

What is the process for formatting fonts in Excel?

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The process for formatting fonts in Excel involves selecting the cells or text that you want to modify, then using the Font section in the Home tab to make changes to the font style, size, color, and effects. You can also use the Format Cells option to access more advanced font formatting options, such as adding borders, changing the alignment, and adjusting the font style and size for specific data types. Additionally, you can use the Find and Replace feature to quickly change the font formatting throughout the entire worksheet. Overall, the process for formatting fonts in Excel is simple and can greatly enhance the visual appeal and organization of your spreadsheet.

Excel Format Fonts

Format Fonts

You can format fonts in four different ways: color, font name, size and other characteristics.

Font Color

The default color for fonts is black.

Colors are applied to fonts by using the "**Font color**" function.

How to apply colors to fonts

Select cell>Select font color>Type text

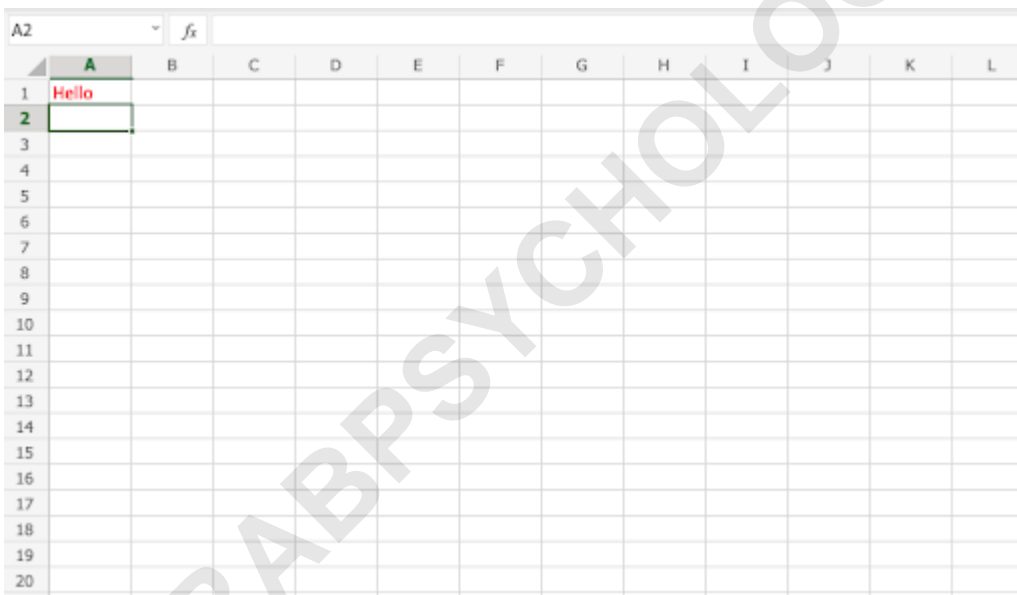
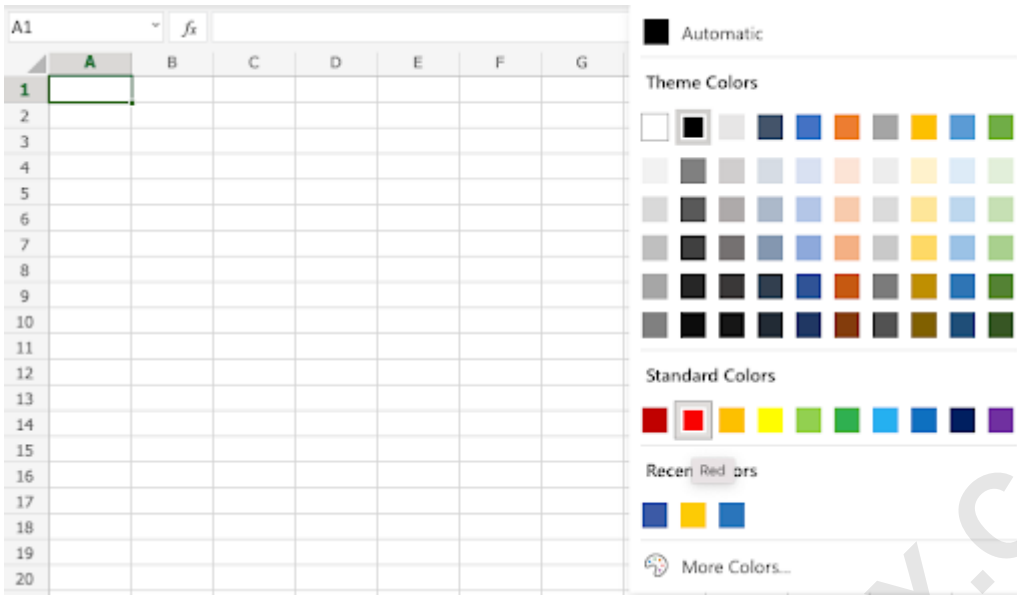
The font color goes for both numbers and text.

