

Apply Colors, Patterns, and Borders

You can use colors, patterns, and borders to enhance the overall appearance of a worksheet and make it easier to read. You can add these enhancements by using the Borders, Font Color, and Fill Color buttons in the Font group on the HOME tab of the Ribbon and on the Mini toolbar, or by using the Fill tab and the Border tab in the Format Cells dialog box. You can open the Format Cells dialog box by clicking the dialog box launcher in the Font, Alignment, or Number group on the HOME tab, or by right-clicking a selection, then clicking Format Cells on the shortcut menu. You can apply a color to the background of a cell or a range or to cell contents (such as letters and numbers), and you can apply a pattern to a cell or range. You can apply borders to all the cells in a worksheet or only to selected cells to call attention to selected information. To save time, you can also apply **cell styles**, predesigned combinations of formats. **CASE** *You want to add a pattern, a border, and color to the title of the worksheet to give the worksheet a more professional appearance.*




1. **Select cell A1, click the Fill Color list arrow  in the Font group, then hover the pointer over the Turquoise, Accent 2 color (first row, sixth column from the left)**
See **FIGURE C-14**. Live Preview shows you how the color will look *before* you apply it. (Remember that cell A1 spans columns A through H because the Merge & Center command was applied.)
2. **Click the Turquoise, Accent 2 color**
The color is applied to the background (or fill) of this cell. When you change fill or font color, the color on the Fill Color or Font Color button changes to the last color you selected.
3. **Right-click cell A1, then click Format Cells on the shortcut menu**
The Format Cells dialog box opens.
4. **Click the Fill tab, click the Pattern Style list arrow, click the 6.25% Gray style (first row, sixth column from the left), then click OK**
5. **Click the Borders list arrow  in the Font group, then click Thick Bottom Border**
Unlike underlining, which is a text-formatting tool, borders extend to the width of the cell, and can appear at the bottom of the cell, at the top, on either side, or on any combination of the four sides. It can be difficult to see a border when the cell is selected.
6. **Select the range A3:H3, click the Font Color list arrow  in the Font group, then click the Blue, Accent 1 color (first Theme color row, fifth column from the left) on the palette**
The new color is applied to the labels in the selected range.
7. **Select the range J1:K1, click the Cell Styles button in the Styles group, click the Neutral cell style (first row, fourth column from the left) in the gallery, then AutoFit column J**
The font and color change in the range is shown in **FIGURE C-15**.
8. **Save your work**

FIGURE C-14: Live Preview of fill color

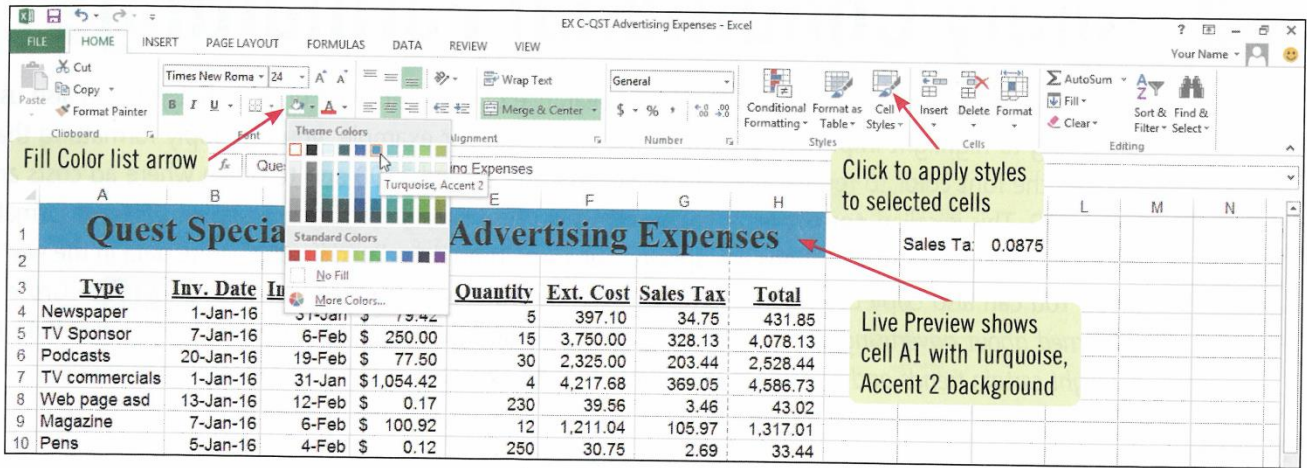


FIGURE C-15: Worksheet with color, patterns, border, and cell style applied

