

Microsoft Office Virtual Learning

Formatting Cells

May 4, 2020



Lesson: May 4, 2020

Objective/Learning Target:

Students will learn how to format cells to help personalize their files

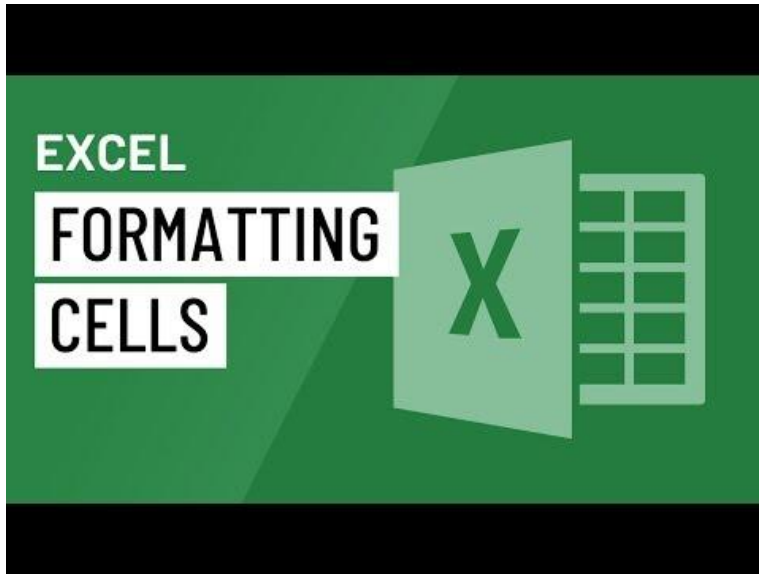


Introduction

After you've added a lot of content to a spreadsheet, it can sometimes be difficult to view and read all of your information easily. **Formatting** allows you to customize the **look and feel** of your spreadsheet, making it easier to view and understand.

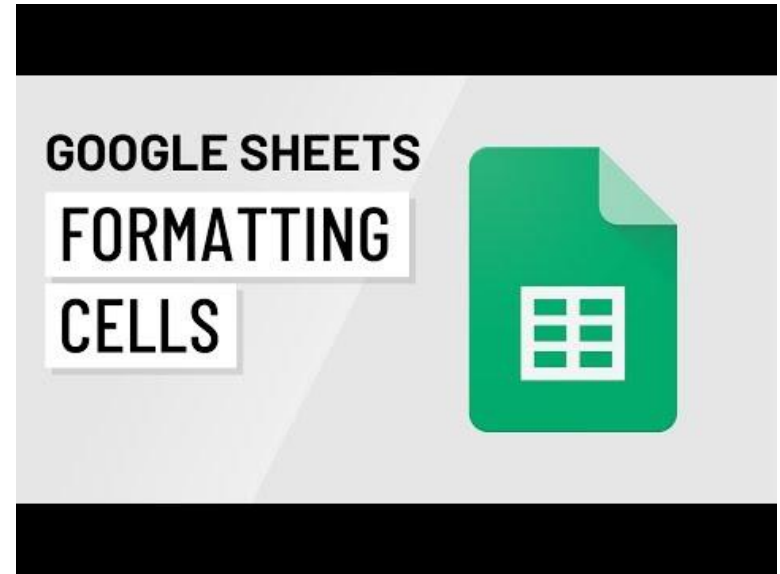
In this lesson, you'll learn how to modify the **size**, **style**, and **color** of text in your cells. You will also learn how to set **text alignment** and add **borders** and **background colors** to your cells.

Excel



<https://youtu.be/etAMC0KRuBE>

Google Sheets



https://youtu.be/avk7Gsu8_vA



Formatting Cells

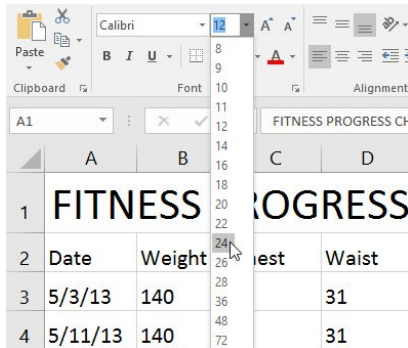
Every cell in a new spreadsheet uses the same default **formatting**. As you begin to build a spreadsheet, you can customize the formatting to make your information easier to view and understand. In our example, we will be using a spreadsheet to plan and organize a garden plot.

Change the Font Size

Excel

The AutoFit feature will allow you to set a column's width to fit its content automatically.

1. Select the cell(s) you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font Size command, then select the desired font size. In our example, we will choose 24 to make the text larger.

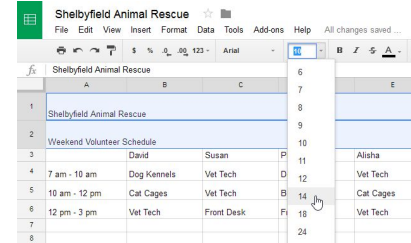


3. The text will change to the selected font size.

Google Sheets

Modifying the font size can help call attention to important cells and make them easier to read. In our example, we will be increasing the size of our header cells to help distinguish them from the rest of the spreadsheet.

1. Select the cell or cells you want to modify.
2. Locate and select the Font Size button in the toolbar, then choose the desired font size from the drop-down menu. In our example, we will choose 14 to make the text larger.



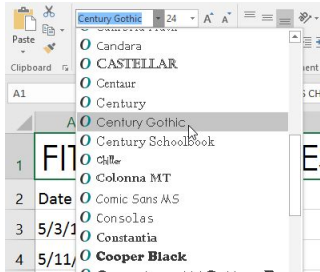
3. The text will change to the new font size.

Change the Font

Excel

By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our title cell to help distinguish it from the rest of the worksheet.

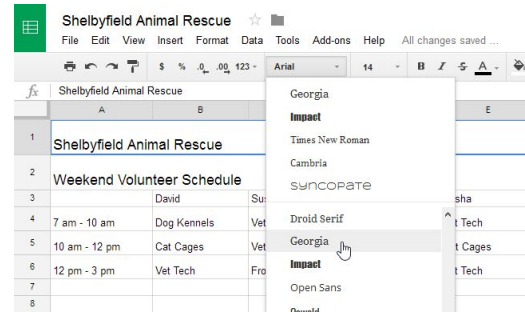
1. Select the cell(s) you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font command, then select the desired font. In our example, we'll choose Century Gothic.



3. The text will change to the selected font.

Sheets

1. Select the cell or cells you want to modify.
2. Locate and select Format in the toolbar menu.
3. Hover the mouse over Font, then select a new font from the drop-down menu. In our example, we'll select Georgia.

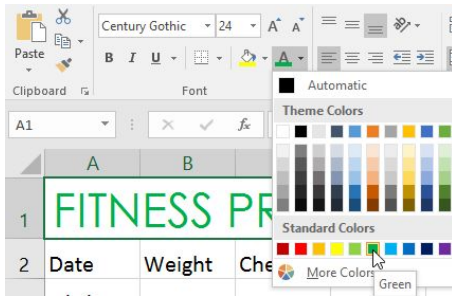


4. The text will change to the new font.

Change the Text Color

Excel

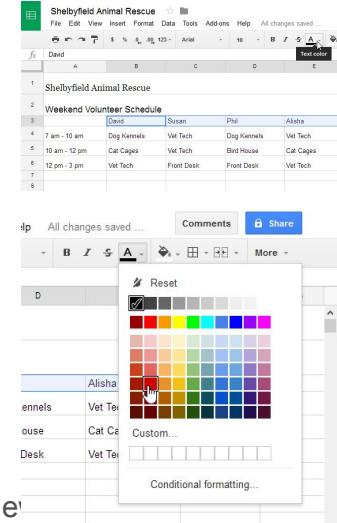
1. Select the cell(s) you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font Color command, then select the desired font color. In our example, we'll choose Green.



3. The text will change to the selected font color.

Sheets

1. Select the cell or cells you want to modify.
2. Locate and select the Text color button in the toolbar.
3. A drop-down menu of different text colors will appear.
4. Select the color you want to use. In our example, we'll select red
5. The text will change to the ne





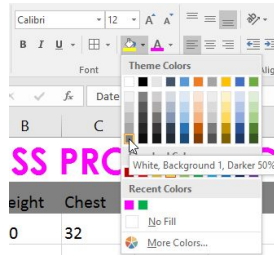
Cell Borders and Fill Colors

Cell borders and fill colors allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our header cells to help distinguish them from the rest of the worksheet.

Add A Fill Color

Excel

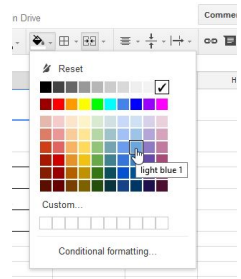
1. Select the cell(s) you want to modify.
2. On the Home tab, click the drop-down arrow next to the Fill Color command, then select the fill color you want to use. In our example, we'll choose a dark gray.
3. The selected fill color will appear in the selected cells. We've also changed the font color to white to make it more readable with this dark fill color.



	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Sheets

1. Select the cell or cells you want to modify.
2. Locate and select the Fill color button from the toolbar.
3. Select a color from the drop-down menu. In our example, we'll choose blue.
4. The new fill color will appear

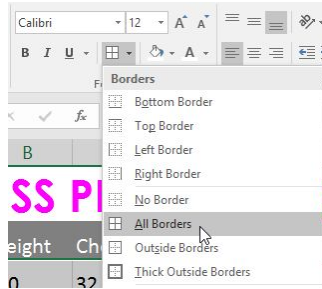


	A	B	C	D	E
1	Shelbyfield Animal Rescue				
2	Weekend Volunteer Schedule				
3		David	Susan	Phil	Aliha
4	7 am - 10 am	Dog Kennels	Vet Tech	Dog Kennels	Vet Tech
5	10 am - 12 pm	Cat Cages	Vet Tech	Bird House	Cat Cages
6	12 pm - 3 pm	Vet Tech	Front Desk	Front Desk	Vet Tech
7					
8					

Add a Border

Excel

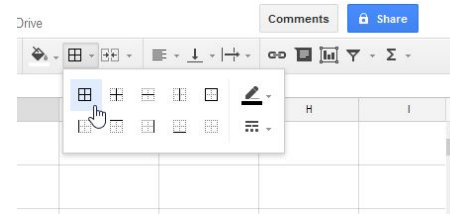
1. Select the cell(s) you want to modify.
2. On the Home tab, click the drop-down arrow next to the Borders command, then select the border style you want to use. In our example, we'll choose to display All Borders.
3. The selected border style will appear.



