

Apply Text Formats

 Microsoft



Excel 2021

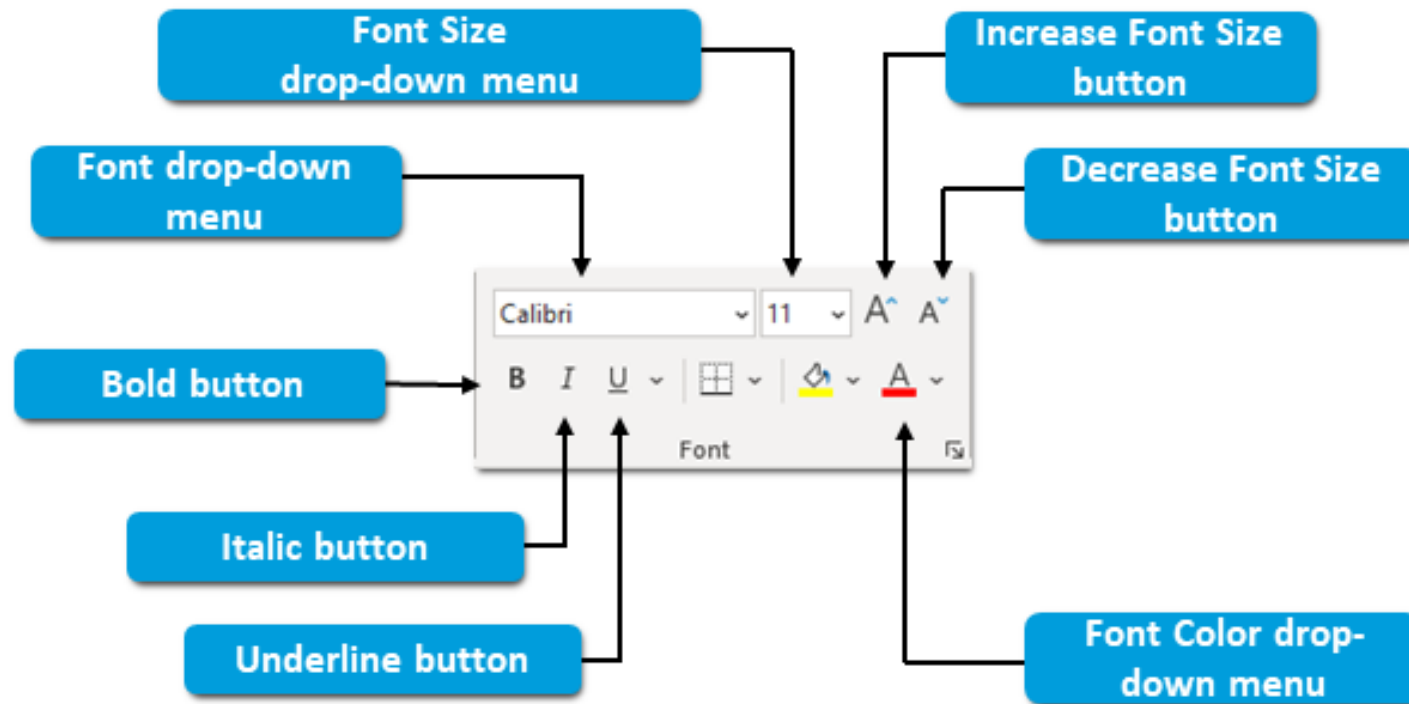
Fonts

In Excel, the terms **font** and **typeface** are often confused, but they have distinct meanings. A **font** refers to the physical collection of characters—whether stored digitally in a file or as metal pieces in traditional printing—while a **typeface** is the overall design and appearance of those characters. In practice, the word *font* is often used interchangeably to mean both. Changing the font in a worksheet alters how letters, numbers, punctuation, and symbols look. Different fonts and font sizes can highlight certain data, improve readability, or simply make worksheets more visually appealing. Beyond appearance, fonts also affect the spacing between characters, which can influence how neatly and clearly your data is presented.

Font	FONT	font	<i>Font</i>	Font
Font	FONT	font	<i>Font</i>	Font
Font	FONT	font	<i>Font</i>	Font
Font	FONT	font	<i>Font</i>	Font
Font	FONT	font	<i>Font</i>	Font

The Font Group

The **Font** group on the **Home** tab provides you with access to the most commonly used commands for adjusting the fonts in your worksheets. From here you can change the font type, size, and color in your worksheets. You will also find commands for applying particular formatting to your fonts, such as bolding, italics, and underlining.

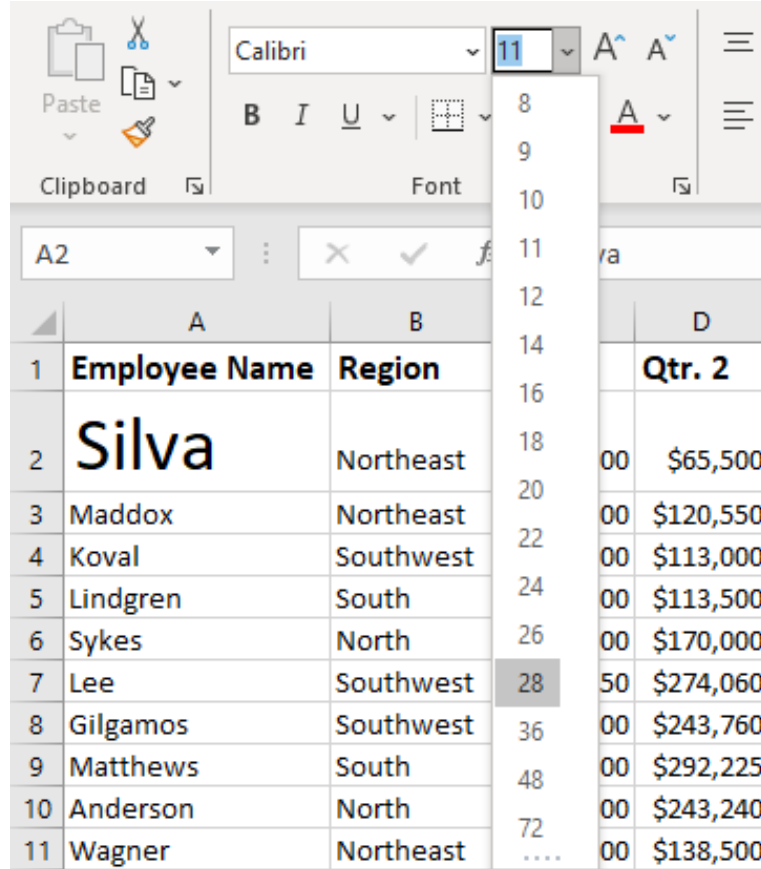


The Font Group

Font Group Command	Use This To
Font drop-down menu	Change the font type.
Font Size drop-down menu	Change the font size. You can either select one of the predefined font sizes from the drop-down menu or manually type the desired font size.
Increase Font Size button	Cycle up through the predefined font sizes to make your worksheet font bigger.
Decrease Font Size button	Cycle down through the predefined font sizes to make your worksheet font smaller.
Bold button	Bold the currently selected text.
Italic button	Italicize the currently selected text.
Underline button	Underline the currently selected text.
Font Color drop-down menu	Change the color of the currently selected text.

Live Preview

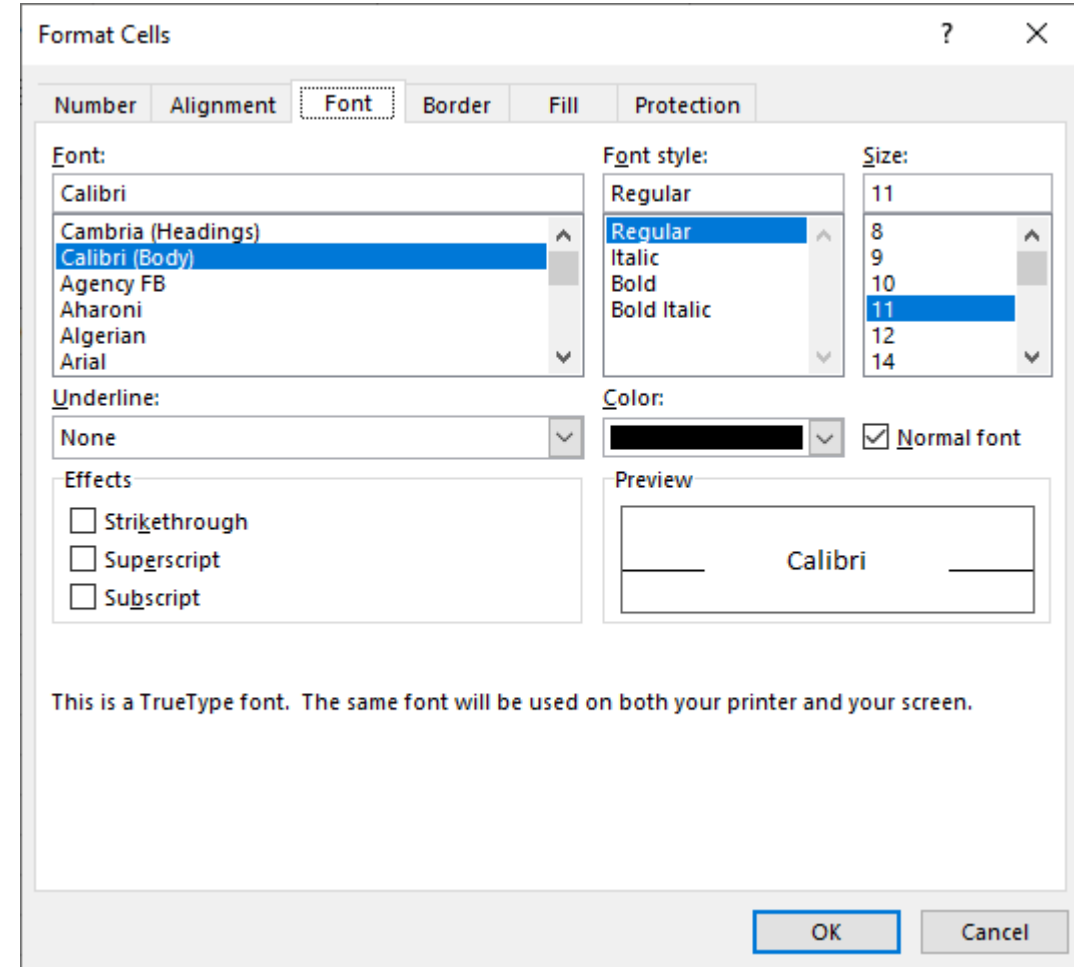
Live Preview is a dynamic feature of Excel 2021 that allows you to see what a particular formatting change will look like before you actually apply it. This feature can help you quickly assess which particular formatting you would like to apply to the content and objects in your worksheets. The Live Preview feature works with a number of different formatting options, including font formatting, cell styles, and **Paste** command options.



