

How do I format cells in Google Sheets?

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Google Sheets is a popular spreadsheet program that allows users to organize and manipulate data. One important aspect of using Google Sheets is formatting cells, which refers to changing the appearance and structure of individual cells. This can include adjusting the font, color, alignment, and number format. To format cells in Google Sheets, users can use the toolbar at the top of the sheet or the "Format" menu to access a variety of options. These formatting tools make it easy to visually enhance and organize data in a clear and concise manner. By using the formatting features in Google Sheets, users can effectively present data in a professional and organized manner.

Google Sheets Formatting

Formatting

Google Sheets has many ways to format and style a spreadsheet.

Why format and style your spreadsheet?

Make it easier to read and understand
Make it more presentable

Styling is about changing the looks of cells, such as changing colors, font, font sizes, borders, number formats, and so on.

The most used styling functions are:

Colors
Fonts
Borders
Number formats
Gridlines

There are two ways to access the styling commands in Google Sheets:

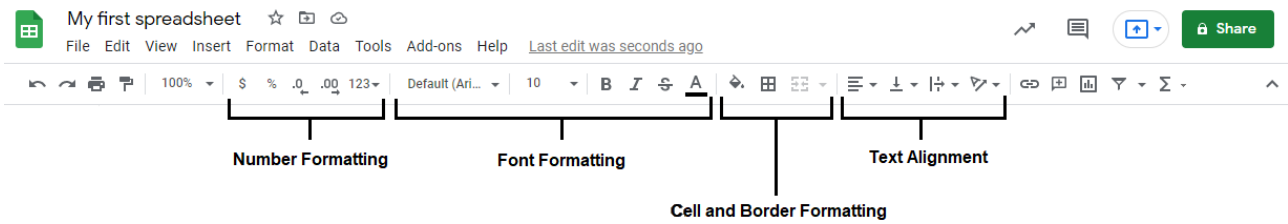
The Ribbon
Format menu

Note: Formatting can be applied to any range.

Read more about the Ribbon and the menu in the Google Sheets overview chapter.

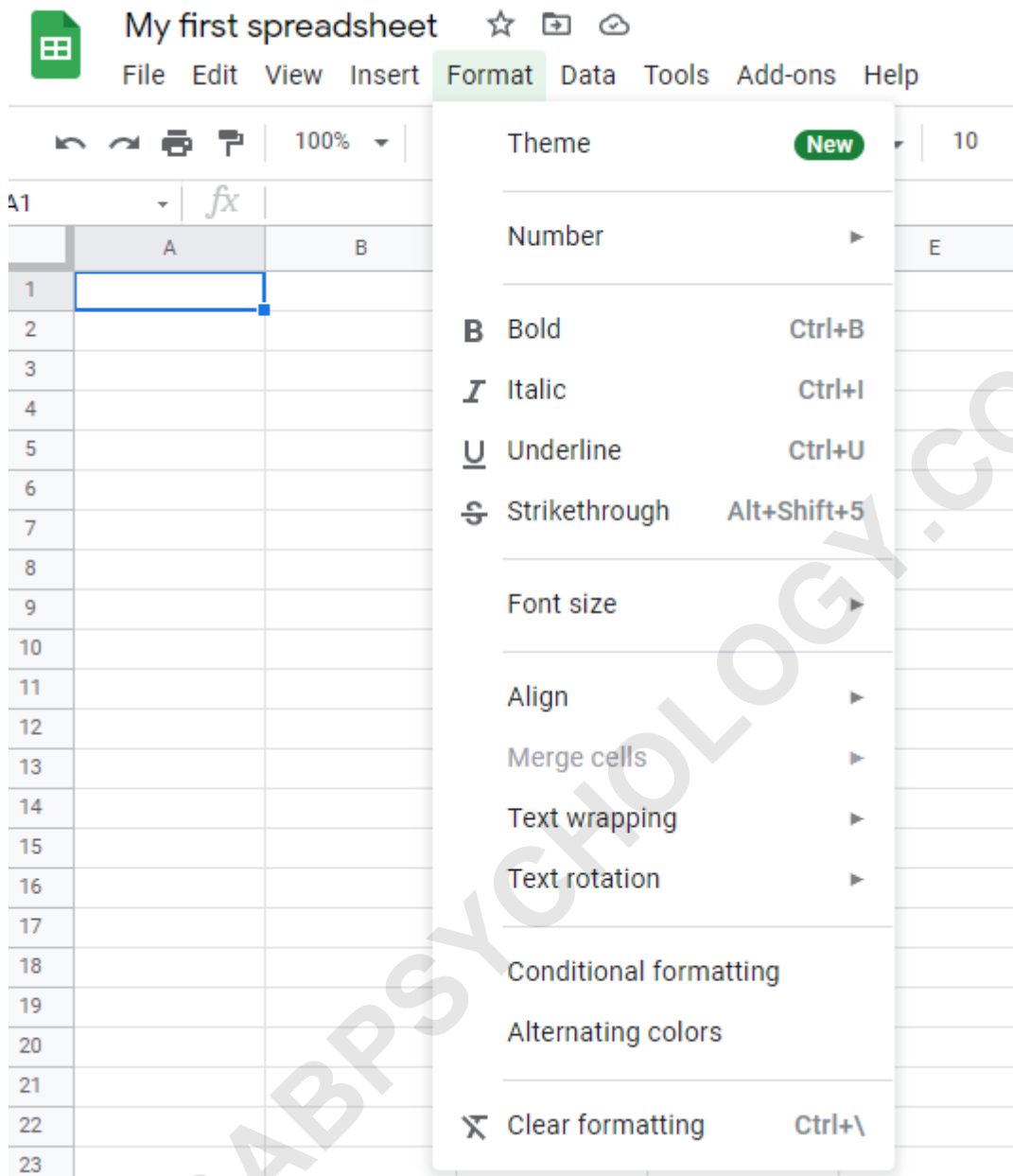
Styling Commands in Ribbon

The Ribbon provides many formatting options such text and border coloring.



Styling Commands in Format menu

You can also select any cell or a range of cells and then click on the **Format** menu in the menu bar:



The image shows a screenshot of the Google Sheets interface. The title bar reads "My first spreadsheet" with icons for star, share, and refresh. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". The "Format" menu is open, displaying the following options: "Theme" (with a "New" button), "Number", "B Bold" (Ctrl+B), "I Italic" (Ctrl+I), "U Underline" (Ctrl+U), "Strikethrough" (Alt+Shift+5), "Font size", "Align", "Merge cells", "Text wrapping", "Text rotation", "Conditional formatting", "Alternating colors", and "Clear formatting" (Ctrl+\).

Example

In this example, different formatting options have been applied to range **A1:B3**.

	A	B	C	D	E
1	Text	123			
2	Text	123			
3	Text	123			
4					
5					
6					
7					
8					
9					
10					

Chapter summary

Formatting is used to make spreadsheets more readable. There are many ways to add styles. The most common ones are; Color, Font, Number format and Gridlines.

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