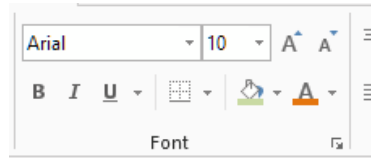


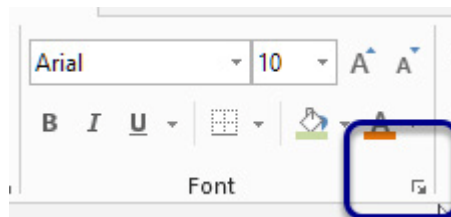
Lecture 16: MS Excel 2013 – Formatting Cells

The Font Group:

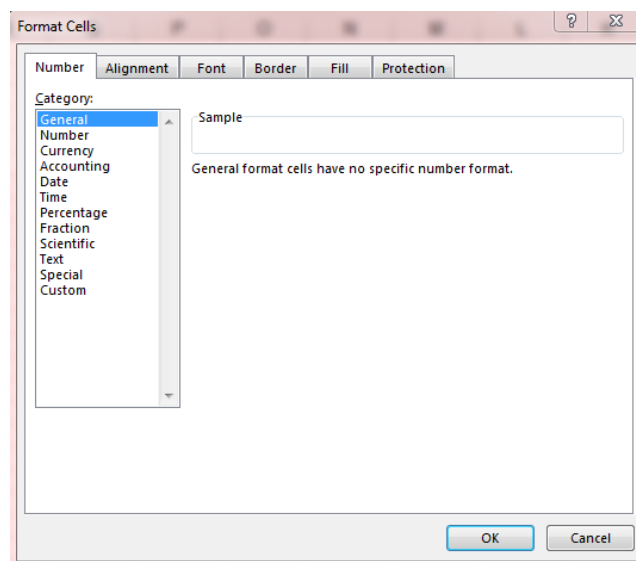
The Font group contains the main features you can use to change the appearance of your content.



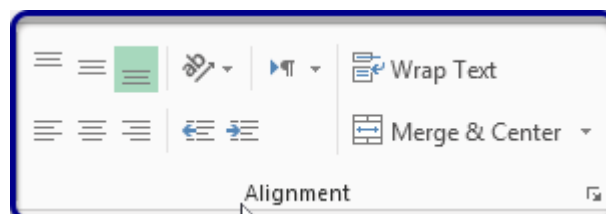
Making more detailed changes:



1. **Select** the cells you wish to format.
2. Click on the Dialog box launcher arrow on the font group.
3. Make the changes you require.
4. Click **OK**.



The Alignment Group:

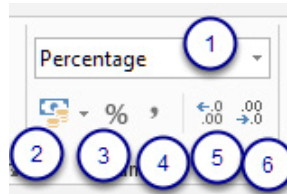


Orientation of text/numbers in a cell:



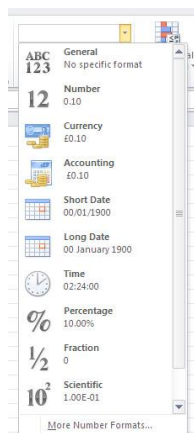
1. Click on the cell.
2. Click on the Orientation button.

The number group:



1. Number format.
2. Currency.
3. Percentage.
4. Insert comma in number.
5. Increase decimal places.
6. Decrease decimal places.

Applying number formats:

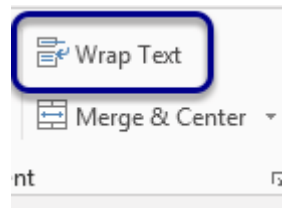


1. Click on the cells you want to format.
2. Click on the Number format icon you require.

Removing number formats:

When you want to remove number format, select the first option, **General** No specific format.

