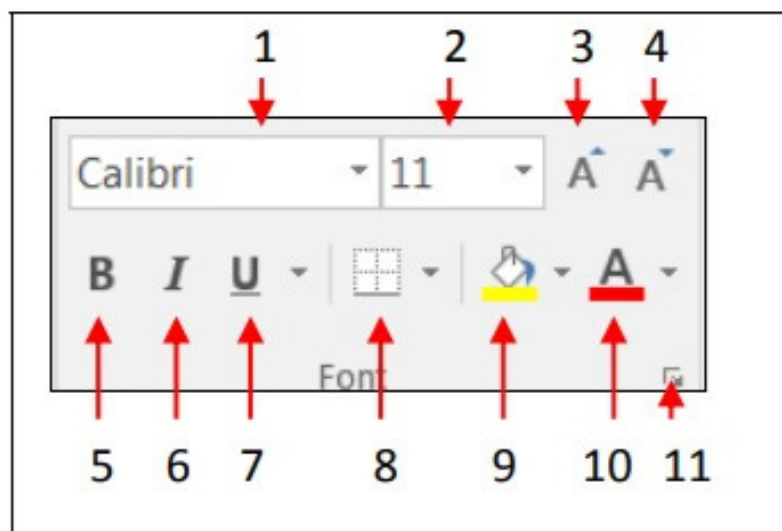


The Format Command Buttons

Nested under “**Home**” are the formatting sections, and in these sections are the cell- and worksheet-formatting commands. We will now see some of the main formatting options and their uses.

Font

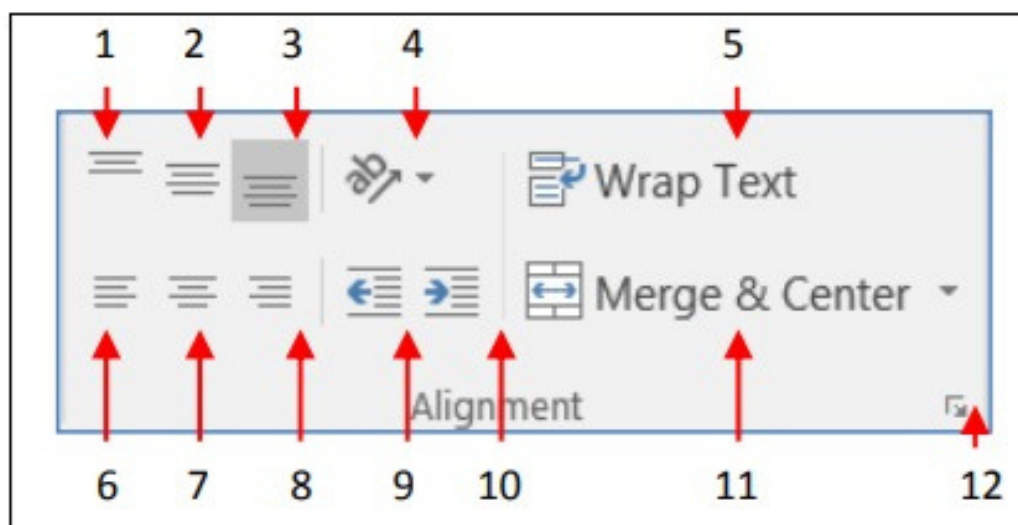


The Font Format Section Command Buttons

1	Font: This sets the font of the cells selected.
2	Font Size: This sets the size of the font text in the cells selected. Larger numbers mean larger fonts.
3	Increase Font: This increases the font size of the text in the selected cells.
4	Decrease Font: This decreases the font size of the text in the selected cells.

5	Bold: This makes the letters of the text bold.
6	Italics: This shows the text in selected cells in italics.
7	Underline: This underlines the text in the selected cells with a single line. The drop-down has another underline command with double lines.
8	Borders: This adds and removes borders from selected cells. The drop-down has more border options.
9	Fill Color: This changes the background color of selected cells.
10	Font Color: This changes the color of the fonts in selected cells.
11	More Options: Clicking on this button will open the “Format Cells” dialog window for the font section.

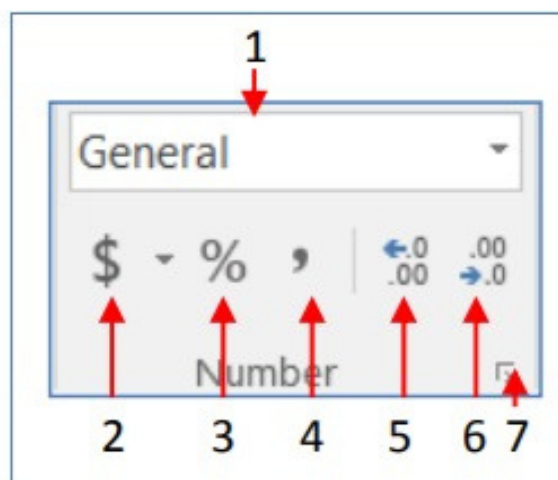
Alignment



The Alignment Section Buttons

1	Top Align: This makes the contents of the selected cells align vertically with the top of the cell.
2	Middle Align: This makes the contents of the selected cells align vertically with the middle of the cell.
3	Bottom Align: This makes the contents of the selected cells align vertically with the bottom of the cell.
4	Orientation: This rotates the contents of the selected cells to the degree the option shows.
5	Wrap Text: This displays the contents of the selected cells on multiple lines within the cell height.
6	Left Align: This makes the contents of the selected cells align horizontally with the left edge of the cell.
7	Center Align: This makes the contents of the selected cells align horizontally with the center of the cell.
8	Right Align: This makes the contents of the selected cells align horizontally with the right edge of the cell.
9	Decrease Indent: This decreases the width of the space between the text and the border of the cell.
10	Increase Indent: This increases the width of the space between the text and the border of the cell.
11	Merge and Center: This joins selected cells into one cell and center-aligns its contents.
12	More Options: Clicking on this button will open the “Format Cells” dialog window for the alignment section.

Number



The Number Format Section

1	Number Format: This sets and changes how numbers are displayed on the spreadsheet. The drop-down arrow gives more options for number formatting.
2	Currency Style: This style places the dollar sign to the left and the number to the right of the selected cell.
3	Percent Style: This sets the content of the cell to the percent style with no decimal places and carries the percent symbol.
4	Comma Style: This sets the content of the cell to the comma style with two decimal places and carries a comma for every thousand.
5	Increase Decimal: This increases the number of decimal places showing to the right of the decimal point.
6	Decrease Decimal: This decreases the number of decimal places showing to the right of the decimal point.
7	More Options: Clicking on this button will open the "Format Cells" dialog window for the number section.