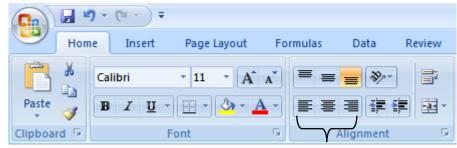


# **Formatting cells**

# **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

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

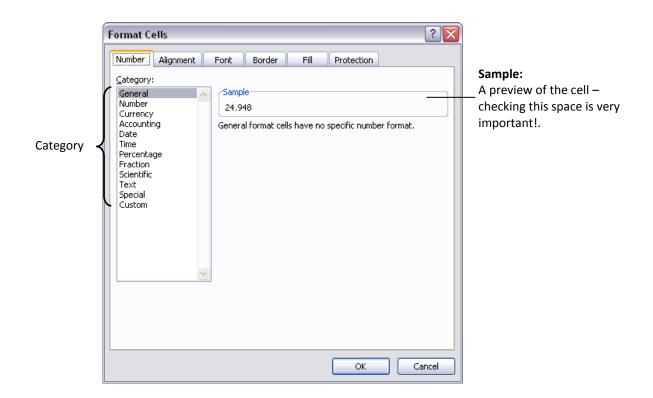
Tip: The Formatting will only be applied to the area that you have selected. This will not apply to the entire worksheet.

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

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8					Clear Contents		<u>R</u> ename Sheet
9							Move or Copy Sheet
10							Tab Color
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12					Insert Comment		
13					Format Cells	<b>a</b>	
14					Pic <u>k</u> From Drop-down List		Lock Cell
15					Name a Range		Format Cells
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3. In the Number tab (see following pages for each category) choose a category> Click OK

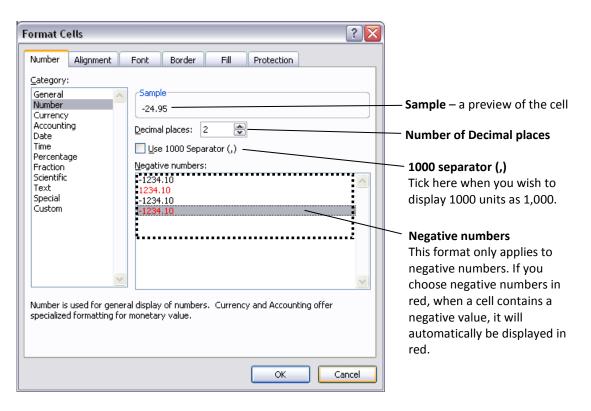


### **Categories:**

#### General

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

#### Number





#### Currency

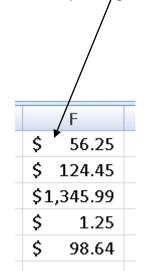
This is similar to *Number*. Decimal places and negative numbers are the same as *Number* format. You can apply a currency symbol and this will automatically show when you type in the amount.

Format Cells	
Number Alignment Font Border Fill Protection	
Category:       Sample         Number       \$100.00         Currency       Date         Time       Symbol:         Percentage       Symbol:         Fraction       Scientific         Text       \$1,234.10         Special       -\$1,234.10         Custom       -\$1,234.10	— <b>Symbol</b> Other currency symbols are available. For example, €, £, and ¥.
Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.	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.

Format Cells				? 🔀
Number Alignment	Font Border	Fill	Protection	
Number       Alignment         Category:       General         Number       Currency         Accounting       Date         Date       Fraction         Scientific       Text         Special       Custom         Custom       Image: Custom         Accounting formats line       Image: Custom	Sample \$100.00 Decimal places: [ Symbol: \$	2		olumn.
			ОК	Cancel





#### 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.

Format Cells	?	×	
Number Alignment Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Font         Border         Fill         Protection           Sample         Wednesday, 19 November 2008         Iype:           *14/03/2001         *14/03/2001         14/03/2001           14/03/001         14/03/01         14/03/01           14/03/01         14/03/01         14/03/01           14/03/01         14/03/01         14/03/01           12001-03-14         ¥         ¥           Locale (location):         English (New Zealand)         ¥		<b>Date type</b> If you can't find the data type you are looking for, see the custom category on page 6.
begin with an asterisk (*	te and time serial numbers as date values. Date formats that ) respond to changes in regional date and time settings that are ng system. Formats without an asterisk are not affected by gs. OK Cancel		<ul> <li>Location         This is default but you can change         e.g., if you wish to have US date         format. Choose English (United         Status) from the drop list.     </li> </ul>

#### 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.

Format Cells		2 🗵
Number Alignment	Font Border Fill Protection	
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Sample           1:30:00 a.m.           Iype:           ▶1:30:55 p.m.           01:30:55 p.m.           01:30:55 p.m.           13:30:55           13:30:55           13:30:55           Locale (location):	
begin with an asterisk	English (New Zealand)  date and time serial numbers as date values. Time formats that (*) respond to changes in regional date and time settings that ating system. Formats without an asterisk are not affected by ings.  OK Canc	are



#### 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.

Number	Alignment	Font	Border	Fill	Protection	
Category General Number Currency Accounti Date Fraction Scientific Text Special Custom	ge		)%   places: 2		isplays the result	with a percent

#### **Other shortcuts**

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

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Clipboard 🖻	F	ont	G	Align	ment	Gi.	Number	G.

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.						
*.0 .00	Increase Decimal	One click to increase decimal point. You can click as many as you need.						
.00 ->.0	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.

Format Cells	? 🔀
Number       Alignment         Category:       General         Number       Image: Currency         Accounting       Date         Time       Percentage         Fraction       Scientific         Text       Special         Icustom       Image: Currency         Delete       Type the number format opint.	Font       Border       Patterns       Protection         Sample       50         Jype:       General         General       Image: Constraint of the second of th
	OK Cancel

# 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" h:mm AM/PM	18 hours and 30 minutes 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** 

	Format Cells		? 🗙	
Custom ——	Number Alignment Category: General Number Currency Accounting Date Time Percentage Fraction	Font         Border         Fill         Protection           Sample         123.00		Sample: A preview of the cell. To check this space is very important!
	Scientific Text Special Custom	0.00 #,##0 #,##0;-#,##0 #,##0;[Red]-#,##0 #,##0.00;=#,##0.00 #,##0;[Red]-#,##0 \$#,##0;[Red]-\$#,##0 \$#,##0;[Red]-\$#,##0	elete nt.	Type: These are the default types available. You can also type in your own format e.g. with brackets around negative numbers
		ОК	Cancel	

### 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.

lumber Alignment	Font Border Fill Protection	
ategory:		
General Number	Sample	
Surrency		
Accounting Date	<u>T</u> ype:	
Time		
Percentage Fraction	General	[

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.

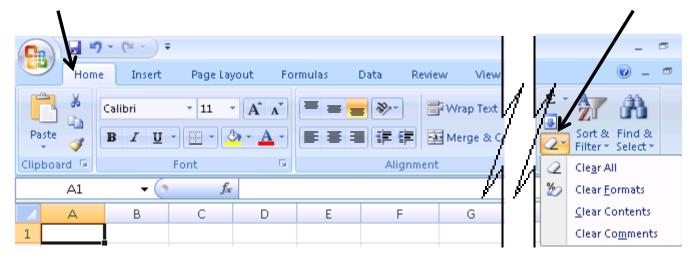
Other colour codes

- [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

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7										Long Date
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9									(D)	Time
10										
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