# Microsoft Excel 2010 – Level 1

## 8 – Font formatting

# FONT FORMATTING

**INFOCUS**

A worksheet or workbook that is simply screens and screens of plain text and numbers can be, to say the least, dead boring. You can greatly improve the readability of your worksheets, emphasising key data and perhaps downplaying less-than-glamorous data, by *formatting* the cells in the worksheet and changing the look, feel, colour, and size of the fonts.

In computer jargon *formatting* means changing the appearance of data without changing the underlying value of it. Excel provides a rich array of tools for jazzing up your worksheets.

## In this booklet you will:

✓ gain an understanding of what font formatting is and how best to use it in your work

✓ learn how to use *Live Preview* to preview formatting

✓ learn how to change fonts in a workbook

✓ learn how to change the size of fonts in a worksheet

✓ learn how to increase and decrease the size of fonts incrementally

✓ learn how to make cells and ranges bold

✓ learn how to italicise text

✓ learn how to underline text in a cell

✓ learn how to change the colour of fonts in cells

✓ learn how to change the background, or fill, colour of cells

✓ learn how to use the *Format Painter* tool to copy formatting

# UNDERSTANDING FONT FORMATTING

**Font formatting** refers to the process of changing the appearance of the numbers and text in your worksheet. Font formatting can be used to make your data easier to read and comprehend, and generally more appealing to look at than just a series of bland numbers and words. Font formatting can also be used to draw attention to or away from key elements in your worksheet.

## Font Formatting

**Font** is a general computer term and refers to the style, size and even colour of the text and numbers in your worksheet. There are many different font styles available and they have been given all sorts of names such as *Calibri*, *Arial*, *Bodoni*, *Rockwell*, *Script*, and the like. No matter what you type into a worksheet it will need to have a font style – the default, if you don't choose anything else, in Excel 2007 is *Calibri*. Font styles are installed on your computer and are available to any application, including Microsoft Excel, that you should choose to use.

In addition to the style of font you can also change its size, making it bigger or smaller as required, and generally its colour. Finally, many font styles have attributes such as **bolding**, *italics* and underlining that can also be applied.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Alpheius Global Enterprises** | | | | | | |
| 2 | Revenue | | | | | | |
| 3 | | | | | | | |
| 4 | | **Auckland** | **Dublin** | **Melbourne** | **New York** | **Total** | |
| 5 | | | | | | | |
| 6 | January | 1,050,254 | 1,547,000 | 1,488,369 | 1,523,124 | **5,608,747** | |
| 7 | February | 1,524,294 | 1,685,548 | 1,599,854 | 1,789,552 | **6,599,248** | |
| 8 | March | 3,521,487 | 2,985,448 | 2,741,221 | 2,521,447 | **11,769,603** | |
| 9 | **1st Quarter** | **6,096,035** | **6,217,996** | **5,829,444** | **5,834,123** | **23,977,598** | |
| 10 | | | | | | | |
| 11 | | | | | | | |

## The Tools for Formatting Fonts

Font formatting is done using the normal point and shoot methodology of Excel – in other words, you select the cell or range to change, then make the changes. You can make font formatting changes in a variety of ways. You can change the fonts by:

- using the commands in the **Font** group on the **Home** tab of the **Ribbon**
- using the options on the **Font** tab of the **Format Cells** dialog box
- right-clicking and using the mini-toolbar that appears with the shortcut menu.

It doesn't much matter which of these tools you use to apply your formatting although you will find occasion to use a variety of them since not all of the options can be found entirely in one of these locations.

## Simple Rules for Font Formatting

Beauty is in the eye of the beholder, and so is the visual effect created by your font formatting. You should by all means use font formatting to change the appearance of your worksheet but you need to be aware of what type of impact this will have on the reader of your work. There are a few general rules of formatting that apply to font formatting:

- Just because you've learnt how to change font styles, don't go overboard and have a whole lot of different font styles in the one worksheet. This simply visually confuses your reader and draws attention away from your work.
- Use colour and bolding to accentuate your work. For example, if you need to highlight negative values change them to red.
- Take care with too much colour. Some colours will not print well in black and white. If you are going to print your data in black and white use colour sparingly and stick with bolding as a way to accentuate.

# WORKING WITH LIVE PREVIEW

*Live Preview* helps you to apply the right font formatting effect the first time, every time, by displaying a preview of the effect before it is actually applied. It gives you the chance to *test drive* effects until you find the one you want and select it. *Live Preview* changes the appearance of your text as you point to a font formatting option in a gallery or list.

## Try This Yourself:

**Open File**

*Before starting this exercise you MUST open the file E812 Font Formatting_1.xlsx...*

1. Click on cell **B4**, hold down the Shift key and click on cell **F4** to select the headings in the worksheet

2. Click on the drop arrow for the **Font** command Calibri in the **Font** group on the **Home** tab, to display a gallery of available fonts

3. Point (but don't click) to a few fonts and notice how the selected range in the worksheet changes to preview that font

4. Click on the drop arrow again to close the list without selecting an option at this stage



## For Your Reference…

To **work with Live Preview**:
1. Select the text that you want to modify
2. Point to the option on the **Ribbon** that you want to preview

## Handy to Know…

- **Live Preview** works mostly with most formatting commands that display a list or gallery of options for you. It is designed to help you choose by showing you what the selected area would look like with a particular option from the list or gallery.

# CHANGING FONTS

The appearance that you choose for your text is referred to as the *font* or *typeface*. Font traditionally refers to a combination of typeface, style and size in points (e.g. Arial Bold 12 pt). In Excel 2010, *font* just refers to the typeface or shape of the letters. Typical classic fonts include Times New Roman, Arial, Century Gothic and COPPERPLATE.

## Try This Yourself:

**Same File**

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_1.xlsx...*

1. Click in cell *A1* to make the main heading the active cell

2. Click on the drop arrow for *Font* Calibri in the *Font* group on the *Home* tab to display a gallery of available fonts

3. Point to Arial Narrow, then **Book Antiqua**, Garamond and **Gill Sans MT**

   *If you don't have these fonts, try different ones. As you point to each font, the preview will change...*

4. Scroll down to and click on Comics Sans MS, or another font of your choice if you don't have this one

   *This time the font formatting has changed in the cell and is no longer just a preview – it won't change now unless you make another font selection*





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### For Your Reference...

To *apply font formatting*:
1. Select the text
2. Click on the drop arrow for *Font*
3. Point to a font to preview it
4. Click on the font to apply it

### Handy to Know...

- You can jump directly to a font. For example, if you want to preview Garamond, click on the name of the font in the *Font* command and press G. Excel will jump to the fonts that start with *G* and *Live Preview* will display the text temporarily. Keep typing the name until you reach the font you want.

# CHANGING FONT SIZE

One way that text can be emphasized is by changing the *size* of the font. For example, if your normal text is 11 pt, you may like to make the headings 13 pt or larger. Font size may also be changed for small detailed items, such as comments or a caption. Main headings in a worksheet usually appear in a slightly larger font size than the rest of the data.

## Try This Yourself:

**Same File**

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_2.xlsx...*

1. Click on *A1* to make the main heading the active cell

2. Click on the drop arrow for *Font Size* `11` in the *Font* group on the *Home* tab to display a gallery of available sizes

3. Point to various sizes and notice how *Live Preview* shows you how the heading will look

4. Click on *16* to change the heading to 16 pt

   *You can also change the font size of parts of a document, and you can use the Mini toolbar...*

5. Click on cell *A2*

6. Click with the right-mouse button to display the mini-toolbar and the shortcut menu

7. Click on the drop arrow for *Font Size* `11` and click on *14*

8. Click on cell *A3* to hide the toolbar
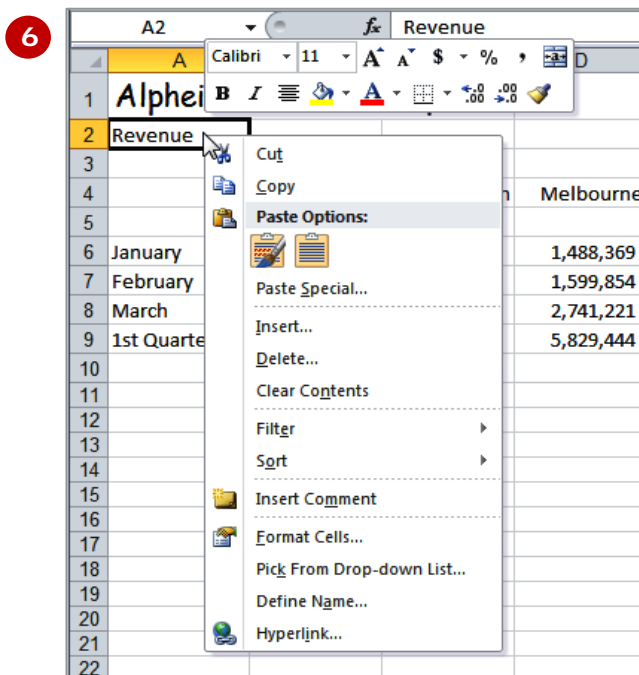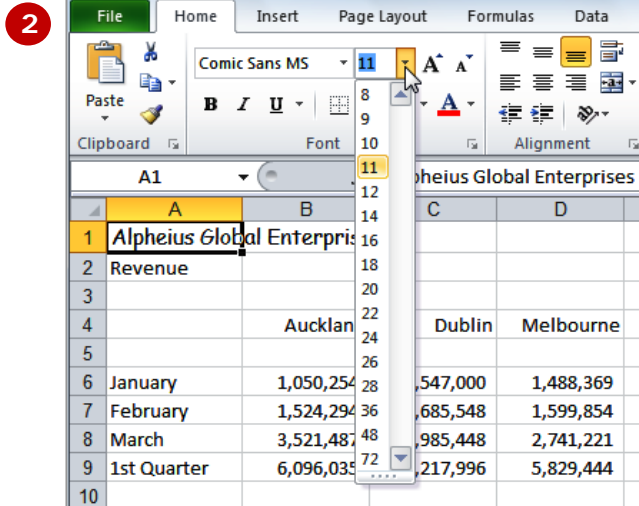




## For Your Reference…

To **change font size**:
1. Select the cell or range that you want to change
2. Click on the drop arrow for *Font Size* `11`
3. Click on the required font size

## Handy to Know…

- You may have noticed that the text didn't change size when you used the mini toolbar until you actually clicked on a different font size. This is because *Live Preview* doesn't work with the mini toolbar.

# GROWING AND SHRINKING FONTS

If you're not exactly sure what font size you want and you just know that you want to make the text larger or smaller, you can *grow or shrink* the font. *Increase Font Size* 🅰 and *Decrease Font Size* 🅰 use the font sizes listed under *Font Size*. Each time you click on either of these tools, the font size will increase or decrease by the next sizing in the gallery of sizes.

## Try This Yourself:

*Same File*

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_3.xlsx…*

1. Click on cell **B4**, hold down Shift and click on **F4** to select the range **B4:F4**

2. Click twice on the **Increase Font Size** 🅰 tool in the **Font** group to increase the size of the headings to 14 pt

   *The size here increased from 11 to 14 in accordance with the steps of sizes in the font size list (i.e. 9, 10, 11, 12, 14, 16, 18…)…*

4. Click four times on the **Decrease Font Size** 🅰 tool in the **Font** group to decrease the size of the headings to 9 pt

5. Click on the **Increase Font Size** 🅰 tool in the **Font** group until the headings increase to 12 pt

**1**

| Auckland | Dublin | Melbourne | New York | Total |
|---|---|---|---|---|
| 1,050,254 | 1,547,000 | 1,488,369 | 1,523,124 | 5,608,747 |
| 1,524,294 | 1,685,548 | 1,599,854 | 1,789,552 | 6,599,248 |
| 3,521,487 | 2,985,448 | 2,741,221 | 2,521,447 | 11,769,603 |
| 6,096,035 | 6,217,996 | 5,829,444 | 5,834,123 | 23,977,598 |

**2**

| Auckland | Dublin | Melbourne | New York | Total |
|---|---|---|---|---|
| 1,050,254 | 1,547,000 | 1,488,369 | 1,523,124 | 5,608,747 |
| 1,524,294 | 1,685,548 | 1,599,854 | 1,789,552 | 6,599,248 |
| 3,521,487 | 2,985,448 | 2,741,221 | 2,521,447 | 11,769,603 |
| 6,096,035 | 6,217,996 | 5,829,444 | 5,834,123 | 23,977,598 |

**3**

| Auckland | Dublin | Melbourne | New York | Total |
|---|---|---|---|---|
| 1,050,254 | 1,547,000 | 1,488,369 | 1,523,124 | 5,608,747 |
| 1,524,294 | 1,685,548 | 1,599,854 | 1,789,552 | 6,599,248 |
| 3,521,487 | 2,985,448 | 2,741,221 | 2,521,447 | 11,769,603 |
| 6,096,035 | 6,217,996 | 5,829,444 | 5,834,123 | 23,977,598 |

**4**

| Auckland | Dublin | Melbourne | New York | Total |
|---|---|---|---|---|
| 1,050,254 | 1,547,000 | 1,488,369 | 1,523,124 | 5,608,747 |
| 1,524,294 | 1,685,548 | 1,599,854 | 1,789,552 | 6,599,248 |
| 3,521,487 | 2,985,448 | 2,741,221 | 2,521,447 | 11,769,603 |
| 6,096,035 | 6,217,996 | 5,829,444 | 5,834,123 | 23,977,598 |

## For Your Reference…

To *grow* the *font*:
1. Select the text and click on *Increase Font Size* 🅰 until it reaches the required size

To *shrink* the *font*:
1. Select the text and click on *Decrease Font Size* 🅰 until it reaches the required size

## Handy to Know…

- If you prefer to use the keyboard, you can use the sequence: Alt, H, F, G to increase font size and the sequence: Alt, H, F, K to shrink font size – what could be easier?!

# MAKING CELLS BOLD

One of the most common ways of emphasising data is to make it ***bold***. Bold data is darker in appearance because the letters are thicker, but it retains the same shape as normal data. The intensity of ***bold*** data draws the reader's eye directly to it so that they read the most important information first. Like all formatting features, cells must be selected before they can be made bold.

## Try This Yourself:

*Same File*

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_4.xlsx…*

1. Click on **A6**, hold down `Shift` and click on **A9** to select the range **A6:A9**

2. Click on the **Bold** tool 🅱 in the **Font** group to make the cells appear bold

3. Click on **B9**, hold down `Shift` and click on **F9** to select the range **B9:F9**

4. Click on the selected range with the right mouse button to display the mini toolbar and the shortcut menu

5. Click on the **Bold** tool 🅱 to bold the selected cells

   *Notice that the shortcut menu disappears but the mini toolbar remains as a ghostly apparition as you hover about the selected range…*

6. Click on **A1** to deselect the previous range

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## For Your Reference…

To **make data bold**:
1. Select the cell or range
2. Click on **Bold** 🅱

## Handy to Know…

- Bold text is created by replacing the original letters with a darker, thicker version of them. Many typefaces, such as Times New Roman, have a series of typeface variations such as normal, **bold**, *italics* and ***bold italics***. When you apply bold, Word replaces your normal typeface with a bold version of it.

# ITALICISING TEXT

*Italic* text is a variation of a typeface that slants to the right. It was originally based on calligraphy and is used to emphasise text for a variety of special reasons. For example, you can use **italics** for product or scientific names, place names, foreign words, quotations, etc. It is a softer form of emphasis than bold, although both can be added together for even more dramatic effect.

## Try This Yourself:

**Same File**

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_5.xlsx…*

1. Click on **A6**, hold down **Shift** and click on **A8** to select the range **A6:A8**

2. Click on the **Italic** tool  in the **Font** group to italicise the cells

   *Notice that the previous bolding remains and that the commands for bold and italics in the Ribbon appear in a different colour to indicate that these effects have been applied to the selected range…*

3. Click on **B4**, hold down **Shift** and click on **F4** to select the range **B4:F4**

4. Right-click on the selected range to display the mini toolbar and the shortcut menu

5. Click on the **Italics** tool  to italicise the selected cells

   *Notice that the shortcut menu disappears but the mini toolbar remains as a ghostly apparition as you hover about the selected range…*

6. Click on **A1** to deselect the previous range

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## For Your Reference…

To *italicise text*:
1. Select the text
2. Click on **Italic** 

## Handy to Know…

- You can apply multiple effects (bolding, italicising, underlining, etc) to cells and ranges. The relevant command icons on the **Ribbon** will change colour to indicate just what effects have been applied.

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# UNDERLINING TEXT

An <u>underline</u> is one or more lines appearing immediately below text in a cell. Now this may sound straightforward but in Excel it is easy to confuse **underlining** with placing a **border** under a cell.

Underlining applies a line directly under text within a cell, whereas bordering applies a border around all or one of the edges of a cell, not the text within the cell.

## Try This Yourself:

**Same File**

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_6.xlsx...*

1. Click on cell **A1** to select the cell with the main heading

2. Click on the **Underline** tool 🅄 in the **Font** group to underline the text in **A1**

   *You can also underline just part of the text within a cell...*

3. Click on the **Underline** tool 🅄 in the **Font** group to remove the underlining from the text

4. Double click on the word **Global** in the formula bar to select it

5. Click on the **Underline** tool 🅄 in the **Font** group to underline the word **Global**

6. Click on cell **A3** to see the changes more clearly









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## For Your Reference...

To **underline text**:
1. Select the cell, range, or text
2. Click on **Underline** 🅄

## Handy to Know...

- Underlining should be used sparingly in worksheets because it makes text more difficult to read.

- If you click on the drop arrow for **Underline** 🅄▾ you will also have the options of applying a double underline.

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# CHANGING FONT COLOURS

The **colour of text** in cells can be changed in Excel. Colour can be used to reflect a corporate brand identity, to impart a mood or just to jazz a worksheet up a bit. With colour, as with many of the other font formatting features, less is more – use too many colours and you will just confuse the reader.
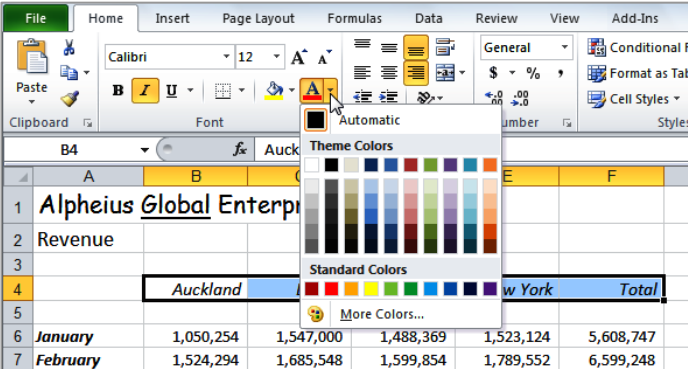
## Try This Yourself:

*Same File*

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_7.xlsx…*

**1** Click on **B4**, hold down Shift and click on **F4** to select the range **B4:F4**

**2** Click on the drop arrow for **Font Colour** in the **Font** group to display a swatch of colours you can apply

**3** Hover the mouse pointer over different colours and notice how **Live Preview** displays the text in the selected cells in the various colours

**4** Click on **Purple** in **Standard Colours** to change the colour of the text, then click on **A3** to see the change more clearly



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## For Your Reference…

To **change text colour**:
1. Select the cell, range or text
2. Click on the drop arrow for **Font Colour**
3. Click on the colour of your choice

## Handy to Know…

- Once you have selected a colour, it will appear in the **Font Colour** tool. You can then click on the tool rather than the drop arrow to apply the colour.
- You can remove a font colour by selecting **Automatic** in the palette.

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# CHANGING BACKGROUND COLOURS

To make your worksheets more striking Excel allows you to change the **background colours** of cells and ranges. This is particularly useful for highlighting key data or placing emphasis on headings across columns or down rows. In Excel jargon when you change the background colour of a cell you are changing its **fill** colour.
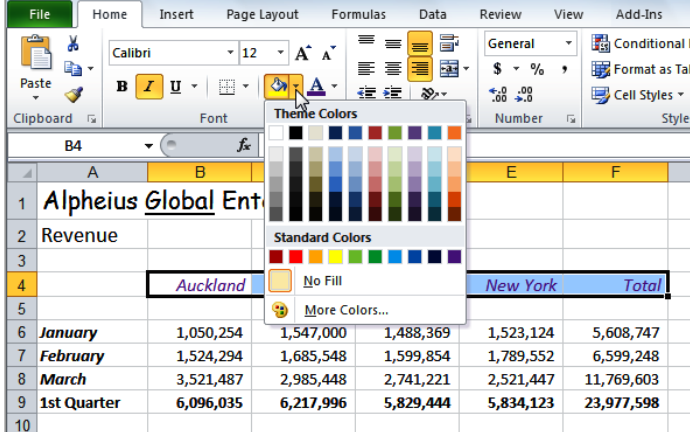
## Try This Yourself:

*Same File*

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_8.xlsx...*

**1** Click on **B4**, hold down `Shift` click on **F4** to select the range **B4:F4**

**2** Click on the drop arrow for **Fill Colour** 🎨 ▼ in the **Font** group to display a swatch of colours you can apply

**3** Hover the mouse pointer over different colours and notice how **Live Preview** displays the background in the selected cells in the various colours

**4** Click on **Red, Accent 2, Lighter 60%** to change the colour of the background (or **fill**) to a pinky-red colour, then click on **A3** to see the changes more clearly







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### For Your Reference…

To change the background colour of cells:
1. Select the cell, range or text
2. Click on the drop arrow for **Fill Colour** 🎨 ▼
3. Click on the colour of your choice

### Handy to Know…

- You can clear background colouring using the **No Fill** option on the colour swatch, or you can choose very specific colours by clicking on the **More Colours** option.

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# USING THE FORMAT PAINTER

The process of formatting text involves first selecting the cells or text to be changed and then applying the formatting. If you have a lot of changes to make, this can become quite laborious and difficult to reproduce exactly. Fortunately, the **Format Painter** tool allows you to copy the formatting from one cell or range to another.

## Try This Yourself:

**Same File**

*Continue using the previous file with this exercise, or open the file E812 Font Formatting_9.xlsx…*

1. Click on cell **B4** to select it – this has a background fill, different coloured text, and a slightly larger font than standard

2. Click on the **Format Painter** tool in the **Clipboard** group on the **Home** tab of the **Ribbon**

   *The mouse pointer will change to include a representation of a paint brush. A marquee will also appear around the cell or range where the formatting is being copied from…*

3. Click and hold down the left mouse button on **A6**, then drag the mouse to **A8** to apply the formatting to the range **A6:A8**

4. Click on **A3** to see the changes more clearly

**1**

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| 3 | | | | | | |
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**2**

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| 10 | | | | | | |

**4**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
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| 3 | | | | | | |
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| 10 | | | | | | |

## For Your Reference…

To **use** the **format painter**:
1. Select the cell or range to copy the formatting from
2. Click on the **Format Painter**
3. Select the text to be formatted

## Handy to Know…

- If you double-click on the **Format Painter** you can keep pasting the format until you press Esc or click on the **Format Painter** again.
- When you paste a format it will replace any previous font formatting.

# CONCLUDING REMARKS

## Congratulations!

You have now completed the **Font formatting** booklet.  This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## Where To From Here…

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**