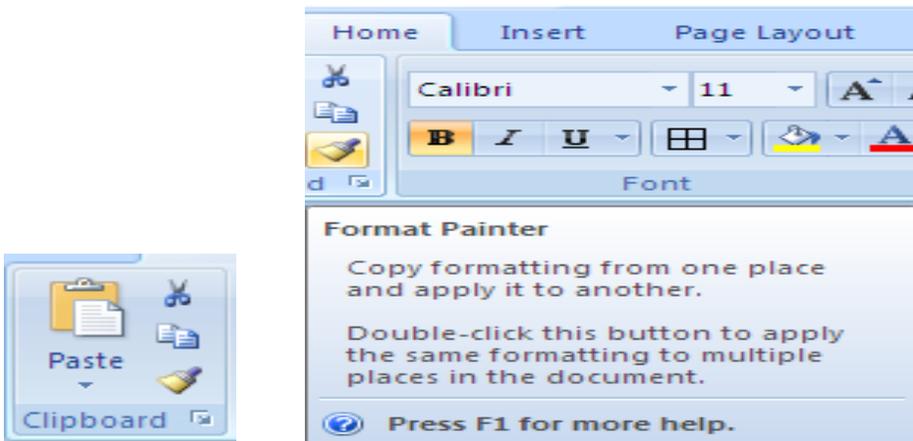
3) Mini toolbar

Shortcut menu and Mini toolbar gets displayed when you right click a cell or a range selection. Mini toolbar appears above or below the shortcut menu. The Mini toolbar contains controls for common formatting such as Font type, Font Size, Decrease Font, Increase Font, Font Color, Format Painter, Bold, Italic, Center, Borders, Merge And Center, Increase Decimal, Decrease Decimal, and Fill Color etc.



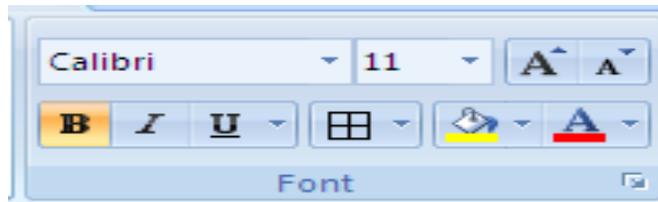
2.1 FORMAT PAINTER

Use the Format Painter to quickly copy formatting from one thing in a document to another. Just select the thing you like the look of, click Format Painter, and then click the thing you want to change to look the same. Format Painter picks up all the formatting from your first thing, whether it's a shape, cell, picture border, or piece of text, and applies it to the second.



2.2 FONT STYLES

There are four types of font styles as: Regular, Bold, Italic and Bold Italic. You can change font style for selected cells or ranges in a worksheet.



2.3 FONT SIZE

You can change font size for selected cells or ranges in a worksheet by choosing appropriate Font Size from Font group in Home tab.



2.4 ADDING BORDER AND COLOURS TO CELL

When you look at a blank worksheet, there are some thin lines that indicate where the cells are, without these lines it would be harder to identify a particular cell in the sheet. But these grid lines are only auxiliary lines; they are not written out unless you specifically request it. You can apply a border and colour to selected cell(s) using following steps:

Step 1: On the **Home** tab, in the **Cells** group, click **Format**

Step 2: Under **Protection**, Click **Format Cells**, to display the Format Cells dialog box

Step 3: Select the **Border** tab

Step 4: Choose **None**, **Outline**, or **Inside** in the Presets area, to specify the location for the border

Step 5: Choose any of the following options for the border:

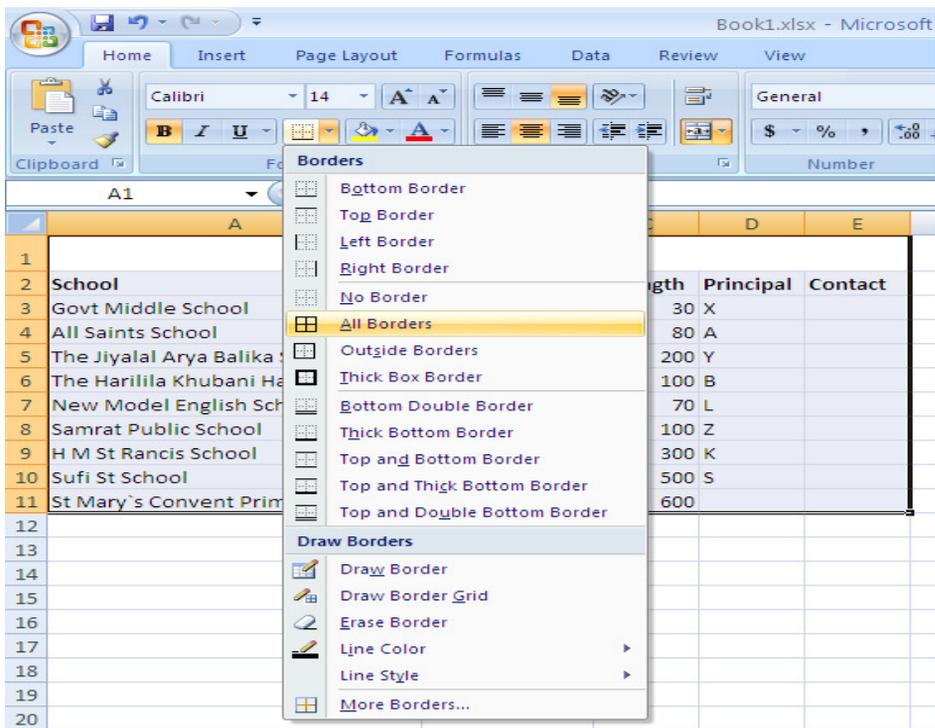
- In the Border area, click on any of the buttons to toggle its border
- Choose the border's line style in the Style area
- If necessary, select a colour for the border in the Color Palette

Step 6: Select the **Patterns** tab, and then choose any of the following options:

- Select a colour for the background of the selection in the Color palette
- If necessary, select a pattern for the background of the selection in the Pattern palette

Step 7: Choose OK to apply the border and colour

You can also apply border and color to the selected cell(s) using option of Borders menu in Font group on Home tab.



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Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

E13

	A	B	C	D	E
1	High School				
2	School	Area	Strength	Principal	Contact
3	Govt Middle School	Chachiawas	30	X	
4	All Saints School	Beawar Road	80	A	
5	The Jiyalal Arya Balika School	Chand Baori	200	Y	
6	The Harilila Khubani Harjani School	Vaishali Nagar	100	B	
7	New Model English School	Kaiser Ganj	70	L	
8	Samrat Public School	Pushkar Road	100	Z	
9	H M St Rancis School	Alwar Gate	300	K	
10	Sufi St School	Ana Sagar Ghati	500	S	
11	St Mary's Convent Primary School	Alwar Gate	600		

2.5 CHANGING ROWS AND COLOUMN WIDTH

Set the Row height

To set row(s) to specific height, select the row(s) that you want to change and use following steps:

Step 1: On the **Home** tab, in the **Cells** group, click **Format**

Step 2: Under **Cell Size**, Click **Row Height**

Step 3: In the **Row height** dialog box, type appropriate value that you want

You can set row(s) height to fit the contents using **AutoFit Row Height** Under **Cell Size** of **Format** group in **Home** tab.

Set the Column Width

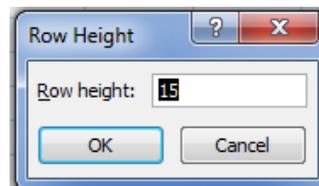
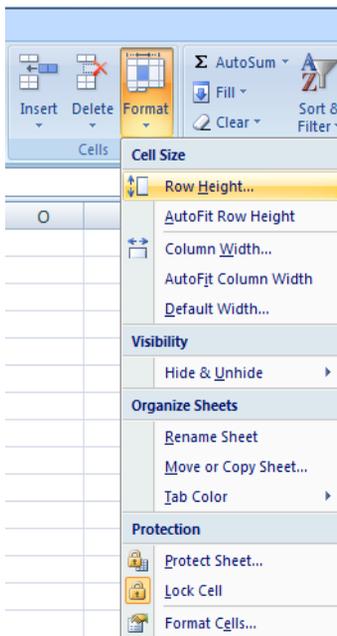
To set column(s) to specific width, select the column(s) that you want to change and use following steps:

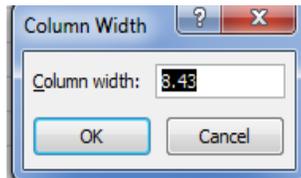
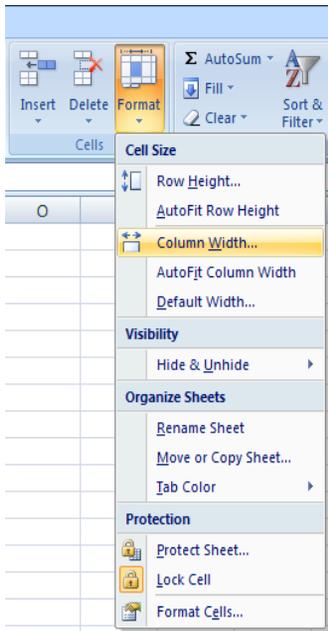
Step 1: On the **Home** tab, in the **Cells** group, click **Format**

Step 2: Under **Cell Size**, Click **Column Width**

Step 3: In the **Column width** dialog box, type appropriate value that you want

You can set column(s) width to fit the contents using **AutoFit Column Width** Under **Cell Size** of **Format** group in **Home** tab.

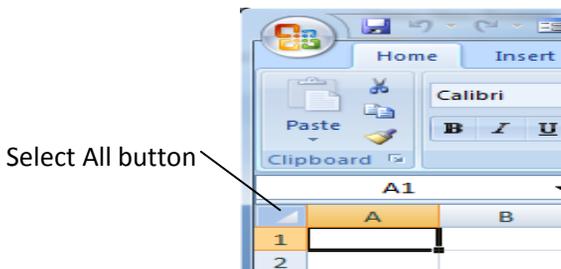




2.6 CHANGING ROWS AND COLOUMN WIDTH USING THE MOUSE

To change the height of rows by using the mouse use one of the following:

- 1) To change the row height of one row, drag the boundary below the row heading until the row is the height that you want.
- 2) To change the row height of multiple rows, select the rows that you want to change, and then drag the boundary below one of the selected row headings.
- 3) To change the row height for all rows on the worksheet, click the **Select All** button, and then drag the boundary below any row heading.
- 4) To change the row height to fit the contents, double-click the boundary below the row heading.



To change the width of columns by using the mouse use one of the following:

- 1) To change the width of one column, drag the boundary on the right side of the column heading until the column width changes to the desired size that you want.
- 2) To change the width of multiple columns, select the columns that you want to change, and then drag a boundary to the right of a selected column heading.
- 3) To change the width of columns to fit the contents, select the column or columns that you want to change, and then double click the boundary to the right of a selected column heading.
- 4) To change the width of all columns on the worksheet, click the **Select All** button, and then drag the boundary of any column heading.

2.7 APPLYING NUMBER FORMATS

In excel how a number is going to display in a cell, it depends on the format of that cell. Excel provides many options for displaying numbers as percentages, currency, dates, and so on. If these built-in formats do not meet your needs, you can customize a built-in number format to create your own. In order to apply a specific format to cell(s) use following steps:

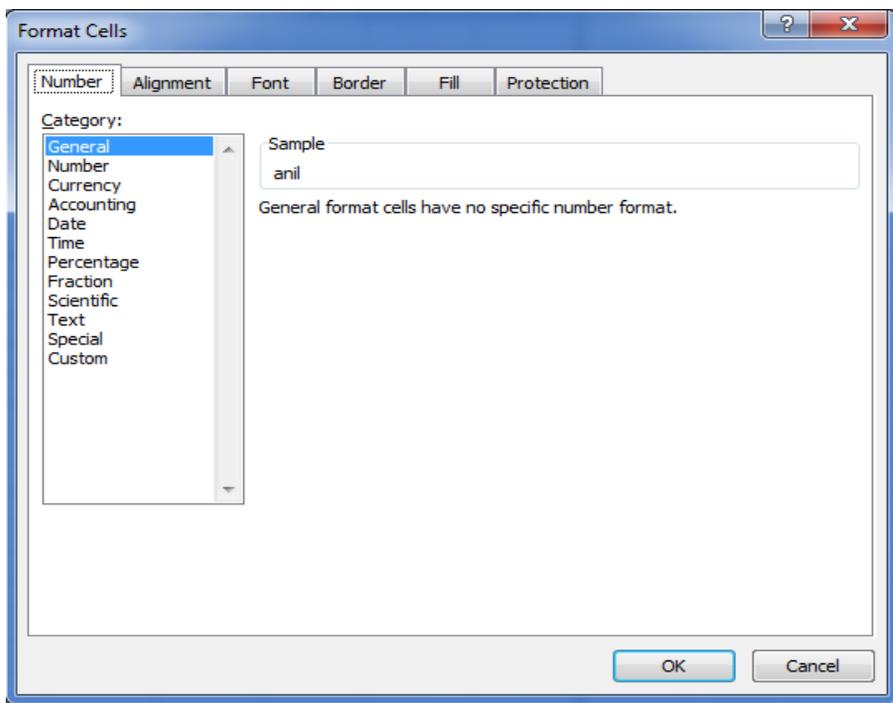
Step 1: Select the cell(s) that you want to format