The Format Cells Dialog Box

You can access all of the commands and options for formatting your worksheet fonts, along with a wide variety of other formatting options, in the **Format Cells** dialog box. Think of this dialog box as an extension of the common formatting commands you will find in the various ribbon groups. It is divided into six tabs that are grouped by specific categories of cell content formatting. You can access the **Format Cells** dialog box by selecting the dialog box launcher in the **Font**, **Alignment**, or **Number** group on the **Home** tab.

Alternatively, you can open the **Format Cells** dialog box by right-clicking a selected cell and then selecting **Format Cells** or by selecting **Home** → **Format** → **Format Cells**.



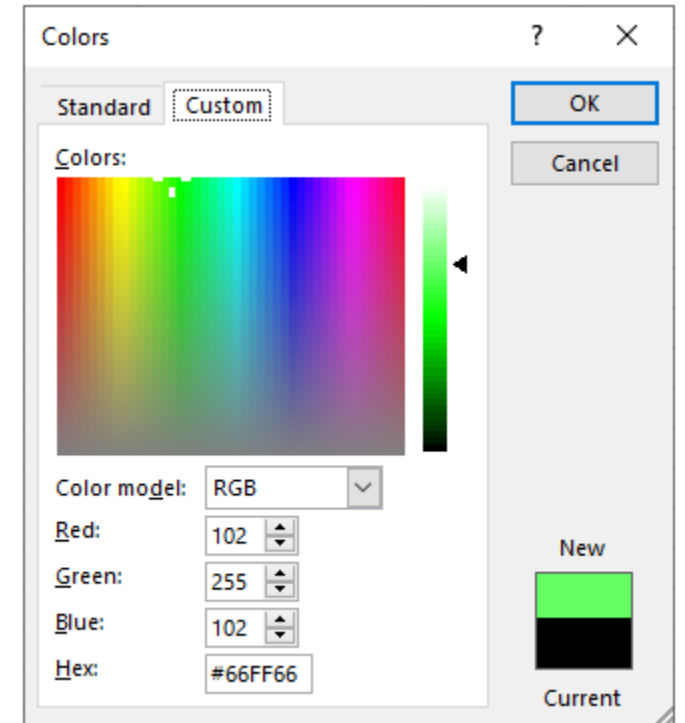
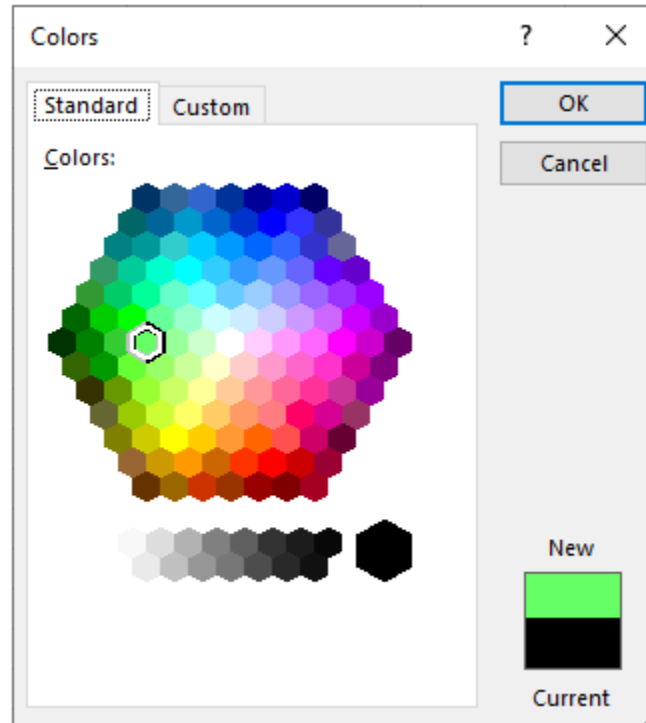
The Format Cells Dialog Box

Format Cells Dialog Box Tab	Contains Commands For
Number	Formatting numeric data for a wide variety of purposes. Number formatting configures the display and behavior of numbers for figures such as monetary amounts, dates, times, percentages, and fractions.
Alignment	Controlling the placement of data within cells. You can use these commands to align data with a particular cell border, to center content within a cell, to display text at different angles, and to control the relationship between the content and the cell borders.
Font	Applying a variety of formatting to your worksheet fonts. You can use these commands to change the type, size, and color of your fonts, and to add effects such as bolding, underlining, and italics.
Border	Applying a variety of formatting to your cell borders. You can use these commands to configure the width, color, and style of your cell borders.
Fill	Adding color, gradient shading, or patterns as cell backgrounds.
Protection	Protecting your cell content.

The Colors Dialog Box

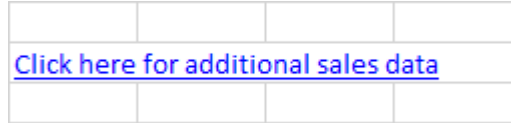
In addition to the common font colors available from the **Font Color** drop-down menu, a wider range of color options and the ability to customize your font color are available in the **Colors** dialog box. The dialog box is divided into two tabs: the **Standard** tab and the **Custom** tab. The **Standard** tab provides you with access to a wide range of preconfigured color and grayscale options, whereas the **Custom** tab lets you customize color options by using two different color models.

In addition to using the **Colours** dialog box to customize your font color, you can use it to apply color formatting to a number of other items, such as cell backgrounds and borders. You can access the **Colours** dialog box by selecting **More Colours** from any of the color drop-down menus.



Hyperlinks

A hyperlink is simply a link within a document that, when selected, performs a particular action, such as navigating to a different location within the document, opening another document, creating a new document, navigating to a web page, or starting an email. In Excel 2021, you can create a hyperlink within a worksheet cell or out of an object. When you select the text in the cell or the object, Excel performs the designated action. The default text formatting for hyperlinks in Excel 2021 is blue, underlined text. You can modify the formatting, however, to suit your needs.



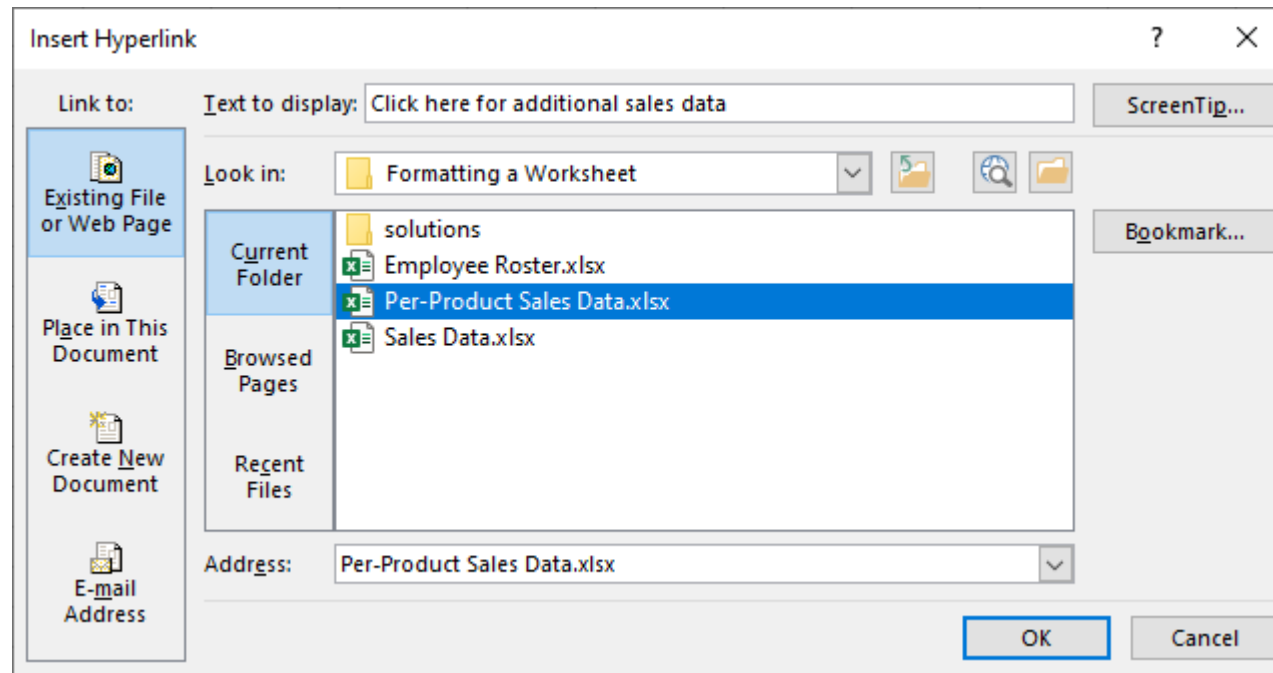
When you wish to select a cell containing a hyperlink, it's sometimes a best practice to select a nearby cell, and then use keyboard navigation to select it, especially if the text spills over into other cells. This is because it's sometimes difficult to select the cell instead of the text. When you place the mouse pointer over a cell containing a hyperlink, pay attention to the shape of the mouse pointer. If it looks like the standard thick white cross, you can select the cell; if it looks like a finger pointing, you can select the hyperlink text.

The Insert/Edit Hyperlink Dialog Box

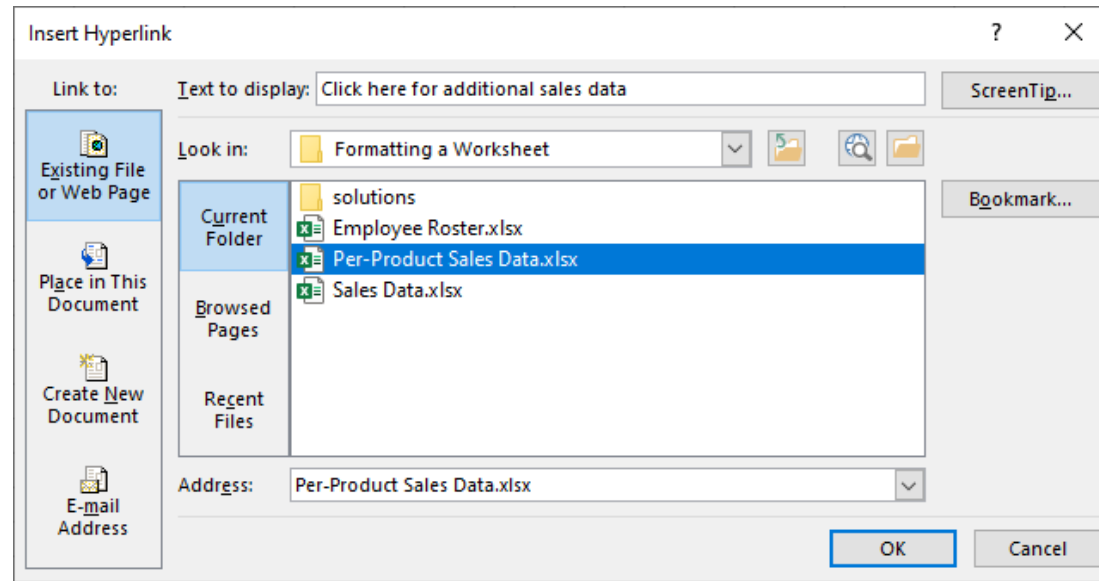
You will use the Insert Hyperlink dialog box and the Edit Hyperlink dialog box to create and modify hyperlinks in your worksheets.

