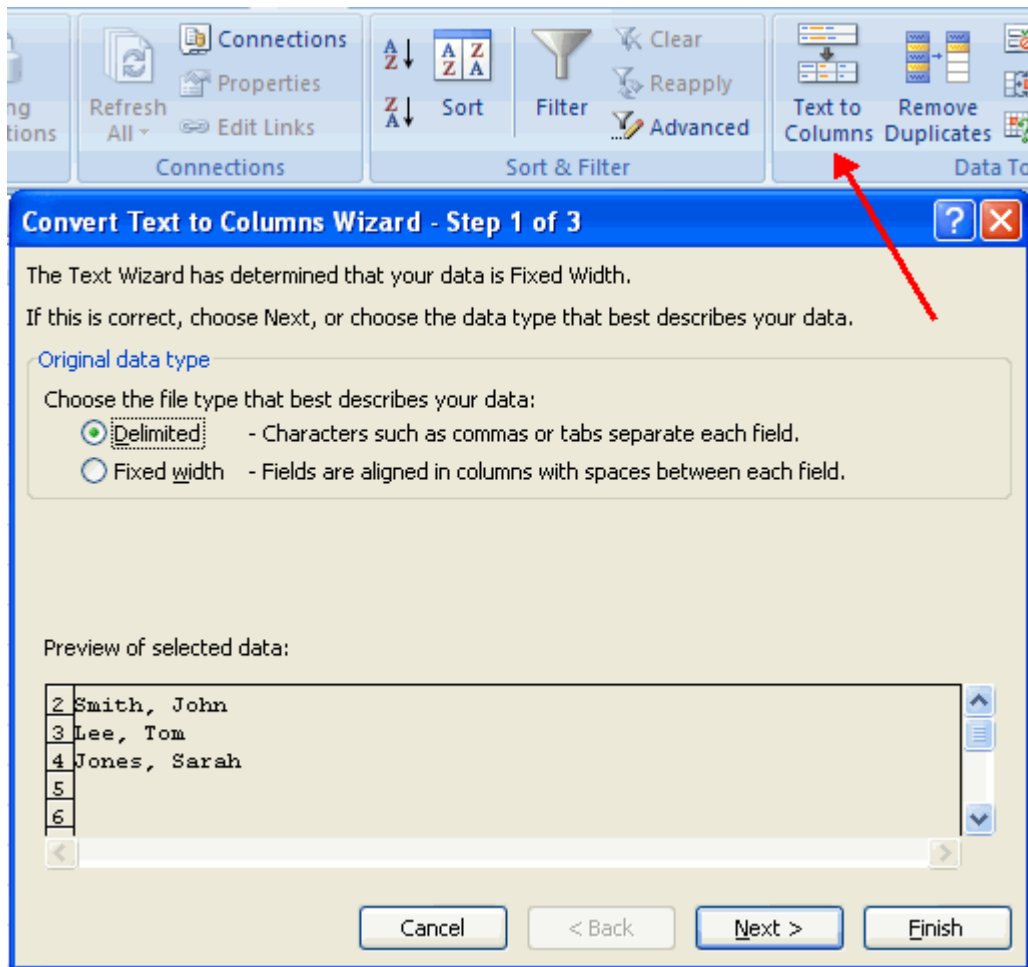


Formatting

Convert Text to Columns

Sometimes you will want to split data in one cell into two or more cells. You can do this easily by utilizing the Convert Text to Columns Wizard.

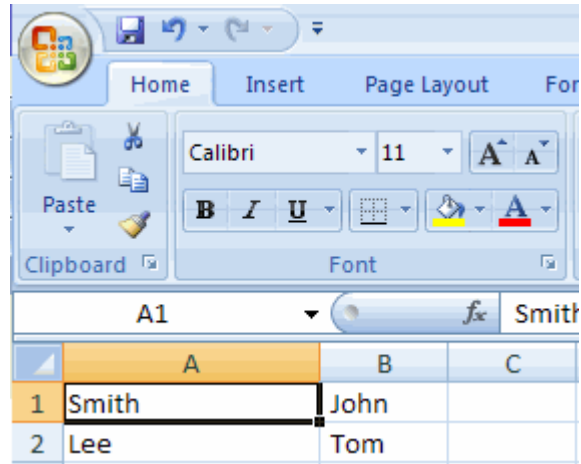
- Highlight the column in which you wish to split the data
- Click the **Text to Columns** button on the **Data** tab
- Click **Delimited** if you have a comma or tab separating the data, or click fixed widths to set the data separation at a specific size.



Modify Fonts

Modifying fonts in Excel will allow you to emphasize titles and headings. To modify a font:

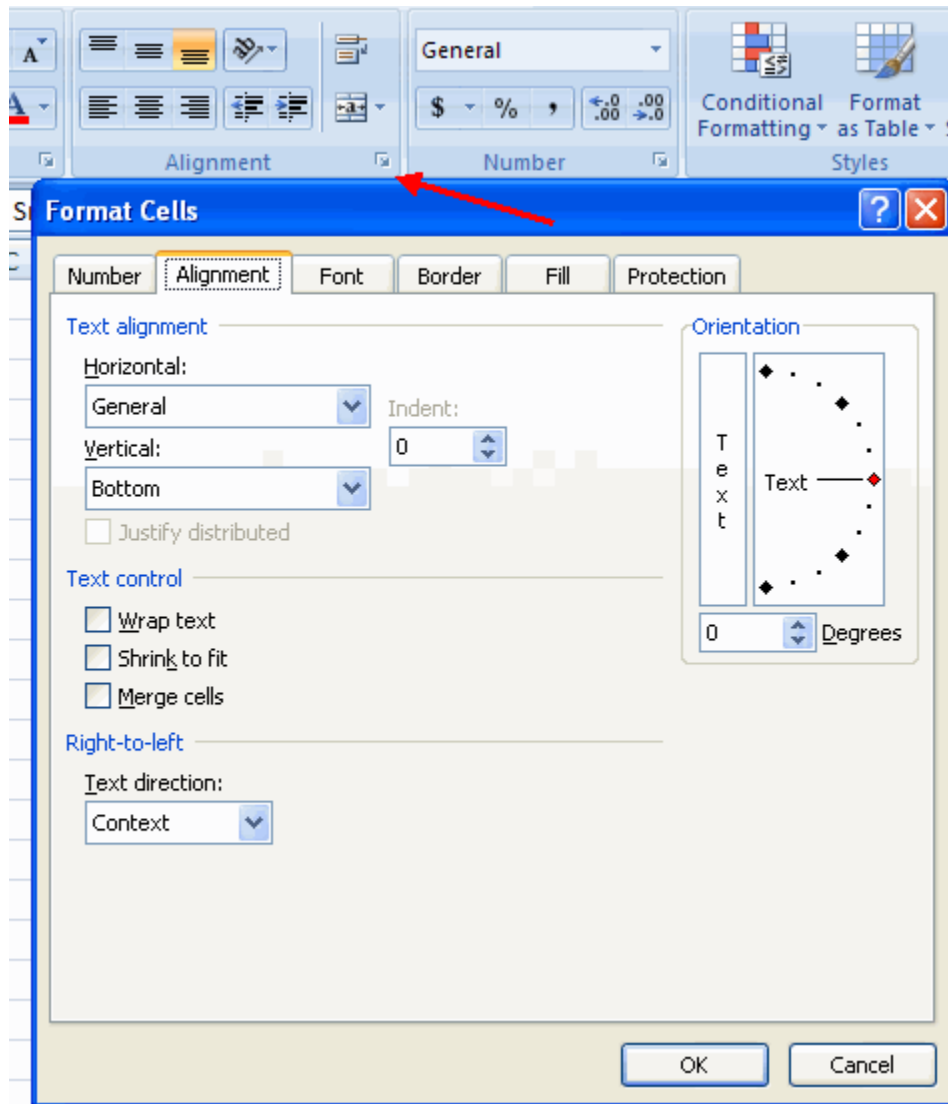
- Select the cell or cells that you would like the font applied
- On the **Font** group on the **Home** tab, choose the font type, size, bold, italics, underline, or color



Format Cells Dialog Box

In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell or cells that will have the formatting
- Click the **Dialog Box** arrow on the **Alignment** group of the **Home** tab



There are several tabs on this dialog box that allow you to modify properties of the cell or cells.

