

## CHAPTER THREE: FORMATTING WORKSHEETS

Formatting your worksheet will help your data seem more aesthetically pleasing to the eye. This includes adjusting column width and row height and applying the percent, currency, and decimal formats to numbers.

### This Chapter Will Include:

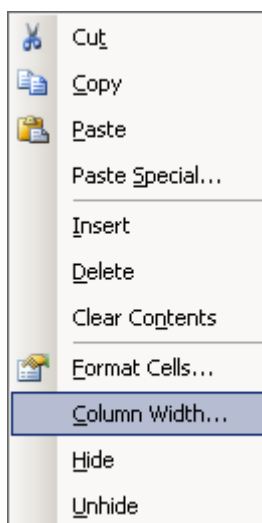
- Adjusting Column Width and Row Height
- Applying the Number and Comma Styles
- Applying the Percent Style
- Applying the Currency and Accounting Styles
- Applying the Date Style
- Formatting Pasted Cells
- Formatting Filled Cells
- Aligning Data in Cells
- Indenting Data in Cells

### Adjusting Column Width and Row Height

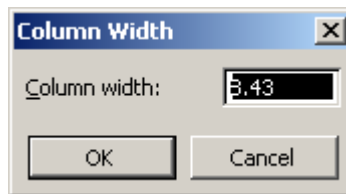
You may need to make adjustments to the width of columns or the height of rows if you have entered data that does not fit into the space provided for one cell. There are four ways to adjust the width and height of cells in Excel.

To use the **Column Width Dialog Box**, follow these steps:

1. Right-click on the column or row heading you wish to adjust and select **Column Width** from the drop-down menu.



- In the **Column Width Dialog Box**, enter a number and click **OK**. The default width of cells is 8.43. Once you have clicked OK, the columns will adjust their width to match the number you entered. This feature is particularly useful if you want to make all columns the same width.



To adjust columns and rows using the mouse, follow these steps:

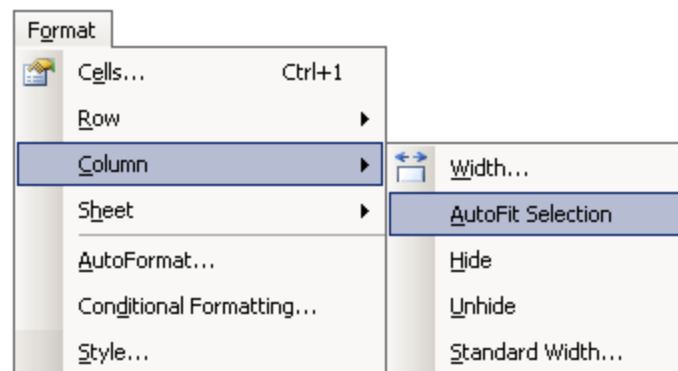
- On the column or row heading, move your mouse to hover over the thin line separating columns or rows. Your mouse should look like one of these two images:



- Click and drag the mouse in the direction you want to adjust. Release the mouse to apply your changes.

To use the AutoFit feature, follow these steps:

- The **AutoFit** feature automatically adjusts the width and height of columns with the largest cell size in a row or column. First, you need to select a row or column (or a series of rows and columns).
- Go to **Format** in the **Menu toolbar** and scroll your mouse over either **Row** or **Column**, depending on what you want to adjust. In either menu, click on **AutoFit** (or **AutoFit Selection**).



- Your Excel worksheet will automatically adjust.

