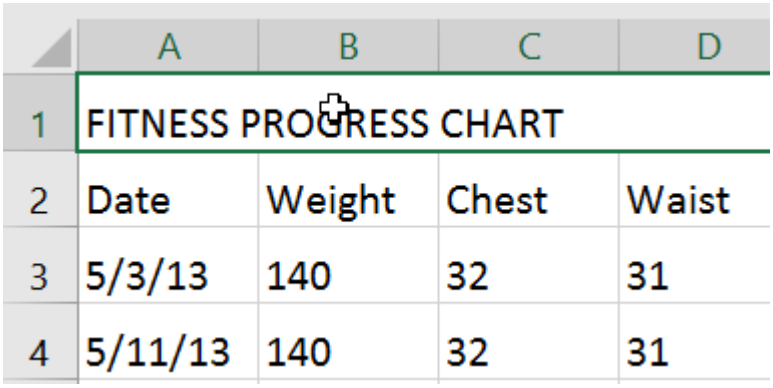
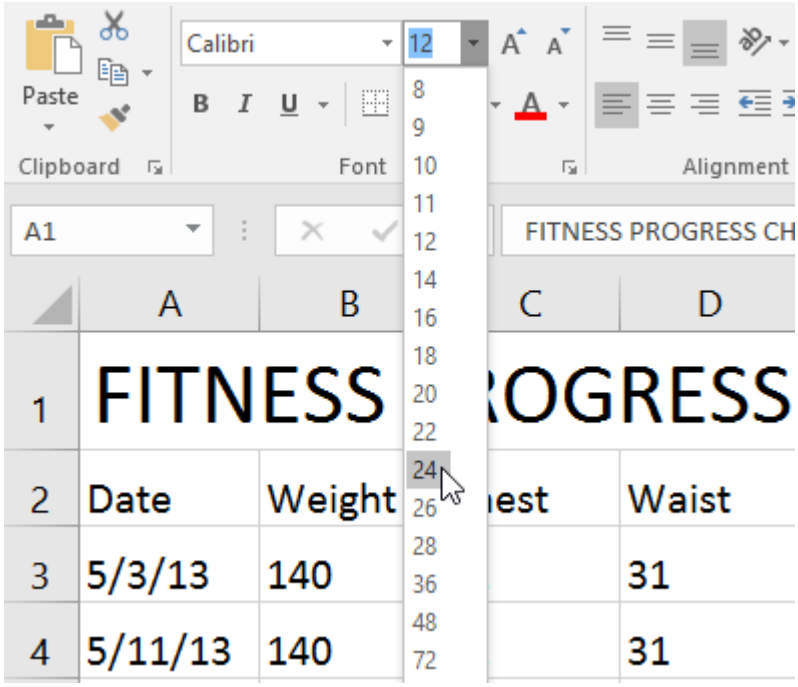
To change the font size:

1.Select the **cell(s)** you want to modify.



2.On the **Home** tab, click the **drop-down arrow** next to the **Font Size**command, then select the desired **font size**. In our example, we will choose **24** to make the text **larger**.



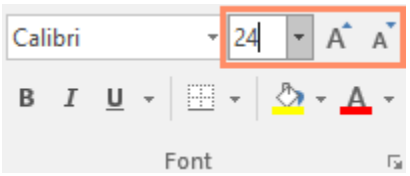
3.The text will change to the **selected font size**.

Left Alig n

Alig ns cont ent to the left bor der of the cell

	A	B	C	D	E	F
1	FITNESS PROGRESS CHART					
2	Date	Weight	Chest	Waist	Hips	Forearm
3	5/3/13	140	32	31	40	11.5
4	5/11/13	140	32	31	39.5	11.5

You can also use the **Increase Font Size** and **Decrease Font Size**commands or enter a **custom font size** using your keyboard.



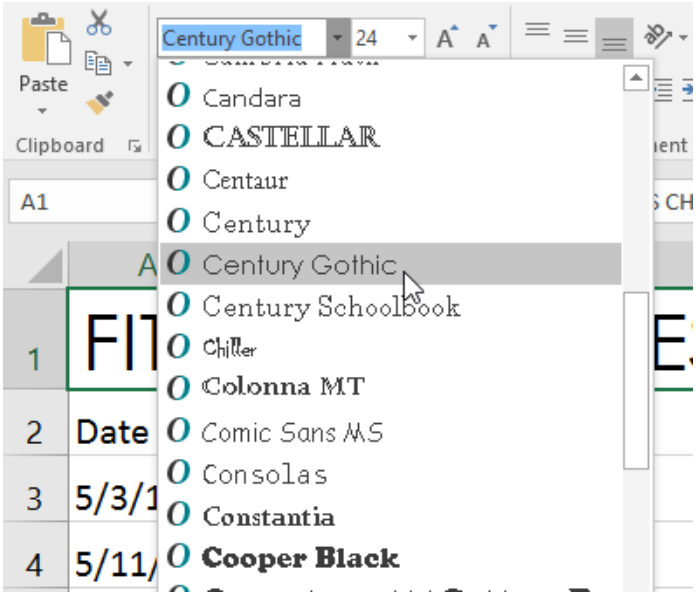
To change the font:

By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our **title cell** to help distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

	A	B	C	D
1	FITNESS PROGRESS			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** command, then select the desired **font**. In our example, we'll choose **Century Gothic**.



3.The text will change to the **selected font**.

	A	B	C	D
1	FITNESS PROGRE			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

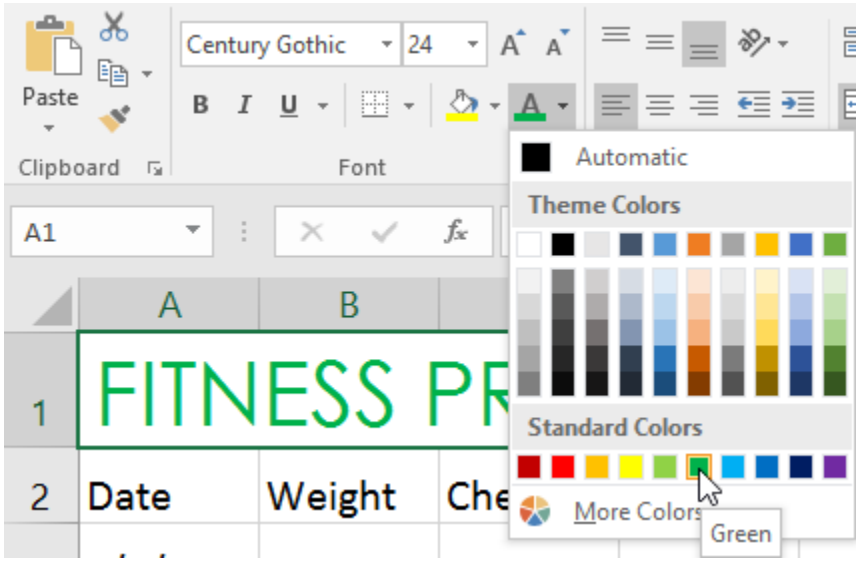
When creating a workbook in the workplace, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

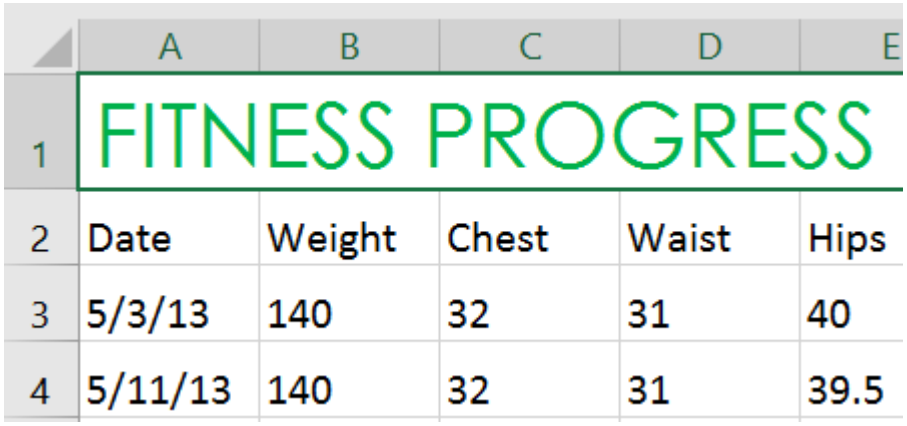
1.Select the **cell(s)** you want to modify.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

