

## Adding Style to a Worksheet

By Dick Evans

A normal worksheet is plain. It is black data on a white background. Using Excel Styles the worksheet can be changed into a colorful presentation with a few mouse clicks.

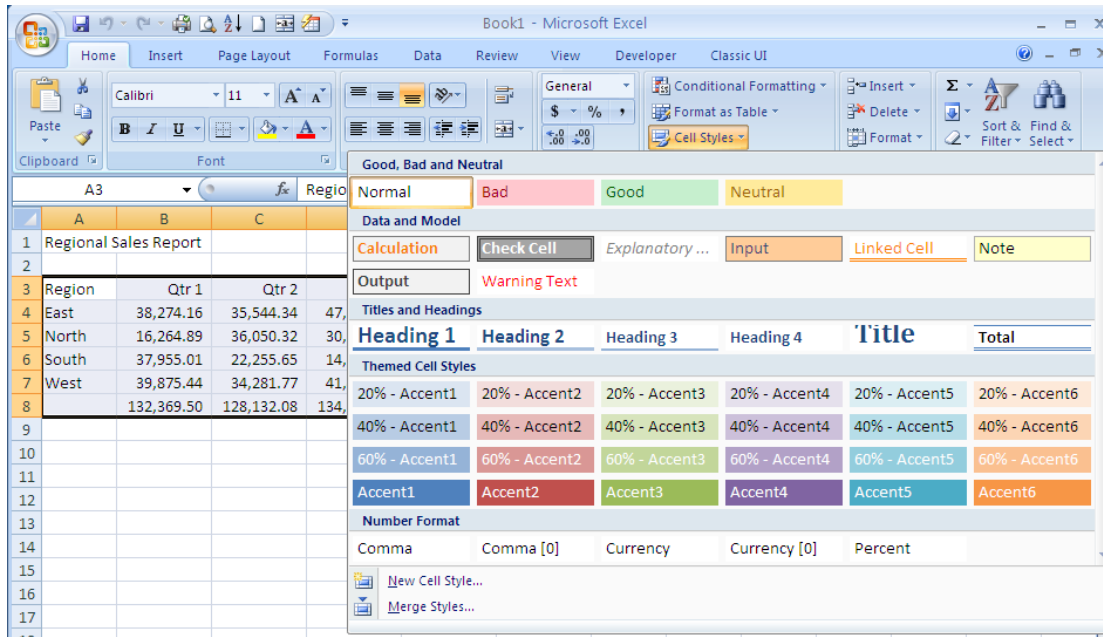
1. Open Excel

	A	B	C	D	E	F
1	Regional Sales Report					
2						
3	Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
4	East	38,274.16	35,544.34	47,513.69	34,045.50	155,377.69
5	North	16,264.89	36,050.32	30,932.49	12,014.42	95,262.12
6	South	37,955.01	22,255.65	14,164.66	45,527.25	119,902.57
7	West	39,875.44	34,281.77	41,449.20	30,720.44	146,326.85
8		132,369.50	128,132.08	134,060.04	122,307.61	516,869.23

2. Create a simple worksheet to use.

	A	B	C	D	E	F
1	Regional Sales Report					
2						
3	Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
4	East	38,274.16	35,544.34	47,513.69	34,045.50	155,377.69
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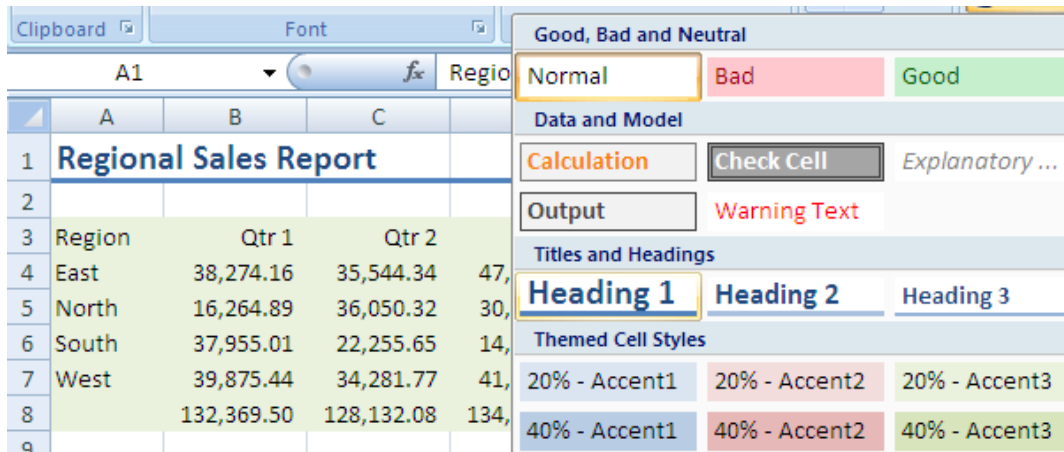
3. Select the data area to be formatted.



4. Home > Styles > Cell Styles to view the predefined style gallery.

	A	B	C	D	E	F
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5. On the dropdown list, mouse over various Themed Cell Styles to see what your data area could look like, and then click the 20% - Accent3 green selection to lock it in. Click off the selection to deselect it.



6. Select A1:F1. Pull down the style selections and click Heading 1.

Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
East	38,274.16	35,544.34	47,513.69	34,045.50	155,377.69
North	16,264.89	36,050.32	30,932.49	12,014.42	95,262.12
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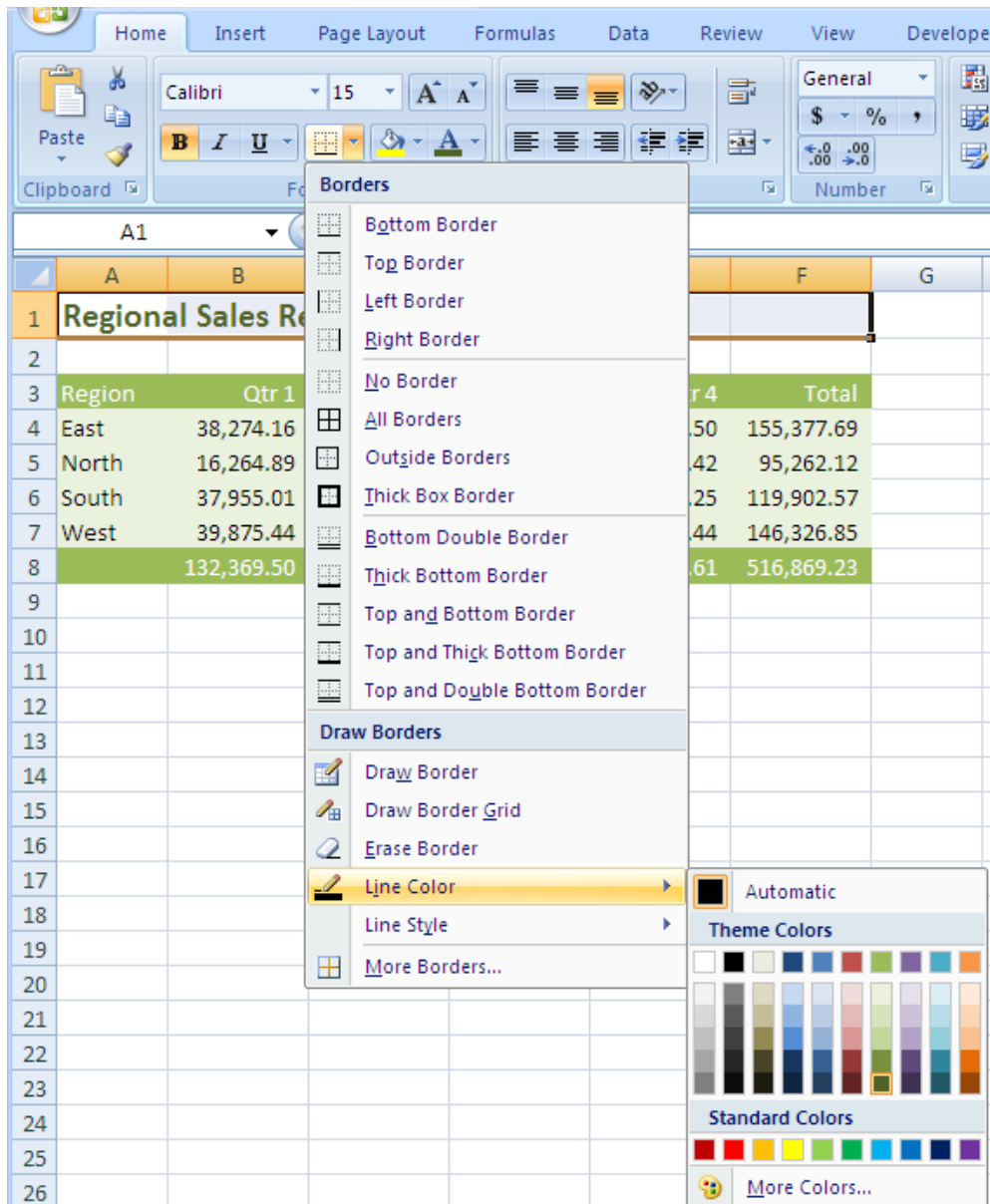
7. Select A3:F3. Pull down the style selections and click Accent3 green.

Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
East	38,274.16	35,544.34	47,513.69	34,045.50	155,377.69
North	16,264.89	36,050.32	30,932.49	12,014.42	95,262.12
South	37,955.01	22,255.65	14,164.66	45,527.25	119,902.57
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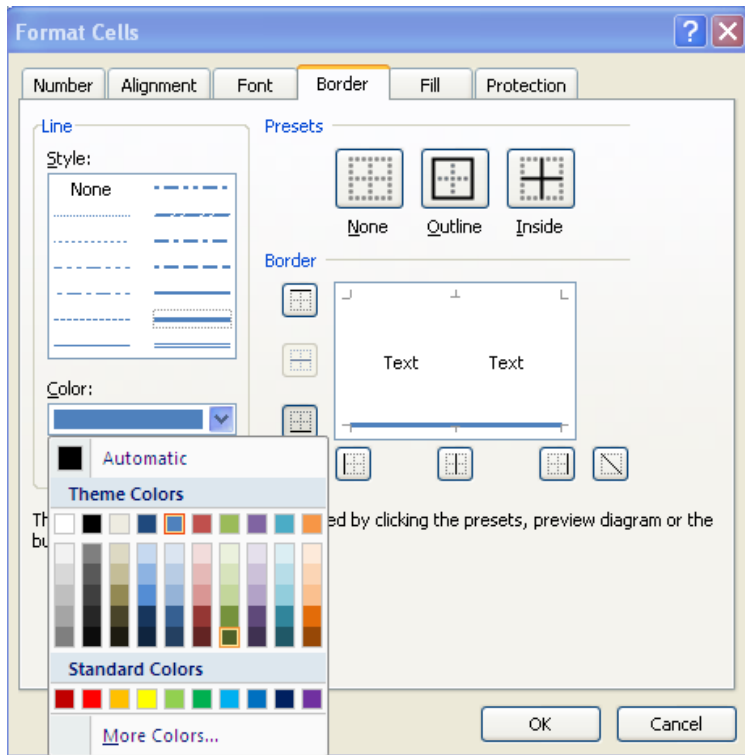
8. Select A8:F8. Pull down the style selections and click Accent3 green.

Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
East	38,274.16	35,544.34	47,513.69	34,045.50	155,377.69
North	16,264.89	36,050.32	30,932.49	12,014.42	95,262.12
South	37,955.01	22,255.65	14,164.66	45,527.25	119,902.57
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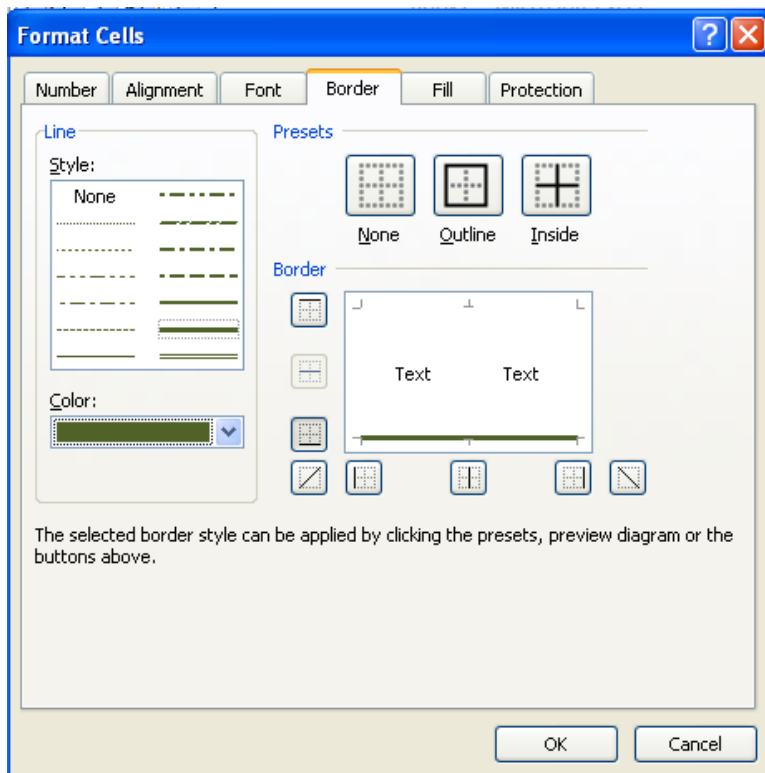
9. Select A1:A8. Then Home > Font and pull down the font color arrow. Select the bottom theme color for green.



10. With A1:A8 still selected, Home > Font and pull down the borders arrow. Select More Borders.



11. On the Format Cells dialog box, pull down the Color arrow and select the same green color,



12. On the right of the dialog box, under Border, click the blue line so it turns green, and then click OK.

	A	B	C	D	E	F
1	<b>Regional Sales Report</b>					
2						
3	<b>Region</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>Total</b>
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13. Click off the selection. The worksheet has now been styled and is a better presentation than the generic worksheet we started with.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon active. The 'Colors' dropdown menu is open, displaying a list of built-in themes. The 'Median' theme is highlighted. The worksheet content is visible in the background, showing the same data as the previous image but with a different styling. The formula bar shows '=SUM(B8:E8)'. The worksheet content is partially visible, showing the same data as the previous image but with a different styling.

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14. Page Layout > Themes > Colors and mouse over the various selections. Because theme colors were chosen from the styles drop down, the theme colors can be easily modified. Colors not chosen from the theme lists will not be modified.

	A	B	C	D	E	F
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2						
3	<b>Region</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>Total</b>
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15. The worksheet color scheme is modified with one click of the mouse.