

Enhancing a Worksheet's Appearance

Up until now, we have been dealing with formatting individual values or ranges of cells. In this lesson, we will learn how to further enhance a worksheet's appearance by applying colors, patterns, borders, and fill effects. We will also learn what styles are and how to use them, and how to roll all of these concepts together by using a theme.

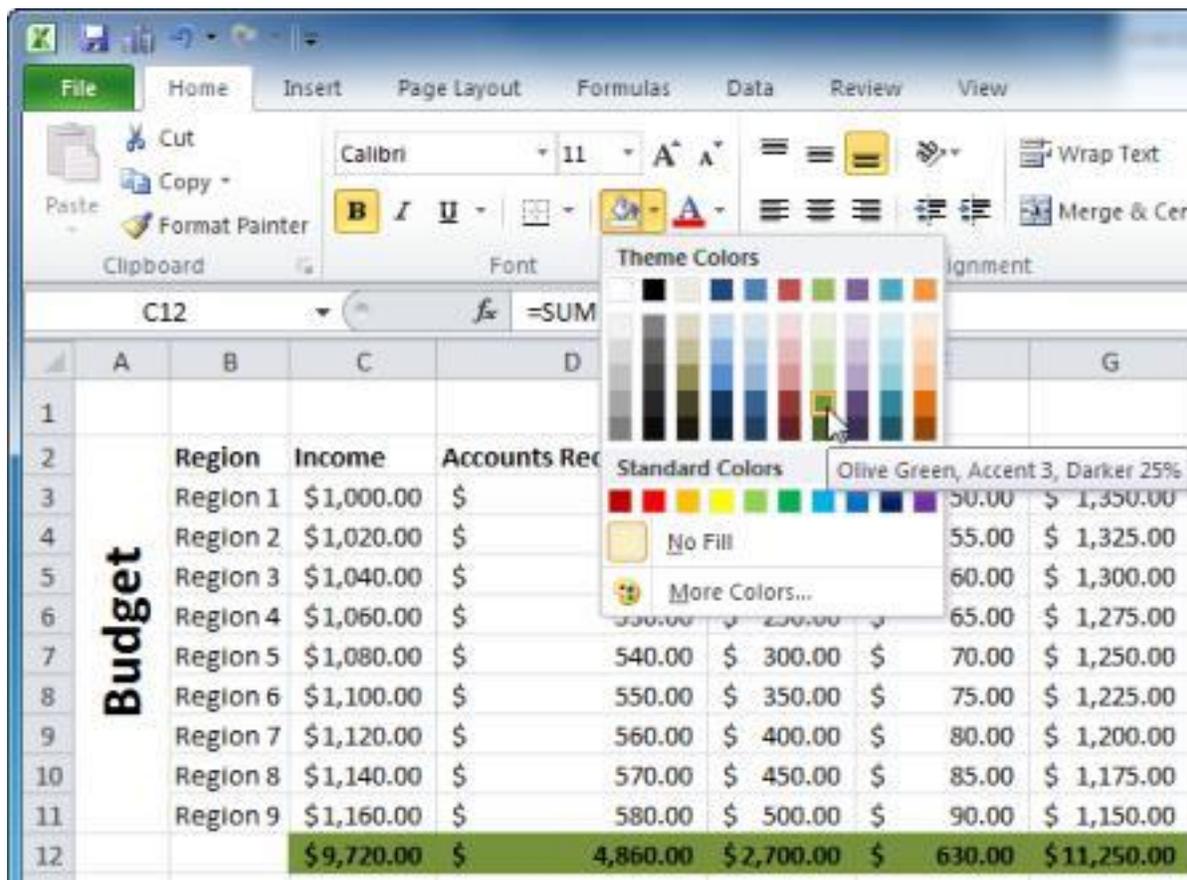
Adding Patterns and Colors

A few colors here and there will really help enhance the look and feel of your worksheet. For example, adding a few bright colors to headings or subtotals/totals will make the worksheet easier to read and draw the reader's eye to what is important.

