Lecture 2: 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*.

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OK Cancel					Car	rel

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.

🝼 Format Painter

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**.

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	А		В		С	[)	E	F	
1	Coffee Island									
2										
3										

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*.