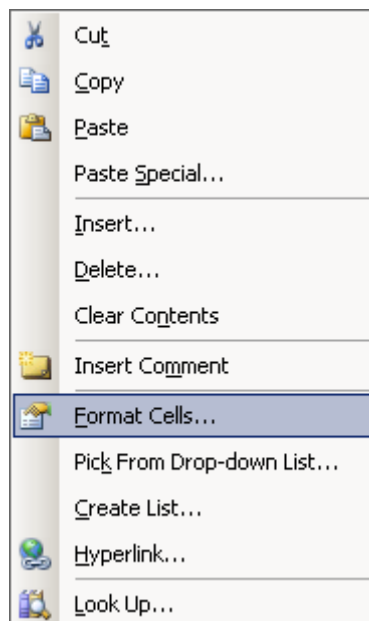
4	Color	Location	% of Similar Houses Nearby	Date Viewed	Price
5	Blue House	Lexington Rd.	0.15	3/4/2007	200000
6	Red House	Pennsylvania Ave.	0.05	2/15/2007	175000
7	Green House	St. Regis Way	0	1/20/2007	185000
8	Yellow House	Sterling Rd.	0.3	2/21/2007	150000
9	Green House	Taylorville Rd.	0.25	3/13/2007	250000
10	White House	Lowe Rd.	0.75	4/1/2007	190000
11	Purple House	Frankfort Ave.	0.02	4/23/2007	210000

## Applying the Number and Comma Styles

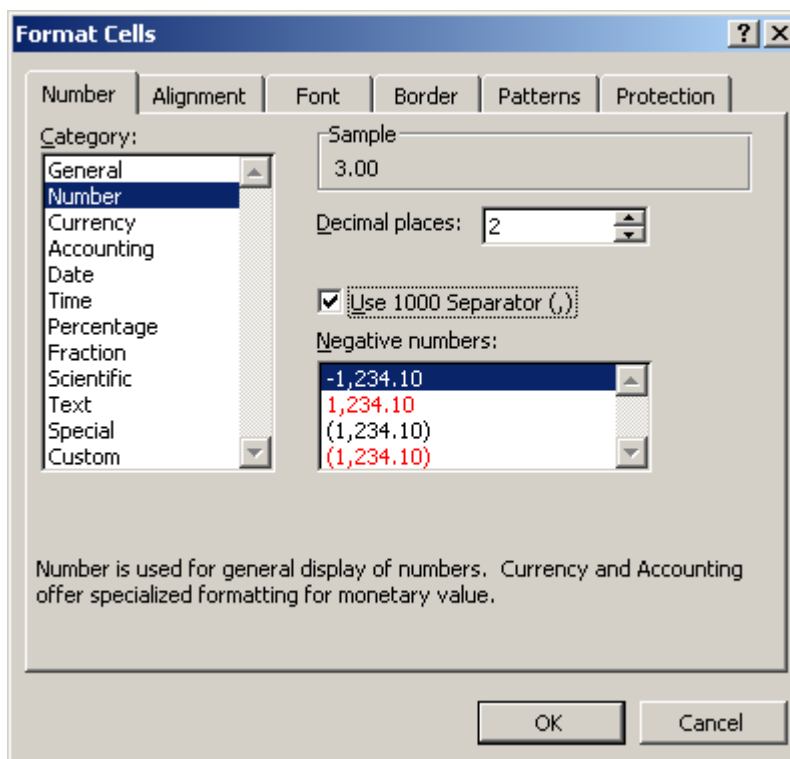
The **number style** and the **comma style** can be applied to cells if you would like to specify a certain number of decimal places.

To use the number style, follow these steps:

1. Select a cell or group of cells you would like to apply the format to.
2. Right-click on the selection and choose **Format Cells** from the drop-down menu.
  - a. Alternatively, you can go to **Format** in the **Menu toolbar** and click **Cells**.



3. In the **Format Cells Dialog Box**, make sure the **Number** tab is selected.
4. Choose **Number** from the category list. You can adjust the number of decimal places that are displayed and specify whether or not a comma should be added to numbers after 999. You can also select the format for negative numbers to appear in.
5. When you are finished, click **OK**.