To add colors to a worksheet, select the range of cells where you want to add color. Here is a worksheet that has had some text formatting. It isn't too hard to read, since the headings and totals have been turned bold. Let's add some color to the totals at the bottom of the sheet:

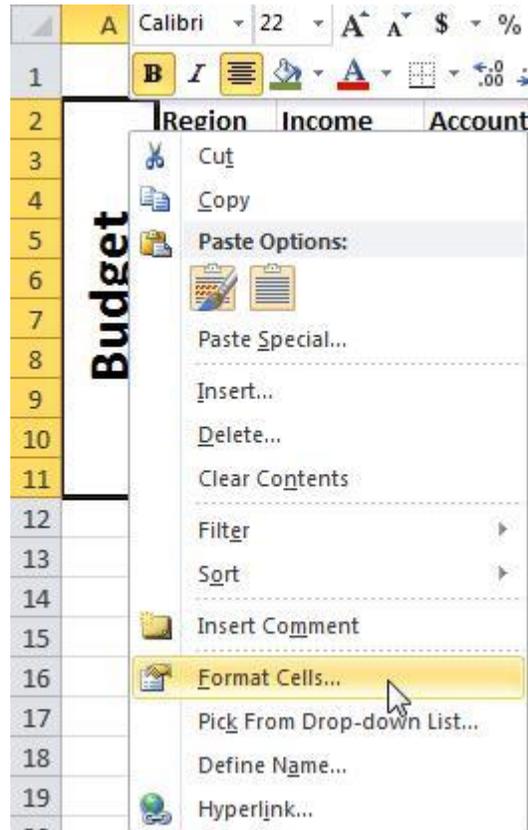
	A	B	C	D	E	F	G
1							
2		Region	Income	Accounts Receivable	Overhead	Depreciation	Net
3		Region 1	\$1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00
4		Region 2	\$1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00
5		Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00
6		Region 4	\$1,060.00	\$ 530.00	\$ 250.00	\$ 65.00	\$ 1,275.00
7		Region 5	\$1,080.00	\$ 540.00	\$ 300.00	\$ 70.00	\$ 1,250.00
8		Region 6	\$1,100.00	\$ 550.00	\$ 350.00	\$ 75.00	\$ 1,225.00
9		Region 7	\$1,120.00	\$ 560.00	\$ 400.00	\$ 80.00	\$ 1,200.00
10		Region 8	\$1,140.00	\$ 570.00	\$ 450.00	\$ 85.00	\$ 1,175.00
11		Region 9	\$1,160.00	\$ 580.00	\$ 500.00	\$ 90.00	\$ 1,150.00
12			\$9,720.00	\$ 4,860.00	\$ 2,700.00	\$ 630.00	\$ 11,250.00

Click Home → Fill Color arrow and move your mouse over the different colors. You can choose shades of colors from the theme you are currently using or you can choose from a selection of standard colors. Click a color to apply it to your selection:

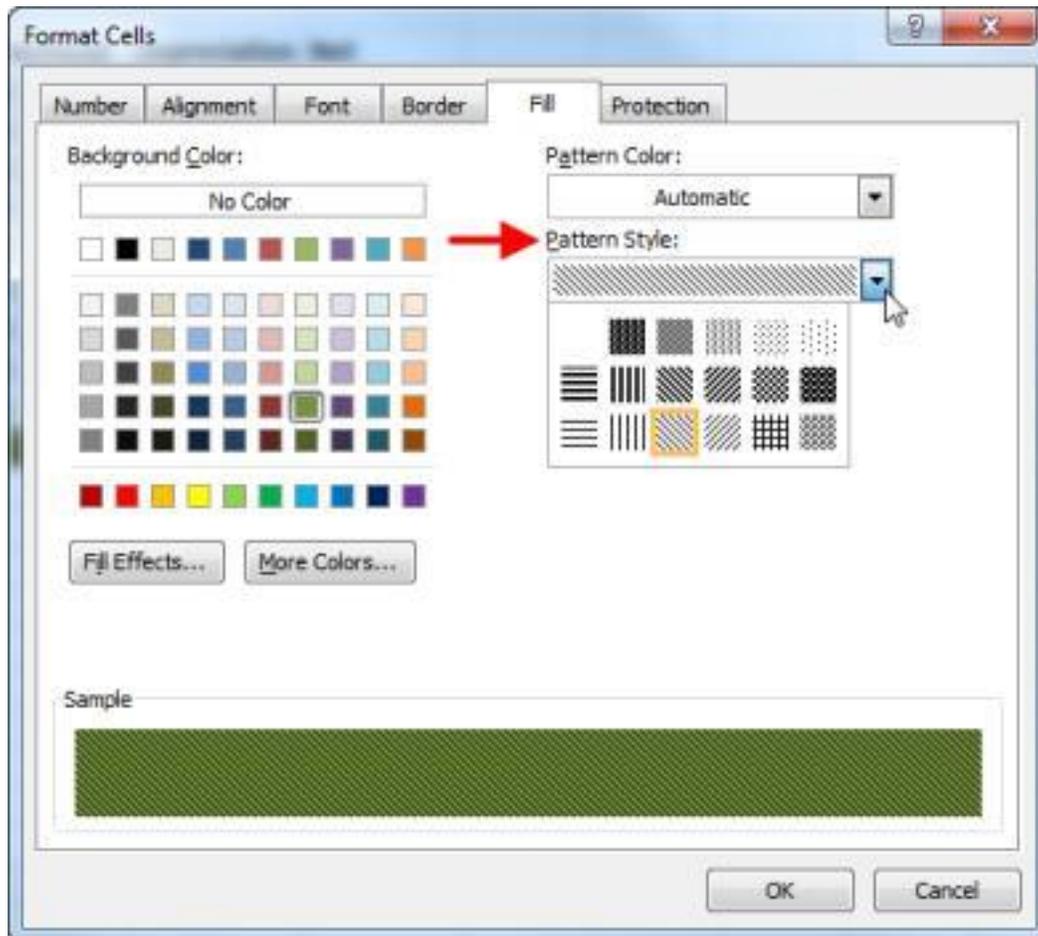


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You can add patterns as well as colors to a selection of cells. To do this, select a range of cells, then right-click → Format Cells:



When the Format Cells dialog box appears, click the Fill tab, select a color, and choose a pattern from the Pattern Style combo box. You can see what the pattern will look like in the sample bar at the bottom of the dialog:



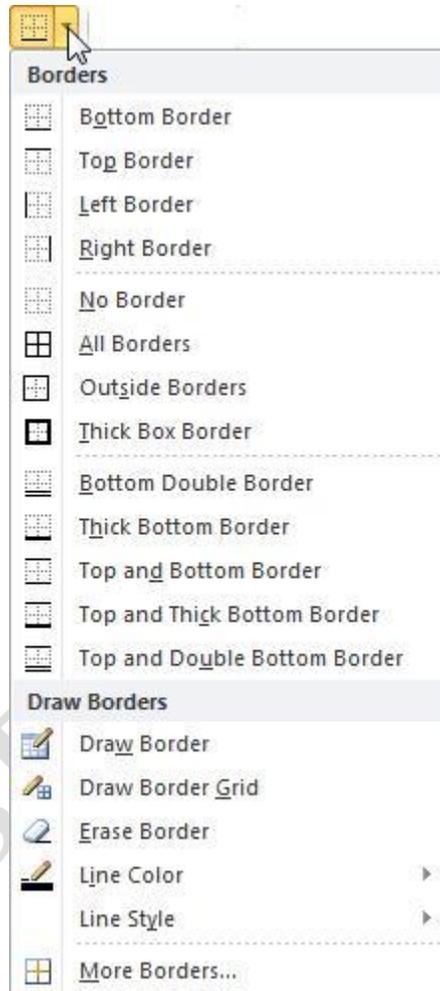
As you can see, just one color and a pattern is enough to tell you exactly what the worksheet is about (Budget) and which numbers are important (the totals at the bottom):

2	Budget	Region	Income	Accounts Receivable	Overhead	Depreciation	Net
3		Region 1	\$ 1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00
4		Region 2	\$ 1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00
5		Region 3	\$ 1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00
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11		Region 9	\$ 1,160.00	\$ 580.00	\$ 500.00	\$ 90.00	\$ 1,150.00
12			\$ 9,720.00	\$ 4,860.00	\$ 2,700.00	\$ 630.00	\$ 11,250.00

Adding Borders

Borders can help to distinguish selected data within a worksheet, or give a worksheet a more polished overall appearance. Although the gridlines dividing rows and column are turned on so you can see them in your worksheet, they are not printed.

To add a border to your worksheet, select a range of data and click the pull-down arrow next to Home → Borders. Select type of border you wish to apply to the range (including no border), and the borders will be added:



Whichever option you choose will be available by clicking the Border command again. For example, by default, the Border command is set to display bottom borders:  ▾

If you clicked the pull-down arrow and selected All Borders, the All Borders option would replace the bottom border on the command itself:  ▾

If you click More Borders at the bottom of the drop down menu, this will display the Format Cells dialog box - Border tab. Here you can customize a border by choosing line thickness and the line position in and around the cell. When you are finished building a custom border, click OK to implement it on the selected cells:

