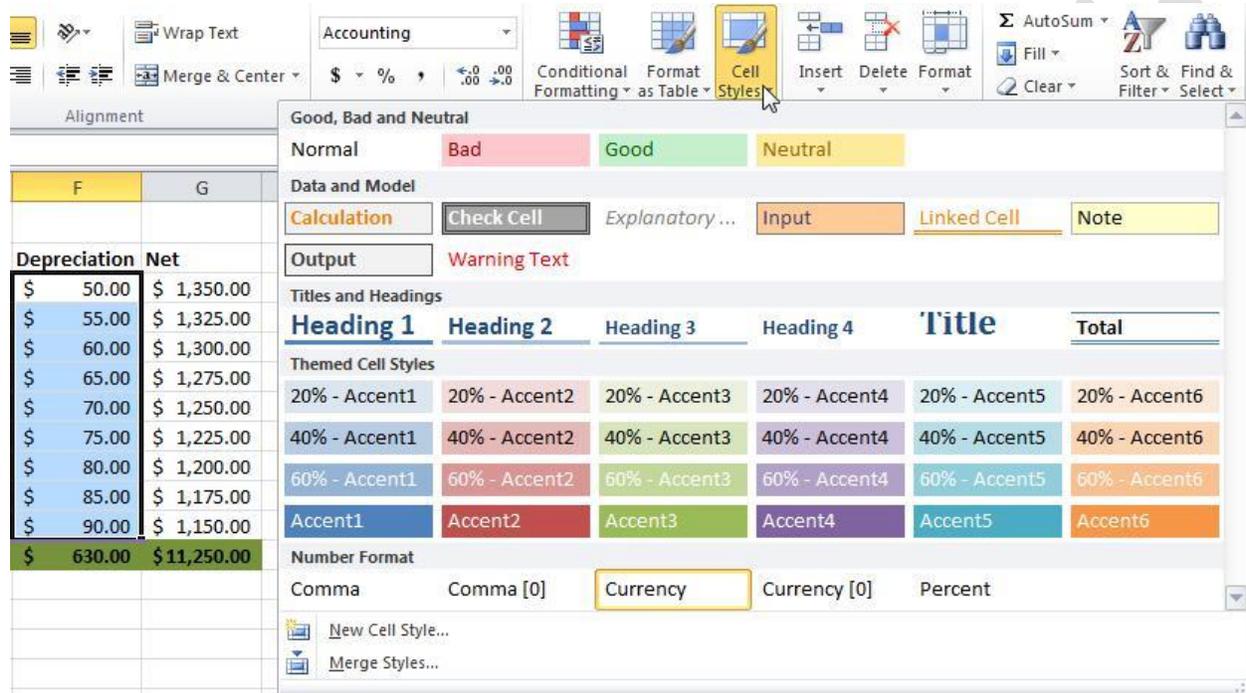


Working with Styles

A style is a set of formatting options that can be given a name, saved, and applied to a cell or a range of cells. You can create a style or modify an existing style to build the formatting options you need for your worksheets. Excel provides a large menu of preset styles that you can choose to apply to your cells.

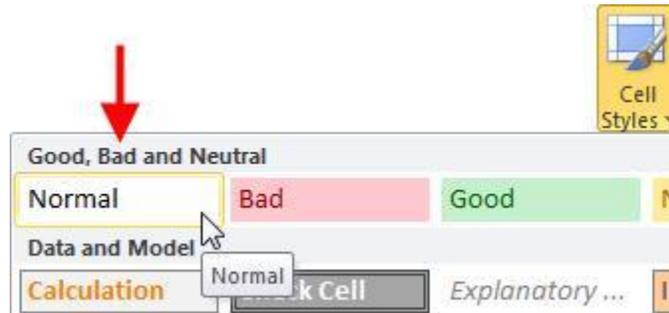
To use a preset style, select a cell or range of cells and choose a style by clicking Home → Cell Styles:



Click a style to apply the formatting:

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

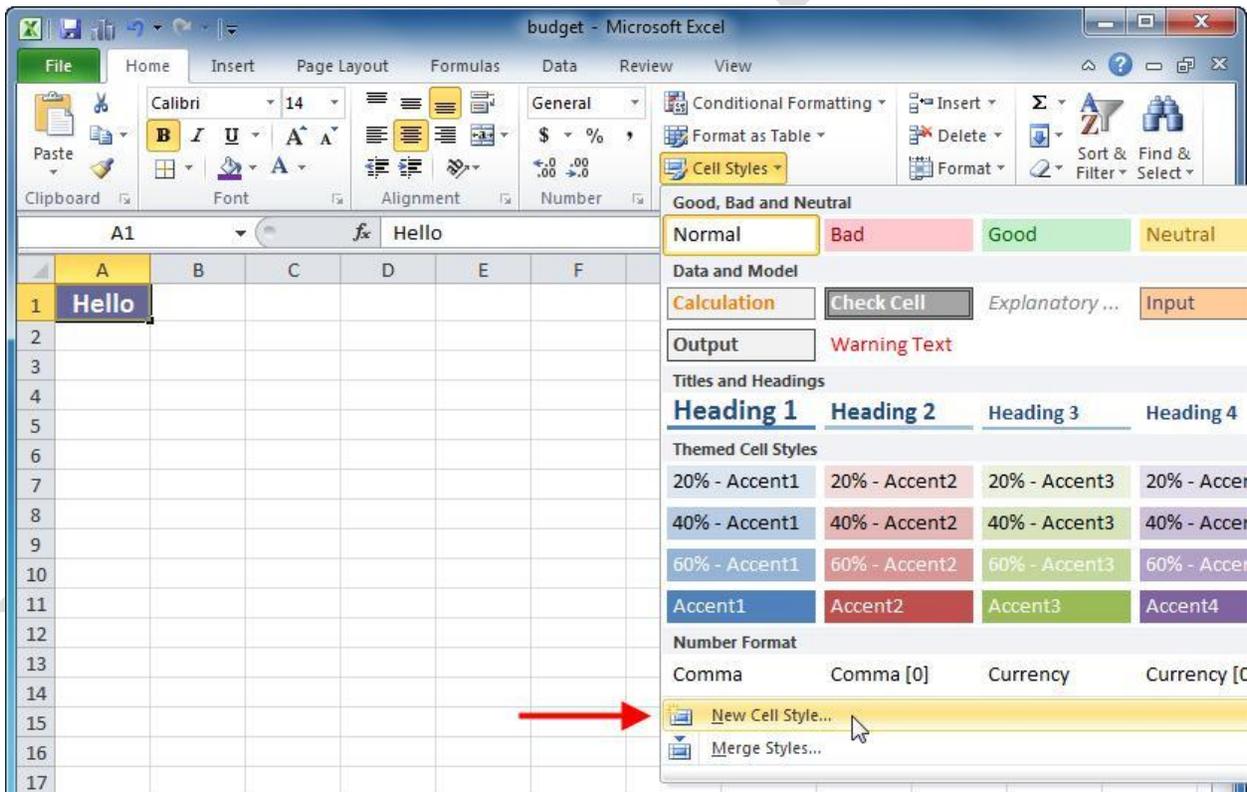
To remove applied styles from a cell range, select the styles cells and click Cell Styles Normal. This will remove the formatting by re-applying basic black and white formatting: →



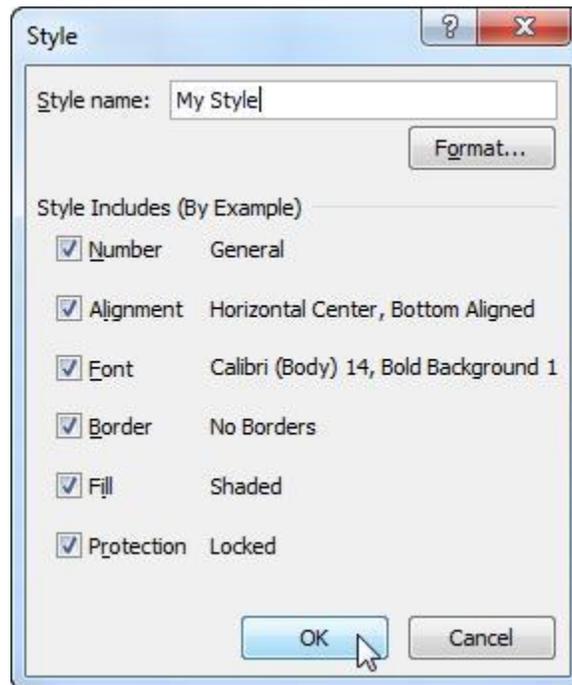
To create your own style, enter data in a cell and apply the various effects that you need (such as font color, fill color, font size, bold, italic, etc.). Here, we have entered the word “Hello,” and selected bold, a font size of 14, a white font color, and a shade of purple for the cell color:



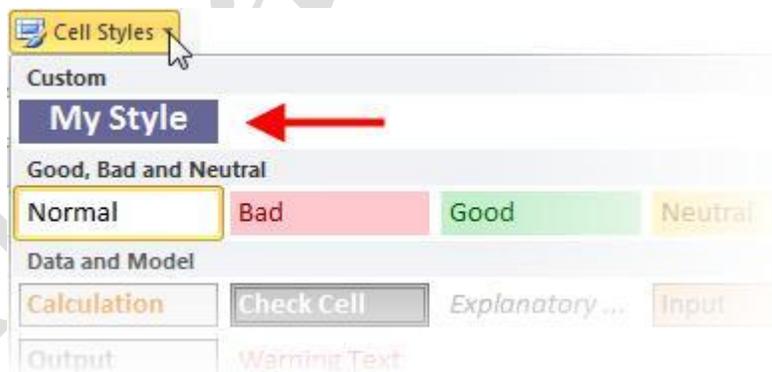
Next, select the cell and click Cell Styles → New Cell Style:



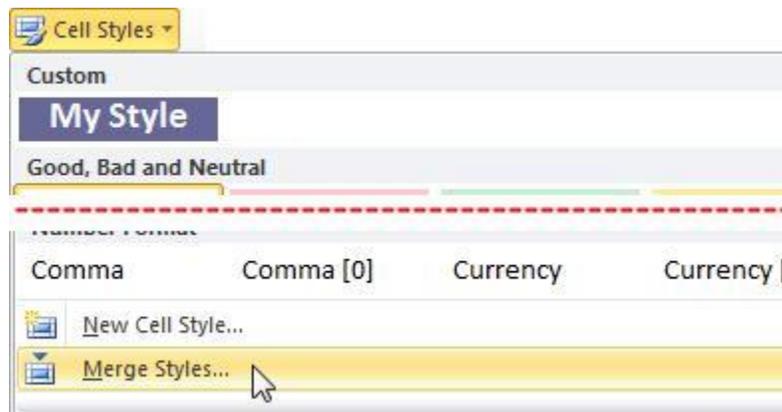
This will open the Style dialog box. If you give the style a name and then click OK, the formatting you added to the selected cell will be saved as a style. If you click the Format button, you will display the Format Cells dialog box. This will allow you to add pretty much any kind of formatting you want to the new style. You can also select or deselect elements to include in your style with the various checkboxes. When you have confirmed the style elements to use, give the style a name and click OK:



The new custom style will be listed at the top of the Cell Styles command:

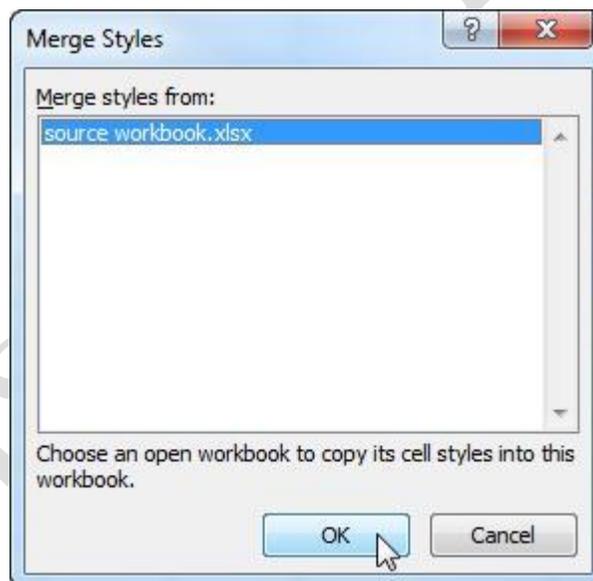


Styles are saved with the workbook they are created in. **If you want to use a style from another workbook**, the Merge Styles command will allow you to import the styles you need. To do this, you must have two workbooks open: one that contains styles you want to use (source) and one where you want to use the styles (destination). Switch to the destination workbook and Cell Styles → Merge Styles:



(We will discuss more about working with multiple workbooks later in this manual.)

