Working with Styles

A style is a set of formatting options that can be given a name, saved, and applied to a cell or a range of cells. You can create a style or modify an existing style to build the formatting options you need for your worksheets. Excel provides a large menu of preset styles that you can choose to apply to your cells.

To use a preset style, select a cell or range of cells and choose a style by clicking Home \rightarrow Cell Styles:

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	Alignmen	t	Good, Bad and Ne	utral		45		
			Normal	Bad	Good	Neutral		
	F	G	Data and Model					
			Calculation	Check Cell	Explanatory	Input	Linked Cell	Note
Dep	reciation	Net	Output	Warning Text	t			
\$	50.00	\$ 1,350.00	Titles and Heading	s				
\$	55.00	\$ 1,325.00	Heading 1	Heading 2	Heading 3	Heading 4	Title	Total
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Ş	70.00	\$ 1,275.00	20% - Accent1	20% - Accent	2 20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6
\$	75.00	\$ 1,225.00	40% - Accent1	40% - Accent	2 40% - Accent3	40% - Accent4	40% - Accent5	40% - Accent6
\$	80.00	\$ 1,200.00	60% - Accent1	60% - Accent	2 60% - Accent3	60% - Accent4	60% - Accent5	60% - Accent6
\$	90.00	\$ 1,175.00	Accent1	Accent2	Accent3	Accent4	Accent5	Accent6
\$	630.00	\$11,250.00	Number Format					
			Comma	Comma [0]	Currency	Currency [0]	Percent	-
			<u>N</u> ew Cell Style <u>M</u> erge Styles.					Las

Click a style to apply the formatting:

	Region	Income	Accounts I	Receivable	Ov	erhead	Dep	eciation	Ne	t
	Region 1	\$1,000.00	\$	500.00	\$	100.00	\$	50.00	\$	1,350.00
	Region 2	\$1,020.00	\$	510.00	\$	150.00	\$	55.00	\$	1,325.00
0	Region 3	\$1,040.00	\$	520.00	\$	200.00	\$	60.00	\$	1,300.00
00	Region 4	\$1,060.00	\$	530.00	\$	250.00	\$	65.00	\$	1,275.00
	Region 5	\$1,080.00	\$	540.00	\$	300.00	\$	70.00	\$	1,250.00
60	Region 6	\$1,100.00	\$	550.00	\$	350.00	\$	75.00	\$	1,225.00
	Region 7	\$1,120.00	\$	560.00	\$	400.00	\$	80.00	\$	1,200.00
	Region 8	\$1,140.00	\$	570.00	\$	450.00	\$	85.00	\$	1,175.00
	Region 9	\$1,160.00	\$	580.00	\$	500.00	\$	90.00	\$	1,150.00
		\$9,720.00	\$	4,860.00	\$2	2,700.00	\$	630.00	\$1	1,250.00

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To remove applied styles from a cell range, select the styles cells and click Cell Styles Normal. This will remove the formatting by re-applying basic black and white formatting:



To create your own style, enter data in a cell and apply the various effects that you need (such as font color, fill color, font size, bold, italic, etc.). Here, we have entered the word "Hello," and selected bold, a font size of 14, a white font color, and a shade of purple for the cell color:



Next, select the cell and click Cell Styles New

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- 1	Δ	B		D	F	F	1	Data and Model	bau	0	000	Neutral
1	Hello			U	-			Calculation	Check Cel	Ð	planatory	Input
2	Carbon Contraction	6						Output	Warning	Text	4	
3								Titles and Heading	05			
4								Heading 1	Heading	2 н	eading 3	Heading 4
5								Themed Cell Style	s			
7								20% - Accent1	20% - Acc	ent2 20)% - Accent3	20% - Acce
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9								60% - Accent1	60% - Acc	ent2 60)% - Accent3	60% - Acce
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13								Comma	Comma [0	0] Cu	urrency	Currency [(
14							-	New Cell Styl	e			5)
15							-	Merge Styles				
17									1 1		() () () () () () () () () ()	

This will open the Style dialog box. If you give the style a name and then click OK, the formatting you added to the selected cell will be saved as a style. If you click the Format button, you will display the Format Cells dialog box. This will allow you to add pretty much any kind of formatting you want to the new style. You can also select or deselect elements to include in your style with the various checkboxes. When you have confirmed the style elements to use, give the style a name and click OK:

Style	8 ×
<u>S</u> tyle name:	My Style
	Format
Style Include	s (By Example)
Number	General
🔽 Alignme	nt Horizontal Center, Bottom Aligned
V Eont	Calibri (Body) 14, Bold Background 1
B order	No Borders
🔽 Fill	Shaded
Protecti	on Locked
	OK Cancel

The new custom style will be listed at the top of the Cell Styles command:

Custom									
My Style									
Good, Bad and Neutral									
Normal	Bad	Good	Neutra						
Data and Model									
Calculation	Check Cell	Explanatory							
Output	Warning Text								

Styles

Styles are saved with the workbook they are created in. **If you want to use a style from another workbook**, the Merge Styles command will allow you to import the styles you need. To do this, you must have two workbooks open: one that contains styles you want to use (source) and one where you want to use the styles (destination). Switch to the destination workbook and Cell

Custom My Style Good, Bad and Neutral	es:			
Good, Bad and Neutral	tom			
	od, Bad ar	nd Neutral		
	New Ce	II Style		
Mew Cell Style	Merge S	ityles		
New Cell Style	Merge S	ityles 🔓		

(We will discuss more about working with multiple workbooks later in this manual.)

The Merge Styles dialog will open. Select the workbook with the style you want and click OK:

cource workby	iom:
Source Workbe	
	-
Choose an ope	n workbook to copy its cell styles into this

Excel will copy all of the styles from the source workbook into the destination workbook. If there are styles in both workbooks that have matching names, you will be asked if you want to merge styles.

Working with Themes

As you know, Excel offers a wide range of customization options to change the look and feel of your worksheet. All of the effects we have dealt with in this lesson can be collected together into a single theme. Themes allow you to apply coordinating font, colors, effects, styles, and other types of formatting at once.

To make the best use of themes, you should first apply styles to your data. Consider the following chart of information:

	A	В	С	D	E	F	G
1		dili dili	Rainfall	àil 			
2		Station 1	Station 2	Station 3	Station 4		
3	Day 1	15	14	15	10		
4	Day 2	0	2	5	0		
5	Day 3	0	10	8	7		
6	Day 4	25	35	32	34		
7	Day 5	0	0	2	1		
8	Total	40	61	62	52		5 day total
9							215

All information has been correctly labeled and the totals are in place.

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Using a number of styles from the Cell Styles command, we have formatted the worksheet to look like this:

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Pa	ste	Calibri B I U ~ T Sont	• 11 • A A A •	≡ ≡ ≣ ≣ ≇ ≇ Alignme	∎ ∎ ∎ ⊡∎ × ≫r× ent ⊊	General \$ ✓ % €.0	 Cond Forma Cell S Cell S 	itional Form at as Table ។ tyles * Styles	natting 🕶
	M17	- (f _x					
A	A	В	С	D	E	F	G	Н	1
1		R	ainfall						
2		Station 1 St	ation 2 S	tation 3	Station 4				
3	Day 1	15	14	15	10				
4	Day 2	0	2	5	0				
5	Day 3	0	10	8	7	1			
6	Day 4	25	35	32	34				
7	Day 5	0	0	2	1				
8	Total	40	61	62	52		5 day total		
9							215		

These styles were applied using the standard Office theme used by all new workbooks. You can view the current theme by clicking Page Layout Themes:



If you move your mouse over the different themes, you will see the current styles in your worksheet change depending on the theme. For example, here is the worksheet using the Equity theme:

1	A	В	С	D	E	F	G	
1			Rainfal	1				
2		Station 1	Station 2	Station 3	Station 4			
3	Day 1	15	14	- 15	10			
4	Day 2	0	2	5	0			
5	Day 3	0	10) 8	7			
6	Day 4	25	35	32	34			
7	Day 5	0	0	2	1			
8	Total	40	61	62	52		5 day total	
9							215	

Themes are pre-packaged with Excel, but as with just about everything else, they are fully customizable. You can change the color scheme, fonts, and effects for a theme by clicking and browsing through the other commands in the Themes group. You can pick a color scheme from one of the other themes as well as the fonts:



If you click the Effects command, you can change the way objects such as WordArt, SmartArt, and diagrams look, as based on another theme:



Keep in mind that changes to themes are applied to all worksheets in a workbook. You can't apply individual themes to each worksheet.