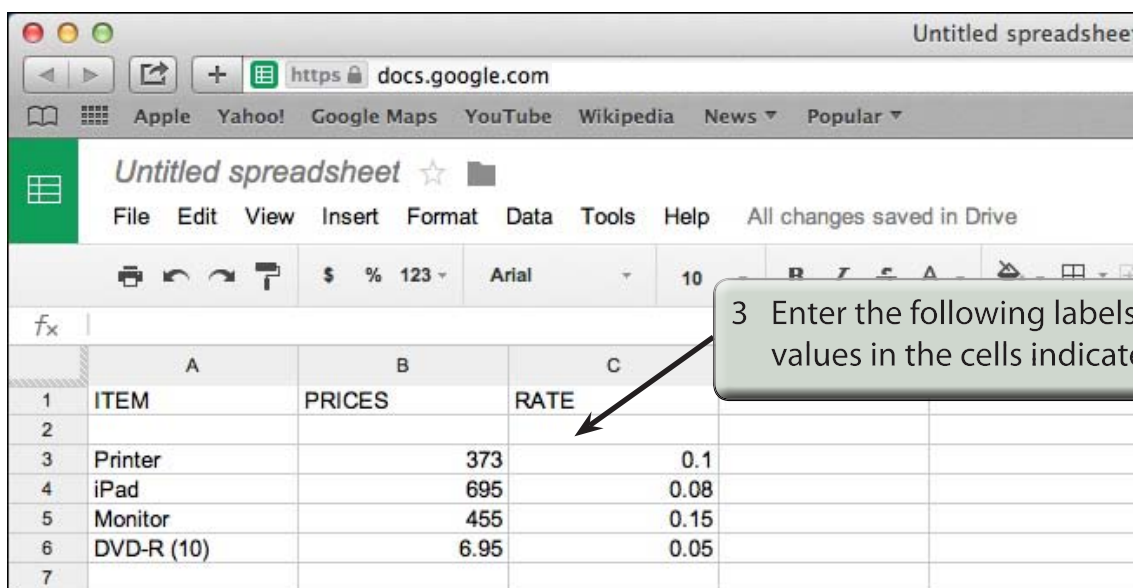# Formatting Cells

Google Sheets allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the Toolbar and Format menu are used to carry out the formats.

1 If you are continuing directly from the previous chapter, start a NEW SPREADSHEET and close the previous documents.

2 If you are starting a new session, load Google Sheets.

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 to the right. This is the way Google Sheets has been preset to enter them; however, often we prefer to have them displayed differently.**

Formatting Single Cells
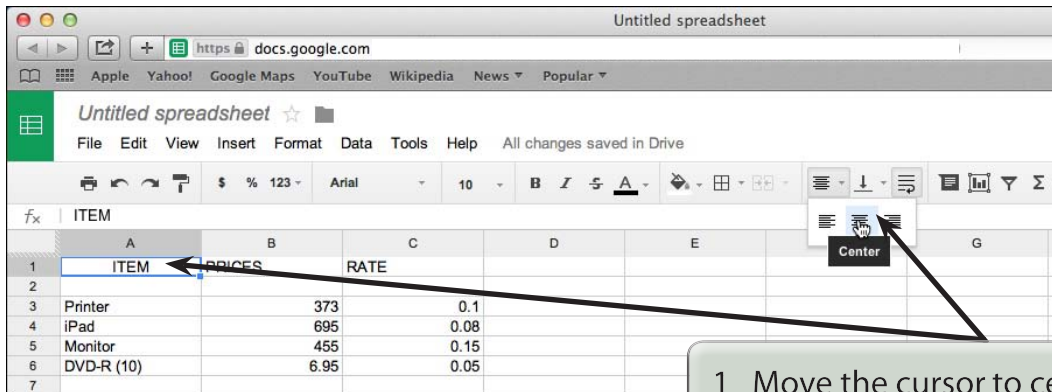
> **1** Move the cursor to cell A1 and, in the TOOLBAR, click on the HORIZONTAL ALIGN icon and select CENTRE.

