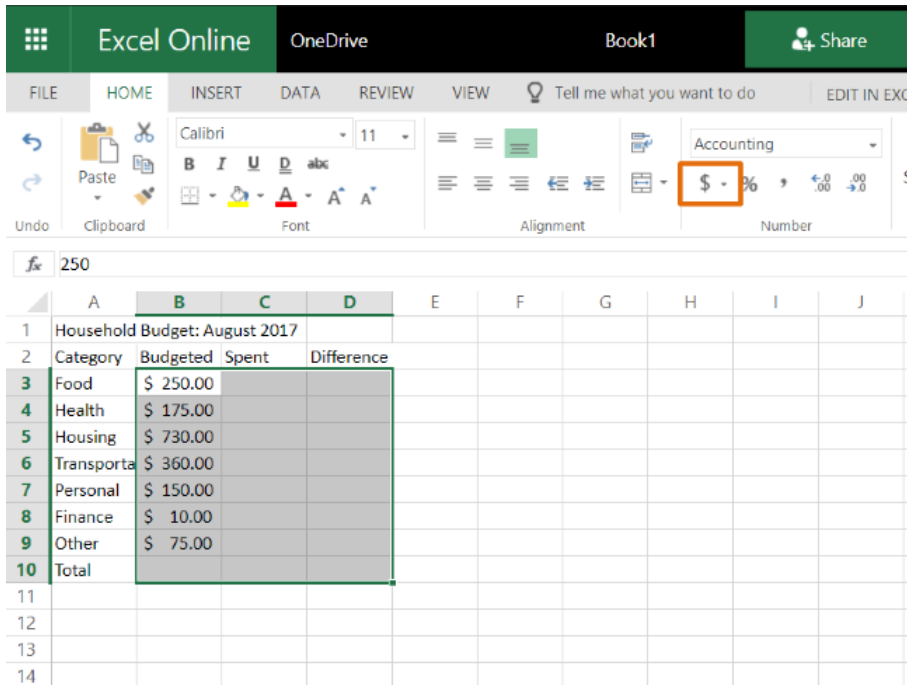


Formatting Cells



Now that we've entered some data into our budget, we can begin to format the cells. First, we'll format our dollar amounts.

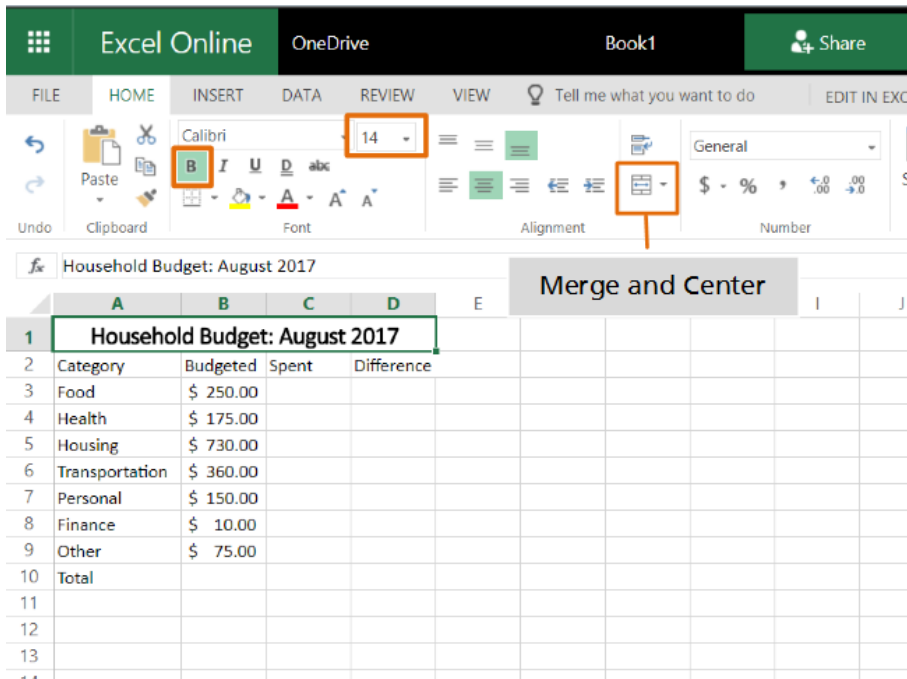
I'll click and drag to select all the cells that will show dollar amounts, even the empty cells. Then, click on this icon to use the "Accounting Number Format". Now the amounts are lined up with two decimal places and a dollar sign.

The screenshot shows the Excel Online interface with a spreadsheet titled 'Household Budget: August 2017'. The spreadsheet has columns labeled 'Category', 'Budgeted', 'Spent', and 'Difference'. The 'Transportation' row is highlighted in orange, and the word 'Transportation' is overflowing into the next column. A callout box with a mouse icon and the text 'Left Click + Drag' is positioned over the spreadsheet, indicating the action to resize the column.

Category	Budgeted	Spent	Difference
Food	\$ 250.00		
Health	\$ 175.00		
Housing	\$ 730.00		
Transportation			
Personal	\$ 150.00		
Finance	\$ 10.00		
Other	\$ 75.00		
Total			

Notice that the word “Transportation” is overflowing out of its cell. We can make the columns wider so that all the text is easy to read.

To resize a column, point the mouse between the column headings. Click and drag to make it wider.



The title is too large to fit in any one cell. We can “Merge and Center” it across the top of the spreadsheet.

First, I click and drag over the cells to select them. Then, I click the “Merge and Center” icon. Now it is centered inside one large cell.

We can also use these tools to format the font. I’ll click the “b” button to make it bold, and I’ll select a new font size to make it larger.

	A	B	C	D	E	F	G	H	I	J
1	Household Budget: August 2017									
2	Category	Budgeted	Spent	Difference						
3	Food	\$ 250.00								
4	Health	\$ 175.00								
5	Housing	\$ 730.00								
6	Transportation	\$ 360.00								
7	Personal	\$ 150.00								
8	Finance	\$ 10.00								
9	Other	\$ 75.00								
10	Total									
11										
12										
13										
14										

Now let's format the column labels. To select the entire row, we can click on row 2. We'll center the text in each cell, and make the text bold, so it stands out. Let's make the row for the "Total" bold as well.

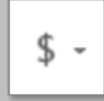
Household Budget: August 2017			
Category	Budgeted	Spent	Difference
Food	\$ 250.00	\$ 240.00	
Health	\$ 175.00	\$ 100.00	
Housing	\$ 730.00	\$ 735.00	
Transportation	\$ 360.00	\$ 360.00	
Personal	\$ 150.00	\$ 144.00	
Finance	\$ 10.00	\$ 10.00	
Other	\$ 75.00	\$ 85.00	
Total			

We've set up our budget structure and entered our plan for how much we can spend in each category.

Now we can add in how much money was actually spent in each category. Notice that the newly added amounts match the formatting style that we applied earlier.

In the next lesson, we'll looking at using this data to make useful calculations.

Which of these icons would you click on to merge and center multiple cells?



Correct

Which of these icons would you click on to merge and center multiple cells?