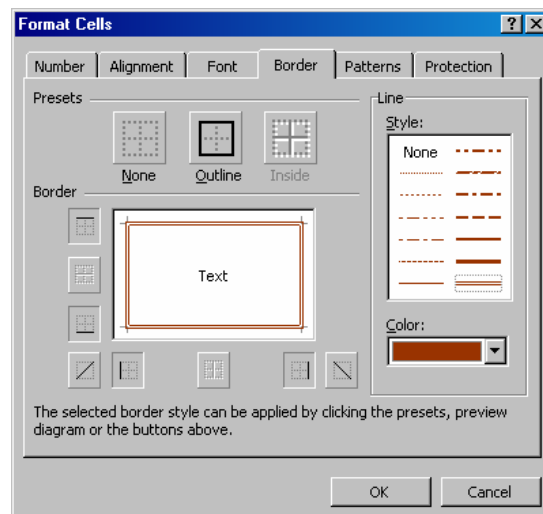
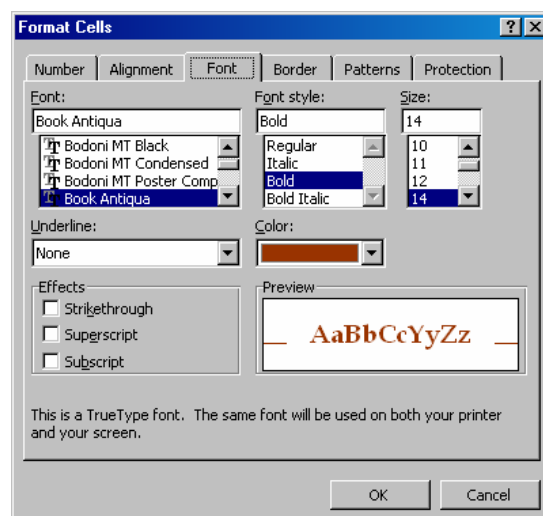
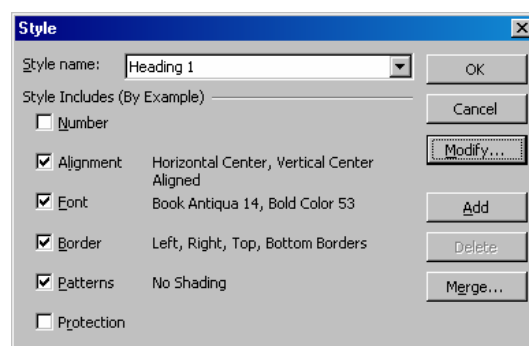


## CREATING AND APPLYING STYLES

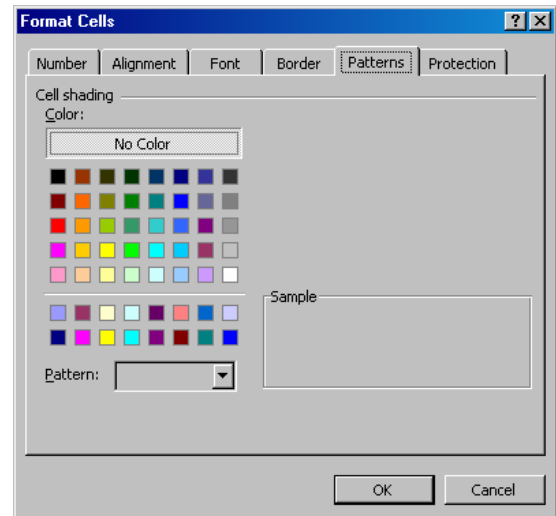
A style is a defined collection of formats—font, font size, attributes, numeric formats, etc.—that can be stored as a set and later applied to other cells in the worksheet. Styles may also be copied from one workbook to another, so they can be shared among workbooks. Once a style is created, it is available no matter which workbook is open.

### Creating a Text Style

- ❖ Open the workbook **Home Entertainment Systems** from the area where the files are stored that were downloaded from the Excel Web page.
- ❖ Select cell **A1** the main heading of the document.
- ❖ Click **Format** on the **Menu Bar** and then click **Style**.
- ❖ The **Style** dialog box will display (see illustration at right).
- ❖ In the **Style name** box, highlight **Normal**, if necessary.
- ❖ Input **Heading 1** for the name of the style.
- ❖ Click the **Number** and the **Protection** check boxes to remove them from the style.
- ❖ Click the **Modify** button to make additional formatting changes to the style.
  - The check boxes in the **Style** dialog box correspond to the tabs in the **Format Cells** dialog box.
  - Changes made on the tabs in the **Format Cells** dialog box are displayed to the right of the check box option in the **Style** dialog box.
- ❖ The **Format Cells** dialog box will display.
- ❖ Click the **Alignment** tab.
- ❖ Change the **Horizontal** and **Vertical** formatting to **Center** by clicking the drop-down arrow for both and selecting **Center**.
- ❖ Click the **Font** tab. Make the changes below:
  - **Font Type** = **Book Antiqua**
  - **Font Style** = **Bold**
  - **Font Size** = **14 point**
  - **Font Color** = **Pick a color**
- ❖ Click the **Border** tab. Make the following changes:
  - Pick a Style for the border by clicking on one of the options in the **Style** list.
  - Click the **Color** drop-down arrow and choose a color for the border.
  - Click the **Outline** button to apply the Border to the whole cell.
  - An example of the border will appear in the box under **Border**.



- To apply or remove the **Outline** for any of the other borders, click the corresponding button, such as Top, Bottom, Right, or Left.
- These buttons appear around the outside of the grid.
- ❖ Click the **Patterns** tab and select a color for the background of this cell.
- ❖ Click **OK** to exit the **Format Cells** dialog box.
- ❖ Click the **Add** button to add the new style to the style list available with this template.
- ❖ The **Heading 1** style will now appear in the **Style Name** box.
- ❖ Click **OK** again to exit the **Style** dialog box.
- ❖ The **Heading 1** style should be applied to cell **A1**.
- ❖ Select the column headings in row **four (4)** of the worksheet.
- ❖ Create a style named **Heading 2** that will apply the following formatting:
  - **Font Type** = **Book Antiqua**
  - **Font Style** = **Bold**
  - **Font Size** = **12 point**
  - **Font Color** = **Your choice**
- ❖ Remove the check marks from the following options, if necessary: **Numbers, Alignment, Borders, Patterns, Protection.**
- ❖ Click **OK** to close the **Style** dialog box.
- ❖ Adjust the column widths as appropriate.



### Applying Styles

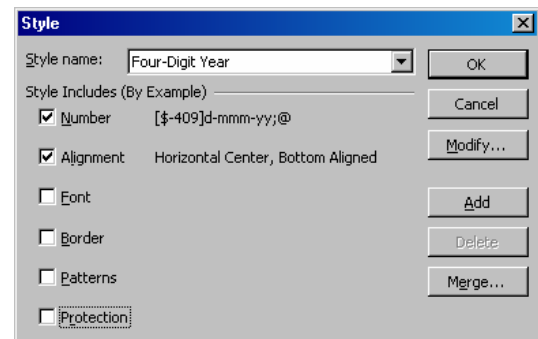
- ❖ Select cell **A2**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Style** in the list that appears.
- ❖ Click the **Style Name** drop-down arrow.
- ❖ Select the **Heading 1** style from the list.
- ❖ Click **OK** to exit the **Style** dialog box.

