BOOST YOUR SKILLS IN
Microsoft Excel 365/2021

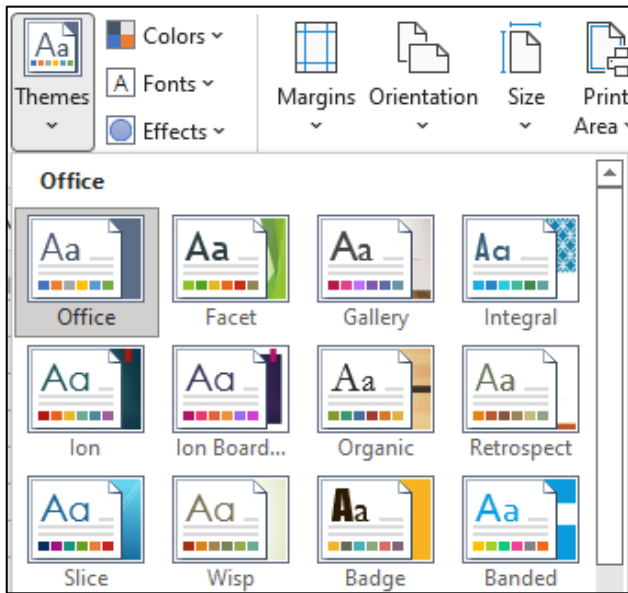Chapter 6: Advanced Workbook Formatting

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
- Edit document properties

Formatting with Themes

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

Customizing themes

- Modify theme elements.
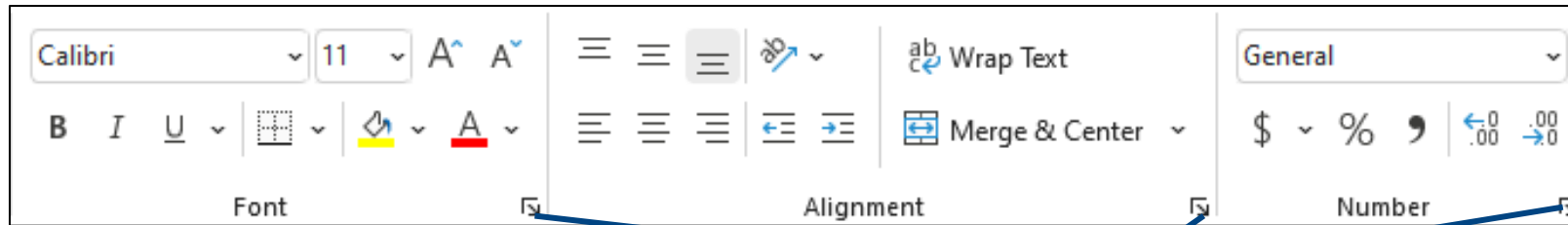- Save changes as a new theme.

Cell Styles

- Give a worksheet a quick, uniform design.
- Combine formatting such as font, color, fill, and alignment.

- Modified cell styles apply to the current workbook.
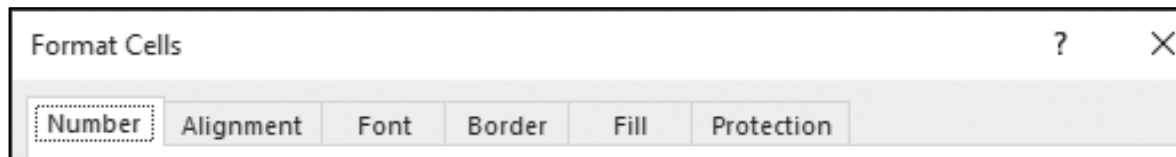
Using the Format Cells Dialog Box

- Use the Format Cells dialog box for specific formatting.

Dialog box launchers on the Home tab open the Format Cells dialog box.
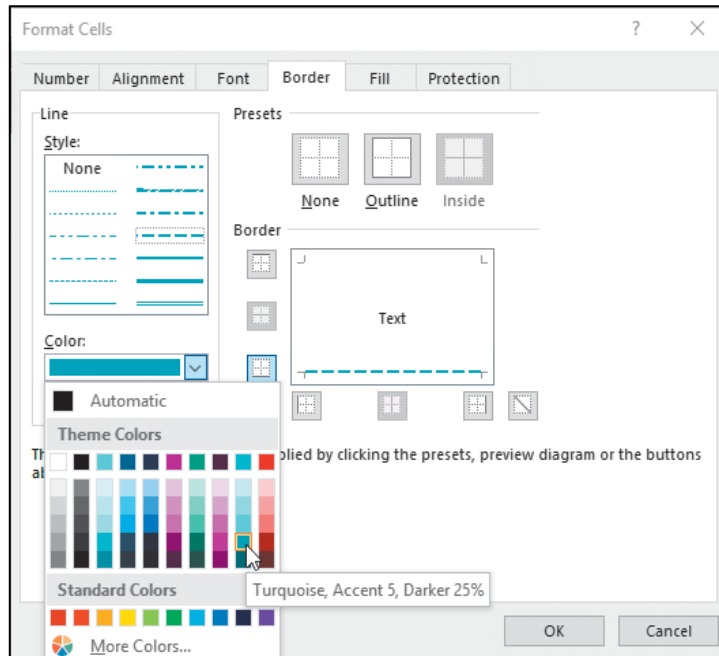
- Format Cells dialog box tabs