To use the comma style, follow these steps:

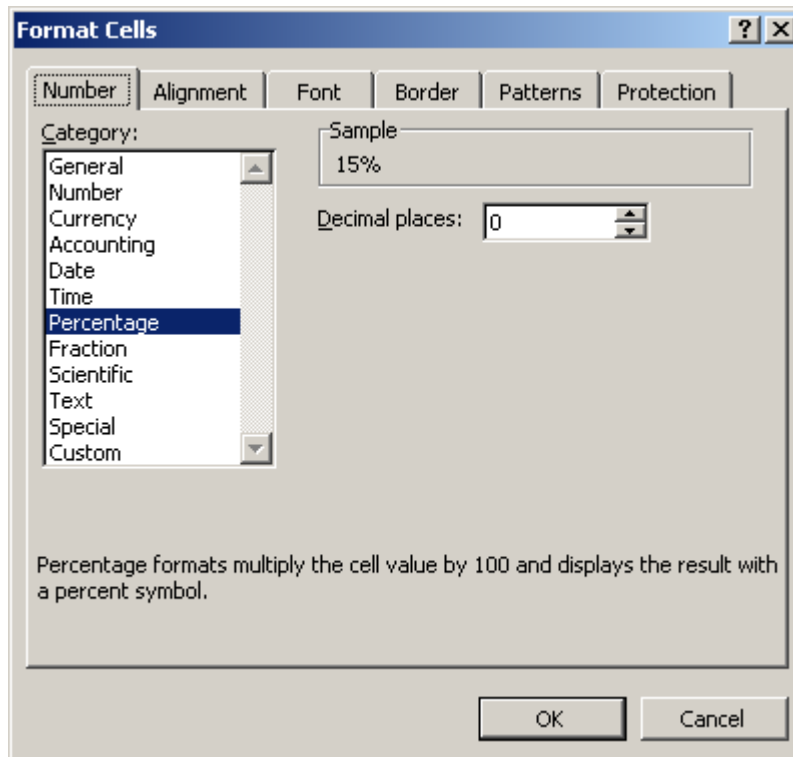
1. Select a cell or group of cells you would like to apply the format to.
2. On the **Formatting toolbar**, click the **Comma Style** button.
3. By default, the comma style adds two decimal places to your numbers. Click **Increase Decimal** or **Decrease Decimal** on the same toolbar to add or remove decimal places.

## Applying the Percent Style

The **percent style** changes decimal numbers to percentages. You can also choose to show decimal places after the percent style has been applied.

To use the percent style, follow these steps:

1. Select a cell or group of cells you would like to apply the format to.
2. Right-click on the selection and choose **Format Cells** from the drop-down menu.
  - a. Alternatively, you can go to **Format** in the **Menu toolbar** and click **Cells**.
3. In the **Format Cells Dialog Box**, make sure the **Number** tab is selected.
4. Choose **Percentage** from the category list. Choose the number of decimal places you want displayed after the percent and click **OK**.



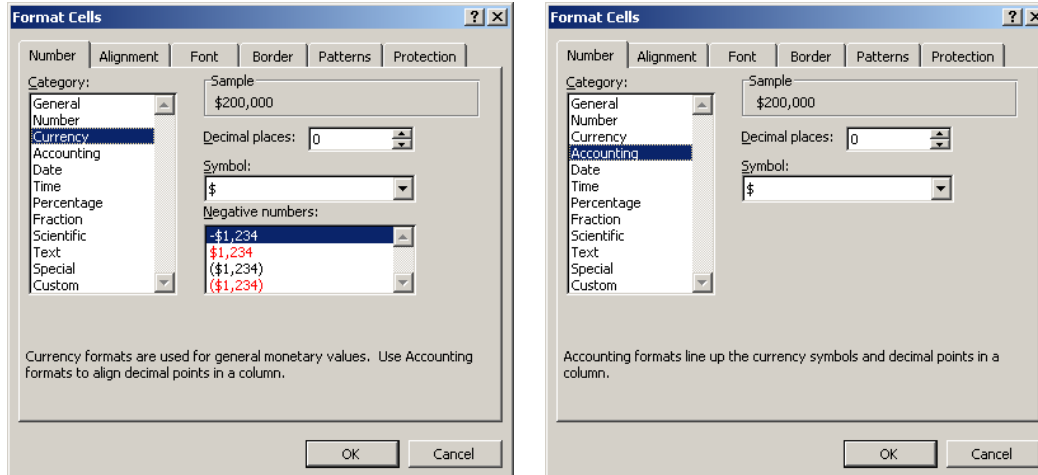
An alternative method for applying the percent style is to click the **Percent Style** icon on the **Formatting toolbar**. By default, this adds two decimal places to your percent. You can use the **Increase Decimal** and **Decrease Decimal** buttons on the same toolbar to add or remove decimals.