The Merge Styles dialog will open. Select the workbook with the style you want and click OK:



Excel will copy all of the styles from the source workbook into the destination workbook. If there are styles in both workbooks that have matching names, you will be asked if you want to merge styles.

Working with Themes

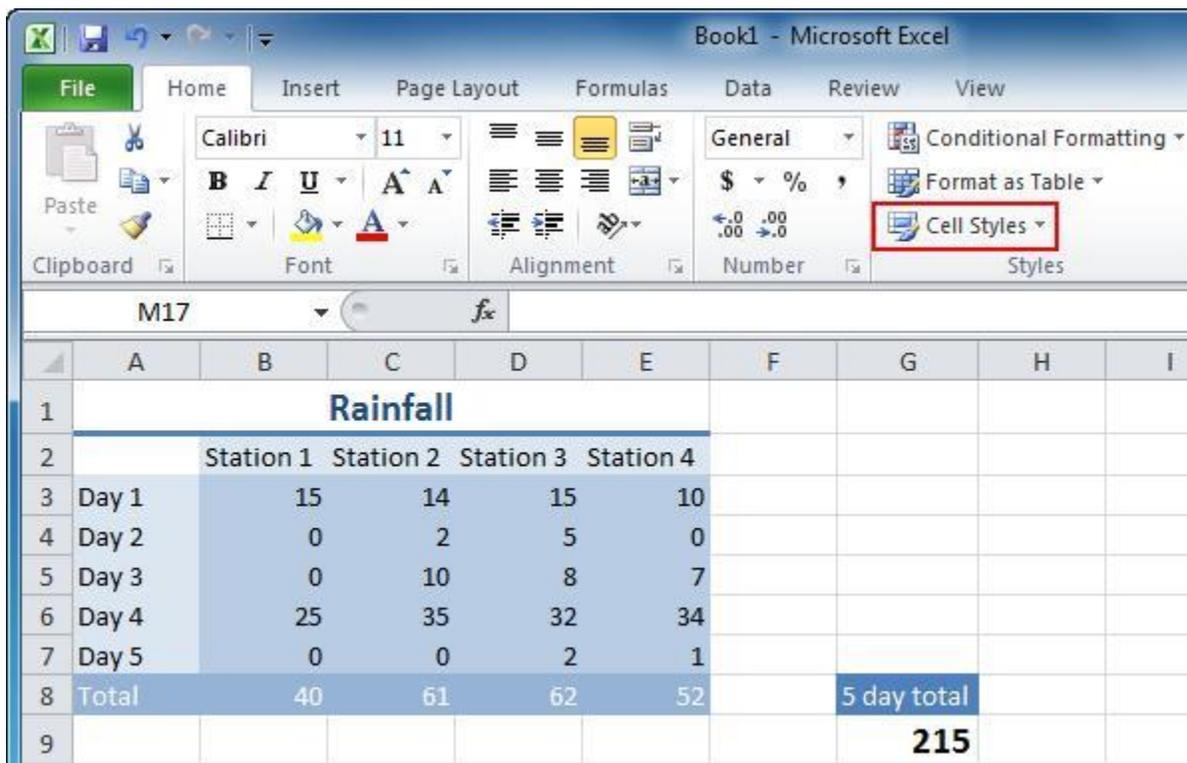
As you know, Excel offers a wide range of customization options to change the look and feel of your worksheet. All of the effects we have dealt with in this lesson can be collected together into a single theme. Themes allow you to apply coordinating font, colors, effects, styles, and other types of formatting at once.

