



FastCourse Series

Chapter 1: Advanced Workbook Formatting



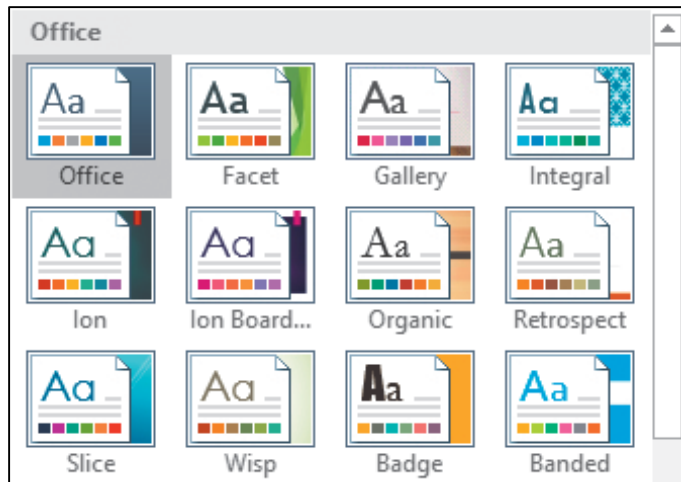
LABYRINTH
LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Apply and customize themes
 - ▲ Create and use cell styles
 - ▲ Apply cell borders and fill
 - ▲ Create custom number formats
 - ▲ Customize the page setup
 - ▲ Add images to a worksheet
 - ▲ Apply conditional formatting
 - ▲ Use Zoom tools
 - ▲ Edit document properties

Formatting with Themes

- Themes contain three elements: colors, fonts, and effects



- Customizing themes
 - ▲ Modify theme elements
 - ▲ Save changes as new theme

Applying Cell Styles

■ Cell styles combine formatting of:

▲ Font, color, fill, and alignment

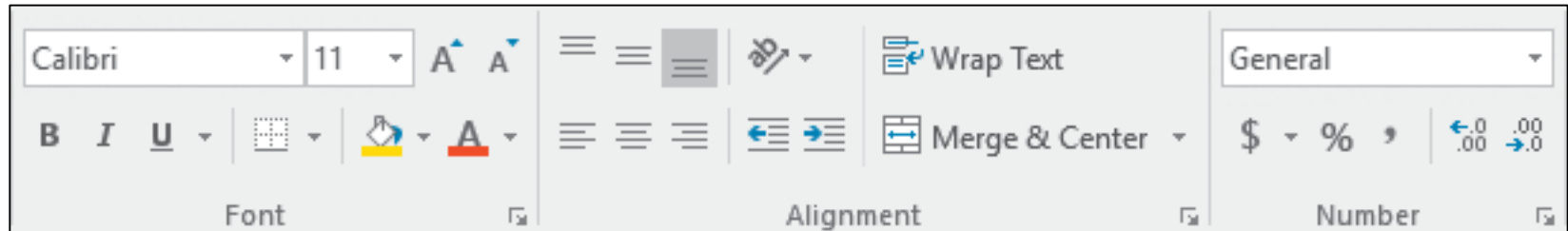
Titles and Headings					
Heading 1	Heading 2	Heading 3	Heading 4	Title	Total
Themed Cell Styles					
20% - Accent1	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6
40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	40% - Accent6
60% - Accent1	60% - Accent2	60% - Accent3	60% - Accent4	60% - Accent5	60% - Accent6
Accent1	Accent2	Accent3	Accent4	Accent5	Accent6

■ Modified cell styles apply to current workbook



Using the Format Cells Dialog Box

- Use the Format Cells dialog box for specific formatting



Dialog box launchers on Home
tab open Format Cells dialog box.

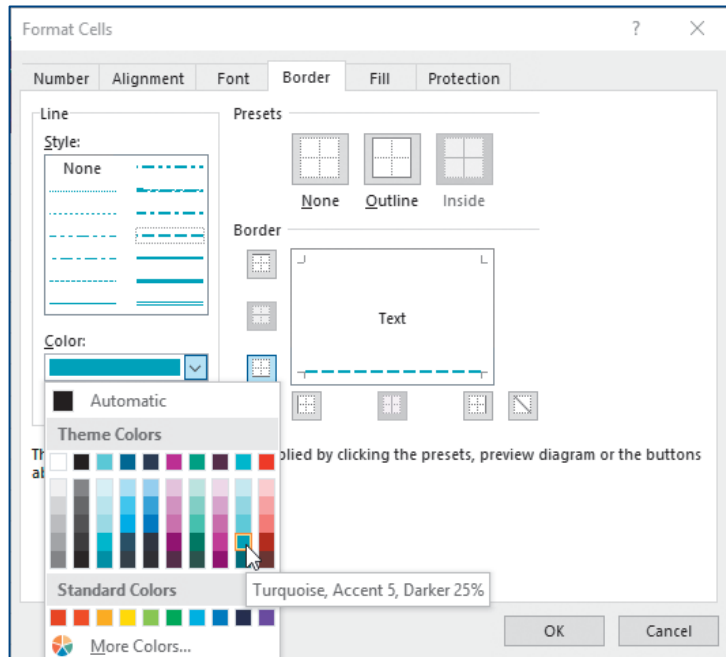
- Format Cells dialog box tabs



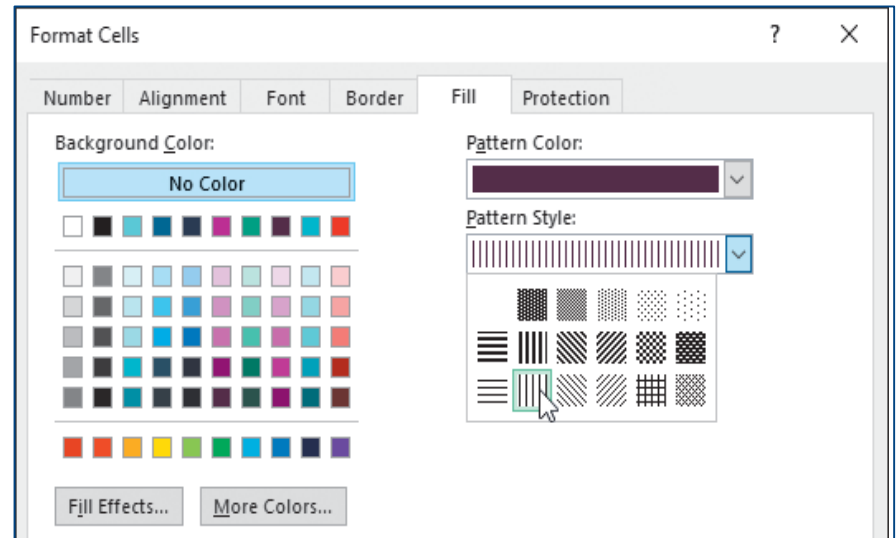
Each tab displays additional options.

Using the Format Cells Dialog Box (cont.)

