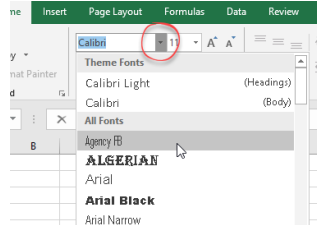




Cell Formatting

How do I change the font?

1. Select the cell(s) you wish to change.
2. In the 'Home' ribbon, click the 'Font' drop down menu to display the list of installed fonts and a preview of the font appearance. (Use the scroll bars to move up and down through the list).
3. Select a new font by clicking on its name.

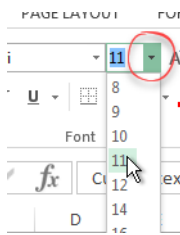


As you run your cursor over the font names your selected text changes to give you a preview as to how it will look if that font is chosen.

How do I change the font size?

The size of a font is measured in points where 1 point = $\frac{1}{72}$ of an inch. Therefore 36pt = $\frac{1}{2}$ inch tall.

1. Select the cell(s) you wish to change.
2. In the 'Home' ribbon, click the font size drop down menu.
3. Choose a value from the list or delete the value and type a new one.

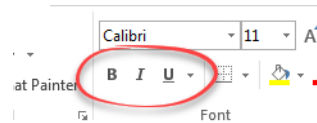


As you run your cursor over the font size in the drop down menu your selected text changes to give you a preview as to how it will look if that font size is chosen.

How do I change the font appearance?

You can alter the appearance of your text in various ways, the three most common being bold, italic and underline.

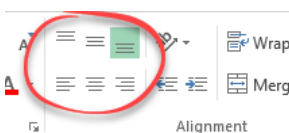
1. Select the cell(s) you wish to change.
2. In the 'Home' ribbon, click the chosen formatting button once to activate it (The buttons turn orange when in use).
3. Click again to remove.



How do I change the alignment of my text?

As well as aligning text horizontally to the left, right and centre of a cell it can also be aligned vertically either to the top, middle or bottom.

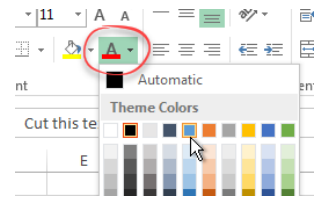
1. Select the cells you wish to alter.
2. In the 'Home' ribbon, click one of the three vertical alignment buttons as appropriate.
3. Click one of the three horizontal alignment buttons as appropriate.



How do I change the font colour?

The line below the 'Font colour' button indicates the most recently used font colour (default = black).

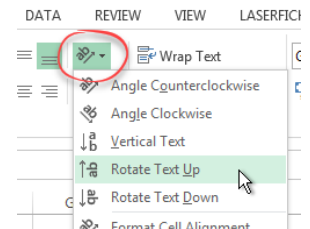
1. In the 'Home' ribbon, click the 'Font Colour' drop down menu.
2. Click the box containing the colour of your choice.



How do I change the angle of text in a cell?

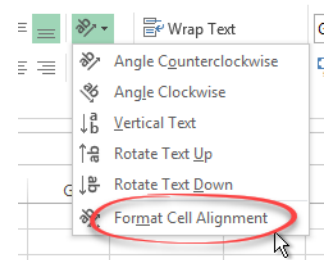
Method One:

1. Select the cells you wish to alter.
2. In the 'Home' ribbon, click the 'Orientation' drop down menu button.
3. Choose one of the options from those listed.

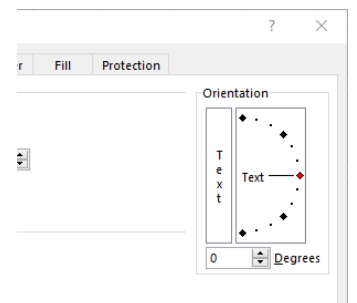


Method Two:

1. Select the cells you wish to alter.
2. In the 'Home' ribbon, click the 'Orientation' drop down menu button.
3. Click 'Format Cell Alignment' to display the 'Format Cell Alignment' dialogue box.



4. In the 'Orientation' section:
 - a. Click the left hand box to make the text vertical.
 - b. Click and hold the left mouse button over the red dot and move the cursor to move the text to the appropriate angle.
 - c. Use the spin controls to increase/decrease the angle OR delete the value in the box and type a new value.
5. Click 'OK'.





For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk