Formatting Cells
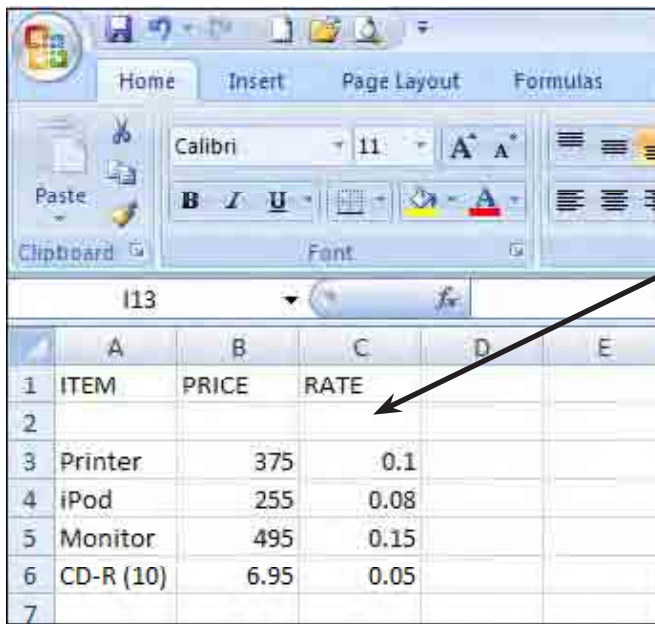
Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the HOME tab of the RIBBON is used to carry out the formats.

1 If you are continuing directly from the previous chapter, close the current file and start a NEW BLANK workbook.

2 If you are starting a new session, load Microsoft Excel.

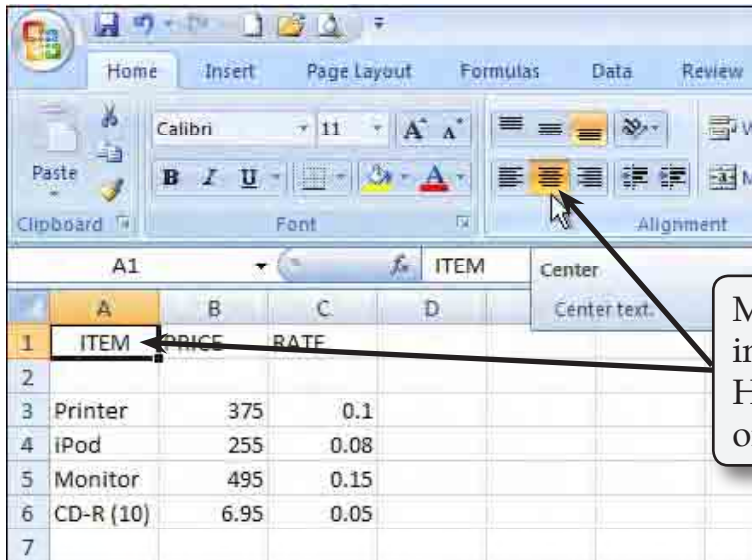3 Enter the following labels and values in the cells indicated.

NOTE: i This table shows the price of various items and the percentage rate of discount available on those items.

ii Notice that the labels are placed into the left-hand side of a cell and the values are placed into the right. This is the way Microsoft Excel has been preset to enter them; however, often we prefer to have them displayed differently.
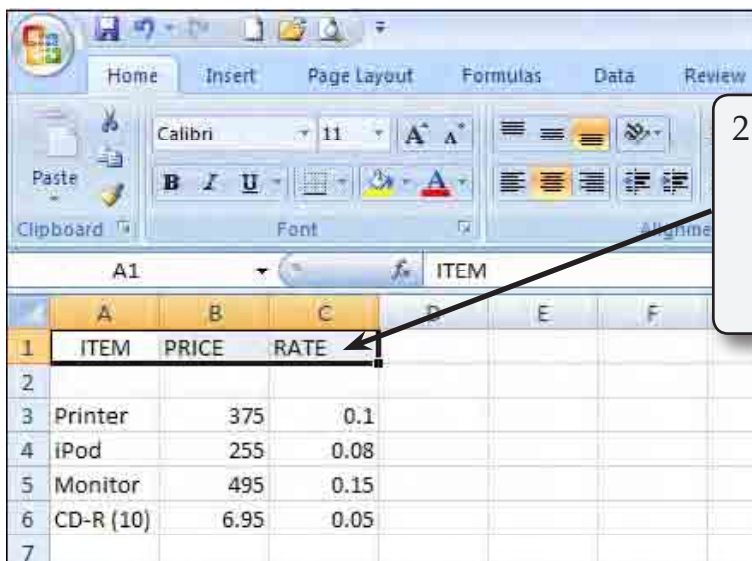
Formatting Single Cells

Move the cursor to cell A1 and, in the ALIGNMENT group of the HOME tab in the RIBBON, click on the CENTRE icon.
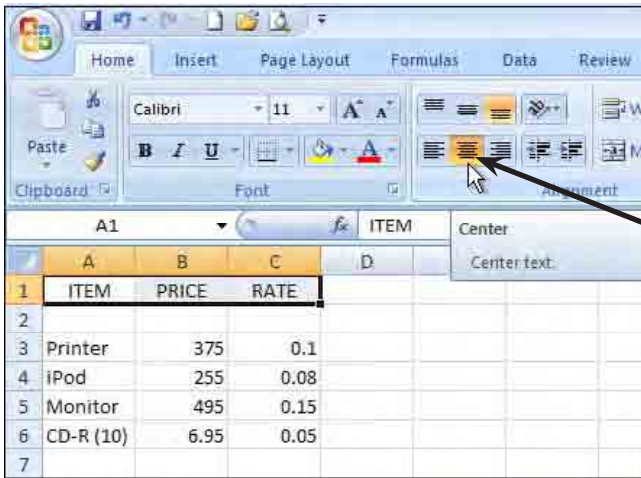
Formatting Groups of Cells

We can not only centre headings, we can underline them and change the print to boldface so that they stand out. This can be done to a number of different cells in one step.

