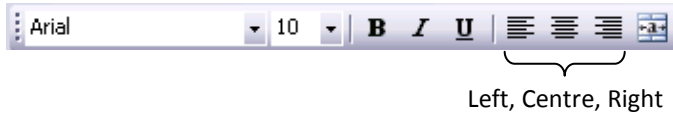MASSEY UNIVERSITY

Formatting cells

Microsoft Excel 2003

Cell alignment

1. Select a cell or cells that you wish to apply alignment
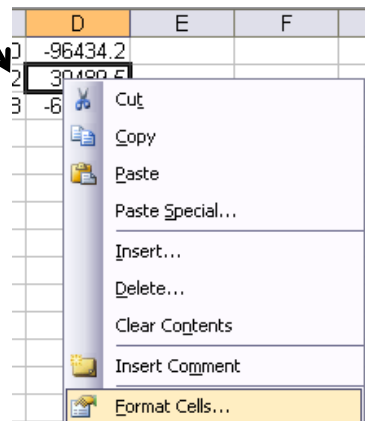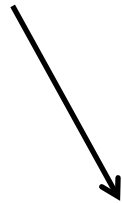2. Click **Left**, **Centre** or **Right** alignment.

Left, Centre, Right

Format cells options

1. Highlight a range of cells that you wish to format

> Tip: The Formatting will only be applied to the area that you have selected. This will not apply to the entire worksheet.

2. Perform one of the following:

- **RIGHT** click on the highlighted cells > **Format Cells** or
- **Format** > **Cells**

3. In the **Number** tab (see following pages for each category) choose a category> Click **OK**
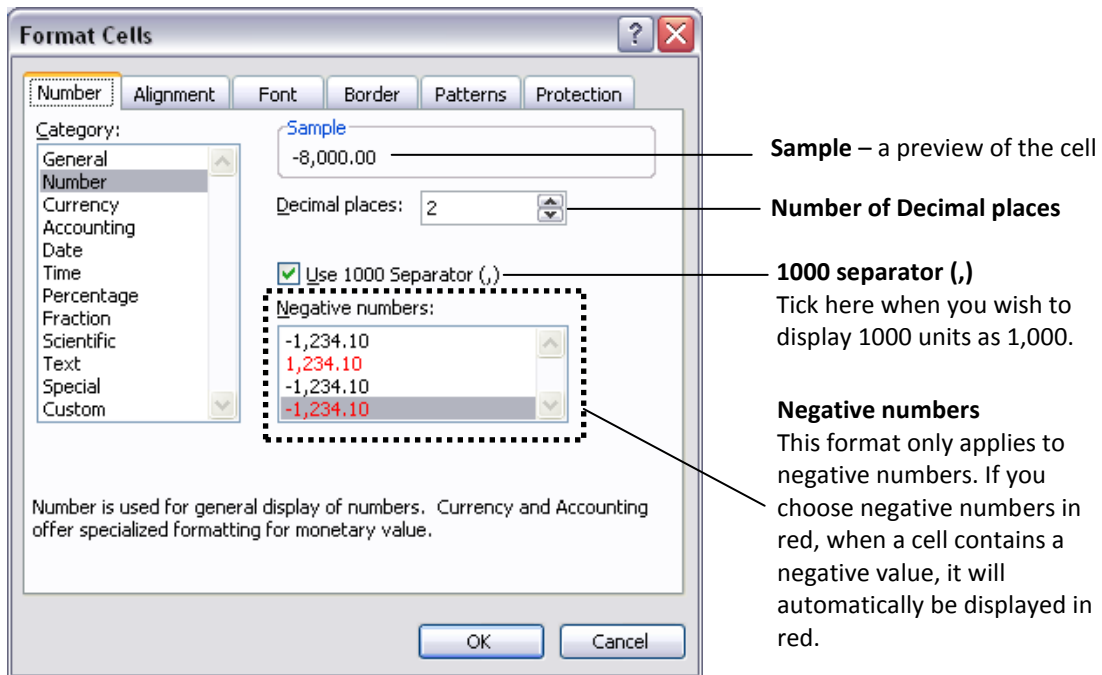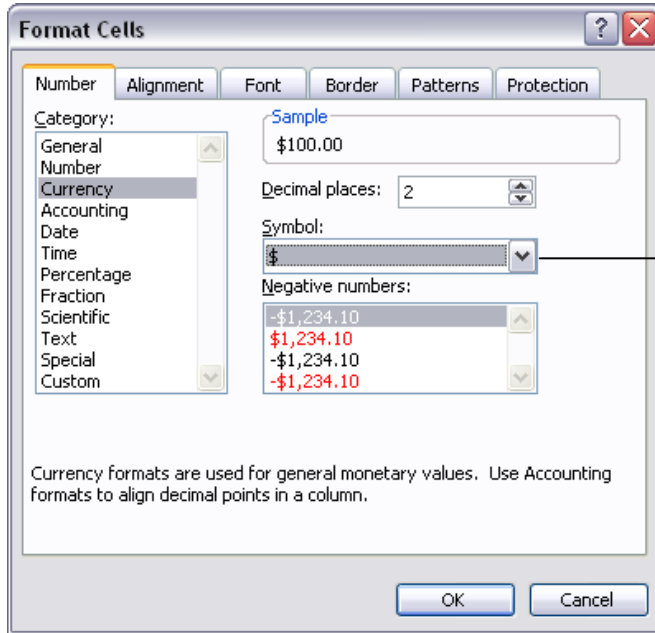

Sample:
A preview of the cell – checking this space is very important!.
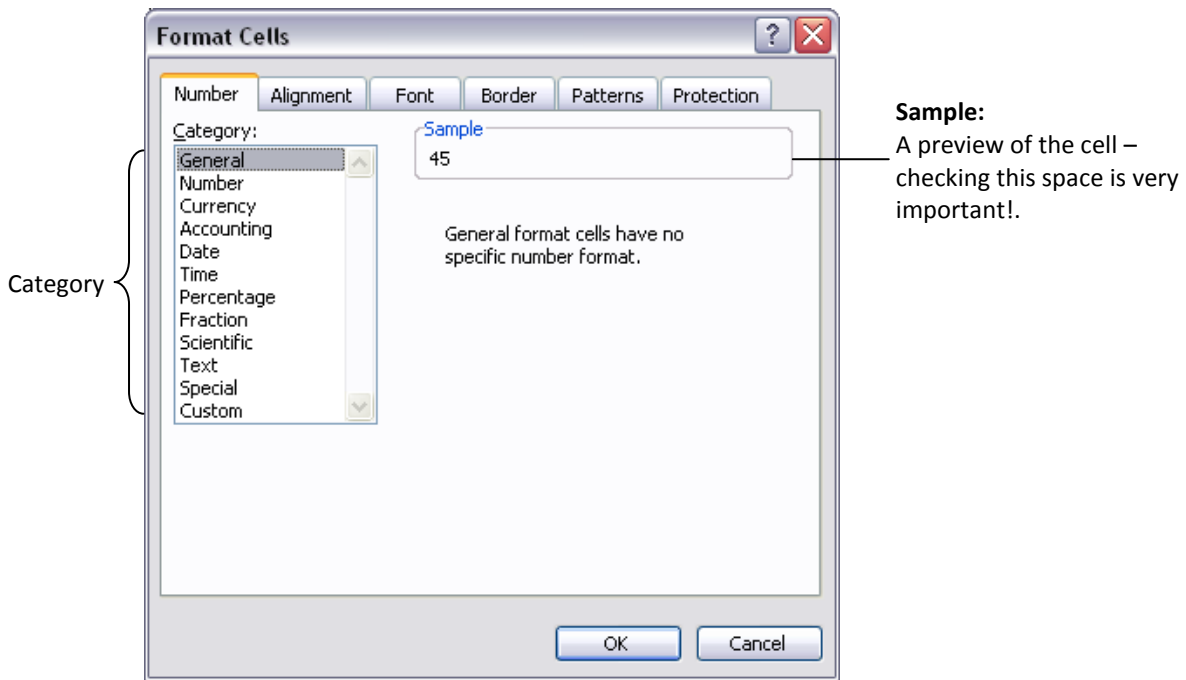
Categories:

General
Choose if the cell contains text and numbers. This is the default type.

Number

Sample – a preview of the cell

Number of Decimal places

1000 separator (,)
Tick here when you wish to display 1000 units as 1,000.

Negative numbers
This format only applies to negative numbers. If you choose negative numbers in red, when a cell contains a negative value, it will automatically be displayed in red.

Currency

This is similar to *Number*. Decimal places and negative numbers are the same as *Number* format. You can apply a currency symbol and this will automatically show when you type in the amount.


Symbol

Other currency symbols are available. For example, €, £, and ¥.

