

# Lesson 4

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## Lesson 4

### Formatting Your Worksheet

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## Learn how to:

- ◆ Format Cells
- ◆ Create, apply, and change styles
- ◆ Format numbers
- ◆ Create a custom number format
- ◆ Create custom headers and footers
- ◆ Save a workbook as a template

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## Formatting Cells

- ◆ You have finished creating the overall structure, added the formulas. It's now time to format it to give a professional look
- ◆ To change the format, select the cell or range of cells, and choose the formatting options (font type, font size, bold, italic, color etc.,) from the formatting tool bar
  - ✓ Very similar to formatting in MS Word

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## Creating Styles

- ◆ You can also create styles (like you did in MS Word) to apply the same formatting in several places
- ◆ Click any one cell, and apply all the required formatting to that cell
- ◆ Click the Style option on the Format menu
- ◆ Notice the Style Name box, in the Style dialog box
- ◆ Type a new name for your style in the Style Name box
- ◆ Click OK; Your style is defined

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## Applying Styles

- ◆ Choose the range of cells to apply styles
- ◆ Click the Style option on Format menu
- ◆ Click on the down arrow in the Style Name box, and scroll to select the required style
- ◆ Click OK
- ◆ That's it. The selected style is applied to all the cells in the selected range

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## Formatting Numbers

- ◆ When you have numeric information in the cells, you can format them to
  - ✓ Use uniform number of decimal places
  - ✓ Choose the alignment (default is right alignment)
  - ✓ Choose a currency prefix if required
  - ✓ Decide how the negative numbers would be displayed etc
- ◆ Select the range of cells, choose Format | Cells option
- ◆ contd...on next slide

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## Formatting Numbers

- ◆ Click on the Number tab
- ◆ Choose Number in the category box
  - ✓ Choose Currency if you want the currency (\$) prefix
- ◆ Select the # of decimal places in the Decimal Places box
- ◆ Click the check box if you want to use a comma separator, and under the check box choose the option to display negative numbers
- ◆ I strongly encourage you to experiment with all the category options and find out more

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## Turn Off Zeroes

- ◆ Sometimes having zeroes on the worksheet may not be aesthetically pleasing
- ◆ You can turn them off if you so desire
- ◆ Click on Options under the Tools menu
- ◆ Click on the View tab
- ◆ Turn off the “Zero Values” check box
- ◆ Click OK

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## Creating Headers & Footers

- ◆ Click Page Setup under the File menu
- ◆ Click on the Header/Footer tab
- ◆ Click on the Custom Header (or Custom Footer)
  - ✓ You can also choose from the predefined headings (and footings).
    - ◆ Click on down arrow in the Header box, scroll down and choose from available options
    - ◆ Generally they are not very good
- ◆ Type the heading in the left, center or right boxes as need
- ◆ Experiment with the seven buttons on top

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## Creating Templates

- ◆ Now you have a fully completed Worksheet, with all the formulas and proper formatting
- ◆ You can save it as a template, just like you created templates in MS Word
- ◆ Choose the Save As option, and in the Save As Type box select Template.
- ◆ Give a name for the template and save it for future use
  - ✓ Worksheets have the file extension .xls
  - ✓ Templates have the extension .xlt

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