

Excel 2003

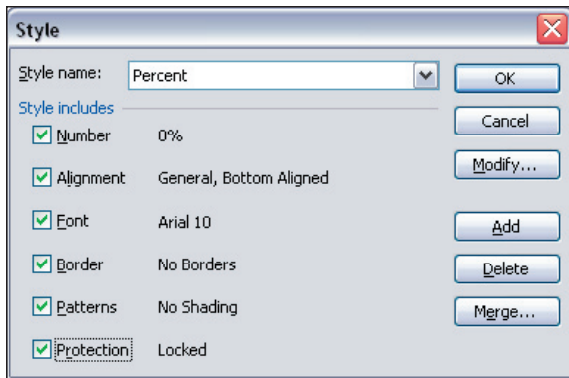
for Windows XP

Styles



You can define a combination of formats (styles) for a cell and then apply it wherever you want. A style can be defined and used with the Style command under Format on the Menu bar.

- First select a range of cells that you want to format in a given style; e.g., a range of numbers
- 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 six 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.

Note: A password protect feature is also available on the Save As dialog box to prevent unauthorized access to a worksheet or read only access. Choose General Options on the Tools menu.

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

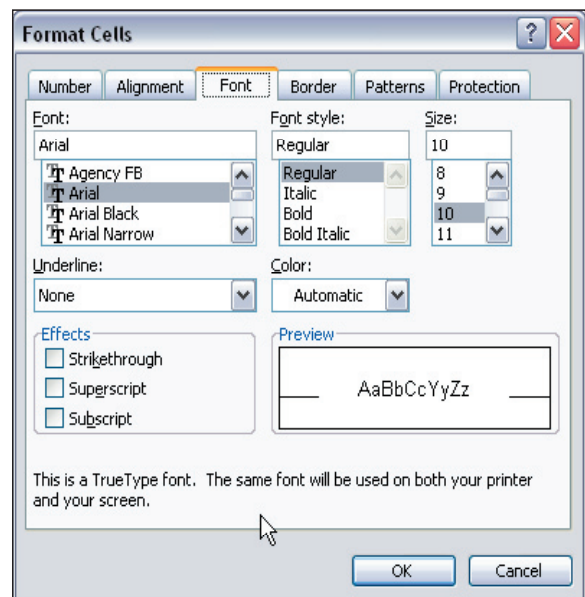
- Select a text cell
- Under the Format menu, select Style
- In the Style dialog box, click on the **Modify** button

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 set up the combination of formats assigned to the text as a style:

- 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

An exact description of how you formatted the cell(s) will appear in the “Style includes” box.

- Click **OK** to close the Style dialog box
- Deselect the cell(s) once you are back in the worksheet
- Select another range of cells with text
- 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 and **do not press <Enter>**
- 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 can't delete certain default styles.

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