## Applying the Currency and Accounting Styles

The **currency style** and the **accounting style** are similar to the number style; the only noticeable difference is the addition of the dollar sign. The currency style adds the dollar sign directly in front of the number, while the accounting style aligns the dollar sign with the left side of the cell.

To use the Currency and Accounting styles, follow these steps:

1. Select a cell or group of cells you would like to apply the format to.
2. Right-click on the selection and choose **Format Cells** from the drop-down menu.
  - b. Alternatively, you can go to **Format** in the **Menu toolbar** and click **Cells**.
3. In the **Format Cells Dialog Box**, make sure the **Number** tab is selected.
4. Choose **Currency** or **Accounting** from the category list.
  - a. With the currency style, you can adjust the number of decimal places that are displayed and specify whether or not a comma should be added to numbers after 999. You can also select the format for negative numbers to appear in.
  - b. With the accounting style, you can only adjust the number of decimal places that appear.
5. When you are finished, click **OK**.



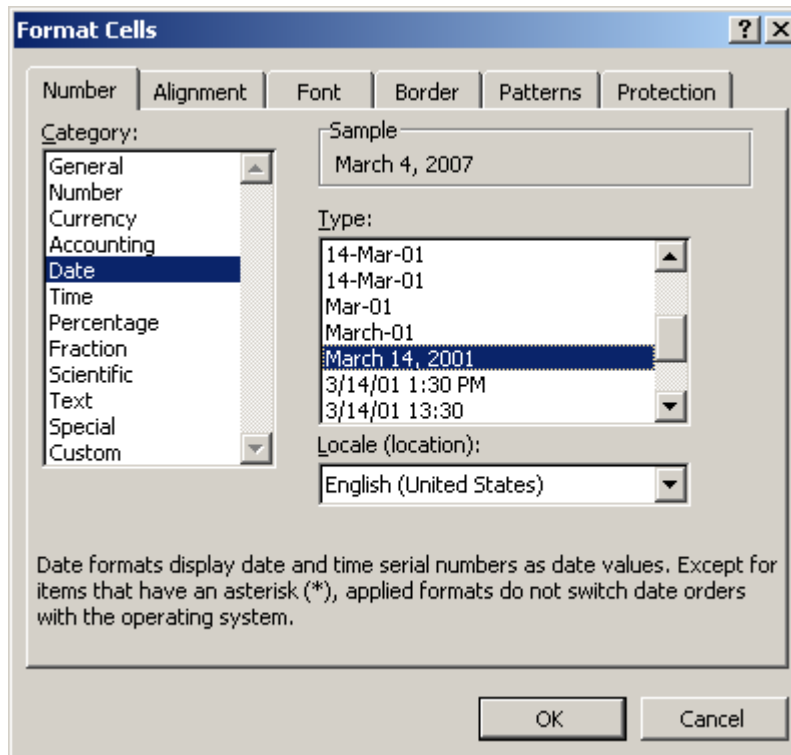
An alternative method for applying the currency style is to click the **Currency Style** icon on the **Formatting toolbar**. By default, this adds two decimal places to your number. You can use the **Increase Decimal** and **Decrease Decimal** buttons on the same toolbar to add or remove decimals.

## Applying the Date Style

The **date style** is useful for customizing the appearance of dates in Excel. By default, dates entered into a cell appear like this: 4/4/2007.

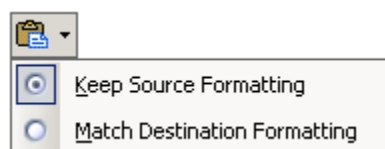
To use the date style, follow these steps:

1. Select a cell or group of cells you would like to apply the format to.
2. Right-click on the selection and choose **Format Cells** from the drop-down menu.
  - c. Alternatively, you can go to **Format** in the **Menu toolbar** and click **Cells**.
3. In the **Format Cells Dialog Box**, make sure the **Number** tab is selected.
4. Choose **Date** from the category list.
5. Under the **Type** box, select the format you want and click **OK**.



## Formatting Pasted Cells

When cells are pasted into a worksheet, the **Paste Options** icon appears, allowing you to format the pasted cells. By default, pasted cells retain the format they had when they were copied. Using the Paste Options menu, however, you can change the cells to match the formatting of the cells you pasted them into, or you can completely remove any formatting.

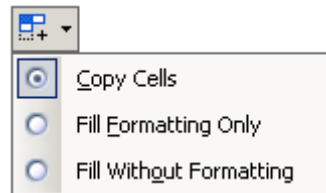


To use the Paste Options menu, follow these steps:

1. Cut or copy a cell or group of cells and paste them into a different section of the worksheet, preferably where the formatting is different.
2. When you see the **Paste Options** icon appear, hover your mouse over it and click the **down arrow** that appears on the right side of the icon. Choose one of the available options and your cells will change to reflect it.
3. To close the Paste Options icon, press the **Esc** button.

## Formatting Filled Cells

When you use the **fill handle** to copy and paste cells in a worksheet, the **AutoFill Options** icon appears, allowing you to format the filled cells. By default, filled cells retain the format they had in their initial cells. Using the AutoFill Options menu, however, you can change the cells to match the formatting of the area you filled, or you can completely remove any formatting.



To use the AutoFill Options menu, follow these steps:

1. Use the fill handle to copy next into adjacent cells (see Chapter Two).
2. When the AutoFill Options icon appears, click on the **down arrow** that appears on the right side of the icon. Choose one of the available options and your cells will change to reflect it.
3. To close the Paste Options icon, press the **Esc** button.

## Aligning Data in Cells

There are three different text alignment options in Microsoft Excel: **Left Align**, **Center**, and **Right**.

Centered Data

House Description	Total Approximate Cost
Blue House	\$201,000
Red House	\$180,000
Green House	\$186,500
Yellow House	\$152,000
Gray House	\$252,500
White House	\$196,000
Purple House	\$212,300

Left-Aligned Data                      Right-Aligned Data

**Left Align** – aligns data with the left side of the cell

**Center** – aligns from the center outward; the left and right sides of the cell are left uneven

**Right Align** – aligns data with the right side of the cell

To align cells, follow these steps:

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1. Select the cell or group of cells you want to align.
2. On the **Formatting toolbar**, find the **alignment buttons**.
3. Choose the alignment option you want by clicking on it.
4. Remember that by default, text entered in a cell aligns on the left, while numbers align on the right.

## Indenting Data in Cells

Using the **Increase Indent** and **Decrease Indent** tools on the **Formatting toolbar**, you can add or remove indentation to data in cells.

4	<b>Color</b>	<b>Location</b>
5	Blue House	Lexington Rd.
6	Red House	Pennsylvania Ave.
7	Green House	St. Regis Way
8	Yellow House	Sterling Rd.
9	Green House	Taylorsville Rd.
10	White House	Lowe Rd.
11	Purple House	Frankfort Ave.
12	Blue House	Lexington Rd.

To increase and decrease indents, follow these steps:

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1. Select a cell or group of cells you want to indent.
2. On the **Formatting Toolbar**, find the **Increase Indent** button. Click it once to indent your cells. You can indent as much as you like.
3. To decrease indent, find the **Decrease Indent** button on the same toolbar. Click it as many times as necessary to get the indentation where you want it.