These are, essentially, the same dialog box; the only differences are that the **Insert Hyperlink** dialog box opens when the active cell does not already contain a hyperlink, and the **Edit Hyperlink** dialog box opens when the active cell contains a hyperlink. The **Edit Hyperlink** dialog box also displays the **Remove Link** button.

The buttons in the **Link to** section of the **Insert Hyperlink** and **Edit Hyperlink** dialog boxes provide access to the various commands and options needed to create, configure, and modify worksheet hyperlinks. You can access both of these dialog boxes by selecting **Insert → Link**.



The Insert/Edit Hyperlink Dialog Box



Dialog Box Element

Use This To

Link to section buttons

Select the type of hyperlink you wish to create or edit. Selecting each of these will display a different set of commands for configuring the hyperlink.

Text to display field

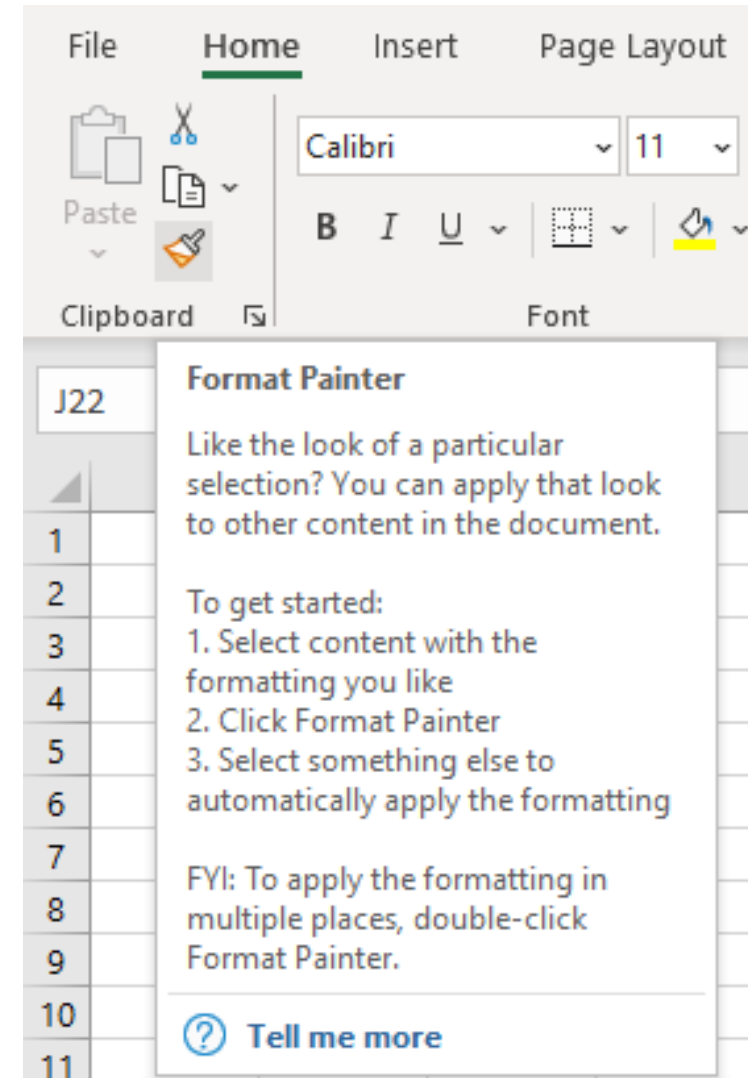
Enter the text you want to display in the cell once you create or edit the hyperlink. If there is already text in the cell, Excel automatically displays it here. Any changes you make here will overwrite the existing cell text.

ScreenTip button

Open the **Set Hyperlink ScreenTip** dialog box, which allows you to enter text that will appear in a small pop-up box when a user points the mouse pointer at the text or object containing the hyperlink.

The Format Painter

The **Format Painter** in Excel 2021 is a tool that simplifies applying consistent formatting across multiple cells. It works like a paintbrush: you "pick up" the formatting from one cell or range and "paint" it onto another, without altering the actual content of those cells. All formatting from the source cell is applied to the destination cells—you cannot choose specific elements to copy. If you double-click the Format Painter, it enters **sticky mode**, allowing you to apply the copied formatting to multiple cells until you exit by pressing *Esc* or clicking the icon again. This feature can be used within the same worksheet, across different worksheets in a workbook, or even in other open workbooks. You can access it from the **Clipboard group on the Home tab**, making it a quick way to maintain consistent styling throughout your files.



Number Formats

 Microsoft



Excel 2021

The Insert/Edit Hyperlink Dialog Box

Number formats in Excel control how numeric data is displayed without changing the actual values stored in cells. They allow you to present data as currency, dates, times, fractions, decimals, or even highlight negative numbers in specific ways. Excel 2021 provides a wide range of preset number formats, along with the option to create custom formats tailored to your needs. You can access these settings through the **Number tab in the Format Cells dialog box**, or quickly apply default formats using the **Number Format drop-down menu** in the Number group on the Home tab. This flexibility ensures your worksheets are both accurate and visually clear.

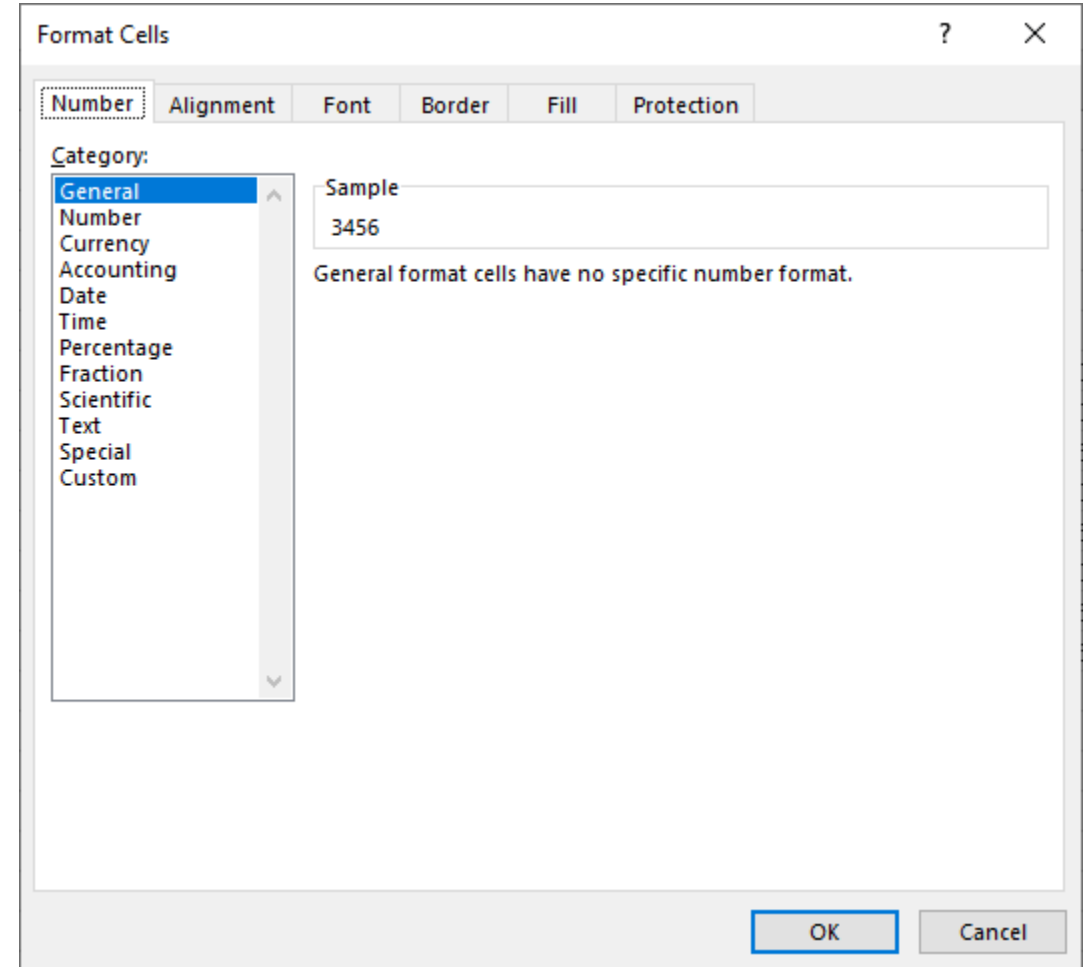
The image shows the Excel ribbon with the Home tab selected. The Number group is expanded, showing the Number Format drop-down menu. The menu lists various number formats: General, Number, Currency, Accounting, Short Date, Long Date, Time, Percentage, and Fraction. A blue callout box labeled "Number Format drop-down menu" points to this menu. In the background, a worksheet is visible with columns N, O, P, and Q. The "Total" row shows values in the Currency number format (e.g., \$ 452,110). A blue callout box labeled "Currency number format" points to these values. The "Commission Rate" cell in column Q contains the value "4%", which is in the Percentage number format. A blue callout box labeled "Percentage number format" points to this cell. The ribbon also shows the "Format as Table" and "Cell Styles" options, and the "Insert", "Delete", and "Format" options in the Cells group.

	N	O	P	Q
Total	\$ 452,110	\$ 675,640	\$ 429,125	\$ 342,670
	\$ 592,215	\$ 612,930	\$ 615,475	\$ 591,495
Commission Rate				4%

Number Format Categories

Excel 2021's number formatting options are arranged by categories, which are grouped according to function, for ease of use. The following table describes the various number formatting categories as displayed on the **Number** tab in the **Format Cells** dialog box.

The quick-access number formats that are available from the **Number Format** drop-down menu are arranged in a slightly different configuration of categories.