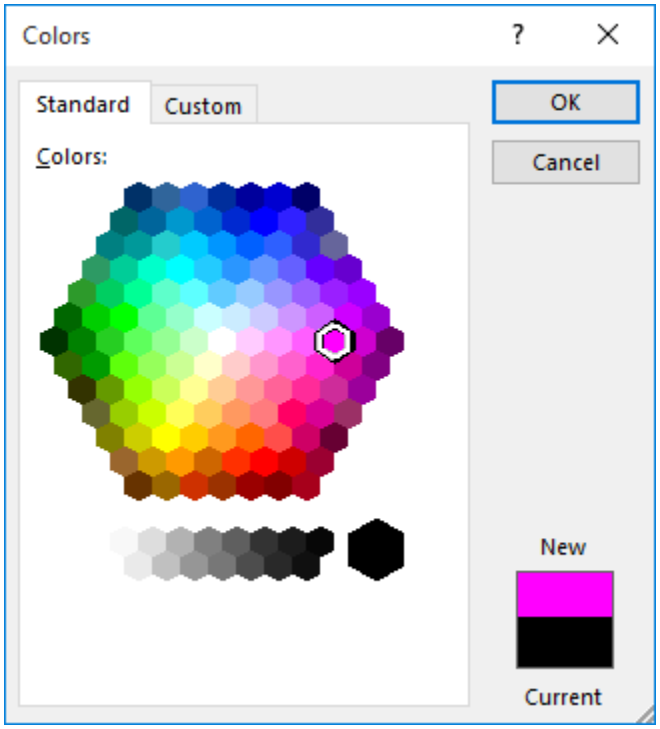
2.On the **Home** tab, click the **drop-down arrow** next to the **Font Color**command, then select the desired **font color**. In our example, we'll choose **Green**.



3.The text will change to the **selected font color**.

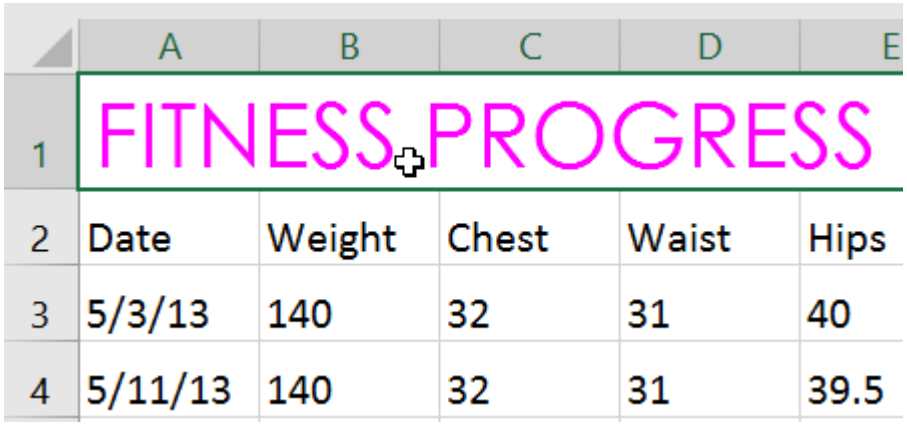


Select **More Colors** at the bottom of the menu to access additional color options. We've changed the font color to a bright pink.



