

05 Formatting Cells

Introduction

All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

Click the link below to view the video

▶ Link: [Formatting Cells](#)

Exercise 05

Complete the exercise below.

- Open UNIT 6 EXCEL > 05 EXCEL EXERCISE >
Excel 05 Template FORMAT CELLS
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file:
Excel 05 YourFirstNameLastInitial FORMAT CELLS
Click **Save**

There are 6 text alignment options available in excel:

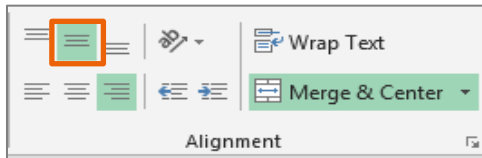
Horizontal Alignment

Left	Centre	Right
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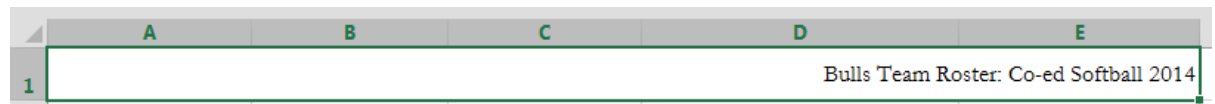
Top	Middle	Bottom
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Vertical Alignment

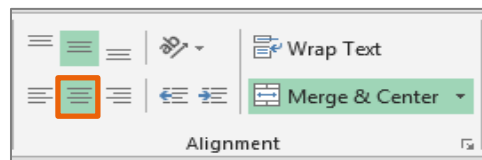
- Select the cells that contain text
- Set the Vertical Alignment: **Middle Align**



- Select the Heading



- Set the Horizontal Alignment: **Center**

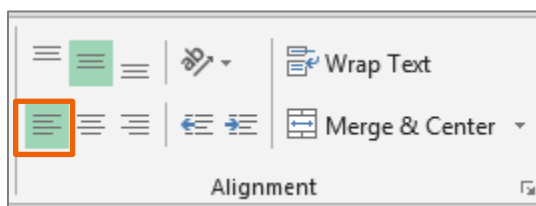


- Select the Subheadings + Player Information.

2	First Name	Last Name	Cell Phone	Position(s)	Date Joined
3	Bonnie	Benjamin	502-555-1212	Second base	01/06/2013
4	Josephine	Carter	713-555-6401	Outfield, catcher	01/06/2013
5	Neil	Crawford	908-555-2234	Left Field	01/05/2012
6	Anthony	Keel	267-555-0144	Shortstop, pinch runner	01/05/2012
7	Ray	Logan	256-555-2475	Center Field	01/06/2011
8	Tricia	Matthews	808-555-6397	Catcher	01/05/2013
9	Leola	McNew	580-555-8177	Pitcher	01/05/2011
10	Joshua	Milliman	213-555-1117	Pitcher, DH	01/05/2011
11	Annie	Muro	502-555-0190	Second base	01/06/2013
12	Robert	Murray	318-555-4659	Manager	01/05/2013
13	Dwayne	Patnode	205-555-3783	DH	01/06/2013
14	Carol	Pena	571-555-0704	Third Base	01/06/2011
15	Mildred	Persinger	601-555-0175	First base, pitcher	01/06/2013
16	Eva	Ramer	805-555-8514	Right field	01/07/2011
17	Carla	Ramirez	573-555-1107	First base, Third base	01/06/2012
18	Joe	Rodriguez	781-555-9659	Third base	01/08/2011
19	Amanda	Ryan	513-555-4477	Pitcher, Second base	01/08/2010
20	Billy	Sanchez	205-555-6874	Pitcher, Outfield	01/06/2009
21	Sally	Smith	571-555-9432	Left field, Center field	01/08/2009
22	Nicole	Waugh	707-555-8767	Left field	01/05/2012
23	Josefina	Woodard	714-555-4506	Outfield	01/05/2012

Annotations: An orange arrow points to the header row (row 2) labeled 'Subheadings'. A bracket on the right side of the table spans from row 3 to row 23, labeled 'Player Information'.

- Set the Horizontal Alignment: **Left Align**



Change Font

- Choose a font for all the text **other than Garamond** that is easy to read. Consider using Bold, Italic or Caps to highlight some of the text.

Change Font Sizes

- Heading*: font size between **24** and **26**

Bulls Team Roster: Co-ed Softball 2014
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- Sub Headings*: font size between **14** and **16**

First Name	Last Name	Cell Phone	Position(s)	Date Joined
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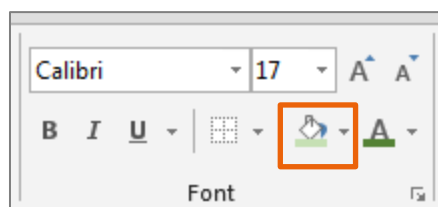
- Player Information*: font size between **12** and **14**

Bonnie	Benjamin	502-555-1212	Second base	01/06/2013
Josephine	Carter	713-555-6401	Outfield, catcher	01/06/2013
Neil	Crawford	908-555-2234	Left Field	01/05/2012
Anthony	Keel	267-555-0144	Shortstop, pinch runner	01/05/2012
Ray	Logan	256-555-2475	Center Field	01/06/2011
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Josefina	Woodard	714-555-4506	Outfield	01/05/2012

Font Colours

- Heading*: Select a colour of your choice
- Sub Headings*: **Black**
- Player Information*: Select a colour of your choice

Cell Fill Colours

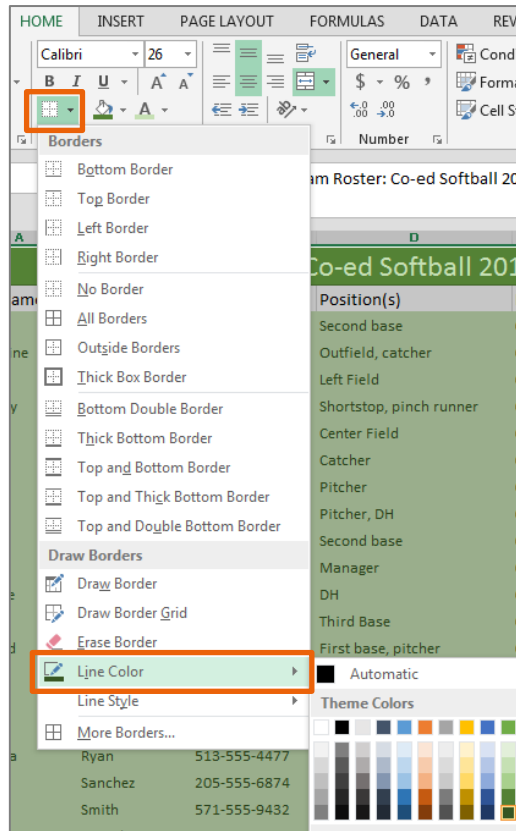


- Heading*: Select a colour of your choice
- Sub Headings*: No Fill colour

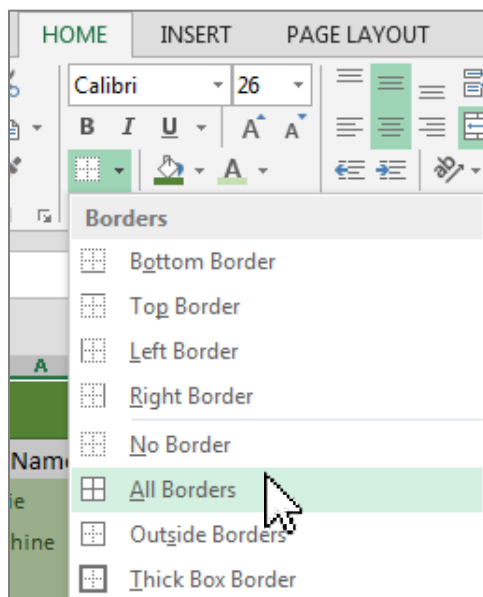
- Player Information: Select a colour of your choice**

Cell Border Colours

- Select all the cells that contain text and numbers**
- In the Borders Tool drop down menu choose a line colour**

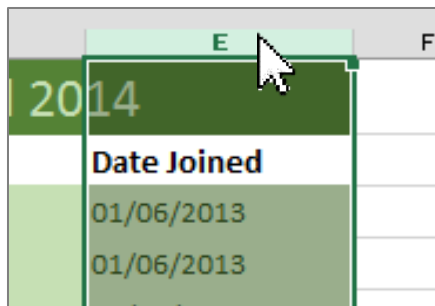


- In the Borders Tool drop down menu choose All Borders**

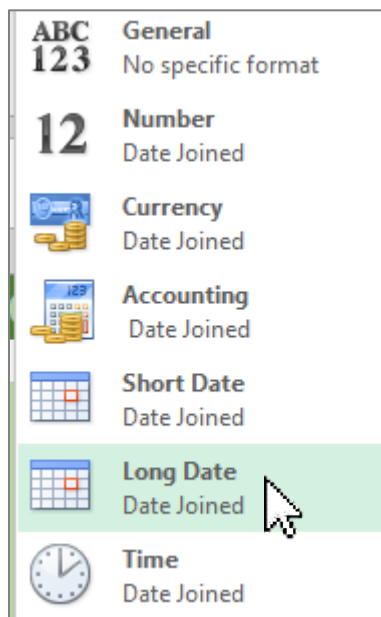
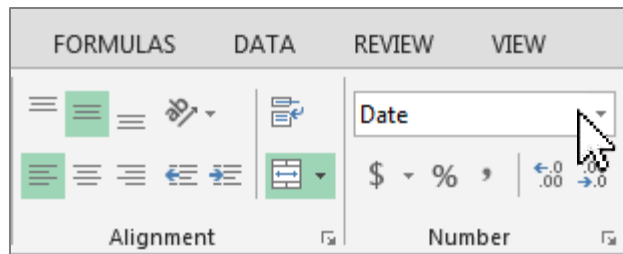


Format the Dates

- Click the **E** to select the *Date Joined* Column.



- Click the **number format** drop down menu and select **Long Date**



- If you have access to a printer, print** your document with the following settings:
 - a. Black Printer
 - b. Print Active Sheets
 - c. Landscape Orientation
 - d. Select Narrow Margins
 - e. Fit Sheet on One Page
 - f. Leave the remaining settings as is (default settings)

You will now print a selection in your document:

In your document, **select rows 1 through 7**

File > Print

- Print your document with the following settings:
 - a. Black Printer
 - b. Instead of Print Active Sheets, choose ***Print Selection***
 - c. Landscape Orientation
 - d. Select Narrow Margins
 - e. Fit Sheet on One Page
 - f. Leave the remaining settings as is (default settings)
- Email your assignment to your instructor.**

