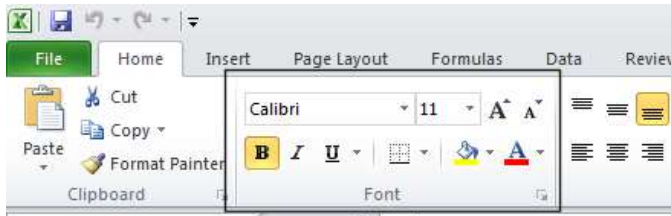


# Font formatting

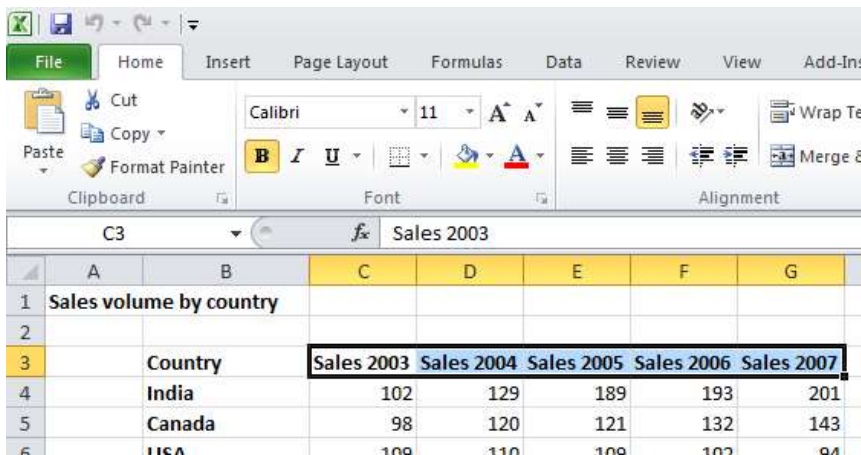
## Font formatting options

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

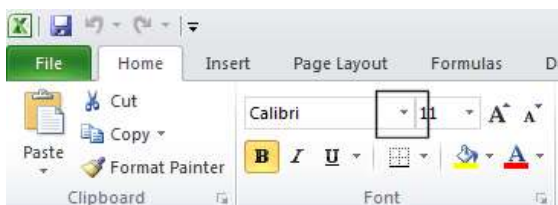


## Font type

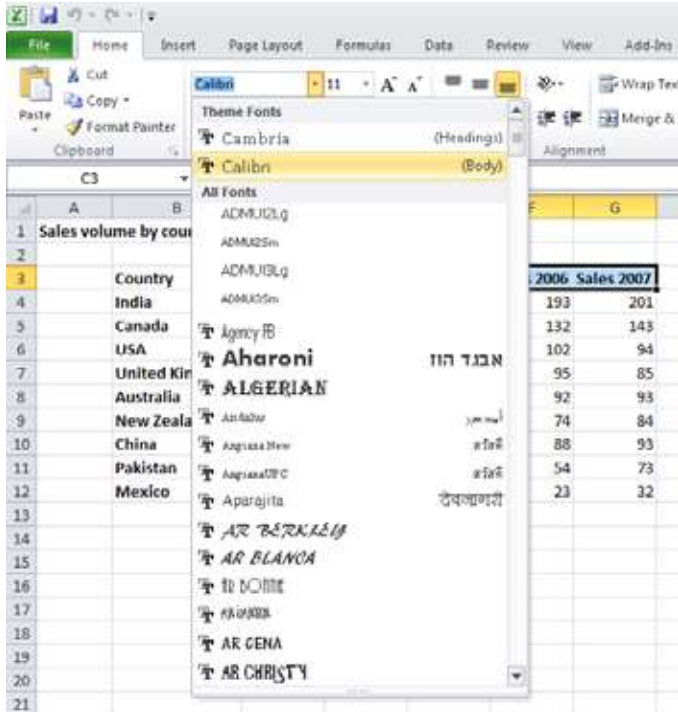
- Open a workbook called **Font formatting**. Select the range **C3:G3**.



