Quick Tip: Click the Dialog Box Launcher (the small button to the right of a group name on a tab) to access many different formatting options at once.

Module Eleven: Advanced Formatting Tools

This module introduces other ways to enhance your worksheet. You can add borders and fill color and apply styles. Conditional formatting allows you to format cells only if they meet certain conditions. You can also use Themes in your workbook to change many of the styles at once.

Adding Borders

By default, there are no borders around any of the cells. However, you can add a variety of different borders using the Border button.

Use the following procedure to add borders.

1. Highlight the cell or cell range where you want to apply your border.
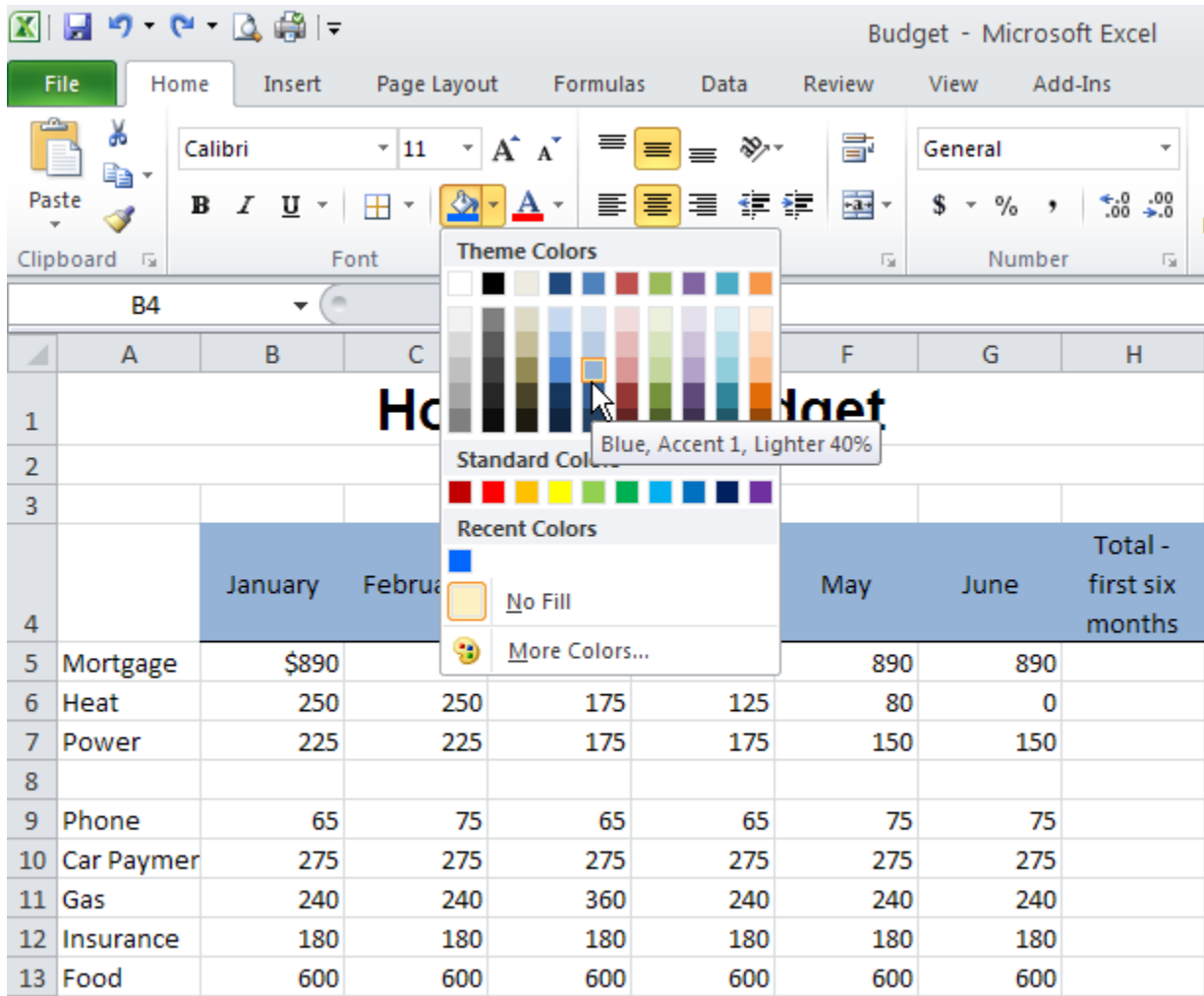2. Select the type of border you want to apply from the Borders tool on the Home tab of the Ribbon.
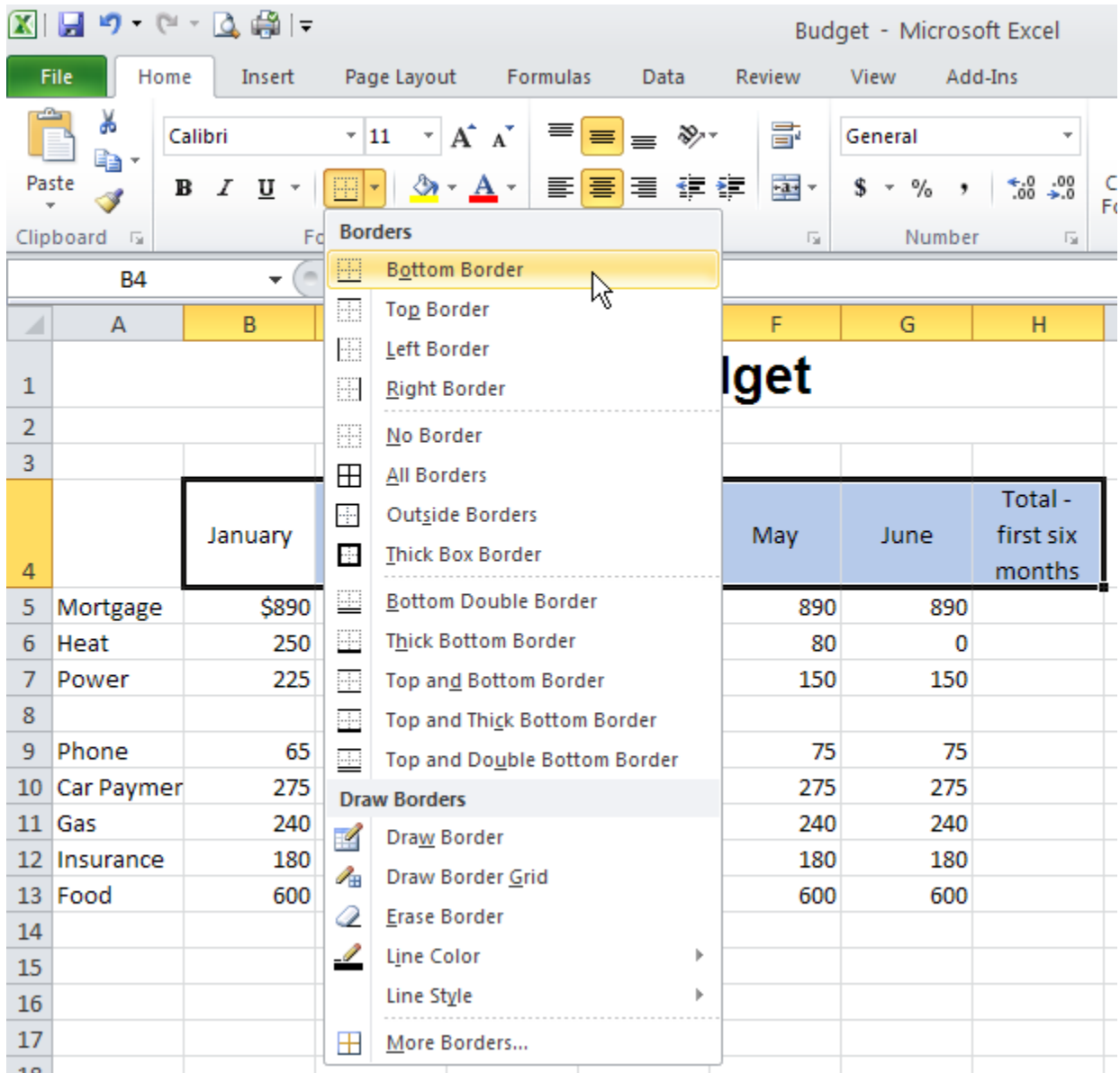
Adding Fill Color

Fill color is how you add shading to the cells of your workbook. You can choose from standard colors, theme colors, or you can create a customized color.