	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Sheets

1. Select the cell or cells you want to modify.
2. Select the Borders button and choose the desired border option from the drop-down menu. In our example, we'll choose to display all cell borders



3. The new cell borders will appear.

	A	B	C	D	E
1	Shelbyfield Animal Rescue				
2	Weekend Volunteer Schedule				
3		David	Susan	Phil	Alisha
4	7 am - 10 am	Dog Kennels	Vet Tech	Dog Kennels	Vet Tech
5	10 am - 12 pm	Cat Cages	Vet Tech	Bird House	Cat Cages
6	12 pm - 3 pm	Vet Tech	Front Desk	Front Desk	Vet Tech
7					
8					



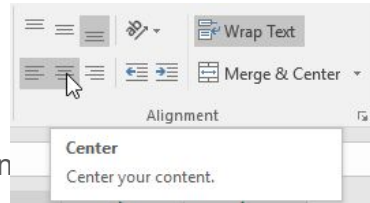
Text Alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing the alignment of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

Change Horizontal Text Alignment

Excel

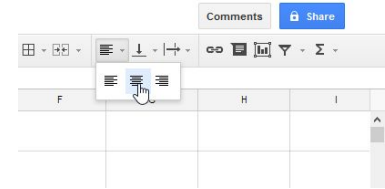
1. Select the cell(s) you want to modify.
2. Select one of the three horizontal alignment commands on the Home tab. In our example, we'll choose Center Align.
3. The text will realign.



	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Sheets

1. Select the text you want to modify.
2. Click the Horizontal align button in the toolbar, then select the desired alignment from the drop-down menu.
3. The text will realign.

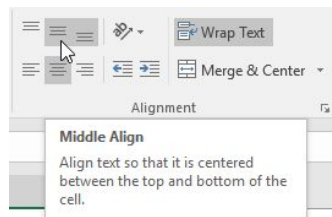


Shelbyfield Animal Rescue				
Weekend Volunteer Schedule				
	David	Susan	Phil	Alisha
7 am - 10 am	Dog Kennels	Vet Tech	Dog Kennels	Vet Tech
10 am - 12 pm	Cat Cages	Vet Tech	Bird House	Cat Cages
12 pm - 3 pm	Vet Tech	Front Desk	Front Desk	Vet Tech

Change the Vertical Alignment

Excel

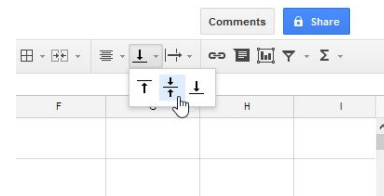
1. Select the cell(s) you want to modify.
2. Select one of the three vertical alignment commands on the Home tab. In our example, we'll choose Middle Align.
3. The text will realign.



	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Sheets

1. Select the text you want to modify.
2. Click the Vertical align button in the toolbar, then choose the desired alignment from the drop-down menu.
3. The text will realign.



Shelbyfield Animal Rescue				
A	B	C	D	E
Shelbyfield Animal Rescue				
<u>Weekend Volunteer Schedule</u>				
	David	Susan	Phil	Alisha
7 am - 10 am	Dog Kennels	Vet Tech	Dog Kennels	Vet Tech
10 am - 12 pm	Cat Cages	Vet Tech	Bird House	Cat Cages
12 pm - 3 pm	Vet Tech	Front Desk	Front Desk	Vet Tech



Challenge

Excel

1. Open Excel 2016.
2. Type Challenge in cell A1
3. Merge and Center Cells A1:A6
4. Select cells A1:E6. Change the horizontal alignment to center and the vertical alignment to middle.
5. Select cell A1. Bold the text and add an outside border.
6. Select the merged cell in row 1 and change the font to something other than Arial.
7. With the cell still selected, change the font size to 18 pt and bold the text.
8. For the same cell, change the fill color to purple and the font color to white.

Sheets

1. Open Google Sheets and create a new blank spreadsheet.
2. Type Challenge in cell A1
3. Merge and Center Cells A1:A6
4. Select cells A1:E6. Change the horizontal alignment to center and the vertical alignment to middle.
5. Select cell A1. Bold the text and add an outside border.
6. Select the merged cell in row 1 and change the font to something other than Arial.
7. With the cell still selected, change the font size to 18 pt and bold the text.
8. For the same cell, change the fill color to purple and the font color to white.

For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/formatting-cells/1/>

Google Sheets:

<https://edu.gcfglobal.org/en/googlespreadsheets/formatting-cells/1/>