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



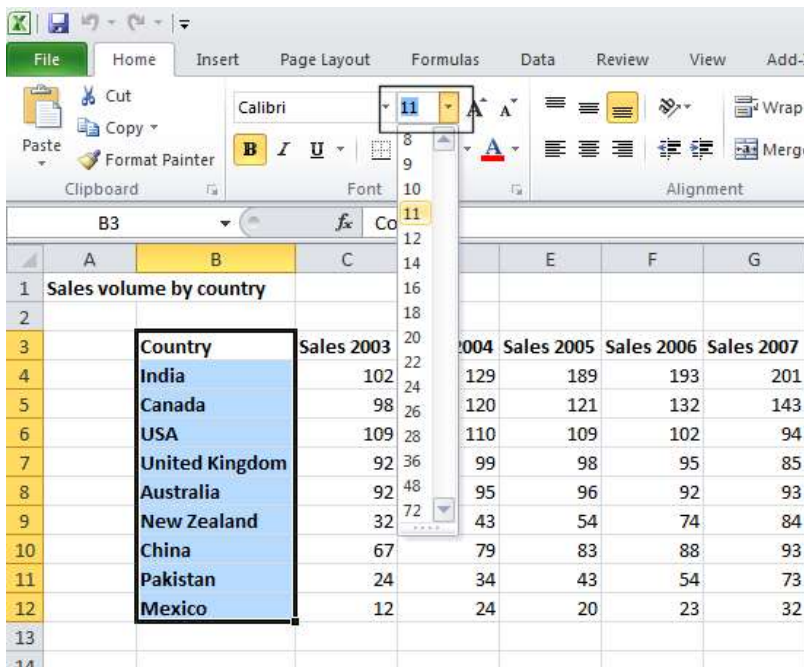
- From the drop down list displayed, select a different font type, such as **Arial**.



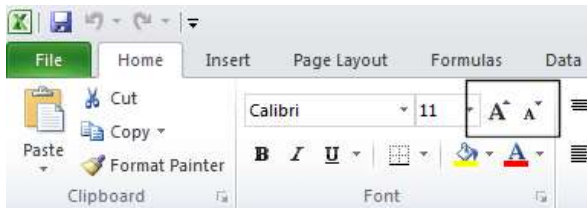
- Experiment with applying different fonts to your data.

### Font size

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

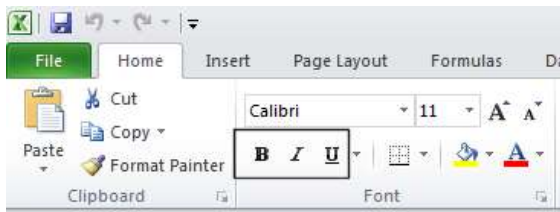


**TIP:** You can also select a range and use the **Increase Font Size** and **Decrease Font Size** icons.

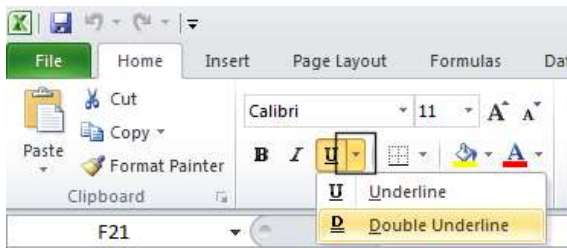


## Bold, italic, underline formatting

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

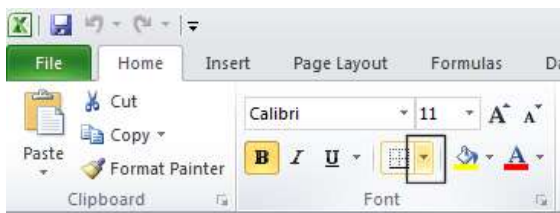


**TIP:** You can easily apply double underline formatting. To do this click on the **down arrow** next to the **Underline** icon. Select the **Double Underline** command.

