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**Setting Font Style and Background Color to cells in MS Excel**

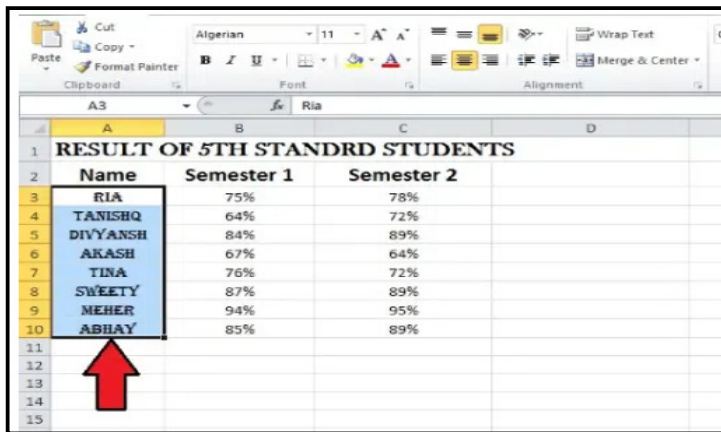
Microsoft Excel

Module 8 - Setting Font Style and Background Color to cells in MS Excel

Change the Font

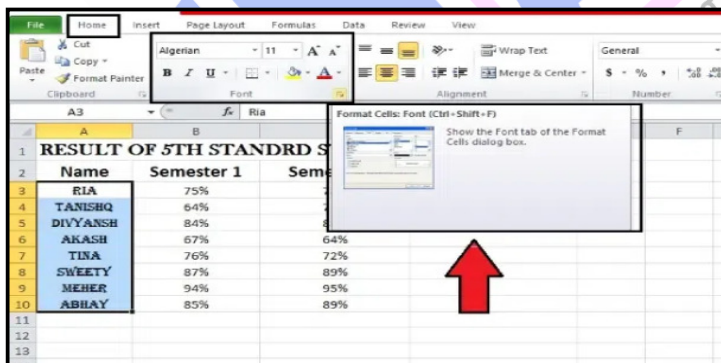
Step 1: Select the cell

Click on the cell or drag to select multiple cells where you want to change the font.



Step 2: Click the Font dropdown arrow

To access the Font menu, go to the Home tab and click the arrow near the dropdown.



Step 3: Select the desired font

You can pick one from the list of available fonts.

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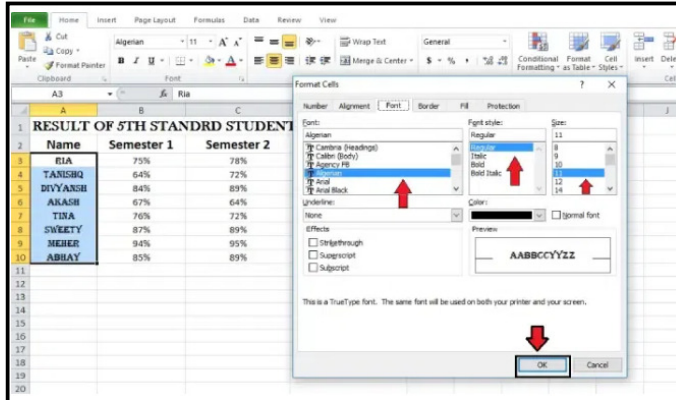
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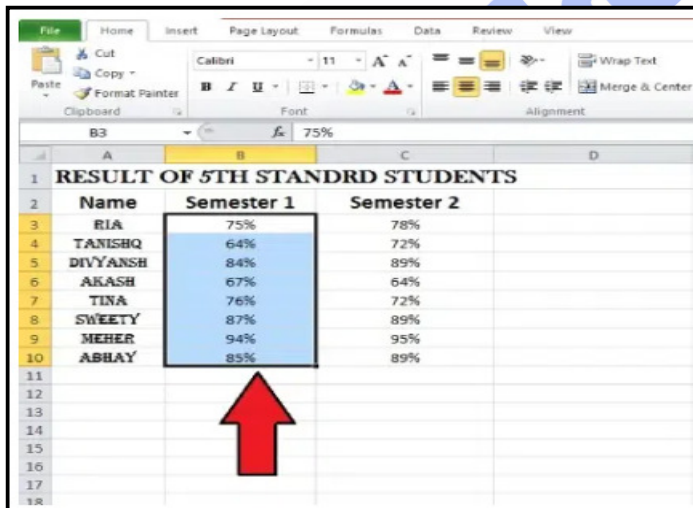
**Step 4: The font will change**

The text in the chosen cells will immediately change to reflect the new font style after you've picked a font.

**Change the Font Size**

**Step 1: Select the cells**

Select the cell to change the font size of it.



**Step 2: Open Font Size dropdown**

Click the dropdown arrow next to the Font Size command on the Home tab.

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Name	Semester 1	Semester 2
RIA	75%	78%
TANISHQ	64%	72%
DIVYANSH	84%	89%
AKASH	67%	64%
TINA	76%	72%
SWEETY	87%	89%
MEHER	94%	95%
ABHAY	85%	89%

**Step 3: Select the font size**  
Select a font size from the list of available options.

Name	Semester 1	Semester 2
RIA	75%	78%
TANISHQ	64%	72%
DIVYANSH	84%	89%
AKASH	67%	64%
TINA	76%	72%
SWEETY	87%	89%
MEHER	94%	95%
ABHAY	85%	89%

**Step 4:** Once applied, the text in the selected cells will be resized to match the font size.

**How to Change the Font Color?**

**Step 1: Select the cells**  
Click on one cell or drag to select multiple cells.

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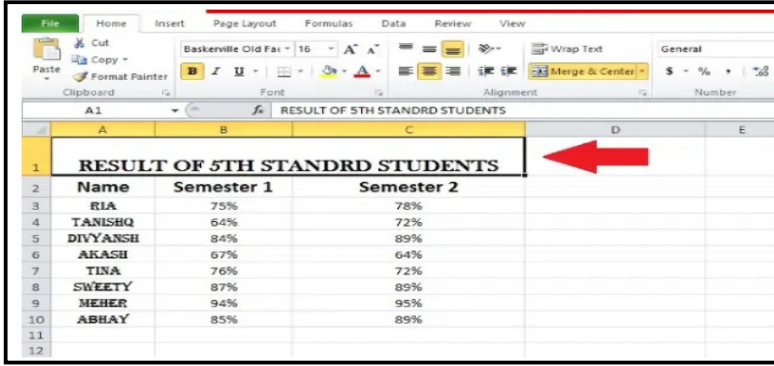
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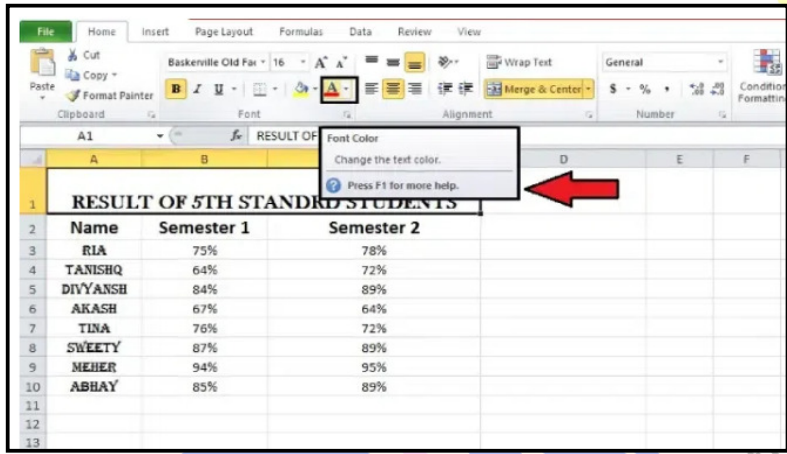
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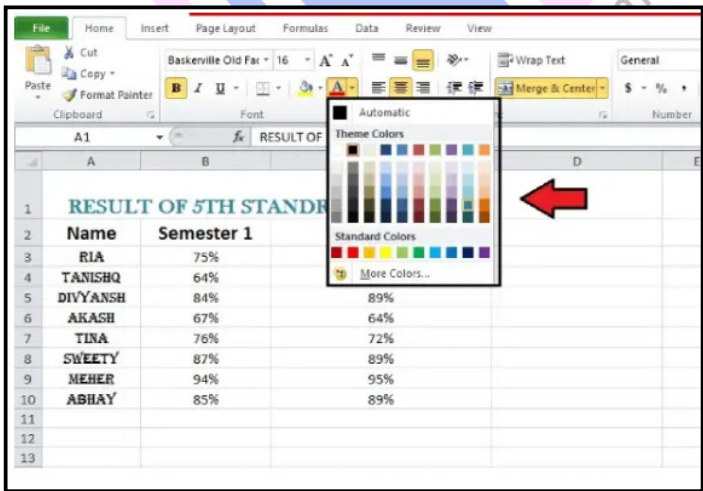
**Step 2: Open the Font Color dropdown on Home**

Simply click the down arrow next to Font Colour on the Home to change the font colour.



**Step 3: Select the font color**

Pick a color from the spectrum that works for you.



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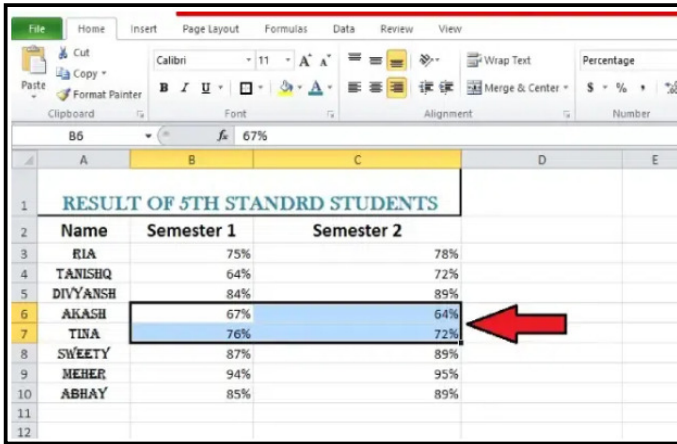
**Step 4: The selected font color will change**

The text in the chosen cells will be changed to match the new color of the font.

**Use the Bold, Italic, and Underline Commands**

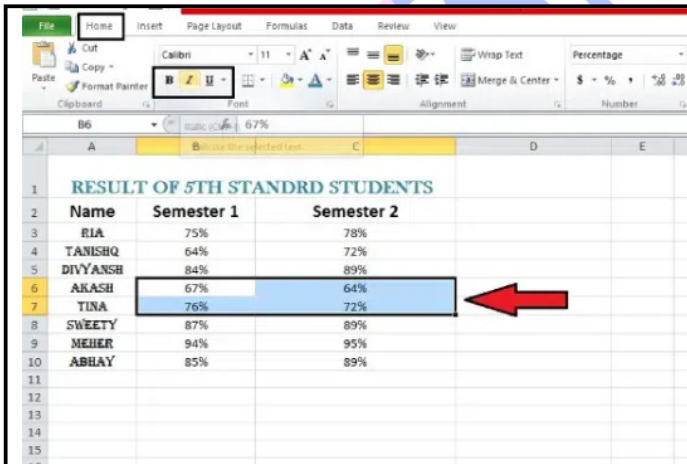
**Step 1: Select the cells**

Press and hold or drag to choose several cells for formatting.



**Step 2: Select Bold, Italic, or Underline from the Home**

From the Home menu, choose Bold (B), Italic (I), or Underline (U). This will change the style of the text you have chosen.



**Step 3: The selected style will be applied**

The highlighted, italicized, or bolded text will be the one you choose.

Note: Pressing Ctrl+B, Ctrl+I, and Ctrl+U on the keyboard will correspondingly bold, italicize, and underline the chosen text.

