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Organize and Formatting Worksheets in MS Excel

Microsoft Excel

Module 9 - Organize and Formatting Worksheets in MS Excel

 **CBSE**

Excel Table Styles

In Microsoft Excel, table styles are predefined formatting sets that allow you to quickly and easily apply a consistent and professional look to your data tables. These styles include various formatting elements such as bold headers, alternating row colors, and distinct column formatting. Here's a short note on Excel table styles:

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How to Choose a Table Style When Creating a Table

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Step 1: Open Your Excel Spreadsheet

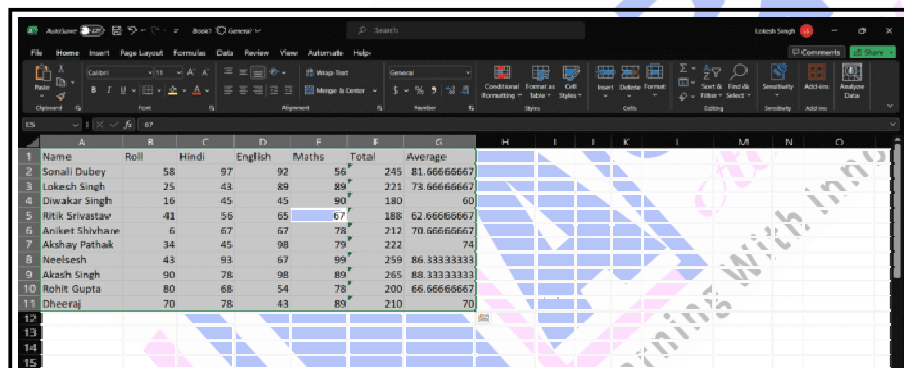
To Apply Excel table formatting you have to open your Excel spreadsheet from which you want to remove table formatting.

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Step 2: Select the Data

Select the data for which you want to apply Excel Table.

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Step 3: Covert Your data to Excel

Click ctrl + t to convert your data to Excel table format. Or You can goto the home tab -> styles and click on the "format as table" option. and choose your own table style.

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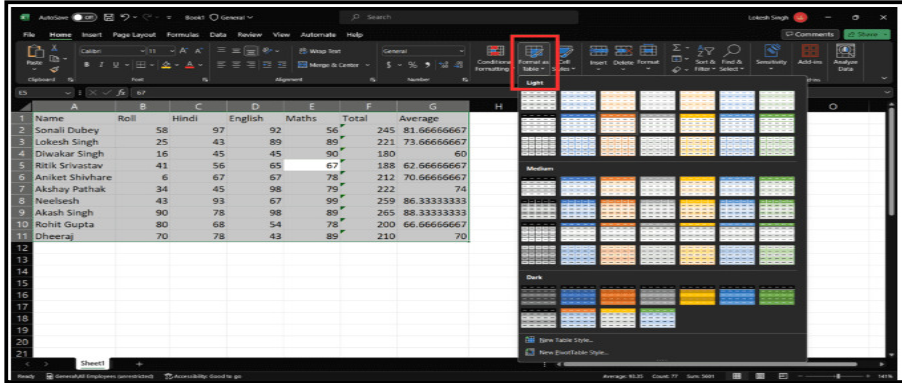
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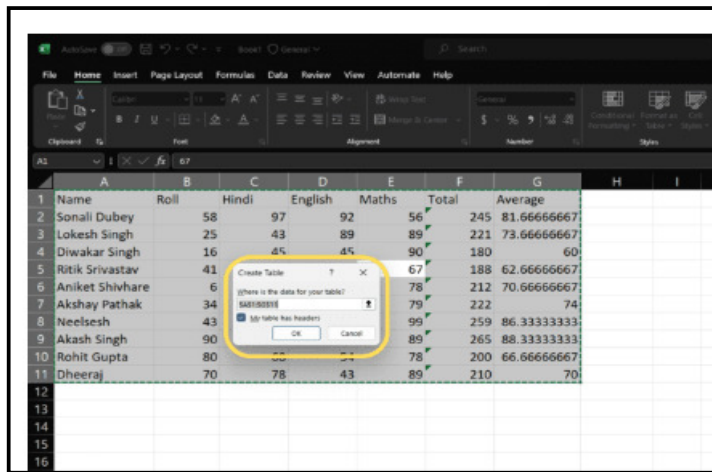
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Step 4: Click "Ok"

Just click on "OK" option for applying excel table on your data.



