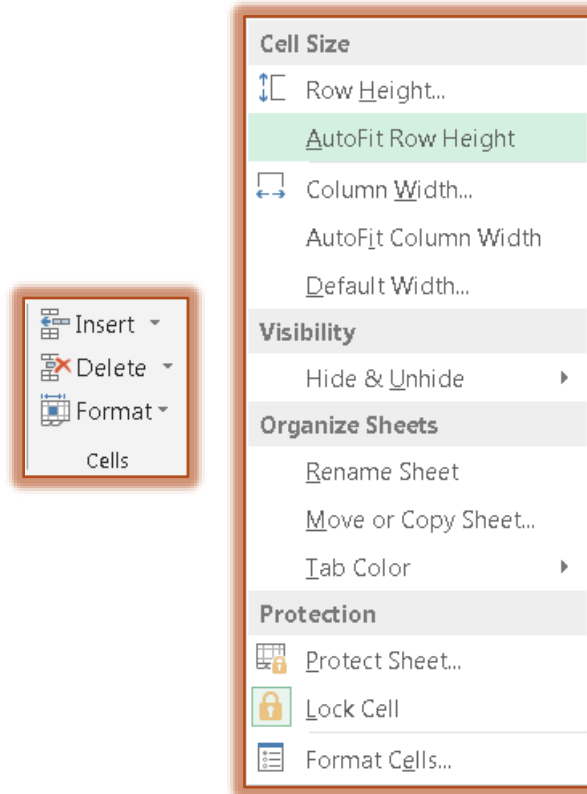# FORMAT CELLS

There are several features available for formatting cells within a worksheet. This document will provide the directions on how to work with the different formatting features within the Excel program.

- ✞ Click the **Home Tab**, if necessary.
- ✞ In the **Cells Group**, click the **Format** button (see illustration below left).
- ✞ A list of options for formatting cells will display (see illustration below right).

- ✞ The table below describes each of the options within the Format list.

Task	Description
Cell Size	The options in this group are used to change the size of a column or row.
Row Height	Click this option to open the **Row Height** dialog box. In this box, it is possible to change the height of a selected row. Just place the insertion point in any cell within the row. To change the height of more than one row, select all the rows for which the height is to be changed.
AutoFit Row Height	This feature is used to change the height of a row to the height of the largest entry in the row. To use this feature for more than one row, select the rows that are to be changed.
Column Width	When this option is clicked, the **Column Width** dialog box will display. In this box, it is possible to change the width of the selected column. The insertion point can be placed in any cell of the column for this feature to work. To change the width of more than one column, select the columns for which the width is to be changed.

Task	Description
AutoFit Column Width	To change the width of the selected column(s) to the longest entry in the column(s), click this option. To change the width for more than one column, select the columns.
Default Width	This option is used to change the default standard column width for worksheets in Excel. When the option is clicked, the **Standard Width** dialog box will display.
Visibility	With this feature, it is possible to hide columns and rows in a worksheet.
Hide and Unhide	To choose the options for hiding columns or rows in a worksheet, click this option. A list of choices will be displayed. Just click on one of the options to select it.
Organize Sheets	This group is used to decide how sheets within a workbook are organized.
Rename Sheet	Click this option to change the name of the active worksheet within the workbook. The sheet name will be highlighted. To change the name, just type the new name.
Move or Copy Sheet	To move a worksheet within a workbook to a new location or to make a copy of the current worksheet, select this option. The **Move or Copy** dialog box will display. Within this dialog box, it is possible to move the worksheet to a different location or to make a copy of the worksheet.
Tab Color	To change the color of a tab for a worksheet, move the mouse pointer over this option. A gallery of possible colors will appear. Just click the color to apply it to the sheet tab.
Protection	The options in this group are used to protect sections of a workbook from access by others.
Protect Sheet	Click this option to apply protection to the active worksheet. The **Protect Sheet** dialog box will display. Within this dialog box, there are several options for protecting the worksheet. Different options can be selected by clicking the check box beside each item that is to be applied to the worksheet. A password can be set which can be used to make changes to the cells.
Lock Cell	This feature is used to lock selected cells so that changes cannot be made to them by other people. Protect Sheet must be applied before this feature can be activated.
Format Cells	This link will open the **Format Cells** dialog box. In this box, it is possible to make changes to the numbers in a cell, to the alignment of cells, and to other formatting features.