# Formatting Cells

Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the FORMATTING Toolbar, the FORMATTING PALETTE within the TOOLBOX and the FORMAT menu are used to carry out the formats.

1 If you are continuing directly from the previous chapter, close the current file and start a NEW WORKBOOK.

2 If you are starting a new session, load Microsoft Excel.

3 Set the screen to NORMAL VIEW.
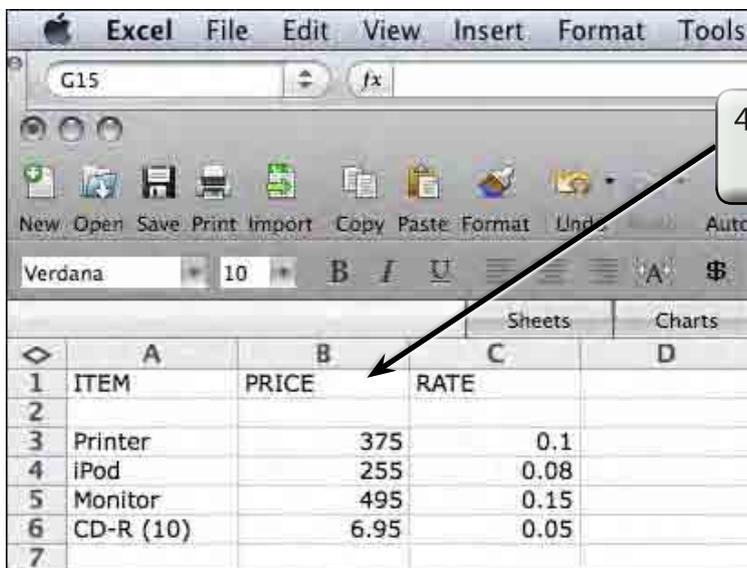


4 Enter the following labels and values in the cells indicated.

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
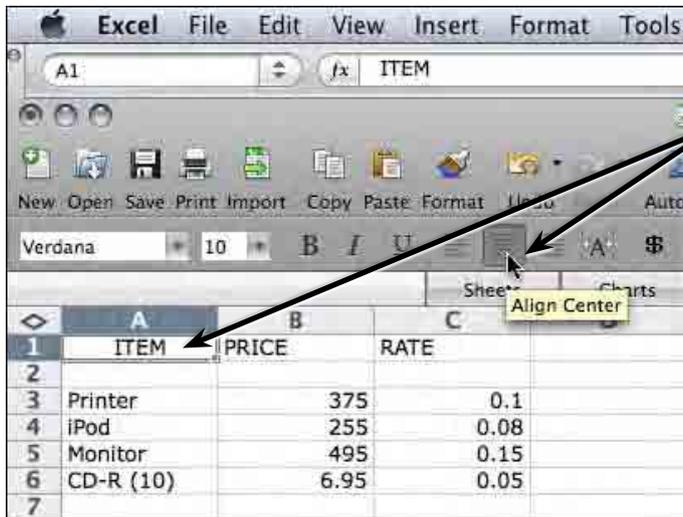


> Move the cursor to cell A1 and, in the FORMATTING Toolbar, click on the ALIGN CENTRE icon.

> **NOTE:** If the FORMATTING Toolbar is not on the screen, display the VIEW menu, highlight TOOLBARS and select FORMATTING to open it.

# Formatting Groups of Cells

Headings cannot only be centred, they can be underlined and changed to print in bold 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.
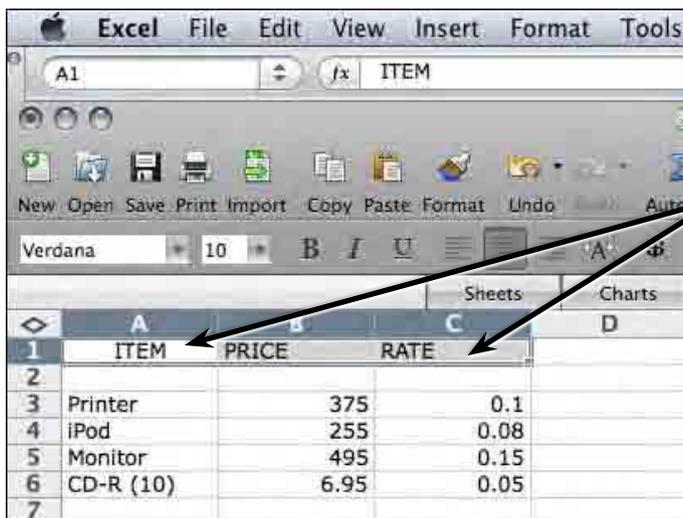


