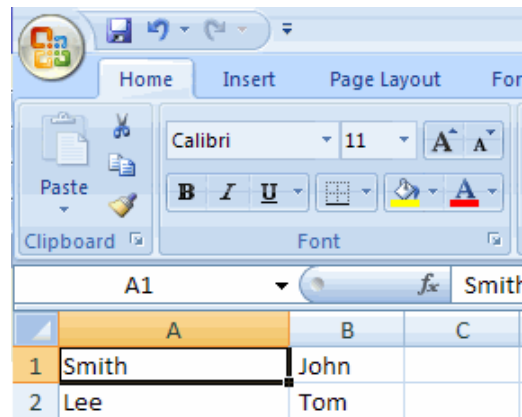


Modify Fonts

Modifying fonts in Excel will allow you to emphasize titles and headings.

To modify a font:

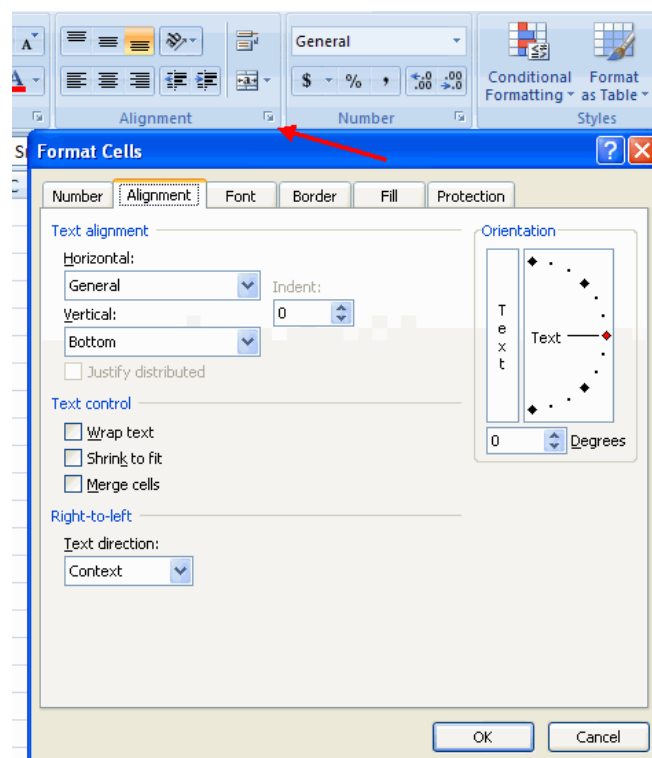
- Select the cell or cells that you would like the font applied
- On the **Font** group on the **Home** tab, choose the font type, size, bold, italics, underline, or color



Format Cells Dialog Box

In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell or cells that will have the formatting
- Click the **Dialog Box** arrow on the **Alignment** group of the **Home** tab



There are several tabs on this dialog box that allow you to modify properties of the cell or cells.

- **Number:** Allows for the display of different number types and decimal places
- **Alignment:** Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.
- **Font:** Allows for control of font, font style, size, color, and additional features
- **Border:** Border styles and colors
- **Fill:** Cell fill colors and styles

Align Cell Contents

To align cell contents, click the cell or cells you want to align and click on the options within the **Alignment** group on the **Home** tab.

There are several options for alignment of cell contents:

- **Top Align:** Aligns text to the top of the cell
- **Middle Align:** Aligns text between the top and bottom of the cell
- **Bottom Align:** Aligns text to the bottom of the cell
- **Align Text Left:** Aligns text to the left of the cell
- **Center:** Centers the text from left to right in the cell
- **Align Text Right:** Aligns text to the right of the cell
- **Decrease Indent:** Decreases the indent between the left border and the text
- **Increase Indent:** Increase the indent between the left border and the text
- **Orientation:** Rotate the text diagonally or vertically

