

4. Change workbook appearance

In this chapter

- Format cells
- Define and manage cell styles
- Apply and modify workbook themes
- Apply and modify table styles
- Make numbers easier to read
- Change the appearance of data based on its value
- Add images to worksheets

Efficiently entering data into a workbook saves you time, but you must also ensure that your data is easy to read and understand. Excel gives you a wide variety of ways to achieve this. For example, you can change the font, character size, or color used to present a cell's contents. Changing how data appears on a worksheet helps set the contents of a cell apart from the contents of surrounding cells. To save time, you can define custom formats and then apply them quickly to the cells you want to emphasize.

You might also want to specially format a cell's contents to reflect the value in that cell. For example, you could create a worksheet that displays the percentage of improperly delivered packages from each regional distribution center. If that percentage exceeds a threshold, Excel could display a red traffic light icon, indicating that the center's performance requires attention.

This chapter guides you through procedures related to changing the appearance of data by applying manual formatting, styles, and themes; formatting numbers; applying conditional formats; and adding images to worksheets.

Format cells

Excel worksheets can hold and process lots of data, but when you manage numerous worksheets, it can be hard to remember from a worksheet's title exactly what data is kept in that worksheet. Data labels give you and your colleagues information about data in a worksheet, but it's important to format the labels so that they stand out visually. To make your data labels or any other data stand out, you can change the format of the cells that hold your data.

| | A | B | C | D |
|----|---------------|--------|---|---|
| 1 | Call Volume | | | |
| 2 | Northeast | 13,769 | | |
| 3 | Atlantic | 19,511 | | |
| 4 | Southeast | 11,111 | | |
| 5 | North Central | 24,972 | | |
| 6 | Midwest | 11,809 | | |
| 7 | Southwest | 20,339 | | |
| 8 | Mountain West | 20,127 | | |
| 9 | Northwest | 12,137 | | |
| 10 | Central | 20,047 | | |

Use formatting to set labels apart from worksheet data



Tip

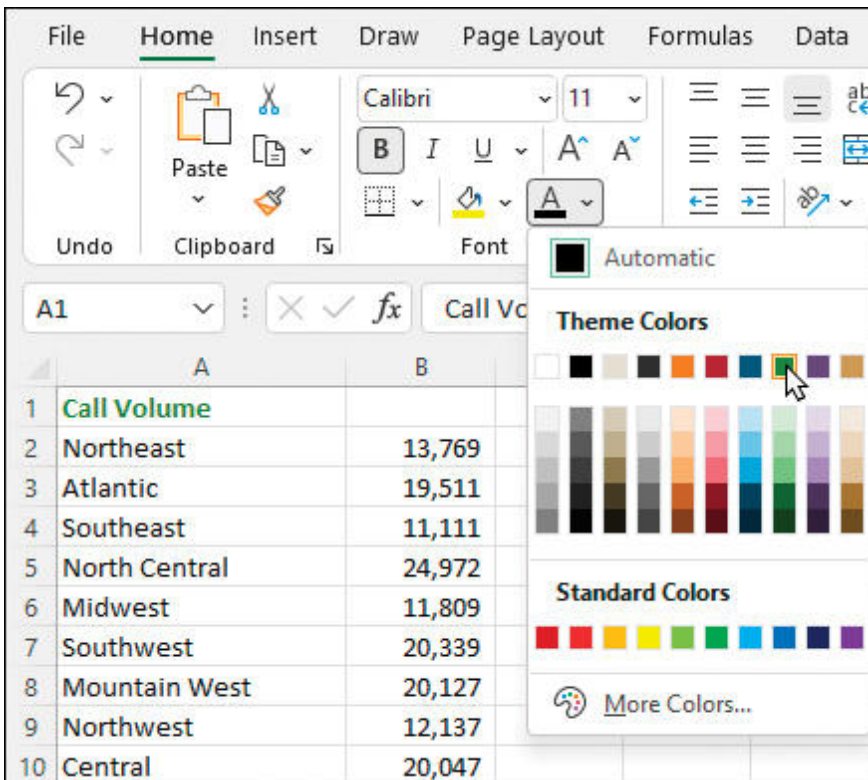
Deleting the content of a cell doesn't affect the formatting that has been applied to the cell.

Many of the formatting-related buttons on the ribbon have arrows at their right edges. Selecting the arrow displays a list of options for that button, such as the fonts available on your system or the colors you can assign to a cell.



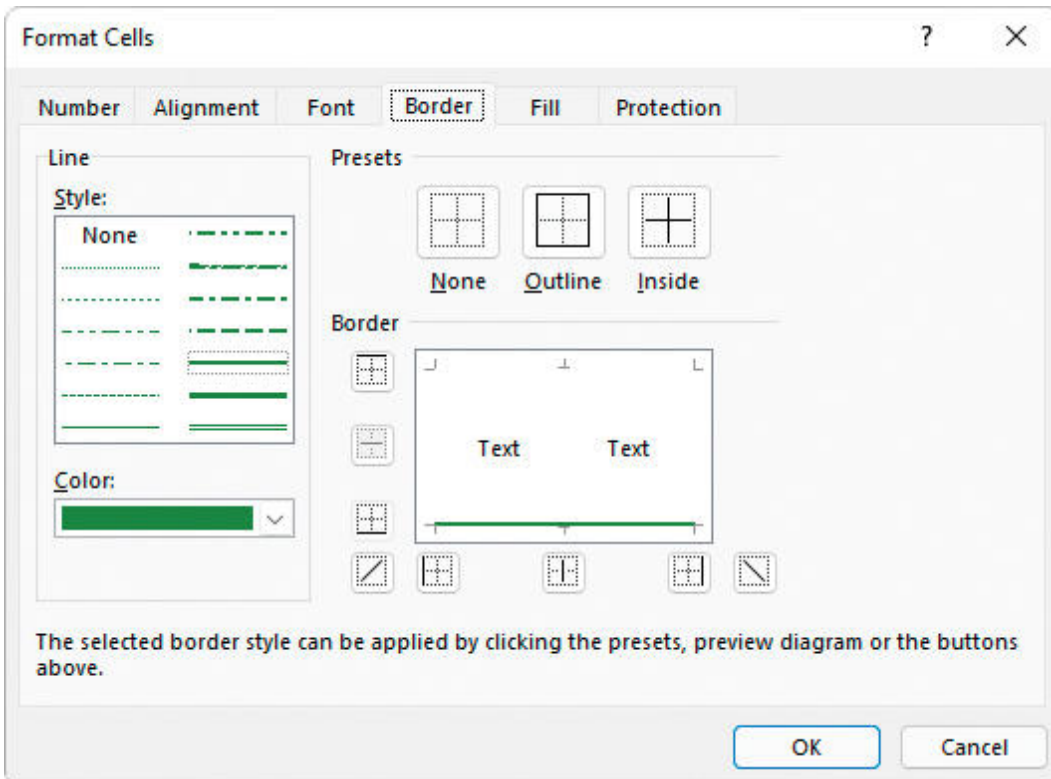
Tip

Selecting the body of the Border, Fill Color, or Font Color button applies the most recently applied formatting to the currently selected cells.



Change the font color to help distinguish labels and values

You can also make a cell stand apart from its neighbors by adding a border around the cell or changing the color or shading of the cell's interior.



Add borders to set cells apart from their neighbors



Tip

You can display the most commonly used formatting controls by right-clicking a selected range. When you do, a mini toolbar containing a subset of the Home tab formatting tools appears above the shortcut menu.

If you want to change the attributes of every cell in a row or column, you can select the header of the row or column you want to modify and then select the format you want.

You can change the default font used in a workbook or in Excel in general. The default font when you install Excel is 11-point Calibri, a simple font that

is easy to read on a computer screen and on the printed page. You can change the default font for a single workbook or for the Excel app.

To change text font

1. Select the cell or cells that contain the text you want to format.
2. On the **Home** tab, in the **Font** group, select the **Font** arrow.
3. In the font list, select the font you want to apply.

To change to a specific text size

1. Select the cell or cells that contain the text you want to format.
2. On the **Home** tab, in the **Font** group, do either of the following:
 - Select the **Font Size** arrow, and then in the list, select the size (in points) that you want to apply.
 - Select in the **Font Size** box to select the current size, and then enter the font size you want.

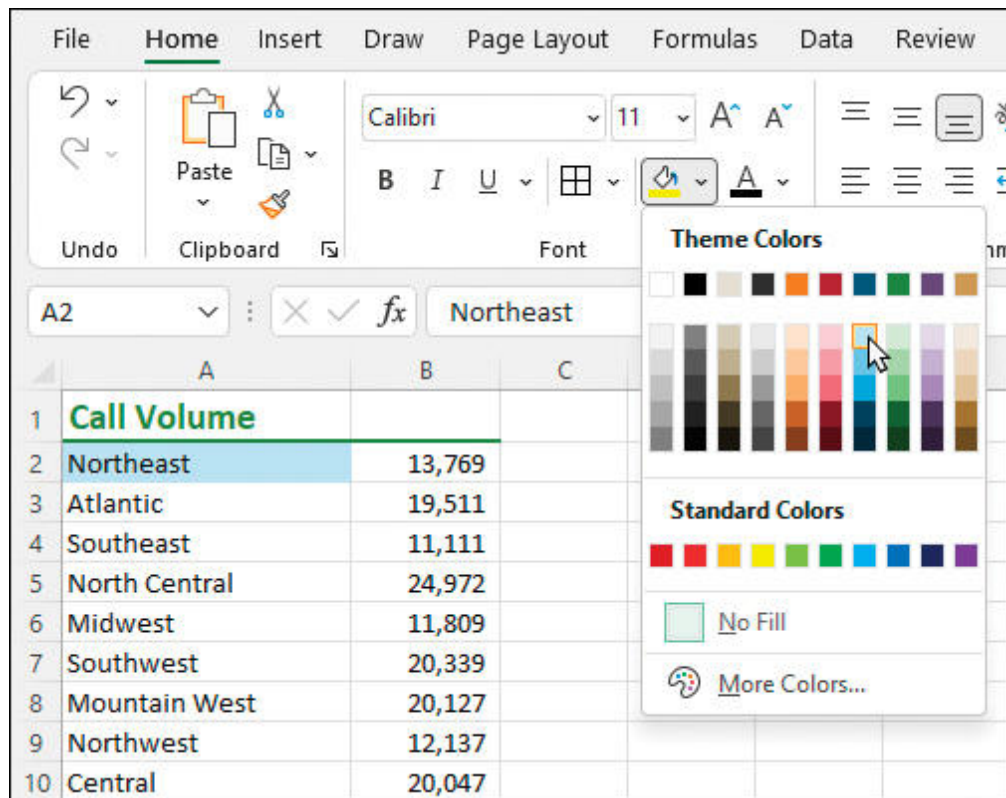
To change text size incrementally

1. Select the cell or cells that contain the text you want to format.
2. On the **Home** tab, in the **Font** group, do either of the following:
 - To make the characters larger, select the **Increase Font Size** button.
 - To make the characters smaller, select the **Decrease Font Size** button.