### NOTE:

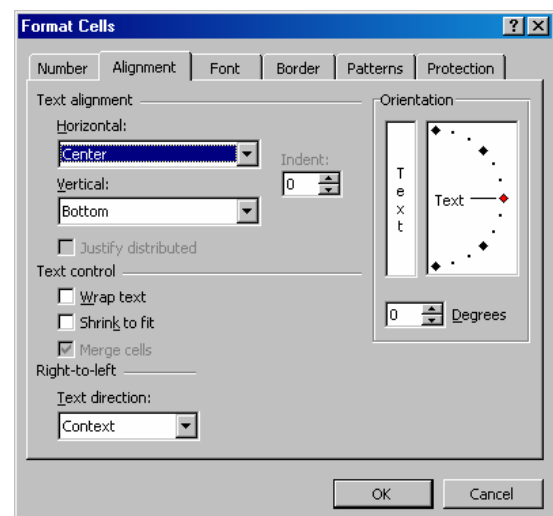
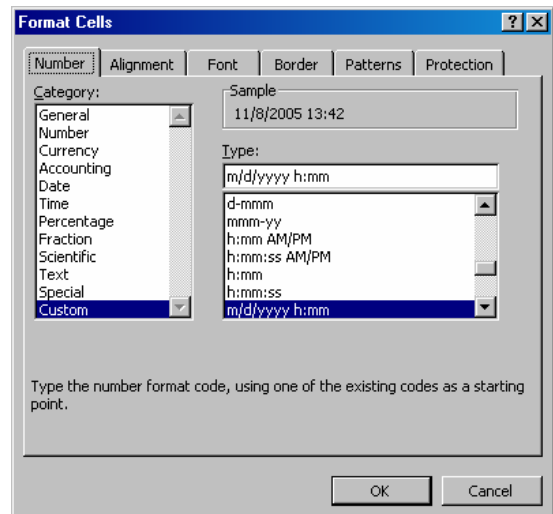
- When using repetitive information in cells, such as a list of dollar amounts in a row or column, it is often easier to apply the desired style to the range before the data is entered.
- After the style has been applied, it is just a matter of entering each number.
- The style will then be applied as soon as Enter is pressed.

### Creating a Date Style

- ❖ Click cell **G3**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Point to **Style** in the list of options.
- ❖ The **Style** dialog box will display.
- ❖ Drag through **Normal** in the **Style name** box.
- ❖ Name the new style **Four-Digit Year**.
- ❖ Click the **Modify** button.
- ❖ The **Format Cells** dialog box will display.



- ❖ Click the **Number** tab, if necessary (see illustration top right).
- ❖ Click **Date** in the **Category** list.
- ❖ Click **14-Mar-01** in the **Type** list.
- ❖ Click the **Alignment** tab (see illustration bottom right).
- ❖ Click the **Horizontal** box drop-down arrow.
- ❖ Click **Center**.
- ❖ Click the **Font** tab. Choose the following options:
  - **Font Type** = **Book Antiqua**
  - **Font Size** = **12 point**
- ❖ Click the **OK** button in the **Format Cells** dialog box.
- ❖ Click the following check boxes to deselect them.
  - **Font**
  - **Borders**
  - **Patterns**
  - **Protection**
- ❖ Click the **Add** button to add the new style to the style list available with this template.
- ❖ Click the **OK** button.
- ❖ The cell will be formatted with the new style.



### Modifying a Style

Any style can be modified. It doesn't matter whether the style was supplied by Excel or created by someone using the program. If a style is needed that was created in another workbook, it can be merged into the current workbook. Also, if a style is no longer needed, it can be deleted from the list of styles.

- ❖ Select cell **G3**. We will modify the style for this cell.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Style** in the list that appears.
- ❖ Click the **Style Name** drop-down arrow and select **Four-Digit Year**, if necessary.
- ❖ Click the **Modify** button in the **Style** dialog box.
- ❖ Make any desired changes in the **Format Cells** dialog box, such as the **Font Color**.
- ❖ Click **OK** to close the **Format Cells** dialog box and save the changes.
- ❖ Click **OK** to close the **Style** dialog box.

### Merging Styles

Styles can be merged from one workbook to another. In order to do this, the workbook containing the styles must be open.

- ❖ Open the workbook **Alpha Sales** from the area where the files are stored that were downloaded from the Excel Web page.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click the **Style** option from the list that appears.
- ❖ Click the **Merge** button in the **Style** dialog box (see illustration at right).



- ❖ Click the workbook name, **Home Entertainment Systems**, from the list.
- ❖ The new styles will appear in the **Style Name** drop-down list.
- ❖ Click **OK** to exit the **Merge Styles** dialog box.
- ❖ Click **OK** to exit the **Style** dialog box.

### Deleting a Style

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click the **Style** option from the list that appears.
- ❖ Click the **Style Name** drop-down arrow.
- ❖ Click the style that is to be deleted.
- ❖ Click the **Delete** button in the **Style** dialog box (see illustration at right).
- ❖ Click **OK** to exit the dialog box.

