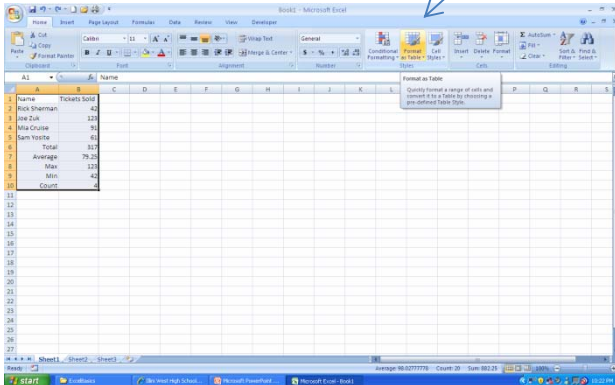


MS Excel - Formatting Cells

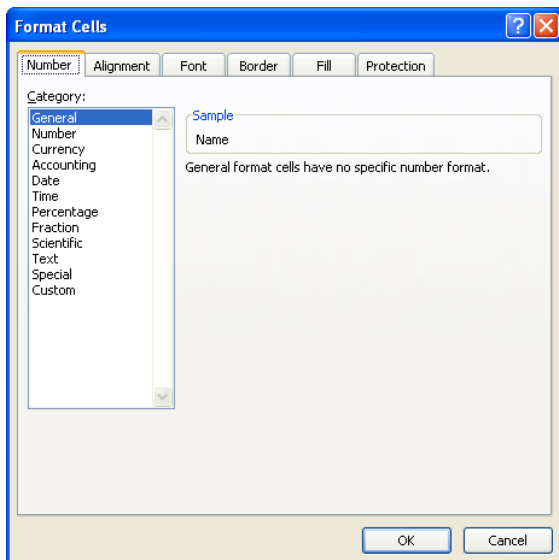
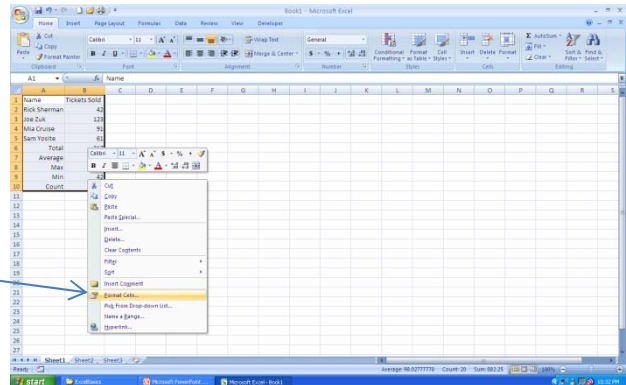
Cells can be formatted in many ways. One of the easiest ways to format cells is to choose **Format as Table** in the **Style** group.



MICROSOFT EXCEL 2007 BASIC TIP SHEET

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Another way to format cells is to use the **right-mouse click** and choose **Format Cells** in the menu.



The **Format Cells** dialog box will appear. You can format cells by number, alignment, font, border, fill and protect the cells.

****HINT:** Remember when you want to format cells, you must have the cell(s) selected.