Note: This is just a symbol and it doesn't automatically calculate foreign currency unless you have a formula for it.

Accounting

This is similar to *Number* and *Currency* too. It is used when you want to align currency symbols and decimal points e.g.
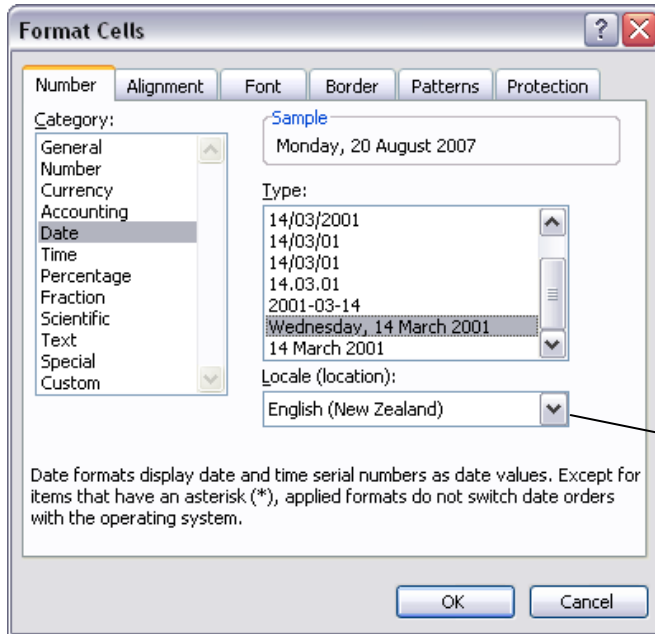
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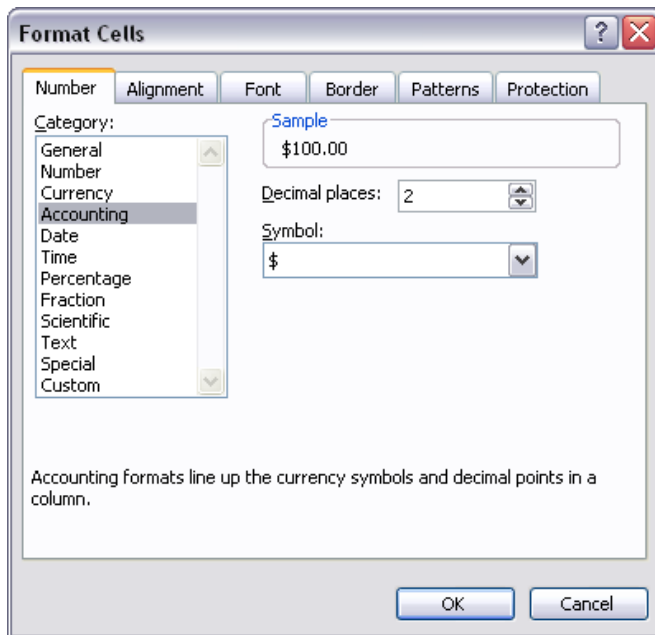
Date

Have you noticed when you enter the date, e.g., "14 July 2007", it may not stay as it is? It may change the format to "14-Jan-07" or something different. This is because MS Excel recognises the text as a date. If you dislike the default date format, you can change the format to another type or customise the format.


Date type
If you can't find the data type you like, see custom category in the following page.

Location
This is default but you can change. e.g., if you wish to have US date format. Choose *English (United Status)* from the drop list.

Time

MS Excel unfortunately doesn't format the time without the seconds. If you wish to have time and minutes only, format through *Custom*. For more information, please see the following page.
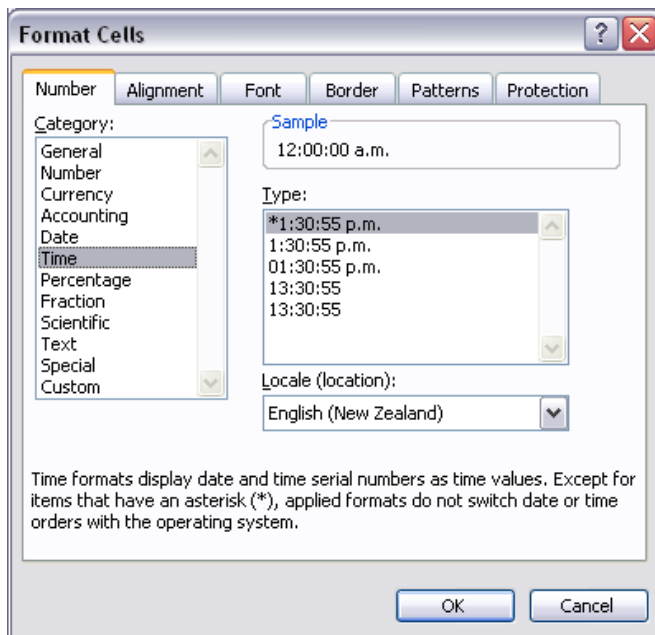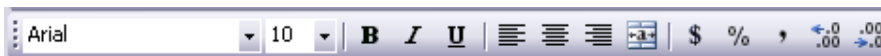
Percentage