Step 2: Right-click and then select **Format Cells** from the popup menu
or go to **Number** group of **Home** tab

Step 3: Select **Number** tab from **Format Cells** dialog box

Step 4: Choose an appropriate Category and other options, then click ok

Select General if the cell contains text and number and if it does not have any specific number format. If you select Number Category you can represent numbers as integers, decimals with number of decimal as option etc. For example, if you want to restrict the number of decimals to 3, choose Number Category and then decimal places as 3.



2.8 CREATING CUSTOM NUMBER FORMATS

If a built-in number format does not meet your needs, you can create a new number format that is based on an existing number format and add it to the list of custom number formats. For example, if you're creating a spreadsheet that contains customer information, you can create a number format for telephone numbers. You can apply the custom number format to a string of numbers in a cell to format them as a telephone number. Custom number formats affect only the way a number is displayed and do not affect the underlying value of the number. Custom number formats are stored in the active workbook and are not available to new workbooks that you open.

Step 1: Right-click and then select **Format Cells** from the popup menu
or go to **Number** group of **Home** tab

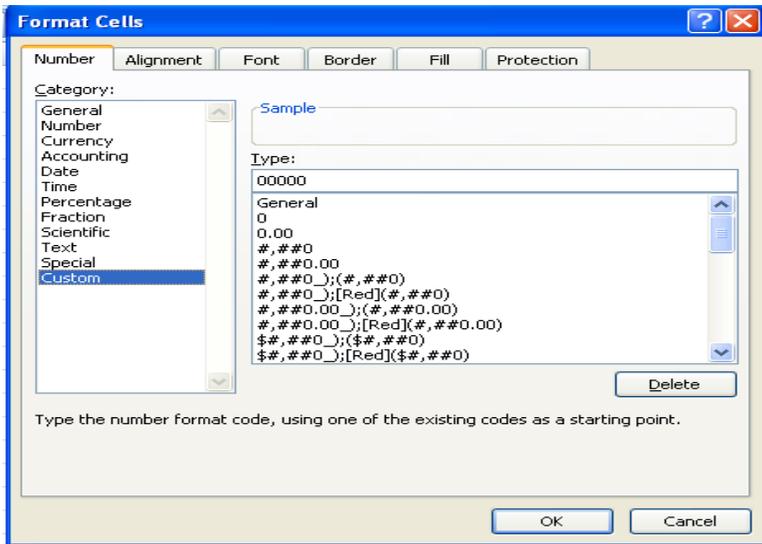
Step 2: Select **Number** tab from **Format Cells** dialog box

Step 3: Choose **Custom** Category

Step 4: In the **Type** list, select the built-in format that most resembles the one that you want to create

Step 5: In the **Type** box, modify the number format codes to create the exact format that you want

