CHAPTER 7 APPLYING BORDERS

INFOCUS

Border in a spreadsheet is a term that refers to lines placed around the edges of cells or ranges. Borders can be used to provide structure to a spreadsheet, to indicate where data should be entered or just for decoration.

In this session you will:

- ✓ gain an understanding of borders
- ✓ learn how to apply a border to a cell
- ✓ learn how to apply a border to a range
- ✓ learn how to apply a bottom border
- ✓ learn how to apply top and bottom borders
- ✓ learn how to remove borders
- ✓ gain an understanding of the ***More Borders*** option
- ✓ learn how to create custom borders.

UNDERSTANDING BORDERS

Borders are lines that are placed around the edges of individual cells or ranges. The lines may be thin, thick, solid, dashed, black or coloured, or even double lines. The reason for using borders is that the lines can be used to group together data or indicate totals, or to draw the user's attention to critical cells that may need special data entry. Here are some examples.

A Worksheet Without and With Borders

Borders can be used to apply a structure. Here's the same worksheet shown without borders and then with borders applied. The use of borders helps to highlight the totals and separate them from the other data.

Border Variations

Borders can be applied to all four sides of a cell, or to individual sides of a cell. The following examples show a cell without a border, with an outside border and a top and double bottom border.
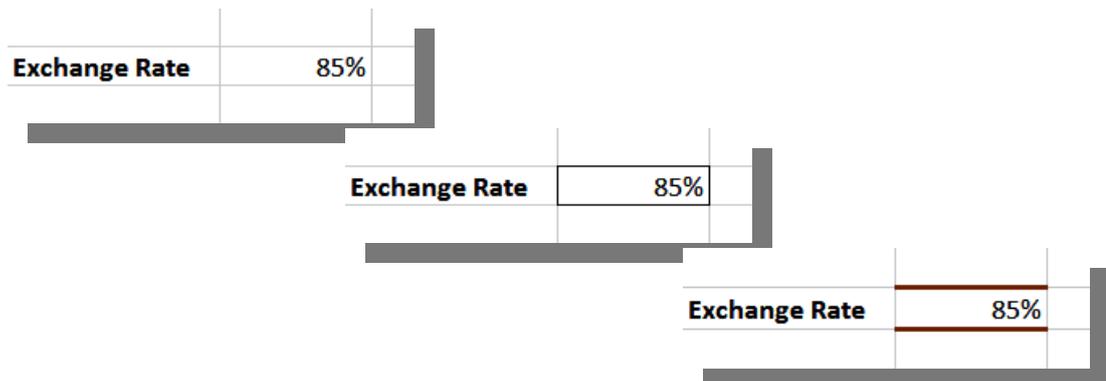
APPLYING A BORDER TO A CELL

Individual cells can be formatted with their own **borders**. This allows you to draw attention to important cells in a worksheet that affect the totals, such as tax rates or percentage increases.

By **applying a border to a single cell**, you help to guide the user to the data so that they can change it if necessary.

Try This Yourself:

Open File
Before starting this exercise you MUST open the file E822 Applying Borders_1.xlsx...

1 Click on cell **B29**

2 Click on the **Home** tab and click on the drop arrow for **Borders** in the **Font** group to display the available settings

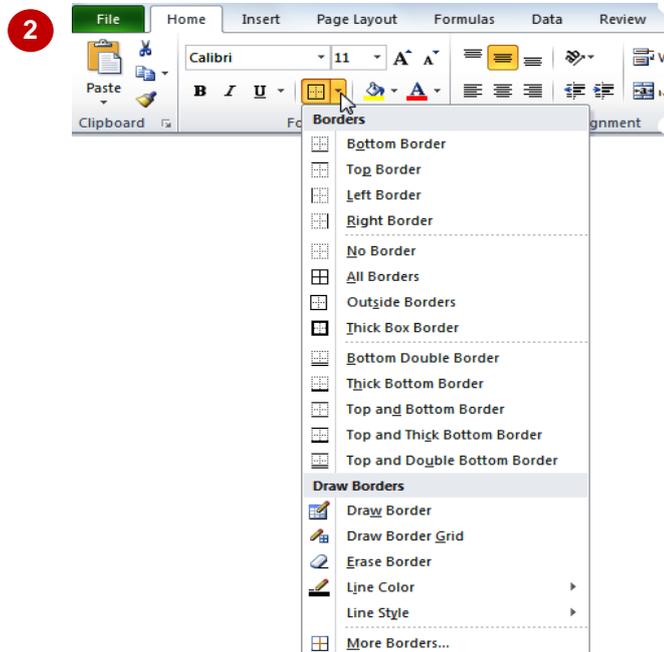**3** Select **Outside Borders** to apply the border

At the moment the border is obscured by the cell pointer...