2   The label is moved to the centre of the cell.

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.
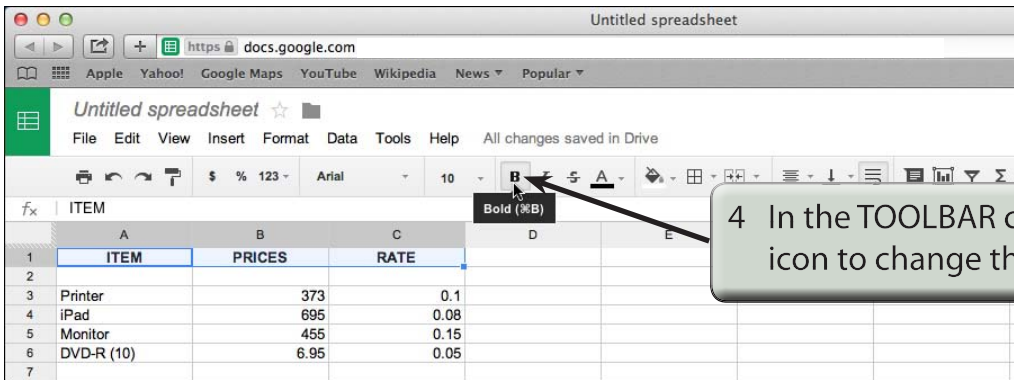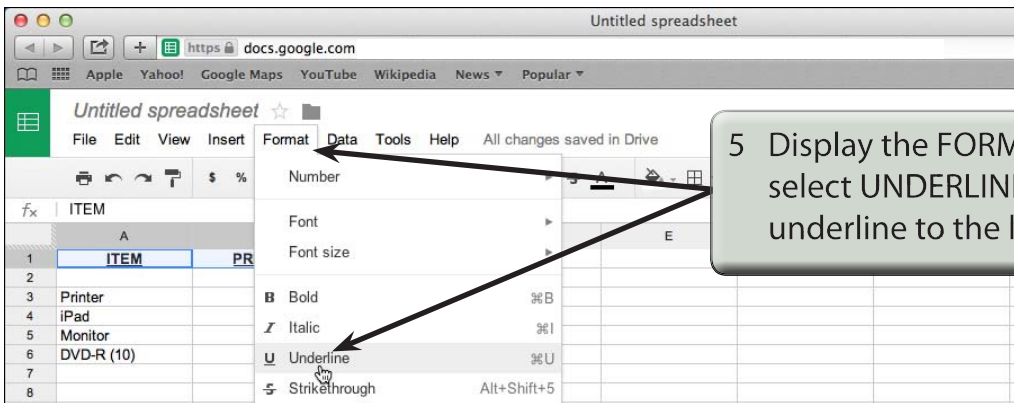
1   Position the pointer over cell A1.
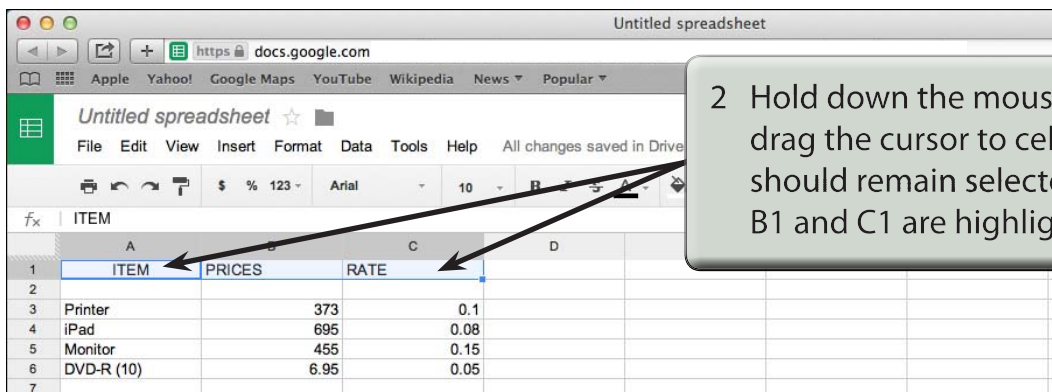
> **2** Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain selected while cells B1 and C1 are highlighted.
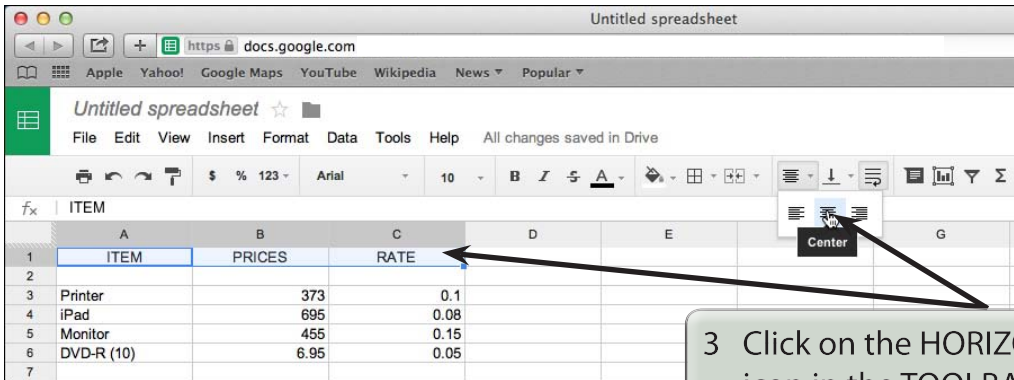
3 Click on the HORIZONTAL ALIGN icon in the TOOLBAR and select CENTRE to centre all three labels.
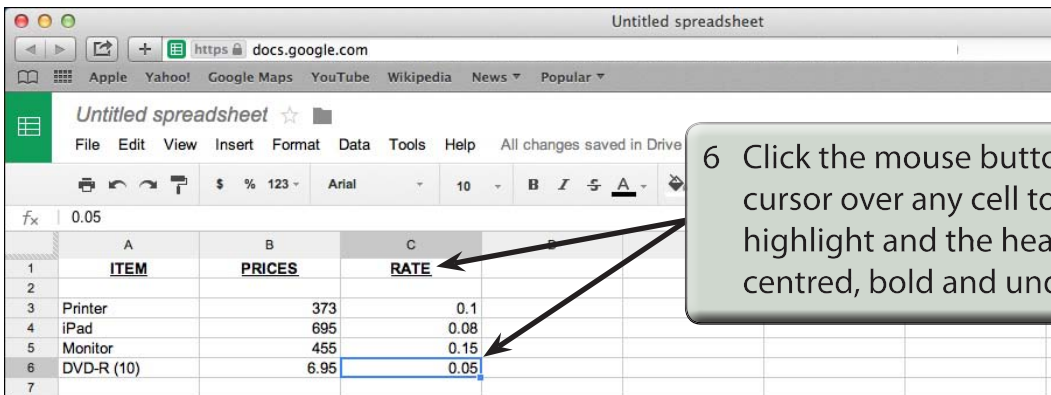

4 In the TOOLBAR click on the BOLD icon to change the labels to bold.

5 Display the FORMAT menu and select UNDERLINE to add an underline to the labels.

NOTE: You can also press **CTRL+B** or **COMMAND+B** to set labels to bold, and **CTRL+U** or **COMMAND+U** to set labels to underline.

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 CURRENCY icon in the TOOLBAR to format the numbers to dollars.