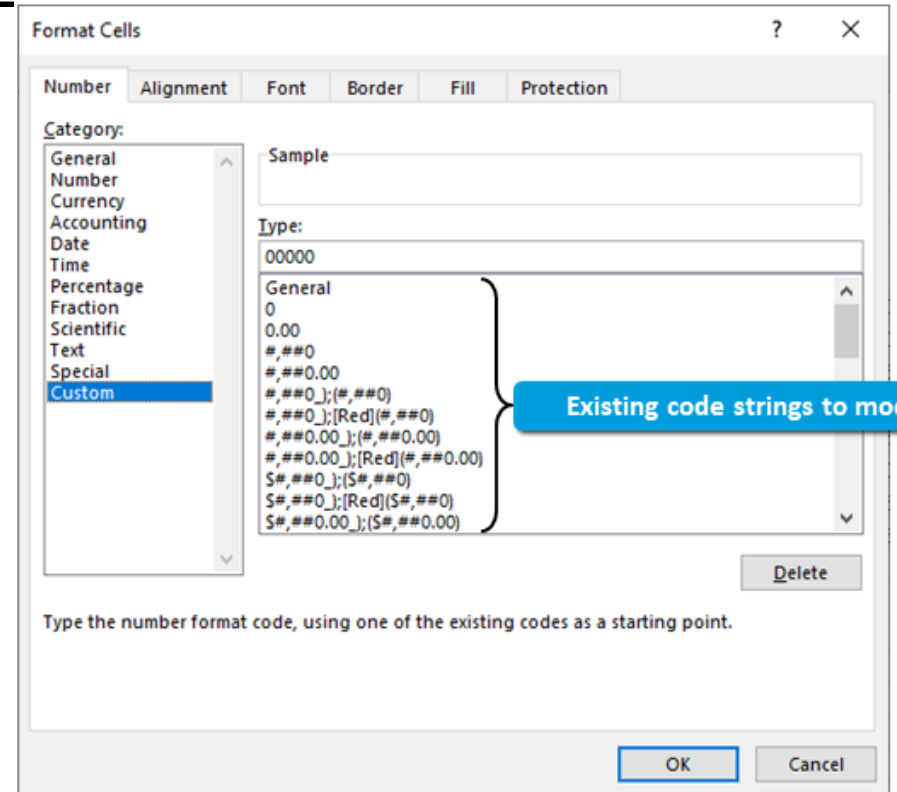


Number Format Categories

Number Format Category	Enables You To
General	Display numeric data in cells exactly as you enter it. This is the default number formatting in Excel worksheets and, essentially, applies no specific number formatting to your data.
Number	Control how many decimal places are displayed, how negative numbers are displayed, and whether or not Excel uses commas to separate degrees of 1,000.
Currency	Control how many decimal places are displayed, whether or not to display currency symbols, and how Excel displays negative numbers.
Accounting	Control how many decimal places are displayed and whether or not to display currency symbols.
Date	Display dates by using a variety of long and short date formats. Excel uses serial numbers to represent specific dates (0 represents Dec. 31, 1899; every subsequent number represents the number of days that have passed since then.) This is how Excel is able to apply a variety of date formats in your worksheets.
Time	Display times by using a variety of time formats. This can include military time and whether or not to display AM and PM to distinguish morning and night time values from each other. Excel uses serial numbers to represent times, much as it does with dates. These numbers represent the percentage of the day that has passed since midnight.
Percentage	Automatically display numeric values as a percentage and control the number of decimal places that are displayed. Basically, this format multiplies the cell value by 100 and adds the percent sign.
Fraction	Display decimal values as fractions, control how many digits are displayed in the numerator and the denominator, and round non-whole number values to the nearest fraction value.
Scientific	Display large numeric values in scientific notation and control the number of decimal places that are displayed.
Text	Treat numeric data as textual data. Numbers will be displayed exactly as you enter them but cannot be used in calculations.
Special	Display specific numeric data types, such as phone numbers, Social Security numbers, and ZIP codes, in the correct format. Special formatting is also useful for working with lists and database tables.
Custom	Specify the exact number formatting you require.

Custom Number Formats

- Custom number formats in Excel allow you to tailor how numeric data is displayed when preset options don't meet your needs.
- They are created using code strings, which you can view and modify by selecting the Custom category on the Number tab in the Format Cells dialog box.
- These formats are saved with the workbook file but are not available in other workbooks, and you cannot alter Excel's predefined formats—only create copies as custom versions.



In code strings, a zero (0) means a digit will always appear, even if the value is zero, while a number sign (#) represents optional digits. For example, entering 3.1000 with the format `#####` displays 3.1, but with `#.0000` it displays 3.1000. Other symbols, such as dollar signs for currency or commas for thousands separators, can also be included to customize how values are presented. This flexibility ensures your data is displayed exactly the way you want, without changing the actual values stored in cells.

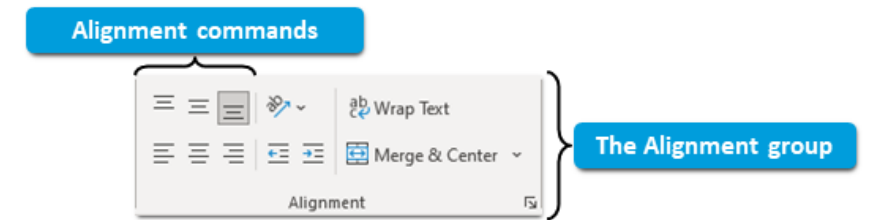
Align Cell Contents



Alignment Options

Excel 2021 provides you with the ability to control where your content appears horizontally and vertically within your worksheet cells. By default, Excel aligns numeric data to the right side and along the bottom of worksheet cells, and textual data to the left side and along the bottom of worksheet cells.

Alignment Option	Command Button	Aligns Text
Top Align		Vertically along the top of the cell.
Middle Align		Centered vertically in the cell.
Bottom Align		Vertically along the bottom of the cell.
Align Left		Horizontally to the left side of the cell.
Center		Centered horizontally in the cell.
Align Right		Horizontally to the right side of the cell.



	A	B	C	D	E
1	Sales Ledger				
2					
3	Employee Name	Region	Employee ID	Qtr. 1	Qtr. 2
4	Silva	Northeast	S1001	\$115,500	\$65,500
5	Maddox	Northeast	S1002	\$113,500	\$120,550
6	Koval	Southwest	S1003	\$104,500	\$113,000
7	Lindgren	South	S1004	\$79,500	\$113,500
8	Sykes	North	S1005	\$125,000	\$170,000
9	Lee	Southwest	S1006	\$120,550	\$274,060
10	Gilgamos	Southwest	S1007	\$128,000	\$243,760
11	Matthews	South	S1008	\$113,000	\$292,225

Various text alignment configurations

Orientation Options

In order to display data in a worksheet legibly, you may need to change the orientation of some of your text. For example, if a column's header text takes up more horizontal space than the data in the column's cells, you might want to change the display angle to avoid having to make the column too wide. Not only does this make your worksheet layout more visually appealing, but it can also help you fit more columns on the same screen or printed page. Excel 2021 provides you with a number of preset orientation options. You can also specify an exact orientation angle in the **Format Cells** dialog box from the **Orientation** section on the **Alignment** tab. Changing cell orientation can affect row height and column width.

	A	B	C	D	E	F	G
1	<i>Employee Name</i>	<i>Region</i>	<i>Qtr. 1</i>	<i>Qtr. 2</i>	<i>Qtr. 3</i>	<i>Qtr. 4</i>	<i>Total</i>
2	Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110
3	Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640
4	Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125
5	Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670
6	Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
7	Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930

Orientation Options

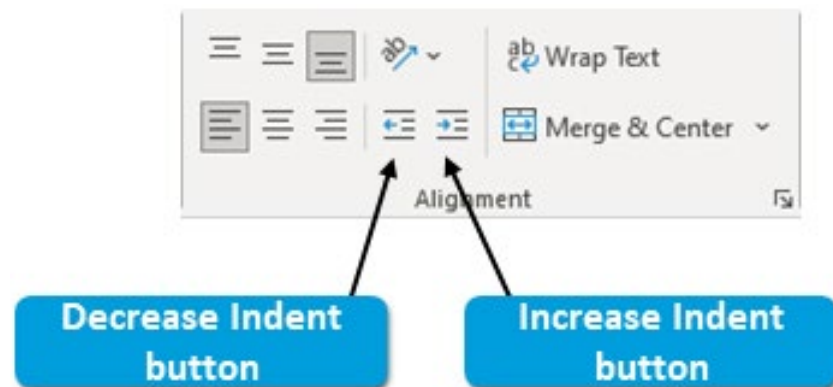
You can access the preset orientation options from the Orientation button in the Alignment group on the Home tab. These options cannot be used in conjunction with one another, and are not configurable. Essentially, you can only toggle these on or off, or switch from one orientation preset to another. You can, however, use orientation and alignment options in conjunction with one another to achieve the desired text placement.

Orientation Preset Option	Description
Angle Counterclockwise	Rotates the text in the selected cell or range 45 degrees counterclockwise.
Angle Clockwise	Rotates the text in the selected cell or range 45 degrees clockwise.
Vertical Text	Orients the text in the selected cell or range vertically from top to bottom, but keeps the letters, numbers, and symbols upright.
Rotate Text Up	Rotates the text in the selected cell or range 90 degrees counterclockwise.
Rotate Text Down	Rotates the text in the selected cell or range 90 degrees clockwise.
Format Cell Alignment	Opens the Format Cells dialog box with the Alignment tab automatically selected. From here, you can set more precise orientation configurations.

The Indent Commands


You can use the indent commands to increase or decrease the amount of space between cell data and cell borders. If your cell content is aligned to the left side of cells, selecting the **Increase Indent** command will move the content to the right, increasing the amount of space between the left cell border and the content. Selecting the **Decrease Indent** command will move the content to the left. The opposite is true of content aligned to the right side of cells.

If your content is centered within the cell, selecting the **Decrease Indent** command has no effect, while selecting the **Increase Indent** command will automatically change the alignment to left aligned and then increase the amount of space between the left border and the content.



The Wrap Text Command

By default, when a cell contains more text than fits its column width, Excel either lets the text spill into adjacent empty cells or truncates it if those cells are filled. Neither option is ideal for readability. The **Wrap Text** command solves this by automatically adjusting the row height so the text flows onto multiple lines within the same cell, while keeping the column width unchanged. This ensures that all content remains visible without disrupting the overall worksheet layout, making it easier for users to read and work with large amounts of text.



	A	B	C	D	E	F	G
1	Please check these figures against those provided at the annual meeting.						
2	Please check these	\$25,437.00					
3	Please check these figures against those provided at the annual meeting.						
4							

The Merge & Center Options

In Excel 2021, the **Merge Cells** feature allows you to combine multiple contiguous cells across rows or columns into a single larger cell, and you can later revert them back to individual cells. However, merging can affect the data inside those cells—Excel will warn you if information may be lost. If you split merged cells back into separate ones, any overwritten data cannot be recovered, though you can use the **Undo** command immediately after merging to restore it. This makes merging useful for formatting and layout purposes, but it requires caution to avoid losing important content.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Sales Ledger											
2												
3												
4	Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission	Employee ID

The Merge & Center Options

	A	B	C	D	E	F	G	H	I	J	K	L
1	Sales Ledger											
2												
3												
4	Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission	Employee ID

Merge & Center Option	Description
Merge & Center	Merges all selected cells across rows and columns into a single cell and centers the text horizontally in the new, larger cell. Only the data in the top-leftmost cell is retained.
Merge Across	Merges selected cells together one row at a time. Only the data from the leftmost cell in each row is retained and the data is not centered.
Merge Cells	Merges all selected cells across rows and columns into a single cell. Only the data in the top-leftmost cell is retained and it is not centered.
Unmerge Cells	Reverts a merged cell back into the original, individual cells. Data that was lost in the merge process is not restored.

Apply Styles and Themes

 Microsoft



Excel 2021

Cell Styles

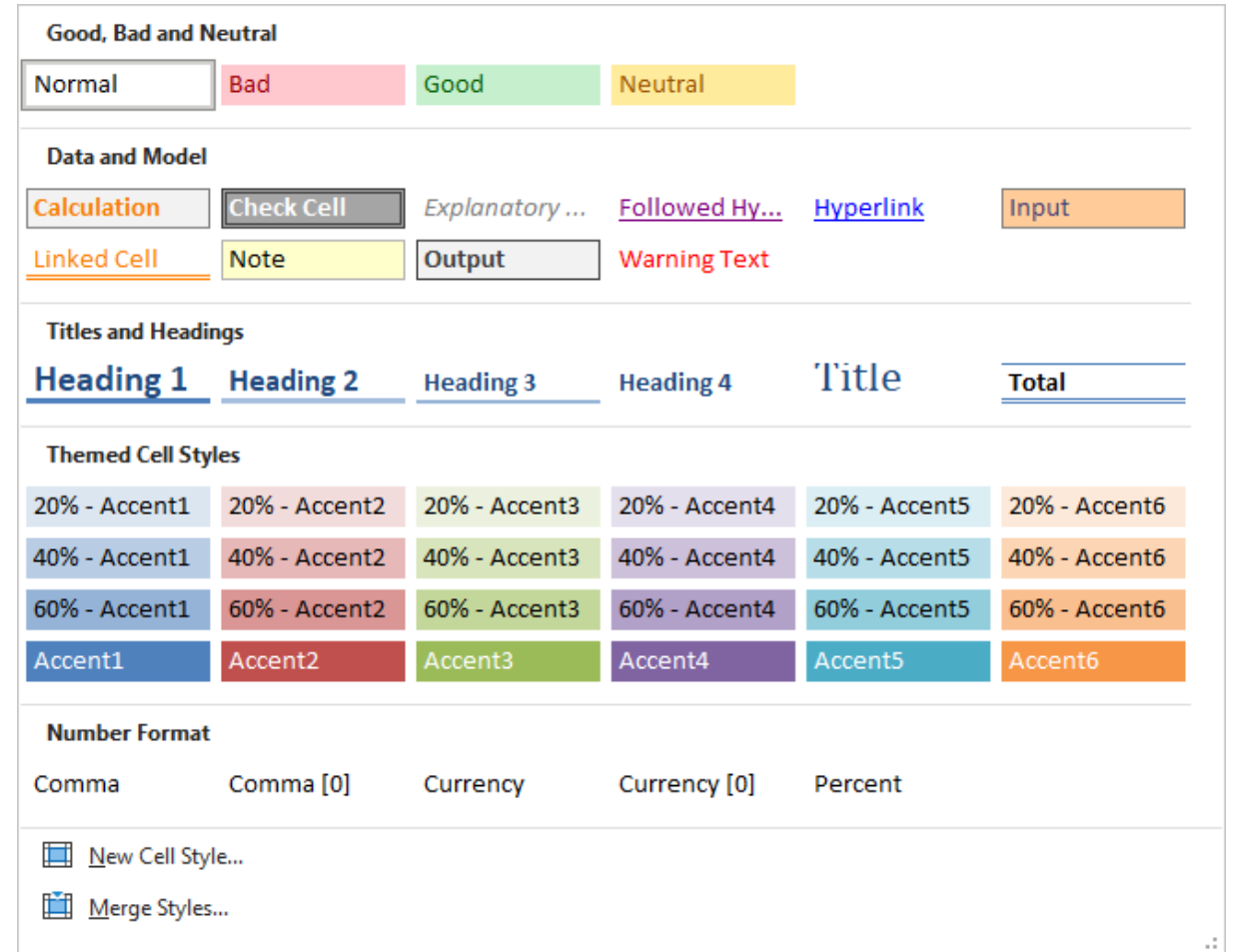
A **cell style** in Excel is a predefined or custom set of formatting options that you can apply to a cell or range to quickly distinguish common data types, such as totals, labels, or sales figures. Styles can include visual formatting like fonts, colors, and borders, as well as protection settings to prevent changes to important data. Excel provides a wide variety of built-in styles, but you can also create your own to suit organizational needs. You can access and apply these options through the **Cell Styles command** in the Styles group on the Home tab, making it easy to maintain consistency and clarity across worksheets.

Qtr. 3	Qtr. 4	Total	Average	Highest
\$84,000	\$187,110	\$452,110	\$113,027.50	\$187,110.00
\$243,760	\$197,830	\$675,640	\$168,910.00	\$243,760.00
\$100,700	\$110,925	\$429,125	\$107,281.25	\$113,000.00
\$88,000	\$61,670	\$342,670	\$85,667.50	\$113,500.00
\$105,000	\$192,215	\$592,215	\$148,053.75	\$192,215.00
\$76,000	\$142,320	\$612,930	\$153,232.50	\$274,060.00

Galleries

In Excel 2021, **galleries** provide a visually oriented way to select formatting options. Unlike standard drop-down menus that list choices in text, galleries display thumbnail previews or icons showing how the formatting will look once applied. Most galleries also use the **Live Preview** feature, which temporarily shows the effect on selected cells when you hover over an option.

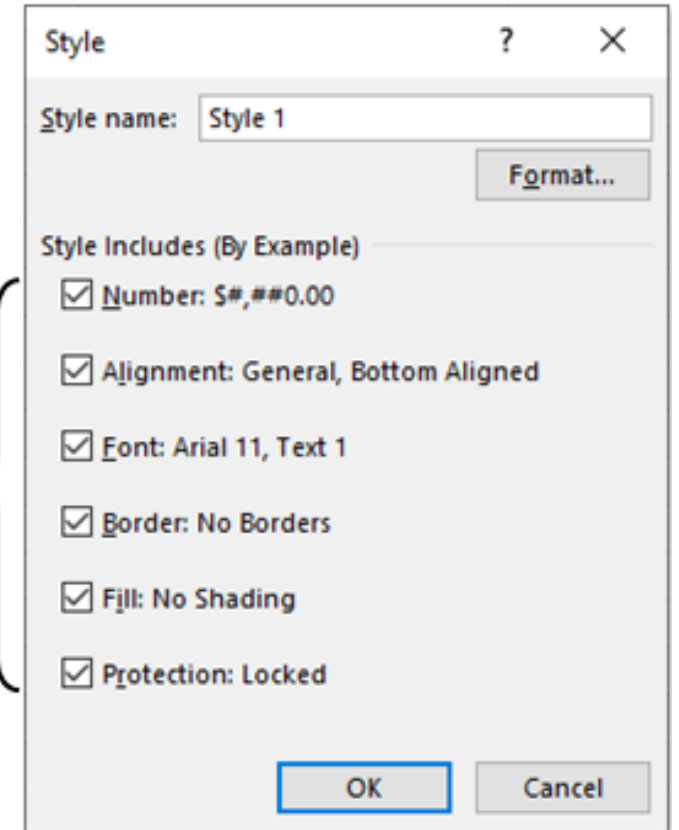
For example, when you choose the **Cell Styles** command on the ribbon, Excel opens the Cell Styles gallery. This gallery organizes predefined styles into functional sections, such as *Good, Bad, and Neutral*, which can be used to highlight performance trends in your data. Beyond these built-in styles, you can also create **custom styles**, which then appear in a dedicated Custom section of the gallery, giving you flexibility to tailor formatting to your specific needs.



The Style Dialog Box

- You will use the **Style** dialog box to modify existing cell styles and create custom cell styles.
- The **Style** dialog box contains a set of formatting option check boxes that you can use to quickly toggle particular formatting options on and off.
- From the **Style** dialog box, you can also access the **Format Cells** dialog box, where you can make more detailed changes to your cell styles.
- You can access the **Style** dialog box by selecting **Home**→**Cell Styles** → **New Cell Style** or by selecting **Home** → **Cell Styles**, right-clicking an existing cell style, and then selecting **Modify**.

Formatting option
check boxes

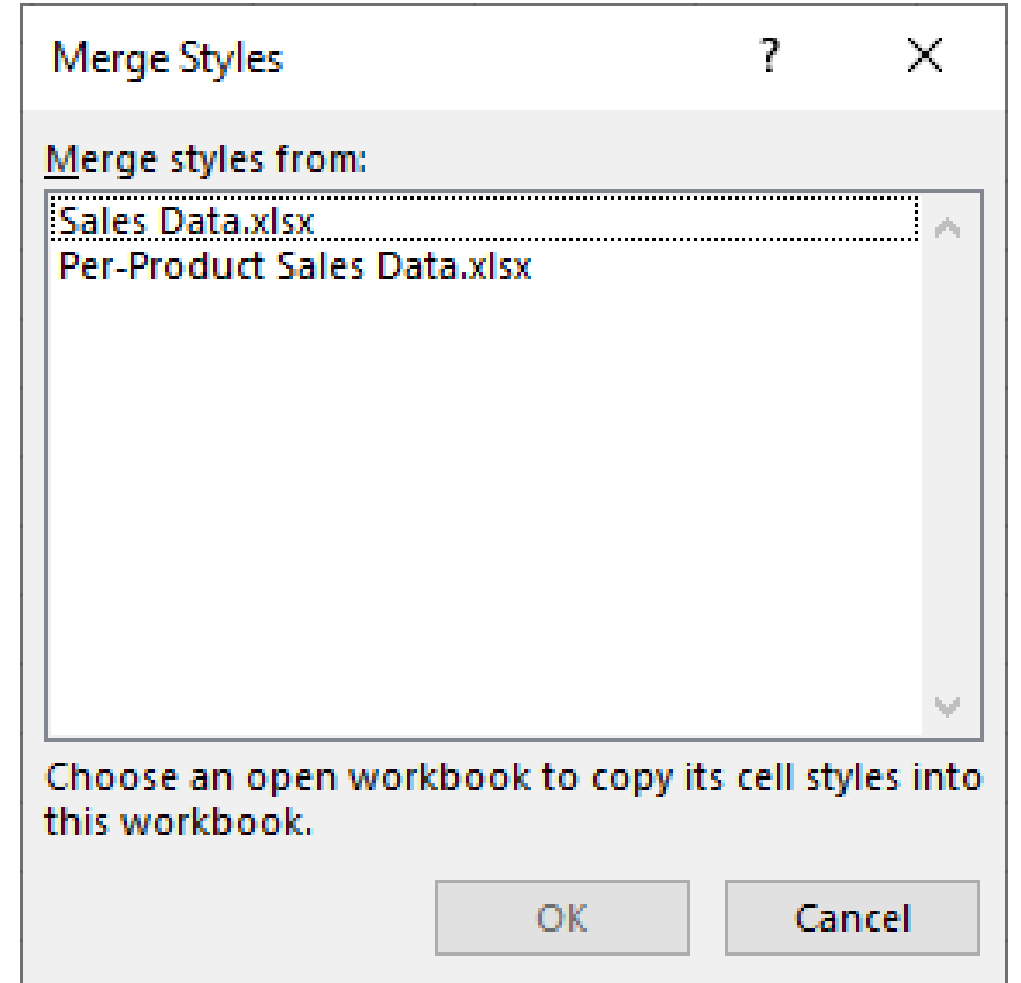


The Merge Styles Dialog Box

By default, Excel saves custom cell styles with the associated workbook file and they are not available in other workbooks.