4 Click away from the cell to see the effect more clearly

The border is now visible

1

	A	B	C	D	E
19	Total Costs	$471,877	$486,033	$455,531	$501,085
20					
21	Gross Income	$390,849	$397,955	$372,813	$410,094
22					
23	Fixed Costs	$2,000	$2,200	$2,420	$2,662
24					
25	Net Income	$388,849	$395,755	$370,393	$407,432
26					
27					
28					
29	Exchange Rate	85%			
30					

2

Borders menu: Bottom Border, Top Border, Left Border, Right Border, No Border, All Borders, Outside Borders, Thick Box Border, Bottom Double Border, Thick Bottom Border, Top and Bottom Border, Top and Thick Bottom Border, Top and Double Bottom Border, Draw Borders: Draw Border, Draw Border Grid, Erase Border, Line Color, Line Style, More Borders...

4

	A	B	C	D	E
24					
25	Net Income	$388,849	$395,755	$370,393	$407,432
26					
27					
28					
29	Exchange Rate	85%			
30					

For Your Reference…

To **apply** a **border** to a **cell**:
1. Click in the cell
2. Click on the drop arrow for **Borders** in the **Font** group on the **Home** tab
3. Click on the border option of your choice

Handy to Know…

- By default, **Borders** is represented by **Bottom Border** on the tool. However, each time you apply a different border format, the appearance of the button changes to reflect the most recently used format. You can then click directly on the button to apply the format.

APPLYING A BORDER TO A RANGE

You can *apply a border to a range* of cells. This allows you to place an outline around them to indicate that the cells are somehow related to each other, or to place borders between cells to indicate that they are in separate groups. Borders can be used in ranges of cells to create a more form-like appearance. The borders available for single cells can also be applied to ranges.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E822 Applying Borders_2.xlsx...

1   Select the range *A5:A11*

2   Click on the drop arrow for *Borders* 🔲▾ and select **Out<u>s</u>ide Borders**

3   Click away from the range to see the border

    An outline has been placed around the cells...

4   Repeat steps *1* and *2* to apply an outline border to each of the following ranges in the order that they are listed:

    B5:B11, *C5:C11*, *D5:D11*, *E5:E11*, *F5:F11*, *G5:G11*, *H5:H11*, *I5:I11*, *A5:I5*, *A11:I11*

    A13:A19, *B13:B19*, *C13:C19*, *D13:D19*, *E13:E19*, *F13:F19*, *G13:G19*, *H13:H19*, *I13:I19*, *A13:I13*, *A19:I19*

    You can hold down Ctrl *and select several of these ranges at once before applying the border...*

5   Click away from the last selected range to see the result

1

	Sales	Jan	Feb	Mar	Apr
5	Sales	Jan	Feb	Mar	Apr
6	Auckland	$105,025	$154,700	$148,837	$163,721
7	Dublin	$152,429	$168,555	$159,985	$175,984
8	Melbourne	$352,149	$298,545	$274,122	$301,534
9	New York	$253,123	$262,189	$245,400	$269,940
10					
11	Total Sales	$862,726	$883,989	$828,344	$911,179

3

	Sales	Jan	Feb	Mar	Apr
5	Sales	Jan	Feb	Mar	Apr
6	Auckland	$105,025	$154,700	$148,837	$163,721
7	Dublin	$152,429	$168,555	$159,985	$175,984
8	Melbourne	$352,149	$298,545	$274,122	$301,534
9	New York	$253,123	$262,189	$245,400	$269,940
10					
11	Total Sales	$862,726	$883,989	$828,344	$911,179