Step 6: When you have finished, click **OK**



2.9 ALIGN CELL CONTENTS

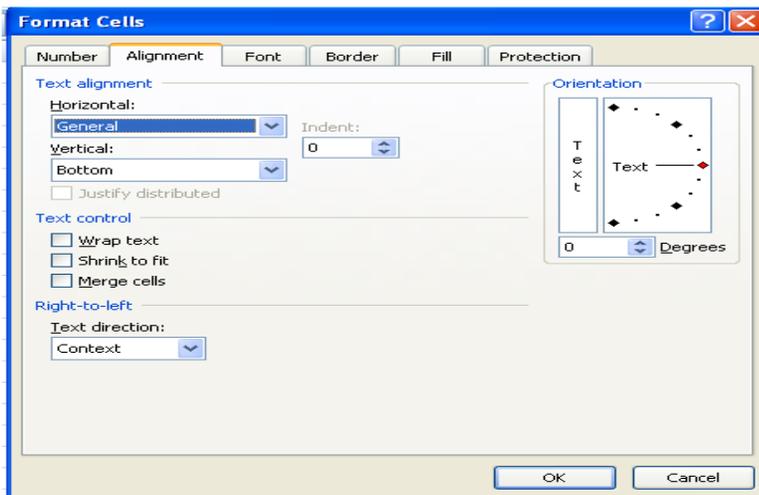
With Excel, **cell alignment** is how your text or numbers are positioned in the cell. Excel provides options to align text to the top, bottom, and middle of cells, as well as options to justify and distribute text vertically.

Step 1: Select the cell(s) that you want to format

Step 2: Right-click and then select **Format Cells** from the popup menu or go to **Alignment** group of **Home** tab

Step 3: Select **Alignment** tab from **Format Cells** dialog box

Step 4: Choose appropriate options, then click ok



2.10 CELL STYLES

Excel 2007 provides cell styles to quickly format a cell by choosing from predefined styles. To apply several formats in one step, and to make sure that cells have consistent formatting, you can use a cell style. A cell style is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading. To prevent anyone from making changes to specific cells, you can also use a cell style that locks cells. Excel has several built-in cell styles that you can apply or modify. You can also modify or duplicate a cell style to create your own, custom cell style. Styles help to give a professional look to your worksheets. In Excel, all styles are cell styles. However, a defined style can be applied to an entire worksheet. Cell styles can include any of the formatting that can be applied to a cell using the options available.

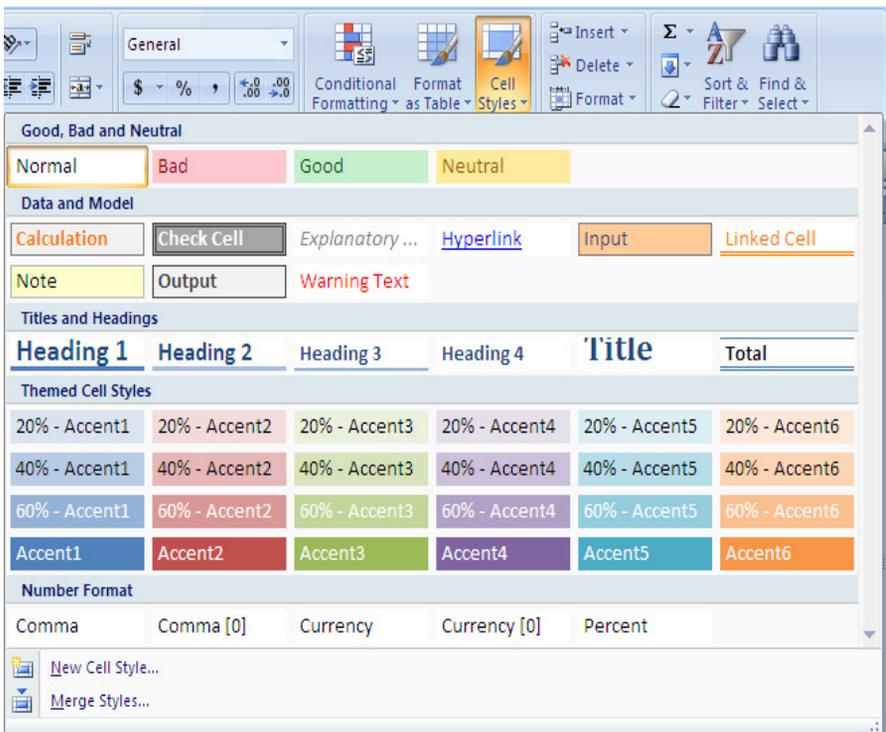
Step 1: Select the cell(s) to apply a style on

Step 2: Go to **Styles** group of **Home** tab

Step 2: Click **Cell Styles**

Step 3: Click to desire **Cell Style**

You may try different cell styles and see the effect.



