

Excel 2004

for Macintosh OS X

Styles



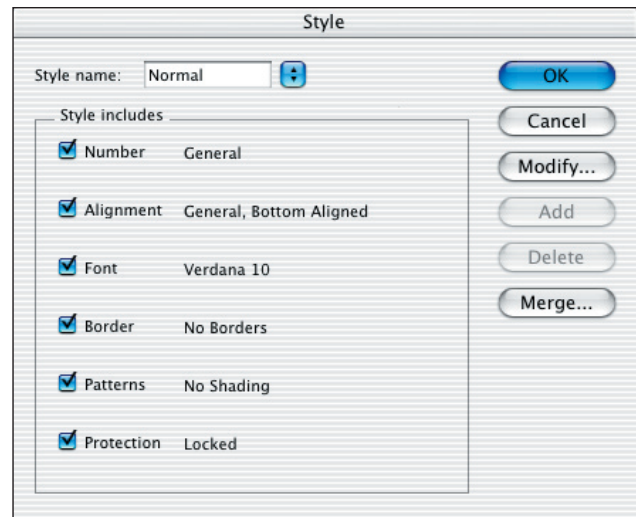
In Excel, a “style” is like a list of formatting options that, once created, can be used over and over again without re-specifying every formatting option each time. For example, you can create a style with a specific font, font size, border, and background color and then simply apply the style to certain cells instead of altering each formatting option individually.

- Select one or more cells (or an entire row or column)
- Under Format on the Menu bar, select Style to display the Style dialog box
- Click on the down arrow beside the “Style name” box

This list gives the names of the six default styles (Comma, Comma [0], Currency, Currency [0], Normal and Percent). In the “Style includes” box is a list of five formatting techniques. A style can include any or all of these. The Protection choice is used to protect individual cells or groups of cells against deletion or unauthorized changes

You can modify any of the default settings of any particular style by clicking on the **Modify** button. Styles can be created by example, definition or by copying a style from another document.

- Choose a style from the “Style name” box
- Click the **OK** button



Styles By Example

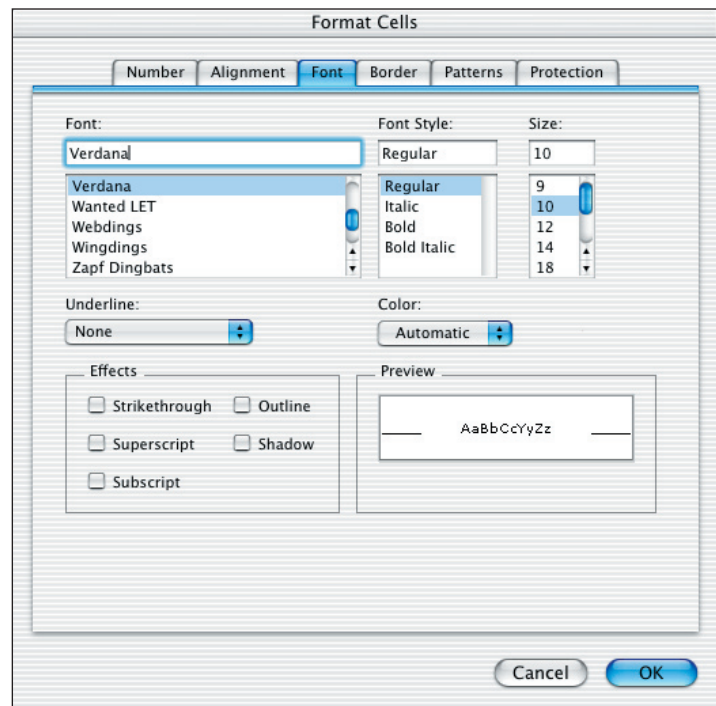
- Select a cell with some text in it
- Under the Format menu, select Style
- In the Style dialog box, click on the **Modify** button

The Format Cells dialog box is displayed.

- Click on the **Font** tab and select a different font
- Click the **OK** button to confirm the changes

To create a style, which can then be applied to any cells:

- In the “Style name” box, type “Title” for the name of the style
- Select Title in the “Style name” box and click the **Modify** button to make additional changes
- Select the **Border** tab and choose a line style



- Click in the white box with the word “Text” in the center to add and delete borders from different regions of the cell

- When you have made all the changes you want, click **OK** to exit the Format Cells dialog box

The “Style includes” box displays all the formatting options that you selected to be included in your style.

- Click **OK** to close the Style dialog box

Applying Your Style

- Select one or more cells which are unformatted
- Select Style under the Format menu to display the Style dialog box
- In the “Style name” box, click on the down arrow and select your Title style

- Click the **OK** button

Styles By Definition

Cells do not need to contain data in order to set up a style.

- Select Style under the Format menu

The default style, Normal, is displayed in the Style dialog box.

- In the “Style name” box, type in a name (don't press <return>)
- Click the **Modify** button to modify the style
- Using the different options available, set up the various formats you want

- Click the **OK** button
- In the “Styles includes” box, turn off the boxes for the attributes you don't want
- Click the **Add** button to add the style to the list of styles and the **OK** button when finished

Removing Styles

To remove a style from a selected cell(s), choose Format> Style and select Normal in the “Style name” box. Then click the **OK** button.

Deleting A Style

To delete a style, in the “Style name” box:

- Choose Style under the Format menu
- In the Style name box, click on the down arrow and select the name of the style you want to delete
- Click the **Delete** button

All the cells formatted in that style will return to the Normal style. You cannot delete certain default styles.

- Click the **OK** button to return to the workbook