Number: Allows for the display of different number types and decimal places

Alignment: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.

Font: Allows for control of font, font style, size, color, and additional features

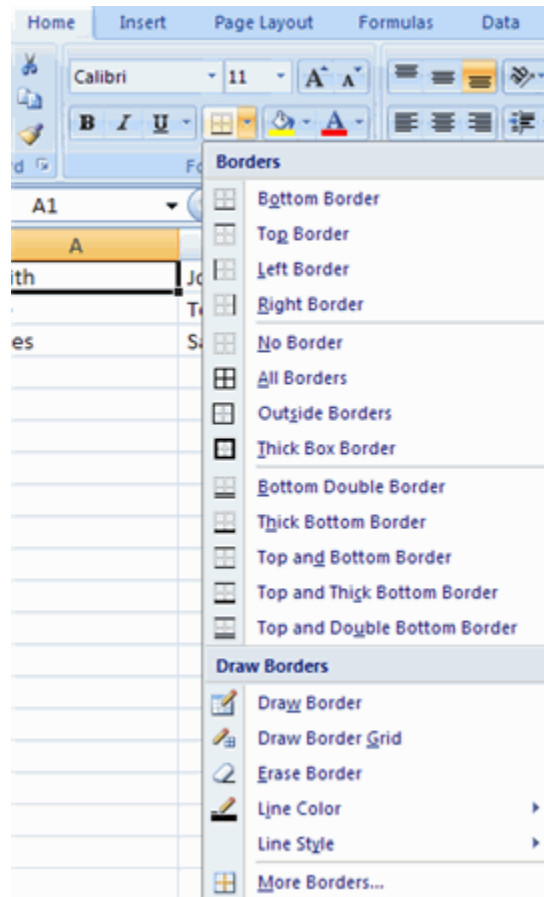
Border: Border styles and colors

Fill: Cell fill colors and styles

Add Borders and Colors to Cells

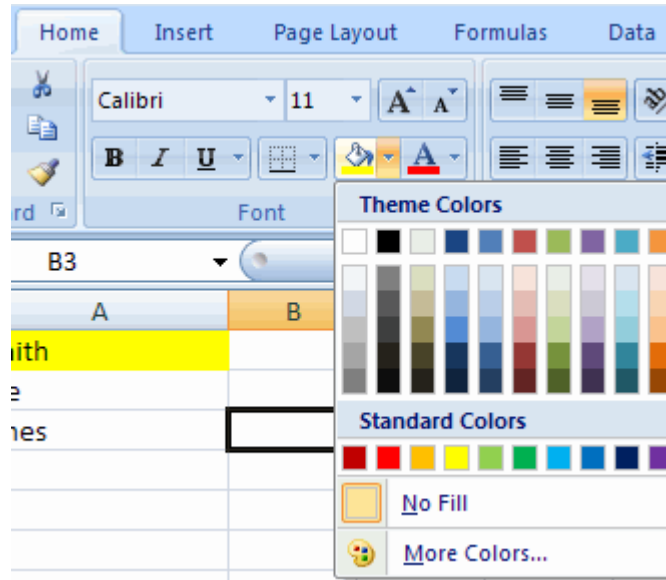
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- Click the **Borders** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate border



To apply colors manually:

- Click the **Fill** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate color



To apply borders and colors using styles:

- Click **Cell Styles** on the **Home** tab
- Choose a style or click **New Cell Style**

