

Microsoft Excel Cell Styles



Cell Styles

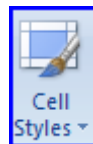
Excel **Cell Styles** allow you to use preset colour schemes and number formats, it is also possible to create your own cell Style.

The **Cell Styles** are saved so that they can be used for further use.

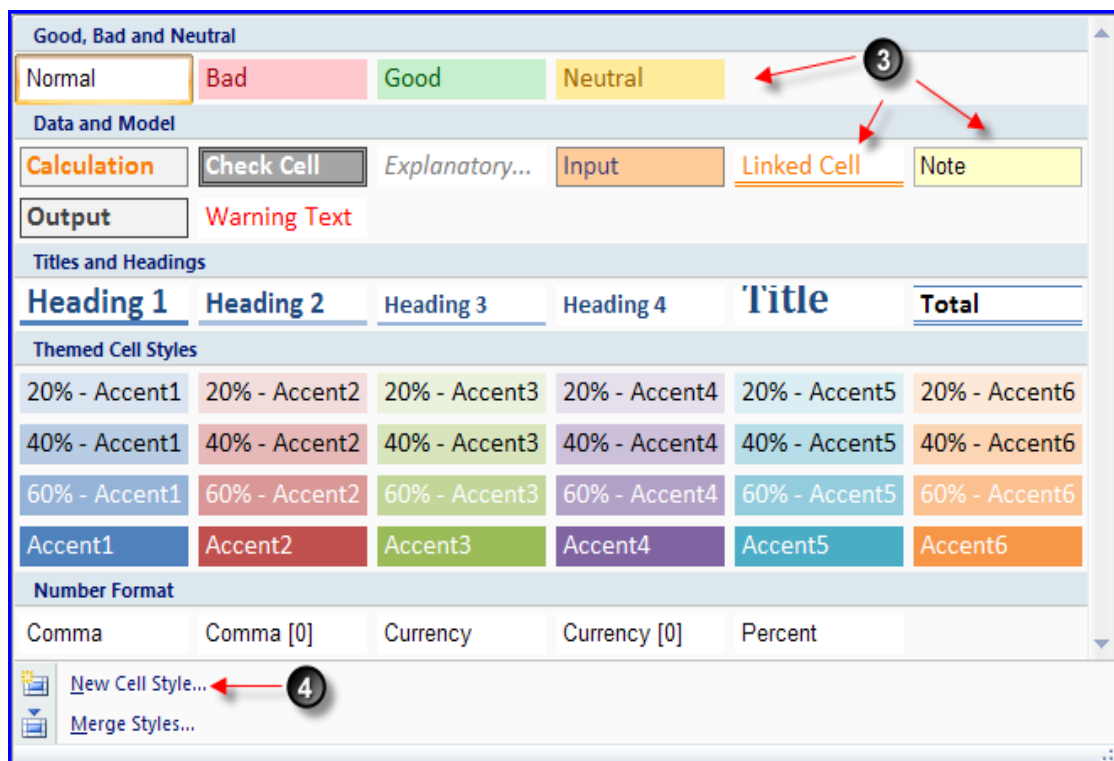
The Process

Highlight the area where you wish to apply the style.

Select from the **Home** tab the **Cell Style** Icon.



Select the drop-down arrow to view the format gallery.



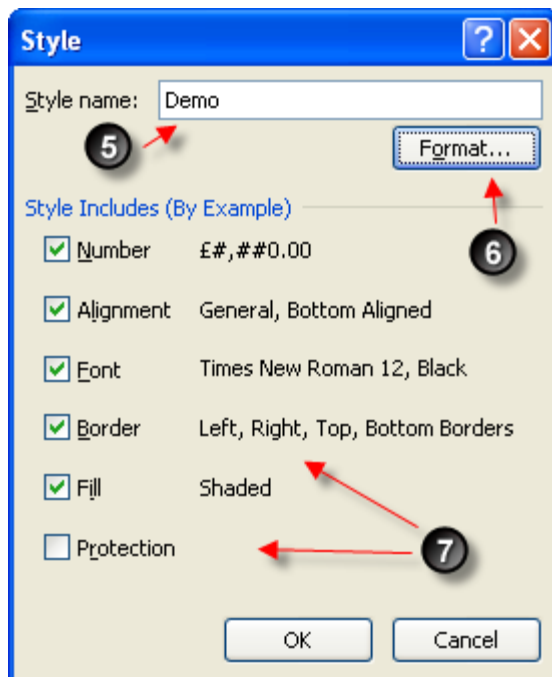
Select the Cell Style require.

If you wish to create your own Cell Style, Click on the New Cell Style icon.

The different format areas that can be saved into a Cell Style are:

Number Formatting, Alignment, Font, Borders, Fill and Protection.

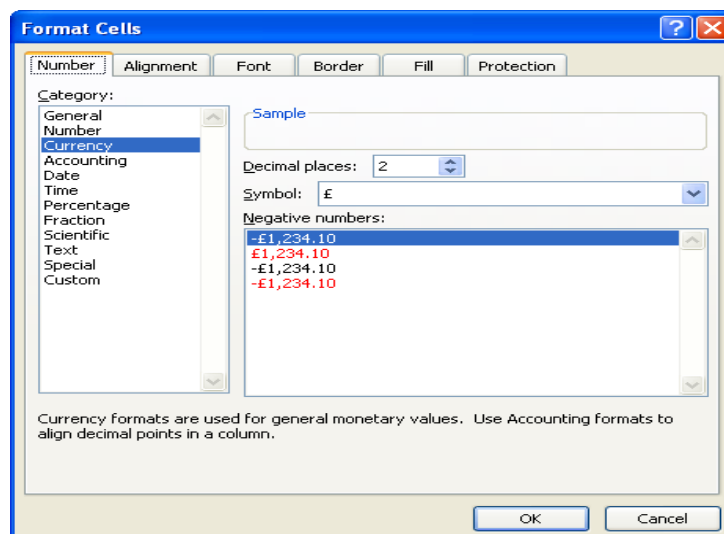
Name the Cell Style



Click on the **Format** button to apply required formats.

Select the formatting you wish to include in the custom Cell Style.

Press **OK**.



Clear the check boxes for any formatting you do not require in the custom Cell Style.

