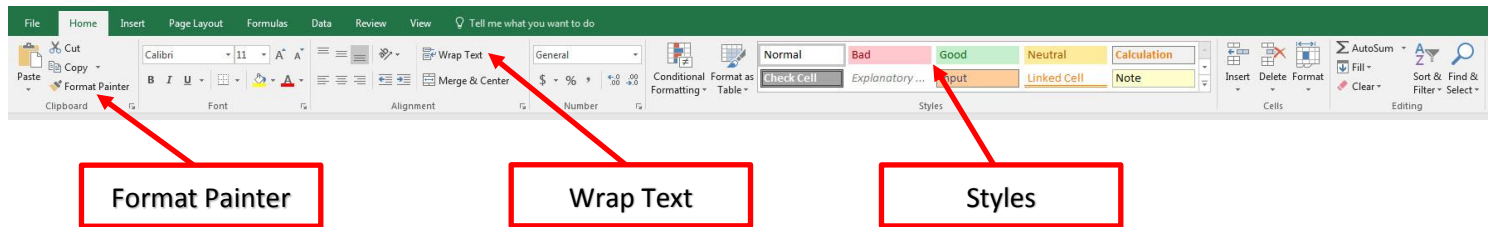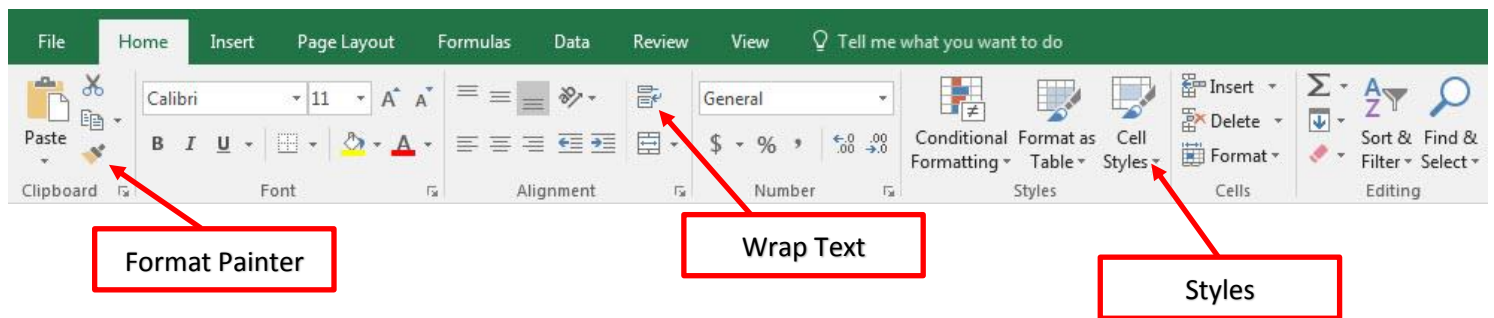| Excel & Business Math |
|:---:|
| **Excel & Business Math** |
| **Video/Class Project #07** |
| **Style Formatting: Format Painter, Mini Toolbar, Styles, Clear Formats & More** |

Topics

1) Width of Screen Determines What Buttons Look Like in Ribbon Tabs
    i. If your screen is wide or the screen resolution is big your Home Ribbon Tab may look like this:

    ii. If your screen is narrow or the screen resolution is small your Home Ribbon Tab may look like this:
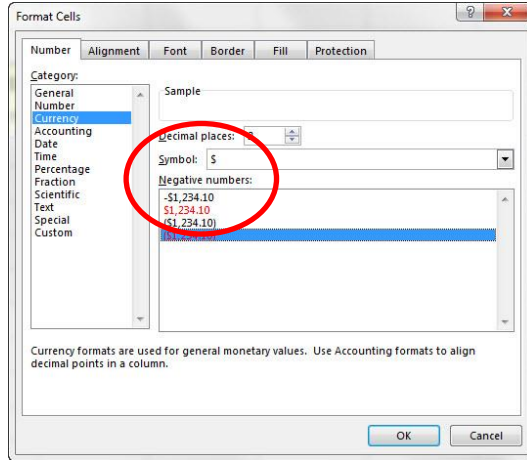

2) Style Formatting like: Fill, Font, Border, Indent
    i. Number Formatting is not a Style Formatting
    ii. In the Home Ribbon Tab, the Font and Alignment groups offer options for style formatting such as:
        1. Fill Color
        2. Font Color
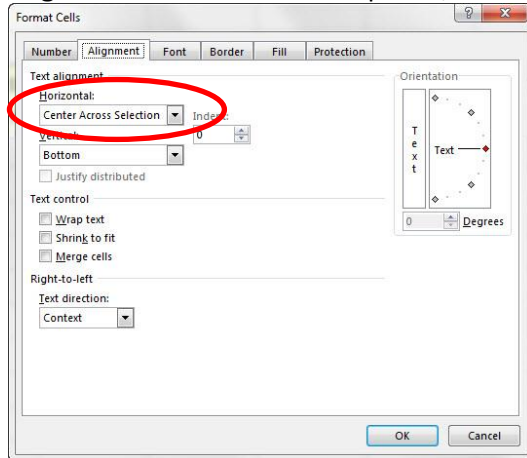   3. Indent
        4. Word Wrap

3) Format Cells Dialog Box for All Formatting Options

    i.   The Home Ribbon Tab offers many Formatting Options, but for all Formatting (Number & Style) use the Format Cells Dialog Box

    ii.   Keyboard for Format Cells Dialog Box = **Ctrl + 1**

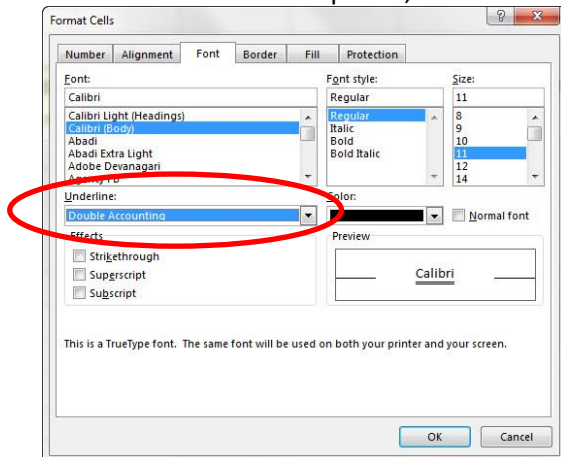   iii.   There are six tabs in the Format Cells Dialog Box:

1. **Number Tab:** Offers more options, like Red Parenthesis for Negative Numbers for the Currency Number Format:
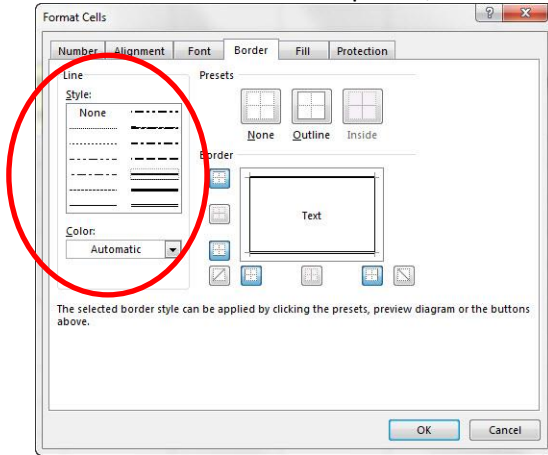

2. **Alignment Tab:** Offers more options, like Center Across Selection:
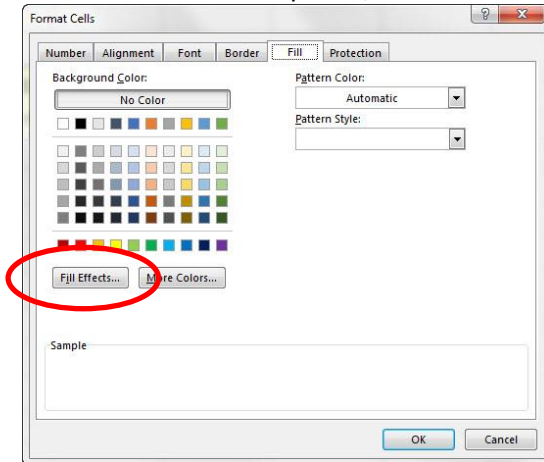

3. **Font Tab:** Offers more options, like Double Accounting Underline:

4. **Border Tab:** Offers more options, like different Border Line Options:

5. **Fill Tab:** Offers more options, like Fill Effects:

6. **Protection Tab:** We will not use this option in this class.

4) Format Painter Button to Copy and Paste Formatting Only!
   i.   Format Painter (Paint Brush) can copy Formatting Only.
   ii.   Format Painter button is on the Mini Toolbar or in the Clipboard group in the Home Ribbon Tab.
   iii. To use Format Painter:
      1. Select Cell with the Formatting you want to **Copy**
      2. Click Format Painter button
      3. Click in a cell where you want to **Paste** the Formatting
   iv.   If you Double Click Format Painter button, you can use the Copied Formatting over and over.
   v.   To turn off a Double-Click Format Painter, use the Esc key.

5) Right-click a cell to get the Mini Toolbar with common Formatting Options.
   i.   Right-click a cell to get the Mini Toolbar with Formatting Options
   vi.   Mini Toolbar looks like this:
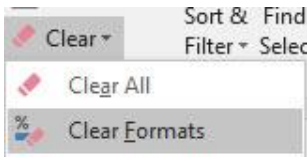
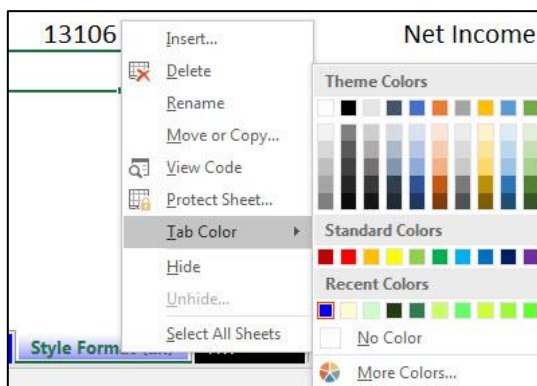**6) Styles: Use when you use the same set of Formatting Elements Over and Over**

    i.   Add New Cell Style:

        1. Add style to a cell

        2. Go to Styles group in the Home Ribbon and click on the Cell Styles dropdown arrow or "More button" and click on New Style

        3. Name the Style

        4. To use the Cell Style: select cells and apply new style from the Styles group in the Home Ribbon Tab

7) Clear Formatting

    vii. The Clear Formatting Button is in the Editing group in the Home Ribbon Tab as seen in this picture:

8) Add Color to Sheet Tab in Excel Workbook: Right-click Sheet and click on "Tab Color"

9) Accounting Net Income

    i.   Terms used in Accounting:

        1. Revenue = the income coming into the business

            i.   You can think of it like all the cash coming into the business although in Accounting they use something called Accrual Accounting, rather than Cash Accounting

        2. Expenses = the expenses going out of the business

            i.   You can think of it like all the cash going out of the business although in Accounting they use something called Accrual Accounting, rather than Cash Accounting

        3. Net Income = Total Revenue – Total Expenses

            i.   In Accounting "Net Income" is the profit or earnings of the company

    ii. Basic Net Income Statement Example as seen in class:

New Keyboard Shortcuts in this Video

1) **Ctrl + 1** = Opens Format Cells Dialog Box

2) **Esc** key = Turns Off Format Painter Cursor, if Format Painter button was double-clicked