Excel   Format Cells

This document covers the use of 2 tabs only in the Format Cells dialogue box. (viz, the Number tab and the Alignment tab).

There are several ways to access the format cells dialogue box. The recommended method is to select the cells, the column or the row as appropriate and Right Click on the selection area. Then left click on the format cells option.
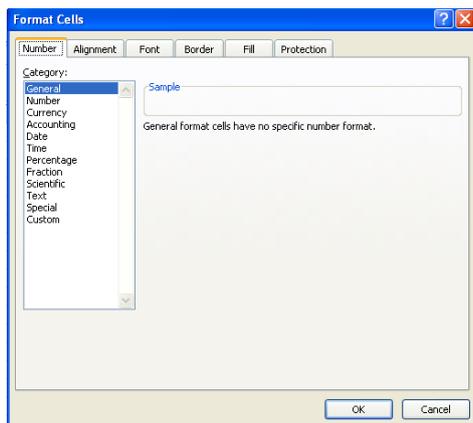
The Number tab is used to select the 'units' of the cell contents. E.g. date, currency etc.

First select the unit name from the category column. On the right section there are options for variations within that unit.

There are 12 categories each with many variations. No attempt is made here to cover them. However, a couple of the most common are:-

- Number of decimal places in the number category.

- Format of date. E.g. 01/03/2013, 01 Mar 2013, 01 March 2013
  Note – always use the / when entering dates in numerical formats.
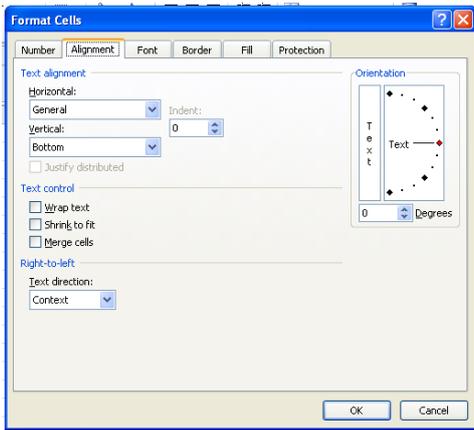
The Alignment tab is used to control the position and direction of cell contents.

The horizontal and vertical alignment boxes allow control of the position of entries in cells.

The orientation controls the direction of entries in a cell as in the examples.
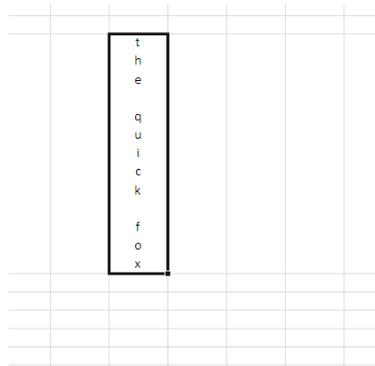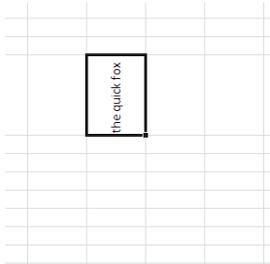
The check boxes on the left can be used to
wrap text within a cell, or shrink the text to fit within the cell.

the quick
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