To apply or change a cell background color

1. Select the cell or cells you want to format.
2. On the **Home** tab, in the **Font** group, do one of the following:

- Select the **Fill Color** button to apply the most recently used fill color, which is shown on the button.
- Select the **Fill Color** arrow (not the button), and then in the **Theme Colors** or **Standard Colors** palette, select the color you want to apply.



Change the fill color of a cell to make it stand out

- Select the **Fill Color** arrow, select **More Colors**, select the color you want from the **Colors** dialog, and then select **OK**.

To remove a cell background color

1. Select the cell or cells you want to format.
2. On the **Home** tab, in the **Font** group, select the **Fill Color** arrow (not the button), and then select **No Fill**.

To change the text color

1. Select the cell or cells that contain the text you want to format.
2. On the **Home** tab, in the **Font** group, do one of the following:
 - Select the **Font Color** button to apply the most recently used font color, which is shown on the button.
 - Select the **Font Color** arrow (not the button), and then in the **Theme Colors** or **Standard Colors** palette, select the color you want to apply.
 - Select the **Font Color** arrow, select **More Colors**, select the color you want from the **Colors** dialog, and then select **OK**.

To apply a cell border

1. Select the cell or cells you want to format.
2. On the **Home** tab, in the **Font** group, do one of the following:
 - Select the **Border** button to apply the most recently used border pattern, which is shown on the button and named in the tooltip.
 - Select the **Border** arrow (not the button), and then in the list, select the border pattern you want to apply.
 - Select the **Border** arrow, select **More Borders**, select the borders you want from the **Border** tab of the **Format Cells** dialog, and then select **OK**.

To remove a cell border

- On the **Home** tab, in the **Font** group, select the **Border** arrow, and then in the list, select **No Border**.

To change font appearance by using the controls on the **Font** tab of the **Format Cells** dialog

1. On the **Home** tab, select the **Font** dialog launcher.
2. Make the formatting changes you want, and then select **OK**.

To copy formatting between cells

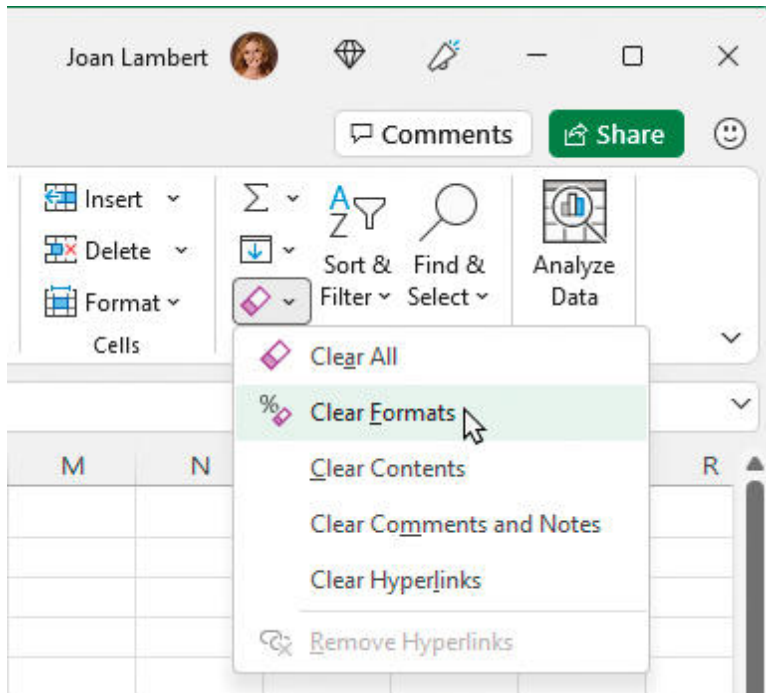
1. Select the cell that has the formatting you want to copy.
2. Select the **Format Painter** button to temporarily turn it on.
3. Select the cell range to which you want to apply the formatting.

Or

1. Select the cell that has the formatting you want to copy.
2. Double-click the **Format Painter** button to turn it on until you turn it off. An outline indicates that the button is active.
3. Select each cell range to which you want to apply the formatting.
4. To turn off the Format Painter, press the **Esc** key or select the **Format Painter** button.

To delete cell formatting

1. Select the cell or cells from which you want to remove formatting.
2. In the **Editing** group, select the **Clear** button, and then select **Clear Formats**.



Quickly clear the formatting, content, comments, notes, and hyperlinks from a cell

To open the Excel Options dialog

1. Display the Backstage view.
2. Do either of the following:
 - At the bottom of the left pane, select **Options**.
 - If the window isn't tall enough to display all the content of the left pane, select **More** and then select **Options**.

To change the default Normal font of a workbook

1. Display the **General** page of the **Excel Options** dialog.
2. In the **Use this as the default font** list, select the font you want to use.
3. In the **Font size** list, select the font size you want.
4. Select **OK** to close the **Excel Options** dialog.

5. Exit and restart Excel to complete the default font change.

To change the default Body and Heading fonts of a workbook

- On the **Page Layout** tab, in the **Themes** group, select **Fonts**, and then select the font set you want.



See Also

For more information about themes and font sets, including custom font sets, see “[Apply and modify workbook themes](#)” later in this chapter.

Define and manage cell styles

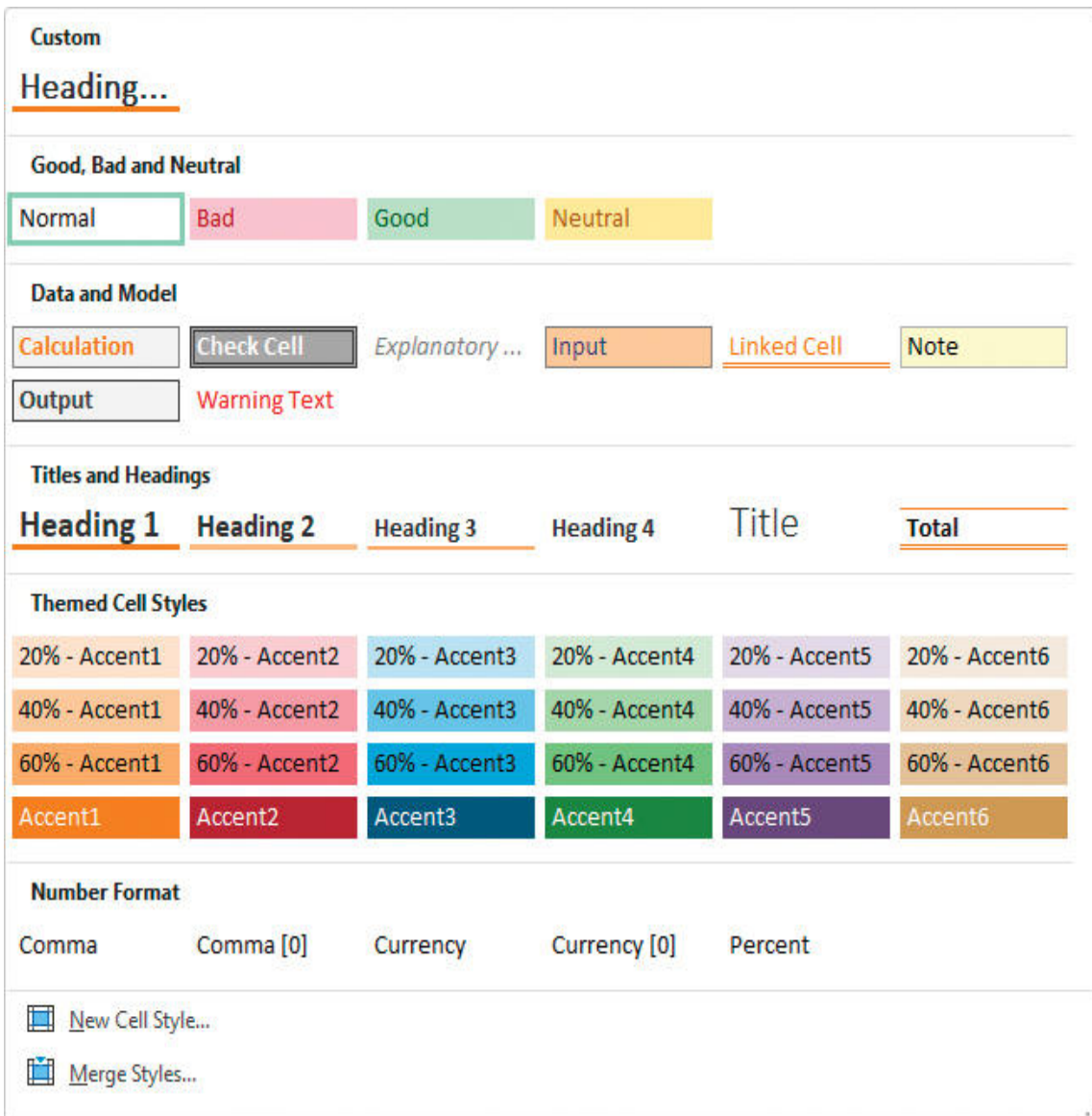
As you work with Excel, you will probably develop preferred formats for data labels, titles, and other worksheet elements. Instead of adding a format's characteristics one element at a time to the target cells, you can format the cell in one action by using a cell style. Excel comes with many built-in styles, which you can apply by using the Cell Styles gallery. You can also create your own styles by using the Style dialog, which will appear in a separate group at the top of the gallery when you open it. If you want to preview how the contents of your cell (or cells) will look when you apply the style, point to the style to get a live preview.



Tip

The Cell Styles gallery on the ribbon displays only a few of the available styles. To display the entire gallery of styles, select the More

button (labeled with a small black triangle) in the lower-right corner of the gallery on the ribbon.



