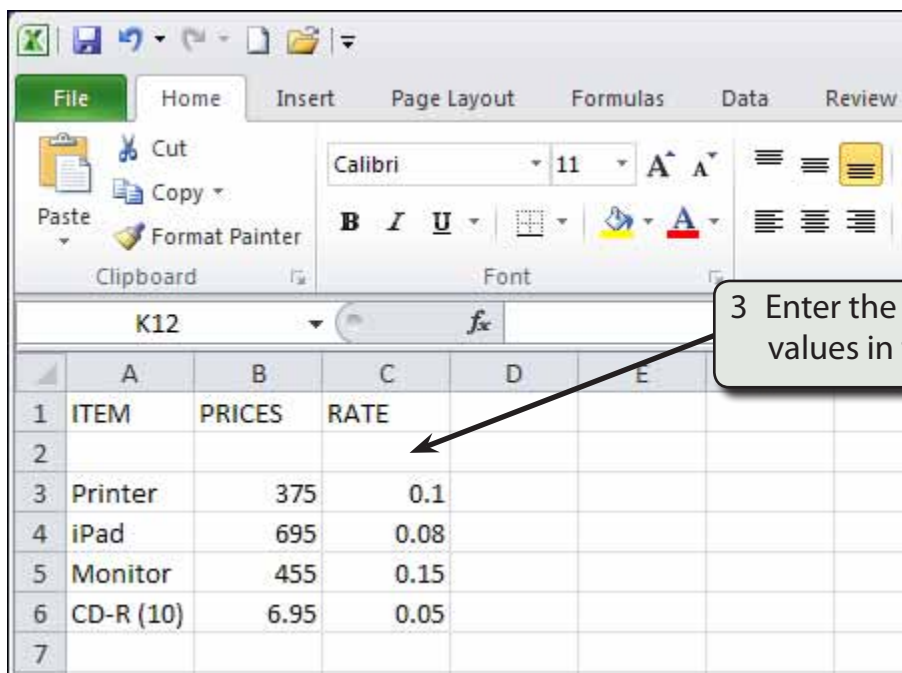


Formatting Cells

Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the HOME tab of the RIBBON is used to carry out the formats.

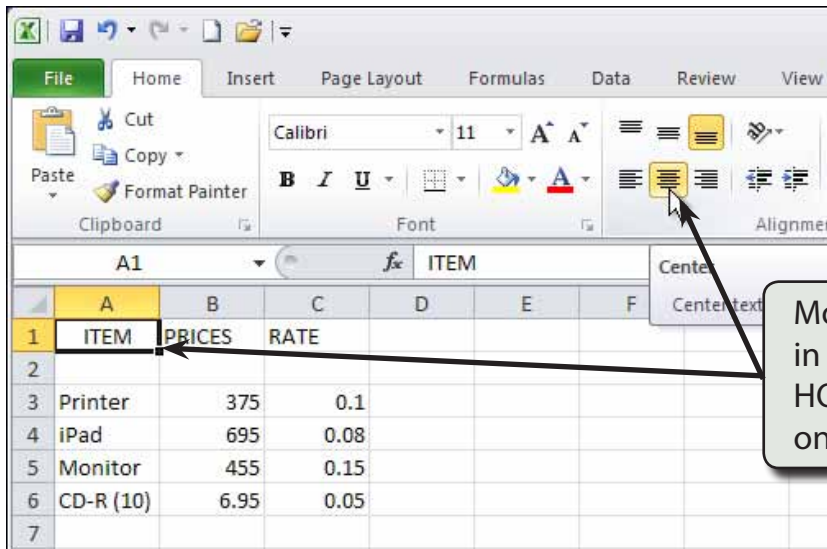
- 1 If you are continuing directly from the previous chapter, close the current file and start a NEW BLANK workbook.
- 2 If you are starting a new session, load Microsoft Excel.



	A	B	C	D	E
1	ITEM	PRICES	RATE		
2					
3	Printer	375	0.1		
4	iPad	695	0.08		
5	Monitor	455	0.15		
6	CD-R (10)	6.95	0.05		
7					

- NOTE:**
- i This table shows the price of various items and the percentage rate of discount available on those items.**
 - ii Notice that the labels are placed into the left-hand side of a cell and the values are placed into the right. This is the way Microsoft Excel has been preset to enter them; however, often we prefer to have them displayed differently.**

Formatting Single Cells

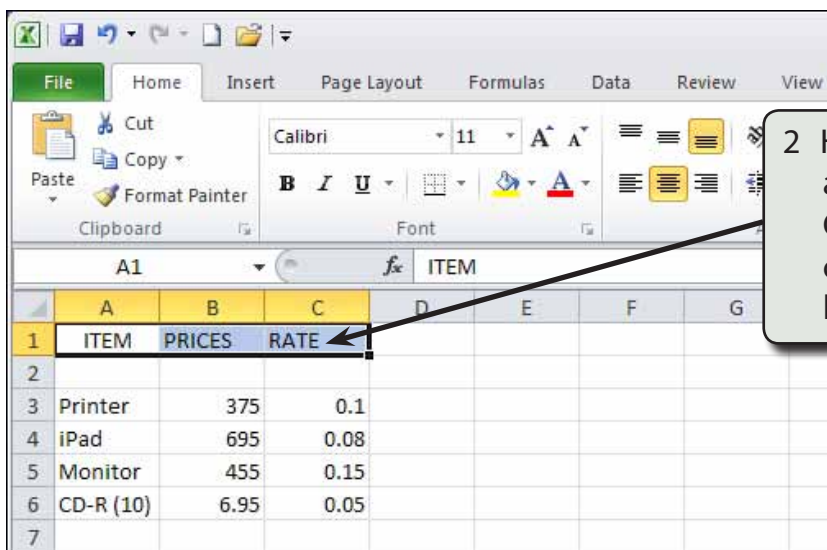


Move the cursor to cell A1 and, in the ALIGNMENT group of the HOME tab in the RIBBON, click on the CENTRE icon.

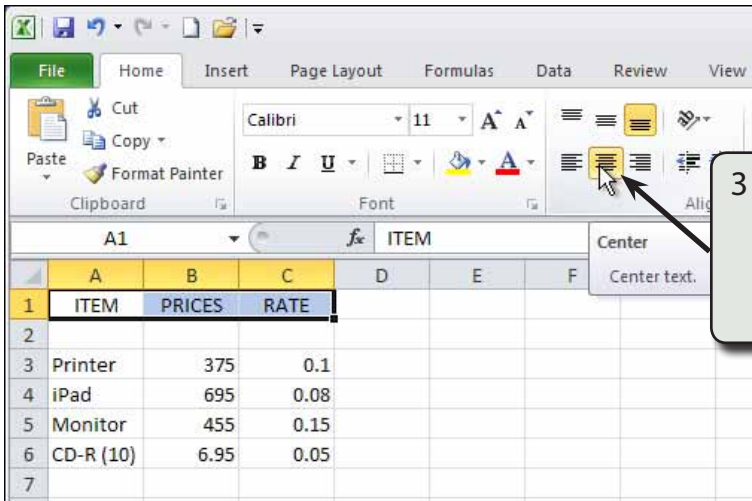
Formatting Groups of Cells

We can not only centre headings, we can underline them and change the print to boldface so that they stand out. This can be done to a number of different cells in one step.

- 1 Position the pointer over cell A1.

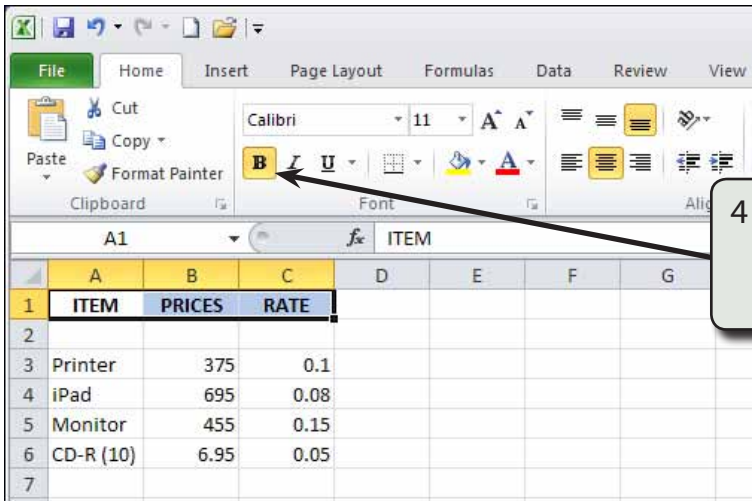


2 Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain clear while cells B1 and C1 are highlighted.

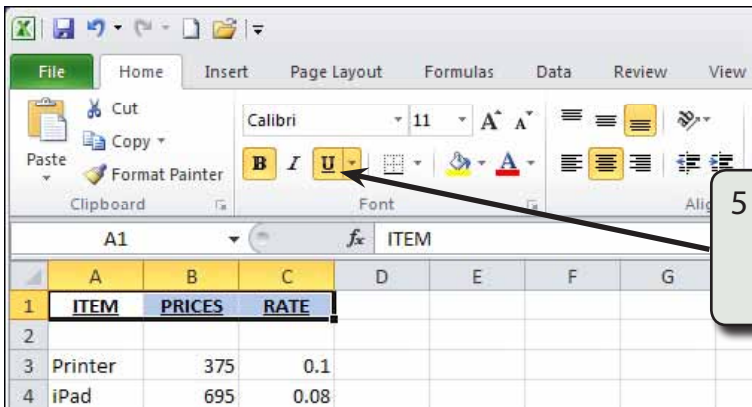


3 Click twice on the CENTRE icon in the ALIGNMENT group of the HOME tab of the RIBBON to centre all three labels.

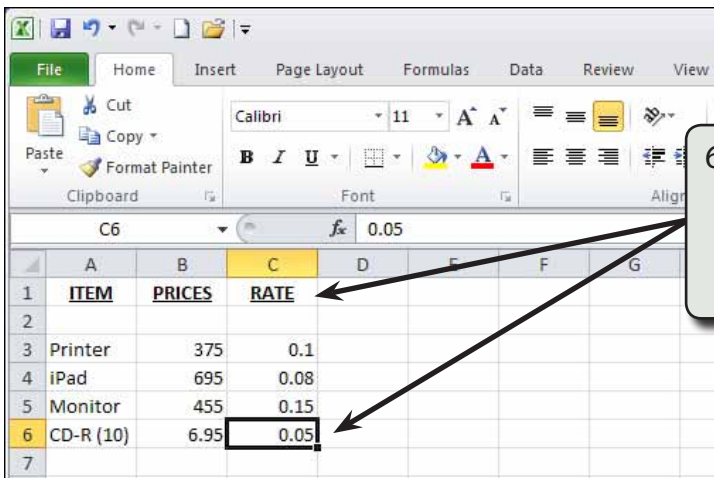
NOTE: The first click turns centring off for the first cell then the second click turns centring on for all three cells.



4 In the FONT group of the HOME tab click on the BOLD icon to change the labels to bold.



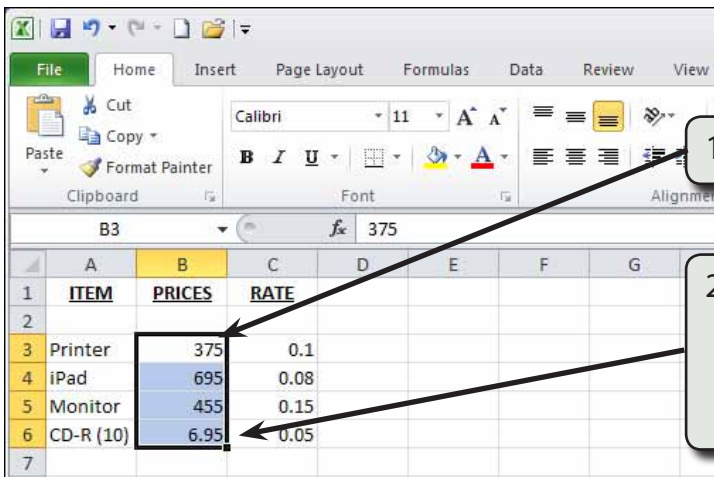
5 In the FONT group of the HOME tab click on the UNDERLINE icon to add an underline to the labels.



6 Click the mouse button with the cursor over any cell to remove the highlight and the headings will be centred, bold and underlined.

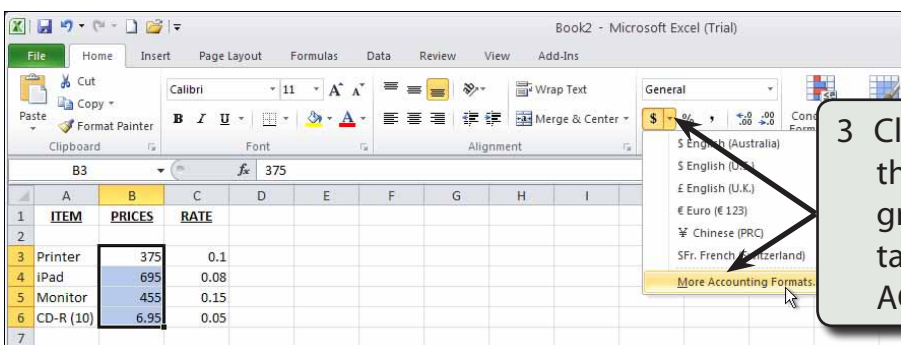
Formatting Values to Currency

The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.

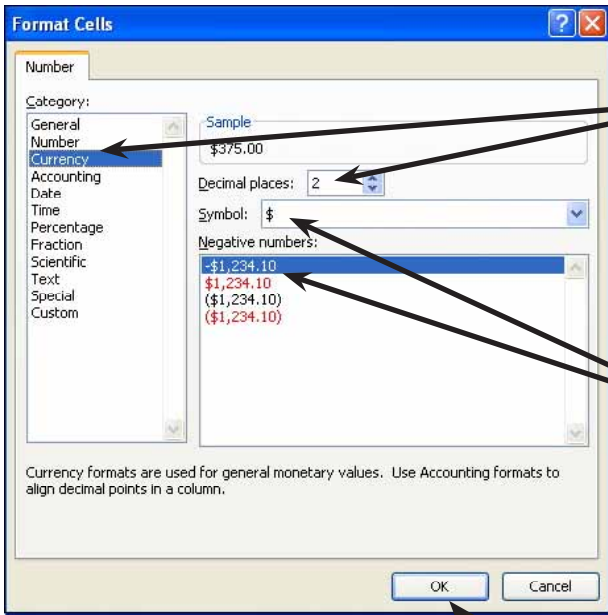


1 Position the cursor at cell B3.

2 Hold down the SHIFT key and click on cell B6. The cells between B3 and B6 should be highlighted. This is another way of highlighting cells.

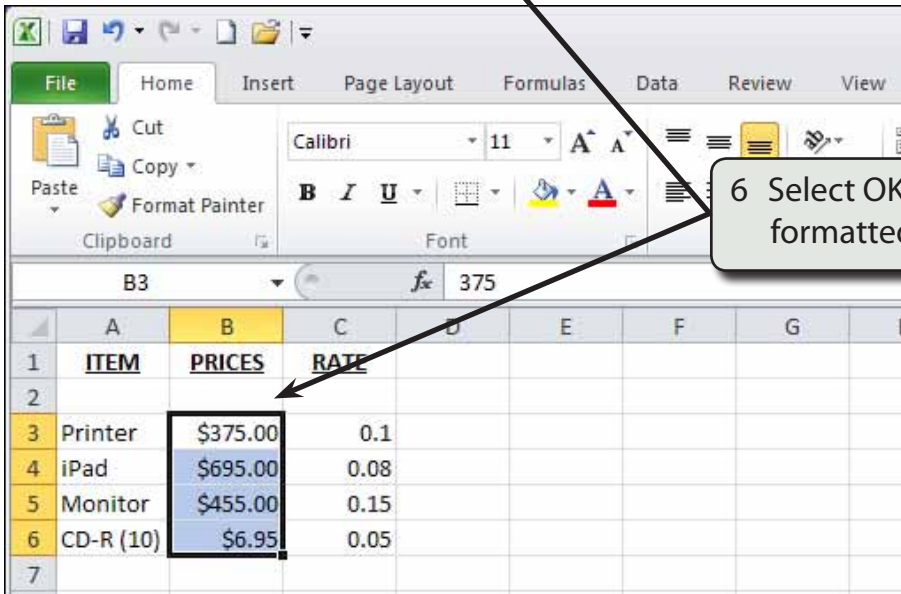


3 Click on the arrow next to the \$ icon in the NUMBER group of the HOME tab and select MORE ACCOUNTING FORMATS.



4 The FORMAT CELLS dialogue box is opened. Select CURRENCY in the CATEGORY list and set the DECIMAL PLACES box to 2.

5 Set the SYMBOL box to your country's currency and set the NEGATIVE NUMBERS box to the first option.



6 Select OK and the numbers will be formatted to currency.

NOTE:

- i You can also enter numbers directly as CURRENCY to format them. For example, entering 575 as \$575.00 will set its format.
- ii The CURRENCY icon (\$) in the HOME tab is set the ACCOUNTING format, which places the \$ sign at the left of the cell and its numbers at the right of the cell.