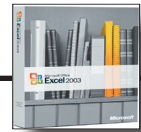


Excel 2003

for Windows XP

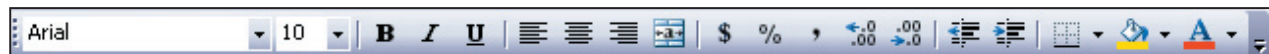
Text Formatting



By using different fonts and point sizes, bolding, italicizing, centering and shading you can make your worksheet look much better. You can also set up an entire formatting sequence and save it as a Style. The Style can then be applied to any part of the worksheet or copied to other worksheets. See the *Styles* document for information on Styles.

Fonts

The default font is Arial point size 10. You can change the font using the Formatting toolbar. If it is not turned on, select View> Toolbars> Formatting.



- Type some text into any cell and select the text
- Select the **Font** arrow button on the toolbar
- Select a different font

Next to the Font tool is the **Font Size** tool.

- Select a point size from the list of font sizes

The font size can also be typed in the box.

Bolding, Italicizing and Underlining

- Select some text
- Click on the large **B** on the Formatting toolbar to bold the text, the *I* to italicize it, and on the U to underline it
- Click again on each button to undo their respective actions

Centering

There are two types of centering: centering within a cell and merging several cells and centering across their columns. The Center button (centering within the cell) is located two buttons to the right of the Underline. The Merge and Center button is two buttons to the right of the Center button.

To center text in the cells:

- Select the text and click on the **Center** button



The two buttons on either side of the Center button are used to left align and right align text in a cell.

Note: Never align data on which you will be performing calculations.



Alignment buttons

To merge several adjacent cells and center across the columns; e.g., a title across several column headings:

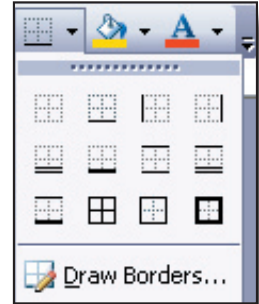
- Select the cell containing the title and the adjacent cells you wish to merge and center across
- Click the **Merge and Center** button



Borders and Colors

A row or column can be outlined with various sizes of line widths and color for emphasis.

- Click on a row heading number
- Click on the down arrow next to the **Borders** button (third from the right on the Formatting toolbar) and choose a border
- Click on the **Fill Color** button (second from right) and select a cell background color
- Click on the down arrow on the **Font Color** button (last button on right) and choose another color for your font



Alternative Methods to Format your Text

- Select your cells
- Choose Format > Cells

The Format Cells dialog box contains tabs for formatting. Alignment, Font and Border can be accessed on the Formatting toolbar, but the Number and Patterns options are only available in this dialog box.

AutoFormat Command

The AutoFormat command under the Format menu provides 17 table formats for automatically applying formatting to your worksheets. The sample formats include bolding, italicizing, shading, outlining, numerical, color, 3-D effects, etc. You can apply different formats to different portions of the worksheet.

- Select the range of cells you want to format or the entire table
- Choose AutoFormat under the Format menu
- Choose a table format

