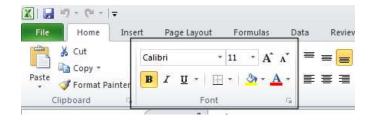
Font formatting

Font formatting options

• The font formatting options are located on the Home tab within the Font group.



Font type

• Open a workbook called Font formatting. Select the range C3:G3.

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| 1 | Sales vol | ume by count | ry | | | | |
| 2 | | | 12 | | | | |
| 3 | | Country | Sales 2003 | Sales 2004 | Sales 2005 | Sales 2006 | Sales 2007 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | LICA | 100 | 110 | 100 | 100 | 04 |

• Under the Home tab, click on the down arrow next to the Font section.

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• From the drop down list displayed, select a different font type, such as Arial.

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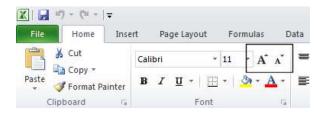
• Experiment with applying different fonts to your data.

Font size

• Select the range **B3:B12**. Click on the **down arrow** within the **Font Size** section and select a different font size.

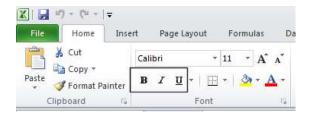
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| 2 | | | | 18 | | | | | | |
| 3 | | Country | Sales 2003 | 20 | | 2004 | Sale | es 2005 | Sales 2006 | Sales 2007 |
| 4 | | India | 102 | 22 | | 129 | | 189 | 193 | 201 |
| 5 | | Canada | 98 | | | 120 | | 121 | 132 | 143 |
| 6 | | USA | 109 | 28 | | 110 | | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 1000 | | 99 | | 98 | 95 | 85 |
| 8 | | Australia | 92 | | - | 95 | | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 72 | | 43 | | 54 | 74 | 84 |
| 10 | | China | 67 | | | 79 | | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | | | 34 | | 43 | 54 | 73 |
| 12 | | Mexico | 12 | | | 24 | | 20 | 23 | 32 |
| 13 | | | | | | | | | | |
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TIP: You can also select a range and use the **Increase Font Size** and **Decrease Font Size** icons.

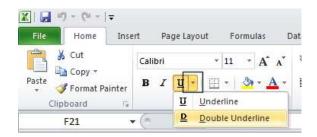


Bold, italic, underline formatting

• Select the range **C4:G12** and experiment with applying **bold**, **italic** and **underline** formatting using the icons illustrated below.

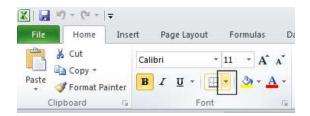


TIP: You can easily apply double underline formatting. To do this click on the **down arrow** next to the **Underline** icon. Select the **Double Underline** command.



Cell border formatting

• Select the range B3:G12. Click on the down arrow next to the Border icon.



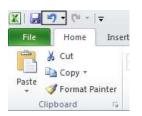
• A drop down list is displayed from which you can select the required border. Select **All Borders**.