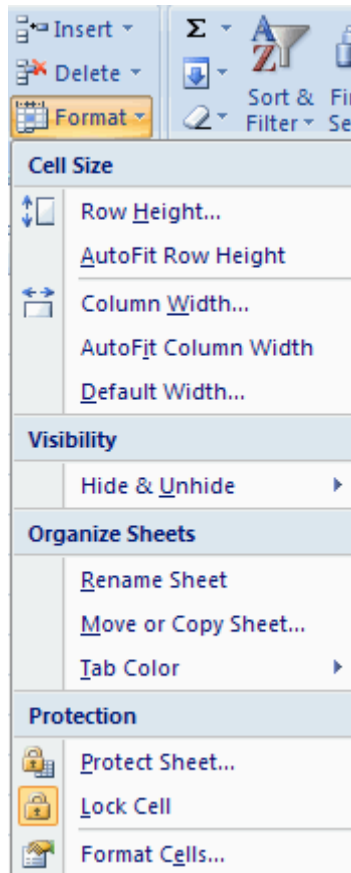


Change Column Width and Row Height

To change the width of a column or the height of a row:

- Click the **Format** button on the **Cells** group of the **Home** tab

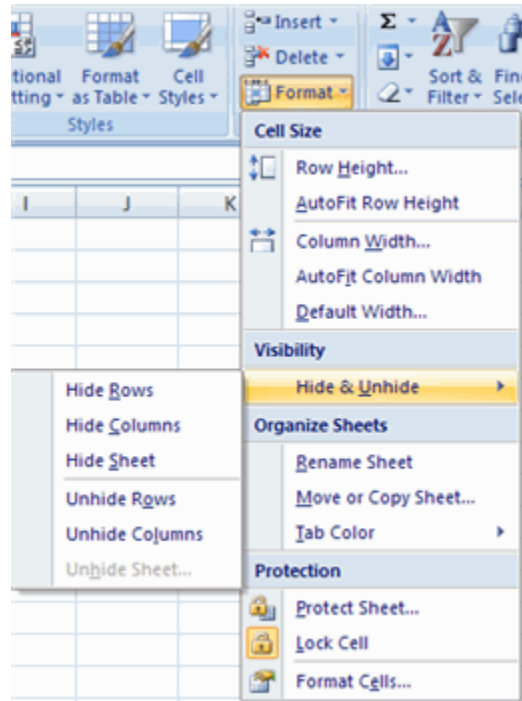
- Manually adjust the height and width by clicking **Row Height** or **Column Width**
- To use **AutoFit** click **AutoFit Row Height** or **AutoFit Column Width**



Hide or Unhide Rows or Columns

To hide or unhide rows or columns:

- Select the row or column you wish to hide or unhide
- Click the **Format** button on the **Cells** group of the **Home** tab
- Click **Hide & Unhide**



Merge Cells

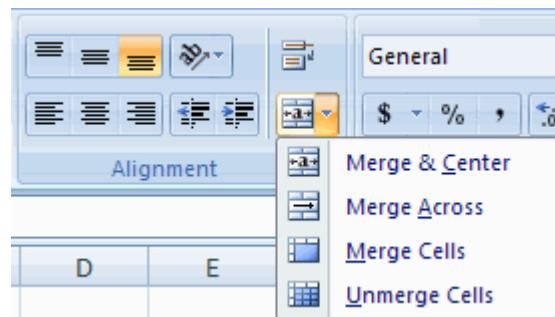
To merge cells select the cells you want to merge and click the **Merge & Center** button on the **Alignment** group of the **Home** tab. The four choices for merging cells are:

Merge & Center: Combines the cells and centers the contents in the new, larger cell

Merge Across: Combines the cells across columns without centering data

Merge Cells: Combines the cells in a range without centering

Unmerge Cells: Splits the cell that has been merged



Align Cell Contents

To align cell contents, click the cell or cells you want to align and click on the options within the **Alignment** group on the **Home** tab. There are several options for alignment of cell contents:

Top Align: Aligns text to the top of the cell

Middle Align: Aligns text between the top and bottom of the cell

Bottom Align: Aligns text to the bottom of the cell

Align Text Left: Aligns text to the left of the cell

Center: Centers the text from left to right in the cell

Align Text Right: Aligns text to the right of the cell

Decrease Indent: Decreases the indent between the left border and the text

Increase Indent: Increase the indent between the left border and the text

Orientation: Rotate the text diagonally or vertically

