# Formatting

## Format numbers in cells

In Excel, you can format numbers in cells for things like currency, percentages, decimals, dates, phone numbers, or social security numbers.

1. Select a cell or a cell range.
2. On the **Home** tab, select **Number** from the drop-down.

Or, you can choose one of these options:
	* Press **Ctrl + 1**and select **Number**.
	* Right-click the cell or cell range, select**Format Cells…** , and select **Number**.
	* Select the dialog box launcher  next to **Number**  and then select **Number**.
3. Select the format you want.

## Align text in a cell

Use different alignment options to align text in a column, row, or workbook.

Align a column

1. Select a column.
2. Select **Align Right**, **Center**, or **Align Left**.

Align a row

1. Select a row.
2. Select **Center**, **Align Right**, or **Align Left**.

Align cells in a workbook

1. Click a cell, or press Ctrl + A to select all cells.
2. Select **Left**, **Center**, or **Align Right**.

## Apply styles

Apply Excel Styles to make your cells stand out.

1. Choose cells to format.
2. Select an Excel Style to apply.
3. Select **More** for more options.

Modify an Excel Style

1. Choose cells with an Excel Style applied to format them.
2. Right-click and select **Modify**.
3. Select **Format** > **Fill**.
4. Select a color.
5. Select **OK** > **OK**.

## Copy cell formatting

Copy cell formatting in your worksheet using copy and paste options, Format Painter, and dragging techniques.

1. Choose a cell to copy.
2. Select an Excel Style.
3. Select **Format Painter** and drag to apply the Style.

Copy number formatting

1. Choose a cell to copy.
2. Select an Excel Style.
3. Select **Format Painter** and drag to apply the Style.

## Conditional Formatting

Conditional formatting provides visual cues to help you quickly make sense of your data. For example, it’ll clearly show highs and lows, or other data trends based on criteria you provide.

1. Select the all the data in a table.
2. Select **Conditional Formatting** > **Top/Bottom Rules** > **Top 10 Items** to see the 10 largest numbers in the table.
3. Select **Conditional Formatting**> **Data Bars**, **Color Schemes**, or **Icon Sets** to see how your data can be instantly analyzed. Press **Ok** when done.





## Add a watermark

Microsoft Excel doesn’t come with a built-in watermark button. But you can use an image, like a logo, to create a watermark.

1. Select **Insert** > **Header & Footer**.
2. Tap a section of the header and select **Picture**.
3. Find and **Insert** your image. In the header, you’ll see **& Picture**.



This means there’s a picture in the header. Tap anywhere outside the header to close the header and you’ll see watermark behind the data. If you don't like the look of the image or need to edit your image so it's less bold.

1. Tap back into the header and select **Format Picture**.
2. Select **Picture** > **Color** > **Washout** to change the look of the image. **Grayscale** may also work well.
3. Select **OK**.