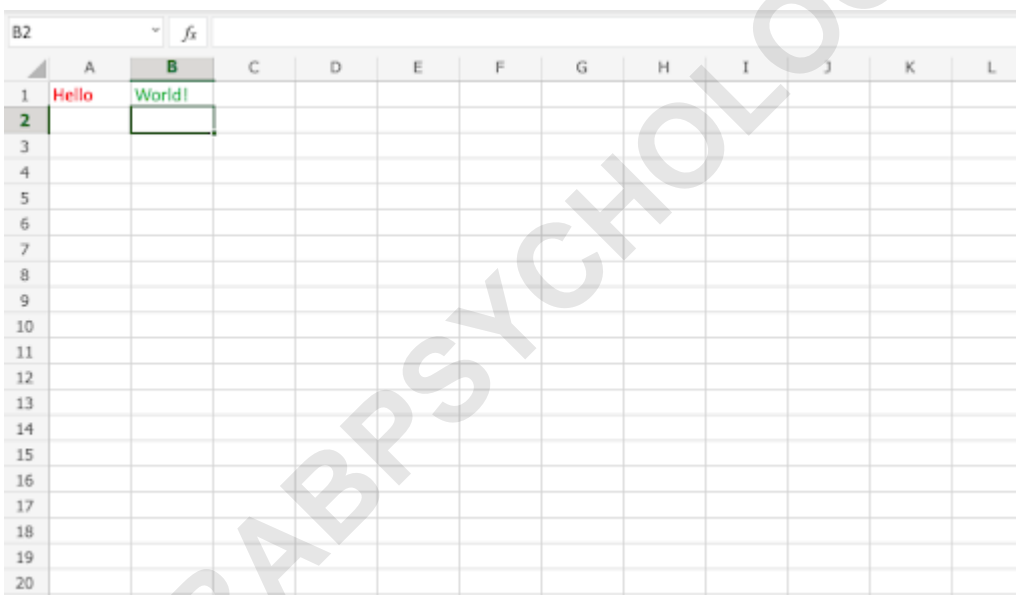
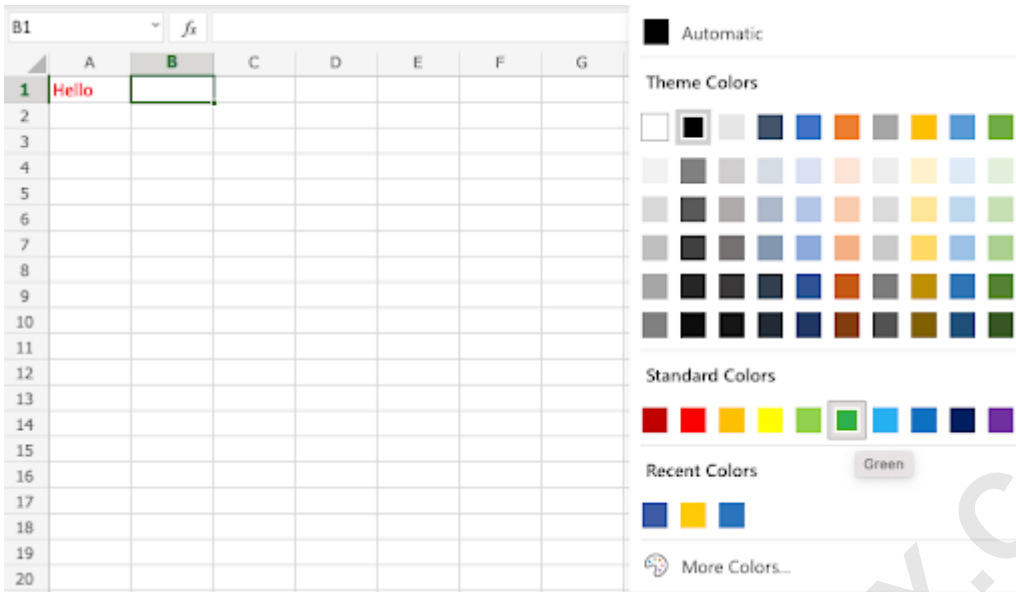
The **Font color** command remembers the color used last time.

Note: Custom colors are applied in the same way for both cells and fonts. You can read more about it in the Apply colors to cells chapter.

Lets try an example, step by step:

Select standard font color Red>Type A1(Hello)Hit enter>Select standard font color Green>Type B1(World!)Hit enter





Font Name

The default font in Excel is **Calibri**.

The font name can be changed for both numbers and text.

Why change the font name in Excel?

Make the data easier to read
Make the presentation more appealing

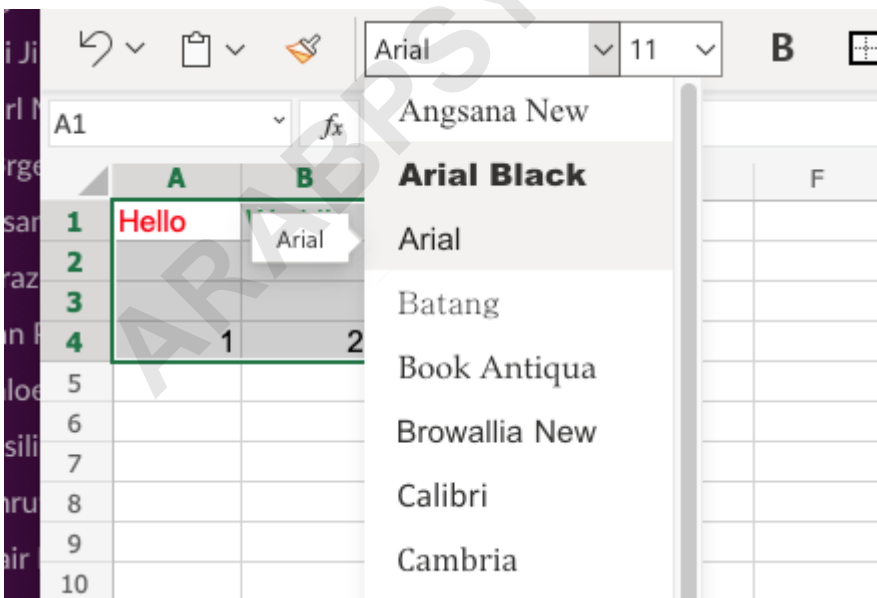
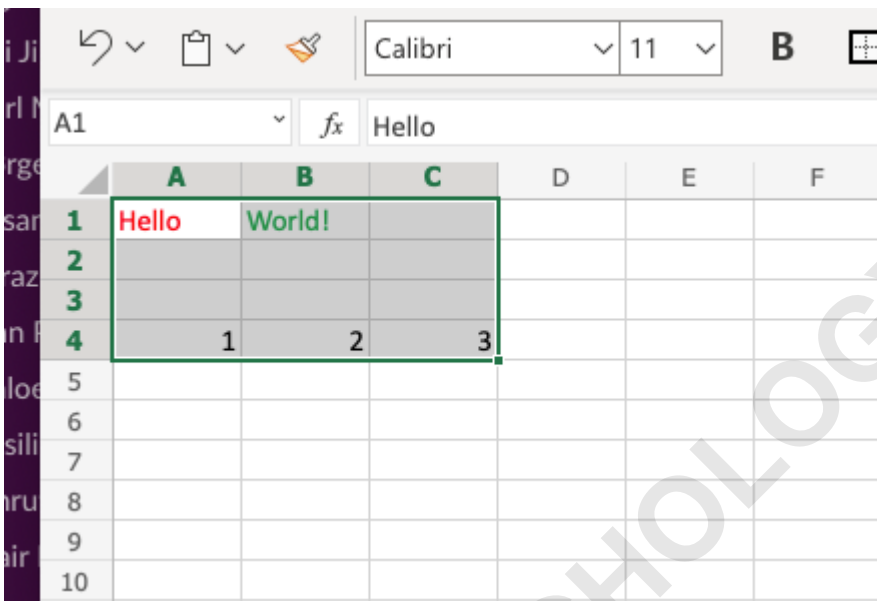
How to change the font name:

Select a range Click the font name drop down menu Select a font

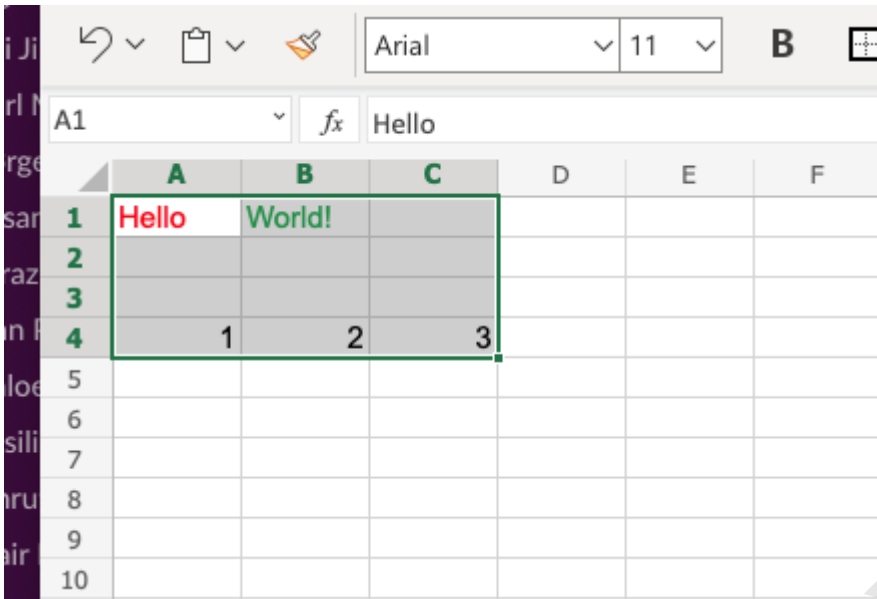
Let's have a look at an example.

Select **A1:C4** Click the font name drop down menu Select **Arial**

The example has both text (**A1:B1**) and numbers (**A4:C4**)

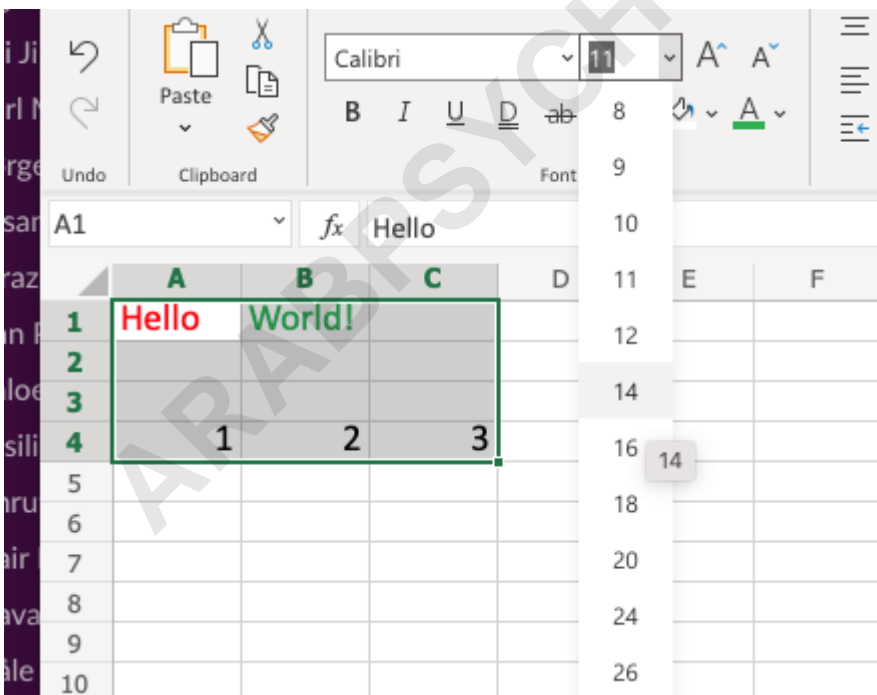


Good job! You have successfully changed the fonts from **Calibri** to **Arial** for the range **A1:C4**.



Font Size

To change the **font size** of the font, just click on the font size drop down menu:

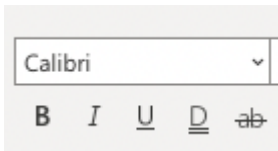


Font Characteristics

You can apply different characteristics to fonts such as:

Bold*Italic*Underlined~~Strike~~ though

The commands can be found below the font name drop down menu:



Bold is applied by either clicking the Bold (B) icon in the Ribbon or using the keyboard shortcut CTRL + B or Command + B

Italic is applied by either clicking the Italic (I) icon or using the keyboard shortcut CTRL + I or Command + I

Underline is applied by either clicking the Underline (U) icon or using the keyboard shortcut CTRL + U or Command + U

Strikethrough is applied by either clicking the Strikethrough (ab) icon or using the keyboard shortcut CTRL + 5 or Command + Shift + X

Chapter Summary

Fonts can be changed in four different ways: color, font name, size and other characteristics. The fonts are changed to make the spreadsheet more readable and delicate.

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