Each tab displays additional options.

Cell Borders and Fill

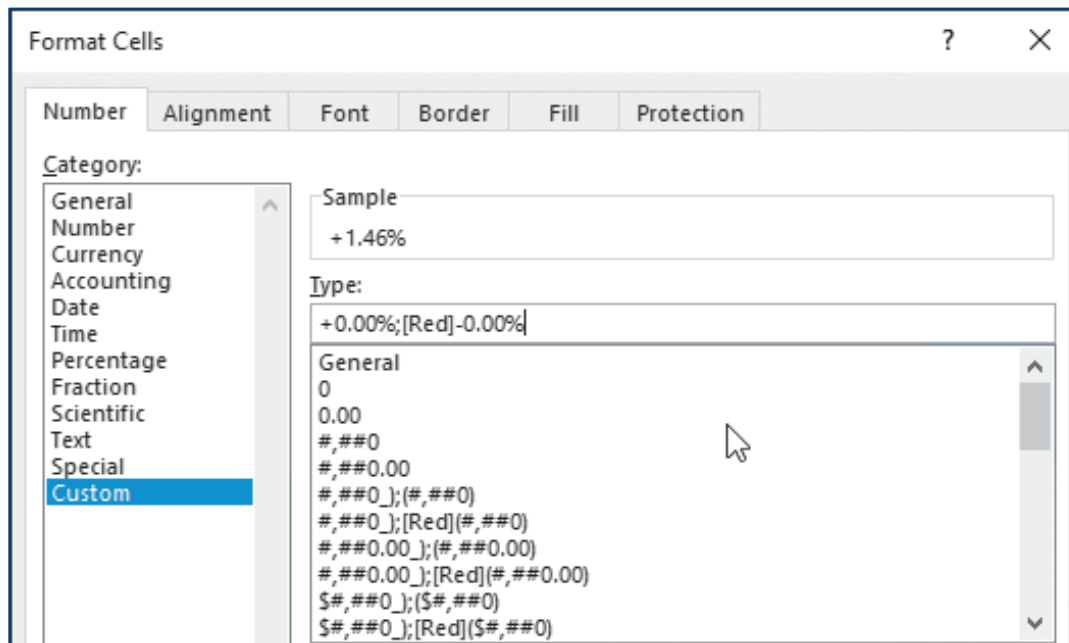The Format Cells dialog box provides several cell border and fill options.

Border colors change the color of the lines around the cell(s).
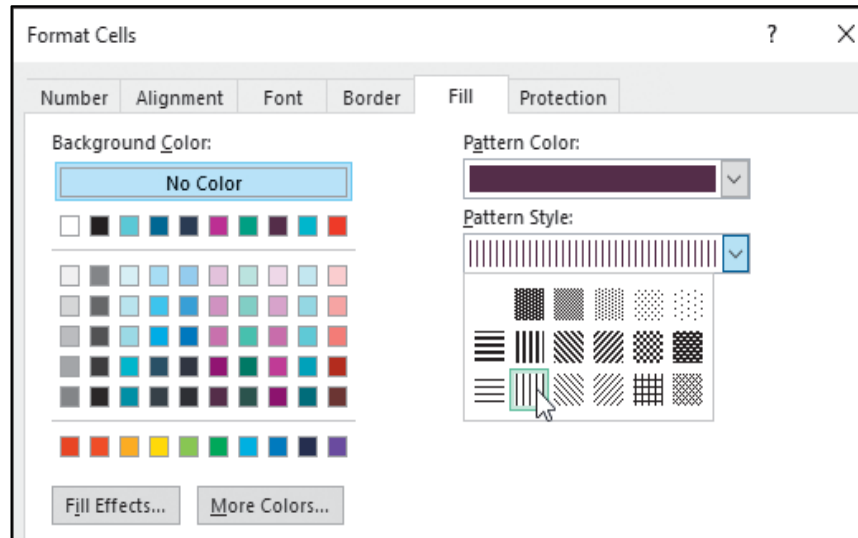
Fill colors fill the cell with a solid color or pattern.

