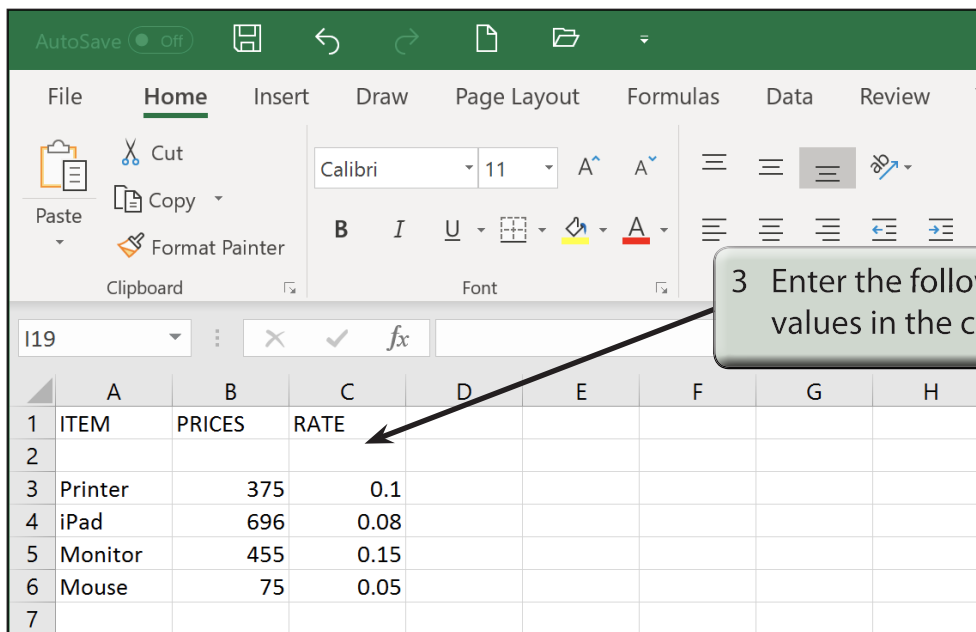


Formatting Cells

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 and start a **BLANK WORKBOOK**.



The screenshot shows the Microsoft Excel interface with the **Home** ribbon selected. The ribbon includes options for **Clipboard** (Cut, Copy, Paste, Format Painter) and **Font** (Calibri, 11, Bold, Italic, Underline, Color, Background Color). The formula bar shows **I19**. The worksheet contains the following table:

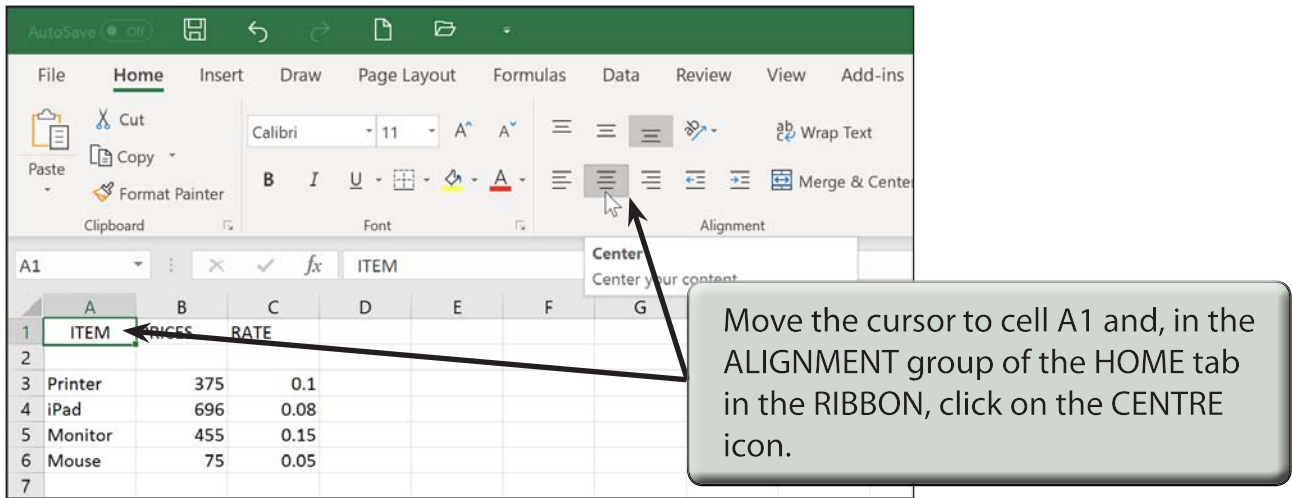
	A	B	C	D	E	F	G	H
1	ITEM	PRICES	RATE					
2								
3	Printer	375	0.1					
4	iPad	696	0.08					
5	Monitor	455	0.15					
6	Mouse	75	0.05					
7								

An arrow points from a callout box to the **RATE** header in cell C1.

