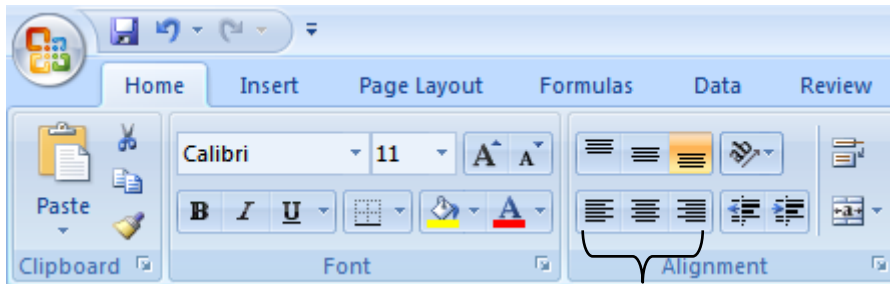


Formatting cells

Microsoft Excel 2007

Cell alignment

1. Select a cell or cells that you wish to apply alignment
2. Click **Left**, **Centre** or **Right** alignment.



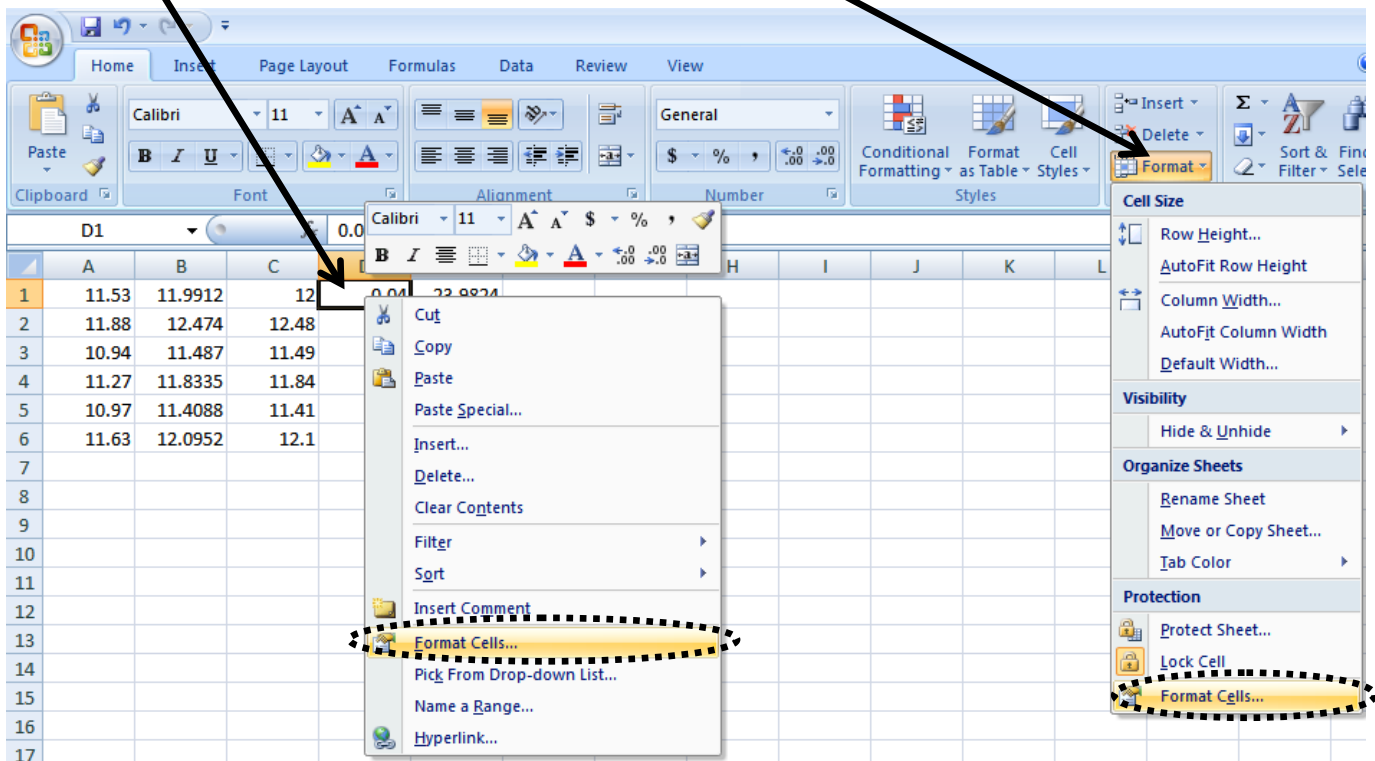
Left, Centre, Right

Format cells options

