

Excel Formatting

Formatting is the process of changing a workbook's appearance by defining fonts, styles, colors, and decorative features. Formatting changes only the appearance of data-it does not affect the data itself.

If the DonationsData worksheet were not formatted, it would look like the unformatted worksheet below. It is simply more difficult to read the unformatted version, but the data is exactly the same as the formatted version.

Unformatted DonationsData Worksheet:

Donations Data				
Last updated:		8/8/2012		
Month	Donations: Private Businesses	Donations: Individuals	Grants	Total Donations Adequate?
January	10000	1000	3000	14000 NO
February	20000	1500	3000	24500 YES
March	15000	2000	3000	20000 YES
April	12000	1400	3000	16400 NO
May	25000	1200	3000	29200 YES
June	18000	3000	3000	24000 YES
July	13000	2000	3000	18000 NO
August	14000	1800	3000	18800 NO
September	17000	1600	3000	21600 YES
October	20000	2100	3000	25100 YES
November	14000	3100	3000	20100 YES
December	16000	2800	3000	21800 YES

Formatted DonationsData Worksheet:

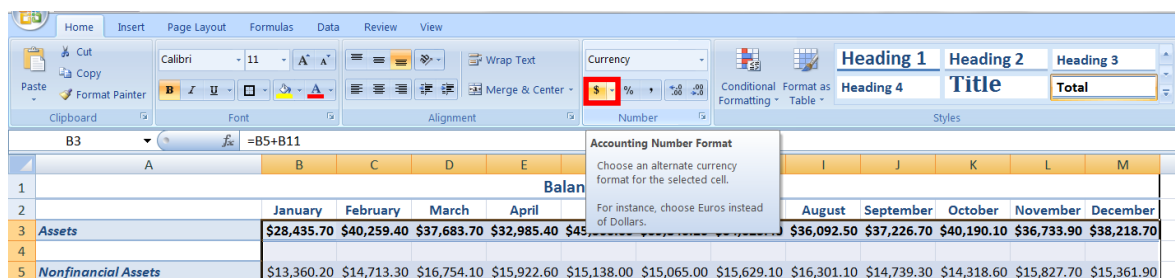
Donations Data					
Last updated:		7/19/2012			
Month	Donations: Private Businesses	Donations: Individuals	Grants	Total Donations	Adequate?
January	\$10,000.00	\$1,000.00	\$3,000.00	\$14,000.00	NO
February	\$20,000.00	\$1,500.00	\$3,000.00	\$24,500.00	YES
March	\$15,000.00	\$2,000.00	\$3,000.00	\$20,000.00	YES
April	\$12,000.00	\$1,400.00	\$3,000.00	\$16,400.00	NO
May	\$25,000.00	\$1,200.00	\$3,000.00	\$29,200.00	YES
June	\$18,000.00	\$3,000.00	\$3,000.00	\$24,000.00	YES
July	\$13,000.00	\$2,000.00	\$3,000.00	\$18,000.00	NO
August	\$14,000.00	\$1,800.00	\$3,000.00	\$18,800.00	NO
September	\$17,000.00	\$1,600.00	\$3,000.00	\$21,600.00	YES
October	\$20,000.00	\$2,100.00	\$3,000.00	\$25,100.00	YES
November	\$14,000.00	\$3,100.00	\$3,000.00	\$20,100.00	YES
December	\$16,000.00	\$2,800.00	\$3,000.00	\$21,800.00	YES

The next sections describe various ways you can format data in Excel.

Formatting Numbers

You can format values using a number format, which displays the values in a way that makes it easy for the displayed value for the reader to quickly understand and interpret them. You can change the number format for the displayed value without affecting the underlying stored value. Excel formats numbers by default in the General Number Format, which, for the most part, displays exactly as they are typed by the user.

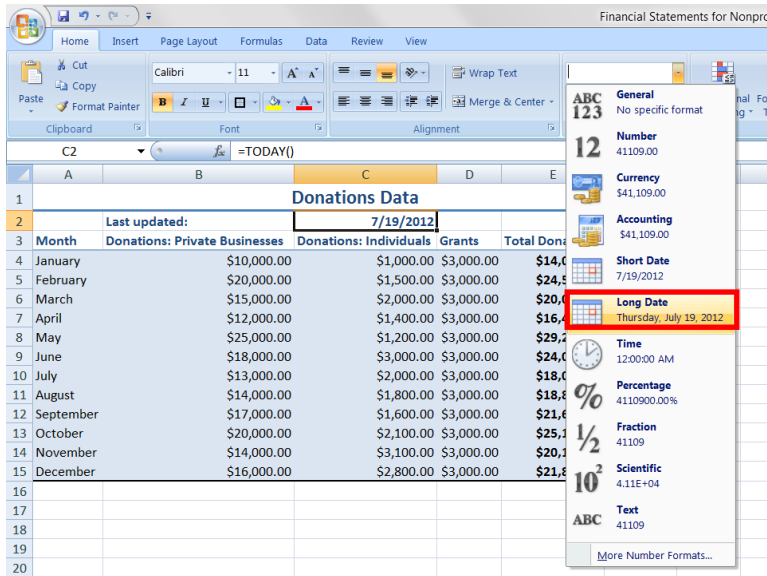
1. Select the range you want to format numbers in (e.g. B3:M25 in the BalanceSheet worksheet).
2. In the Number group on the Home tab, click the number format you want to choose(e.g. the Accounting Number format).