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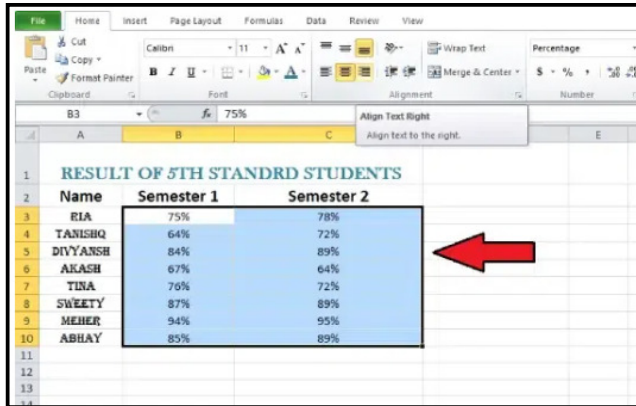
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**How to use Text Alignment?**

Numbers will be aligned to the bottom-right of a cell and text to the bottom-left of a cell in your worksheet by default. You may arrange cell information to make it simpler to read.

**Step 1: Select the cells**

Click or drag to select multiple cells to change text alignment.

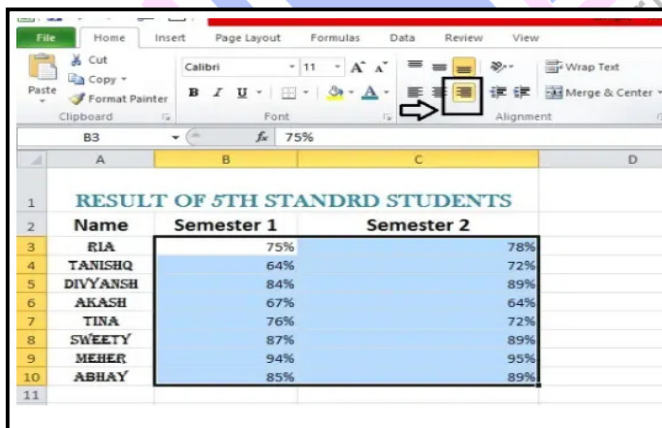


**Step 2: Go to the Home, find alignment options**

To access the Home tab in Excel, go to the ribbon. Various alignment choices may be found in the "Alignment" category.

**Step 3: Choose from left, center, or right alignment options**

Choose one of the three horizontal alignment commands from the Home tab: left, center, or right.



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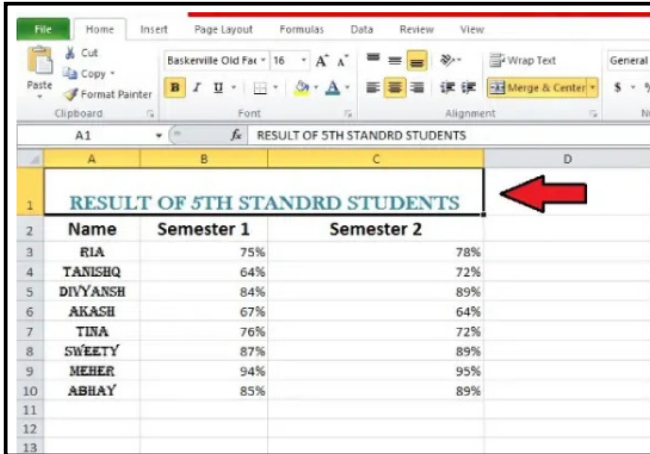
**Step 4: The text will realign**

Text in the selected cells will be aligned after you make your selection.

**Add a Border**

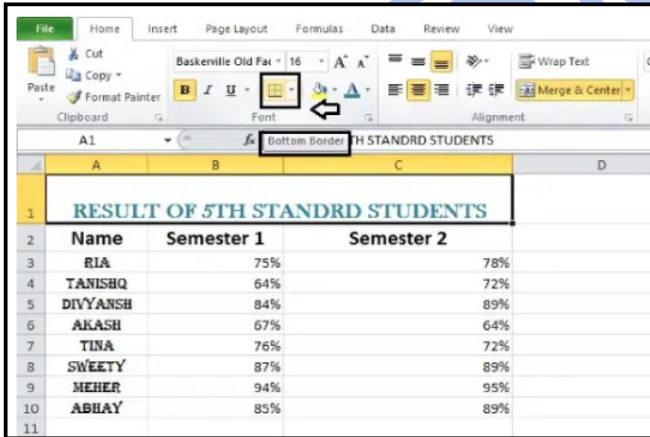
**Step 1: Select the cells**

To add a border, click on the cell or groups of cells that you want to border.



**Step 2: Click the Borders on the Home**

On the Excel menu, go to the Home tab. The "Borders" button is in the "Font" group. It looks like a grid with borders.



**Step 3: Select the border style**

From the dropdown box, pick the border style you want to use. Some options are: There are no borders, all borders, outside borders, thick box borders, and more borders.

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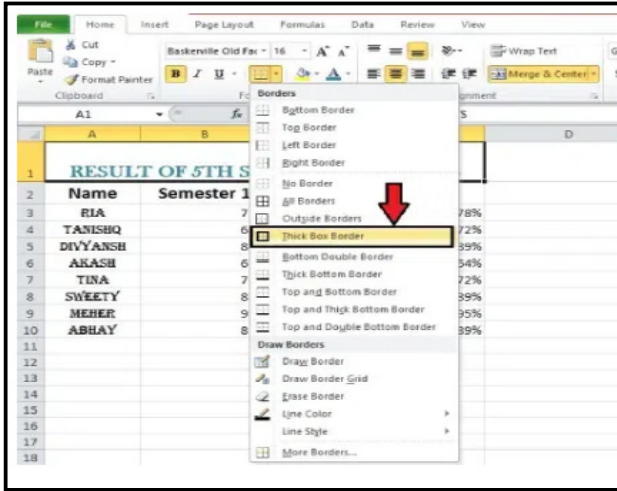
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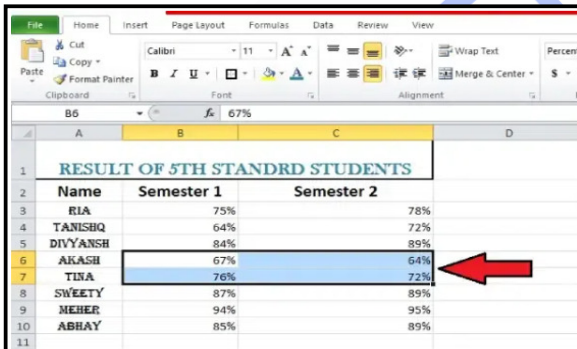
**Step 4: Apply Border**

Click on the border style option to apply it to the selected cells.

**Add a Fill Color**

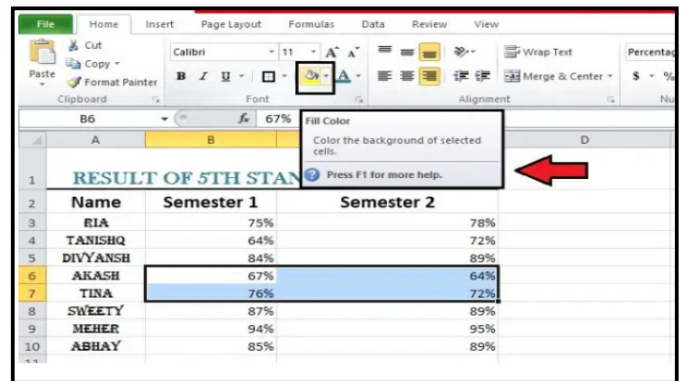
**Step 1: Select the cells**

Click on the cell where you want to fill in the color.



**Step 2: Click "paint bucket" in the "Font" group**

On the Excel menu, go to the Home tab. The "Fill Color" button is in the "Font" group. Like a paint bucket, it usually has a color label.



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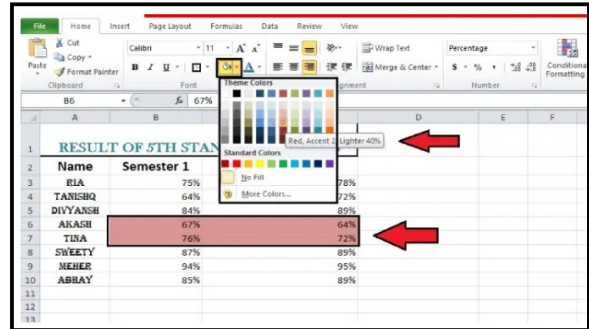
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**Step 3: Select the color**

Choose the color you want to use as the fill color by clicking on it in the palette.



