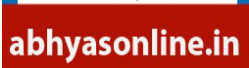


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Format Cells in MS Excel

Microsoft Excel

Module 7 - Format Cells in MS Excel

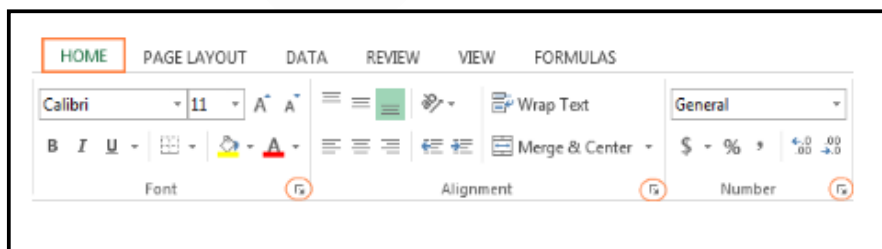
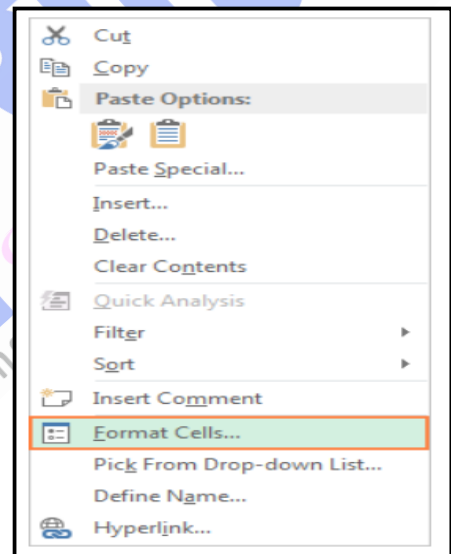
Format Cells in Excel

Whenever you want to modify the appearance of a number or date, display cell borders, change text alignment and orientation, or make any other formatting changes, the Format Cells dialog is the main feature to use. And because it the most used feature to format cells in Excel, Microsoft has made it accessible in a variety of ways.

4 ways to open the Format Cells dialog

To change formatting of a certain cell or a block of cells, select the cell(s) you wish to format, and do any of the following:

1. Press Ctrl + 1 shortcut.
2. Right click the cell (or press Shift+F10), and select Format Cells... from the pop-up menu.
3. Click the Dialog Box Launcher arrow at the bottom right corner of the Number, Alignment or Font group to open the corresponding tab of the Format Cells dialog:



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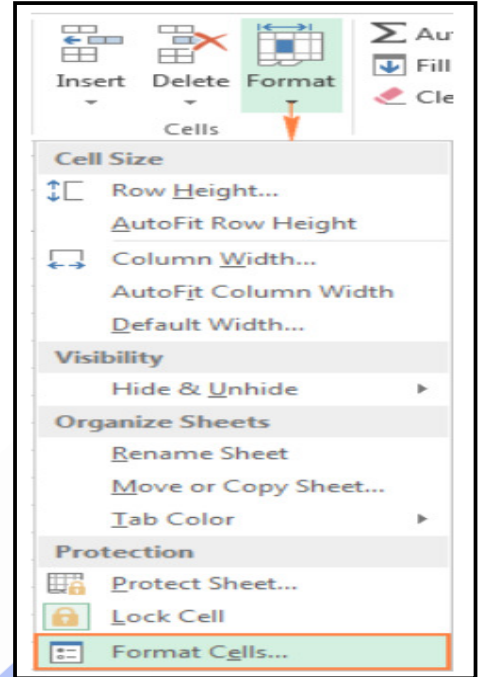
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4. On the Home tab, in the Cells group, click the Format button, and then click Format Cell.



Format Cells dialog in Excel

The Format Cells dialog window has six tabs that provide different formatting options for the selected cells. To find more about each tab, click on the corresponding link:

1. Number
2. Alignment
3. Font
4. Border
5. Fill
6. Protection

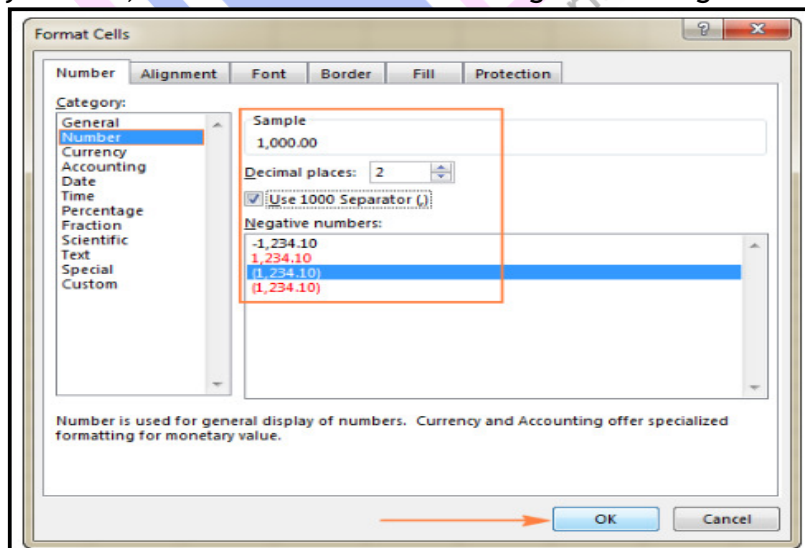
Number tab - apply a specific format to numeric values

Use this tab to apply the desired format in terms of number, date, currency, time, percentage, fraction, scientific notation, accounting number format or text. The available formatting options vary depending on the selected Category.

Excel Number format

For numbers, you can change the following options:

1. How many decimal places to display.
2. Show or hide the thousands separator.
3. Specific format for negative numbers.
4. By default, the Excel Number format aligns values right in cells.



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Format Cells in MS Excel

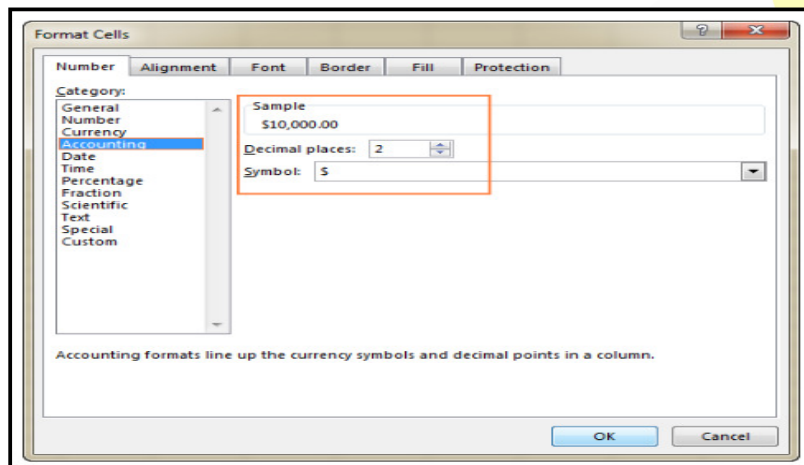
Tip: Under Sample, you can view a life preview of how the number will be formatted on the sheet.

Currency and Accounting formats

The Currency format lets you configure the following three options:

- The number of decimal places to display.
- The currency symbol to use.
- The format to apply to negative numbers.

Tip: To quickly apply the default currency format with 2 decimal places, select the cell or range of cells and press the Ctrl+Shift+\$ shortcut.



Both Currency and Accounting formats are used to display monetary values. The difference is as follows:

- The Excel Currency format places the currency symbol immediately before the first digit in the cell.
- The Excel Accounting number format aligns the currency symbol on the left and the values on the right, zeros as displayed as dashes.

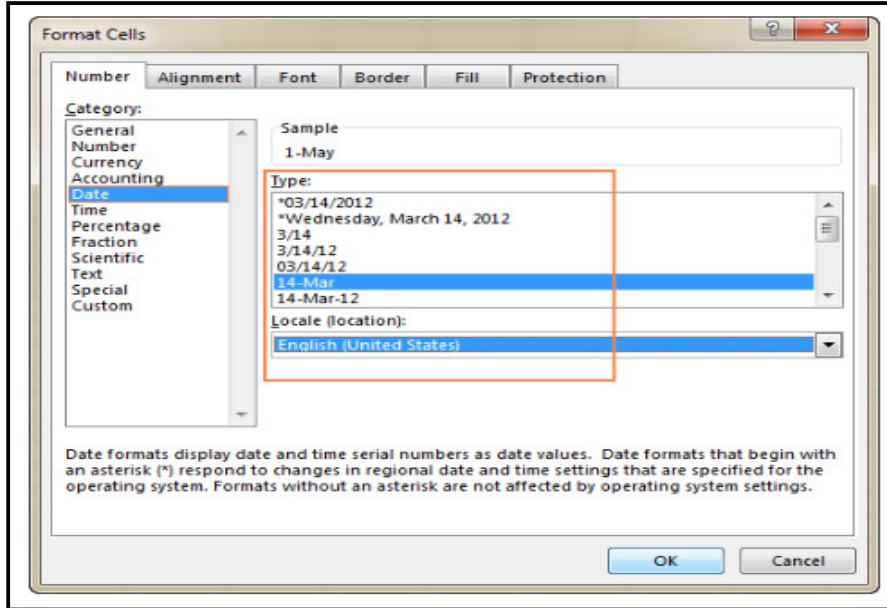
	A		A
1	Accounting format	1	Currency format
2	\$ -	2	\$0.00
3	\$ 10.00	3	\$10.00
4	\$ 100.00	4	\$100.00
5	\$ 1,000.00	5	\$1,000.00
6	\$ 10,000.00	6	\$10,000.00
7	\$ (100,000.00)	7	-\$100,000.00

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Format Cells in MS Excel

Date and Time formats

Microsoft Excel provides a variety of predefined Date and Time formats for different locales:



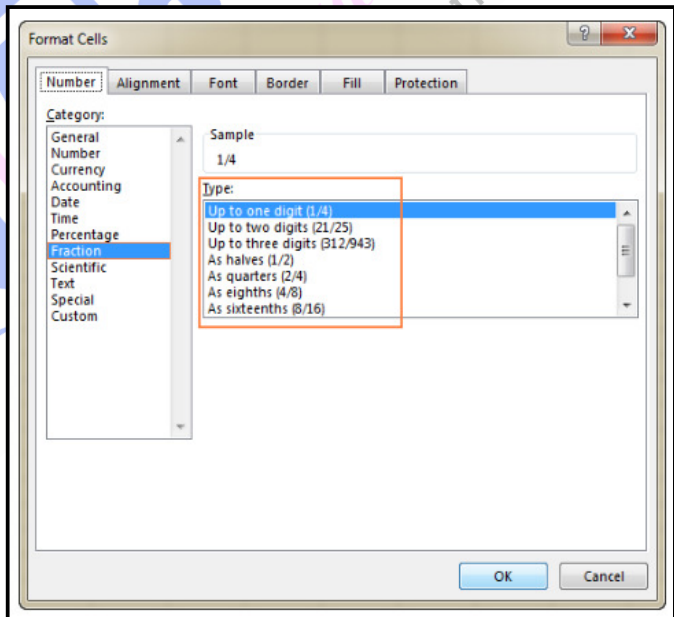
Percentage format

The Percentage format displays the cell value with a percent symbol. The only option that you can change is the number of decimal places. To quickly apply the Percentage format with no decimal places, use the Ctrl+Shift+% shortcut.

Note. If you apply the Percentage format to the existing numbers, the numbers will be multiplied by 100.

Fraction format

This format lets you choose from a variety of the built-in fraction styles:



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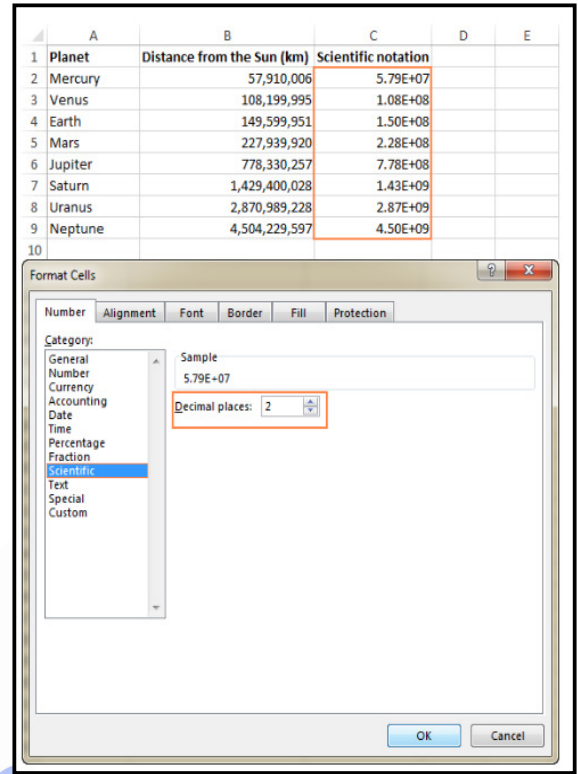
Scientific format

The Scientific format (also referred to as Standard or Standard Index for) is a compact way to display very large or very small numbers. It is commonly used by mathematicians, engineers, and scientists.

For example, instead of writing 0.000000012, you can write 1.2×10^{-9} . And if you apply the Excel Scientific notation format to the cell containing 0.000000012, the number will be displayed as 1.2E-09.

When using the Scientific notation format in Excel, the only option that you can set is the number of decimal places:

To quickly apply the default Excel Scientific notation format with 2 decimal places, press **Ctrl+Shift+^** on the keyboard.



Excel Text Format

When a cell is formatted as Text, Excel will treat the cell value as a text string, even if you input a number or date. By default, the Excel Text format aligns values left in a cell. When applying the Text format to selected cells via the Format Cells dialog window, there is no option to be changed.

Please keep in mind that the Excel Text format applied to numbers or dates prevents them from being used in Excel functions and calculations. Numerical values formatted as text force little green triangle to appear in the top-left corner of the cells indicating that something might be wrong with the cell format. And if your seemingly correct Excel formula is not working or returning a wrong result, one of the first things to check is numbers formatted as text.

Special Format in MS Excel

The Special format lets you display numbers in the format customary for zip codes, phone numbers and social security numbers:

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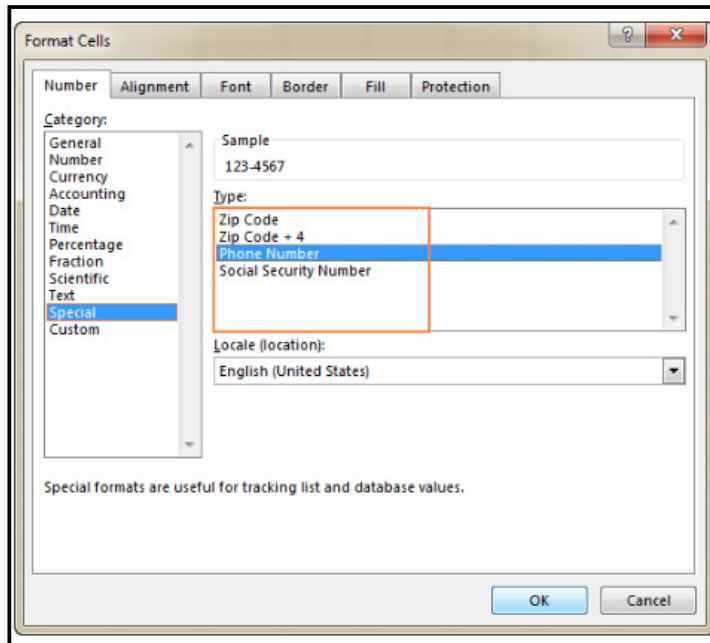
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Custom Format in MS Excel

If none of the inbuilt formats displays the data the way you want, you can create your own format for numbers, dates and times. You can do this either by modifying one of the predefined formats close to your desired result, or by using the formatting symbols in your own combinations. In the next article, we will provide the detailed guidance and examples to create a custom number format in Excel.