If you type '4' and format the cell with the *Percentage* category, this will display as '4.00%'. If you wish to display '4%' in the cell change the number of decimal places to 0. Default number of decimal places is 2.
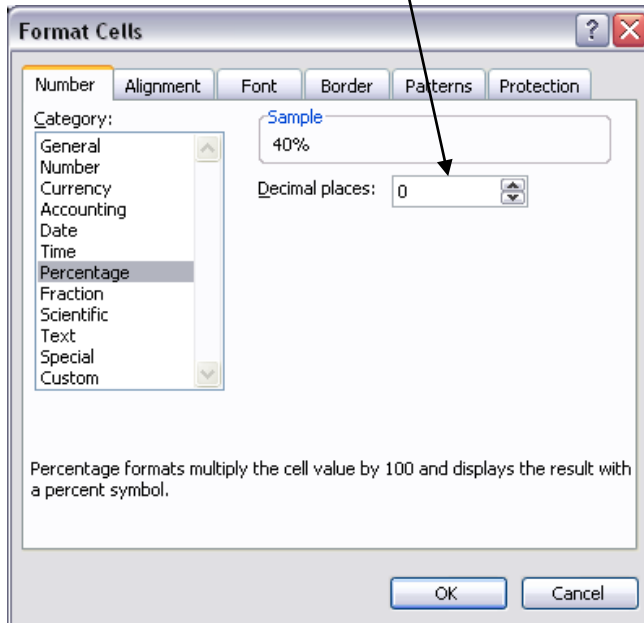

Other shortcuts

Some formatting buttons are available from the **Formatting** toolbar.

These are all toggle buttons so one click applies the format and when you click the button again the format will be removed.

Button	Name	Function
$	Currency style	Insert a $ sign in front of the value
%	Percent style	Insert a % sign after the value
,	Comma style	1,000 separator. Insert a comma.
.0 .00	Increase Decimal	One click to increase decimal point. You can click as many as you need.
.00 .0	Decrease Decimal	One click to decrease decimal point. You can click as many as you need.

Tip: Format Painter

You can use the Format Painter to apply the cell formatting to other cells!

Custom

If you can't find a format to suit your need, you can create your own.   There are many formats hidden under Format > Cells > **Custom**. Below are some examples.
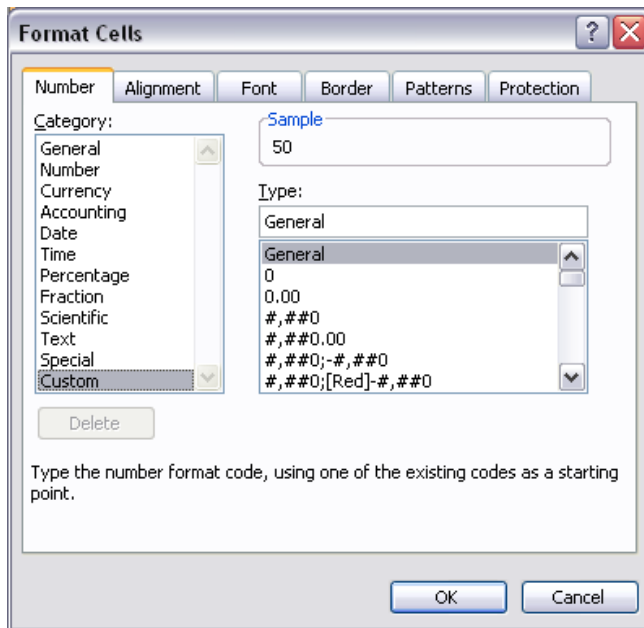
e.g., Date Code

Code in custom cell	As the date appears in the cell
dd/mm/yy	25/12/01
(ddd) dd mmm yy	(Tue) 05 Dec 07
ddd-m-yyyy	Tues-12-20017
dddd d-m-yyyy	Tuesday 25-12-20017
dddd, d mmm yyyy	Tuesday, 25 Dec 2007
dddd mmmm d yyyy	Tuesday December 25 2007
"Christmas Day"	Christmas Day

e.g., Time Code

Code in custom cell	Appears in the cell
hh.mm	1830
hhmm "hrs"	1830 hrs
hh "hours and" mm "minutes"	18 hours and 30 minutes
h:mm AM/PM	6:30pm

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e.g., Making negative number appear in brackets "()"

Click **Custom** in **Number** tab. > Select a type of the custom cell from the type list or manually type the cell format into the type box (see next page for more detail in type) > Click **OK**
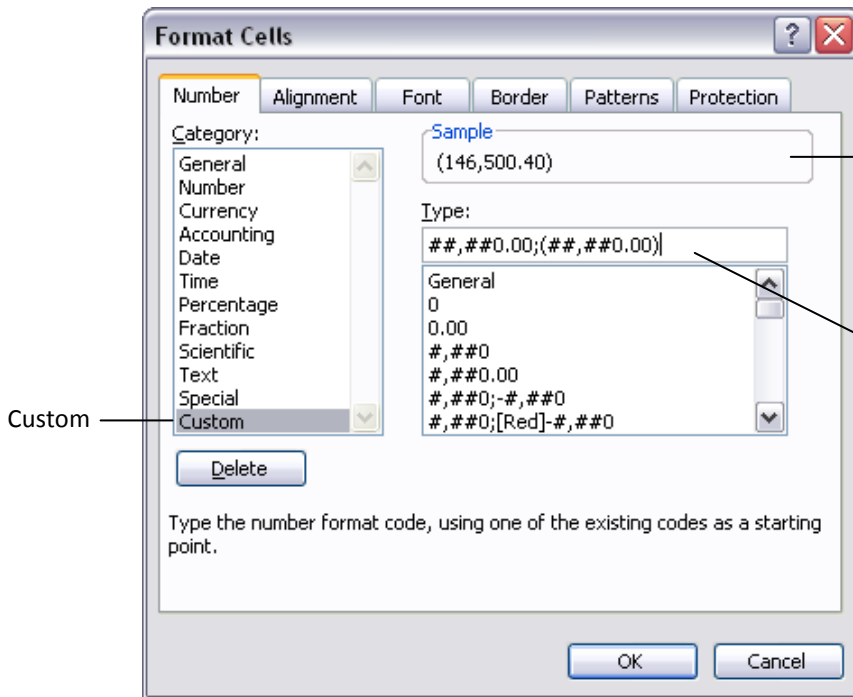
Sample:
A preview of the cell. To check this space is very important!

Type:
There are default types available.

You can also type in your own format e.g. with brackets around negative numbers

Custom

e.g., Arranging digits - starting the number with zero

Have you had a trouble inserting a 0 (zero) into a cell? For example, you wanted to type '023' but as soon as you point to the next cell, the number becomes '23' although you specified it to be '023'.

By setting up the custom cell '000', cells will be able to start the number with a **zero** and the number will have a consistency of 3 digits.
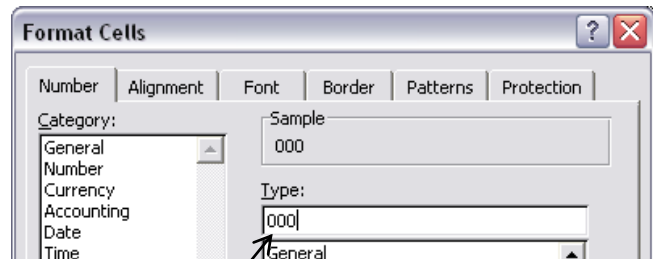
Type '000' into the type box.

More examples

Code in custom cell	Type in	Appear in the cell	Note
N000#	123	N0123	
[Blue](000)	1	001	The number will appear in blue.
(#,###.00);[Red](#,###.00)	-1234	(1,234.00)	The number will appear in red.

Other colour codes
- [BLACK]
- [BLUE]
- [CYAN]
- [GREEN]
- [MAGENTA]

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Clearing format in cells

1. Highlight cells that you wish to remove the formatting

2. **Edit** > **Clear** > **Formats**

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