Apply, modify, and create styles from the Cell Styles gallery

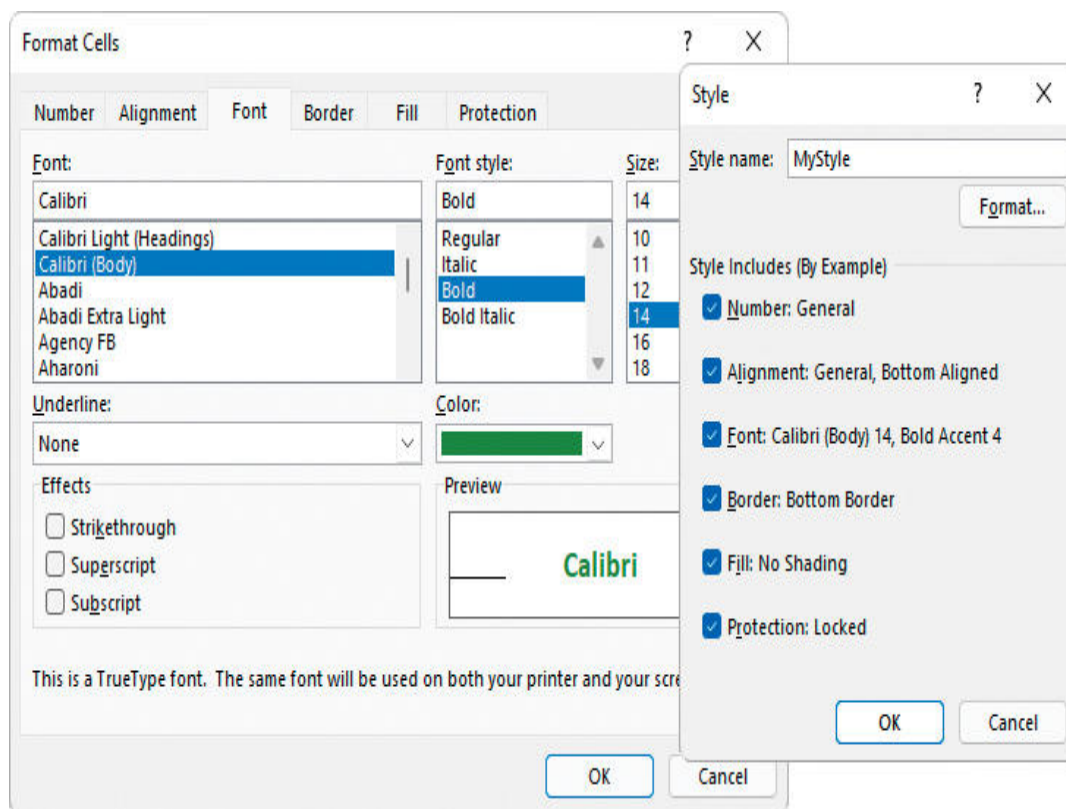
It's likely that any cell styles you create will be useful for more than one workbook. If you want to include cell styles from another workbook in your current workbook, you can merge the two workbooks' style collections.

To apply a cell style to worksheet cells

1. Select the cells to which you want to apply the style.
2. On the **Home** tab, in the **Styles** group, select the **Cell Styles** button.
3. In the gallery that appears, select the style you want to apply.

To create a new cell style

1. Select the **Cell Styles** button, and then at the bottom of the menu, select **New Cell Style**.



Define any cell element as part of a custom style

2. In the **Style** dialog, enter a name for the new style.
3. Select the checkboxes next to any elements you want to include in the style definition.

4. Select the **Format** button.
5. Use the controls in the **Format Cells** dialog to define your style, and then select **OK**.

To create a cell style based on existing cell formatting

1. Select a cell that contains the formatting on which you want to base your new cell style.
2. On the **Cell Styles** menu, select **New Cell Style**.

Excel displays the **Style** dialog with the active cell's characteristics filled in.

3. Enter a name for the new style, and then select **OK**.

To modify an existing cell style

1. In the **Cell Styles** gallery, right-click the style you want to modify, and then, from the context menu, select **Modify**.



Tip

To display a context menu, right-click or long-press (tap and hold) the element.

2. In the **Style** dialog, make the necessary changes to your style name and style elements.
3. Select the **Format** button.
4. Use the controls in the **Format Cells** dialog to define your style, and then select **OK**.

To create a new cell style based on an existing cell style

1. In the **Cell Styles** gallery, right-click the style you want to duplicate, and then select **Duplicate**.
2. In the **Style** dialog, enter a distinct name for the duplicate version of the style, and select the elements of the existing style that you want to include in the duplicated one.
3. Select the **Format** button, and then configure the settings in the **Format Cells** dialog to make any other changes to the duplicate style.
4. Select **OK** in each dialog to create the style.

To merge cell styles from another open workbook

1. At the bottom of the **Cell Styles** menu, select **Merge Styles**.
2. In the **Merge Styles** dialog, select the workbook from which you want to import cell styles, and then select **OK**.

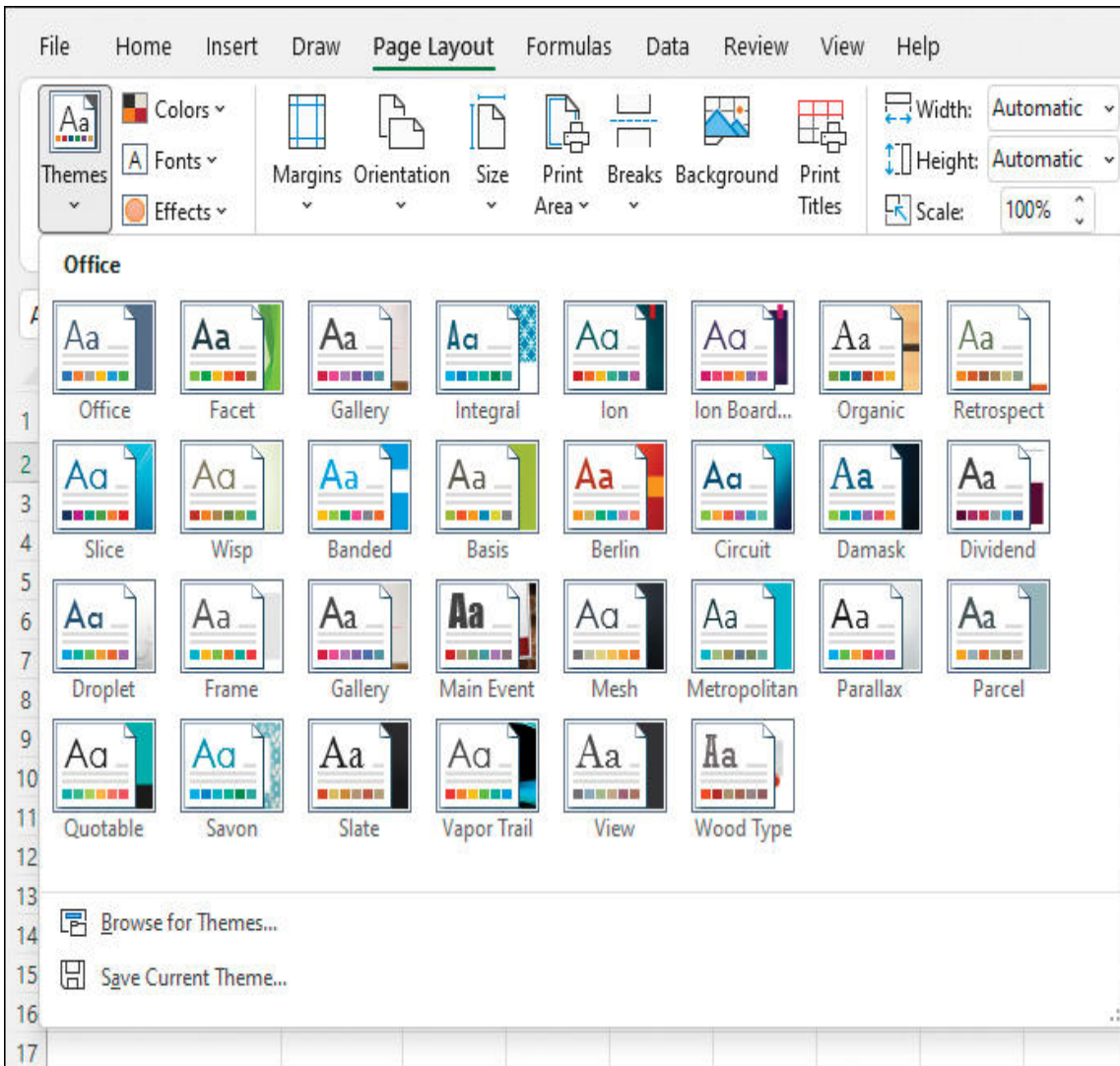
To delete a custom cell style

- In the **Cell Styles** gallery, right-click the style you want to delete, and then select **Delete**.

Apply and modify workbook themes

Excel for Microsoft 365 includes powerful design tools that you can use to quickly create workbooks and worksheets that look attractive and professional. These tools include workbook themes and table styles.

A theme is a way to specify the default colors, fonts, and graphic effects that Excel applies to workbook content. Excel, Word, and PowerPoint share a theme gallery that includes many preconfigured options.



Change a workbook's overall appearance by using a theme

If the combination of colors, fonts, and effects assigned to a theme doesn't meet your needs, you can change to another preconfigured color, font, or effect set. You can also create your own custom color palette or font set—for example, one that uses your company's corporate colors and fonts. If you like a specific combination of theme elements, you can save it as a new theme.

A theme or theme element that you create in Excel, Word, or PowerPoint is available to you in all three programs on the computer on which you create it. You can copy custom Office themes and theme elements to other computers

and distribute them to other people. (This is a common task to perform in Word or PowerPoint but rarely necessary in an Excel workbook.)



See Also

For information about creating custom color palettes and font sets, see *Microsoft Word Step by Step (Office 2021 and Microsoft 365)*, by Joan Lambert (Microsoft Press, 2022).

When you create or change the color of any workbook element, the color options include two palettes: Standard Colors, which remain constant regardless of the workbook's theme, and Theme Colors, which are available within the active theme. If you format workbook elements by using theme colors, applying a different theme changes the colors of those elements. Similarly, when you copy a theme-colored object between workbooks, it picks up the theme colors of the destination workbook. Using theme colors is a good way of ensuring that the graphic elements within a workbook remain consistent with each other.



Select theme-specific or standard colors

To apply a theme to a workbook

- On the **Page Layout** tab, in the **Themes** group, select the **Themes** button, and then in the gallery, select the theme you want to apply.

To change the colors, fonts, or effects of the current workbook to another built-in set

1. On the **Page Layout** tab, in the **Themes** group, select the **Colors**, **Fonts**, or **Effects** button.
2. In the gallery of options, select the set of colors, fonts, or effects that you want to apply.

To create a new theme based on an existing theme

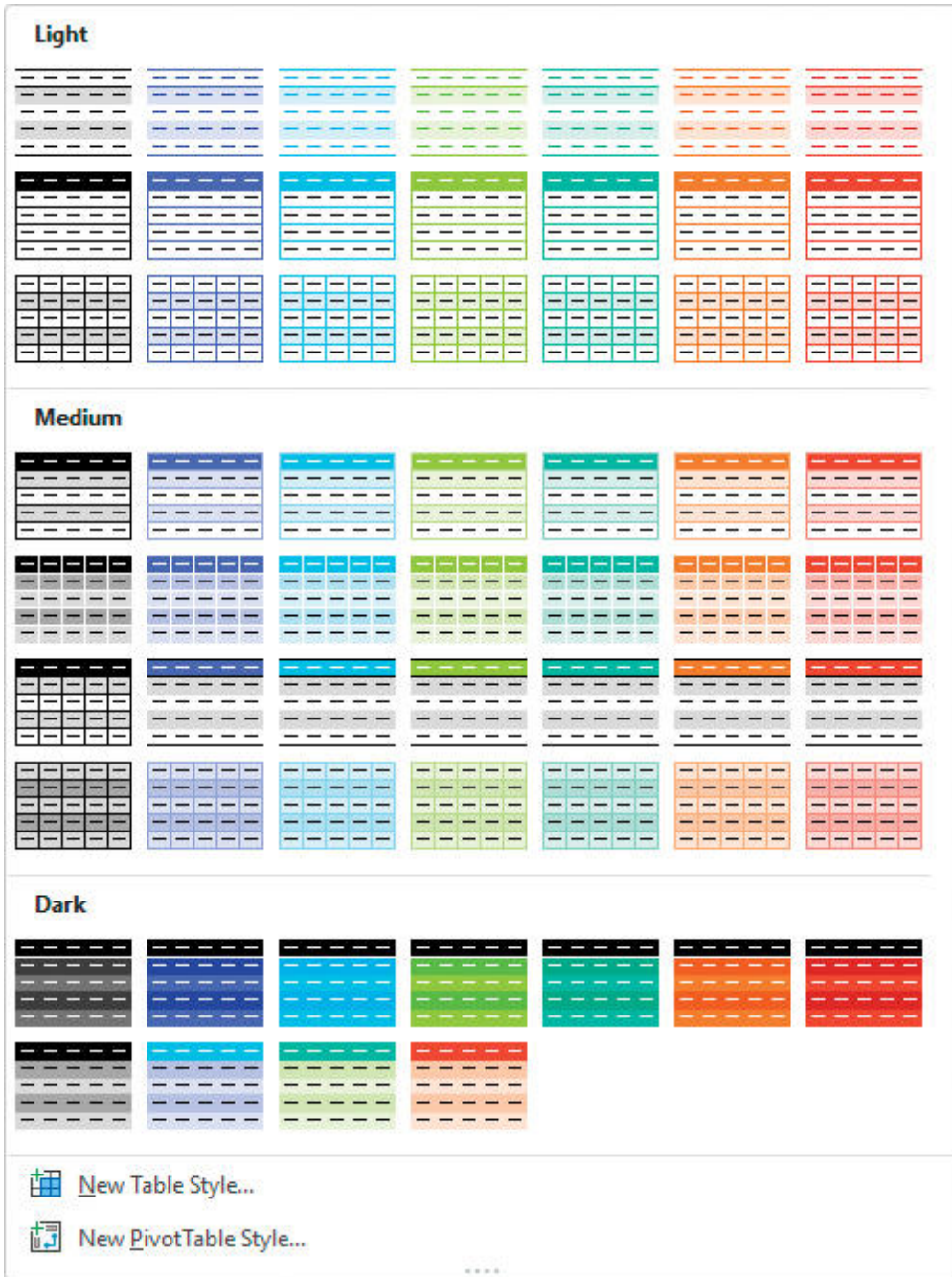
1. Change the colors, fonts, or effects of the workbook.
2. On the **Page Layout** tab, in the **Themes** group, select the **Themes** button, and then select **Save Current Theme**.
3. Enter a name for the new theme, and then select **Save**.

To delete a custom theme

1. Select the **Themes** button, and then select **Save Current Theme**.
2. In the **Save Current Theme** dialog, right-click the theme you want to delete, and then select **Delete**.
3. In the dialog, select **Yes**.

Apply and modify table styles

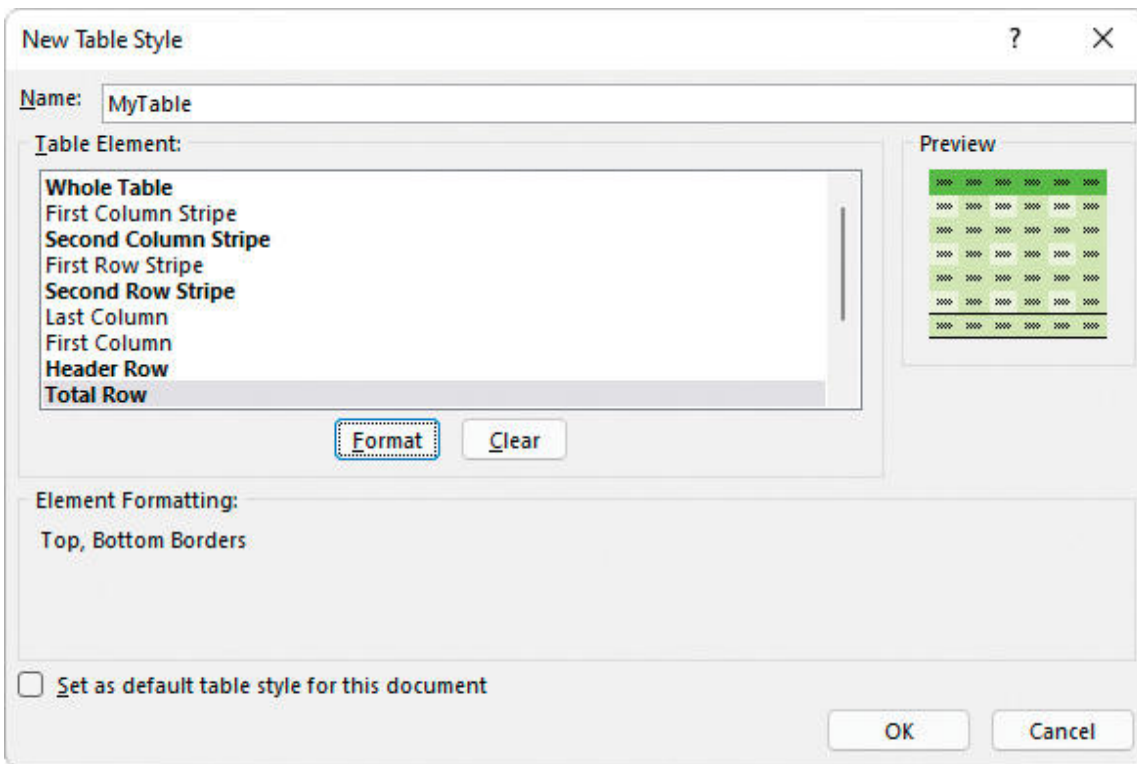
Just as you can apply themes to entire workbooks and create custom themes, you can apply table styles to Excel tables and create custom table styles. Excel has 60 built-in table styles—light, medium, and dark options corresponding to the current theme colors.



Apply a default Excel table style

Each table style includes formatting for a variety of optional elements, including a header row, first column, last column, and row or column banding. Excel applies the optional formatting to the table only if you select that option in the Table Style Options group on the Table Design tool tab.

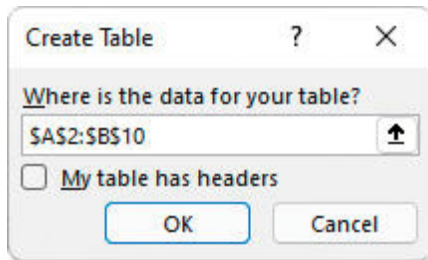
Creating a custom table style is a bit more challenging than creating a custom theme, but it is an option if one of the many predefined table styles doesn't meet your needs. After you give the style a descriptive name, you can set the appearance for each Excel table element and decide whether to make the new style the default for the current document.



Bold formatting identifies the table elements you've defined

To format a cell range as a table and apply the default table style

1. Select any cell in the data range that you want to format as a table.
2. On the **Insert** tab, in the **Tables** group, select **Table**.
3. In the **Create Table** dialog, verify that Excel has correctly identified the data range.



Verify that Excel has identified your table data correctly

4. Select or clear the **My table has headers** checkbox to reflect whether the cell range has column headers, and then select **OK**.

To format a cell range as a table and apply an existing table style

1. Select any cell in the data range that you want to format as a table.
2. On the **Home** tab, in the **Styles** group, select **Format as Table**, and then select the table style you want to apply.
3. In the **Format as Table** dialog, verify that Excel has identified the data range correctly.
4. Select or clear the **My table has headers** checkbox to reflect whether the cell range has column headers, and then select **OK**.

To change the table style of an existing table

1. Select any cell in the table.
2. On the **Home** tab, in the **Styles** group, select **Format as Table**, and then select the table style you want to apply.

To apply a table style and overwrite manual formatting

1. Select any cell in the data range you want to format as a table.
2. Select the **Format as Table** button, and then right-click the table style you want to apply.

3. On the shortcut menu that appears, select **Apply and Clear Formatting**, and then select **OK**.

To create a custom table style

1. On the **Home** tab, in the **Styles** group, select **Format as Table**, and then select **New Table Style**.
2. In the **New Table Style** dialog, enter a name for the new style.
3. For each table element that you want to format, follow these steps:
 - a. In the **Table Element** list, select the element name.
 - b. Select the **Format** button to open the **Format Cells** dialog, displaying only the **Font**, **Border**, and **Fill** tabs.
 - c. Specify the font, border, and/or fill attributes of the table element, and then select **OK**.
4. Select **OK** to create the table style, which is now available from the **Custom** section at the top of the **Format As Table** gallery.

To modify a custom table style

1. On the **Home** tab, in the **Styles** group, select **Format as Table**.
2. In the **Custom** section of the **Format as Table** gallery, right-click the table style you want to modify, and then select **Modify**.



Important

You can't modify the built-in Excel table styles, only the ones you create.

3. In the **Modify Table Style** dialog, edit the table elements you want to modify, and then select **OK**.

To delete a custom table style

1. On the **Home** tab, in the **Styles** group, select **Format as Table**.
2. In the **Custom** section of the **Format as Table** gallery, right-click the table style you want to delete, and then select **Delete**.



Important

You can't delete the built-in Excel table styles, only the ones you create.

3. In the message box that appears, select **OK**.

Make numbers easier to read

Changing the format of the cells in your worksheet can make your data much easier to read, both by setting data labels apart from the actual data and by adding borders to define the boundaries between labels and data even more clearly.

You can also make idiosyncratic data types such as dates, phone numbers, or currency values easier to read by presenting them in a standardized way, regardless of how they were entered into Excel. As an example, consider US phone numbers. These numbers are 10 digits long and have a three-digit area code, a three-digit exchange, and a four-digit line number, written in the form (###) ###-####. Although it's certainly possible to enter a phone number with the expected formatting in a cell—that is, with the area code surrounded by parentheses and the exchange and digit values separated by a hyphen—it's much more straightforward to simply enter a sequence of 10 digits and have

Excel add those formatting elements. To do so, you indicate to Excel that the contents of the cell will be a phone number. You can watch this format in operation if you compare the contents of the active cell and the contents of the formula box for a cell with the Phone Number formatting.

The screenshot shows the 'Format Cells' dialog box with the 'Number' tab selected. The 'Category' list on the left has 'Special' selected. The 'Type' list on the right has 'Phone Number' selected. The 'Sample' field displays '(415) 555-0131'. The 'Locale (location)' is set to 'English (United States)'. An inset shows a spreadsheet with columns 'PostalCode', 'CreditLimit', and 'PhoneNumber'. The 'PhoneNumber' column displays formatted phone numbers like '(415) 555-0131'.

| | E | F | G | H |
|---|------------|--------------|----------------|---|
| 1 | PostalCode | CreditLimit | PhoneNumber | |
| 2 | 31975 | \$ 12,000.00 | (415) 555-0131 | |
| 3 | 12345 | \$ 20,000.00 | (425) 555-0123 | |
| 4 | 32165 | \$ 7,500.00 | (858) 555-0154 | |
| 5 | 24680 | \$ 18,000.00 | (503) 555-0124 | |
| 6 | 14703 | \$ 6,000.00 | (360) 555-0103 | |
| 7 | 13579 | \$ 15,000.00 | (509) 555-0146 | |

Change the appearance of numeric data without affecting the underlying data



Important

If you enter a nine-digit number in a field that expects a phone number, you won't get an error message; Excel will format the number with a two-digit instead of three-digit area code. For example, the number 425550012 would be displayed as (42) 555-0012. An 11-digit number

would be displayed with a four-digit area code. If the area code doesn't look right, you might have entered the wrong number of digits.

Just as you can instruct Excel to expect a phone number in a cell, you can also inform Excel that a cell will contain a date or a currency amount. You can pick from a wide variety of date, currency, and other formats to best reflect your worksheet's contents, your company standards, and how you and your colleagues expect the data to appear.



Tip

You can make the most common format changes by displaying the Home tab and then, in the Number group, either selecting a button representing a built-in format or selecting a format from the Number Format list.

You can also create a custom numeric format to add a word or phrase to a number in a cell. For example, you can add the phrase *per month* to a cell with a formula that calculates average monthly sales for a year, to ensure that you and your colleagues will recognize the figure as a monthly average. If one of the built-in formats is close to the custom format you'd like to create, you can base your custom format on the one already included in Excel.



Important

You must enclose any text to be displayed as part of the format in quotation marks so that Excel recognizes the text as a string to be displayed in the cell.

To apply a special number format

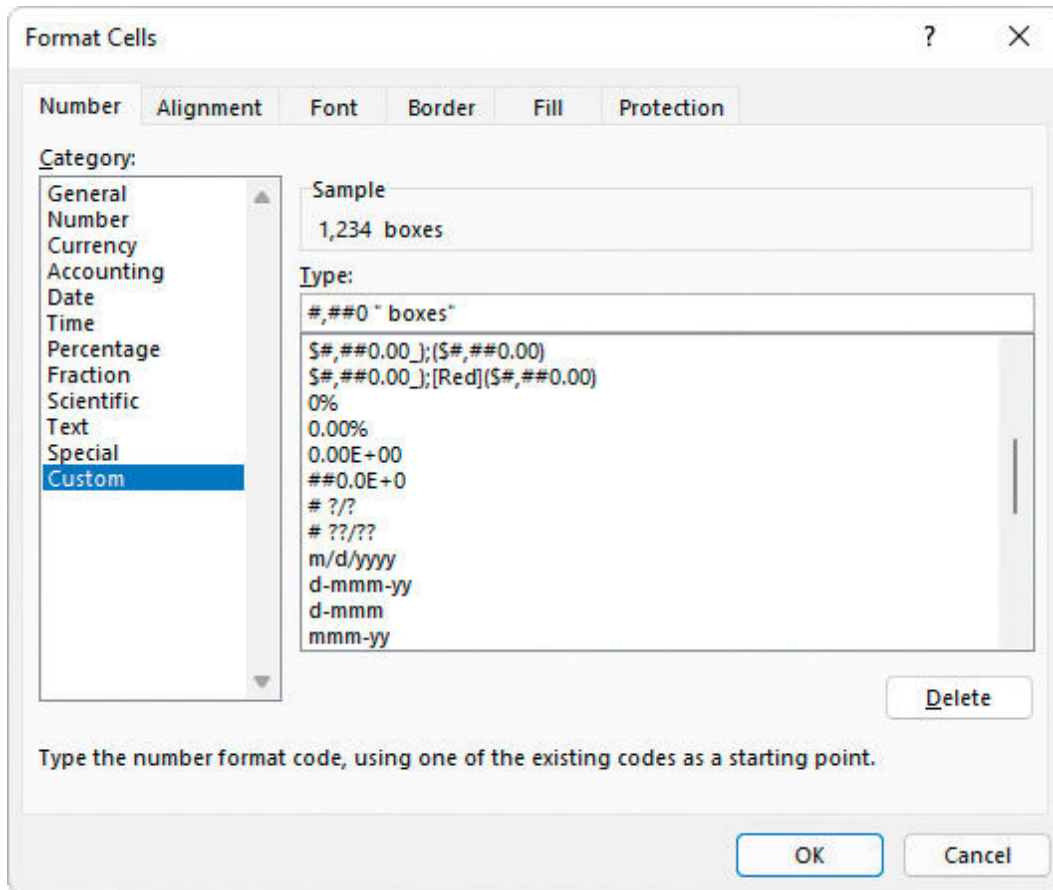
1. Select the cells to which you want to apply the format.
2. On the **Home** tab, in the **Number** group, select the **Number Format** arrow (not the button), and then on the menu, select **More Number Formats**.
3. In the **Format Cells** dialog, in the **Category** list, select **Special**.
4. In the **Type** list, select the format you want to apply, and then select **OK**.

To create a custom number format

1. On the **Number Format** menu, select **More Number Formats**.
2. In the **Format Cells** dialog, in the **Category** list, select **Custom**.
3. Select the format you want to use as the base for your new format.
4. Edit the format in the **Type** box, and then select **OK**.

To add text to a number format

1. On the **Number Format** menu, select **More Number Formats**.
2. In the **Format Cells** dialog, in the **Category** list, select **Custom**.
3. Select the format you want to use as the base for your new format.
4. In the **Type** box, after the format, enter the text you want to add, in quotation marks—for example, **“boxes”**.



Define custom number formats that display text after values

5. In the **Format Cells** dialog, select **OK**.

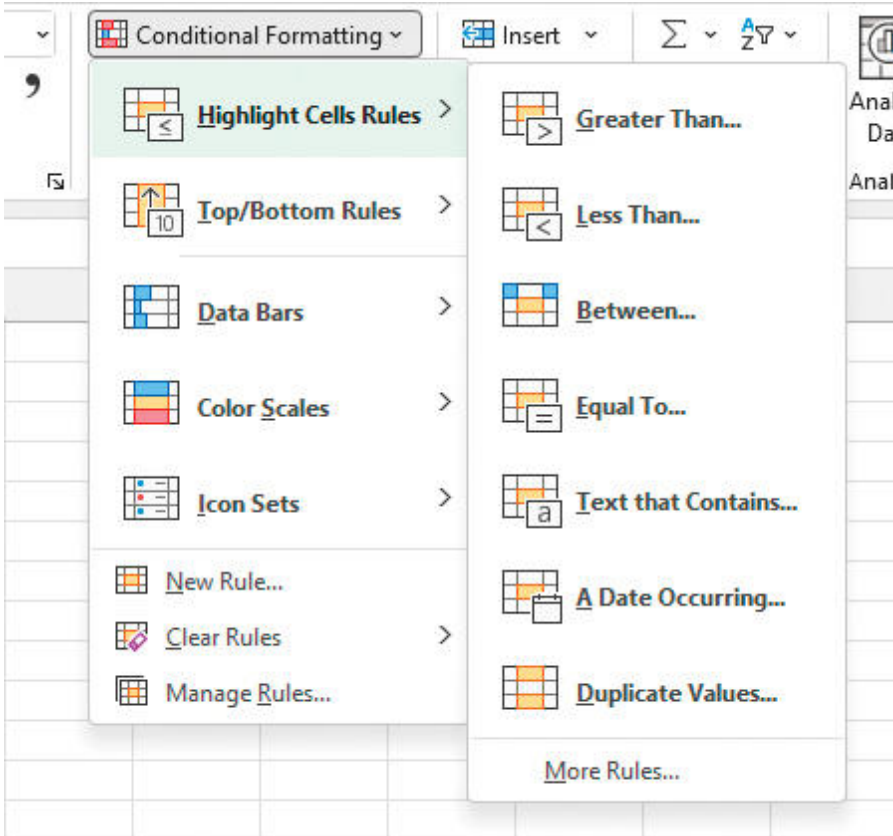
Change the appearance of data based on its value

The data you record in a worksheet enables you to make important decisions about your operations. The more data you have, the better informed your decisions can be...but the more difficult it becomes to evaluate the data without some type of visual representation. One of the easiest ways to highlight specific data is by applying a conditional formatting rule.

| | A | B | C | D |
|----|--------------------|--------|--------|--------|
| 1 | Call Volume | | | |
| 2 | Northeast | 13,769 | 13,769 | 13,769 |
| 3 | Atlantic | 19,511 | 19,511 | 19,511 |
| 4 | Southeast | 11,111 | 11,111 | 11,111 |
| 5 | North Central | 24,972 | 24,972 | 24,972 |
| 6 | Midwest | 11,809 | 11,809 | 11,809 |
| 7 | Southwest | 20,339 | 20,339 | 20,339 |
| 8 | Mountain West | 20,127 | 20,127 | 20,127 |
| 9 | Northwest | 12,137 | 12,137 | 12,137 |
| 10 | Central | 20,047 | 20,047 | 20,047 |

Data bars, color scales, and icon sets indicate relative values in a data range

Conditional formatting rules evaluate the data in a cell to determine whether it meets certain conditions, and then apply formatting to the cell or its contents based on rules that you select or create. Excel has many built-in conditional formatting rules, and if those don't meet your needs, you can define your own. The built-in rules make it easy to identify cells within a selected range that contain values above or below the average values of the related cells, values near the top or bottom of the value range, or values that are duplicated elsewhere in the range



The built-in conditional formatting rules are available from the Home tab

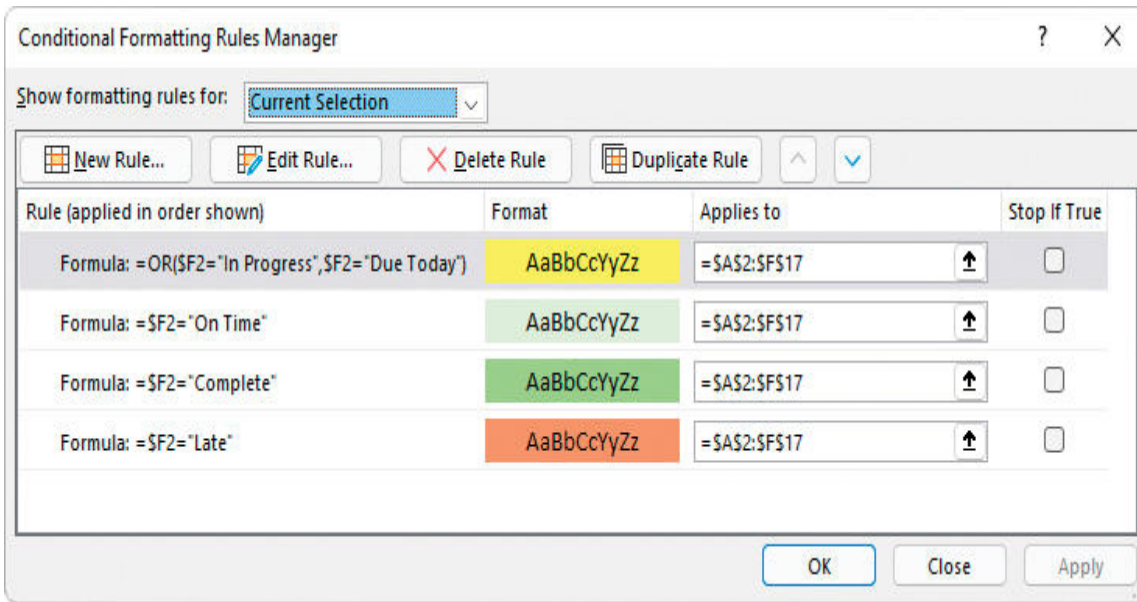
Each built-in conditional formatting rule has a default setting but is easy to modify. For example, when you apply the Top 10 Items rule, Excel prompts you to specify the number of items to format and the formatting to apply. Conditional formatting can modify the number format; font face, style, size, color, and effect; and cell border and fill.

The built-in conditional formatting rules format the cells they evaluate. You can also create conditional formatting rules that format other cells. For example, you can modify the appearance of a row of content based on one of its entries.

| | A | B | C | D | E | F |
|----|---------|---|-------|----------|--------|-------------|
| 1 | Chapter | Title | Pages | Graphics | Due | Status |
| 2 | 1 | Set up a workbook | 40 | 36 | 1-Aug | Complete |
| 3 | 2 | Work with data and Excel tables | 31 | 16 | 3-Aug | Complete |
| 4 | 3 | Perform calculations on data | 31 | 22 | 5-Aug | Complete |
| 5 | 4 | Change workbook appearance | 35 | 24 | 7-Aug | In Progress |
| 6 | 5 | Manage worksheet data | 24 | 14 | 9-Aug | Complete |
| 7 | 6 | Reorder and summarize data | 18 | 14 | 11-Aug | Complete |
| 8 | 7 | Combine data from multiple sources | 18 | 11 | 13-Aug | Complete |
| 9 | 8 | Analyze alternative data sets | 14 | 14 | 15-Aug | Complete |
| 10 | 9 | Create charts and graphics | 41 | 40 | 17-Aug | Due Today |
| 11 | 10 | Use PivotTables and Pivot Charts | 35 | 33 | 19-Aug | On Time |
| 12 | 11 | Print worksheets and charts | 23 | 16 | 21-Aug | On Time |
| 13 | 12 | Automate repetitive tasks by using macros | 22 | 14 | 23-Aug | On Time |
| 14 | 13 | Work with other Microsoft Office apps | 15 | 10 | 25-Aug | Complete |
| 15 | 14 | Collaborate with colleagues | 24 | 16 | 27-Aug | On Time |
| 16 | 15 | Perform business intelligence analysis | 24 | 14 | 29-Aug | On Time |
| 17 | 16 | Create forecasts and visualizations | 22 | 11 | 31-Aug | On Time |

Formatting multiple cells based on the content of one

If the built-in conditional formatting rules don't quite meet your needs, you can create your own. Excel provides templates to follow for this process. You simply select the kind of condition to create and work with the fields and controls to define your rule. If you want to do something more complicated than the template setups, you can write your own formula using the same conditional functions that you use in other Excel formulas.

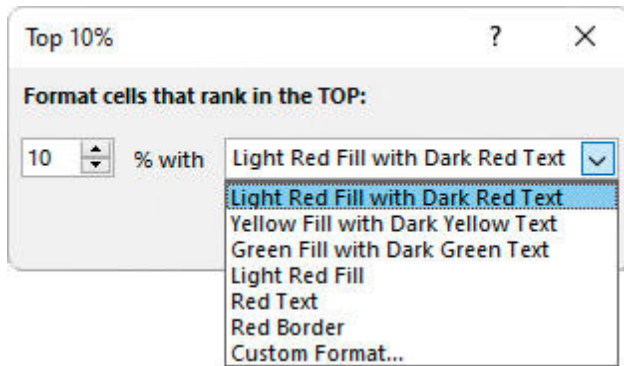


Custom conditional formatting rules

You can apply multiple conditional formats to the same cell range. Excel evaluates the conditions in the order that they appear in the Conditional Formatting Rules Manager. Within that interface, you can reorder the rules and, if appropriate, have Excel skip later rules if a specific condition is true.

To apply a built-in conditional formatting rule

1. Select the cell range to which you want to apply the conditional format.
2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, point to the format group, and then select the format you want to apply.
3. In the dialog that appears, specify the condition(s) for the rule.
4. Select from the available formats or select **Custom Format** to open the **Format Cells** dialog, in which you can craft your own combination of font and cell effects.

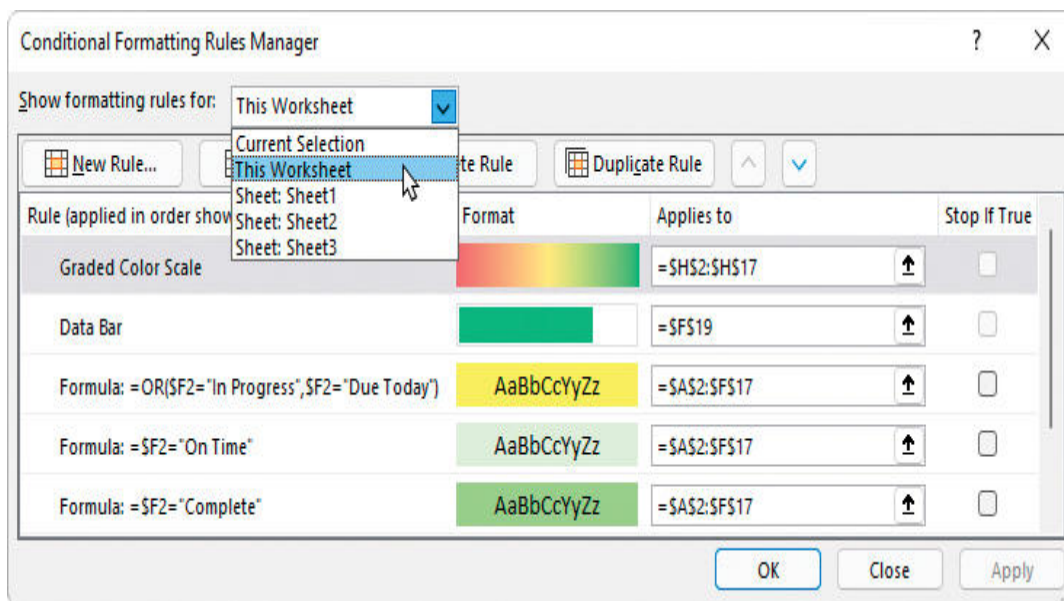


The default format colors are not theme-specific

5. Select **OK** in the open dialog to create and apply the rule.

To modify an active conditional formatting rule

1. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **Manage Rules**.
2. In the **Conditional Formatting Rules Manager**, in the **Show formatting rules for** list, select the scope of the rules that you want to display, being sure to include the cell range you want to modify.

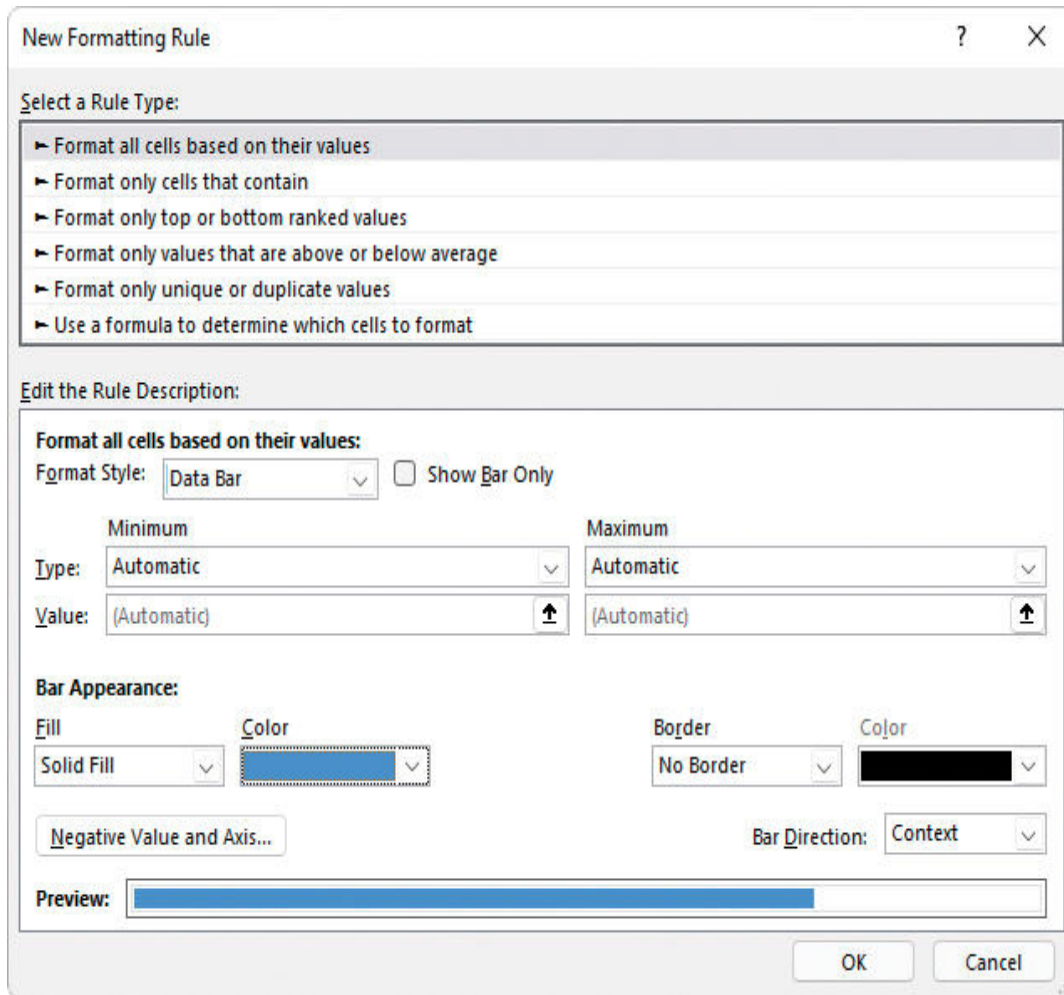


You can edit the conditional formatting rules for only one worksheet at a time

3. If you want to change the cell range to which the rule is applied, edit it in the **Applies to** box for the rule.
4. If you want to change the condition or formatting:
 - a. Double-click the rule.
 - b. In the **Edit Formatting Rule** dialog, modify the conditions or formatting associated with the rule.
 - c. Select **OK** to update the rule.
5. Select **Apply** to test the changes, and then select **OK** or **Close** to close the **Conditional Formatting Rules Manager**.

To create a custom conditional formatting rule

1. Select the cell range to which you want to apply the new rule.
2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **New Rule**.
3. In the **New Formatting Rule** dialog, in the **Select a Rule Type** list, select one of the rule templates.
4. In the **Edit the Rule Description** area, specify the condition and formatting required for the rule.



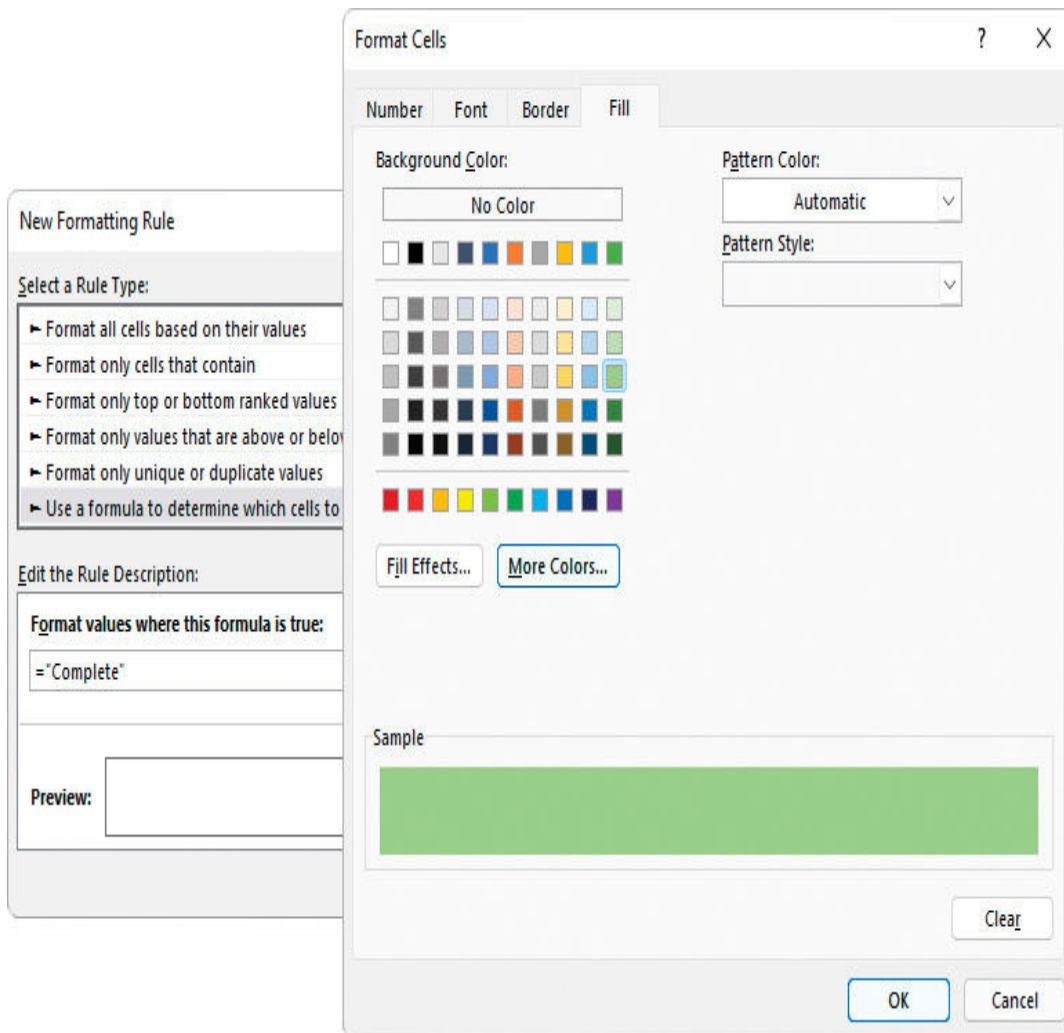
One of the more complex formatting rules

5. Select **OK** to create the rule and apply it to the selected cells.

To create a rule based on a formula

1. Select the cell range to which you want to apply the new rule.
2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **New Rule**.
3. In the **New Formatting Rule** dialog, in the **Select a Rule Type** list, select **Use a formula to determine which cells to format**.

4. In the **Edit the Rule Description** area, use the standard Excel functions to define the formula that identifies the cells to format.
5. Select **Format** to open the **Format Cells** dialog.
6. Select the font and cell formatting that you want to apply to cells that meet the conditions defined by the formula, and then select **OK**.



Formulas can be simple or complex

7. Select **OK** to create the rule and apply it to the selected cells.

To manage conditional formatting rules


1. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **Manage Rules**.
2. In the **Conditional Formatting Rules Manager**, in the **Show formatting rules for** list, select the scope of the rules that you want to display.
3. Do any of the following:
 - To change the order in which Excel applies conditional formatting rules, select each rule that you want to move, and then select the **Move Up** button (^) or the **Move Down** button (v).
 - To stop applying conditional formatting rules when a condition is met, select the **Stop If True** checkbox to the right of the rule where you want Excel to stop.
 - To delete a conditional formatting rule, select the rule you want to delete, and then select **Delete Rule**.
4. Select **Apply** to test the changes, and then **OK** or **Close** to close the **Conditional Formatting Rules Manager**.

To delete all conditional formats from a worksheet

- On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, select **Clear Rules**, and then select **Clear Rules from Entire Sheet**.

Add images to worksheets

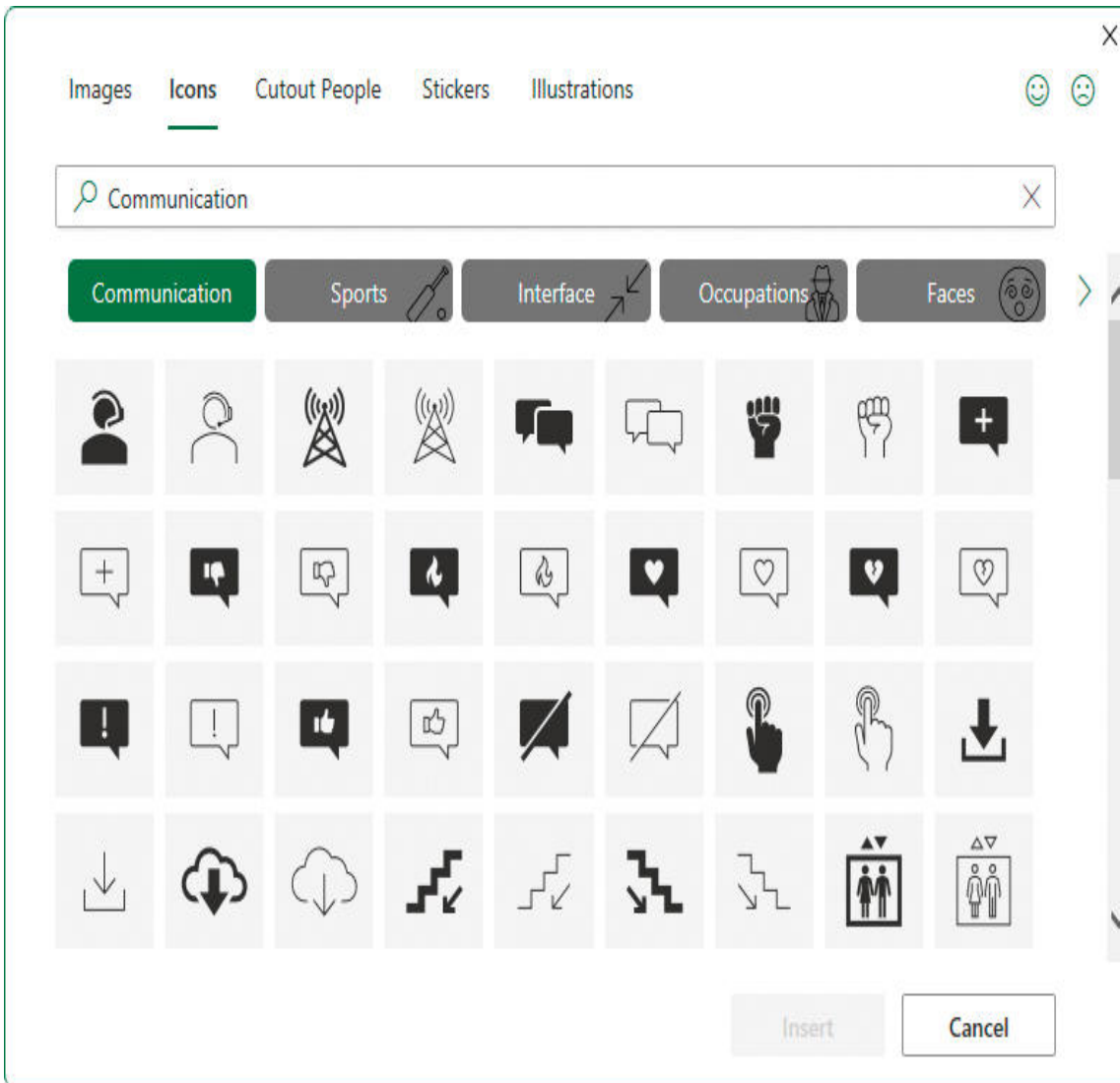
Most Excel workbook content will be data. However, when appropriate, you can add a logo or other imagery to a worksheet and take advantage of the excellent image resources offered by Excel for Microsoft 365. You can add an image such as a logo from your hard drive or other connected resource or use one of the professional stock images or icons available, at no cost, from the Microsoft image library.

