

Ex. 17, 18, 19, 20, 21

Font: The typeface or design of the text.

Font size: The measurement of the typeface in points (1/72 of an inch).

Currency format: A style that displays numbers with dollar signs (\$) immediately preceding the number, includes a thousands separator (,), and two decimal places.

Accounting format: A style that vertically aligns cell entries with dollar signs (\$), thousands separators (,), and decimal points.

Percent format: A style that displays decimal numbers as percentages.

Comma format: A style that displays numbers with a thousands separator (,).

Pattern: A cell can be filled with a plain color and/or a **pattern**. A **pattern** is laid on top of the cell in your choice of layouts, such as a vertical stripe or a thin crosshatch. You can also select a **pattern** of dots, which has the effect of muting the fill color so that it's less intense.

Reverse type: Normal type is typically black on a light background; **reverse type** is white text on a black or dark background.

Border: An outline applied to the sides of a cell.

Gridlines: A light gray outline that surrounds each cell on the screen. **Gridlines** don't normally print; they're there to help you enter your data into the cells of the worksheet.

Format Painter: A button on the Standard toolbar that allows you to copy formatting from a selected object or cell and apply it to another object or cell.

Line Break: A code inserted into text that forces to display on two different lines.

Date format: The way in which a date is entered or displayed in Excel.

Find: A command that helps you locate specific data in a worksheet.

Replace: A command that works with Find to replace specific data with something else.

Series: A list of sequential numbers, dates, times, or text.

Change Font Using Font Box

1. Select Cells
2. Click Font box arrow (Formatting Toolbar)
3. Click font

Change Font Size Using Font Size Box

1. Select Cells
2. Click Font Size box arrow button
3. Click point size
or
 1. Type desired number
 2. Press **Enter**

Apply Bold, Italic, or Underline

1. Select data
2. Click toolbar buttons:
 - a. Bold
 - b. Italic
 - c. Underline

Apply a Font Color

1. Select data
2. Click the Font Color button
or
 1. Click arrow on the Font Color button
 2. Click desired color

Format Numbers Using the Formatting Toolbar

1. Select cells
2. Click Formatting toolbar buttons:
 - a. Currency Style
 - b. Percent Style
 - c. Comma Style
3. To increase or decrease decimal places, click a button:
 - a. Increase Decimal
 - b. Decrease Decimal

Change Data Using Format Tab (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Font tab

To set font:

1. Font
2. Select desired font

To set font style:

1. Font style
2. Select desired style

To set font size:

1. Size
2. Select desired font size

To set underline:

1. Underline
2. Select desired style

To set a color:

1. Color
2. Select the desired color

To select a special effect

1. Strikethrough
2. Superscript
3. Subscript
4. Outline
5. Shadow
6. OK

Apply Percent Format with the Format Cells Dialog Box (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Category Percentage
6. Decimal places
7. Set number of places
8. OK

Apply Comma Format with the Format Cells Dialog Box (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Category Number
6. Decimal places
7. Set number of places
8. Use 1000 Separator (,)

Apply Currency or Accounting format with the Format Cells dialog Box (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Category, click currency
or
Accounting
6. Decimal places
7. Set number of places
8. OK

Create Custom Number Format (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Category list box, Custom
6. Type the format you want to use in the Type box
7. OK

Format Negative Values (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab, Category, Number
5. Select style in Negative numbers list
6. OK

Change Cell Color Using the formatting Toolbar

1. Select cells
2. Apply the color you want
 - a. Click the Fill Color Button
or
 - a. Click the arrow on the Fill Color button
 - b. Click desired color on palette

Set Color or Pattern Using the Format Cells Dialog Box (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Patterns tab

To select a fill color for cells:

- Click desired color in Color palette.

To select a pattern for cells:

1. Pattern
2. Select a Pattern
3. Click Pattern again
4. Select a secondary color, if desired
5. OK

Change Borders Using the Formatting Toolbar

1. Select cells
2. Click the Borders button
or
1. Click the arrow on the Borders button
2. Click desired border on palette

Change Borders with the Format Cells dialog Box (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Border
5. Select a Style
6. Select a Color
7. Select a border setting:
 - a. None
 - b. Outline
 - c. Inside
8. OK

Draw Borders

1. Click the arrow on the Borders button
2. Select Draw Borders
3. Set options:
 - a. Click Line Style list
 - b. Click Line Color button and choose a color
 - c. Draw borders around a range, click the Draw Borders button
or
To draw borders around a range of cells, and gridlines within that range, click the arrow on the Draw Borders button and select Draw Border Grid.
4. Drag over a range of cells to draw the border.
5. Erase any undesired borders by click the Erase Border button and clicking the border you wish to remove.

Hide Worksheet Gridlines

1. Excel
2. Preferences
3. View
4. Window Options
5. Clear Gridlines

Format Sheet Background

1. Format
2. Sheet
3. Background
4. Select the file you want
5. Insert

Copy Formats Using Format Painter

1. Select cells
- To copy formats only once:
1. Double-click Format Painter button on Standard toolbar
 2. Select destination cells
 3. Click Format Painter button to end copying.

Clear Cell Formats

1. Select cell
2. Edit
3. Clear
4. Formats

Enter Line Breaks in a Cell Entry

1. Type first line of label
2. Press Open-Apple + Option + Return
3. Type second line of label.
4. Press Enter

Enter a Date

- Click cell
- To enter current date:
- Press Ctrl + ;

Format Dates (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Date
6. Select desired format
7. OK

Customize Date Format (Open-Apple + 1)

1. Select cells
2. Format
3. Cells
4. Number tab
5. Custom
6. Type or select the desired format
7. OK

Find (Open-Apple + F)

1. Edit
2. Find
3. Find what
4. Type characters to find

Replace (Open-Apple + H)

1. Edit
2. Replace
3. Find what
4. Type characters to find

Create Series Using the Edit Menu

1. Enter first series
2. Select range of cells
3. Edit
4. Fill
5. Series

Set direction of series:

- Click Rows
- or
- Click Columns

Change step value:

- Type value in Step value text box

Enter stop value:

- Type value in Stop value text box

Select series type:

- Click Linear
- Click Growth

√If Trend isn't selected, multiplying the specified step value by each cell value in turn creates a growth series.

Or

Click Date

Select date unit:

- Day
 - Weekday
 - Month
 - Year
- or
- Click AutoFill

6. OK