

Excel 2007

Text Formatting



for Windows XP and Vista

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

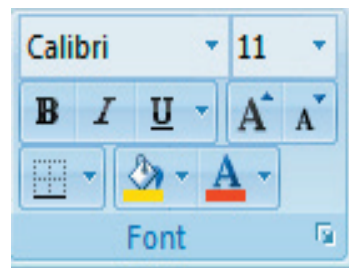
The default font is Calibri point size 11. You can change the font using the **Font** button located on the **Home** tab.

- Type some text into any cell and select the text
- Click the **Font** button list arrow in the Font group
- Select a different font

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

- Select a point size from the list of font sizes

The font size can also be typed in the box.

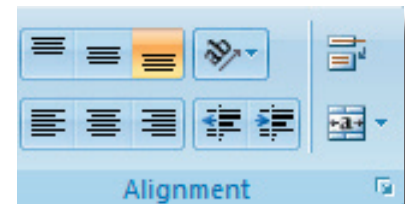


Bolding, Italicizing and Underlining

- Select some text
- In the Font group choose the **B** to bold, the *I* to italicize it, and the U to underline
- Click again on each button to undo their respective actions

Centering and Alignment

To modify text positioning, the Alignment group located on the **Home** tab is used. There are two types of centering: centering within a cell and merging several cells and centering across their columns.



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.

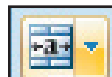


Alignment buttons

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

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 & Center** button list arrow

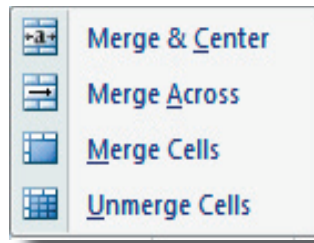


The following options are displayed:

- Choose **Merge & Center**

Other text alignment options include:

- Aligning the text within the cell (top, middle, bottom)
- Rotating text (diagonal or vertical)
- Wrapping text



Experiment with these options.

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
- In the Font group, click on the **Borders** button list arrow and choose a border
- Click on the **Fill Color** button list arrow and select a cell background color
- Click on the **Font Color** button list arrow and choose another color for your font



Alternative Methods to Format your Text

- Select your cells
- Click the **Format Cells** dialog box launcher in the Font group



The Format Cells dialog box contains tabs for formatting options found on the **Home** tab on the Ribbon.