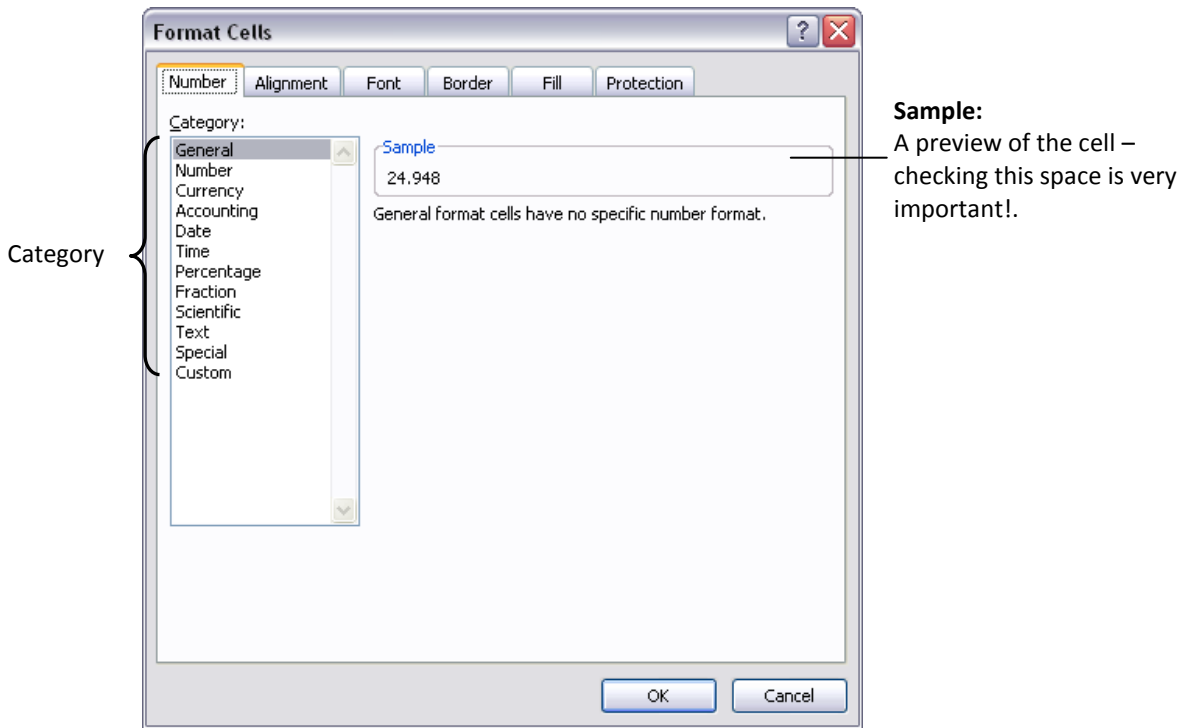
1. Highlight a range of cells that you wish to format
2. Perform one of the following:
 - Or click on **Home > Format > Format Cells...**

Tip: The Formatting will only be applied to the area that you have selected. This will not apply to the entire worksheet.

- **RIGHT** click on the highlighted cells > **Format Cells**



3. In the **Number** tab (see following pages for each category) choose a category> Click **OK**

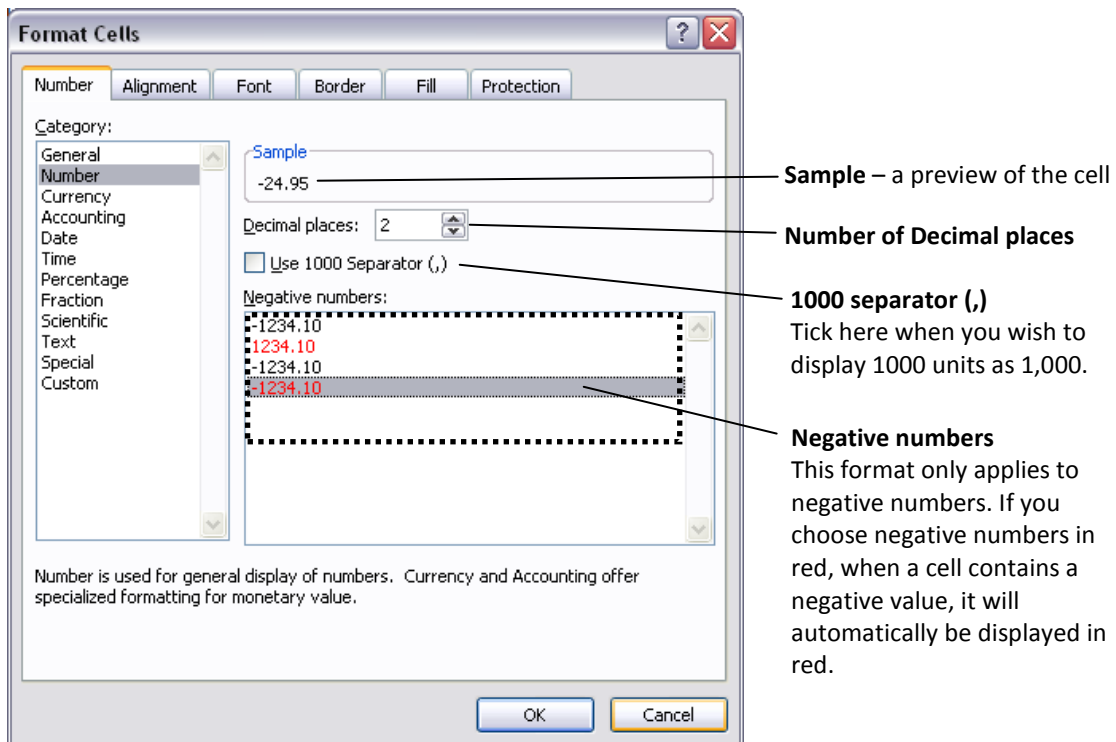


Categories:

General

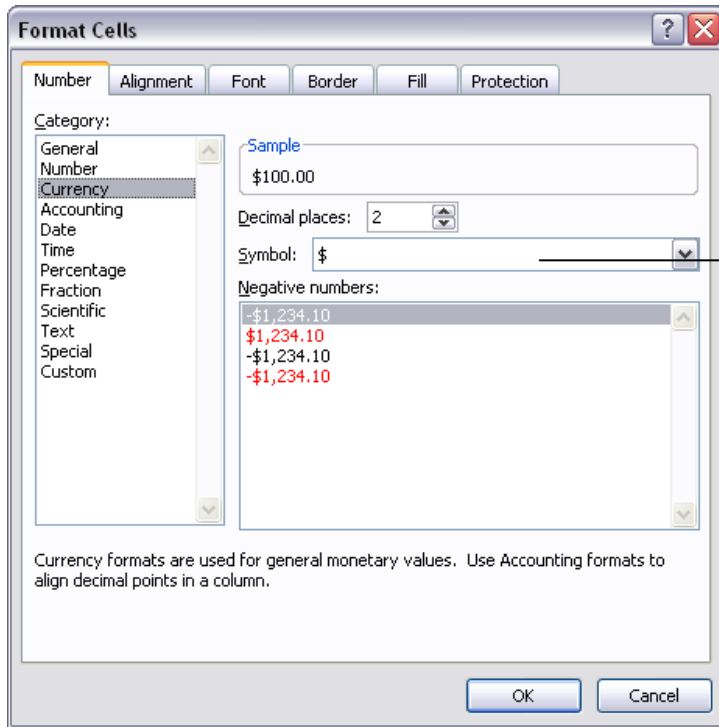
Choose if the cell contains text and numbers. This is the default type.

Number



Currency

This is similar to *Number*. Decimal places and negative numbers are the same as *Number* format. You can apply a currency symbol and this will automatically show when you type in the amount.



