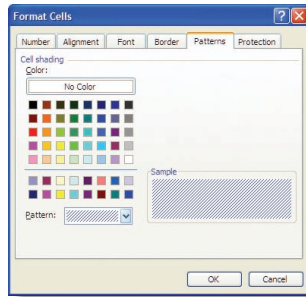




Formatting

Formatting Cells

1. Select the cell or cells you want to format. (To select all cells in a worksheet, press **Ctrl + A**.)
2. Select **Cells** from the **Format** menu.
3. Click on the **Patterns** tab.
4. *Optional:* To apply a solid color, select a color from the color palette.
5. *Optional:* To apply a pattern, click the arrow on **Pattern** box, and select a pattern from the resulting menu. To apply a color to the pattern, click the arrow on the **Pattern** box, and select a color from the resulting menu.
6. Click the **OK** button.



Note: To remove formatting from selected cells, click the arrow on the **Fill Color** button on the **Formatting** toolbar and select **No Fill** from the resulting color palette.

Formatting Cell Borders

1. Select the cell or cells you want to apply a border to.
2. Select **Cells** from the **Format** menu.
3. Click on the **Border** tab.
4. Select a line style in the **Style** box.
5. *Optional:* To change the line color, click the arrow on the **Color** box and select a color from the resulting color palette.
6. Click the buttons in the **Presets** and **Border** sections to apply borders.
7. Click the **OK** button.

Note: To quickly apply a border to selected cells, click the arrow on the **Borders** button on the **Formatting** toolbar and select a predefined border from the resulting palette, or select **Draw Borders** to display the **Borders** toolbar and draw borders.

Assigning a Number Format to a Cell

1. Select the cell or cells you want to assign the format to.
2. Select **Cells** from the **Format** menu.
3. Click on the **Number** tab.
4. Select a number category in the **Category** box.
5. *Optional:* Make additional selections.
6. Click the **OK** button.

Note: To remove number formatting from selected cells, select **Cells** from the **Format** menu. Click on the **Number** tab and select **General** in the **Category** box.

Displaying Multiple Lines of Text in a Cell

1. Select the cell or cells you want to format.
2. Select **Cells** from the **Format** menu.
3. Click on the **Alignment** tab.
4. In the **Text control** section, check the **Wrap text** box.
5. Click the **OK** button.

Note: To place a new line or line break in a cell, click in the cell and press **Alt + Enter**. If the wrapped text is not displayed, the row height might be set to a specific height. To view the wrapped text, select **Row** from the **Format** menu and select **AutoFit** from the resulting menu.

Using the Format Painter

Use the Format Painter to copy the formatting of a cell.

1. Select the cells or cells with formatting you want to copy.
2. Click the **Format Painter** button on the **Standard** toolbar.
3. Click in the cell or click and drag in the range of cells you want to copy the formatting to.

Using the AutoFormat Feature

AutoFormats are formats that have already been created in Excel.

1. Select the range of cells you want to format.
2. Select **AutoFormat** from the **Format** menu.
3. Select a format style.
4. *Optional:* To change formatting options for the selected style, click the **Options** button, and select options.
5. Click the **OK** button.

Note: To remove an AutoFormat, select **AutoFormat** from the **Format** menu, select **None**, and click the **OK** button.

Adding Conditional Formatting

Conditional formatting is a format that Excel applies automatically if a specified condition is true. For example, you can use conditional formatting to highlight values over \$25 in red.

1. Select the cells you want to add conditional formatting to.
2. Select **Conditional Formatting** from the **Format** menu.
3. Click the arrow on the **Condition** box and do one of the following:
 - To use values in the selected cells as the formatting criteria, select **Cell Value Is** from the resulting menu. Select a comparison phrase in the next box and select a constant value formula in the box or boxes to the right of the comparison phrase.
 - To use a formula as formatting criteria, select **Formula Is** from the resulting menu and enter a formula that evaluates to a value of TRUE or FALSE in the box.
4. Click the **Format** button, select formatting options, and click the **OK** button.
5. *Optional:* To specify another condition, click the **Add** button and follow steps 3 and 4. (You can add up to 3 conditions.)
6. *Optional:* To remove a condition, click the **Delete** button, select the condition to delete, and click the **OK** button.
7. Click the **OK** button.

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Collapsing and Expanding a Dialog Box

Use the **Collapse Dialog** and **Expand Dialog** buttons to collapse and expand an open dialog box in order to select cells in the worksheet for the task.

1. In an open dialog box, click the **Collapse Dialog** button.
2. Select the cell or cells in the worksheet.
3. Click the **Expand Dialog** button to expand the dialog box.

Note: Not all dialog boxes are collapsible.