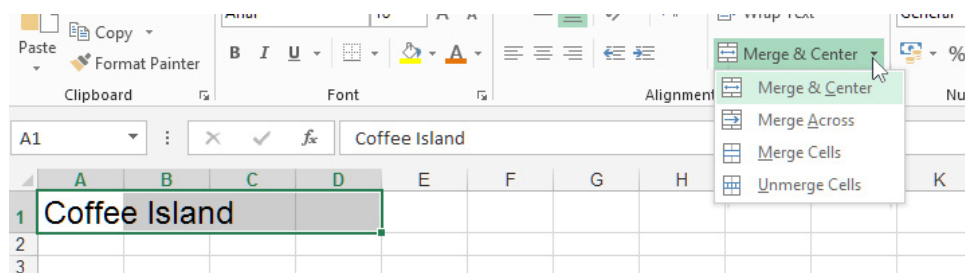
Wrapping Text in a Cell:



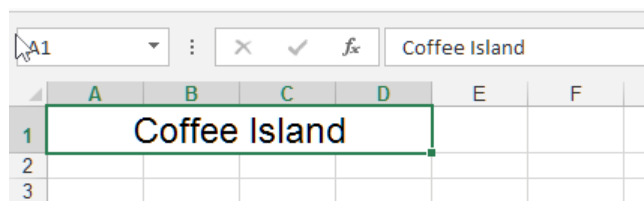
Note: The *format painter* allows you to copy the formatting from one part of your workbook to another.



Merge or Split Cells:



Select the cells you want to merge – in this case I have selected cells **A1** to **D1** as I would like the heading to be centered across them. Click on the drop down next to Merge and Center Cells. Select **Merge & Center**.



Merge Across:

Merge selected cells in the same row into one large cell.

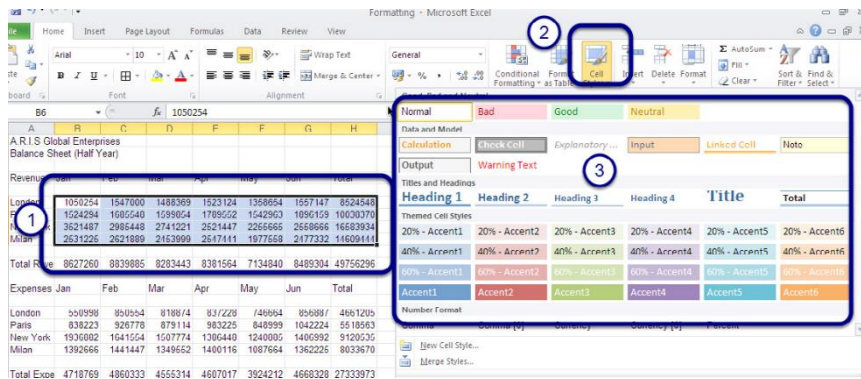
Unmerge Cells:

When you wish to remove the merged formatting do the reverse process.

Cell Styles:

Cell styles are pre-set formats for cells. They can be reused to help your sheet's formatting look consistent.

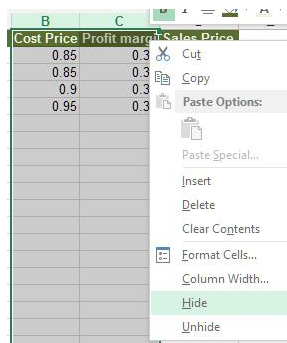
To apply a cell style:



1. Select the cells you would like to apply a style to **(1)**.
2. Go to the Styles group on the Home tab on the ribbon.
3. Click on the Cell Styles button **(2)**.
4. Click on the style you would like to apply **(3)**.

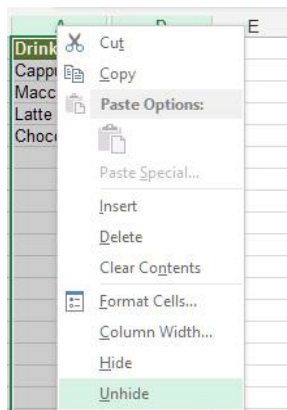
Hide and Unhide Rows and Columns:

Hide Columns:



1. Select the columns you want to hide – in my case B and C.
2. Right click.
3. Click on **Hide**.

Unhide Columns:



1. Select columns – here I selected A & D.
2. Right click.
3. Choose **Unhide**.

Note: The same process for the **Rows**.