However, Excel 2021 provides you with a tool you can use to import custom styles from existing workbooks into other workbooks.

The **Merge Styles** dialog box searches all open workbook files for custom styles that you can merge into the active workbook file. You can access the dialog box by selecting **Home → Cell Styles → Merge Styles**.



Themes

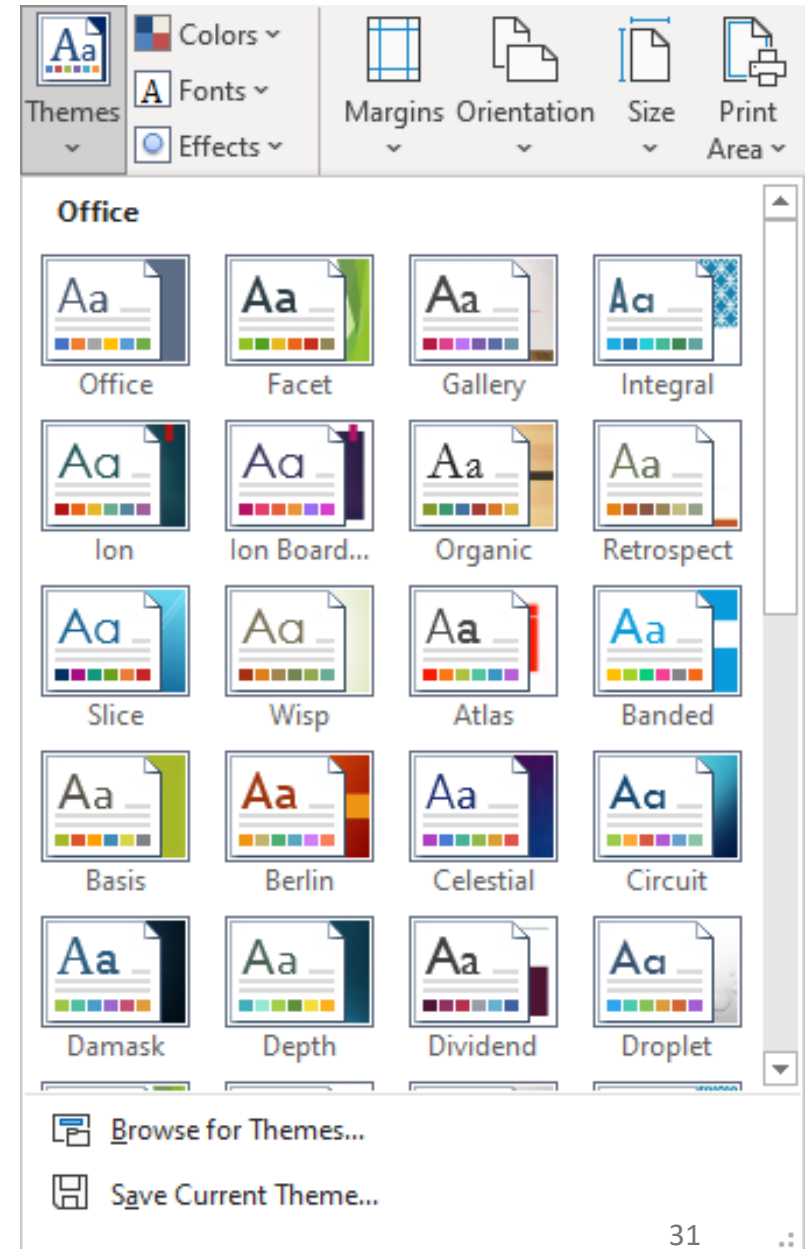
Themes are collections of formatting options that you can apply to an entire workbook, as opposed to a particular cell or range. Theme formatting includes colors, fonts, and effects but, unlike cell styles, does not include number formatting, cell protection, alignment, or fill formatting. Several predefined themes are included with Excel 2021, and you can manually set the formatting of a workbook and then save it as a new custom theme.

You can use Excel themes to create numerous workbooks that all have a consistent, professional look. Customizing themes enables you to apply organizational branding across all of your spreadsheet documents.

You can access the **Themes** gallery by selecting **Page Layout → Themes**.

By default, all new, blank workbooks have the Office theme applied to them.

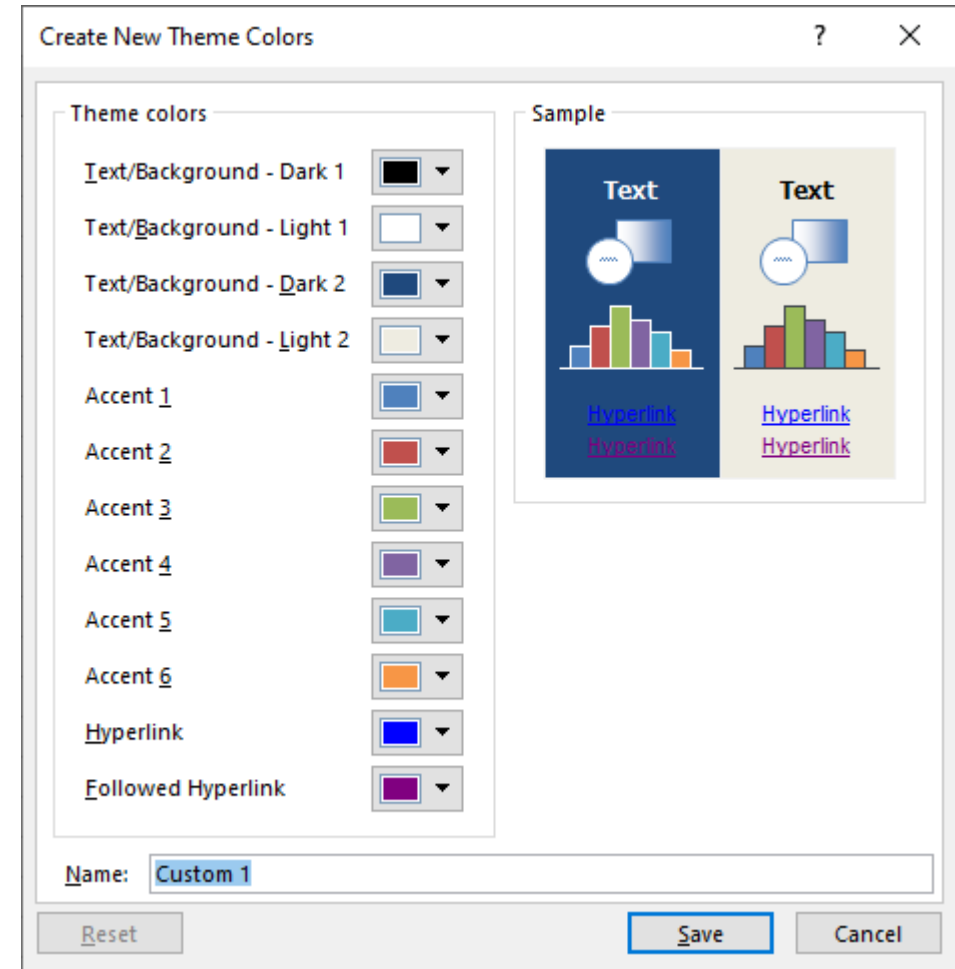
Changing theme formatting does not affect the default text in cells without cell styles applied to them.



Theme Components

Excel themes are made up of **colors, fonts, and effects**, each working together to give worksheets a consistent look. Every theme includes a set of **12 colors**: 4 for text and backgrounds, 6 accent colors, and 2 for hyperlinks. The colors shown on the **Colors button** in the Themes group (Page Layout tab) represent the current theme's text and background colors, while the gallery reveals accent and hyperlink colors for all available themes, including custom ones.

By choosing **Page Layout → Colors → Customize Colors**, you can open the **Create New Theme Colors** dialog box to adjust and preview how each color affects your workbook. Applying different themes also changes the available options in the **Fill Color** and **Font Color** menus, ensuring that your formatting stays consistent with the selected theme. In short, theme colors provide a structured way to manage the visual identity of your worksheets while allowing customization to match organizational or personal preferences.



Theme Components

Theme Color Element	Description
Text/Background - Dark 1	Defines the default text color for the workbook. This will be the text color for all data displayed in cells unless otherwise formatted, along with the color of text displayed on light-colored backgrounds in graphical objects such as charts and in cells with light-colored fills.
Text/Background - Light 1	Defines the default color of text displayed on dark backgrounds in graphical objects and in cells with dark-colored fills.
Text/Background - Dark 2	Defines the default dark background color for graphical objects.
Text/Background - Light 2	Defines the default light background color for graphical objects.
Accent 1-6	Defines the color of graphical objects such as the individual bars or lines on a graph that represent different sets of data.
Hyperlink	Defines the default color of hyperlink text for the theme.
Followed Hyperlink	Defines the color of hyperlink text once it has been selected.

Theme Components

Theme Fonts

All Excel themes, both pre-existing and custom, contain two fonts: a heading font and a body font. The heading font defines the default font type for the **Title** cell style, and the body font defines the font type for labels, titles, and other text on some graphical objects, such as charts.