To make the best use of themes, you should first apply styles to your data. Consider the following chart of information:

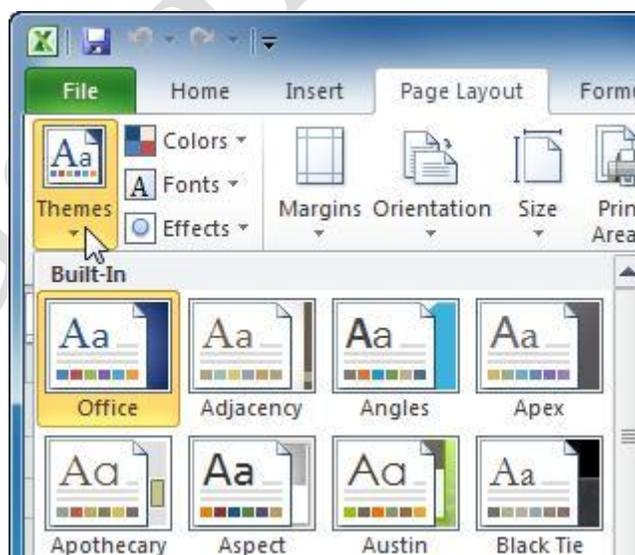
	A	B	C	D	E	F	G	
1	Rainfall							
2		Station 1	Station 2	Station 3	Station 4			
3	Day 1	15	14	15	10			
4	Day 2	0	2	5	0			
5	Day 3	0	10	8	7			
6	Day 4	25	35	32	34			
7	Day 5	0	0	2	1			
8	Total	40	61	62	52		5 day total	
9							215	

All information has been correctly labeled and the totals are in place.

Using a number of styles from the Cell Styles command, we have formatted the worksheet to look like this:



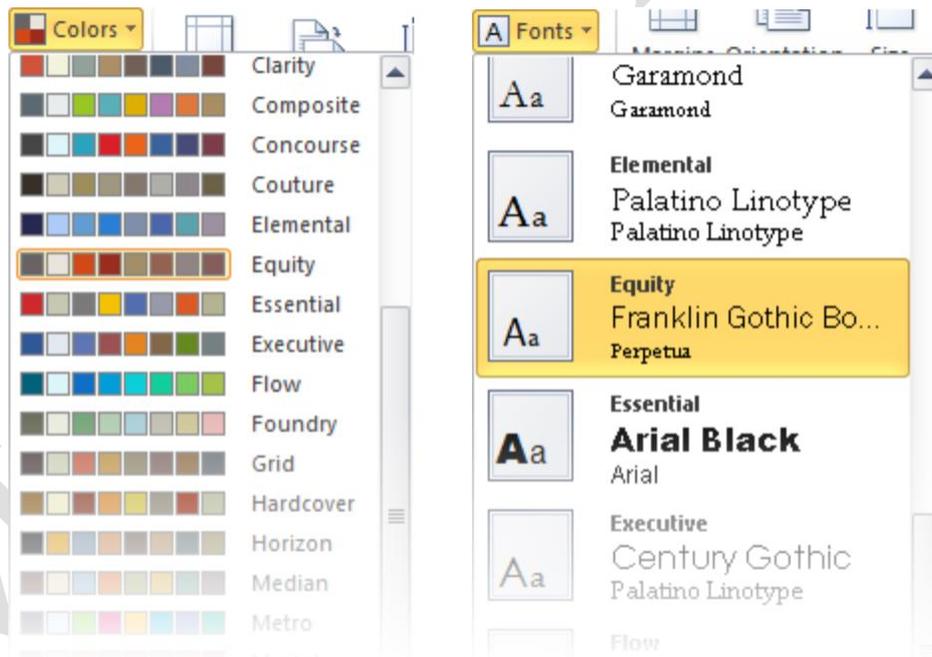
These styles were applied using the standard Office theme used by all new workbooks. You can view the current theme by clicking Page Layout → Themes:



If you move your mouse over the different themes, you will see the current styles in your worksheet change depending on the theme. For example, here is the worksheet using the Equity theme:

	A	B	C	D	E	F	G
1	Rainfall						
2		Station 1	Station 2	Station 3	Station 4		
3	Day 1	15	14	15	10		
4	Day 2	0	2	5	0		
5	Day 3	0	10	8	7		
6	Day 4	25	35	32	34		
7	Day 5	0	0	2	1		
8	Total	40	61	62	52	5 day total	
9							215

Themes are pre-packaged with Excel, but as with just about everything else, they are fully customizable. You can change the color scheme, fonts, and effects for a theme by clicking and browsing through the other commands in the Themes group. You can pick a color scheme from one of the other themes as well as the fonts:



If you click the Effects command, you can change the way objects such as WordArt, SmartArt, and diagrams look, as based on another theme:



Keep in mind that changes to themes are applied to all worksheets in a workbook. You can't apply individual themes to each worksheet.