Al-Mustaqbal University College

Optics Techniques Department

Lecture 4

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1. Horizontal alignment: **[Left, Center, Right]**

2. Vertical alignment: **[Top, Center, Bottom]**

3. Text control:

o **Shrink to fit:** will automatically reduce the font size in a cell so that the cell content fits without wrapping.

o **Wrap text:** cell content will appear on multiple lines without changing the column width.
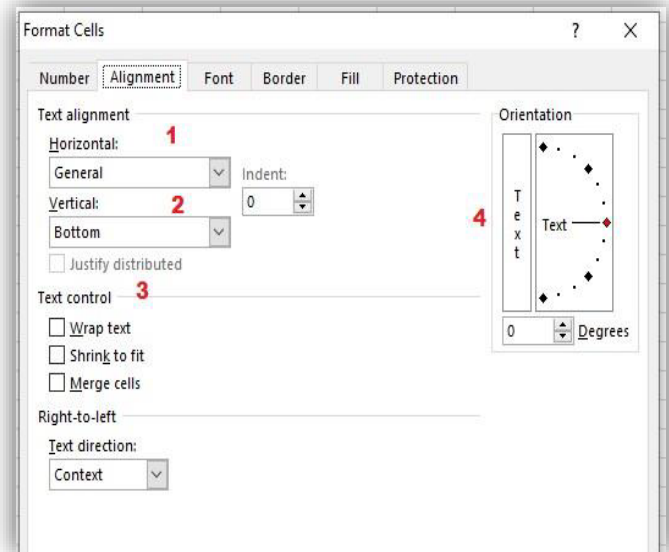
o **Merge Cells:** Merge two or more adjacent cells, the merged cells become one cell across multiple rows and columns.

4. Orientation: rotate the text diagonally or vertically. You can rotate the text up, down, clockwise, or counterclockwise, or align text vertically.
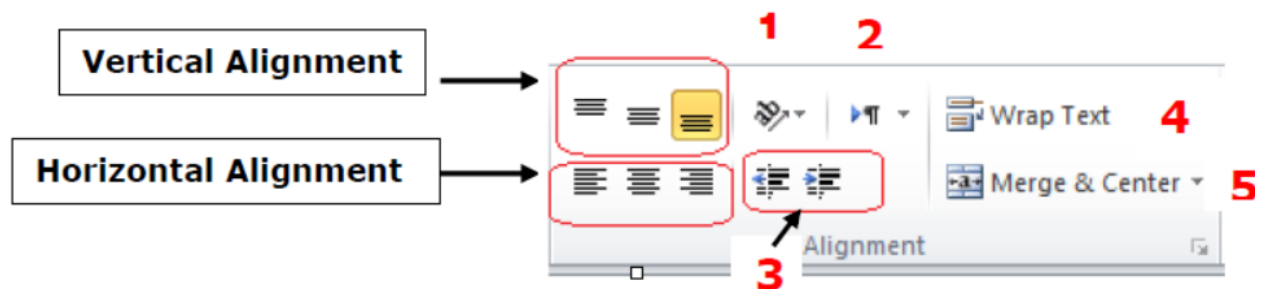
5. Specify Text direction:

o Left – to - Right.

o Right – to – Left.

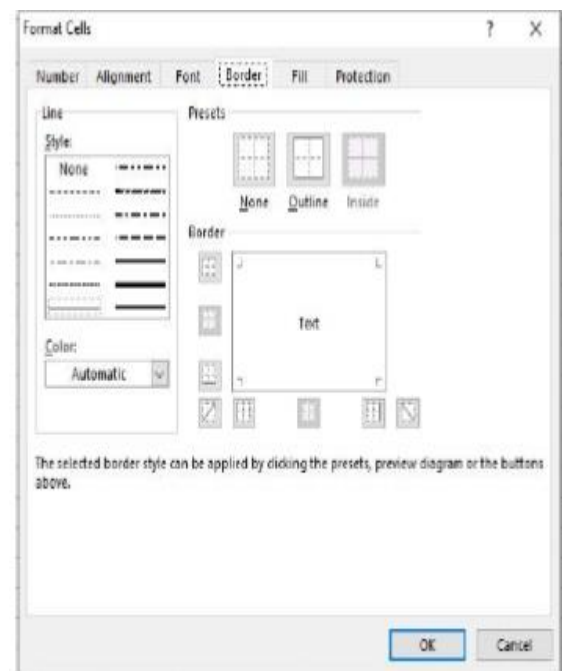# Alignment group icons on Home Tab:

1. Orientation

2. Text direction

3. Indentation

4. Wrap Text
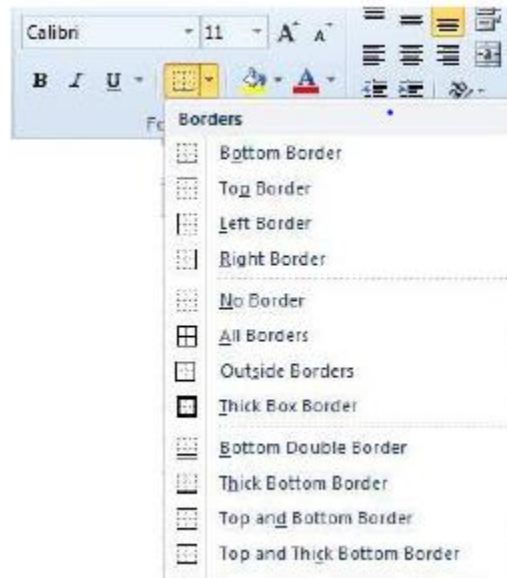
5. Merge and Unmerge Cells

4- Border tab

- Excel offers different types of borders that you can add to individual cells or ranges of cells in your spreadsheet.
- To add borders to selected cell(s):

1. Select the cell or range of cells that you want bordered.

2. Select a *line type* from the Style area.

3. Select a *line color* from the Color area.

4. In the Border section of the format cells dialog box, select where you want the border applied.

- ✓ **None**: to remove borderlines.
- ✓ **Outline:** borderlines will surround the entire cell or cell range.
- ✓ **Inside**: borderlines will appear around all cell edges for each selected cell.
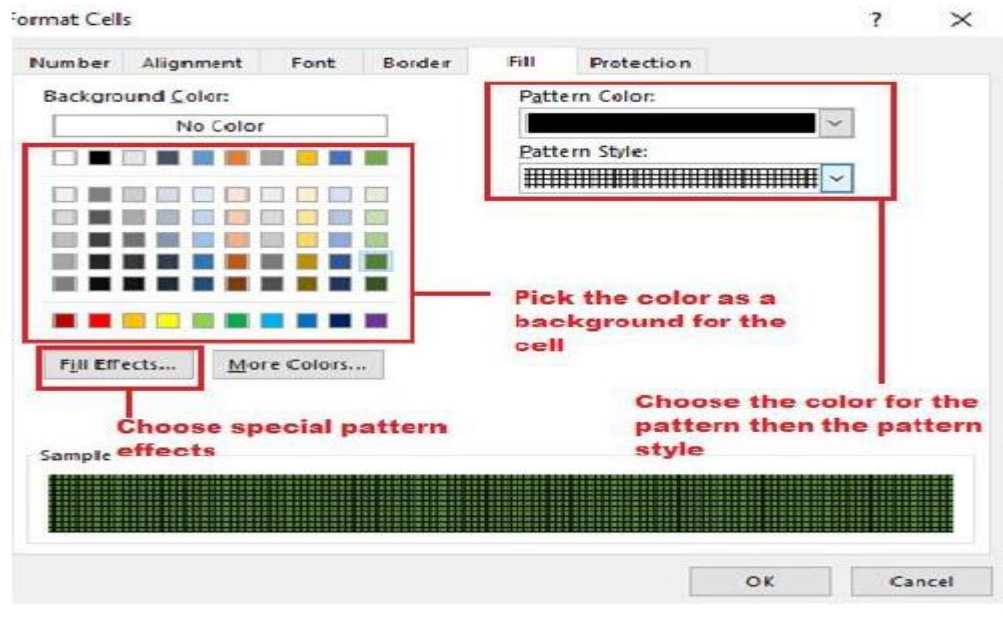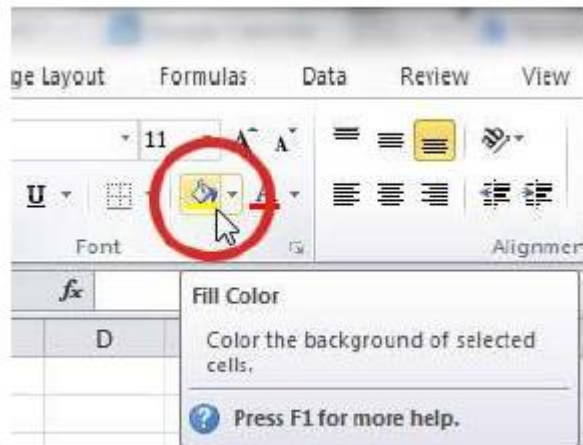
➢ **Border icon on Font group on Home Tab:**

5- Fill tab:

Adding a background color or a pattern using fill effects

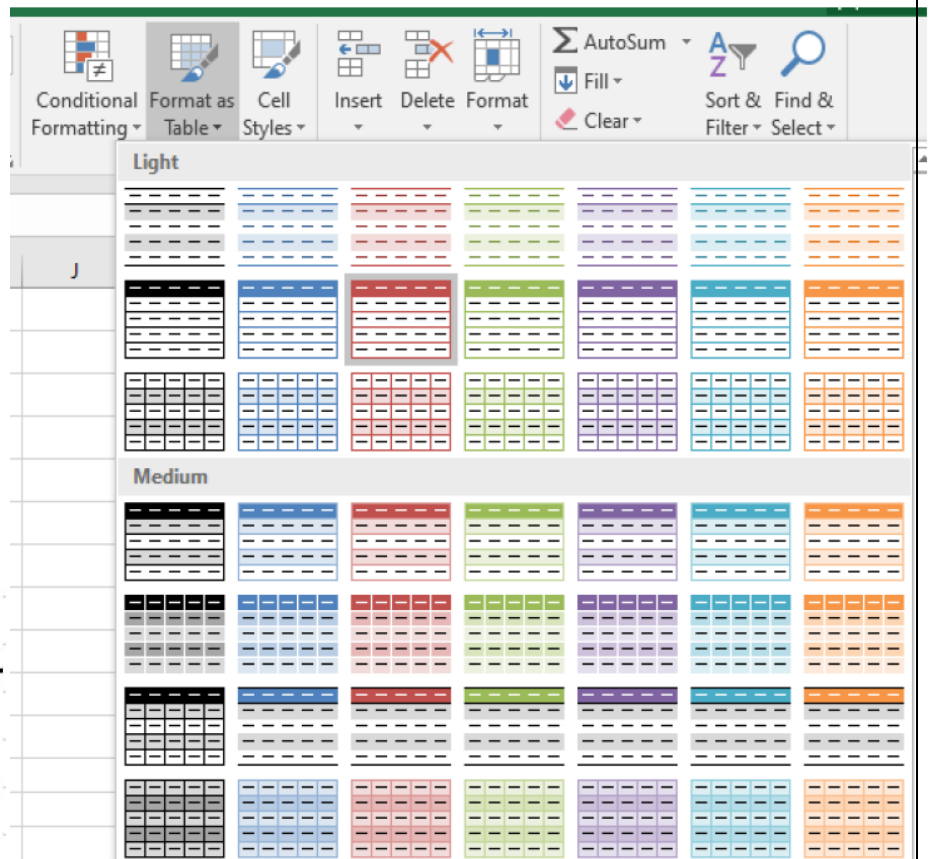➢ **Fill color icon on Font group on Home Tab:**

🞣 <u>**Format Cells as Table [i.e. using the predefined table's styles]**</u>
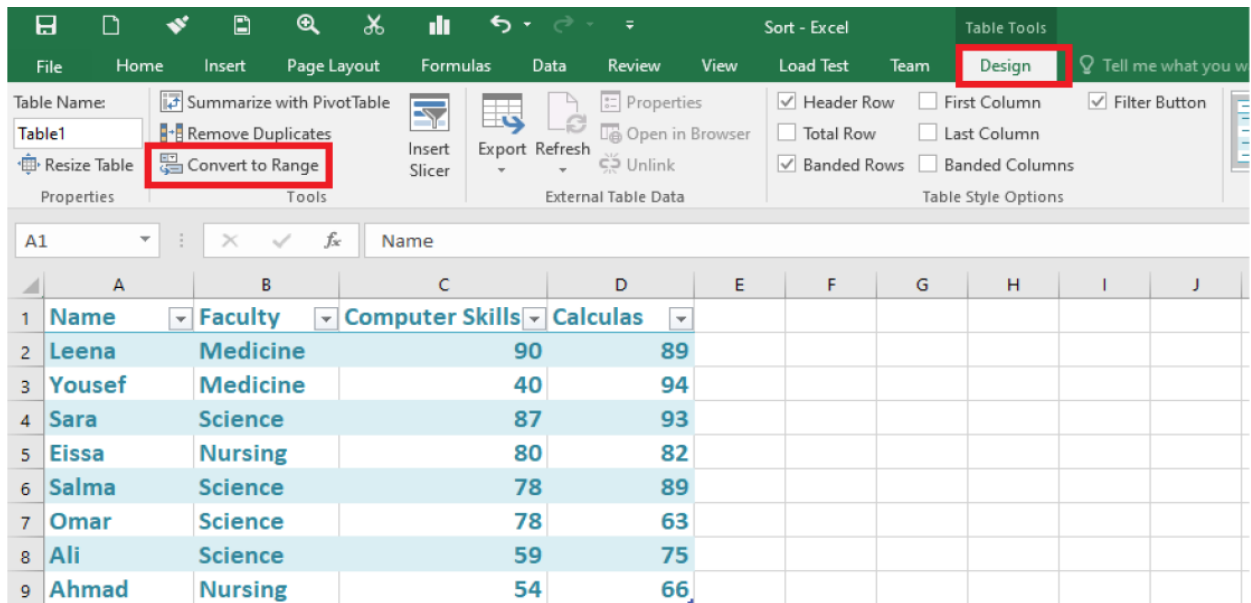
o Select the Cells.

o Click the **Format as Table** command in the **Styles** group on the **Home** tab, and choose the appropriate style.

o Select this check box [My table has headers] if your table has column headings.

Format As Table

Where is the data for your table?

=$A$1:$C$6

☑ My table has headers

OK   Cancel

✓ **The table will have drop-down arrows in their headers; you can remove these arrows by:**

✦ Click the **Convert to Range** command in the **Tools** group on the **Design** contextual tab.

❖ <mark>Note:</mark> the contextual tab Design appears only when you choose one of the styles.