Creating Custom Number Formats

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

Note all the categories for formatting numbers, including Custom.

Creating Custom Number Formats (cont.)

Custom number formats are created using codes.

- The number sign represents a digit placeholder.
- Zero represents a placeholder that always displays.
- Other symbols include period, comma, percent sign, dollar sign, and more.

CUSTOM NUMBER FORMATTING			
Code	**Description**	**Example**	**Display**
#	Digit placeholder, if required	###	123
0	Digit placeholder, always displayed	0000	0123
.	Decimal point	#.000	1.230
,	Thousands separator	#,###	1,230
%	Percentage	#.##%	1.23%
$ - + / ( )	Characters that can be added to the displayed number	+$###	+$123
"abc"	Displays the text inside the double quotes	###"USD"	123USD
[Red]	Displays values in the color specified	[Red]#,###	1,230

Notice the very specific syntax (rules) that applies to custom number format coding.

International Formatting

- Excel includes formatting options for international standards.

- You may need currency symbols or date formats different from what we use in the U.S.
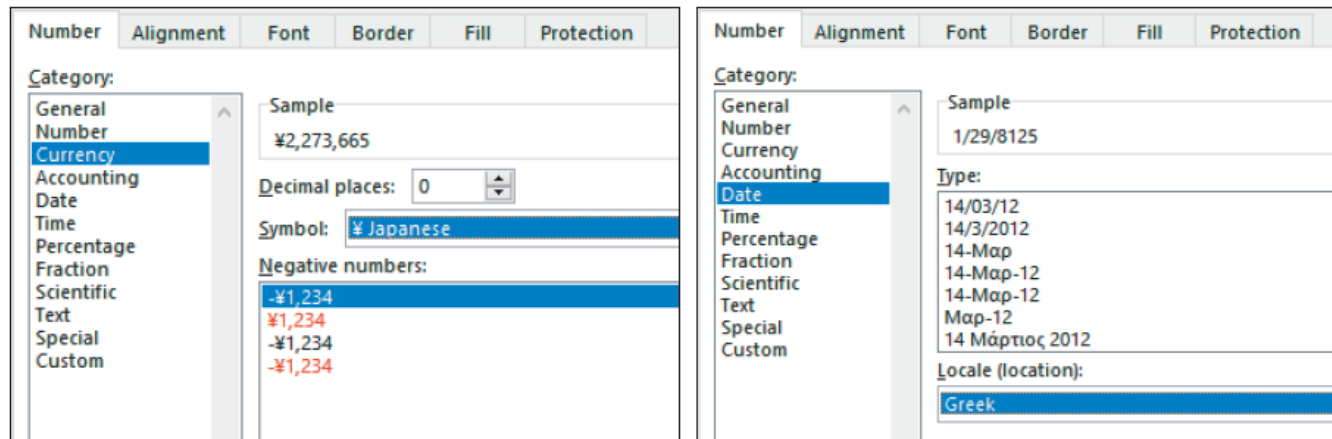
In these examples, you can see how to format for Japanese currency on the left and the date in Greece on the right.

Customizing the Page Setup

- Use the Page Setup group on the Page Layout Ribbon tab to set options.
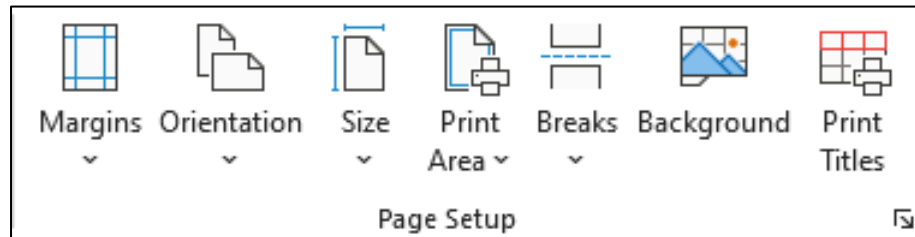
- Go to Page Layout or Print Preview to see how your worksheet will appear when printed.

- You can add a worksheet background image.
  - It can add visual interest and personality to screen display.
  - It will not print.

Editing Document Properties

Properties include important document information such as:

- Date created/modified
- Author
- File size
- Title
- Subject
- Tags (keywords)
- Comments

Properties ∨

Size	78.3KB
Title	Final Performance Report
Tags	KPI
Categories	Operations