After doing all this Your data is now converted into Excel table.

How to Change Table Style in Excel

Step 1: Select the Table

Select the table for which you want to Change Excel Table styling.

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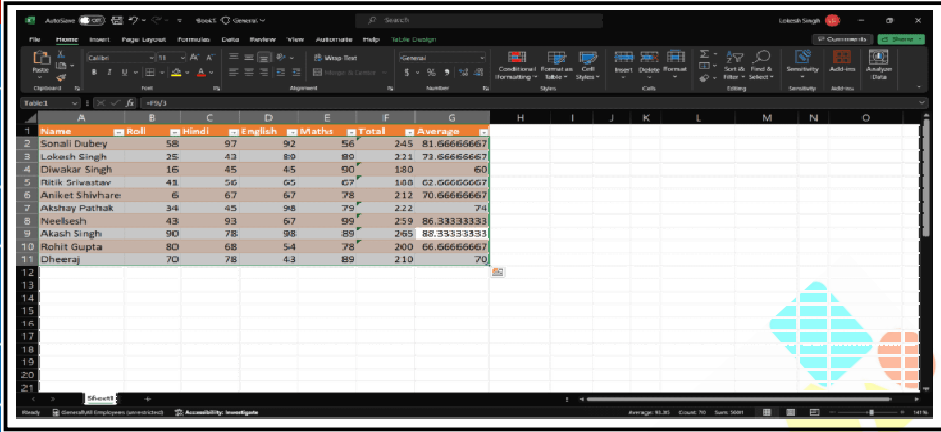
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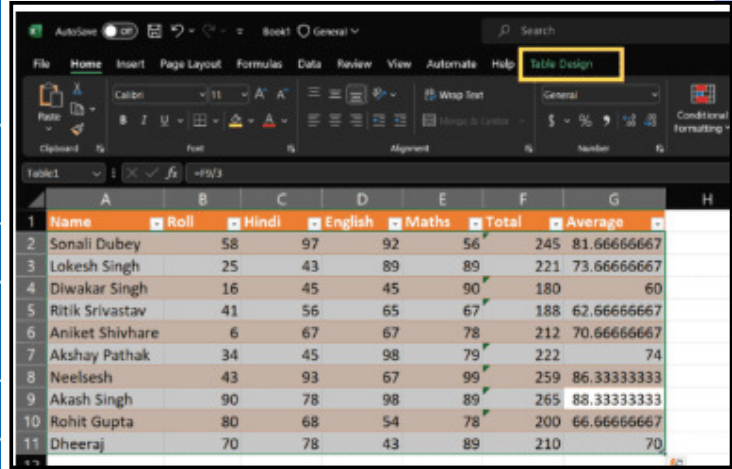
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Step 2: Go to "table Design" tab

In the Excel ribbon, you should see a tab labeled "Table Design" or simply "Design" depending on your Excel version.



Step 3: Select the Table Style that you want

Within the "Design" tab, you'll see a variety of table styles in the "Table Styles" group. Click on the style you want to apply.

