

Office 2016– Excel Basics 17

Video/Class Project #29

Excel Basics 17: Style Formatting: By Hand, Cell, Table & Conditional Formatting

Goal in video # 17: Learn how to format tables and reports with Style Formatting.

Topics Covered in Video:

- 1) Keyboard to open Format Cells dialog box = Ctrl + 1
- 2) Style Formatting:
 - i. Number Formatting is not a Style Formatting
 - ii. Accounting Templates with proper Borders & \$ signs:
 1. Usually in Accounting reports we only have \$ sign Number Formatting on the main rows, such as Sales, Total Expenses and Net Income.
 2. Borders Tab
 - i. Select line
 - ii. Select color
 - iii. Draw borders
 3. We can use Underline rather than borders in some Accounting Reports:
 - i. Font Tab in Format Cells dialog box **underline**:
 1. Normal:
 - i. Single
 - ii. Double
 2. Accounting (a little bit neater in appearance):
 - i. Single
 - ii. Double
 - iii. Format Painter:
 1. Format Painter (Paint Brush) can copy Formatting Only, then you use your cursor to click and apply Copied Formatting.
 2. Format Painter is on the Mini Toolbar or in the Clipboard group in the Home Ribbon Tab
 3. If you Double Click Format Painter button, you can use the Copied Formatting over and over.
 4. To turn off a Double-Click Format Painter, use the Esc key.
 - iv. Column Widths: Be sure to make columns wide enough to see all data in column.
 - v. Wrap Text (also called Word Wrap, Text Wrap): Home Ribbon Tab, Alignment group, Text Wrap button
 1. 2 Methods:
 - i. Text Wrap button
 - ii. Manual Method: Alt + Enter
 - vi. Table Styles
 1. Styles group in the Home Ribbon
 2. With a single cell selected, click on a Table Style & it converts a Proper Data Set to an Excel Table
 - vii. 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. Use the Format button to add more styles if you want
 5. To use the Cell Style: select cells and apply new style

- viii. Built-in Conditional Formatting
 1. Select cells and apply a conditional format from the Styles group in the Home Ribbon
 2. Each cell is evaluated to TRUE or FALSE
 - i. TRUE = Formatting applied
 - ii. FALSE = Formatting not applied
 3. To edit rule, go to Manage Rules

3) New Keyboard Shortcut:

- i. Keyboard to open Format Cells dialog box = Ctrl + 1
- ii. Manual Method to add Text Wrap while cell is in Edit Mode: Alt + Enter