Formatting Dates and Times

You can apply different formats to dates and times without affecting the date and time value.

1. Select cell you want to format a date or time in (e.g. C3 in the DonationsData worksheet).
2. In the Number group on the Home tab, click the Number Format Arrow, and then click the date format you desire (eg. Long Date Format). The date format changes to correspond with the date and time format you choose.

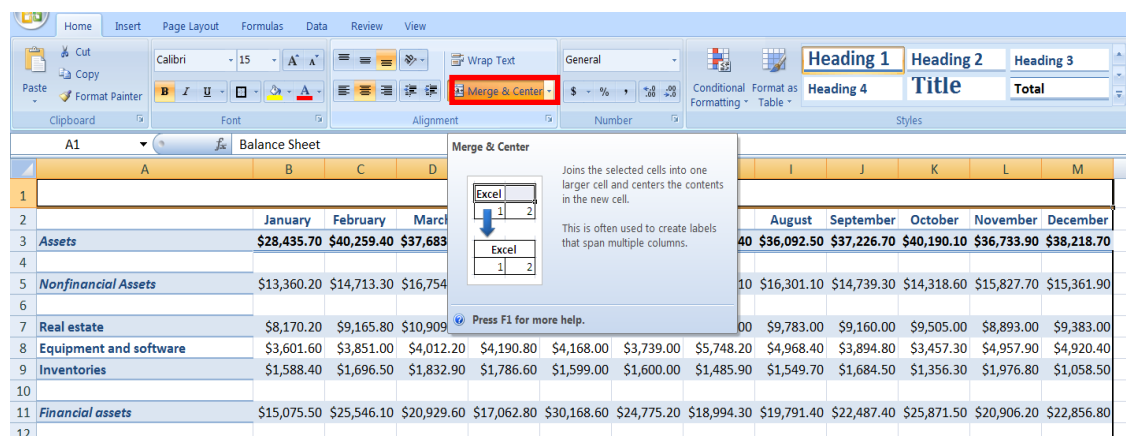


Formatting Worksheet Cells

Merge and Center

This tool combines multiple cells into one cell and horizontally centers the content.

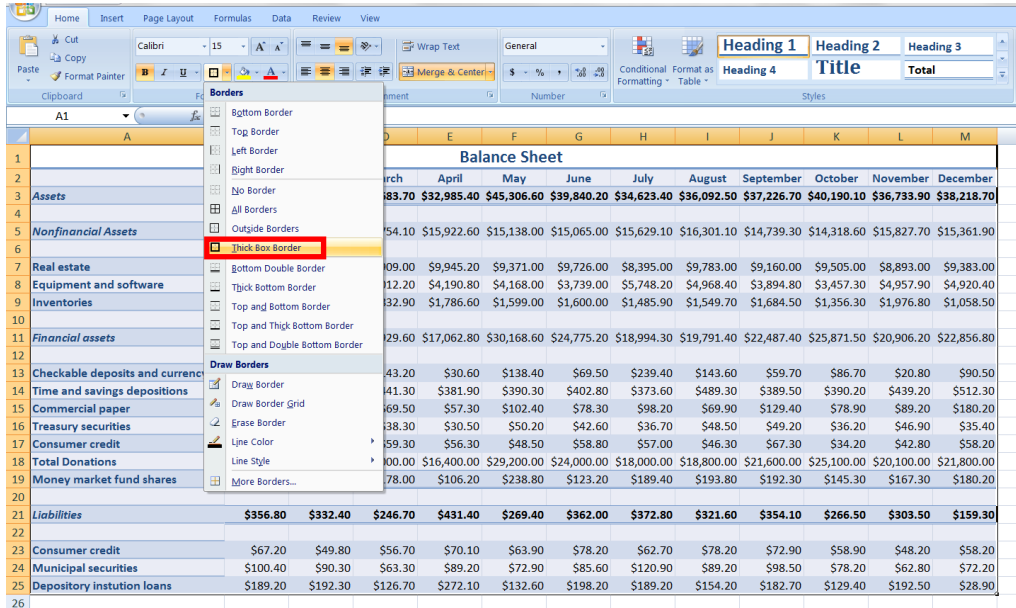
1. Select the range of cells you want to combine (e.g. the A1:M1 range in the BalanceSheet worksheet).
2. In the Alignment group on the Home tab, click the Merge & Center button. The selected cell is merged into one cell and that text is centered within the one cell.