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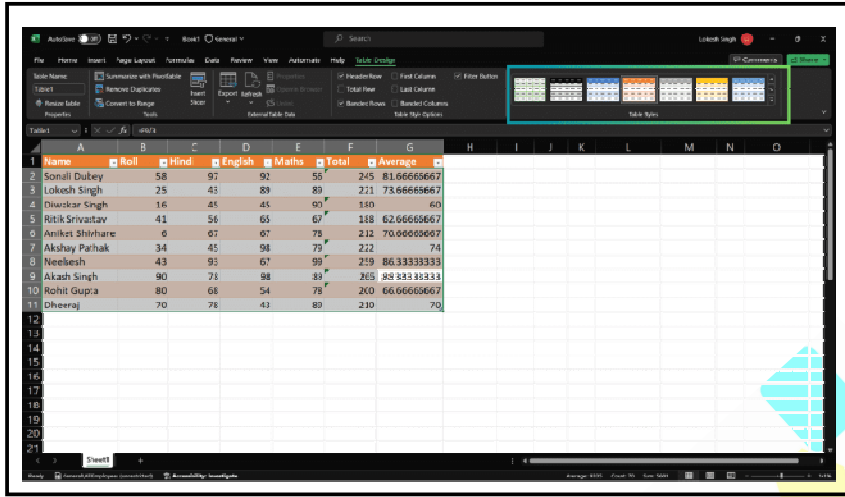
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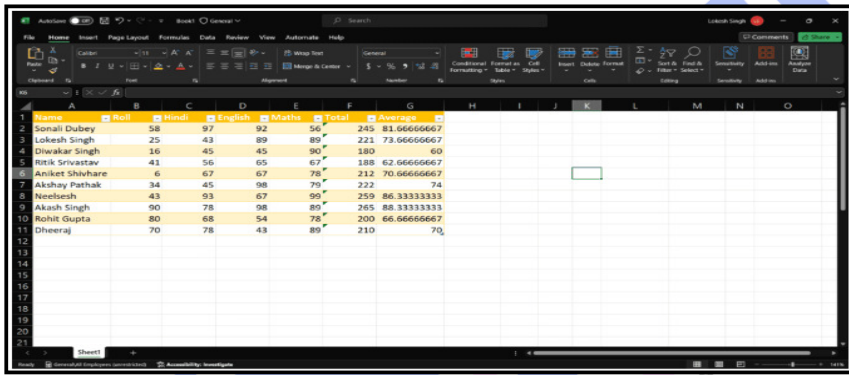
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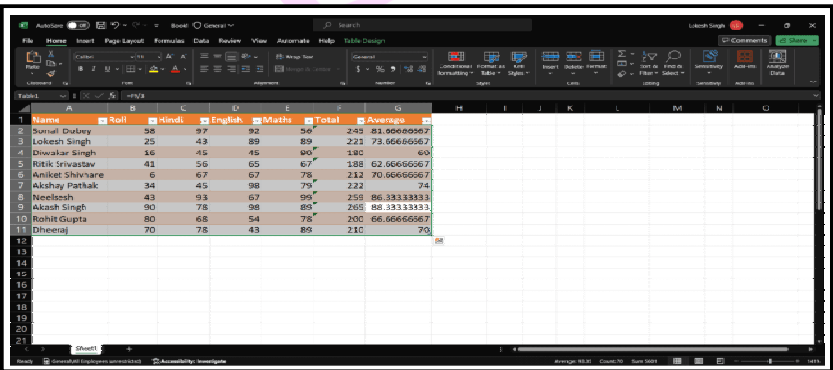
After doing all the above steps: Your table styling is now changed as you want.



How to Change the Default Table Style in Excel

Step 1: Create a Table with the Desired Style

Open Excel and create a table using the style you want to set as the default. Now select cell/table



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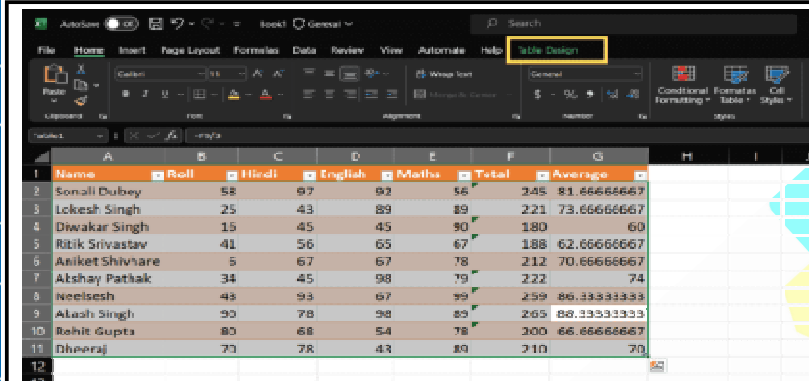
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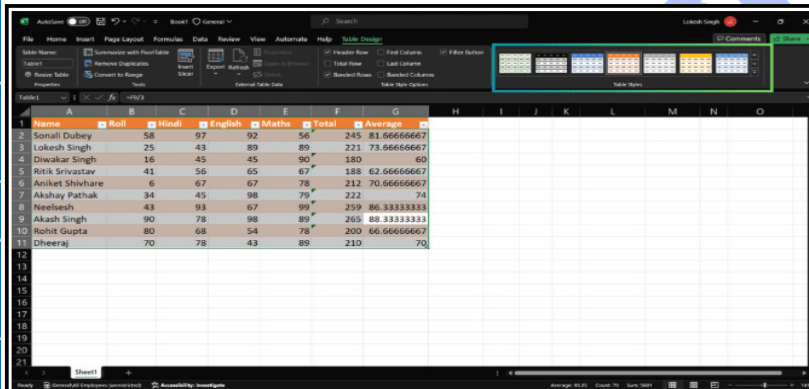
Step 2: Go to the "Table Tools Design" Tab

Now after navigate to the data goto the "table design tab"



Step 3: Select the style of your choice

Now select your own style as you want from the available options and choose it.



Step 4: Right-Click on the Desired Style

Right-click on the table style that you want to set as the default.

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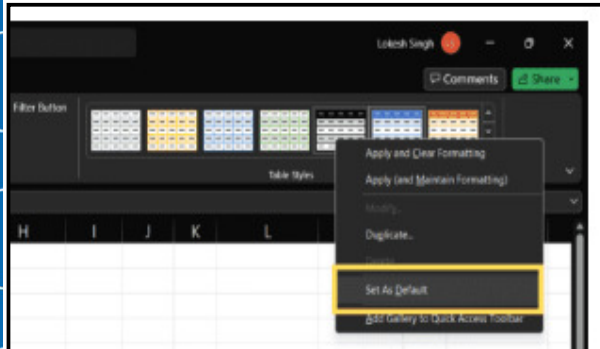
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Step 5: Set as Default Table Style

From the context menu, choose "Set as Default Table Style."

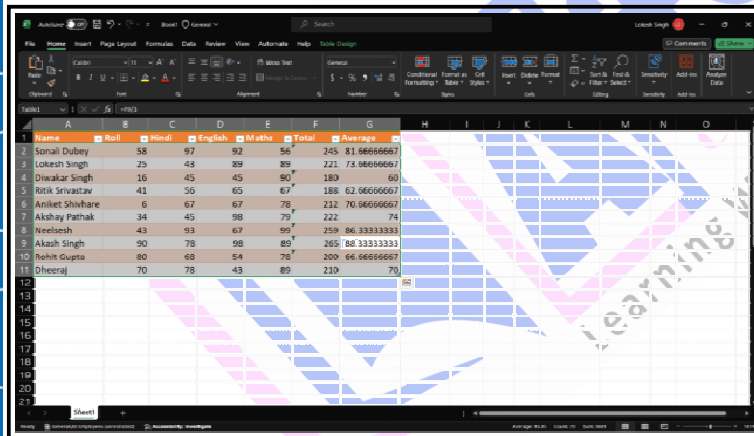


Now after following all the above steps, your default excel style is now Changed

How to Remove Excel Table

Step 1: Select the Table

Select the table for which you want to Change Excel Table styling.



Step 2: Goto "table Design" tab

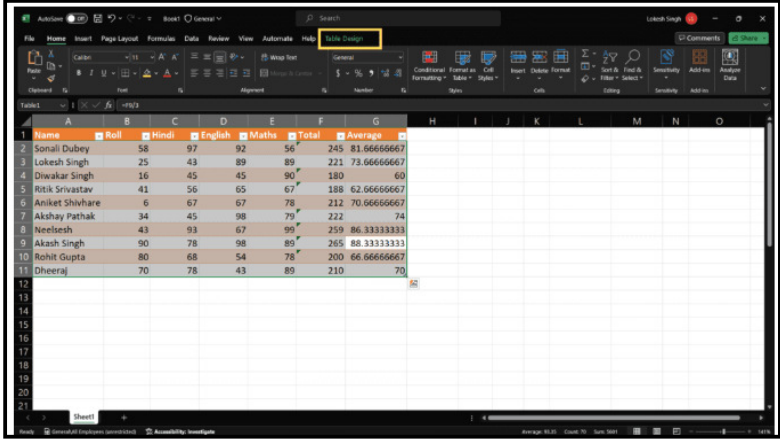
In the Excel ribbon, you should see a tab labeled "Table Design" or simply "Design" depending on your Excel version.