Use the following procedure to apply fill colors.

1. Highlight the cell or cell range where you want to apply your fill color.
2. Select the color you want to apply from the **Fill Color** tool on the Home tab of the Ribbon.

Using Cell Styles

Styles are a group of formatting features that you can apply all at once. Styles provide more consistency to your workbooks and may be easier to apply to individual formatting features that you are going to use repeatedly.

Use the following procedure to apply a cell style.

1. Highlight the cell or cell range where you want to apply your style.
2. Select the Cell Styles tool from the Home tab of the Ribbon to see the style gallery.
3. Select the style that you want to apply. You can see a preview before you select a style.
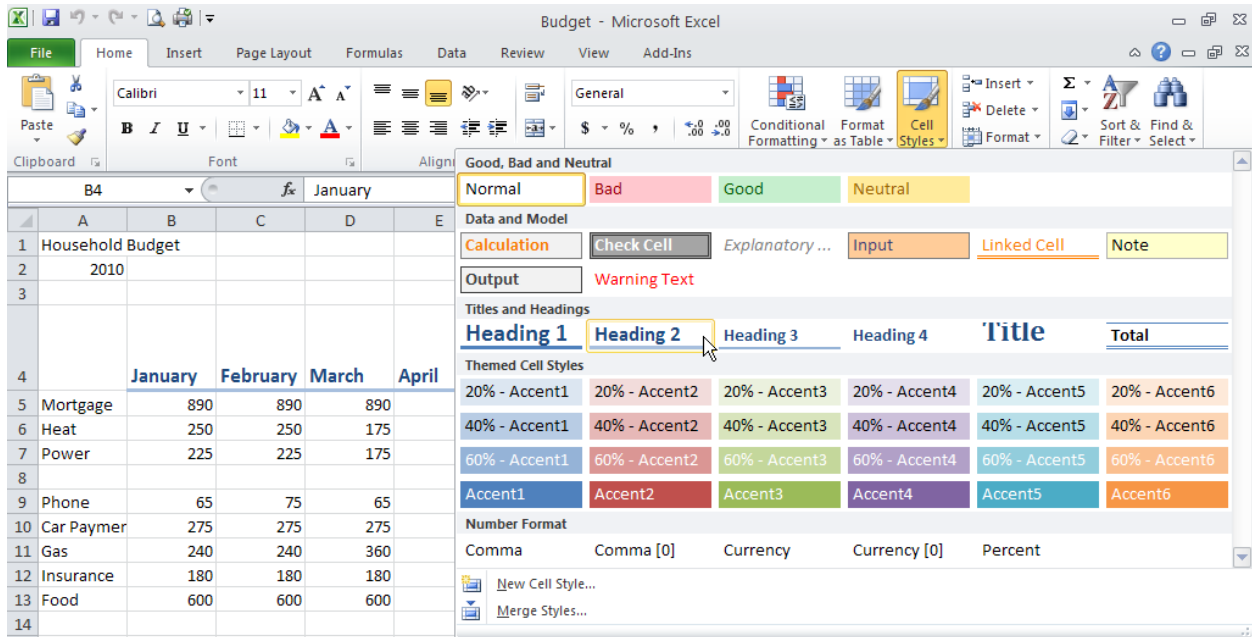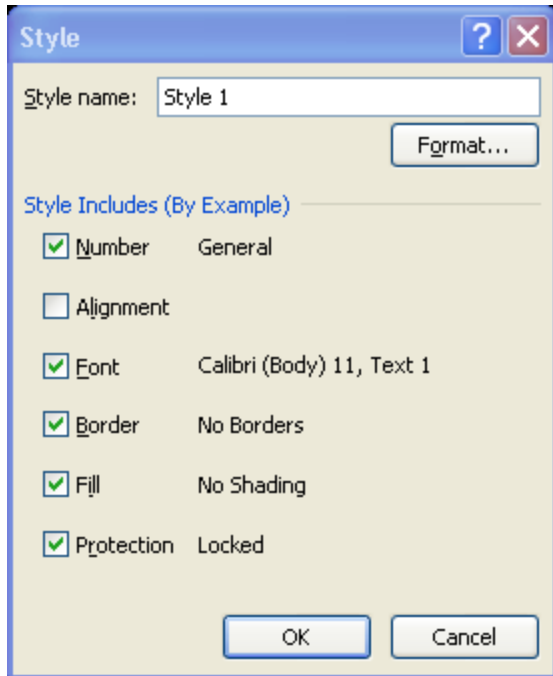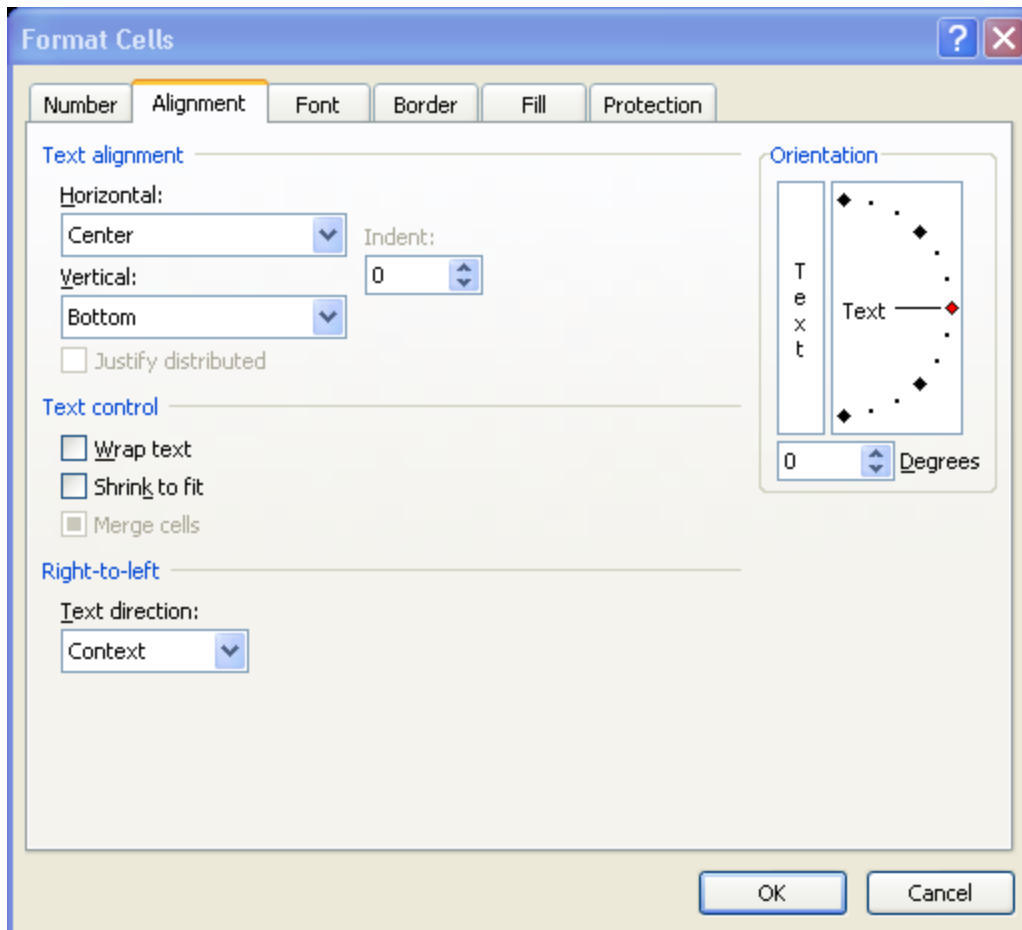

Use the following procedure to create a new cell style.

1. Highlight the cell or cell range where you want to apply your style.
2. Select the Cell Styles tool from the Home tab of the Ribbon to see the style gallery.
3. Select **New Cell Style** to open the Style dialog box.