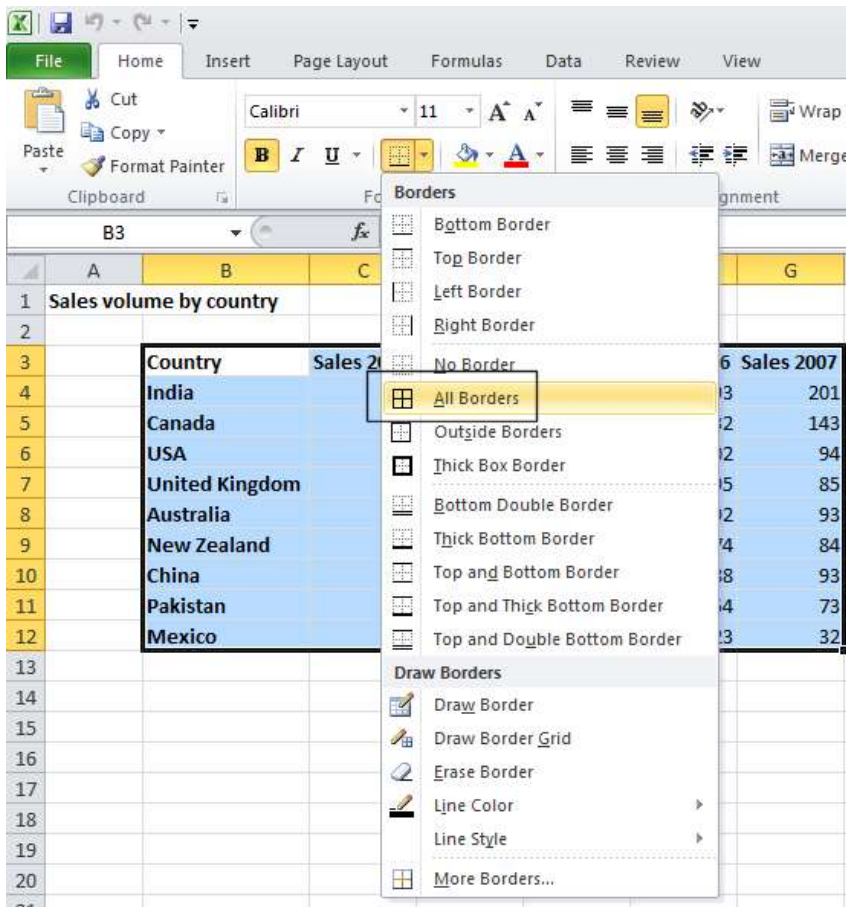


## Cell border formatting

- 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**.



- 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	32

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

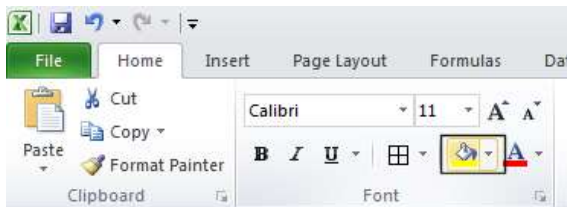


- Spend a little time experimenting with applying different types of borders. Remember that you can use the **Undo** icon to undo any formatting that you apply.

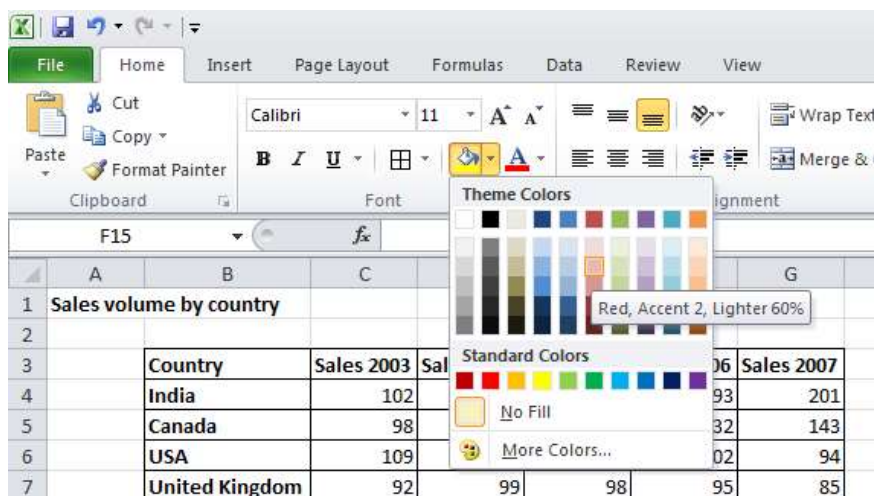
**TIP:** Experiment with applying border formatting effects, such a thick or double edged border effects.

