

We learn more by looking for the answer to a question and not finding it than we do from learning the answer itself.

Lloyd Alexander

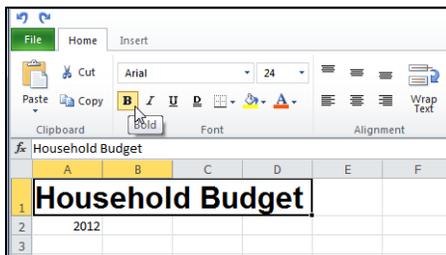
Module Ten: Formatting Your Data

In this module, we will look at how to make your worksheet more appealing by changing the font type and size, alignment, formatting numbers, and by adding color and borders.

Changing the Appearance of Text

To apply formatting to text. Use the following procedure.

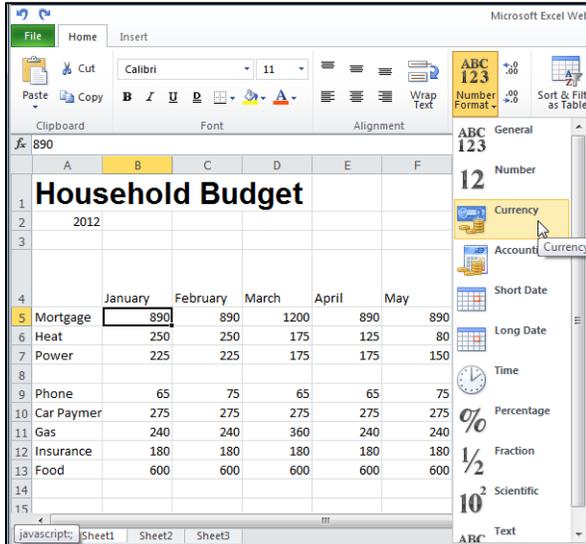
1. Click on the cell or highlight a number of cells that you want to format.
2. Select the formatting tool you want to apply from the Home tab.
 - a. Use the Font drop down list to select a new font for the text.
 - b. Use the Font Size drop down list to select a new font size for the text.
 - c. Select Bold, Italics, Underline, or Double-Underline to add these features to your text.



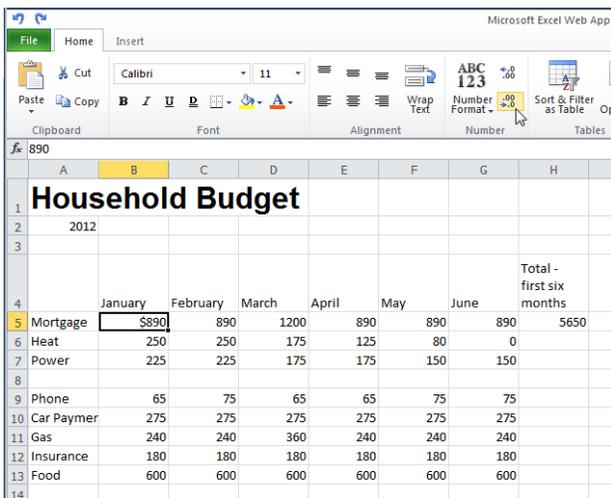
Changing the Appearance of Numbers

To format a number as currency without decimals. Use the following procedure.

1. Click on the cell or highlight the cell range that you want to format.
2. Select the type of number formatting you want to use from the Number group drop down list in the Home tab of the Ribbon.



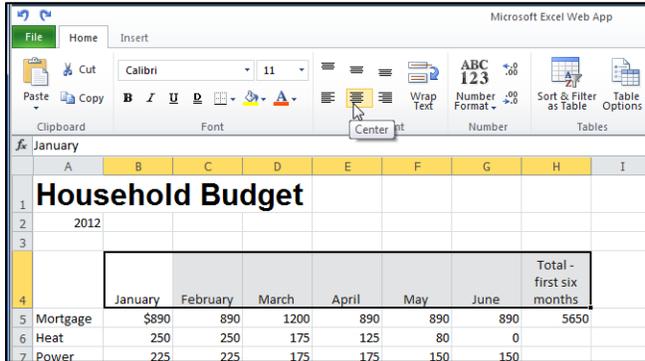
3. Select the Decrease Decimal tool (2 times) to remove the decimal places.



Setting Alignment Options

To align cell contents. Use the following procedure.

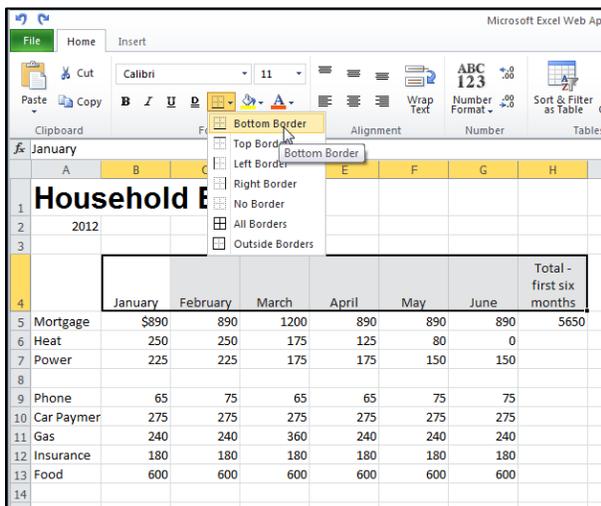
1. Click on the cell or highlight the cell range that you want to align.
2. Select the type of alignment you want to use from the Alignment group tools in the Home tab of the Ribbon.



Adding Borders

To add borders. Use the following procedure.

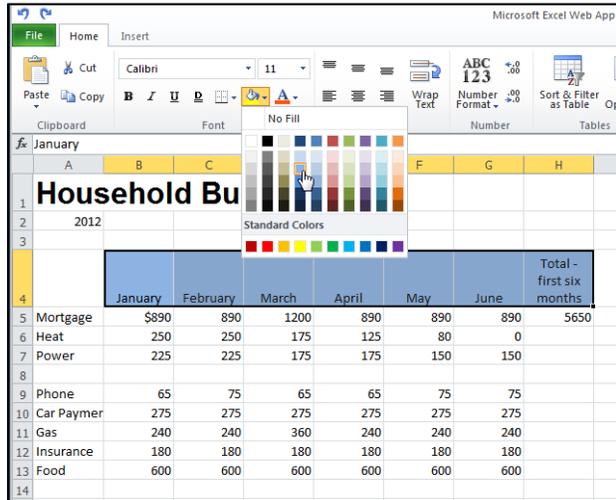
1. Highlight the cell or cell range where you want to apply your border.
2. Select the type of border you want to apply from the Borders tool on the Home tab of the Ribbon.



Adding Fill Color

To apply fill colors. Use the following procedure.

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.



The screenshot shows the Microsoft Excel Web App interface. The Home tab is active, and the Fill Color tool is open. The spreadsheet displays a budget for 2012. The 'Household Bu' header is in cell A1. The year '2012' is in cell B2. The budget categories and their monthly amounts are listed in rows 5-13. The 'Total - first six months' is in cell H4.

	January	February	March	April	May	June	Total - first six months
Mortgage	\$890	890	1200	890	890	890	5650
Heat	250	250	175	125	80	0	
Power	225	225	175	175	150	150	
Phone	65	75	65	65	75	75	
Car Paymer	275	275	275	275	275	275	
Gas	240	240	360	240	240	240	
Insurance	180	180	180	180	180	180	
Food	600	600	600	600	600	600	