

# What is Excel formatting?

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Excel formatting refers to the process of customizing the appearance and layout of data in a Microsoft Excel spreadsheet. It includes various tools and options that allow users to change the font, size, color, alignment, and other visual aspects of their data. This allows for better organization, emphasis, and presentation of information, making it easier to read and understand. Excel formatting also allows for the application of mathematical and conditional formatting, which enables the data to be automatically updated and formatted based on certain criteria. Overall, Excel formatting is a crucial feature that enhances the visual appeal and functionality of spreadsheets, making it a powerful tool for data analysis and presentation.

## Excel Formatting

### Formatting

Excel 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 delicate

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

Grids

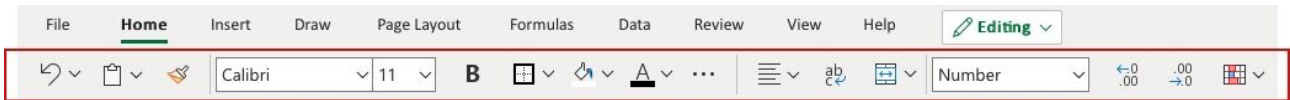
There are two ways to access the styling commands in Excel:

The Ribbon

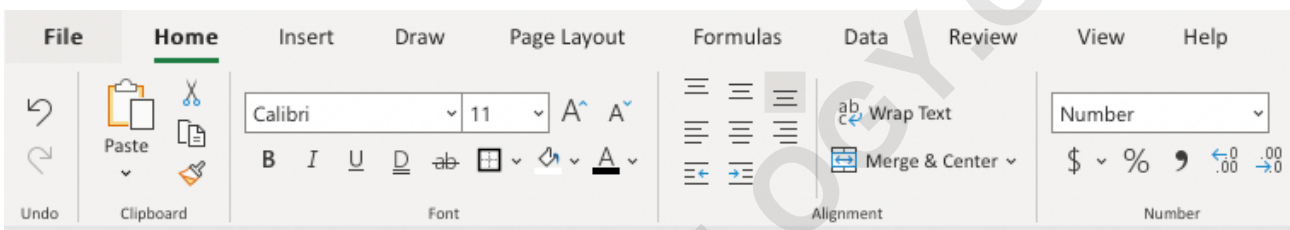
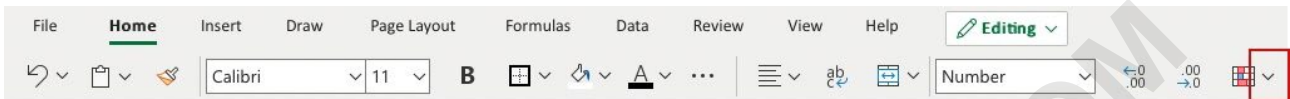
Formatting menu, by right clicking cells

Read more about the Ribbon in the Excel overview chapter.

### Styling Commands in Ribbon

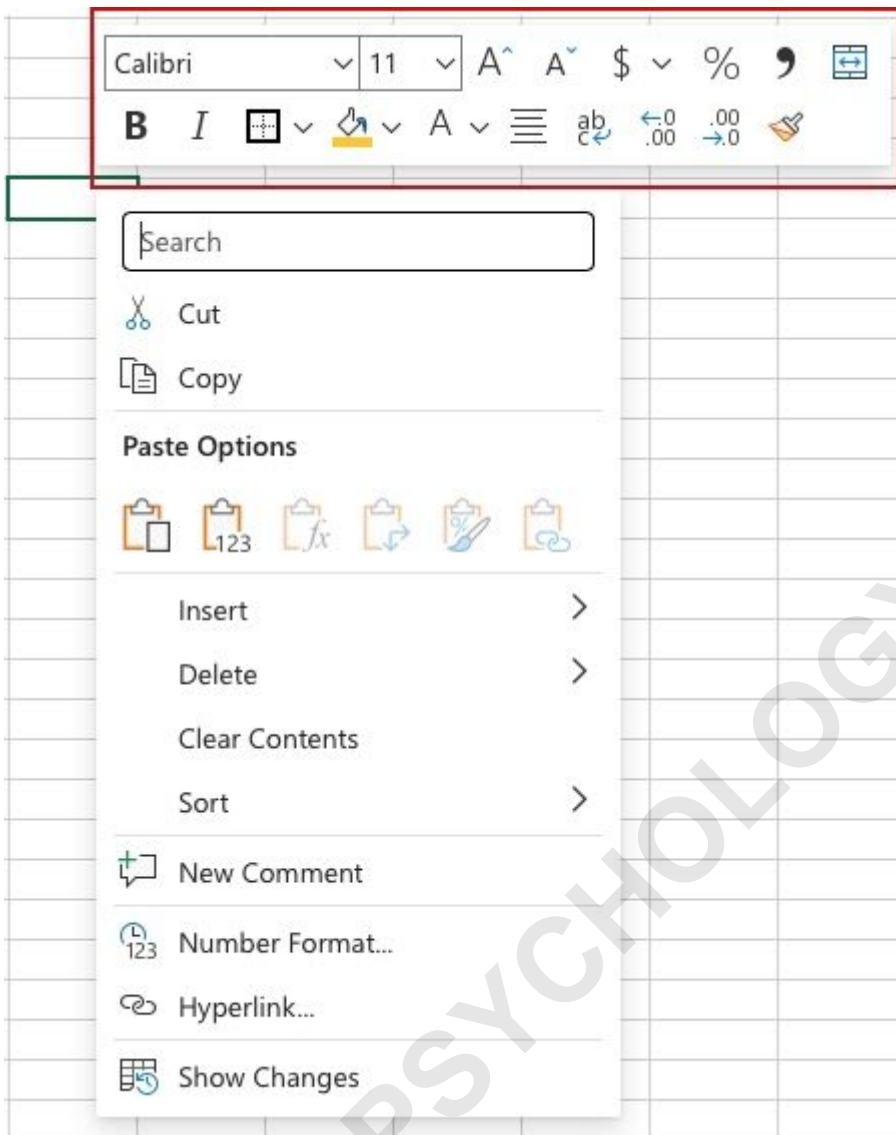


The Ribbon can be expanded by clicking the arrow/caret-down icon on the right side. This gives access to more commands:



## Styling Commands, Right Clicking Cells

You can also right-click on any cell to style it:



Styling commands can be accessed from both views.

## 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 Grids.