Adding Cell Borders

Sometimes you want to include lines along the edges of cells to emphasize and enhance readability of data. One way to do this is by adding a border to a cell or range.

1. Select the range you want to place the border around (e.g. A1:M25 in the BalanceSheet worksheet).
2. In Font group, click the Border button arrow, and then click the type of border you want to appear (e.g. Thick Box Border).



BalanceSheet worksheet with border:

	Balance Sheet											
	January	February	March	April	May	June	July	August	September	October	November	December
Assets	\$28,435.70	\$40,259.40	\$37,683.70	\$32,985.40	\$44,551.60	\$38,499.20	\$35,029.40	\$35,904.50	\$36,906.70	\$39,698.10	\$36,923.90	\$37,958.70
Nonfinancial Assets	\$13,360.20	\$14,713.30	\$16,754.10	\$15,922.60	\$14,383.00	\$13,724.00	\$16,035.10	\$16,113.10	\$14,419.30	\$13,826.60	\$16,017.70	\$15,101.90
Real estate	\$8,170.20	\$9,165.80	\$10,909.00	\$9,945.20	\$8,794.00	\$8,466.00	\$8,801.00	\$9,595.00	\$8,840.00	\$9,013.00	\$9,083.00	\$9,123.00
Equipment and software	\$3,601.60	\$3,851.00	\$4,012.20	\$4,190.80	\$3,809.00	\$3,627.00	\$5,748.20	\$4,968.40	\$3,894.80	\$3,457.30	\$4,957.90	\$4,920.40
Inventories	\$1,588.40	\$1,696.50	\$1,832.90	\$1,786.60	\$1,780.00	\$1,631.00	\$1,485.90	\$1,549.70	\$1,684.50	\$1,356.30	\$1,976.80	\$1,058.50
Financial assets	\$15,075.50	\$25,546.10	\$20,929.60	\$17,062.80	\$30,168.60	\$24,775.20	\$18,994.30	\$19,791.40	\$22,487.40	\$25,871.50	\$20,906.20	\$22,856.80
Checkable deposits and currency	\$268.00	\$150.80	\$143.20	\$30.60	\$138.40	\$69.50	\$239.40	\$143.60	\$59.70	\$86.70	\$20.80	\$90.50
Time and savings depositions	\$450.40	\$497.00	\$441.30	\$381.90	\$390.30	\$402.80	\$373.60	\$489.30	\$389.50	\$390.20	\$439.20	\$512.30
Commercial paper	\$111.00	\$122.70	\$69.50	\$57.30	\$102.40	\$78.30	\$98.20	\$69.90	\$129.40	\$78.90	\$89.20	\$180.20
Treasury securities	\$52.10	\$45.50	\$38.30	\$30.50	\$50.20	\$42.60	\$36.70	\$48.50	\$49.20	\$36.20	\$46.90	\$35.40
Consumer credit	\$59.60	\$57.00	\$59.30	\$56.30	\$48.50	\$58.80	\$57.00	\$46.30	\$67.30	\$34.20	\$42.80	\$58.20
Total Donations	\$14,000.00	\$24,500.00	\$20,000.00	\$16,400.00	\$29,200.00	\$24,000.00	\$18,000.00	\$18,800.00	\$21,600.00	\$25,100.00	\$20,100.00	\$21,800.00
Money market fund shares	\$134.40	\$173.10	\$178.00	\$106.20	\$238.80	\$123.20	\$189.40	\$193.80	\$192.30	\$145.30	\$167.30	\$180.20
Liabilities	\$356.80	\$332.40	\$246.70	\$431.40	\$269.40	\$362.00	\$372.80	\$321.60	\$354.10	\$266.50	\$303.50	\$159.30
Consumer credit	\$67.20	\$49.80	\$56.70	\$70.10	\$63.90	\$78.20	\$62.70	\$78.20	\$72.90	\$58.90	\$48.20	\$58.20
Municipal securities	\$100.40	\$90.30	\$63.30	\$89.20	\$72.90	\$85.60	\$120.90	\$89.20	\$98.50	\$78.20	\$62.80	\$72.20
Depository institution loans	\$189.20	\$192.30	\$126.70	\$272.10	\$132.60	\$198.20	\$189.20	\$154.20	\$182.70	\$129.40	\$192.50	\$28.90

Applying Cell Styles

A workbook often contains several cells that store the same type of data. It's a good design practice to apply the same format to worksheet cells that contain the same type of data. One way to ensure this is with the use of styles.

A style is a selection of formatting options using a specific font and color from the current theme. If you later revise the style, the appearance of any cell formatted with that style is updated automatically. This saves you the time and effort of reformatting each cell individually.

Excel has a variety of built-in styles to format worksheet titles, column and row totals, and cells with emphasis. A common use of styles is for headings and subheadings.

1. Select the cell you want to apply a cell style to (e.g. A1 in the DonationsData worksheet).
2. In the styles group on the Home tab, click the Cell Styles button. The Cell Styles gallery opens.
3. Click on the cell style you want to use in that cell.