Alignment tab - change alignment, position and direction

As its name suggests, this tab lets you change text alignment in a cell. Additionally, it provides a number of other options, including:

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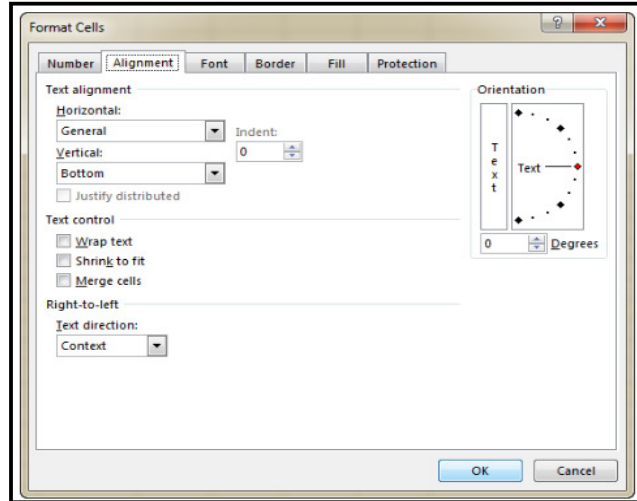
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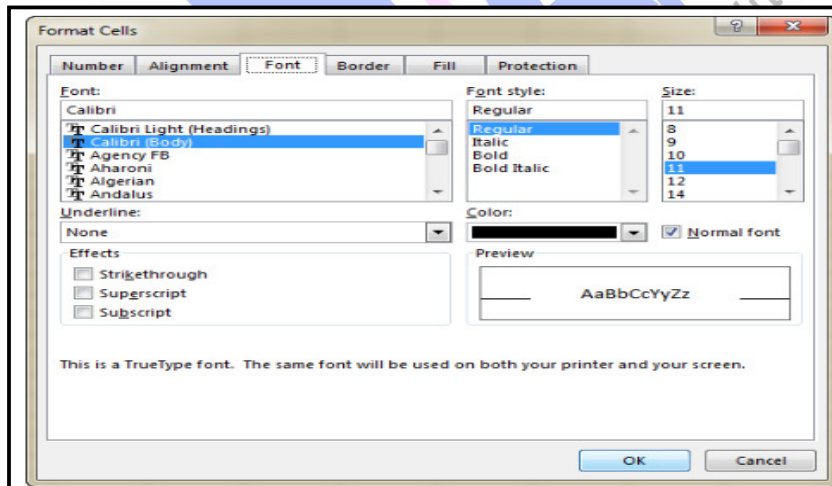
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1. Align the cell contents horizontally, vertically, or centered. Also, you can center the value across selection (a great alternative to merging cells!) or indent from any edge of the cell.
2. Wrap text into multiple lines depending on the column width and the length of the cell contents.
3. Shrink to fit - this option automatically reduces the apparent font size so that all data in a cell fits in the column without wrapping. The real font size applied to a cell is not changed.
4. Merge two or more cells into a single cell.
5. Change the text direction to define reading order and alignment. The default setting is Context, but you can change it to Right-to-Left or Left-to-Right.
6. Change the text orientation. A positive alignment number input in the Degrees box rotates the cell contents from lower left to upper right, and a negative degree performs the rotation from upper left to lower right. This option may not be available if other alignment options are selected for a given cell.



Font tab - change font type, color and style

Use the Font tab options to change the font type, color, size, style, font effects and other font elements:



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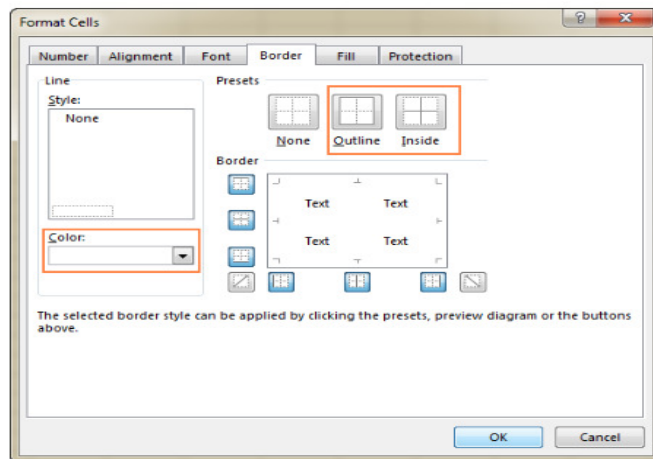
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Border tab - create cell borders of different styles

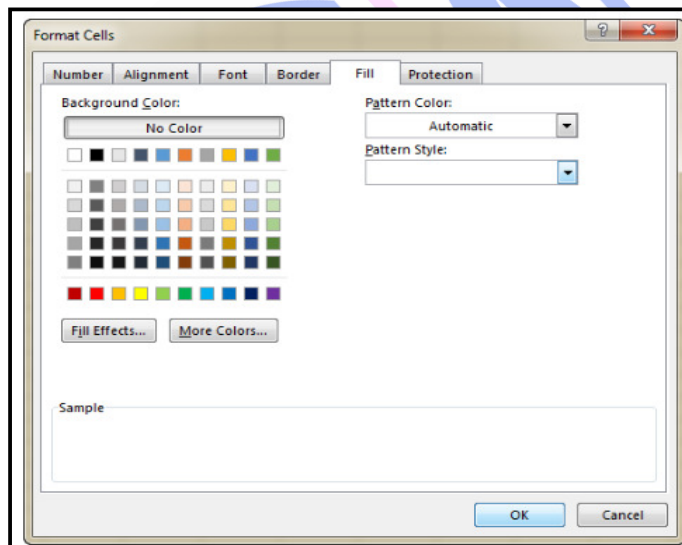
Use the Border tab options to create a border around selected cells in a color and style of your choosing. If you don't want to remove the existing border, select None.

Tip. To hide gridlines in a certain range of cells, you can apply white borders (Outline and Inside) to the selected cells



Fill tab - change the background color of a cell

By using the options of this tab, you can fill cells with different colors, patterns, and special fill effects.



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Cell Formatting Options on the Ribbon

As you have just seen, the Format Cells dialog provides a great variety of formatting options. For our convenience, the most frequently used features are also available on the ribbon.

Fastest way to apply the default Excel number formats to quickly apply one of the defaults Excel formats in terms of number, date, time, currency, percentage, etc., do the following:

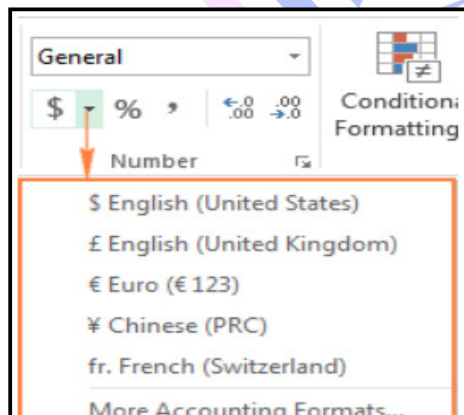
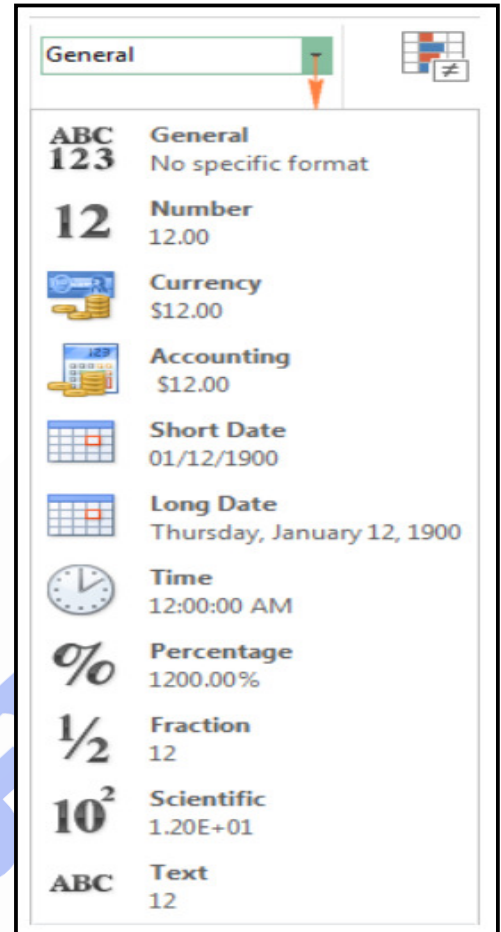
Select a cell or a range of cells whose format you want to change. Click the little arrow next to the Number Format box on the Home tab, in the Number group, and select the format you want:

Accounting format options on the ribbon
Apart from changing the cell format, the Number group provides some of the most used Accounting format options:

To apply Excel Accounting number format with the default currency symbol, select a cell(s), and click the Accounting Number Format icon. The Accounting Number Format icon.

To choose the currency symbol

Click the arrow next to the Accounting Number icon, and select a required currency from the list. If you want to use some other currency symbol, click More Accounting Formats... at the end of the list, this will open the Format Cells dialog with more options.



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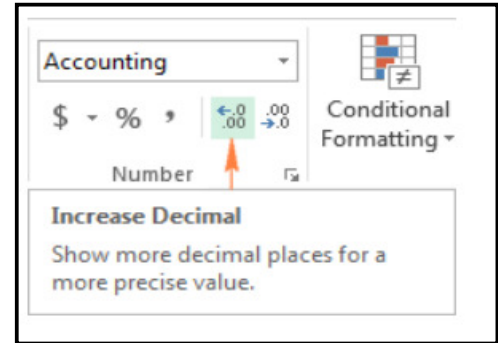
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To use the thousands separator

Click the icon with a comma the thousands separator icon.

To display more or fewer decimal places, click the Increase Decimal or Decrease Decimal icon, respectively. This option can be used for Excel Accounting format as well as for Number, Percentage and Currency formats.



Excel formatting shortcuts

If you have closely followed the previous parts of this tutorial, you already know most of the Excel formatting shortcuts. The table below provides a summary.

<u>Shortcut</u>	<u>Format</u>
Ctrl+Shift+~	General format
Ctrl+Shift+!	Number format with a thousand separator and two decimal places.
Ctrl+Shift+\$	Currency format with 2 decimal places, and negative numbers displayed in parentheses
Ctrl+Shift+%	Percentage format with no decimal places
Ctrl+Shift+^	Scientific notation format with two decimal places
Ctrl+Shift+#	Date format (dd-mm-yy)
Ctrl+Shift+@	Time format (hh:mm AM/PM)

Assignment

Product	Price (₹)	Quantity	Total Price (₹)	Discount (%)	Final Price (₹)
Apple	50	2	100	5%	95
Banana	30	5	150	10%	135
Mango	80	3	240	8%	220.8
Orange	40	4	160	7%	148.8
Grapes	60	1	60	6%	56.4

Tasks:

- Format the Price, Total Price, and Final Price columns as Currency (₹).
- Format the Discount (%) column as a Percentage with two decimal places.
- Change the Quantity column to a Number format with no decimal places.