



Home Elements

Wrapping or shrinking text to fit the cell

If you have text too wide to fit the column width but you don't want that text to spill over into adjacent cells, you can use either the Wrap Text option or the Shrink to Fit option to accommodate that text.

The Wrap Text option displays the text on multiple lines in the cell, if necessary. Use this option to display lengthy headings without having to make the columns too wide and without reducing the size of the text.

The Shrink to Fit option reduces the size of the text so that it fits into the cell without spilling over to the next cell.

Merging worksheet cells to create additional text space

A handy formatting option is the ability to merge two or more cells. When you merge cells, you don't combine the contents of cells. Rather, you combine a group of cells into a single cell that occupies the same space. The worksheet shown in Figure 1. contains four sets of merged cells. Range C2:I2 has been merged into a single cell, and so have ranges J2:P2, B4:B8, and B9:B13. In the latter two cases, the text direction has also been changed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2			Week 1							Week 2							
3			1	2	3	4	5	6	7	8	9	10	11	12	13	14	
4		Group 1	29	57	91	47	33	97	35	56	40	45	67	97	12	92	
5			36	64	33	5	64	53	78	45	88	47	36	69	9	89	
6			26	46	9	67	53	60	91	37	70	6	4	68	48	16	
7			45	13	83	71	60	34	98	43	31	10	57	29	69	81	
8			87	84	57	39	51	28	79	48	84	46	78	14	32	92	
9		Group 2	70	76	60	13	56	70	89	66	9	78	0	34	61	23	
10			77	67	16	96	83	57	42	92	78	22	20	62	73	45	
11			64	64	61	73	53	40	89	11	87	63	73	94	50	88	
12			40	49	23	42	63	57	13	58	54	25	58	6	15	75	
13			73	65	57	66	77	19	43	71	44	8	29	2	66	63	
14																	
15																	

Figure (1): Merge worksheet cells to make them act as if they were a single cell.



To merge cells, select the cells that you want to merge and then click the Merge & Center button. The cells will be merged, and the content in the upper-left cells will be centered horizontally.

Displaying text at an angle

In some cases, you may want to create more visual impact by displaying text at an angle within a cell. You can display text horizontally, vertically, or at any angle between 90 degrees up and 90 degrees down.

From the Home ⇨ Alignment ⇨ Orientation drop-down list, you can apply the most common text angles. For more control, use the Alignment tab of the Format Cells dialog box. In the Format Cells dialog box.

	A	B	C	D	E	F	G	H	I
1									
2				Qtr-1	Qtr-2	Qtr-3	Qtr-4	Total	
3	North	1,982	2,254	2,564	2,422	9,222			
4	South	2,540	2,983	3,500	3,871	12,894			
5	East	2,873	2,845	3,007	3,225	11,950			
6	West	4,922	4,795	4,518	4,431	18,666			
7	Total	12,317	12,877	13,589	13,949	52,732			
8									
9									

Figure (2): Rotate text for additional visual impact.

Controlling the text direction

Not all languages use the same character direction. Although most Western languages are read left to right, other languages are read right to left. You can use the Text Direction option to select the appropriate setting for the language you use. This command is available only in the Alignment tab of the Format Cells dialog box.

Using Colors and Shading

Excel provides the tools to create some colorful worksheets. You can change the color of the text or add colors to the backgrounds of the worksheet cells.

You control the color of the cell's text by choosing Home ⇨ Font ⇨ Font Color. Control the cell's background color by choosing Home ⇨ Font ⇨ Fill Color. Both of these color controls are also available on the Mini toolbar, which appears when you right-click a cell or range.

Adding Borders and Lines

Borders (and lines within the borders) are another visual enhancement that you can add around groups of cells. Borders are often used to group a range of similar cells or to delineate rows or columns. Home ⇨ Font ⇨ Borders drop-down list shown in Figure 3.

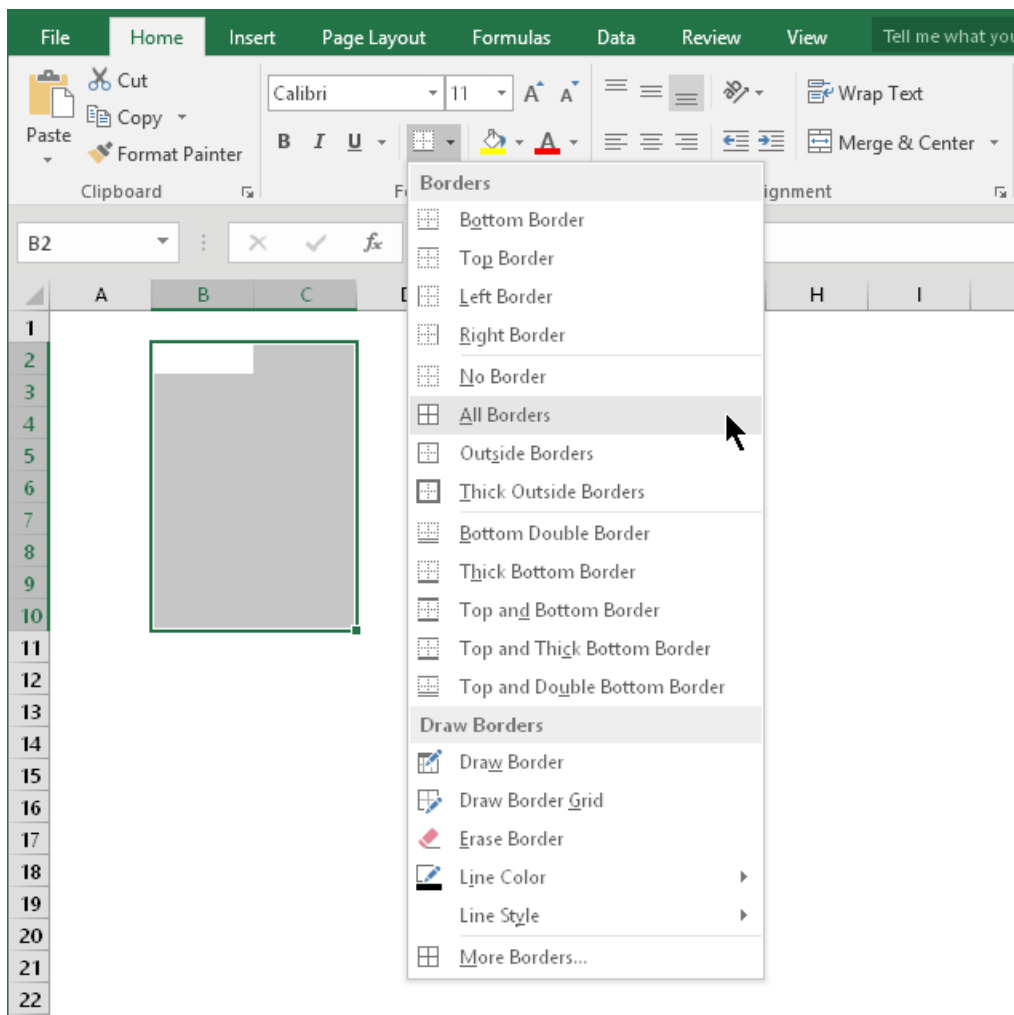


Figure (3): the Borders drop-down list.

You may prefer to draw borders rather than select a preset border style. To do so, use the Draw Border or Draw Border Grid command from the Home ⇨ Font ⇨ Borders drop-down list.

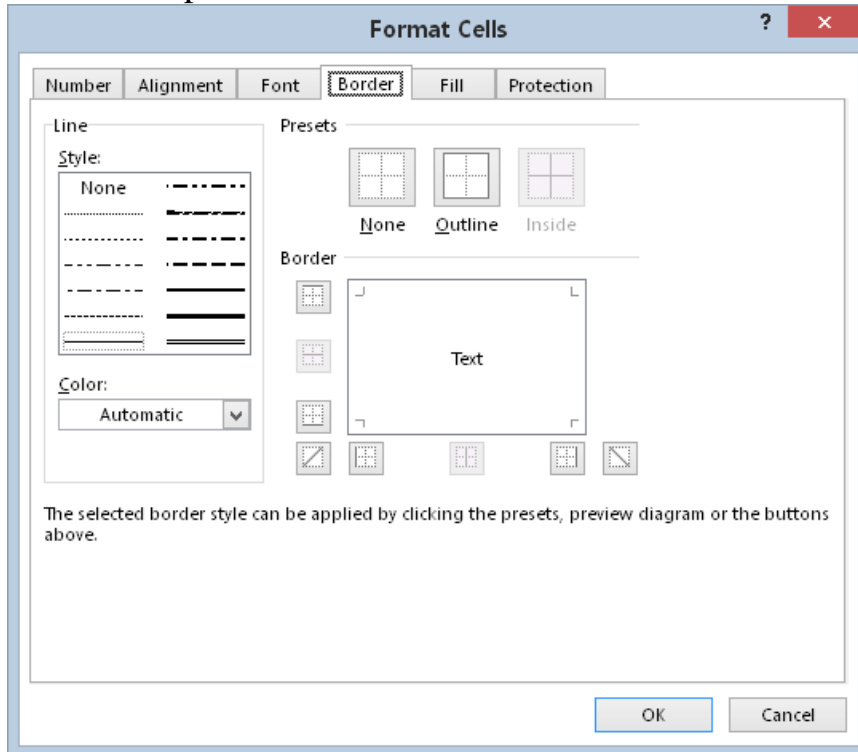


Figure (4): The Border tab of the Format Cells dialog box.

Before you display the Format Cells dialog box, select the cell or range to which you want to add borders. First choose a line style, and then choose the border position for the line style by clicking one of the Border icons.

Adding a Background Image to a Worksheet

In some situations, you might want to use a graphics file to serve as a background for a worksheet. This effect is similar to the wallpaper that you may display on your Windows desktop or as a background for a web page.

To add a background to a worksheet, choose Page Layout ⇨ Page Setup ⇨ Background. Excel displays a dialog box that enables you to select a graphics file.



Figure (5): Adding any image file as a worksheet background image.

Keep in mind that using a background image will increase the size of your workbook because the image is stored in the workbook file.