- You can access the theme fonts by selecting **Page Layout → Fonts**.
- You can also define a set of custom theme fonts by using the **Create New Theme Fonts** dialog box, which you can access by selecting **Page Layout → Fonts → Customize Fonts**.
- The theme fonts do not affect the default font type for cell data. That is an application-wide setting, which is also customizable. The default font type for cell data is Calibri.

Theme Effects

es contain a set of effects that define how graphical elements, such as line styles, line weights, object shading, and drop shadows, appear on worksheets. You cannot customize theme effects in Excel, but Excel 2021 includes a gallery of 15 predefined theme effect configurations. You can access the theme effects by selecting **Page Layout → Effects**.

Custom Themes Considerations

You have already seen that Excel themes can be customized. But there are a few important points to keep in mind when it comes to creating custom themes. The first is that you may want to find an existing theme that contains some of the formatting options you desire and then make the necessary changes to tweak the theme to suit your needs. This is far easier than trying to build one from scratch. Also, Excel saves all themes to a default folder that is installed along with Excel. Do not save your custom themes in any other folders. Excel will look for custom themes only in the default directory.

Excel enables you to create custom sets of theme colors and custom theme fonts, as well as entire custom themes. Each will be displayed at the top of their respective galleries in a section called **Custom** once saved.

Guidelines for Using Themes

Use Themes

When using themes:

- Apply themes to worksheets whenever possible. It will be more difficult to format a worksheet's data without a theme applied.
- Create a custom theme and set each individual element (fonts, colours, effects) to your liking if you don't like any of the default themes.
- Remember, it is easier to modify an existing theme than to build one from scratch.
- Keep in mind that themes are meant to facilitate reuse—think of how your themes could enhance future workbooks.
- Remember that all themes need to be stored in the default folder created by Excel.
- Be consistent with themes across worksheets or related workbooks.
- Keep in mind that manually changing the format of data outside of themes will override that theme format. For example, if you change the text colour in one cell to red, it will stay red even if you change the theme of the worksheet.
- Make sure that your cell styles work with your themes—if you change a worksheet's theme, it may also alter the formatting of any cell styles you have applied.
- Choose colours that blend well together when creating custom themes. Having an excessive amount of disparate colours that clash with one another can be eye-straining to your readers.
- Choose disparate colours primarily to highlight specific parts of your data, but keep this to a minimum. Consider the saying, "When everything is bold, nothing is."
- Choose an easily readable font at an appropriate size. Large, ornate fonts may be acceptable in worksheet titles, but the raw data itself needs to be visually efficient.

Apply Basic Conditional Formatting

 Microsoft



Excel 2021

Conditional Formatting

Using conditional formatting, Excel displays data that meets specified criteria with the specified formatting applied. Essentially, data that meets certain conditions you define can stand out from the rest of your data.

For example, on a budget worksheet, you may want all line items that are still under budget to appear in green text and line items that are over budget to appear in red text. Or perhaps you want to highlight in yellow all product lines on a sales summary that have increased in sales by more than five per cent. Conditional formatting can perform these and many other tasks for you.

C	D	E	F	G	H	I	J	K
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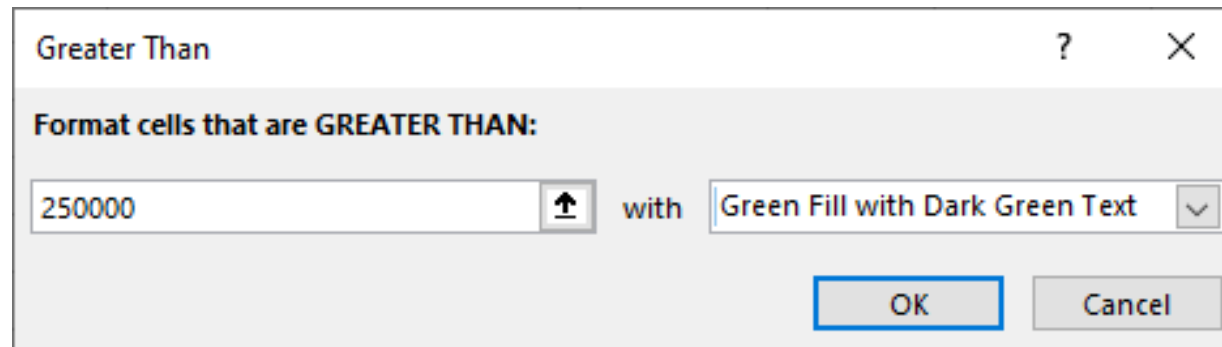
Sales Ledger

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission
\$115,500	\$65,500	\$84,000	\$187,110	\$452,110	\$113,027.50	\$187,110.00	\$65,500.00	\$18,084.40
\$113,500	\$120,550	\$243,760	\$197,830	\$675,640	\$168,910.00	\$243,760.00	\$113,500.00	\$27,025.60
\$104,500	\$113,000	\$100,700	\$110,925	\$429,125	\$107,281.25	\$113,000.00	\$100,700.00	\$17,165.00
\$79,500	\$113,500	\$88,000	\$61,670	\$342,670	\$85,667.50	\$113,500.00	\$61,670.00	\$13,706.80
\$125,000	\$170,000	\$105,000	\$192,215	\$592,215	\$148,053.75	\$192,215.00	\$105,000.00	\$23,688.60
\$120,550	\$274,060	\$76,000	\$142,320	\$612,930	\$153,232.50	\$274,060.00	\$76,000.00	\$24,517.20
\$128,000	\$243,760	\$151,500	\$92,215	\$615,475	\$153,868.75	\$243,760.00	\$92,215.00	\$24,619.00
\$113,000	\$292,225	\$84,000	\$102,270	\$591,495	\$147,873.75	\$292,225.00	\$84,000.00	\$23,659.80
\$113,500	\$243,240	\$184,275	\$147,150	\$688,165	\$172,041.25	\$243,240.00	\$113,500.00	\$27,526.60
\$119,000	\$138,500	\$63,000	\$88,950	\$409,450	\$102,362.50	\$138,500.00	\$63,000.00	\$16,378.00
\$274,130	\$296,120	\$120,500	\$118,335	\$809,085	\$202,271.25	\$296,120.00	\$118,335.00	\$32,363.40
\$156,000	\$115,500	\$88,500	\$171,050	\$531,050	\$132,762.50	\$171,050.00	\$88,500.00	\$21,242.00
\$251,120	\$86,500	\$76,000	\$136,650	\$550,270	\$137,567.50	\$251,120.00	\$76,000.00	\$22,010.80

The Conditional Formatting Dialog Boxes

Each of the conditional formatting options covered in this topic has its own dialog box. These are all basically the same dialog box with a few minor exceptions for option-specific considerations. For example, the **Between** dialog box has two fields for values, whereas the **Greater Than** and **Less Than** dialog boxes have only a single value field. And, each of the dialog boxes is labeled with its corresponding conditional formatting option as the name.

The conditional formatting dialog boxes enable you to select both the criteria by which Excel analyzes the selected data and the formatting it will apply. You can select from among a small array of preconfigured formatting options or access the **Format Cells** dialog box to configure more specific formatting.



The Highlight Cells Rules

Conditional formatting in Excel often involves using **Highlight Cells Rules** to emphasize data that meets specific numeric conditions.

Found under

Home → Conditional Formatting → Highlight Cells Rules

This feature lets you set criteria and choose formatting styles for matching values. For example, you might highlight cells in green when values exceed 250,000, making it easy to spot sales reps with quarterly sales above that threshold. This approach draws attention to important figures and helps users quickly identify trends or outliers in their worksheets.

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110
Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830
Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925
Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320
Gilgamos	Southwest	\$128,000	\$243,760	\$151,500	\$92,215
Matthews	South	\$113,000	\$292,225	\$84,000	\$102,270
Anderson	North	\$113,500	\$243,240	\$184,275	\$147,150
Wagner	Northeast	\$119,000	\$138,500	\$63,000	\$88,950
Roberts	South	\$274,130	\$296,120	\$120,500	\$118,335

Highlight Cells Rules Option	Applies the Selected Conditional Formatting To
Greater Than	Cells with values greater than the specified value.
Less Than	Cells with values less than the specified value.
Between	Cells with values between two specified values.
Equal To	Cells with values equal to the specified value.
Text that Contains	Cells that contain the exact text or value specified.
A Date Occurring	Cells that contain a date that falls within the specified time range.
Duplicate Values	Cells in a range that contain the same value as other cells in the selected range.

The Top/Bottom Rules

Another common use of conditional formatting involves highlighting cells that contain either the highest or the lowest values in a particular range or cells that are above or below average for the selected cells. The options in the **Top/Bottom Rules** menu can help you do just that. You can access the **Top/Bottom Rules** menu by selecting **Home** → **Conditional Formatting** → **Top/Bottom Rules**.

Top/Bottom Rules Option	Applies the Selected Conditional Formatting To
Top 10 Items	The cells in the selected range containing the 10 largest values.
Top 10%	The 10 percent of cells in the selected range containing the largest values.
Bottom 10 Items	The cells in the selected range containing the 10 smallest values.
Bottom 10%	The 10 percent of cells in the selected range containing the smallest values.
Above Average	All cells in the selected range with values that are greater than the average of all values in the selected range.
Below Average	All cells in the selected range with values that are less than the average of all values in the selected range.

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110
Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640
Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125
Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930
Gilgamos	Southwest	\$128,000	\$243,760	\$151,500	\$92,215	\$615,475
Matthews	South	\$113,000	\$292,225	\$84,000	\$102,270	\$591,495
Anderson	North	\$113,500	\$243,240	\$184,275	\$147,150	\$688,165
Wagner	Northeast	\$119,000	\$138,500	\$63,000	\$88,950	\$409,450
Roberts	South	\$274,130	\$296,120	\$120,500	\$118,335	\$809,085
Avellone	Southwest	\$156,000	\$115,500	\$88,500	\$171,050	\$531,050
Clarke	Southwest	\$251,120	\$86,500	\$76,000	\$136,650	\$550,270
Chen	Northeast	\$77,500	\$95,000	\$151,500	\$172,410	\$496,410
Nguyen	South	\$154,500	\$122,000	\$84,000	\$149,215	\$509,715
Basara	Northeast	\$74,075	\$65,500	\$57,900	\$77,950	\$275,425
Bryant	North	\$122,500	\$128,000	\$110,000	\$194,215	\$554,715
Antonov	Northeast	\$104,500	\$113,000	\$100,700	\$147,330	\$465,530
King	South	\$79,500	\$113,500	\$88,000	\$195,015	\$476,015

Data Bars

Data bars are graphical representations of the relative value of data in a range of cells. Data bars appear in worksheet cells behind displayed values, giving worksheet viewers an instant picture of where particular cell values lie when compared to other cell data. The larger the value is in a particular cell, the longer the data bar will be. Excel includes a variety of pre-formatted data-bar styles and provides you with several options for customizing their appearance and behavior. You can access the data bars commands and options by selecting **Home → Conditional Formatting → Data Bars**.