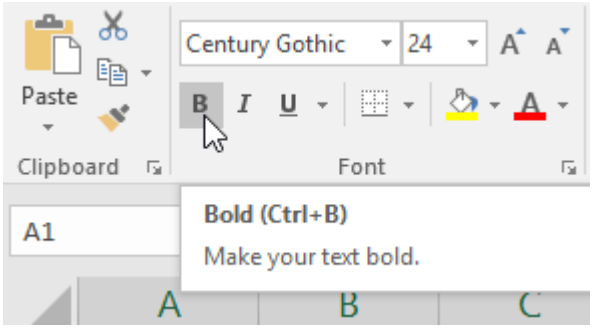
To use the Bold, Italic, and Underline commands:

1. Select the **cell(s)** you want to modify.



	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the **Home** tab. In our example, we'll make the selected cells **bold**.



3. The **selected style** will be applied to the text.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

You can also press **Ctrl+B** on your keyboard to make selected text **bold**, **Ctrl+I** to apply **italics**, and **Ctrl+U** to apply an **underline**.

Cell borders and fill colors

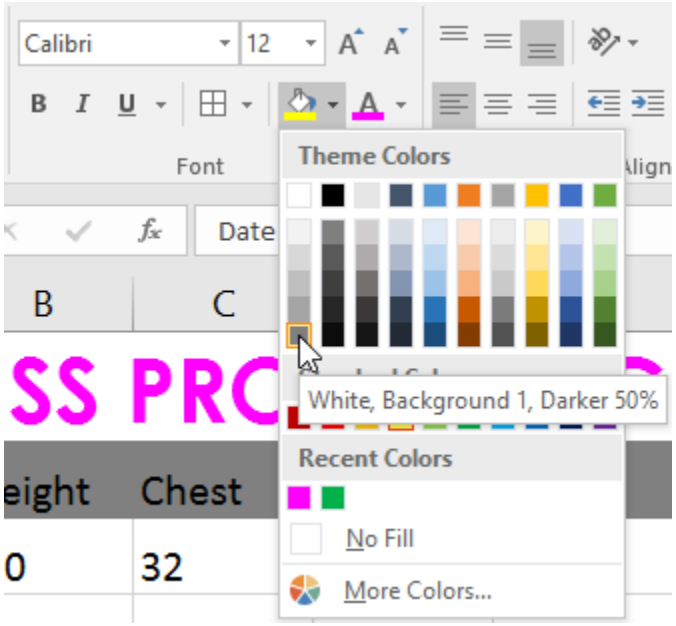
Cell borders and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

To add a fill color:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. On the **Home** tab, click the **drop-down arrow** next to the **Fill Color** command, then select the **fill color** you want to use. In our example, we'll choose a dark gray.



3.The **selected fill color** will appear in the selected cells. We've also changed the **font color** to **white** to make it more readable with this dark fill color.

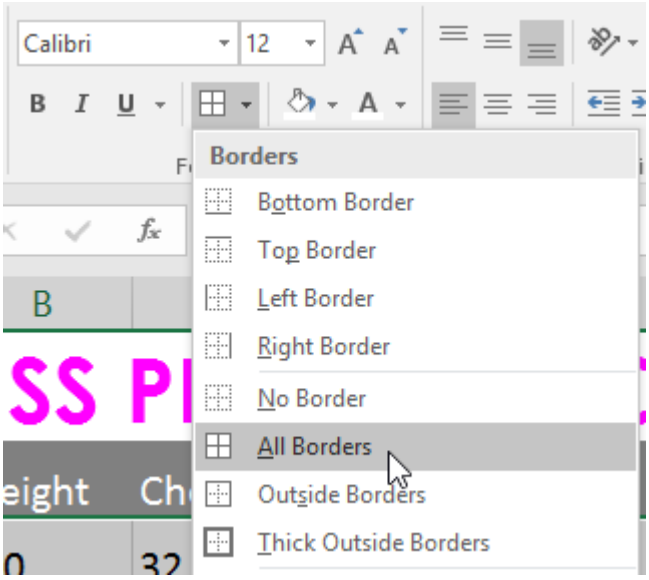
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

