

Proicere, Inc.

MS Excel: Styles

Lesson Notes

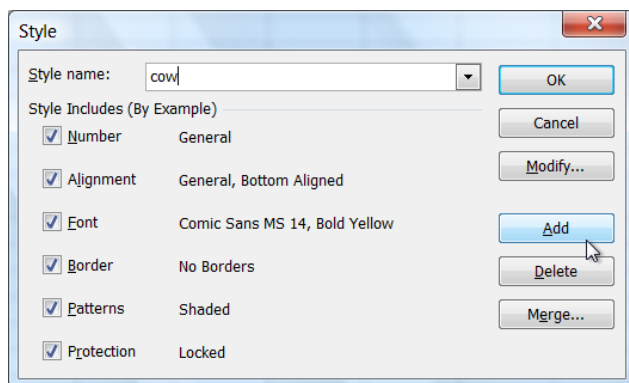
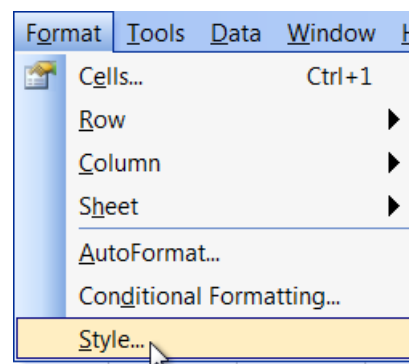
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Creating a Style

Based on a Formatted Cell

To create a style from a cell with the desired formatting, click on the cell then from the menu choose Format, Style...

In the Style dialog box that opens, key in a name for the style, then click the "Add" button.



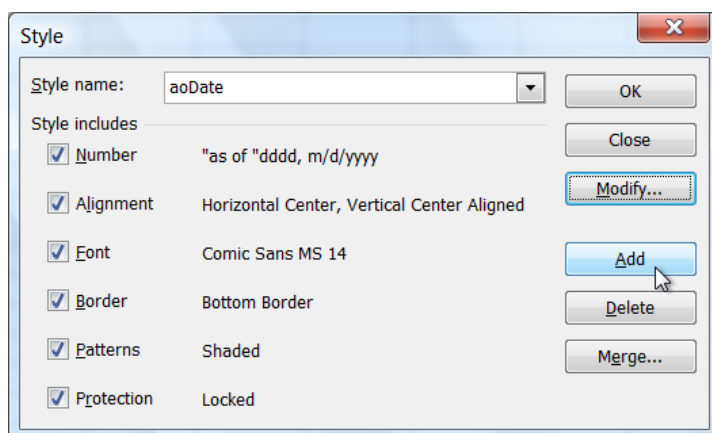
From Scratch

To create a style when not using an existing formatted cell, from the menu choose Format, Style...

In the Style dialog box that opens, key in a name for the style. Click the "Modify..." button to open the Format Cells dialog box. Create the desired look for the style.

Click the "OK" button to return to the Style dialog box.

Click the "Add" button.



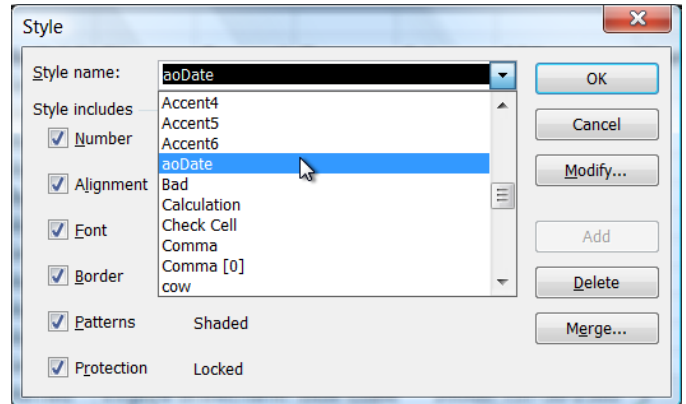
Applying a Style

Select the cell(s) for which the style is to be applied.

From the menu choose Format, Styles...

Select the desired style from the Style name: combo box.

Click the "OK" button.



Modifying a Style

To modify a style, from the menu choose Format, Style...

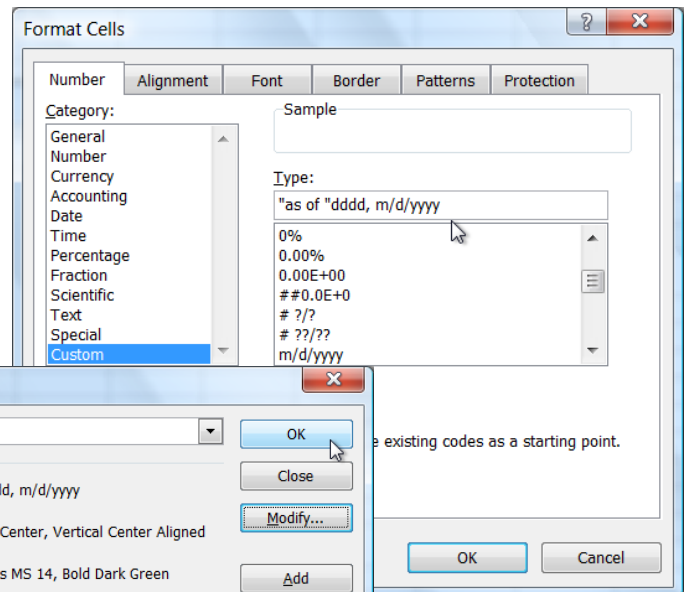
In the Style dialog box that opens, choose the style to be changed then click on the "Modify" button.

The Format Cells dialog box will open.

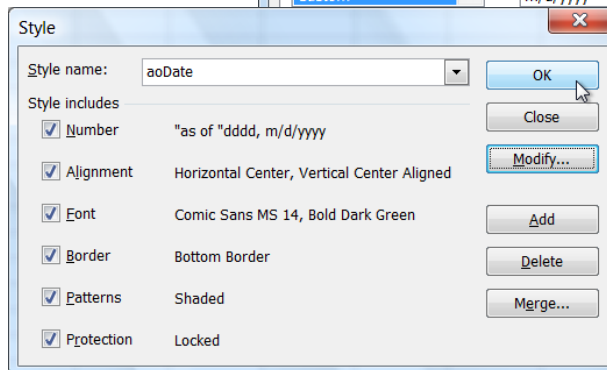
Make desired changes then click the "OK" button.

In the Style dialog box, uncheck anything that should not be changed when applying the style.

In the Style dialog box, click the "OK" button.



Note: When the style is modified, the changes effect that style throughout the workbook.



Merging Styles

Styles can be pulled from one workbook into another.

Open both workbooks.

From the menu of the workbook to receive the style, choose Format, Style...

In the Style dialog box that opens, click the "Merge..." button.

In the Merge Styles dialog box, select the book that contains the desired styles, then click the "OK" button.

All the styles from the selected book will be merged into the current book.