> 2  Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain clear while cells B1 and C1 are highlighted.
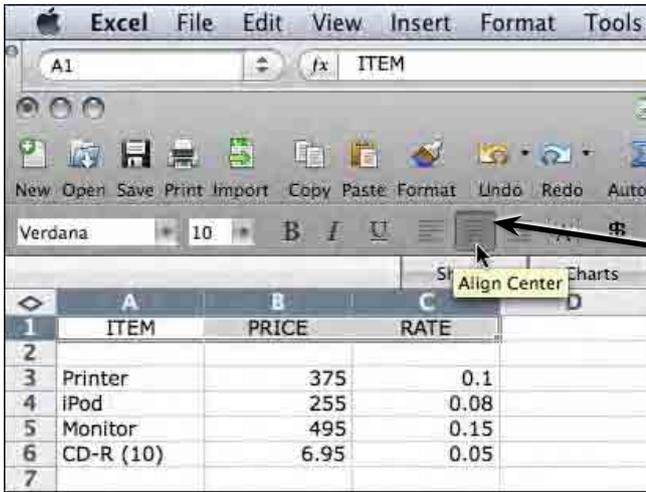
3  Click twice on the ALIGN CENTRE icon in the FORMATTING Toolbar to centre all three labels.

**NOTE:**  **The first click removes the CENTRE format from cell A1 and the second click formats the three cells.**
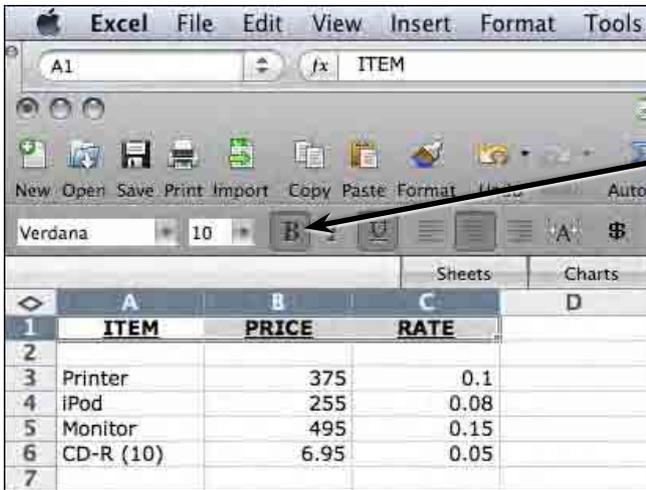


4  Click on the BOLD icon in the FORMATTING Toolbar to change the labels to bold.
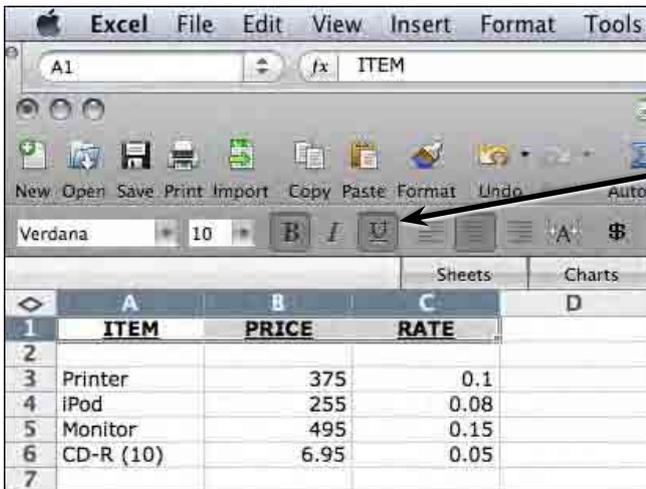


5  Click on the UNDERLINE icon in the FORMATTING Toobar to add an underline to the labels.
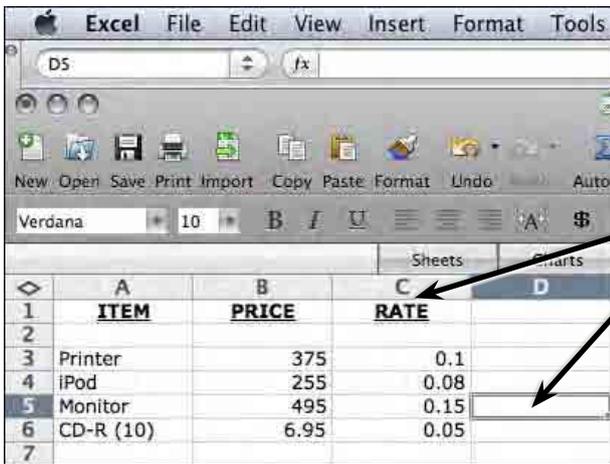
6 Click the mouse button with the cursor over any cell to remove the highlight and the headings will be centred, bold and underlined.

## 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.
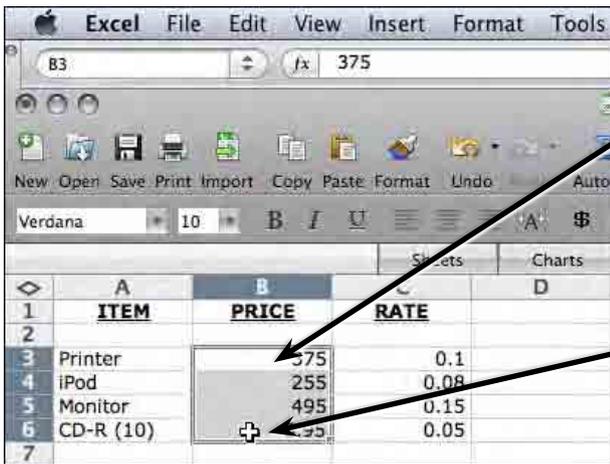


1 Position the cursor at cell B3.

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.
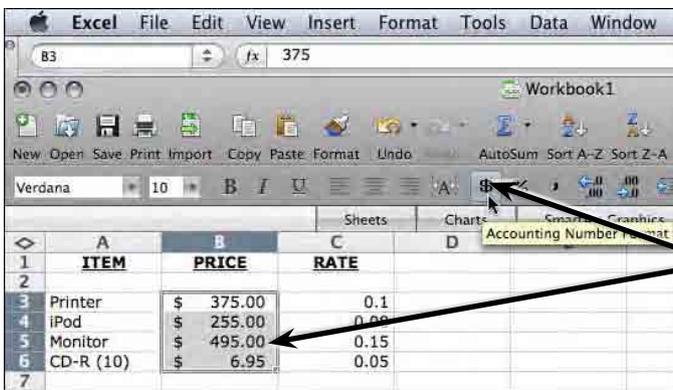


3 Click on the $ icon in the FORMATTING Toolbar to format the numbers to the ACCOUNTING NUMBER FORMAT.

4    The ACCOUNTING NUMBER FORMAT places the $ symbol at the left of the cell and the numbers at the right.  Often it is preferred to have the $ symbol next to its numbers.
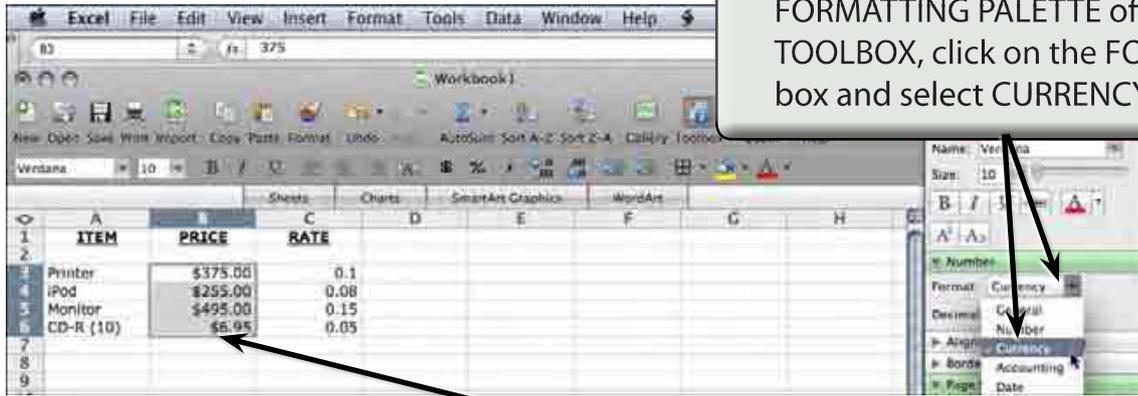
5   In the NUMBER panel of the FORMATTING PALETTE of the TOOLBOX, click on the FORMAT box and select CURRENCY.



6   The $ symbol is placed next to the numbers in the cells.

**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    You can also use CELLS from the FORMAT menu to format numbers.**