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| | Clipboard | | | Fo | Borders gnmer | | | | | | |
| | B3 | * | (= | fx | <u>EB</u> | B <u>o</u> ttom Border | 1 | | | | |
| A | А | В | | С | E | To <u>p</u> Border | | G | | | |
| 1 | Sales volu | ime by cour | ntry | | 63 | Left Border | Ĩ | | | | |
| 2 | | | 112 | | H | <u>R</u> ight Border | | | | | |
| 3 | | Country | | Sales 2 | | No Border | 6 | Sales 2007 | | | |
| 4 | | India | | | ⊞ | All Borders | 13 | 3 201 | | | |
| 5 | | Canada | | L | - | Outside Borders | 17 | 2 14 | | | |
| 5 | | USA | | | | Thick Box Border | 12 | 2 94 | | | |
| 7 | | United Kin | gdom | | | - Bottom Double Border | 15 | | | | |
| 8 | | Australia | | | | The second | 12 | G | | | |
| 9 | | New Zeala | nd | | | T <u>h</u> ick Bottom Border | 14 | | | | |
| 0 | | China | | | | Top an <u>d</u> Bottom Border | 18 | 김 (유) | | | |
| 1 | | Pakistan | | | Ξ | Top and Thi <u>ck Bottom Border</u> | 14 | | | | |
| 2 | | Mexico | _ | - | | Top and Do <u>u</u> ble Bottom Border | 13 | 3 32 | | | |
| 4 | | | | | | w Borders | | | | | |
| 5 | | | | | | Dra <u>w</u> Border | 1 | | | | |
| 6 | | | | | 1 | Draw Border <u>G</u> rid | | | | | |
| 7 | | | | | 2 | <u>E</u> rase Border | Ē | | | | |
| 18 | | | | | _ | L <u>i</u> ne Color | * | | | | |
| 19 | | | | | | Line St <u>y</u> le | * | | | | |
| 20 | | | | | Ħ | More Borders | | | | | |

• Your data will now look like this.

| Country | Sales 2003 | Sales 2004 | Sales 2005 | Sales 2006 | Sales 2007 |
|----------------|------------|------------|------------|------------|------------|
| India | 102 | 129 | 189 | 193 | 201 |
| Canada | 98 | 120 | 121 | 132 | 143 |
| USA | 109 | 110 | 109 | 102 | 94 |
| United Kingdom | 92 | 99 | 98 | 95 | 85 |
| Australia | 92 | 95 | 96 | 92 | 93 |
| New Zealand | 32 | 43 | 54 | 74 | 84 |
| China | 67 | 79 | 83 | 88 | 93 |
| Pakistan | 24 | 34 | 43 | 54 | 73 |
| Mexico | 12 | 24 | 20 | 23 | 33 |

• Click on the **Undo** icon (top-left of your screen) to undo this formatting.

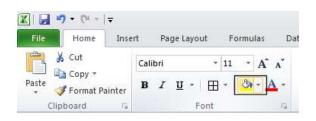


• Spend a little time experimenting with applying different types of borders. Remember that you can use the **Undo** icon to undo any formatting that you apply.

TIP: Experiment with applying border formatting effects, such a thick or double edged border effects.

Formatting the background color

• Select the range B3:G3. Click on the down arrow next to the Fill Color icon.



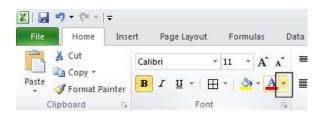
• Move the mouse over a color and you will see the color formatting previewed within your data. Click on a color to apply it.

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| 1 | Sales vol | ume by country | | | | Red, Acc | ent 2, Ligh | ter 60% |
| 2 | | | | | | | | |
| 3 | | Country | Sales 2003 | Sal | Standard Co | olors |)6 9 | Sales 2007 |
| 4 | | India | 102 | 2 | | | 93 | 201 |
| 5 | | Canada | 98 | | No Fill | | 32 | 143 |
| 6 | | USA | 109 | | 😗 More C | Colors | 02 | 94 |
| 7 | | United Kingdom | 92 | | 99 | 98 | 95 | 85 |

TIP: Be careful when applying background fill colors as it may make any text within the range difficult to see. Avoid using similar text colors and background fill colors.

Formatting the font color

• Select the range B3:B12. Click on the down arrow next to the Font Color icon.



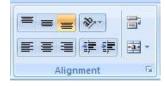
• This will display a drop down from which you can select the required color. Experiment with applying different font colors.