2.11 CREATING YOUR OWN CELL STYLES

The built-in styles in Excel cannot cover every formatting need. You can easily create your own cell style as per your need. Use following steps to create your own cell style:

Step 1: Go to **Styles** group of **Home** tab

Step 2: Click **Cell Styles**

Step 3: Click to **New Cell Style**

Step 4: In the **Style name** box, type a name for the new style

Step 5: Click **Format**, the **Format Cells** dialog box will appear

Step 6: Set appropriate options for desired formatting, and then click **OK**

Step 7: In the **Style** dialog box, under **Style Includes** check appropriate boxes to choose the style formatting, and then click **OK**

Create a custom cell style based on an existing style

Step 1: On the **Home** tab, under **Format**, point to any style, and then click

Step 2: Hold down **Control** key, click the style that you want, and then click **Duplicate**

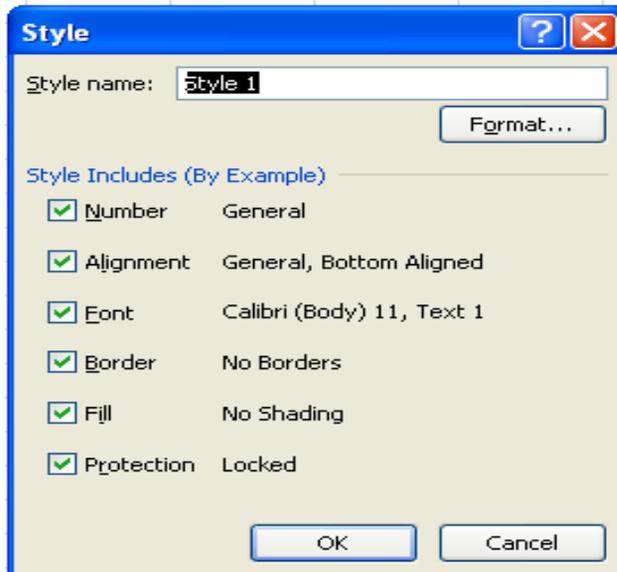
Step 3: In the **Style name** box, type a name for the new style

Step 4: Click **Format**, the **Format Cells** dialog box will appear

Step 5: Set appropriate options for desired formatting, and then click **OK**

Step 6: In the **Style** dialog box, under **Style Includes** check appropriate boxes to choose the style formatting, and then click **OK**





2.12 CONDITIONAL FORMATTING

Conditional formatting is more flexible, it allows you to format only a cell or range of cells, that meets certain criteria, or conditions. For example, you can have a cell appear bold only when the value of the cell is less than 100. When the value of the cell meets the format condition, the format you select is applied to the cell. If the value of the cell does not meet the format condition, the cell's default formatting is used. Here by "default formatting" mean the formatting that you set up using the normal formatting tools.

A cell can have up to 3 format conditions, each with its own formats, in addition to the default value of "no formatting". This allows you to have different formats depending on the value of the cell. For example, if the value was less than 100, you can display the text in red, but if the value is between 100 and 200, display the text in green. Let's say you have an inventory list, with multiple items and their corresponding quantity in stock. If the quantity in stock of an item reaches below 100 it's critical that you find out, so you can buy more units of that particular item. If you're unaware of conditional formatting, you might place the tip of your finger on your screen and start moving it downwards to see if there are any numbers in that column that is below 100. This is not a very effective method in a dataset with many rows. To apply conditional formatting use following steps:

Step 1: Select the cell(s) to which you want to apply conditional formatting

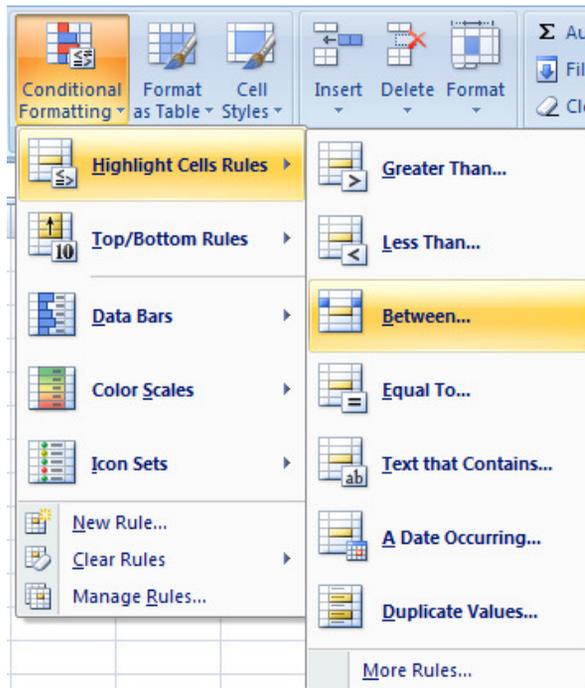
Step 2: Click the **Conditional Formatting** button in the **Styles** group of **Home** tab

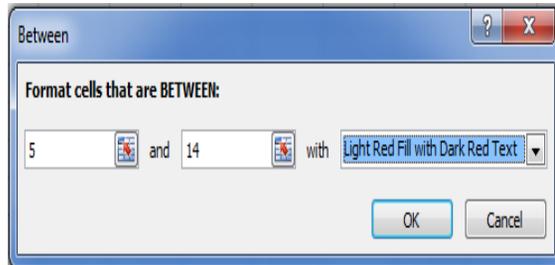
Step 3: Point to desired option on drop down menu and select one of the options to apply it to the selected cells, A cascading menu will appear

Step 4: An additional dialog box may appear, depending on the option you choose

Step 5: If so, make the necessary choices, then click Ok

To remove conditional formatting, click the **Conditional Formatting** and select **Clear Rules**. A cascading menu appears; choose to clear rules from the entire sheet or clear rules from the selected cells.





Important Points:

- Excel makes available numerous formatting options to create professional looking worksheets that display your data effectively.
- Format Painter is use to quickly copy formatting from one thing in a document to another.
- There are four types of font styles as: Regular, Bold, Italic and Bold Italic.
- You can set row(s) height to fit the contents using AutoFit Row Height Under Cell Size of Format group in Home tab.
- To change the row height to fit the contents, double-click the boundary below the row heading.
- To change the width of columns to fit the contents, select the column or columns that you want to change, and then double click the boundary to the right of a selected column heading.
- If a built-in number format does not meet your needs, you can create a custom number format.
- With Excel, cell alignment is how your text or numbers are positioned in the cell.
- To apply several formats in one step, and to make sure that cells have consistent formatting, you can use a cell style.

Practice Questions

Objective type questions:

Q1. Format painter is use

- a. To paint pretty pictures on your slides
- b. To copy formatting from one object or piece of text and then apply it elsewhere
- c. To change the background color of your slides
- d. To paint pretty pictures on background of slides

- Q2.** On an Excel sheet the active cell is indicated by?
- A dotted border
 - A dark wide border
 - A blinking border
 - By italic text
- Q3.** How are data organized in a spreadsheet?
- Lines and spaces
 - Layers and planes
 - Rows and columns
 - Height and width
- Q4.** You can launch Format Cells dialog box in Excel by using command
- Ctrl+1
 - Ctrl+5
 - Ctrl+2
 - Ctrl+3
- Q5.** There are types of font styles in Excel
- 8
 - 6
 - 4
 - 2
- Q6.** Which tab is not available in Format Cells dialog box?
- Number
 - Font
 - Fill
 - Margins

Very short answer type questions:

- Q1.** What is the use of Format Painter?
- Q2.** Does custom number format affect the underlying value of the number?
- Q3.** Write the name of font styles in Excel.
- Q4.** What is cell style?
- Q5.** What is cell alignment?

Short answer type questions:

- Q1.** Write down steps for changing row height and column width?
- Q2.** What is the use of format cell dialog box?
- Q3.** What do you mean by freeze and unfreeze of rows?

- Q4.** What is conditional formatting?
Q5. Explain the number formats in Excel.

Essay type questions:

- Q1.** How you can apply number formats in excel?
Q2. What is the custom number formats? Explain the steps to create custom number formats.
Q3. Explain cell styles and steps to create your own cell style.
Q4. How you can add border and colors to cell, explain.
Q5. Write short note on worksheet formatting.

Answers key for objective questions

- Q1: b
Q2: b
Q3: c
Q4: a
Q5: c
Q6: d