

Formatting Tables

Open the “Excel Formatting Training_4-10-15” Excel Document and find the “Table Format Start” tab and the “Table Format Finish” tab. Click on both to view two versions of the same table.

- Adjust the Title font size: go to cell (alt + h + f s, 14)
- Center school number values
 - Highlight column values (ctrl + shift + space)
 - Align center (alt + h a c)
- Format table numbers (numbers with no decimal places, percentages with 1 decimal place)
 - Highlight column(s) (ctrl + shift + space)
 - Open format cells menu (ctrl + 1)
- Add underline on table headers
 - Highlight across header row (shift + ctrl + arrow)
 - Open format cells menu (ctrl + 1)
 - Move to Font tab → Underline → choose “Single Accounting”
- Change title row font color
 - Select title row (shift + arrow)
 - Choose color (alt + h f c and use arrow keys to select color)
- Bold and italicize title row
 - Select title row (shift + arrow)
 - Bold (ctrl + b) and italicize (ctrl + i)
- Bold Grand Total row
 - Select grand total row (shift + arrow)
 - Bold (ctrl + b) and italicize (ctrl + i)
- Add middle borders to table
 - Highlight down to 2nd to last row before Grand Total Row (shift + ctrl + arrow)
 - Open borders menu (alt + h b m)
 - Select 2nd gray down color menu
 - Select middle and bottom border
- Add double bottom border to table
 - Highlight last row of data before Grand Total
 - Choose double line border style (alt + h b y)
 - Add bottom border (alt + h b b)
- Change column widths
 - Select School and Grade columns (ctrl + space, shift + arrow)
 - Choose width of 8 (alt + h o w and type 8)
 - Select all other columns (ctrl + space, shift + arrow)
 - Choose width of 12 (alt + h o w and type 12)
- Add color to every other school
 - Select rows for school #2 (ctrl + shift + arrow, then hold only shift and press down arrow)
 - Add color (alt + h h, then use arrows to select color)
 - Repeat for school #4