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| | B3 | + (| | fx | Co | untry | Т | heme C | olors | | |
| 1 | A | В | | С | | D | | | | | G |
| 1 | Sales vo | lume by counti | y | | | | | | | | |
| 2 | 1 | | | | | | | | | | |
| 3 | | Country | | Sales 2 | 003 | Sales 2 | 0(| | | | les 2007 |
| 4 | | India | 1 | | 102 | | 1 5 | tandard | Colors | | 201 |
| 5 | | Canada | | | 98 | | 1 | | | | 143 |
| 6 | | USA | į | | 109 | | 1 | Mo | re Colors | | 94 |
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• Save your changes and close the workbook.

Alignment formatting

• The alignment options are contained within the **Alignment** group on the **Home** tab.



Horizontally aligning contents in a cell range

• Open a workbook called **Alignment**. Select the range **C3:G12**. Click on the **Center** icon to centre the cell contents in this range. Try applying **left** and then **right** alignment formatting. Use the alignment icons illustrated below.

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Centering a title over a cell range

• Click on cell C2 and type in the word 'Sales'.

| 1 | А | В | С | D | E | F | G |
|---|---|----------------|-------|------|------|------|------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2003 | 2004 | 2005 | 2006 | 2007 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 0 | | Marca Zandanad | 22 | 40 | 5.4 | 74 | 04 |

• We want to centre this within the range C2:G2. To do this, select the range C2:G2.

| 1 | А | В | С | D | E | F | G |
|---|---|---------|-------|------|------|------|------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2003 | 2004 | 2005 | 2006 | 2007 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |

• Click on the Merge and Center icon.

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| (| lipboard | 19 | | Font | | 15 | | | Alignme | nt |

• Your screen will now look like this.

| | А | В | С | D | E | F | G |
|---|---|----------------|------|------|-------|------|------|
| 1 | | | | | Sales | | |
| 3 | | Country | 2003 | 2004 | 2005 | 2006 | 2007 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |

Cell orientation

• Select the range C3:G3.

| | A | B | С | D | E | F | G |
|---|---|---------|------|------|-------|------|------|
| 1 | | | | | | | |
| 2 | | | | | Sales | | |
| 3 | | Country | 2003 | 2004 | 2005 | 2006 | 2007 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |

• Click on the **Orientation** icon.

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| Clipboard 🛱 | Font | 6 | | Alignme | nt 😼 |

• You will see a drop down menu allowing you to format the cell orientation.

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| С | 3 , | • (* | <i>f</i> _* 2003 | | | -8j | Rotate Text Up | |
| A | 1 | 3 | С | D | E | 1B- | Rotate Text Down | |
| 1 | | | | | | \$2; | – For <u>m</u> at Cell Alignment | |
| 2 | | | | | Sale | 2 C | | |

• Select the Angle Clockwise command. Your data will now look like this.

| | А | В | С | D | E | F | G |
|---|---|----------------|------|------|-------|------|------|
| 1 | | | | | | | |
| 2 | | | | | Sales | | |
| 3 | | Country | 2003 | 2008 | 2005 | 2006 | 2001 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |

• Experiment with applying some of the other orientation effects.

Text wrapping within a cell

• Click on cell **B14**. Type the following txt into cell **B14**.

All revenues are pre-tax profits.

• When you press the Enter key you will see that the text does not 'fit' into the cell.

| 4 | A | 8 | C | D | 6 | F | G |
|----|----------------------------------|----------------|--------------|------|-------|------|------|
| 1 | | 10.00 | | | | | |
| 2 | | | | | Sales | | |
| 3 | | Country | 103 | 100+ | 1005 | 1000 | 1001 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 10 | | China | 67 | 79 | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 |
| 13 | F | | | 0 | | | |
| 14 | All revenues are pre-tax profits | | -tax profits | | | | |
| 15 | | | | | | | |
| 16 | - | | | | | | |
| | | | | | | | |

• Select cell **B14** and click on the **Wrap Text** button.

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| Clipboard 🗔 | Font | 6 | | Alignment |

• The cell will now look like this.

| 13 | | |
|----|-------------------|--|
| | All revenues are | |
| 14 | pre- tax profits. | |
| 15 | | |

• Save your changes and close the workbook.

