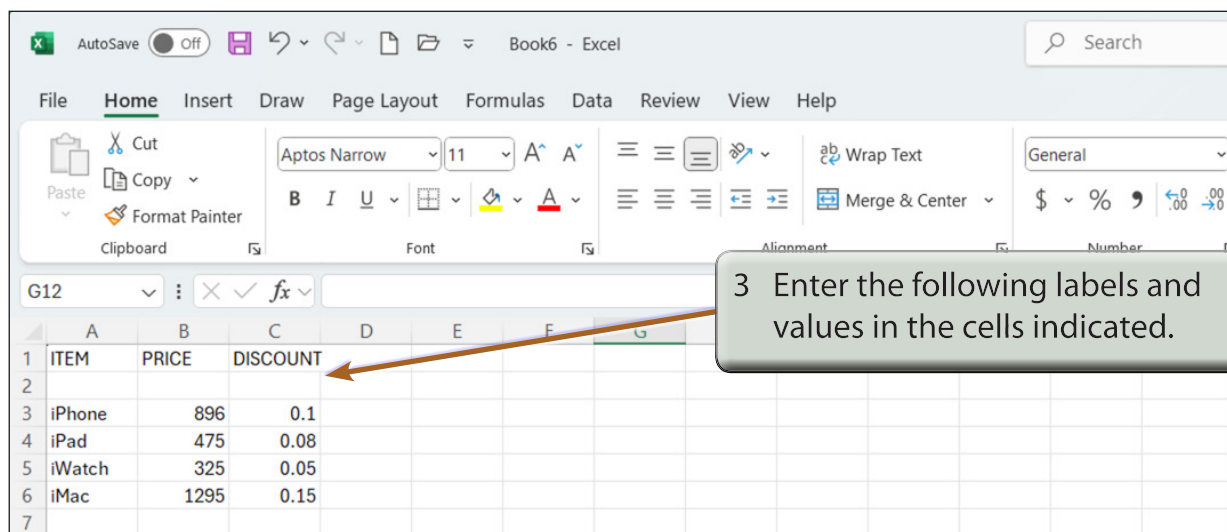


Formatting Cells

Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the HOME tab of the RIBBON is used to carry out the formats.

- 1 If you are continuing directly from the previous chapter, close the current file and start a NEW BLANK WORKBOOK.
- 2 If you are starting a new session, load Microsoft Excel and start a BLANK WORKBOOK.



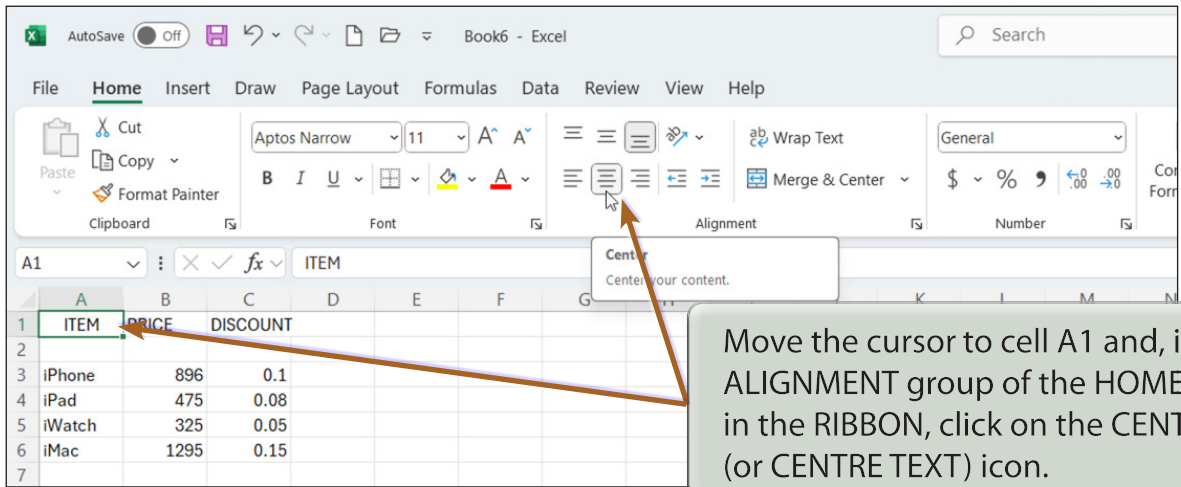
The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The worksheet contains a table with the following data:

	A	B	C	D	E	F	G
1	ITEM	PRICE	DISCOUNT				
2							
3	iPhone	896	0.1				
4	iPad	475	0.08				
5	iWatch	325	0.05				
6	iMac	1295	0.15				
7							

A callout box with the text "3 Enter the following labels and values in the cells indicated." has an arrow pointing to the first row of the table.

- NOTE:**
- i This table shows the price of various items and the percentage rate of discount available on those items.**
 - ii Notice that the labels are placed into the left-hand side of a cell and the values are placed into the right. This is the way Microsoft Excel has been preset to enter them; however, often we prefer to have them displayed differently.**

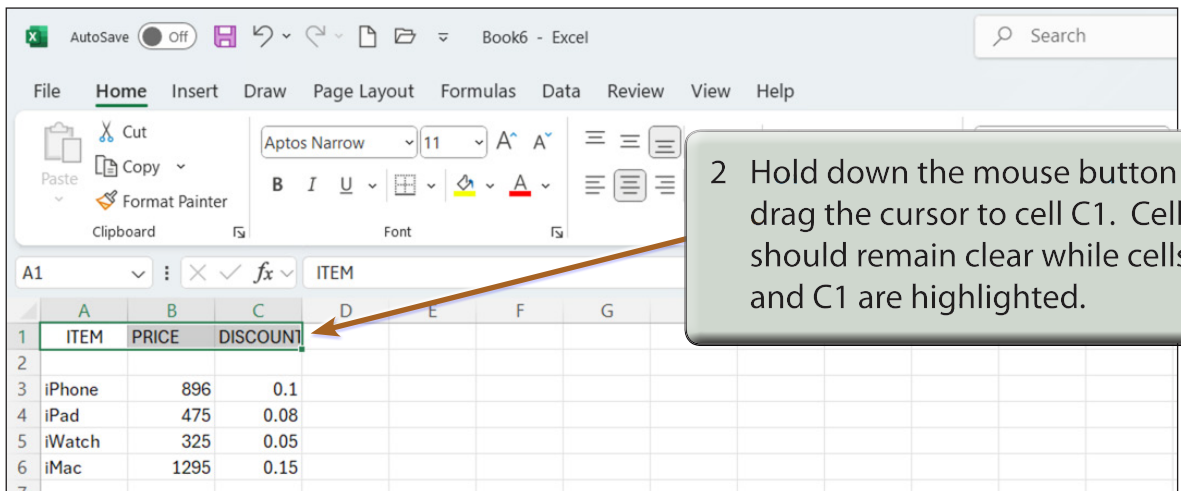
Formatting Single Cells

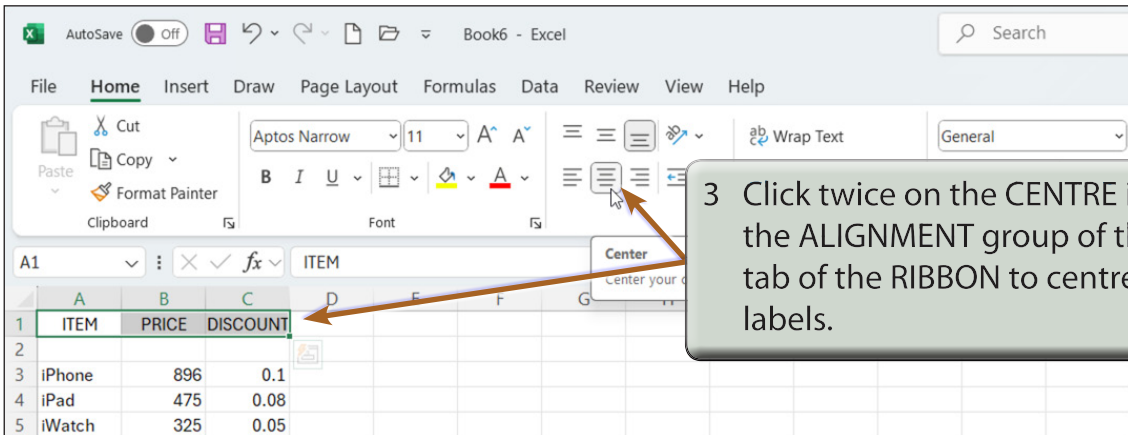


Formatting Groups of Cells

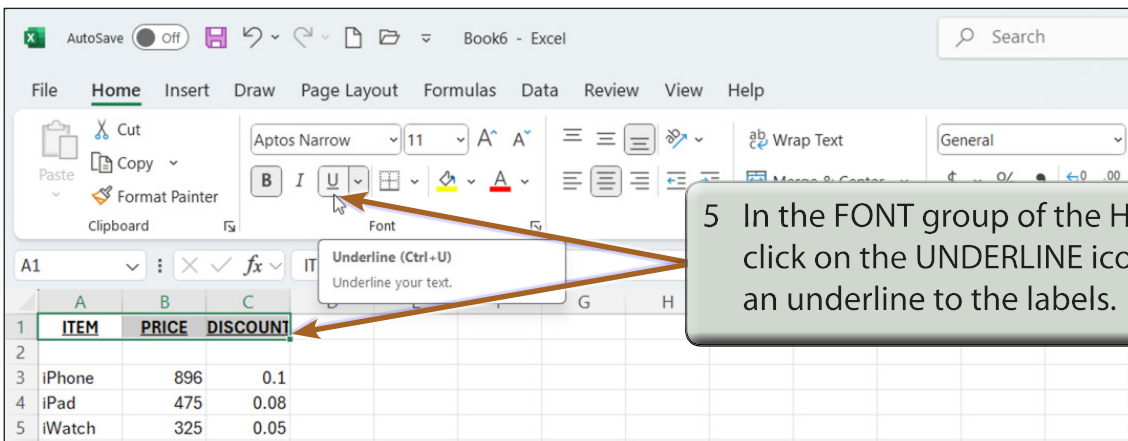
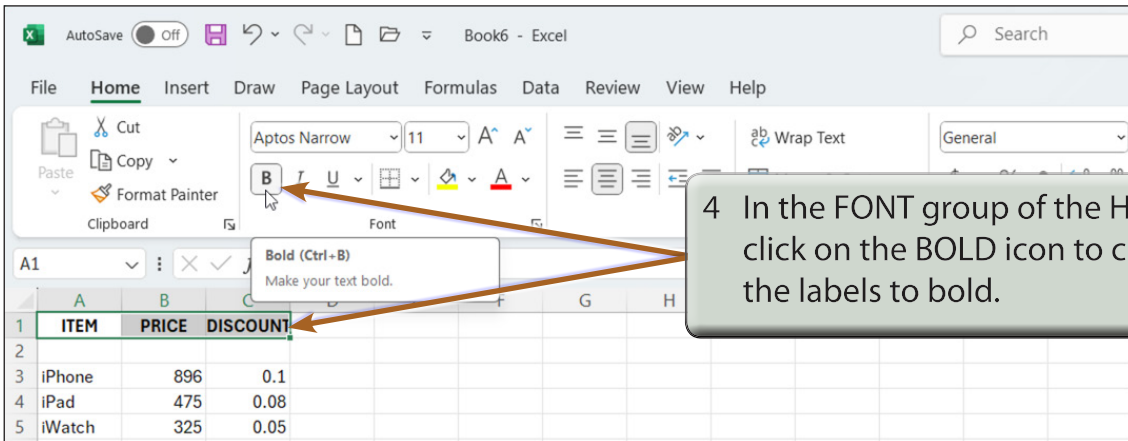
We can not only centre headings, we can underline them and change their display to boldface so that they stand out. This can be done to multiple cells in one step.

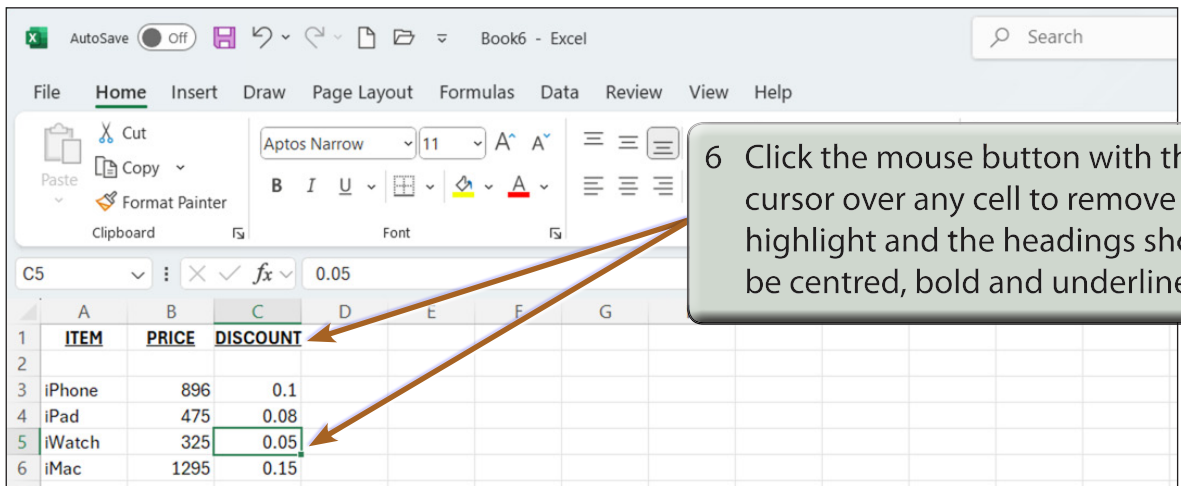
- 1 Position the pointer over cell A1.





NOTE: The first click turns centring off for the first cell then the second click turns centring on for all three cells.





Formatting Values to Currency

The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.

