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**: Increases the indent between the left border and the text
- **Orientation**: Rotate the text diagonally or vertically