**Step 4: Click on it to apply**

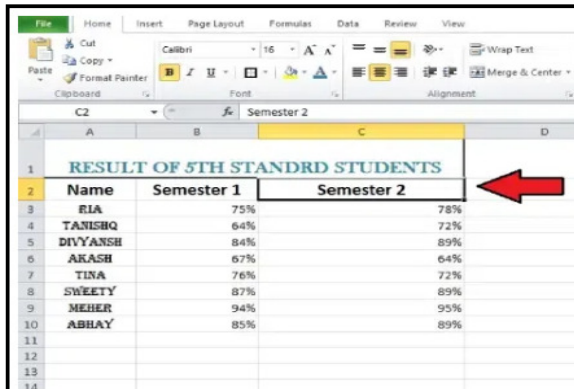
Choose a color, and then the cells will be filled with that color.

**Format Painter**

Applying formatting to several cells at once is easy with the Format Painter. Copying the formatting of a specific cell or range to another location in your spreadsheet is simple with this helpful function.

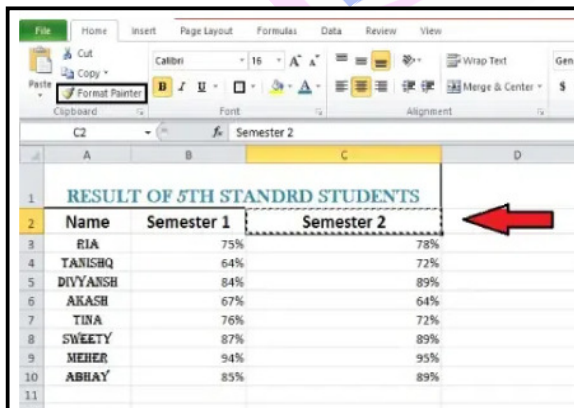
**Step 1: Click on a cell with the style**

Pick out the cell that features the style you wish to copy.



**Step 2: Locate the Format Painter section at Home**

Go to home and find the Format Painter section.

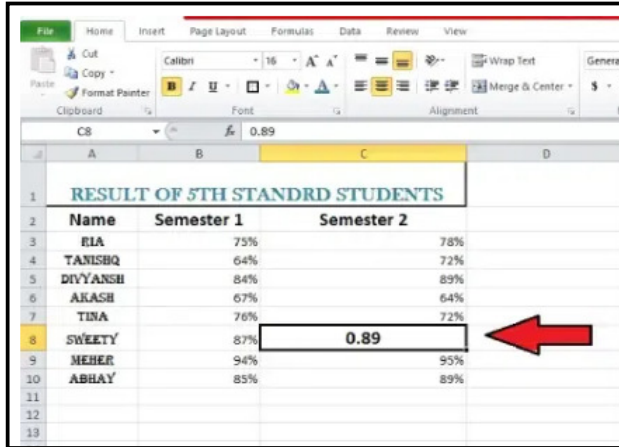


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**Step 3: Click on it**

Click on the format painter when you find it.



**Step 4: Click on the cell for the same style**

Select the cells you want to format or a range of cells, and then click and drag to apply the style.

**Assignment**

Product ID	Product Name	Category	Price	Stock	Rating	Launch Date
P1001	Smartwatch A	Electronics	299	150	4.5	10-05-2023
P1002	Wireless Earbuds	Electronics	129	200	4.2	15-06-2023
P1003	Running Shoes	Clothing	75	300	4	05-03-2023
P1004	Bluetooth Speaker	Electronics	49	120	4.3	20-02-2023
P1005	Jacket XL	Clothing	59	50	3.9	11-11-2022
P1006	Gaming Headset	Electronics	199	80	4.7	18-04-2023

**Tasks:**

- Title Row (Headers):**
  - Font Style: **Bold and Italic**
  - Font Size: **14 pt**
  - Font Color: **White**
  - Background Color: **Dark Blue**
- Product Name (Column 2):**
  - Font Style: **Bold**

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b. Font Color: Green

3. Price (Column 4):  
a. Font Style: **Italic**  
b. Font Color: Red

4. Stock (Column 5):  
a. Font Style: **Regular**  
b. Font Color: Black

5. Category Column (Column 3):  
a. Set the background color to **Light Yellow** for all "Electronics" products.  
b. Set the background color to **Light Green** for all "Clothing" products.

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