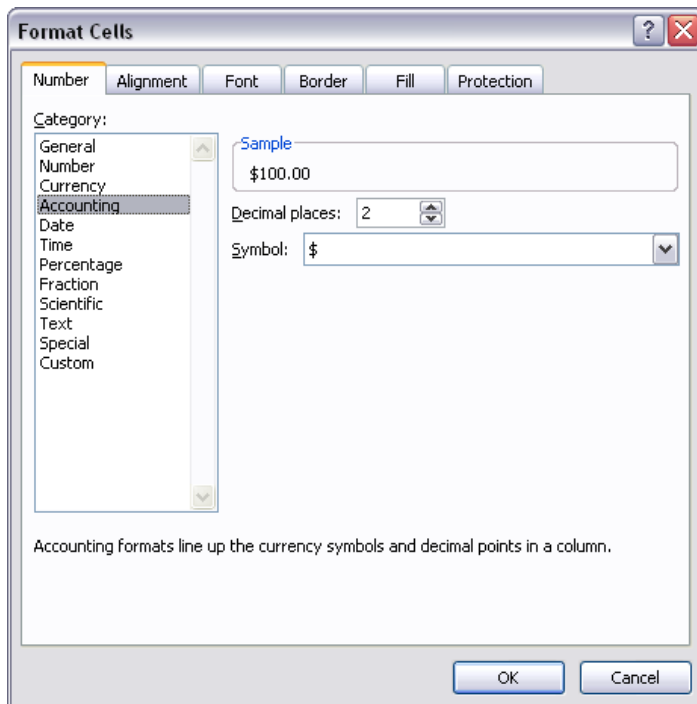
Symbol

Other currency symbols are available. For example, €, £, and ¥.

Note: This is just a symbol and it doesn't automatically calculate foreign currency unless you have a formula for it.

Accounting

This is similar to *Number* and *Currency* too. It is used when you want to align currency symbols and decimal points e.g.

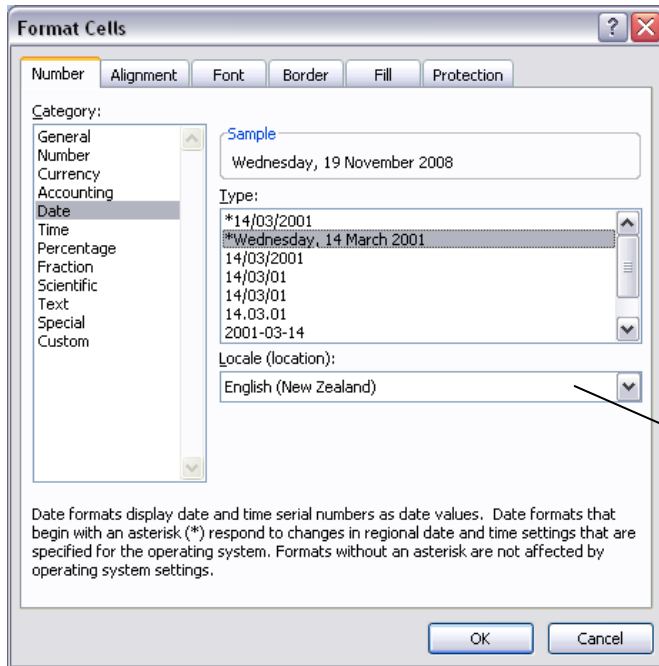


	F
\$	56.25
\$	124.45
\$	1,345.99
\$	1.25
\$	98.64



Date

Have you noticed when you enter the date, e.g., “14 July 2007”, it may not stay as it is? It may change the format to “14-Jan-07” or something different. This is because MS Excel recognises the text as date. If you dislike the default date format, you can format to another type or customise.



Date type

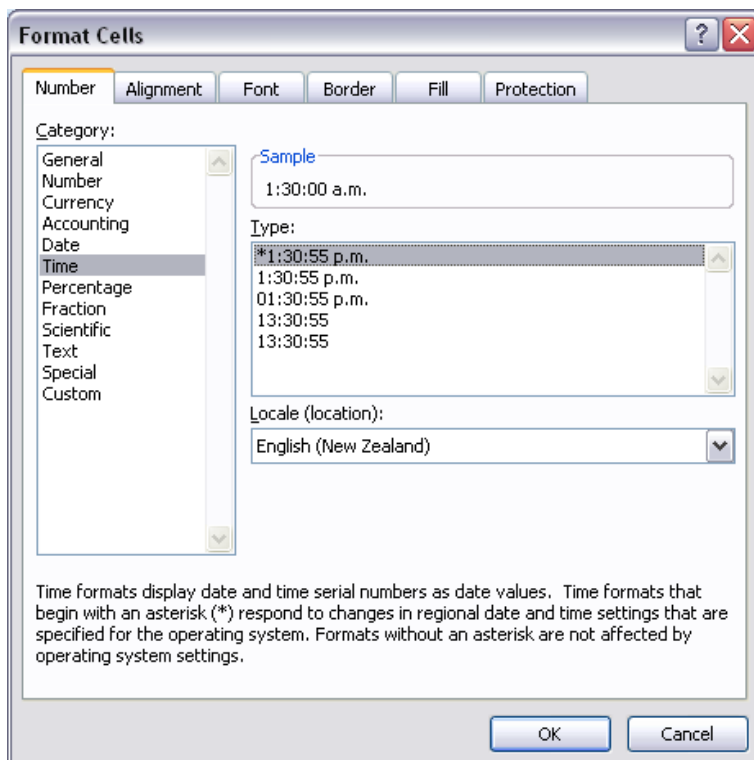
If you can't find the data type you are looking for, see the custom category on page 6.

Location

This is default but you can change. e.g., if you wish to have US date format. Choose *English (United States)* from the drop list.

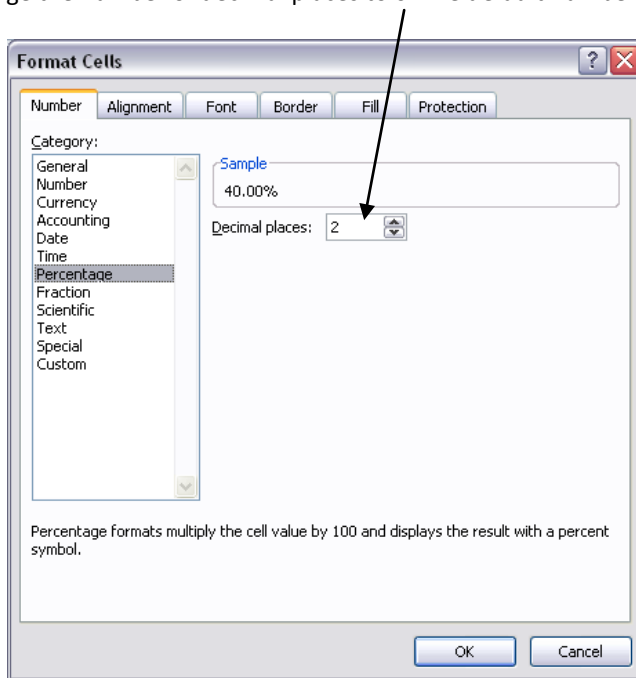
Time

MS Excel unfortunately doesn't format the time without the seconds. If you wish to have time and minutes only, format through *Custom*. For more information, please see the following page.



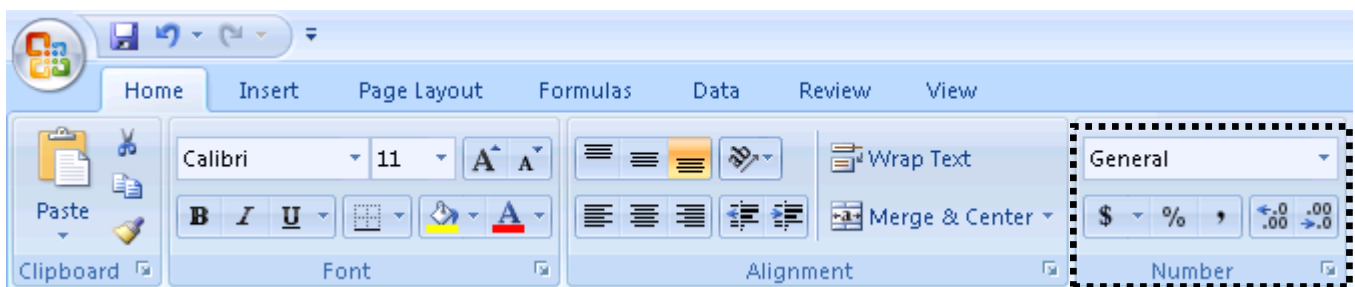
Percentage

If you type '4' and format the cell with the *Percentage* category, this will display as '4.00%'. If you wish to display '4%' in the cell change the number of decimal places to 0. The default number of decimal places is 2.








Other shortcuts

Some formatting buttons are available from the **Number** Pane on the **Home** tab.



These are all toggle buttons so one click applies the format and when you click the button again the format will be removed.

Button	Name	Function
	Currency style	Insert a \$ sign in front of the value
	Percent style	Insert a % sign after the value
	Comma style	1,000 separator. Insert a comma.
	Increase Decimal	One click to increase decimal point. You can click as many as you need.
	Decrease Decimal	One click to decrease decimal point. You can click as many as you need.

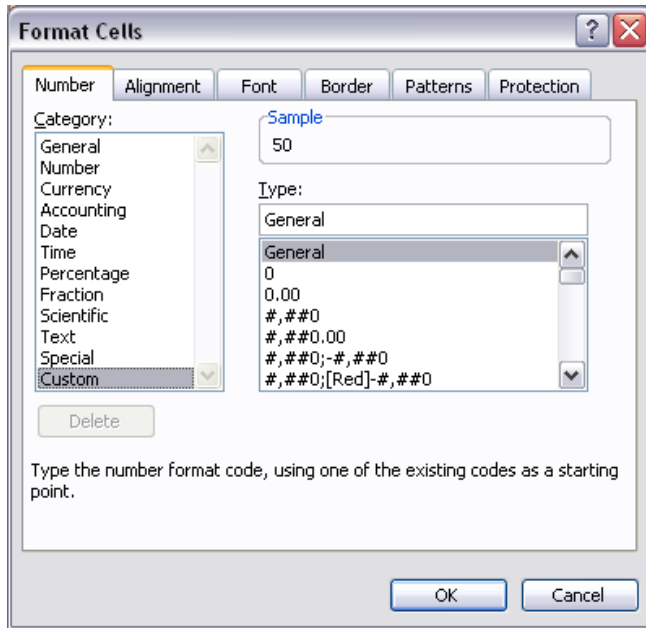
Tip: Format Painter

You can use the Format Painter to apply the cell formatting to other cells!



Custom

If you can't find a format to suit your need, you can create your own. There are many formats hidden under Format > Cells > Custom. Below are some examples.



e.g., Date Code

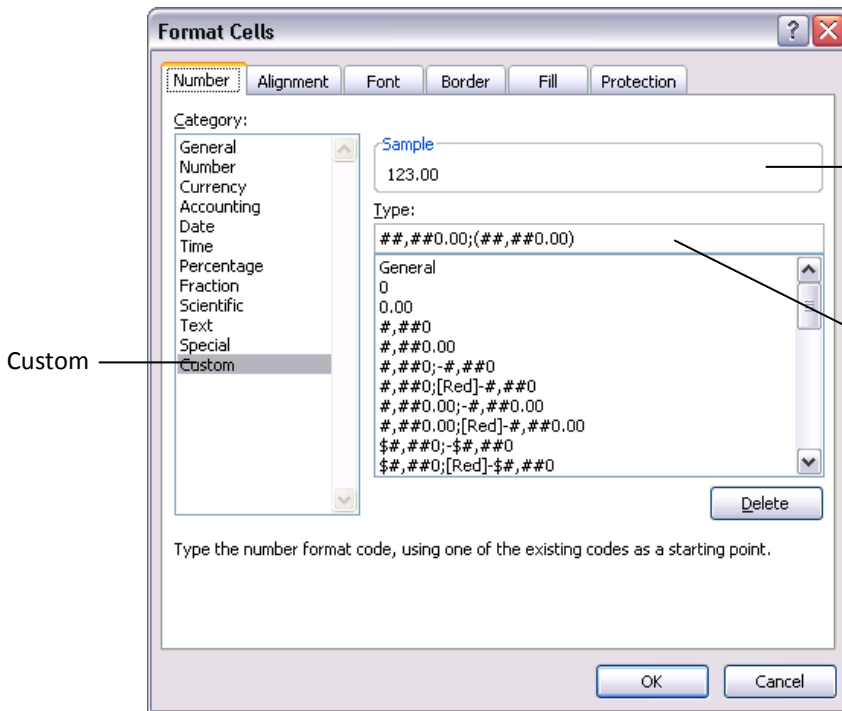
Code in custom cell	As the date appears in the cell
dd/mm/yy	25/12/01
(ddd) dd mmm yy	(Tue) 05 Dec 07
ddd-m-yyyy	Tues-12-2007
dddd d-m-yyyy	Tuesday 25-12-2007
dddd, d mmm yyyy	Tuesday, 25 Dec 2007
dddd mmmm d yyyy	Tuesday December 25 2007
"Christmas Day"	Christmas Day

e.g., Time Code

Code in custom cell	Appears in the cell
hh.mm	1830
hhmm "hrs"	1830 hrs
hh "hours and" mm "minutes"	18 hours and 30 minutes
h:mm AM/PM	6:30pm

e.g., Making negative number appear in brackets “()”

Click **Custom** in **Number** tab. > Select a type of the custom cell from the type list or manually type the cell format into the type box (see next page for more detail in type) > Click **OK**



Sample:
A preview of the cell. To check this space is very important!

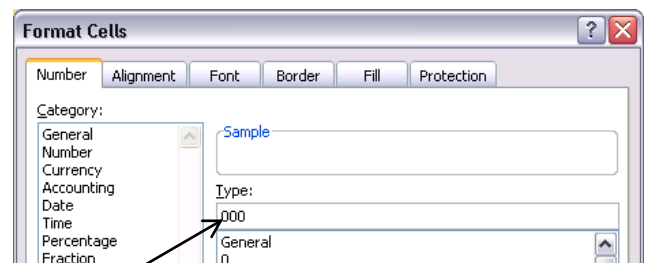
Type:
These are the default types available.

You can also type in your own format e.g. with brackets around negative numbers

e.g., Arranging digits - starting the number with zero

Have you had a trouble inserting a 0 (zero) into a cell? For example, you wanted to type '023' but as soon as you point to the next cell, the number becomes '23' although you specified it to be '023'.

By setting up the custom cell '000', cells will be able to start the number with a **zero** and the number will have a consistency of 3 digits.



Type '000' into the type box.

More examples

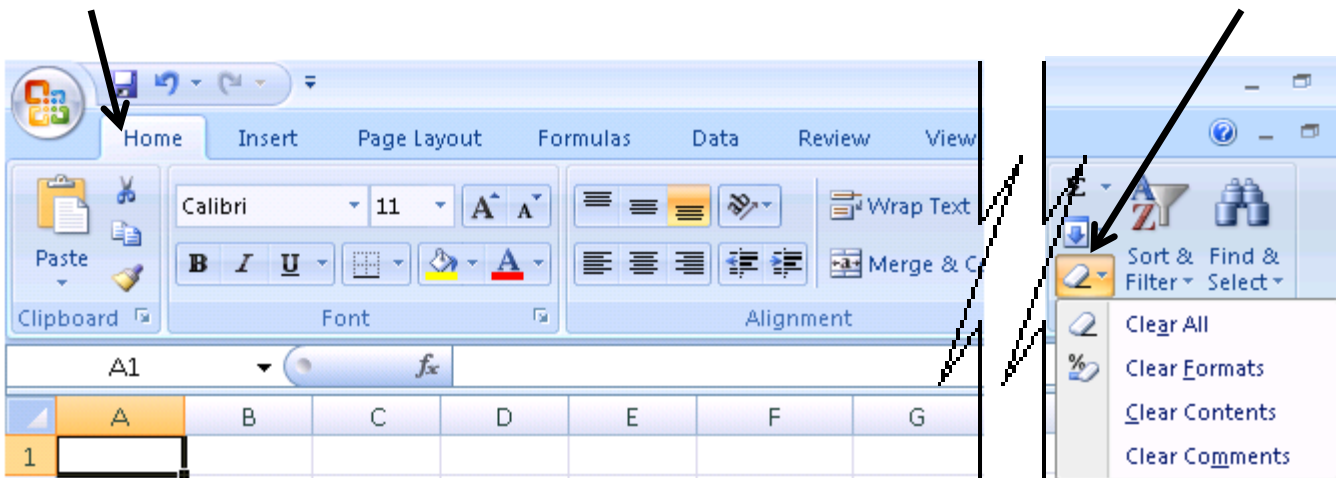
Code in custom cell	Type in	Appear in the cell	Note
N000#	123	N0123	
[Blue](000)	1	001	The number will appear in blue.
(#,###.00);[Red](#,###.00)	-1234	(1,234.00)	The number will appear in red.

Other colour codes

- [BLACK]
- [BLUE]
- [CYAN]
- [GREEN]
- [MAGENTA]

Clearing format in cells

1. Highlight cells that you wish to remove the formatting
2. **Home > Clear >** Choose the appropriate option



Quick number formatting

1. Highlight cells that you wish to apply the formatting to
2. **Home > Number Format Drop Box**