1   Position the pointer over cell A1.

2   Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain clear while cells B1 and C1 are highlighted.
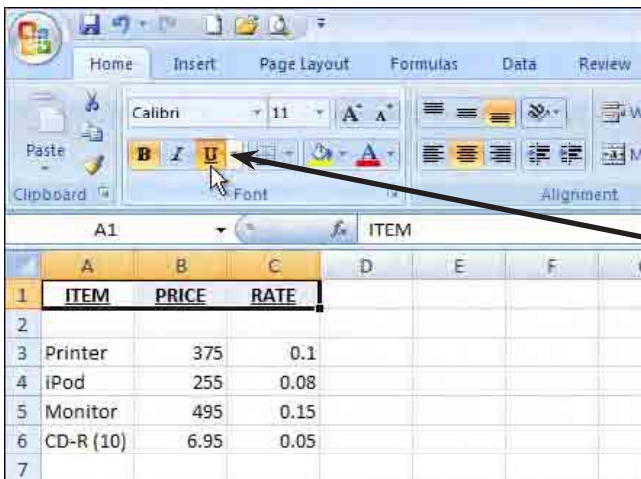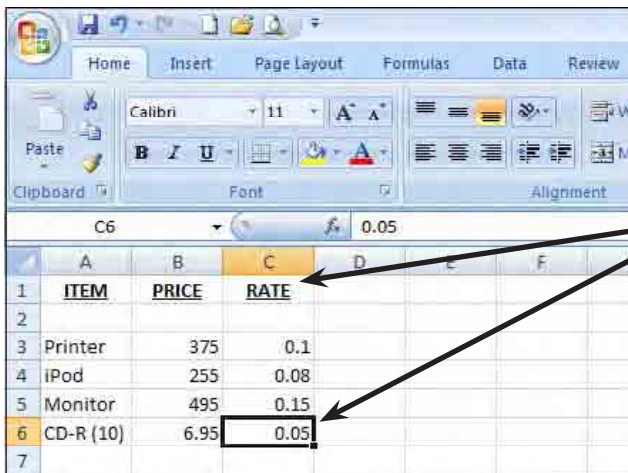
3 Click twice on the CENTRE icon in the ALIGNMENT group of the HOME tab of the RIBBON to centre all three labels.
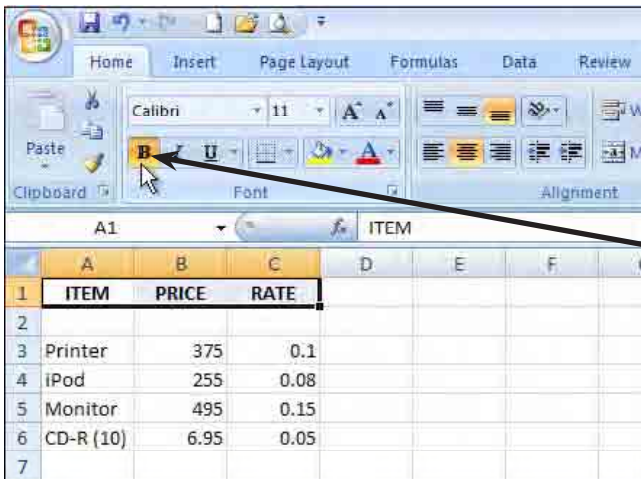
4 In the FONT group of the HOME tab click on the BOLD icon to change the labels to bold.
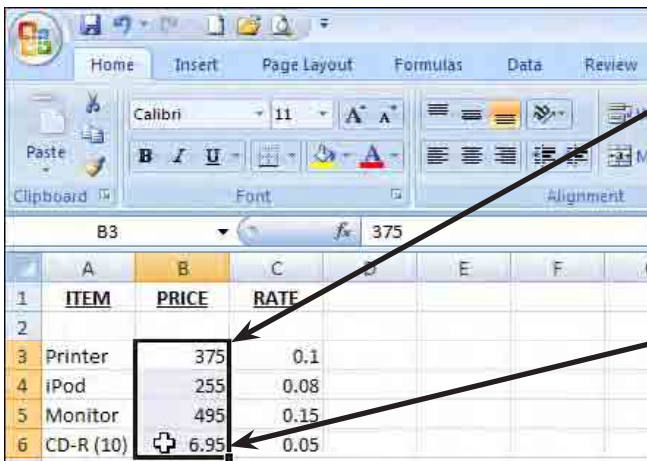

5 In the FONT group of the HOME tab click on the UNDERLINE icon to add an underline to the labels.

6 Click the mouse button with the cursor over any cell to remove the highlight and the headings will be centred, bold and underlined.
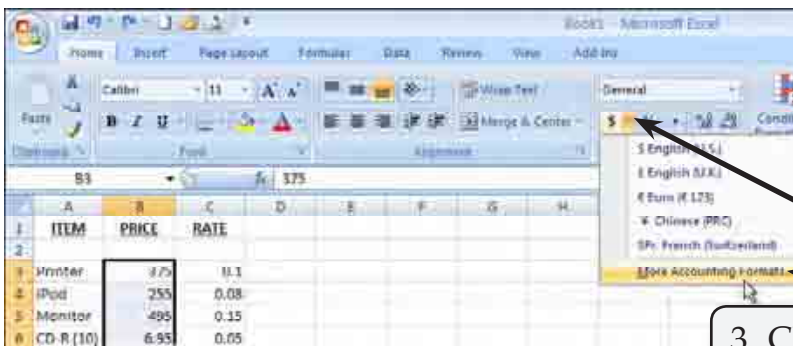
Formatting Values to Currency

The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.

1 Position the cursor at cell B3.

2 Hold down the SHIFT key and click on cell B6. The cells between B3 and B6 should be highlighted. This is another way of highlighting cells.

3 Click on the arrow next to the $ icon in the NUMBER group of the HOME tab and select MORE ACCOUNTING FORMATS.