To add a border:

1.Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

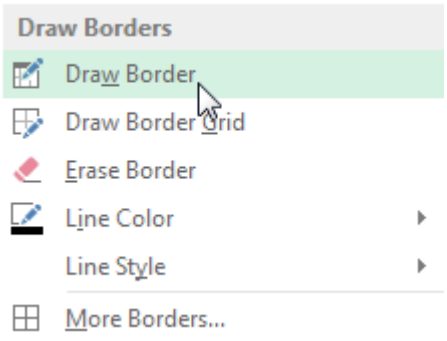
2.On the **Home** tab, click the **drop-down arrow** next to the **Borders**command, then select the **border style** you want to use. In our example, we'll choose to display **All Borders**.



3. The **selected border style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



Cell styles

Instead of formatting cells manually, you can use Excel's **predesigned cell styles**. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as **titles** and **headers**.

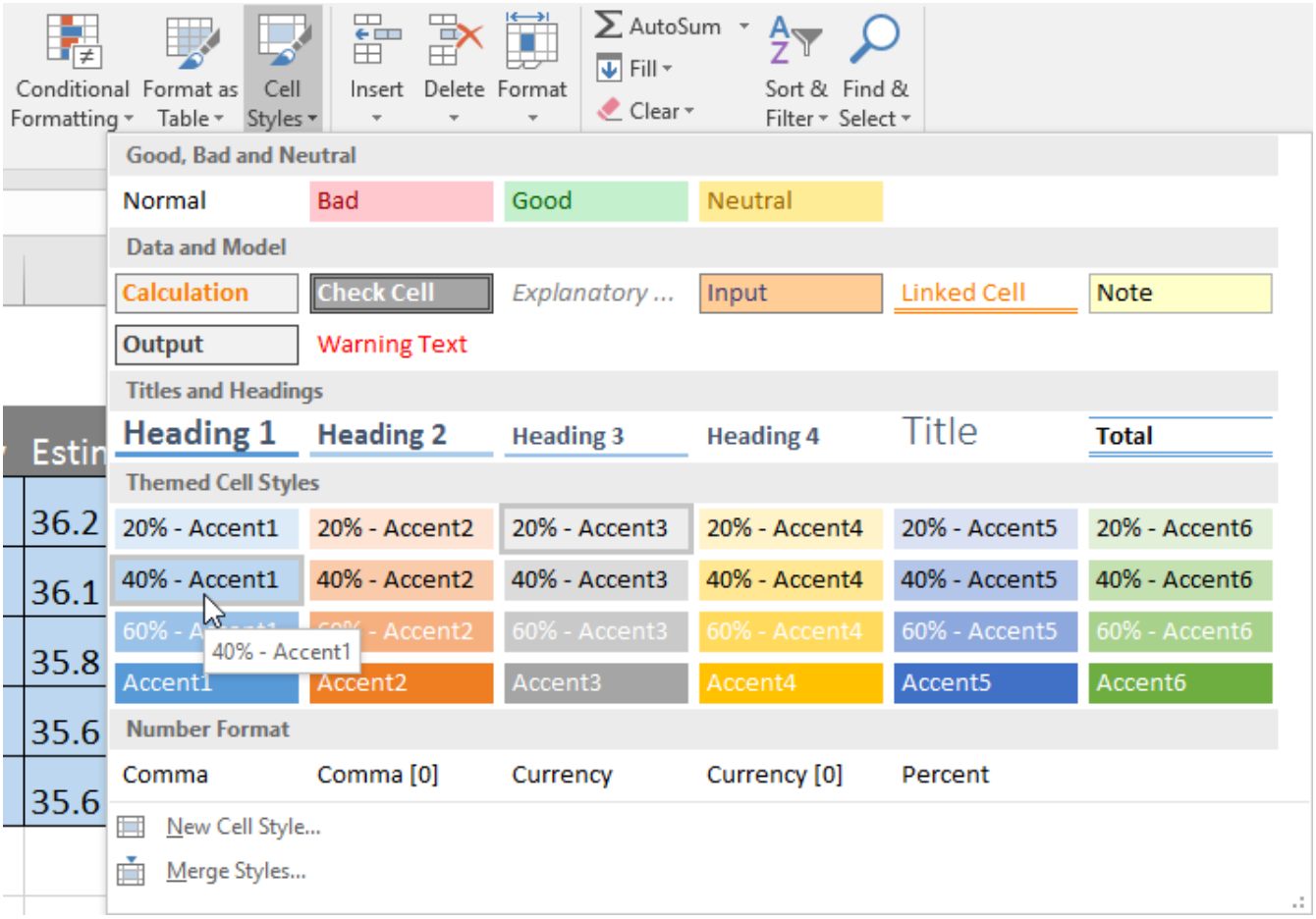
To apply a cell style:

In our example, we'll apply a new cell style to our existing **title** and **header cells**.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2.Click the **Cell Styles** command on the **Home** tab, then choose the **desired style** from the drop-down menu.



3.The **selected cell style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Applying a cell style will **replace** any existing cell formatting except for text alignment. You may not want to use cell styles if you've already added a lot of formatting to your workbook.

Text alignment

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing the **alignment** of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

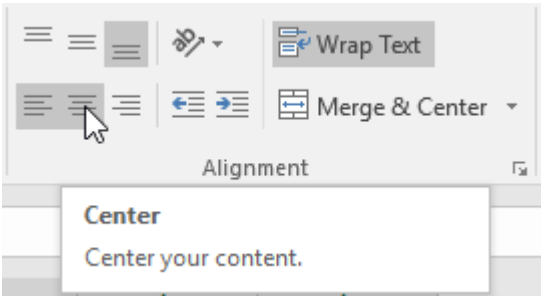
To change horizontal text alignment:

In our example below, we'll modify the alignment of our **title** cell to create a more polished look and further distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. Select one of the three **horizontal alignment** commands on the **Home** tab. In our example, we'll choose **Center Align**.



3. The text will **realign**.

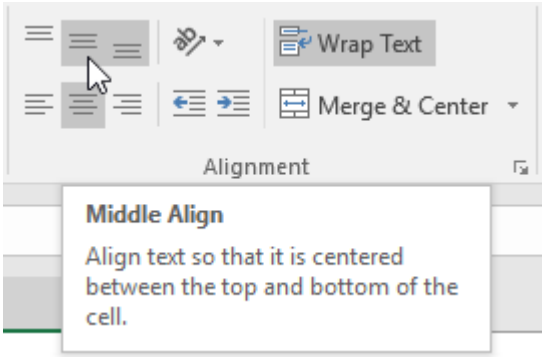
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

To change vertical text alignment:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

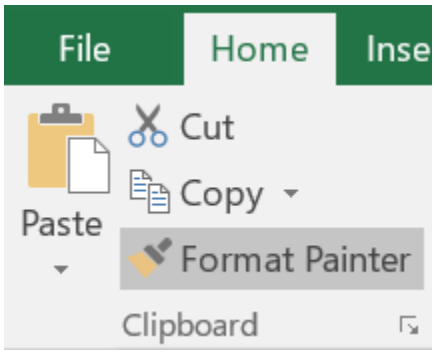
2.Select one of the three **vertical alignment** commands on the **Home** tab. In our example, we'll choose **Middle Align**.



3.The text will **realign**.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

You can apply **both** vertical and horizontal alignment settings to any cell.

Format Painter

If you want to copy formatting from one cell to another, you can use the **Format Painter**command on the **Home** tab. When you click the Format Painter, it will copy all of the formatting from the selected cell. You can then **click and drag** over any cells you want to paste the formatting to.