5

	A	B	C	D	E	F	G	H	I
1	Alpheius Global Enterprises								
2	Budget Forecast for Year								
3									
4									
5	Sales	Jan	Feb	Mar	Apr	May	Jun	Total $AUS	Total $US
6	Auckland	$105,025	$154,700	$148,837	$163,721	$180,093	$198,102	$950,477	$807,906
7	Dublin	$152,429	$168,555	$159,985	$175,984	$193,582	$212,941	$1,063,476	$903,955
8	Melbourne	$352,149	$298,545	$274,122	$301,534	$331,688	$364,857	$1,922,894	$1,634,460
9	New York	$253,123	$262,189	$245,400	$269,940	$296,934	$326,627	$1,654,212	$1,406,080
10									
11	Total Sales	$862,726	$883,989	$828,344	$911,179	$1,002,297	$1,102,526	$5,591,060	$4,752,401
12									
13	Costs	Jan	Feb	Mar	Apr	May	Jun	Total $AUS	Total $US
14	Auckland	$55,100	$85,055	$81,887	$90,076	$99,084	$108,992	$520,195	$442,165
15	Dublin	$83,822	$92,678	$87,911	$96,703	$106,373	$117,010	$584,497	$496,822
16	Melbourne	$193,688	$164,155	$150,777	$165,855	$182,441	$200,685	$1,057,602	$898,961
17	New York	$139,267	$144,145	$134,955	$148,451	$163,296	$179,625	$909,738	$773,278
18									
19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
20									
21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
22									
23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
24									
25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
26									
27									
28									
29	Exchange Rate	85%							
30									

For Your Reference…

To **apply** a **border** to a **range**:

1. Select the range
2. Click on the drop arrow for **Borders** 🔲▾ in the **Font** group on the **Home** tab
3. Click on the border option of your choice

Handy to Know…

- You can copy a border between cells, for example, from one table to another, using *Paste Special*. Select the cells, click on **Copy** 📋, click on the first cell of the second range and click on the drop arrow for *Paste* 📋▾. Select **Paste S<u>p</u>ecial**, click on *Formats* and then click on **[OK]**.

APPLYING A BOTTOM BORDER

Bottom borders are applied across the bottom edge of the currently selected cells. Bottom borders are often used to mark the end of data, the presence of totals or can be used to underline headings as a form of graphical element. Bottom borders can be applied to single cells, ranges or several non-contiguous cells all at once.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E822 Applying Borders_3.xlsx...

1 Select the range ***A23:I23***

2 Click on the drop arrow for ***Borders*** and select **B**ottom Border

3 Click away from the range to deselect it

1

	Costs	Jan	Feb	Mar	Apr	May	Jun	Total $AUS	Total $US
12									
13	Costs	Jan	Feb	Mar	Apr	May	Jun	Total $AUS	Total $US
14	Auckland	$55,100	$85,055	$81,887	$90,076	$99,084	$108,992	$520,195	$442,165
15	Dublin	$83,822	$92,678	$87,911	$96,703	$106,373	$117,010	$584,497	$496,822
16	Melbourne	$193,688	$164,155	$150,777	$165,855	$182,441	$200,685	$1,057,602	$898,961
17	New York	$139,267	$144,145	$134,955	$148,451	$163,296	$179,625	$909,738	$773,278
18									
19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
20									
21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
22									
23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
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26									

3

20									
21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
22									
23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
24									
25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
26									

For Your Reference…

To ***apply*** a ***bottom border***:

1. Select the cell or range
2. Click on the drop arrow for ***Borders*** in the ***Font*** group and select **B**ottom Border

Handy to Know…

- You can apply borders to each of the four sides of a cell or range individually. These borders are called ***Bottom Border***, ***Top Border***, ***Left Border*** and ***Right Border*** respectively.

APPLYING TOP AND BOTTOM BORDERS

One variation of borders is to *apply top and bottom borders*. This places a line across the top edge and the bottom edge of a cell or group of cells. If more than one row is selected, the borders will be placed along the top edge and the bottom edge of the range, not on the top and bottom edges of every cell in the range. Top and bottom borders are often used for totals.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E822 Applying Borders_4.xlsx...

1 Select the range **B21:I21**

2 Click on the drop arrow for **Borders** and select **Top and Bottom Bor̲der**

3 Select the range **B25:I25**

4 Click on the drop arrow for **Borders** and select **Top and Do̲uble Bottom Border**

5 Click away from the range to see the formatting

1

	18									
	19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
	20									
	21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
	22									
	23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
	24									
	25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
	26									

5

	18									
	19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
	20									
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	24									
	25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
	26									

For Your Reference…

To *apply* a *top* and *bottom border*:

1. Select the cell or range
2. Click on the drop arrow for **Borders** in the **Font** group and select **Top and Bottom Bor̲der**

Handy to Know…

- There are several top and bottom border combinations to select from, including **Top and Bottom Border**, **Top and Thick Bottom Border** and **Top and Double Bottom Border**.

REMOVING BORDERS

Not every border that you apply will look exactly the way you expect it to. Sometimes, if too many borders are used, they can make the spreadsheet difficult to read. In other circumstances you may find that you need to *remove borders* from existing worksheets created by other people. Borders can be removed by applying no borders.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E822 Applying Borders_5.xlsx...