| | A | B | C |
|----|---|--------------------|--------|
| 1 |  | Call Volume | |
| 2 | | Northeast | 13,769 |
| 3 | | Atlantic | 19,511 |
| 4 | | Southeast | 11,111 |
| 5 | | North Central | 24,972 |
| 6 | | Midwest | 11,809 |
| 7 | | Southwest | 20,339 |
| 8 | | Mountain West | 20,127 |
| 9 | | Northwest | 12,137 |
| 10 | | Central | 20,047 |

Insert images to enhance your message

When you insert an image onto a worksheet, it effectively floats on top of the content. You can't anchor it to a worksheet element as you can in Word; instead, you adjust the worksheet content around the image. It's far more common to use images on PowerPoint slides and in Word documents, but the same options are available in Excel as in the rest of the Microsoft 365 suite of applications.

For business purposes, Excel users might find the icons available in Excel for Microsoft 365 to be useful. The icon library is large and frequently updated. Inserted icons are black with transparent backgrounds, but you can easily recolor them by using the tools on the Graphics Format tool tab.



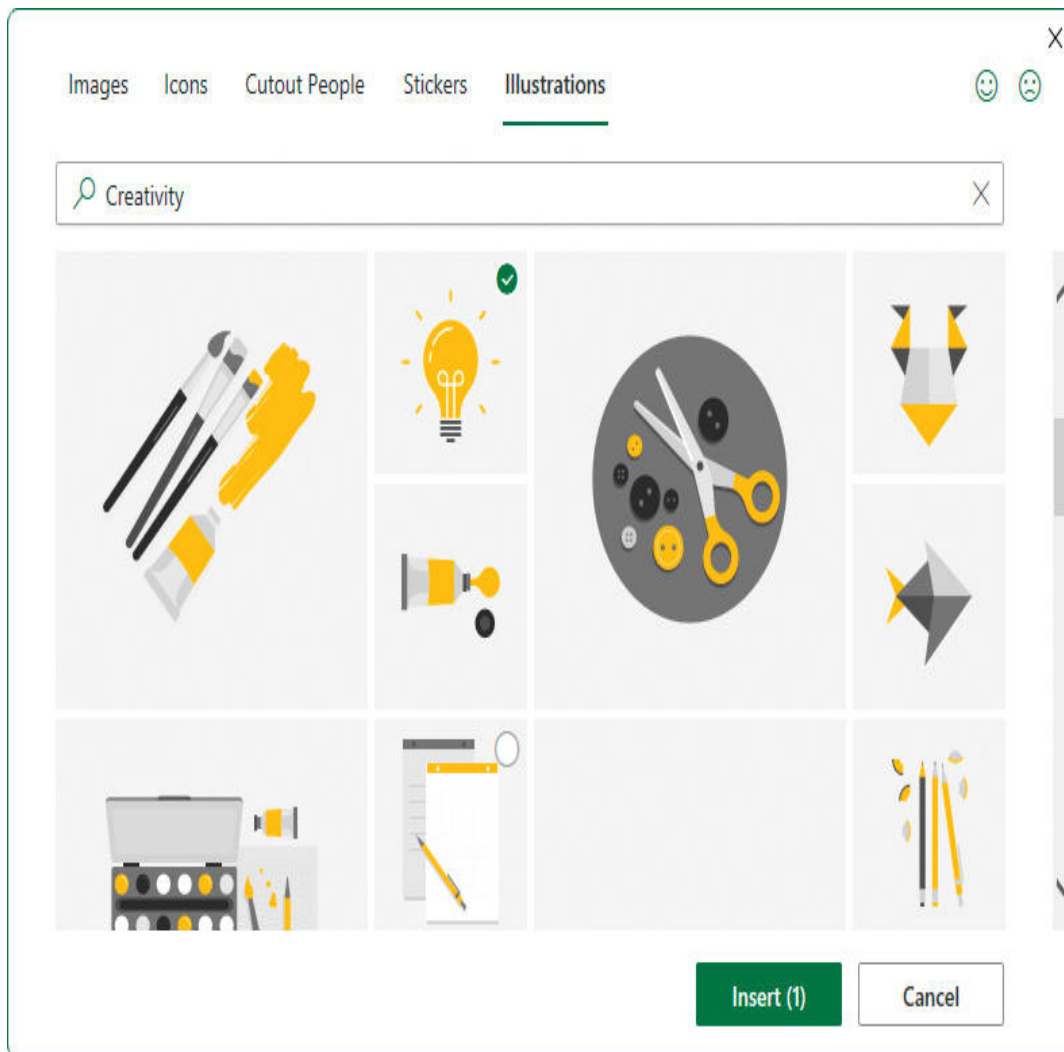
An ever-expanding icon library is available to Microsoft 365 users

To add an image stored on your computer to a worksheet

1. On the **Insert** tab, in the **Illustrations** group, select **Pictures**, and then select **This Device**.
2. In the **Insert Picture** dialog, navigate to the folder that contains the image you want to add to your worksheet.
3. Select the image, and then select **Insert**.

To add professional stock images and iconography to a worksheet

1. On the **Insert** tab, in the **Illustrations** group, select **Pictures**, and then select **Stock Images**.
2. On the **Images**, **Icons**, **Cutout People**, **Stickers**, or **Illustrations** tab, locate the image(s) you want to insert.
3. Select each image. A green check mark indicates that the image is selected. You can select images on multiple tabs and subtabs of the dialog.



The Stock Image feature offers many professional images and illustrations

4. Select **Insert** to insert the image(s) onto the worksheet.

To resize an image

1. Select the image.
2. Do either of the following:
 - Drag one of the size handles on the image's border.
 - On the **Picture Format** or **Graphics Format** tool tab, in the **Size** group, enter new values for the image's vertical and horizontal size in the **Height** and **Width** boxes.

To edit an image

1. Select the image.
2. On the **Picture Format** or **Graphics Format** tool tab, use the controls in the **Size** group to change the image's appearance.

To delete an image

- Select the image, and then press the **Delete** key.

Skills review

In this chapter, you learned how to:

- [Format cells](#)
- [Define and manage cell styles](#)
- [Apply and modify workbook themes](#)
- [Apply and modify table styles](#)

- Make numbers easier to read
- Change the appearance of data based on its value
- Add images to worksheets

Practice tasks



Before you can complete these tasks, you must copy the book's practice files to your computer. The practice files for these tasks are in the **Excel365SBS\Ch04** folder. You can save the results of the tasks in the same folder.

Format cells

Open the **FormatCells** workbook in Excel, and then perform the following tasks:

1. Change the formatting of cell B4 so the text it contains appears in 14-point, bold type.
2. Center the text within cell B4.
3. Change the background fill color of cell B4.
4. Draw a border around the cell range B4:C13.

Define and manage cell styles

Open the **DefineStyles** workbook in Excel, and then perform the following tasks:

1. Apply the **Accent1** cell style to cells B4 and C3.
2. Apply the **40% - Accent1** style to cells B5:B13 and C4:N4.
3. Create a new cell style based on the 40% - Accent1 style. Change the font to **Bold** and save the custom cell style with the name **MyStyle**.
4. Apply the **MyStyle** style to cells B5:B13 and C4:N4.

Apply and modify workbook themes

Open the **ModifyThemes** workbook in Excel, and then perform the following tasks:

1. Review the workbook theme options. Then change the theme applied to the workbook to one that you like.
2. Change the colors used in the workbook to a different built-in color palette. Note the effect of the change on the workbook content.
3. Change the fonts used in the workbook to a different built-in font set. Note the effect of the change on the workbook content.
4. Save the modified theme settings as a new theme named **MyTheme**.

Apply and modify table styles

Open the **ModifyTableStyles** workbook in Excel, and then perform the following tasks:

1. Create an Excel table from the list of data in the cell range A1:B10.
2. Define a new Excel table style and apply it to the same data.

Make numbers easier to read

Open the **FormatNumbers** workbook in Excel, and then perform the following tasks:

1. Apply a phone number format to the value in cell G2.
2. Apply a currency or accounting format to the value in cell H2.
3. For cell H3, create a custom number format that displays the value in that cell as *\$255,000 plus benefits*.

Change the appearance of data based on its value

Open the **CreateConditionalFormats** workbook in Excel, and then perform the following tasks:

1. Apply a conditional format to cell C15 that displays the cell's contents with a red background if the value in the cell is less than 90 percent.
2. Apply a data bar conditional format to cells C4:C12.
3. Apply a color scale conditional format to cells F4:F12.
4. Apply an icon set conditional format to cells I4:I12.
5. Delete the conditional format from the cell range C4:C12.
6. Edit the data bar conditional format so the bars are a different color.

Add images to worksheets

Open the **AddImages** workbook in Excel, and then perform the following tasks:

1. Insert the **Phone** image from the **Excel365SBS\Ch04** practice file folder.
2. Resize the image so it will fit between the Call Volume label in cell B4 and the top of the worksheet.
3. Move the image to the upper-left corner of the worksheet, resizing it if necessary so it doesn't block any of the worksheet text.