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



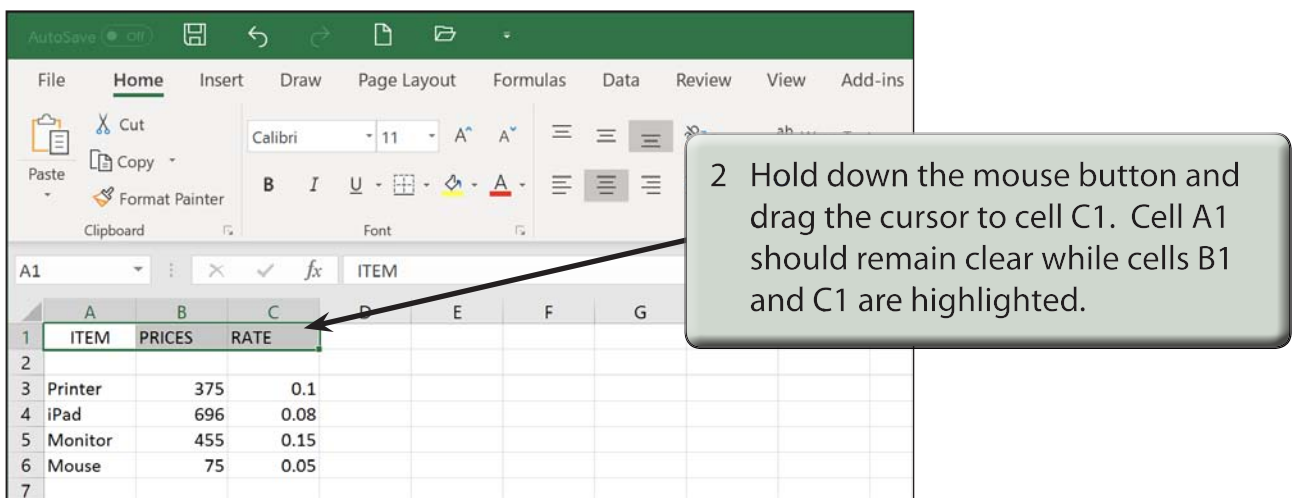
Move the cursor to cell A1 and, in the ALIGNMENT group of the HOME tab in the RIBBON, click on the CENTRE icon.

ITEM	PRICES	RATE
Printer	375	0.1
iPad	696	0.08
Monitor	455	0.15
Mouse	75	0.05

Formatting Groups of Cells

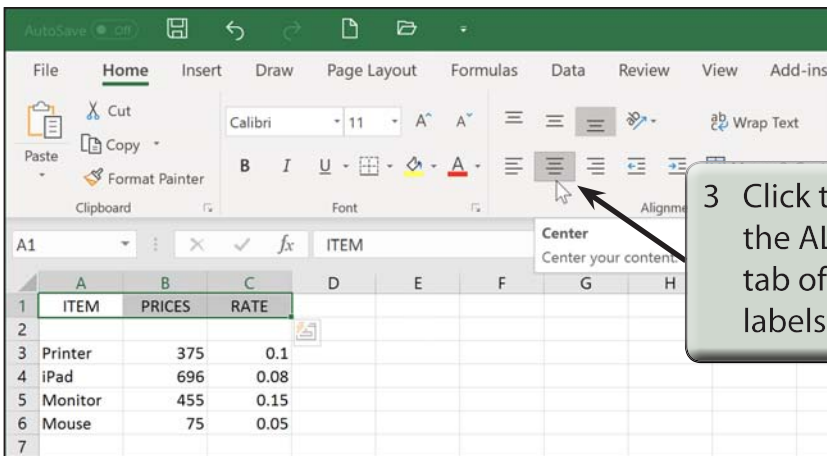
We can not only centre headings, we can underline them and change the print to boldface so that they stand out. This can be done to a number of different cells in one step.