Highest	Lowest	Commission
\$187,110.00	\$65,500.00	\$18,084.40
\$243,760.00	\$113,500.00	\$27,025.60
\$113,000.00	\$100,700.00	\$17,165.00
\$113,500.00	\$61,670.00	\$13,706.80
\$192,215.00	\$105,000.00	\$23,688.60
\$274,060.00	\$76,000.00	\$24,517.20
\$243,760.00	\$92,215.00	\$24,619.00
\$292,225.00	\$84,000.00	\$23,659.80
\$243,240.00	\$113,500.00	\$27,526.60
\$138,500.00	\$63,000.00	\$16,378.00
\$296,120.00	\$118,335.00	\$32,363.40
\$171,050.00	\$88,500.00	\$21,242.00
\$251,120.00	\$76,000.00	\$22,010.80
\$172,410.00	\$77,500.00	\$19,856.40
\$154,500.00	\$84,000.00	\$20,388.60

Color Scales

Like data bars, color scales give worksheet viewers a graphical representation of the relative values of cell data. Instead of appearing as bars of various lengths, however, color scales use various shades of either two or three colors to represent relative values. In a two-color scale, Excel displays high and low values in various shades of the two colors; the darker the color, the closer the value is to either the very highest or the very lowest values. You can use a three-color scale to represent low-, middle-, and high-range values. Excel includes a number of pre-formatted color scales and provides you with various options for customizing these to suit your needs. You can access the color scales commands and options by selecting **Home** → **Conditional Formatting** → **Color Scales**.

Highest	Lowest	Commission
\$187,110.00	\$65,500.00	\$18,084.40
\$243,760.00	\$113,500.00	\$27,025.60
\$113,000.00	\$100,700.00	\$17,165.00
\$113,500.00	\$61,670.00	\$13,706.80
\$192,215.00	\$105,000.00	\$23,688.60
\$274,060.00	\$76,000.00	\$24,517.20
\$243,760.00	\$92,215.00	\$24,619.00
\$292,225.00	\$84,000.00	\$23,659.80
\$243,240.00	\$113,500.00	\$27,526.60
\$138,500.00	\$63,000.00	\$16,378.00
\$296,120.00	\$118,335.00	\$32,363.40
\$171,050.00	\$88,500.00	\$21,242.00
\$251,120.00	\$76,000.00	\$22,010.80
\$172,410.00	\$77,500.00	\$19,856.40
\$154,500.00	\$84,000.00	\$20,388.60

Icon Sets

Icon sets function in much the same way as data bars and color scales, but they use sets of icons to represent relative values. For example, you could use a downward-facing red arrow to represent low values and an upward-facing green arrow to represent high values.

- Data bars, color scales, and icon sets appear only in cells that contain some type of numeric data, such as values or dates. They do not work with text.
- You may have noticed that the primary conditional format options are divided into two groups in the **Conditional Formatting** menu. The **Highlight Cells Rules** and **Top/Bottom Rules** options both compare each individual cell to a condition; the **Data Bars**, **Color Scales**, and **Icon Sets** options compare values in cells to each other. This is an important distinction between these two groups.

Highest	Lowest		Commission
\$187,110.00	\$65,500.00	➡	\$18,084.40
\$243,760.00	\$113,500.00	⬆	\$27,025.60
\$113,000.00	\$100,700.00	⬇	\$17,165.00
\$113,500.00	\$61,670.00	⬇	\$13,706.80
\$192,215.00	\$105,000.00	➡	\$23,688.60
\$274,060.00	\$76,000.00	➡	\$24,517.20
\$243,760.00	\$92,215.00	➡	\$24,619.00
\$292,225.00	\$84,000.00	➡	\$23,659.80
\$243,240.00	\$113,500.00	⬆	\$27,526.60
\$138,500.00	\$63,000.00	⬇	\$16,378.00
\$296,120.00	\$118,335.00	⬆	\$32,363.40
\$171,050.00	\$88,500.00	➡	\$21,242.00
\$251,120.00	\$76,000.00	➡	\$22,010.80
\$172,410.00	\$77,500.00	➡	\$19,856.40
\$154,500.00	\$84,000.00	➡	\$20,388.60

Create and Use Templates

 Microsoft

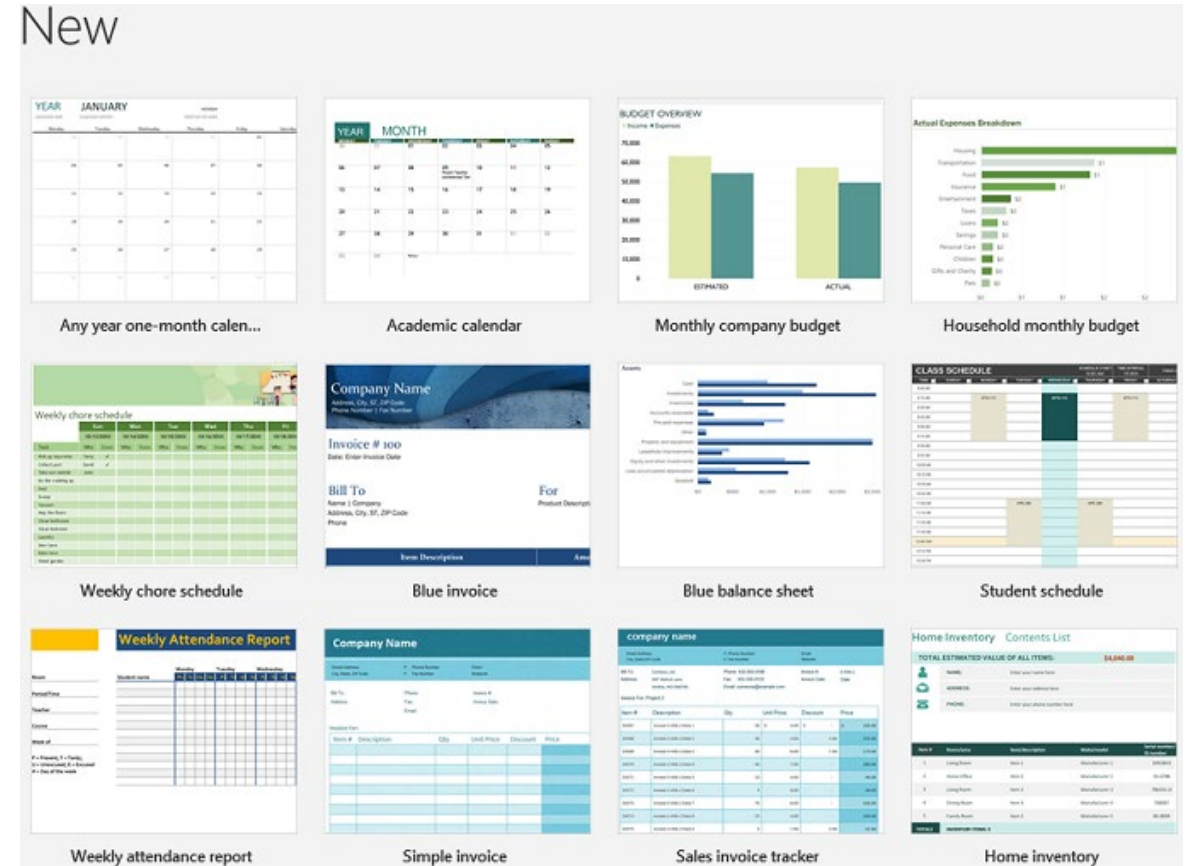


Excel 2021

Templates

An **Excel template** is a preconfigured workbook file that provides a ready-made structure for creating new workbooks. Templates can include formatting, formulas, themes, and functions, making them useful for quickly setting up consistent files. You can download thousands of templates from **Office.com** or other sites, or create your own by building from scratch or modifying existing ones.

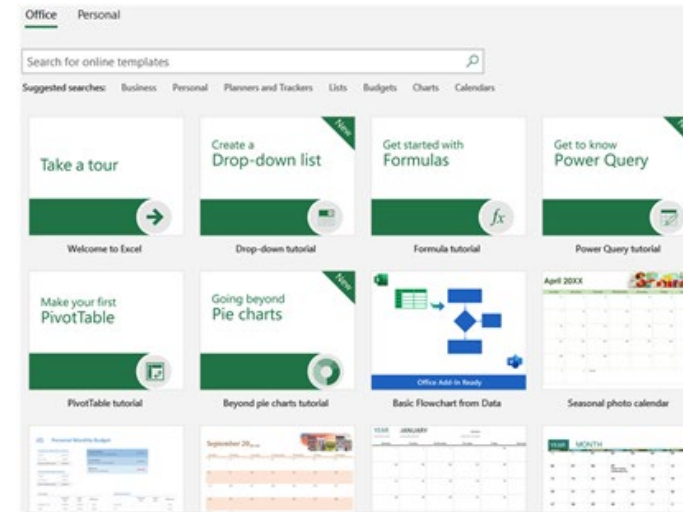
In Excel 2021, templates use the **XLTX file format**. They are stored in a default folder on your computer and can be accessed from the **New tab in Backstage view**. Custom templates remain available on the same machine, but you can transfer them to other computers or re-download from Office.com if needed. Templates save time, ensure consistency, and help maintain professional workbook layouts across different projects.



Templates and the Backstage View

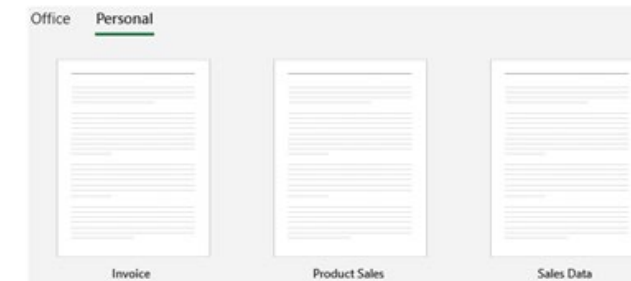
In Excel 2021, you can access templates from two main places in **Backstage view**:

- **Office tab** → Shows new and popular templates from Office.com. . You can search, preview, and download templates for a wide range of uses. When downloaded, they open as standard workbooks. If you want to keep them as templates, you must save them locally in the template format (.xltx).
- **Personal tab** → Displays all templates you've saved on your computer. For them to appear here, they must be stored in the default folder: **C:\Users\<<name>\Documents\Custom Office Templates**. **Templates saved elsewhere won't show up directly in this tab.**



Office tab

Personal tab



The **Office** and **Personal** tabs only appear once you've either downloaded a template or saved a custom one locally. This setup makes it easy to switch between ready-made templates from Office.com and your own reusable designs.