## Formatting the background color

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



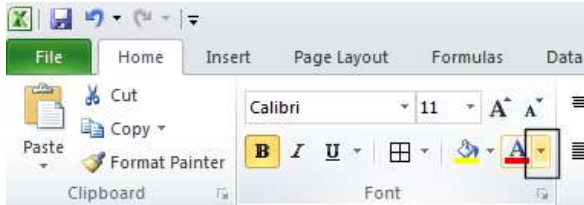
- Move the mouse over a color and you will see the color formatting previewed within your data. Click on a color to apply it.



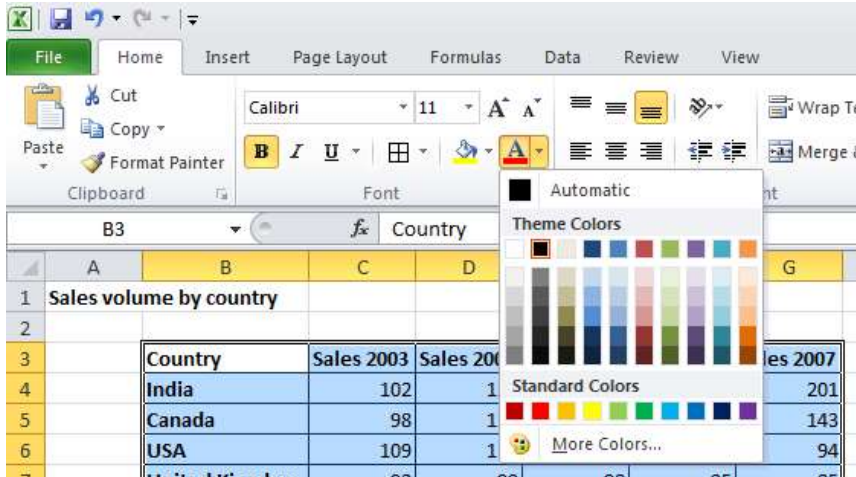
**TIP:** Be careful when applying background fill colors as it may make any text within the range difficult to see. Avoid using similar text colors and background fill colors.

## Formatting the font color

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



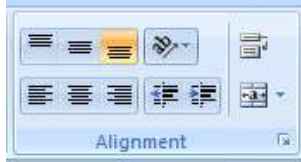
- This will display a drop down from which you can select the required color. Experiment with applying different font colors.



- 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.



## Centering a title over a cell range

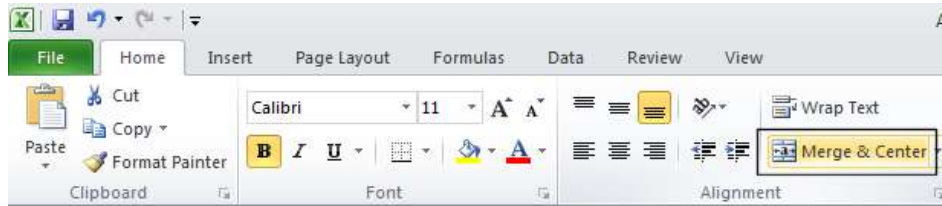
- Click on cell **C2** and type in the word '**Sales**'.

	A	B	C	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
9		New Zealand	92	95	96	92	93

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

	A	B	C	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.



- Your screen will now look like this.

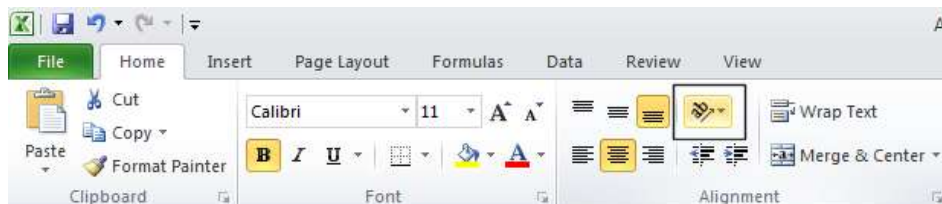
	A	B	C	D	E	F	G
1							
2			Sales				
3		Country	2003	2004	2005	2006	2007
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93

## Cell orientation

- Select the range **C3:G3**.

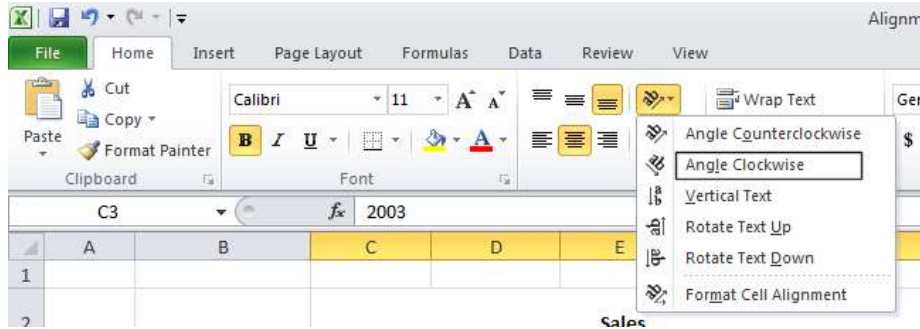
	A	B	C	D	E	F	G
1							
2			Sales				
3		Country	2003	2004	2005	2006	2007
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94

- Click on the **Orientation** icon.



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





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

	A	B	C	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

- Experiment with applying some of the other orientation effects.

### Text wrapping within a cell

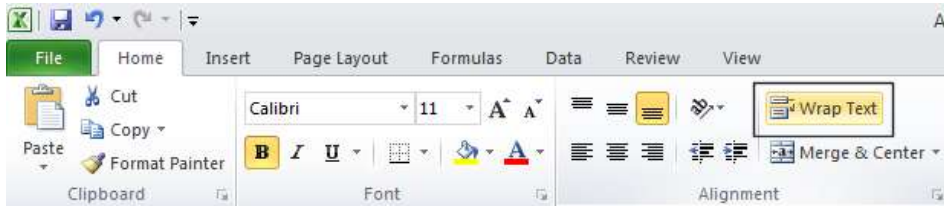
- Click on cell **B14**. Type the following txt into cell **B14**.

**All revenues are pre-tax profits.**

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

	A	B	C	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
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							
14		All revenues are pre-tax profits					
15							
16							

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



- The cell will now look like this.

13		
14	All revenues are pre- tax profits.	
15		

- Save your changes and close the workbook.

### Aligning cell contents vertically

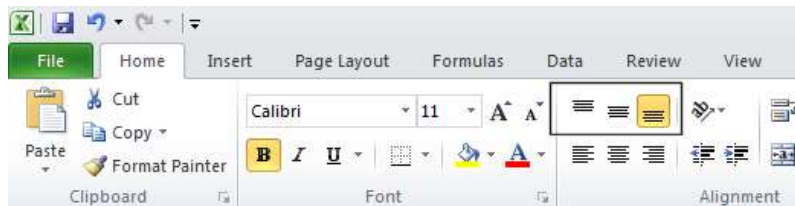
- Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.

	A	B	C	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
8							

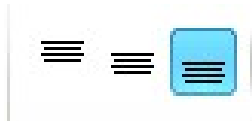
- Select the data as illustrated.

	A	B	C	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
8							

- 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**

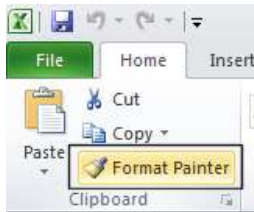
**Bottom Alignment**

- 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.

	A	B	C	D	E	F	G
1							
2		Country	Sales 2003	Sales 2004	Sales 2005	Sales 2006	Sales 2007
3		India	102	129	189	193	201
4		Canada	98	120	121	132	143
5		USA	109	110	109	102	94
6		United Kingdom	92	99	98	95	85
7		Australia	92	95	96	92	93
8		New Zealand	32	43	54	74	84
9		China	67	79	83	88	93
10		Pakistan	24	34	43	54	73
11		Mexico	12	24	20	23	32
12							
13							
14		Country	Sales 2003	Sales 2004	Sales 2005	Sales 2006	Sales 2007
15		India	102	129	189	193	201
16		Canada	98	120	121	132	143
17		USA	109	110	109	102	94
18		United Kingdom	92	99	98	95	85
19		Australia	92	95	96	92	93
20		New Zealand	32	43	54	74	84
21		China	67	79	83	88	93
22		Pakistan	24	34	43	54	73
23		Mexico	12	24	20	23	32
24							

- Save your changes and close the workbook.