Aligning cell contents vertically

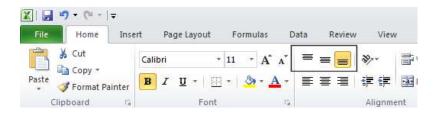
• Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.

| | A | В | С | D | E | F | G |
|---|---|---|------------|------|------|------|------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | Sales Area | 2005 | 2006 | 2007 | 2008 |
| 4 | | | North | 234 | 254 | 287 | 300 |
| 5 | | | South | 654 | 763 | 427 | 675 |
| 6 | | | East | 324 | 324 | 553 | 432 |
| 7 | | | West | 234 | 543 | 347 | 432 |

• Select the data as illustrated.

| 1 | A | В | С | D | E | F | G |
|---|---|---|------------|------|------|------|------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | Sales Area | 2005 | 2006 | 2007 | 2008 |
| 4 | | | North | 234 | 254 | 287 | 300 |
| 5 | | | South | 654 | 763 | 427 | 675 |
| 6 | | | East | 324 | 324 | 553 | 432 |
| 7 | | | West | 234 | 543 | 347 | 432 |
| 3 | | | | | | | |

• Click on the **Home** tab and from within the **Alignment** group select the required vertical alignment option.



• Experiment with applying each of the three vertical alignment options.



Top Alignment Middle Alignment Bottom Alignment

- After you have finished experimenting, set the alignment to Middle Alignment.
- Save your changes and close the workbook.

Format Painter

- Open a workbook called Format painter.
- Click within the upper table.

• Click on the **Format Painter** icon. This icon is contained within the **Clipboard** group under the **Home** tab.



- Once you click on the **Format Painter** icon, you will notice that the shape of the mouse pointer changes to the shape of a paintbrush. You can now apply the formatting within the cell that you clicked on, to another range within the worksheet.
- Click on cell **B14**, and while keeping the mouse button pressed, move the mouse pointer to cell **G23**. Release the mouse button and the formatting will be copied to the second range within your worksheet, as illustrated.

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| 4 | A | 1 | c | D | E | ţ. | G | |
| 1 2 | | Country | Salas 2003 | Sales 2004 | Sales 2005 | Sales 2005 | Sales 20 | 707 |
| 3 | | India | 102 | 129 | 189 | 183 | | 201 |
| i i | | Canada | 98 | 120 | 121 | 132 | | 143 |
| 5 | | USA | 109 | 110 | 109 | 102 | | 94 |
| 6 | | United Kingdom | 92 | 99 | 98 | 95 | | 85 |
| 7 | | Australia | 92 | 25 | 96 | 92 | | 93 |
| 5 | | New Zeatand | 22 | 43 | 54 | 74 | | 84 |
| 9 | | China | 67 | 79 | #3 | 88 | | 93 |
| 0 | | Pakistan | 24 | 34 | 43 | 54 | | 73 |
| 1 | | Μεχίου | 12 | 24 | 20 | 23 | | 32 |
| 2 | | | | | | | | |
| 3 | | Country | Sales 2003 | Sales 2004 | Sales 2005 | Sales 2006 | Sales 2 | 007 |
| 5 | | India | 102 | 129 | 189 | 193 | | 201 |
| 6 | | Canada | 98 | 120 | 10000 | 132 | | 143 |
| 7 | | USA | 102 | 110 | 109 | 102 | | 94 |
| 8 | | United Kingdom | 92 | 99 | 08 | 95 | | 85 |
| 9 | | Australia | 92 | 95 | 96 | 92 | | 93 |
| 0 | | New Zealand | 32 | 43 | 54 | 74 | - | 84 |
| 1 | | China | 87 | 79 | 03 | 80 | | 93 |
| z | | Pakintan | 24 | 34 | 43 | 54 | | 73 |
| 3 | | Mexico | 12 | 24 | 20 | 23 | | 32 |

• Save your changes and close the workbook.