1. Select the range **A23:I23**

   These cells have a single bottom border...

2. Click on the drop arrow for **Borders** 🔲 and select **No Border**

3. Click away from the range to see the result

1

	18									
	19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
	20									
	21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
	22									
	23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
	24									
	25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
	26									
	27									

3

	18									
	19	Total Costs	$471,877	$486,033	$455,531	$501,085	$551,193	$606,312	$3,072,031	$2,611,227
	20									
	21	Gross Income	$390,849	$397,955	$372,813	$410,094	$451,104	$496,214	$2,519,029	$2,141,175
	22									
	23	Fixed Costs	$2,000	$2,200	$2,420	$2,662	$2,928	$3,221	$15,431	$13,117
	24									
	25	Net Income	$388,849	$395,755	$370,393	$407,432	$448,175	$492,993	$2,503,598	$2,128,058
	26									
	27									

For Your Reference…

To *remove borders*:

1. Select the cells
2. Click on the drop arrow for **Borders** 🔲 in the **Font** group and select **No Border**

Handy to Know…

- You can't remove a border by applying another default setting which includes missing borders. You must apply **No Border**.

THE MORE BORDERS OPTIONS

The options available in the *Borders* tool are just a range of presets that you can use to apply borders quickly and easily. To have total control over borders, such as the weight, pattern and colour, you use the **More Borders** option on the menu. This gives you access to the *Format Cells* dialog box and all of the border controls. They are listed and detailed below.
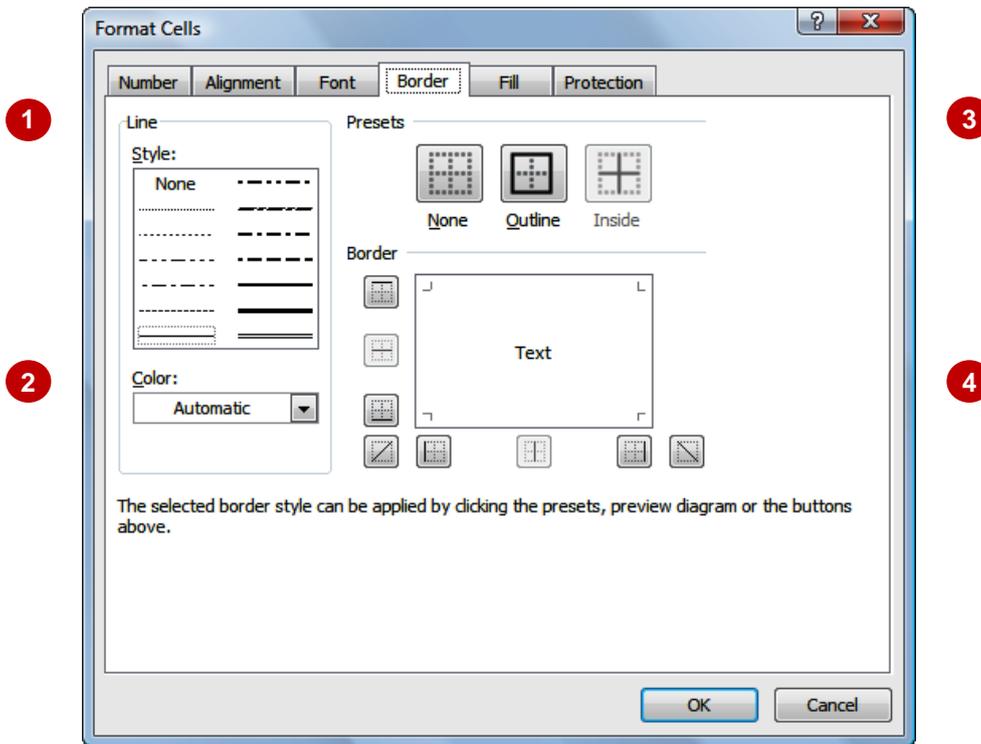
Border Options

1 ***Style*** *Style* controls the pattern of the line that is used for the border. The full list of options is what you can see displayed and includes thick, thin, solid, dotted and dashed lines.

2 ***Colour*** *Colour* gives you access to the theme colours, the standard colour and the full colour palette so that you can mix your own colours.

3 ***Presets*** The preset options of *None*, *Outline* and *Inside* are provided to speed up the process of creating a border. *Inside* is only available if more than one cell is selected.

