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.

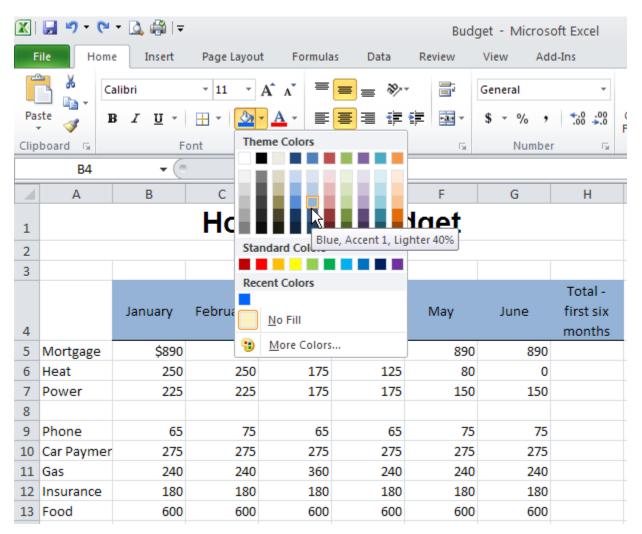
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7	Power	225		Top an <u>d</u> B	ottom Bord	ler		150	150		
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9	Phone	65		Top and D	o <u>u</u> ble Bott	om Border		75	75		
10	Car Paymer	275		w Borders				275	275		
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## **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.

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						Heading 1	-	Heading 3	Heading 4	Title	Total
4		January	February	March	April	Themed Cell Sty		\$			
5	Mortgage	890	890	890		20% - Accent1	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6
6	Heat	250	250	175		40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	40% - Accent6
7	Power	225	225	175		60% - Accent1	60% - Accent2	60% - Accent3	60% - Accent4	60% - Accent5	60% - Accent6
8						Accent1	Accent2	Accent3	Accent4	Accent5	Accent6
9	Phone	65	75					Accento	Accent	Accento	Accento
10	Car Paymer		275			Number Format			C [0]	<b>D</b>	
	Gas	240	240			Comma	Comma [0]	Currency	Currency [0]	Percent	
12		180	180			New Cell St	yle				
13 14	Food	600	600	600		Merge Style	5				

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.

Style 🔹 💽
Style name: Style 1
F <u>o</u> rmat
Style Includes (By Example)
✓ Number General
Alignment
Eont Calibri (Body) 11, Text 1
✓ Border No Borders
🗹 Fill No Shading
Protection Locked
OK Cancel

- 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.

Format Cells	? 🗙
Number Alignment Font Border Fill Protection	
Text alignment         Horizontal:         Center       Indent:         Vertical:       0         Bottom       ✓         Justify distributed       ✓         Text control          Wrap text       Shrink to fit         Merge cells       ✓	Orientation T e x t Text ••••••••••••••••••••••••••••••••••••
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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.
- Select the Conditional Formatting tool from the Home tab on the Ribbon. Select Highlight Cell Rules. Select Greater Than.

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2	2010	-								
3									Data Bars →	Between
4		January	February	March	April	May	June	Total - first six months	Color <u>S</u> cales	<u>E</u> qual To
5	Mortgage	890	890	890	890	890	890		Icon Sets	Text that Contains
6	Heat	250	250	175	125	80	0			ab –
7	Power	225	225	175	175	150	150		New Rule	A Date Occurring
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9	Phone	65	75	65	65	75	75		Manage <u>R</u> ules	Duplicate Values
10	Car Paymer	275	275	275	275	275	275			Duplicate values
11	Gas	240	240	360						More Rules
	Insurance	180	180	180						
13	Food	600	600	600	600	600	600			
14		2725	2735	2720	2550	2490	2410			

Excel displays the Greater Than dialog box to help you complete the conditional formatting rule.

Greater Than		? 🗙
Format cells that are GREATER THAN:		
2572.5	with	Light Red Fill with Dark Red Text 💌
		OK Cancel

- 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 Forma	tting Rule	<b>?</b> ×									
Select a Rule Type:											
► Format al	<ul> <li>Format all cells based on their values</li> </ul>										
Format or	► Format only cells that contain										
Format or	nly top or bottom ranked values										
Format or	nly values that are above or below average										
Format or	nly unique or duplicate values										
Use a for	mula to determine which cells to format										
Edit the Rule I	Description:										
above											
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- 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.