4. Enter a name for the style in the **Style Name** field.
5. Check the **Style Includes** boxes to indicate what formatting features the style should include. The options vary based on the active cell.
6. Select **Format** to open the **Format Cells** dialog box.
7. Use the Format Cells dialog box to indicate each formatting feature for the style. Select **OK** when you have finished indicating all of the formatting features for the style.
    a. The Number tab allows you to set number formatting for cells that contain values.
    b. The Alignment tab allows you to set text alignment for cells that contain text.
    c. The Font tab allows you to set the font for the style.
    d. The Border tab allows you to set customized borders for the style.
    e. The Fill tab allows you to set customized fill color for the style.
    f. The Protection tab allows you to protect the cells from changes if you use the Protection feature.

8. Select **OK** to save your style and close the Style dialog box.

The new style appears at the top of the Cell Style gallery.
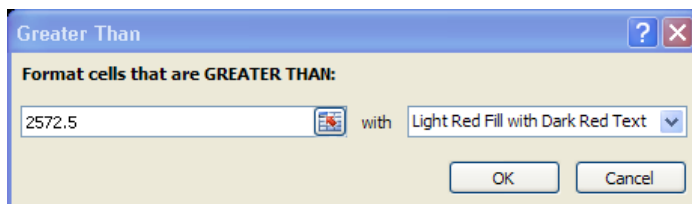
Using Conditional Formatting

Conditional formatting changes the appearance of a cell based on the criteria you choose. Excel comes with built-in formats that you can customize to meet your needs.

Use the following procedure to apply conditional formatting. In this example, we will format all monthly totals in the budget that are over $2500.

1. Highlight the cell or cell range where you want to use conditional formatting.
2. Select the **Conditional Formatting** tool from the Home tab on the Ribbon. Select **Highlight Cell Rules**. Select **Greater Than**.
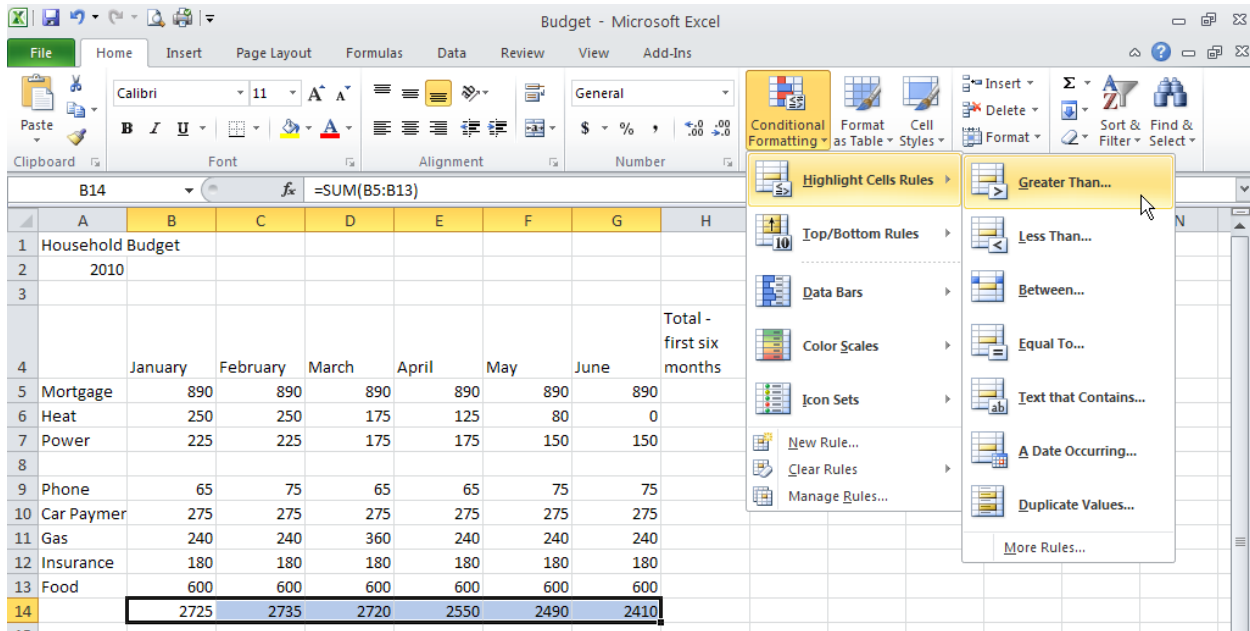
Excel displays the Greater Than dialog box to help you complete the conditional formatting rule.
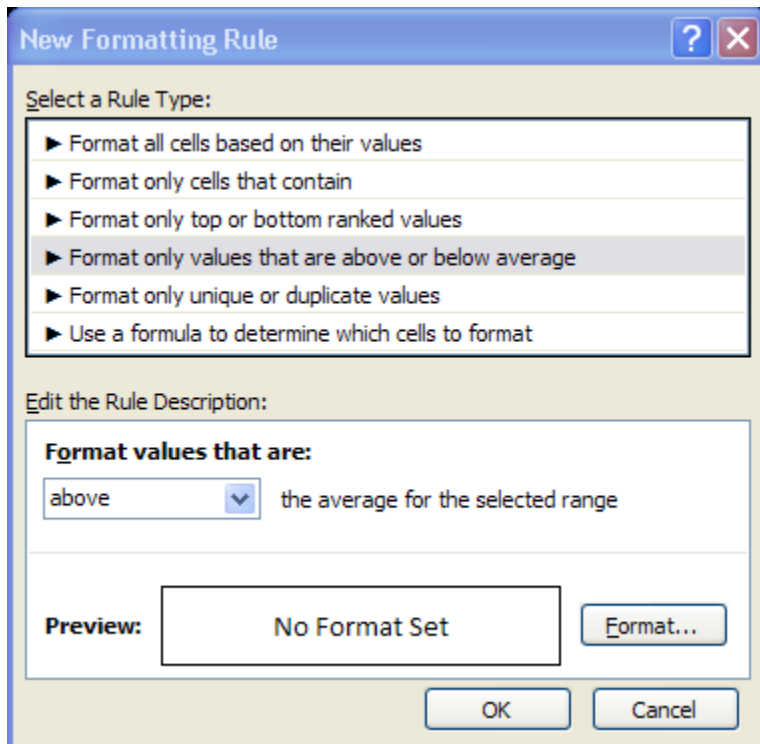

3. Enter 2500 in the left field.
4. Select a formatting option from the right drop down list.
5. Select **OK** to apply the conditional formatting.

4	January	February	March	April	May	June	Total - first six months
5 Mortgage	890	890	890	890	890	890	
6 Heat	250	250	175	125	80	0	
7 Power	225	225	175	175	150	150	
8							
9 Phone	65	75	65	65	75	75	
10 Car Paymer	275	275	275	275	275	275	
11 Gas	240	240	360	240	240	240	
12 Insurance	180	180	180	180	180	180	
13 Food	600	600	600	600	600	600	
14	2725	2735	2720	2550	2490	2410	
15							

Use the following procedure to create a new conditional formatting rule.

1. Highlight the cell or cell range where you want to use conditional formatting.
2. Select the **Conditional Formatting** tool from the Home tab on the Ribbon. Select **New Rule**.

Excel opens the **New Formatting Rule** dialog box.

New Formatting Rule

Select a Rule Type:

▶ Format all cells based on their values
▶ Format only cells that contain
▶ Format only top or bottom ranked values
▶ Format only values that are above or below average
▶ Format only unique or duplicate values
▶ Use a formula to determine which cells to format

Edit the Rule Description:

Format values that are:

| above | the average for the selected range |

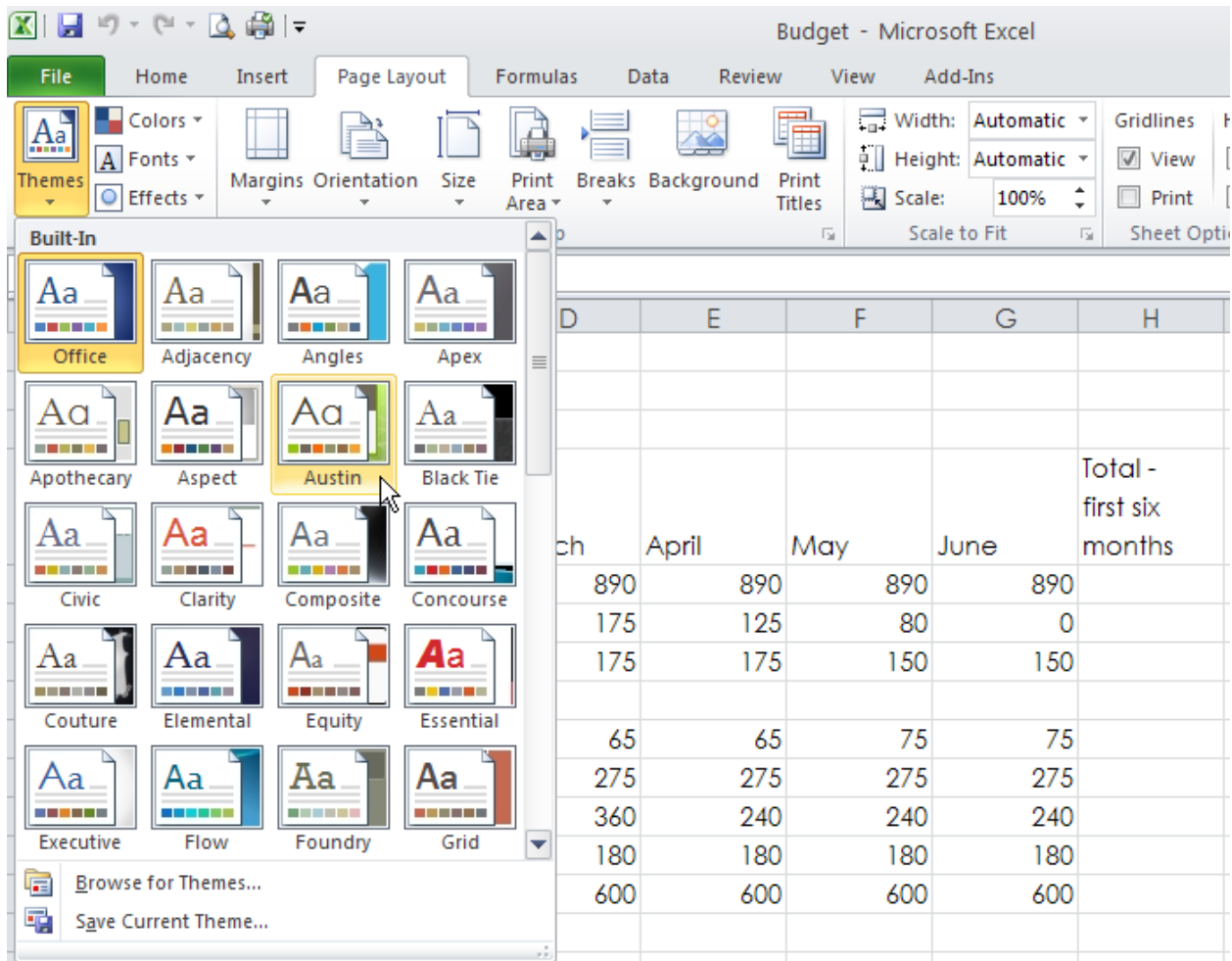**Preview:** No Format Set   Format...

OK   Cancel

3. The options in this dialog box differ, based on the **Rule Type** you select. Select the **Rule Type** and follow the prompts to indicate the conditions for when to apply the formatting.
4. Select **Format** to open the **FormatCells** dialog box to create the formatting to apply when the conditions are met.
5. Select **OK** to save your rule and close the **New Formatting Rule** dialog box.

Changing the Theme

A theme is a collection of formats that can be applied to a worksheet. It includes settings for colors, fonts, and effects (such as shadows and colors for graphics). If you change the theme for a worksheet after you have formatted cells, the theme may not override all of your customizations.

Use the following procedure to apply a theme.

1. Select the Page Layout tab.
2. Select the **Themes** tool to see the Theme gallery.
3. Select a theme from the Theme gallery.