■ More cell border and fill options



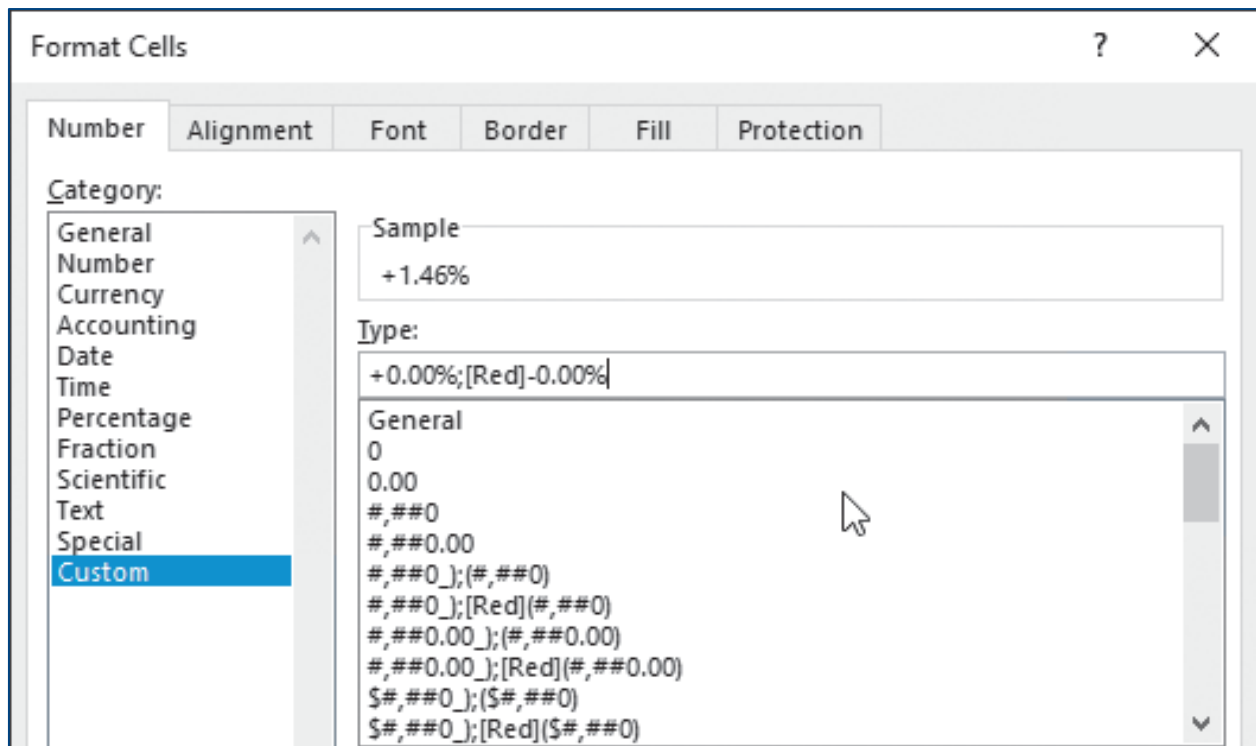
Border colors change the color of the lines around the cell(s).



Fill colors fill the cell with a solid color or pattern.

Creating Custom Number Formats

- Create a new number format using the Custom category in the Format Cells dialog box



Creating Custom Number Formats (cont.)

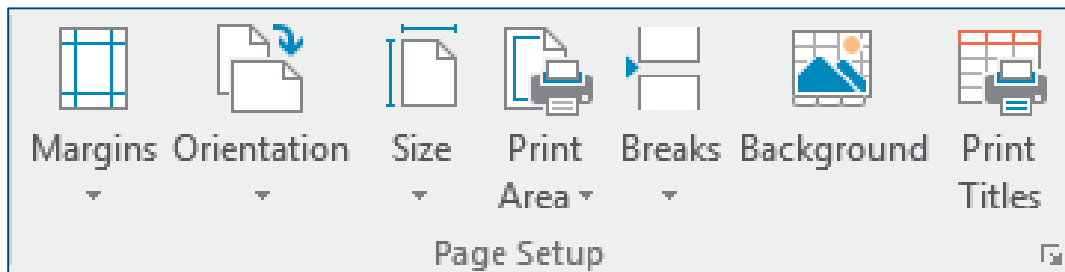


- Custom number formats are created using codes
 - ▲ Number sign represents a digit placeholder
 - ▲ Zero represents placeholder that always displays
 - ▲ Other symbols include: period, comma, percent sign, dollar sign, and more

Code	Display
###	123
0000	123
#,###	1230
#.000	1.23
###%	1.23%
+\$###	+\$123
"ABC" ###	ABC 123
[Red]#,###;[Blue]#,###;[Green]-0-	123
[Red]#,###;[Blue]#,###;[Green]-0-	123
[Red]#,###;[Blue]#,###;[Green]-0-	-0-

Customizing the Page Setup

- Use the Page Setup group on the Page Layout Ribbon tab to set options

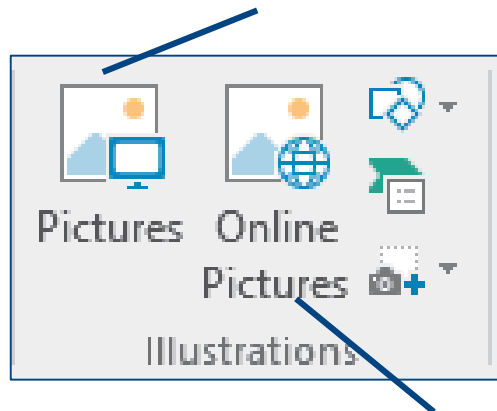


- Default margins and page orientation are visible in Page Layout or Print Preview
- Add a worksheet background image

Adding Images to a Worksheet

- Draw a shape or add a picture from your computer or search online

Pictures saved on computer



Browse for pictures online.

- When a picture or shape is selected, the Picture Tools or Drawing Tools contextual tabs appear

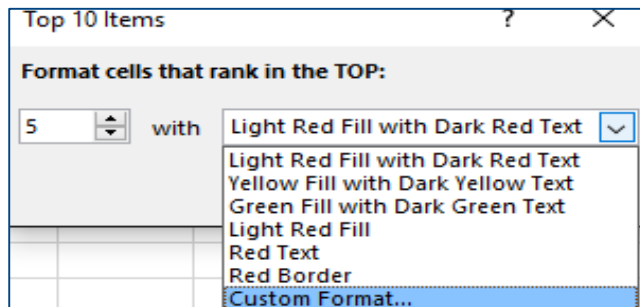
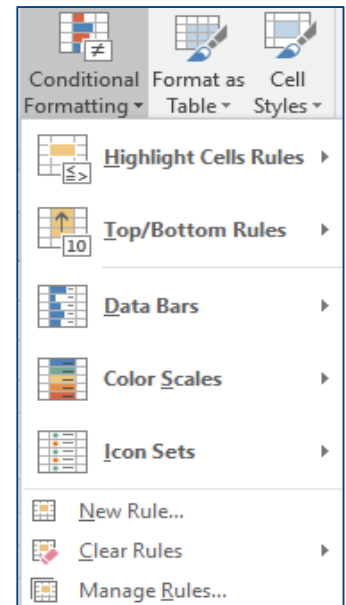


Using Conditional Formatting

- Visualize data using Conditional Formatting according to rules you set

Highlighting data with Conditional Formatting

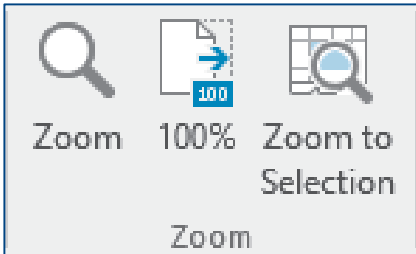
- ▲ Choose a preset format on the Conditional Formatting menu
- ▲ Clear one specific rule or all on the entire sheet
- ▲ Customize a Conditional Formatting rule



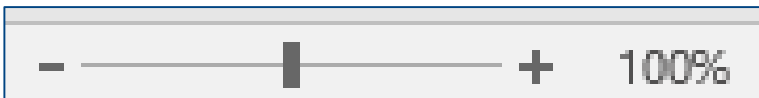
Using Zoom Tools

- Adjust view to focus on specific areas by increasing or decreasing the magnification

- ▲ Ribbon Zoom tools



- ▲ Zoom slider on the status bar



Editing Document Properties

- Properties include important document information
 - ▲ Date created
 - ▲ Date last modified
 - ▲ Author
 - ▲ File size
 - ▲ Other information can be added

Properties ▾	
Size	70.4KB
Title	Final Performance Report
Tags	Key Performance Indicators
Categories	Operations