4 ***Border Preview*** This shows you the borders as they are applied so that you can get an idea of how the finished border will appear. This section includes eight preset buttons to use: *Top*, *Middle*, *Bottom*, *Diagonal Right*, *Left*, *Centre*, *Right* and *Diagonal Left*. You can also click in this preview area to apply a border. The key is to select the style and colour settings before applying a border to the preview area.

USING THE MORE BORDERS OPTION

The **More Borders** menu option displays the *Format Cells* dialog box which can be used to adjust the line pattern, colour and position of a border. It includes a series of line patterns to choose from, a set of colours and access to the colour palette. Additionally, the *Format Cells* dialog box offers preset buttons that can be used to create custom borders.

Try This Yourself:

Open File
Before starting this exercise you MUST open the file E822 Applying Borders_6.xlsx...

1   Click on **B29** to select the cell

2   Click on the drop arrow for **Borders** and select **More Borders** to display the *Format Cells* dialog box

3   Click on the thickest black line under *Style* then click on the drop arrow for *Colour* to display the options

4   Click on *Orange, Accent 6, Darker 50%* then click on the *top* and *bottom* borders of the preview cell to apply the new border

5   Click twice on the *left* and *right* borders of the preview cell

   The first click will apply the colour and the second click will remove the border...

6   Click on **[OK]** to apply the border settings then click away from the cell to see the formatting

   You should have a thick dark orange line across the top and bottom of the cell
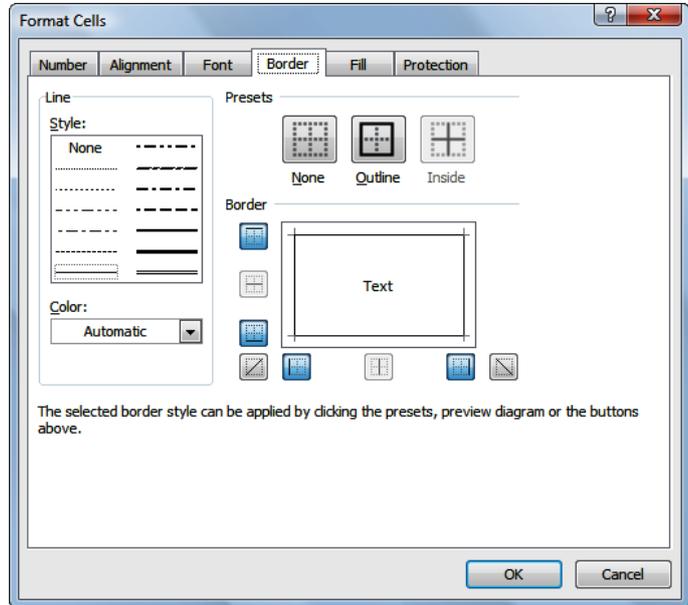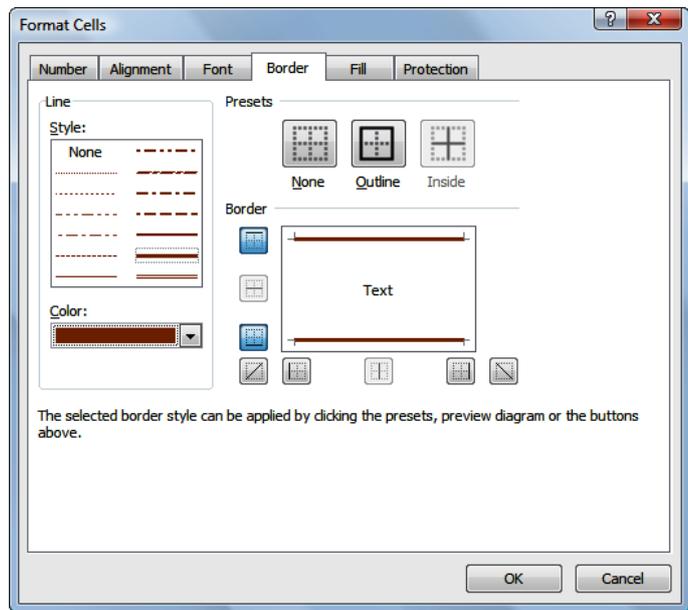
For Your Reference…

To *use* the *More Borders* option:

1. Select the cell or range
2. Click on the drop arrow for **Borders** and select **More Borders**
3. Select the settings then apply the border
4. Click on **[OK]**

Handy to Know…

- By applying top and bottom borders to **B29**, you automatically apply a border to the adjacent cells. The cell above, **B28**, will have a bottom border and the cell below, **B30**, a top border.

NOTES: