

# UNIT 4: ELECTRONIC SPREADSHEET

## 3. FORMAT DATA IN THE SPREADSHEET:

### 3.1 Formatting tool:

- All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information.
- Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

### To change the font:

- By default, the font of each new workbook is set to Calibri.
- When creating a workbook in the workplace, you have to select a font that is easy to read.
- Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

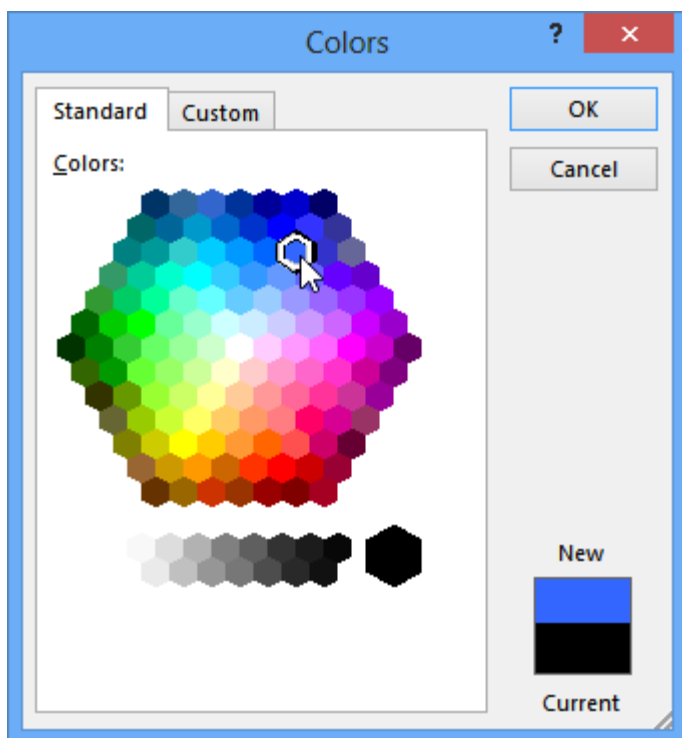
### To change the font size:

1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Font Size command on the Home tab. The Font Size drop-down menu will appear.
3. Select the desired font size. A live preview of the new font size will appear as you hover the mouse over different options. In our example, we will choose 16 to make the text larger.
4. The text will change to the selected font size.

### To change the font color:

1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Font Color command on the Home tab. The color menu will appear.
3. Select the desired font color. A live preview of the new font color will appear as you hover the mouse over different options. In our example, we'll choose Green.
4. The text will change to the selected font color.

**Note:** Select More Colors at the bottom of the menu to access additional color options.



## To use the Bold, Italic, and Underline commands:

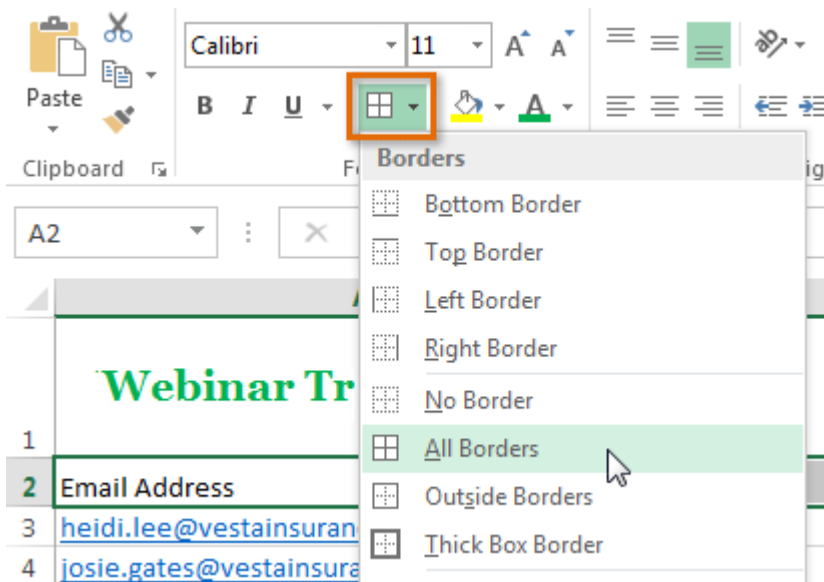
1. Select the **cell(s)** you want to modify.
2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the **Home** tab. In our example, we'll make the selected cells **bold**.
3. The **selected style** will be applied to the text.

## Cell borders and fill colors

**Cell borders** and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

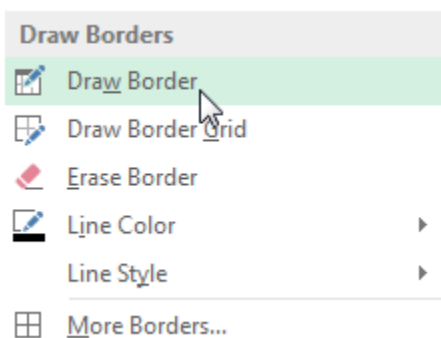
## To add a border:

1. Select the **cell(s)** you want to modify.
2. Click the **drop-down arrow** next to the **Borders** command on the **Home** tab. The **Borders** drop-down menu will appear.
3. Select the **border style** you want to use. In our example, we will choose to display **All Borders**.



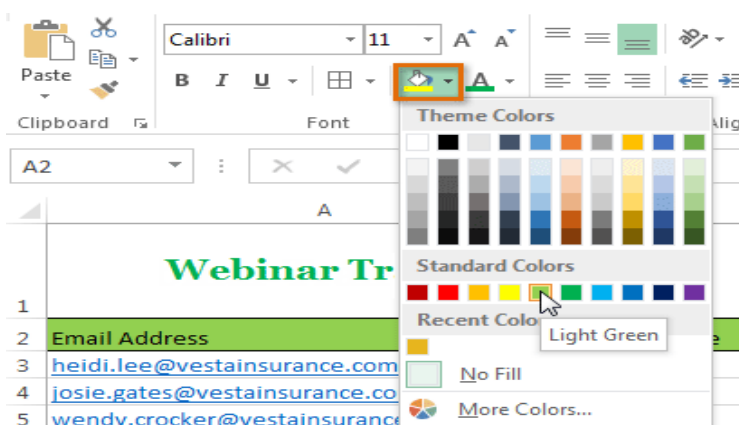
4. The **selected border style** will appear.

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



## To add a fill color:

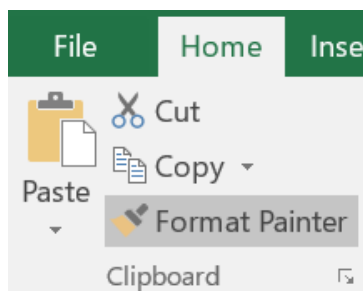
1. Select the **cell(s)** you want to modify.
2. Click the **drop-down arrow** next to the **Fill Color** command on the **Home** tab. The **Fill Color** menu will appear.
3. Select the **fill color** you want to use. A **live preview** of the new fill color will appear as you hover the mouse over different options. In our example, we'll choose **Light Green**.



4. The **selected fill color** will appear in the selected cells.

## **Format Painter**

If you want to copy formatting from one cell to another, you can use the **Format Painter** command on the **Home** tab. When you click the Format Painter, it will copy all of the formatting from the selected cell. You can then **click and drag** over any cells you want to paste the formatting to.



Watch the video below to learn two different ways to use the Format Painter.

## **Text alignment**

- By default, any text entered into your worksheet will be aligned to the bottom-left of a cell.
- By default, any numbers entered will be aligned to the bottom-right.
- Changing the **alignment** of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

## **Following are the two different types of text alignment options:**

### **1) Horizontal text alignment:**

- a) **Left align:** Aligns content to the left border of the cell
- b) **Centre align:** Aligns content an equal distance from the left and right borders of the cell
- c) **Right Align:** Aligns content to the right border of the cell

### **2) Vertical text alignment:**

- a) **Top Align:** Aligns content to the top border of the cell
- b) **Middle Align:** Aligns content an equal distance from the top and bottom borders of the cell.
- c) **Bottom Align:** Aligns content to the bottom border of the cell

## To change horizontal text alignment:

1. Select the **cell(s)** you want to modify.
2. Select one of the three **horizontal alignment** commands on the **Home** tab. In our example, we'll choose **Centre Align**.
3. The text will **realign**.

## To change vertical text alignment:

1. Select the **cell(s)** you want to modify.
2. Select one of the three **vertical alignment** commands on the **Home** tab. In our example, we'll choose **Middle Align**.
3. The text will **realign**.

**Note:** You can apply **both** vertical and horizontal alignment settings to any cell.

## Change the orientation of text in a cell:

1. Select a cell, row, column, or a range.
2. Select **Home > Orientation**, and then select an option.

You can rotate your text up, down, clockwise, or counter clockwise, or align text vertically:

### Rotate text to a precise angle:

1. Select a cell, row, column, or a range.
2. Select **Home > Orientation > Format Cell Alignment**.
3. Under **Orientation** on the right side, in the **Degrees** box, use the up or down arrow to set the exact number of degrees that you want to rotate the selected cell text.

## Wrap text in a cell:

Microsoft Excel can wrap text so it appears on multiple lines in a cell. You can format the cell so the text wraps automatically, or enter a manual line break.

## Wrap text automatically

1. In a worksheet, select the cells that you want to format.
2. On the **Home** tab, in the **Alignment** group, click **Wrap Text**. (On Excel for desktop, you can also select the cell, and then press **Alt + H + W**.)

### **Notes:**

- Data in the cell wraps to fit the column width, so if you change the column width, data wrapping adjusts automatically.
- If all wrapped text is not visible, it may be because the row is set to a specific height or that the text is in a range of cells that has been merged.

## Adjust the row height to make all wrapped text visible

1. Select the cell or range for which you want to adjust the row height.
2. On the **Home** tab, in the **Cells** group, click **Format**.
3. Under **Cell Size**, do one of the following:
  - To automatically adjust the row height, click **AutoFit Row Height**.
  - To specify a row height, click **Row Height**, and then type the row height that you want in the **Row height** box.

**Tip:** You can also drag the bottom border of the row to the height that shows all wrapped text.

## Merge Cells in Excel

**Merged cell:** Combines two or more cells in Excel to create a new, larger cell is called merged cell.

- This is useful for organizing information and creating headers, without the need to resize individual cells. Here's how to do it.

## Merge Cells with the Merge & Center Command in the Home Tab

1. **Select** the cells you want to merge together.
2. Go to the **Home** tab.
3. Click on the **Merge & Center** command found in the **Alignment** section.