



Formatting



NEW! Using the Mini Toolbar

The **Mini** toolbar gives you quick access to text formatting tools. By default, the **Mini** toolbar appears when you select text.

1. Select the text you want to format.
2. Place your mouse pointer over the **Mini** toolbar to display it.
3. Click a button on the **Mini** toolbar to format text.

*Note: If you do not want the **Mini** toolbar to automatically appear when you select text, click the **Microsoft Office** button and click the **Excel Options** button. Clear the **Show Mini Toolbar on selection** box and click the **OK** button.*

Assigning a Number Format to a Cell

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

*Note: To quickly change the number format for the selected cell or range of cells, click the arrow on the **Number Format** button in the **Number** group and select a format from the resulting menu.*

Displaying Multiple Lines of Text in a Cell

1. Select the cell or cells you want to format.
2. Click on the **Home** tab.
3. Click the **Wrap Text** button in the **Alignment** group.

*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.*

Creating Cell Styles

1. Select the cell you want to base the style on.
2. Click on the **Home** tab.
3. Click the **Cell Styles** button in the **Styles** group.
4. Select **New Cell Style** from the resulting menu.
5. Enter a name for the style in the **Style name** box.
6. *Optional:* To change the formatting, click the **Format** button, click on the tabs, select options, and click the **OK** button.
7. Clear the boxes next to items you do not want to include in the style.
8. Click the **OK** button.

*Note: To apply a style, select the cell or cells, click the **Cell Styles** button, and select a style from the resulting gallery.*

Using the Format Painter

Use the **Format Painter** to copy cell formatting.

1. Select the cells or cells with the formatting you want to copy.
2. Click on the **Home** tab.
3. Click the **Format Painter** button in the **Clipboard** group.
4. Click in the cell or click and drag in the range of cells you want to copy the formatting to.

*Note: To copy the formatting to more than one selection of cells, double-click the **Format Painter** button and click on each cell you want to format.*

Adding Conditional Formatting

Conditional formatting is a format that Excel applies automatically if a specified condition is true.

1. Select the cells you want to add conditional formatting to.
2. Click on the **Home** tab.
3. Click the **Conditional Formatting** button in the **Styles** group.
4. Do one of the following:
 - To apply formatting to cells that contain values, select **Highlight Cells Rules** or select **Top/Bottom Rules** and select a command from the resulting menu. Enter or select values. Click the arrow on the box and select a formatting option from the resulting menu. Click the **OK** button.
 - To apply formatting to cells using data bars, a color scale, or icon sets, select **Data Bars**, **Color Scales**, or **Icon Sets** and select a data bar, color scale, or icon set from the resulting menu.

*Note: To clear conditional formatting for the selected cells, click the **Conditional Formatting** button, select **Clear Rules**, and select **Clear Rules from Selected Cells** from the resulting menu.*

Creating a New Conditional Formatting Rule

1. Click on the **Home** tab.
2. Click the **Conditional Formatting** button in the **Styles** group.
3. Select **New Rule** from the resulting menu.
4. Select a rule type in the **Select a Rule Type** section.
5. Enter or select options in the **Edit the Rule Description** section.
6. Click the **OK** button when you are finished.

Importing Data

Importing Data from Access

1. Click on the **Data** tab.
2. Click the **From Access** button in the **Get External Data** group.
3. Locate and select the Access file and click the **Open** button.
4. Select the table you want to insert and click the **OK** button.
5. Select options in the **Import Data** dialog box and click the **OK** button.

*Note: To import data from a text file, click the **From Text** button in the **Get External Data** group. Locate and select the text file and click the **Import** button. Follow the instructions in the **Import Text Wizard** and click the **Finish** button when you are finished.*

Importing Data from a Web Page

1. Click on the **Data** tab.
2. Click the **From Web** button in the **Get External Data** group.
3. Enter the address of the Web page in the **Address** box and click the **Go** button.
4. Click the yellow arrow next to each table you want to select or click the arrow in the upper-left corner to select the entire page. (An arrow will turn into a green check mark when selected.)
5. Click the **Import** button when you are finished.
6. Specify where to place the data and click the **OK** button.

