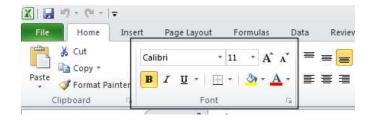
# Font formatting

## 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.

K   F		(° <sup>µ</sup> +   <del>↓</del> ome Insert	Page Layout	Formulas	Data	Review V	iew Add-In:
1	and the set of the se	py *		11 · A · <u>3</u> · <u>A</u>			चिंग Wrap Te स्रि सिंह Merge ह
	C3	- (	<i>f</i> ∡ Sa	les 2003			
<i>M</i>	A	В	С	D	E	F	G
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.

🗶 i 🛃 i	e) - (u -	Ŧ					
File	Home	Insert	Pa	ge Layo	ut I	Form <mark>ul</mark> as	Di
Ê.	K Cut	С	alibri		~ 1	- A	Ă Ă
Paste	🛅 Copy 👻	ainter	I	<u>u</u> .		<u>&amp;</u> -	<u>A</u> -
Cli	pboard	19		F	ont		15

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

ſ	K Cut	Calibri - 11	* A *	-		æ	Wrap Tex
Pa	Ste	Theme Fonts				-	Herge &
	Clipboard S	🅆 Cambria		(Headings)	1 10	1	172
-		Tr Calibri		(Body		Alighini	115
-	C3 *	All Fonts			1	_	
H.	A 8	ADMUGLG					G
1	Sales volume by cou	ADMUK25m					
2	Country	ADMUIGLg				2005 5	iles 2007
4	Country	4040805m				193	201
5	Canada	1.400 5 5 900 -				132	143
6	USA	T Agency IB				102	94
7	United Ki	T Aharoni	1	אבגד הוו	6	95	85
8	Australia	<b>T</b> ALGERIAN				92	93
9	New Zeal	Andahur 🕂		) (mining	1	74	84
10	China	T Appianalles		a fai	6.	88	93
11	Pakistan	T Augustatec		a fai	ŧ I	54	73
12	Mexico	The Aparajita		देवलागरं	t I	23	32
13		T AR BERKLEN					
14		T AR BLANCA					
15							
16 17		The point					
17		A weather					
18		T AR CENA					
20		T AR CHRISTY					
21		a track (see the set of the set					

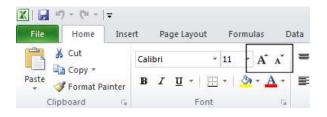
• Experiment with applying different fonts to your data.

### Font size

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

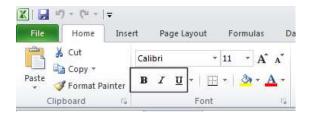
		ome Insert P	age Layout	F	ormi	ulas	D	ata I	Review V	iew Add-I
		py *		11 8 9	•	• <u>A</u>	A <sup>*</sup>		<mark>≡</mark> ≫• ∃ ≇ €	
0	Clipboar B3	rd ra	Font fx Co	10		-	5		Aligr	nment
	7.5	В	C C	12 14		-		E	F	G
1		ume by country	Ŭ	16		-		-		
2				18						
3		Country	Sales 2003	20		2004	Sale	es 2005	Sales 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										
1/										

TIP: You can also select a range and use the **Increase Font Size** and **Decrease Font Size** icons.

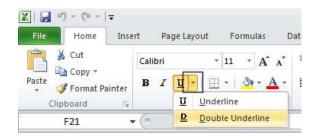


## Bold, italic, underline formatting

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

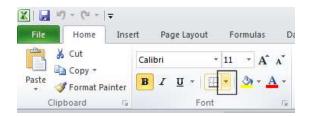


**TIP**: You can easily apply double underline formatting. To do this click on the **down arrow** next to the **Underline** icon. Select the **Double Underline** command.



## Cell border formatting

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



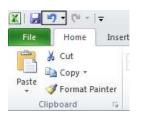
• A drop down list is displayed from which you can select the required border. Select **All Borders**.

	🖲 👗 Cut				-		222	1000			
	Cop		Calibri		*		\$7.*	Wraj			
Pas	ste	nat Painter	BI	<u>u</u> -		· 💁 🗛 - 🔳 🗧 🗐		📕 🔤 Merg			
	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.

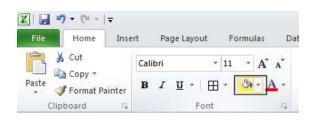


• Spend a little time experimenting with applying different types of borders. Remember that you can use the **Undo** icon to undo any formatting that you apply.

**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.



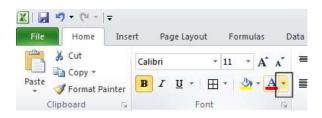
• Move the mouse over a color and you will see the color formatting previewed within your data. Click on a color to apply it.

K   F	<mark>⊟ "7 -</mark> File H		age Layout	Fo	ormulas D	)ata Revie	w Vie	w
1	💐 🔏 Cu	t Calibri	÷	11	• A •	= = =	39	Wrap Tex
	ste • 🍼 Fo	py ▼ rmat Painter <b>B</b> Z	<u>n</u> -   E	•				A AND STORESPOND
	Clipboa	rd Ta	Font		Theme Colo	rs	ignn	nent
	F15	· · · (*	f <sub>x</sub>					
A	A	В	С					G
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.

X		C <sup>a</sup> →   <del>→</del> Iome Insert	Pi	age Layou	ıt	Formul	as	Data	Reviev	v Viev	V
L	iste Clipboa	opy *	alibri I	<u>U</u> -	125252	11 • • 🔌	A A		E E E	≫- 7:7:7	Wrap T
	B3	<b>+</b> (		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
-		the land of the second	12335		0.2		00		00	OF	05

• 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.

🕅 🛃 🍯 🕶 (** - 1 🖛 🗌					Font
File Home Inse	rt Page Layout	Formulas Da	ta Review	View	
Cut	Calibri *	11 - A A	= = = 8	»- i	Wrap Text
Paste + 💞 Format Painter	<b>B</b> I <u>U</u> -   ⊞ -	• <u>ð</u> • <u>A</u> •		F (F 🔤	Merge & Center 🔹
Clipboard 🛱	Font	12		Alignment	T <sub>2</sub>

### 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.

X   🔒	<b>17 -</b> (2 -  -	Ŧ								1
File	Home	Insert	Pag	je Layout	Form	ulas	Data	Review	View	(
Ē	🔏 Cut	1	Calibri	÷	11 -	A A	=	=	\$2-	🚔 Wrap Text
Paste	Copy * Ø Format Pai	inter	BI	<u>u</u> •   🖽	• 👌	• <u>A</u> •	E	<b>2 3</b>	ŧ F	Merge & Center
(	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.

🕅 🛃 🍠 🔹 (* - 17					A
File Home Inse	rt Page Layout	Formulas	Data Review	/ View	
Cut	Calibri *	11 - A A	= = =	27-	Wrap Text
Paste + 💞 Format Painter	<b>B</b> <i>I</i> <u>U</u> -   ⊞	• <u>ð</u> • <u>A</u> •	≣≣≡	te te	🛃 Merge & Center 🔻
Clipboard 🛱	Font	6		Alignme	nt 😼

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

	• C <sup>µ</sup> +   <del>↓</del> Home Inse	rt Page L	ayout Forn.	iulas Da	ta Review	o 7	A	lignm
Paste	Copy ≠ Format Painter	Calibri B I U	11///ice	• A* A*	≡ <mark>= </mark> = E <mark>=</mark> ∃	an A A A	Wrap Text Angle Counterclockwise Angle Clockwise Vertical Text	Ger \$
С	3 ,	• (*	<i>f</i> <sub>*</sub> 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	<b>F</b>			0			
14	All revenues are pre-tax profits		-tax profits				
15							
16	-						

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

🕅 🛃 🍠 マ (** -   ╤				
File Home Ins	ert Page Layout	Formulas E	Data Review	View
Cut	Calibri *	11 · A A	= = =	≫ - Frap Text
Paste + Springer + Painter	<b>B</b> <i>I</i> <u>U</u> -	• <u>ð</u> • <u>A</u> •		🖅 🖅 🔤 Merge & Center
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

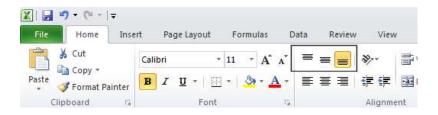
• Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.

	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.

Z I L		(* +   <del>↓</del> one bisent Page Lay	iut Formulas D	ata Review \	(ip)	Format painter - Mi	crosoft Exce	6
8	A cu	Calibri	- 10 - A' A'	= = 😖 🗞-	🞬 Wrap Text	General	- 4	
Parte	<b>J</b> Fo	emat Painter B I U -			🕅 📴 Merge & Cent		14 A	Condition
	Clipboli K24		font. a.	Abg	ninerå	a Number	- 6.)	
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.