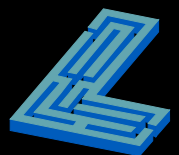# Microsoft Office 2007: Essentials, Revised Edition

Lesson 15: Formatting the Contents of Cells

Return to the Office 2007 web page
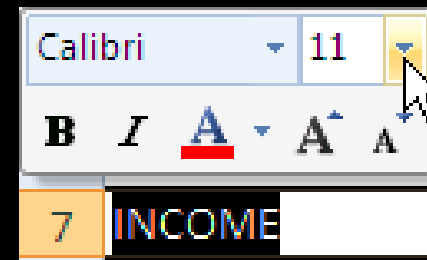
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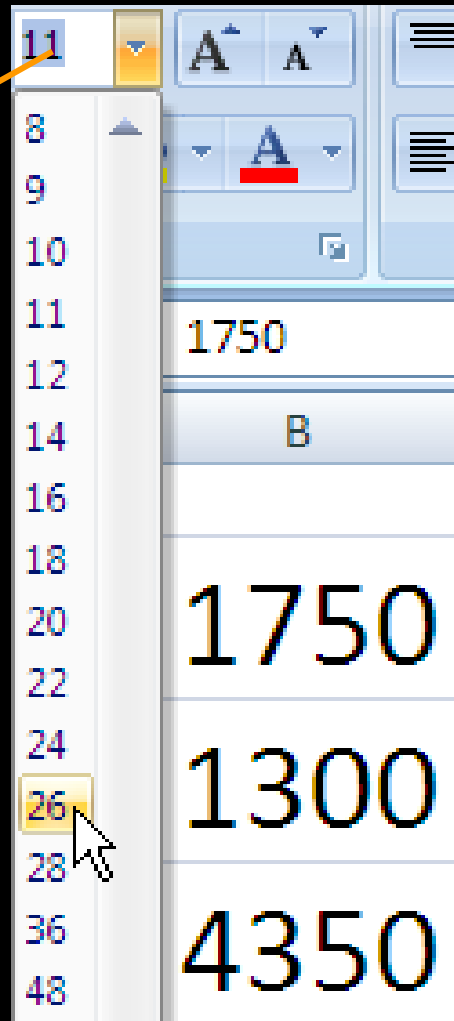L E A R N I N G ™

Formatting Methods

Font group on the Home tab of the Ribbon

The Mini Toolbar appears when text is selected

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Live Preview

Notice the actual size of the text displayed in the font size box

- **Place the mouse pointer over a formatting option to see a live preview of how the selected cells will be affected if the formatting command is issued**

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Aligning Cell Entries

- ## By Default:
  - ▲ Text entries are left aligned
  - ▲ Number entries are right aligned

  TIP ⚠ *These defaults can be changed!*

	A	B	C	D	E
1	Mendy's Computer Services				
2	Income Statement				
3	3rd Quarter 2008				
4					
5		July	August	September	Quarter Total
6	INCOME				
7	Computer Tutoring	1750	1900	1550	5200
8	Contract Teaching	1300	1250	1650	4200
9	QuickBooks Consulting	4350	4125	3900	12375
10	Total Income	7400	7275	7100	21775

Notice how the text is lined up along the left side of the cells and the numbers are lined up along the right side

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Indenting the Contents of Cells

	A
6	**INCOME**
7	Computer Tutoring
8	Contract Teaching
9	QuickBooks Consulting
10	Total Income

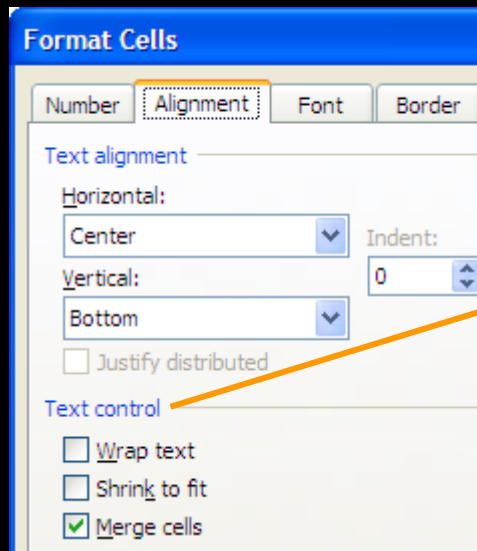The types of income are indented below the Income title

- **Offset text and numbers from the left and right edges of cells**

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Text Control Options

- **Merge . . . across cells**
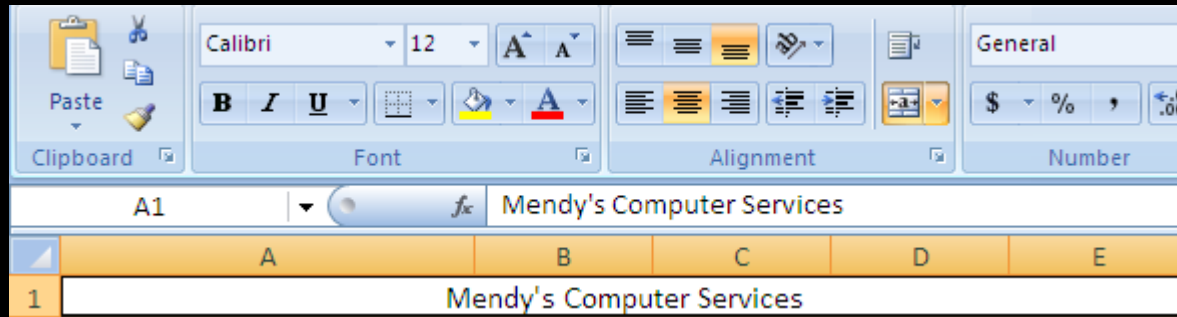- **Wrap . . . within cells**
- **Shrink . . . to fit inside of a cell**

Text control commands are located on the Alignment tab of the Format Cells dialog box

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The Merge and Center Command

- **Merges selected cells and changes alignment of new "single" merged cell to center**

Mendy's Computer Services is contained in cell A1 (see the Name box), but is now merged over cells A1:E1 and centered in the new cell

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Number Formatting

- **Formatting becomes the "property" of a cell**

- **If you replace the contents of a cell, the formatting will apply to the new contents as well**

| Number Format	Description
General	Numbers are formatted with the General Style format by default. It does not apply any special formats to the numbers.
Comma	The Comma Style format inserts a comma after every third digit in the number. It also inserts a decimal point and two decimal places, which can be removed if desired.
Currency	The Currency Style format is the same as the Comma format except that it adds a dollar ($) sign in front of the number.
Percent	A percent (%) sign is inserted to the right of the number in the Percent Style. The percentage is calculated by multiplying the number by 100.

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The Format Cells Dialog Box

- **Six tabs that allow you to format different aspects of your worksheet:**
  - Number
  - Alignment
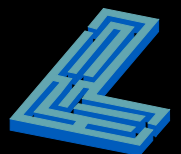 - Font
  - Border
  - Fill
  - Protection
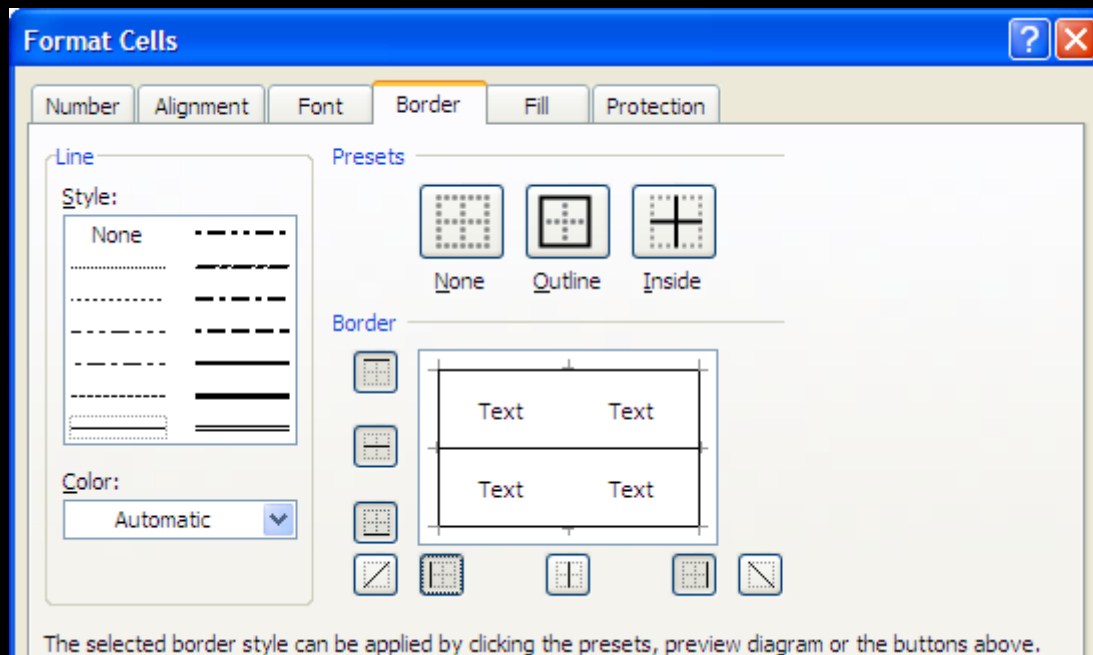
Borders

