









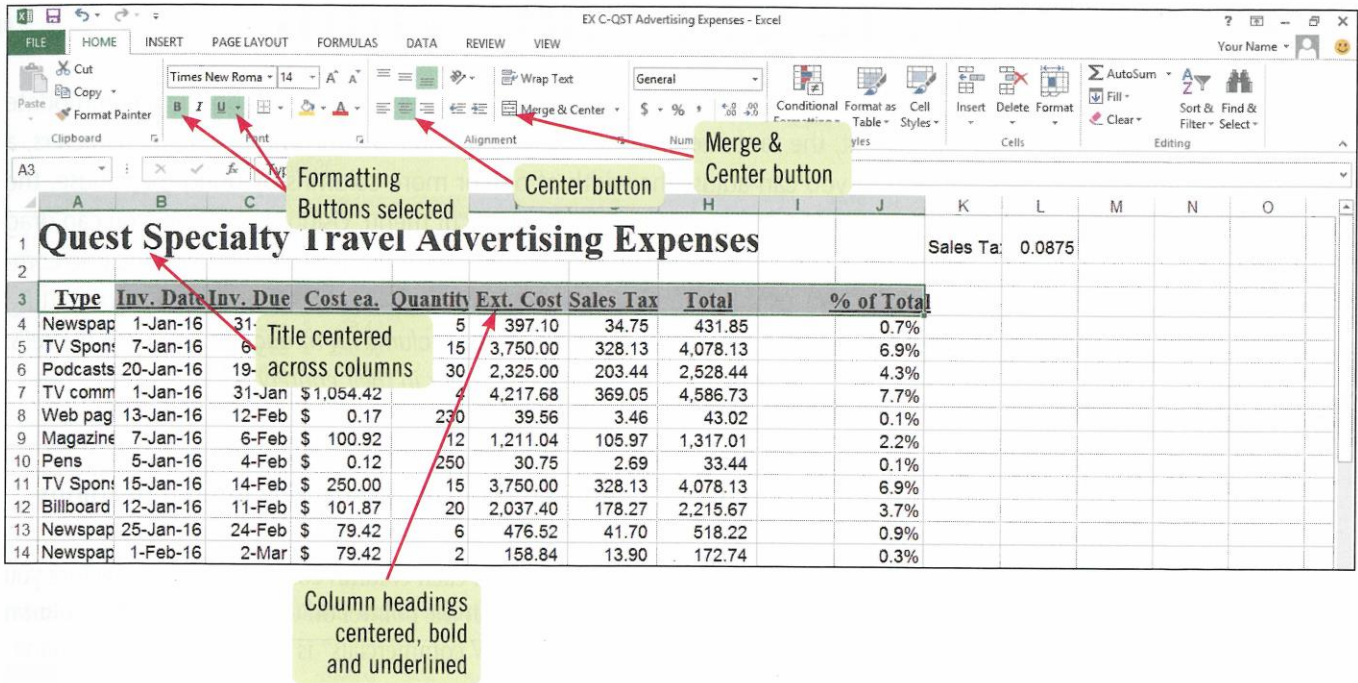


# Change Font Styles and Alignment

**Font styles** are formats such as bold, italic, and underlining that you can apply to affect the way text and numbers look in a worksheet. You can also change the **alignment** of labels and values in cells to position them in relation to the cells' edges—such as left-aligned, right-aligned, or centered. You can apply font styles and alignment options using the HOME tab, the Format Cells dialog box, or the Mini toolbar. See **TABLE C-2** for a description of common font style and alignment buttons that are available on the HOME tab and the Mini toolbar. Once you have formatted a cell the way you want it, you can “paint” or copy the cell's formats into other cells by using the Format Painter button in the Clipboard group on the HOME tab. This is similar to using copy and paste, but instead of copying cell contents, it copies only the cell's formatting. **CASE** ▶ You want to further enhance the worksheet's appearance by adding bold and underline formatting and centering some of the labels.

1. Press **[Ctrl][Home]**, then click the **Bold button**  in the Font group on the HOME tab  
The title in cell A1 appears in bold.
2. Click cell **A3**, then click the **Underline button**  in the Font group  
The column label is now underlined, though this may be difficult to see with the cell selected.
3. Click the **Italic button**  in the Font group, then click   
The heading now appears in boldface, underlined, italic type. Notice that the Bold, Italic, and Underline buttons in the Font group are all selected.
4. Click the **Italic button**  to deselect it  
The italic font style is removed from cell A3, but the bold and underline font styles remain.
5. Click the **Format Painter button**  in the Clipboard group, then select the range **B3:J3**  
The formatting in cell A3 is copied to the rest of the column labels. To paint the formats on more than one selection, double-click the Format Painter button to keep it activated until you turn it off. You can turn off the Format Painter by pressing [Esc] or by clicking . You decide the title would look better if it were centered over the data columns.
6. Select the range **A1:H1**, then click the **Merge & Center button**  in the Alignment group  
The Merge & Center button creates one cell out of the eight cells across the row, then centers the text in that newly created, merged cell. The title “Quest Specialty Travel Advertising Expenses” is centered across the eight columns you selected. To split a merged cell into its original components, select the merged cell, then click the Merge & Center button to deselect it. The merged and centered text might look awkward now, but you'll be changing the column widths shortly. Occasionally, you may find that you want cell contents to wrap within a cell. You can do this by selecting the cells containing the text you want to wrap, then clicking the Wrap Text button  in the Alignment group on the HOME tab on the Ribbon.
7. Select the range **A3:J3**, right-click, then click the **Center button**  on the Mini toolbar  
Compare your screen to **FIGURE C-8**. Although they may be difficult to read, notice that all the headings are centered within their cells.
8. Save your work

**FIGURE C-8: Worksheet with font styles and alignment applied**



**TABLE C-2: Common font style and alignment buttons**

button	description
	Bolds text
	Italicizes text
	Underlines text
	Centers text across columns, and combines two or more selected, adjacent cells into one cell
	Aligns text at the left edge of the cell
	Centers text horizontally within the cell
	Aligns text at the right edge of the cell
	Wraps long text into multiple lines