- 1 Position the pointer over cell A1.

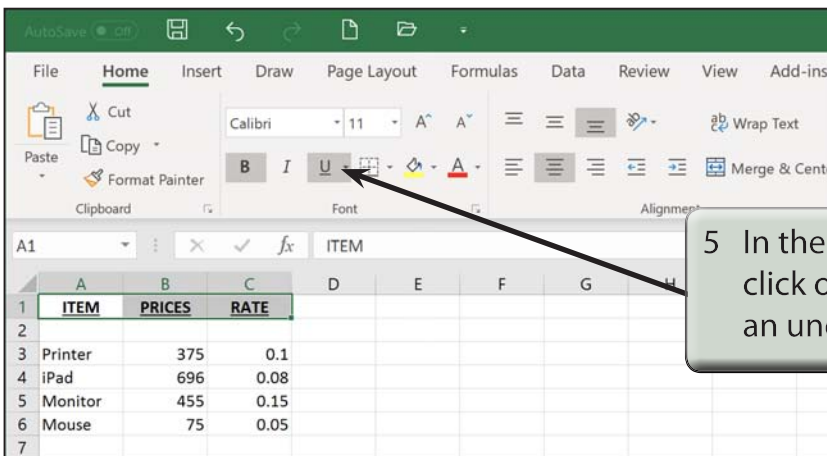
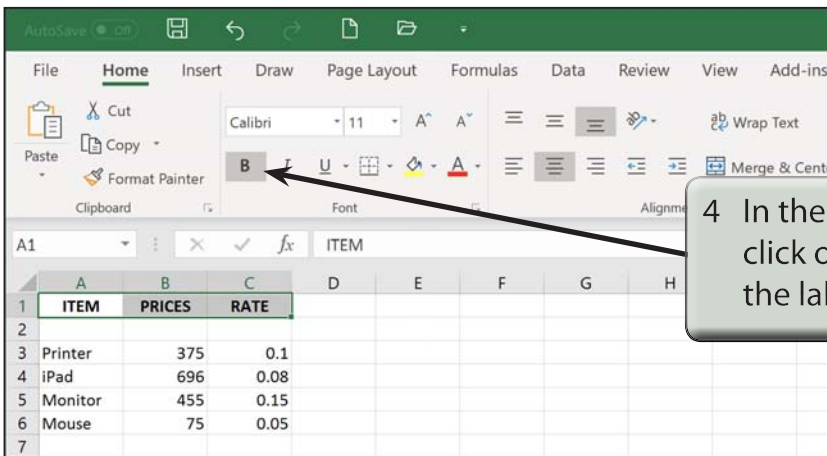


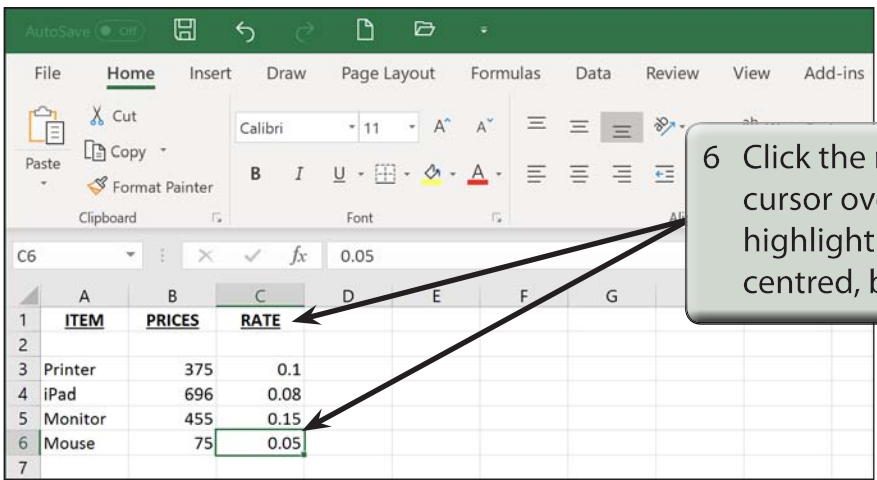
2 Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain clear while cells B1 and C1 are highlighted.

ITEM	PRICES	RATE
Printer	375	0.1
iPad	696	0.08
Monitor	455	0.15
Mouse	75	0.05



NOTE: The first click turns centring off for the first cell then the second click turns centring on for all three cells.





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.