- **Add borders to the edges of cells**
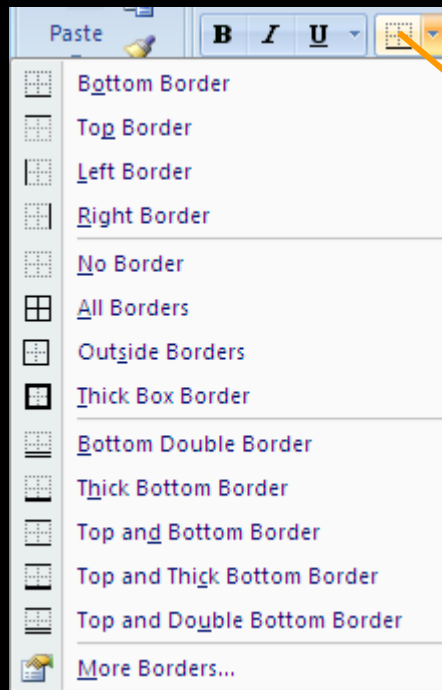
Clicking the Borders button will display this menu, which allows you to apply the indicated border to the selected cells
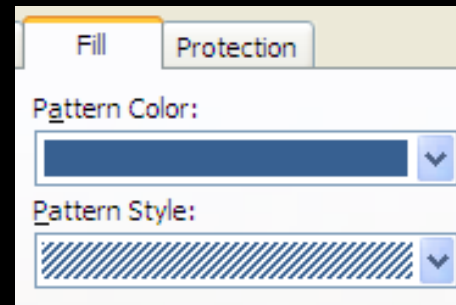
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Fill Color

- **"Fill" the cells of your worksheet with colors or patterns!**

Choose a color to the selected cells

Apply a pattern by choosing the Fill tab of the Format Cells dialog box

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Format Painter

- **Copy text and number formats from one cell to another**

- **Does not copy cell contents; only formatting**
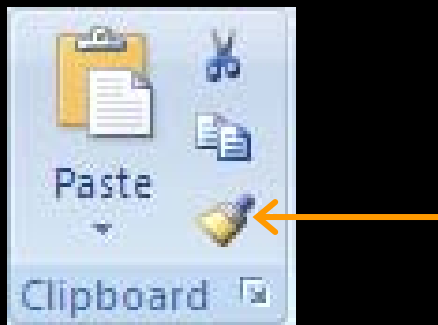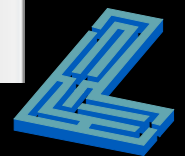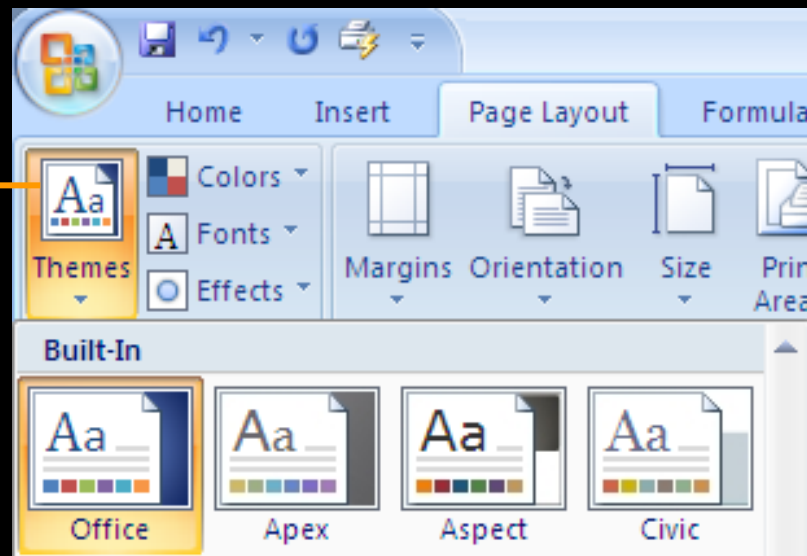

TIP ⚠ *If you double-click the Format Painter button, you can apply the selected formatting to multiple locations!*

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Using Themes in Excel

- **Easily apply formatting to your entire worksheet**
- **Choose matching fonts and styles if you are design-challenged!** ☺

Display a menu from which you can choose a theme to apply
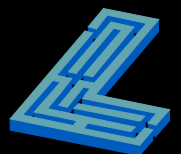
Formatting Dates

- **Excel performs the following steps when you enter a date in a cell:**
  - ▲ Recognizes the entry as a date if you enter it using a standard date format (12/25/07, December 25, 2007, 25-Dec-07)
  - ▲ Converts the date to a serial number between 1 and 2,958,525
  - ▲ Formats the serial number entry with the same date format you used when you entered the date

- **Dates can be used:**
  - ▲ To display dates in cells using various formats
  - ▲ In formulas

14
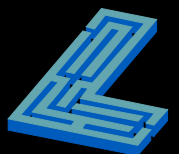
Date Functions

- Insert a date function rather than type the date
- Date functions produce the current date and, depending on the specific function, can update automatically
- Insert Function dialog box or type the function in the result cell
- Date functions are not case sensitive so you can type the formula in lowercase

Function	Description
TODAY( )	This function displays the current system date and calculates the serial number. The date updates automatically when the worksheet is recalculated or reopened.
NOW( )	This function displays the current system date and time and calculates the serial number. The date updates automatically when the worksheet is recalculated or reopened.
DATE(year,month,day)	This function returns the date entered in the default date format and calculates the serial number. The date does not update when the worksheet is recalculated or reopened.

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