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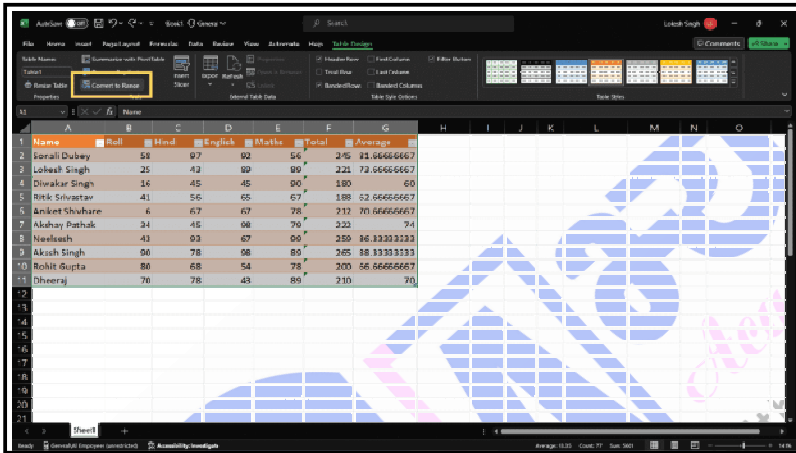
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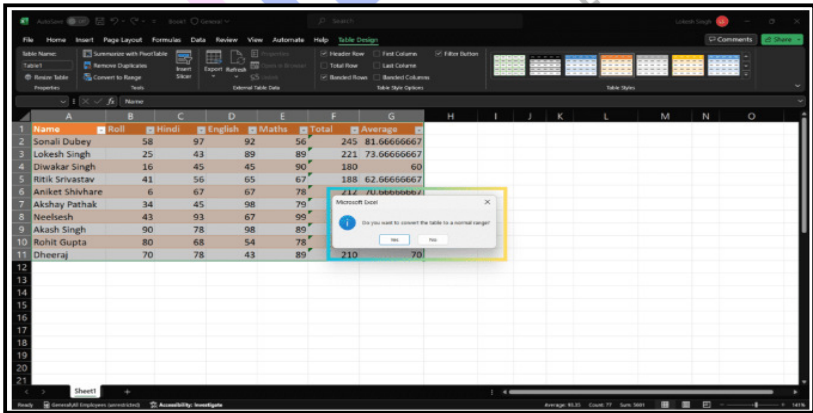
Step 3: Click "Convert to Range"

After click on the "table design" Choose "Convert to Range" option.



Step 4: Confirm the Action

If prompted, confirm that you want to convert the table to a range



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After doing all the above steps Your table styling is now Removed

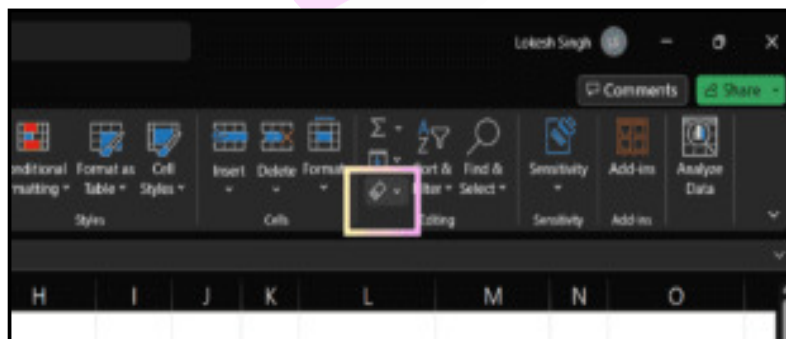
How to Remove Table Formatting

Step 1: Select the Table

Select the table for which you want to Remove Excel Table Formatting.

Step 2: Goto Editing option in Home Tab

Goto editing section of your home tab and choose the "clear" option.



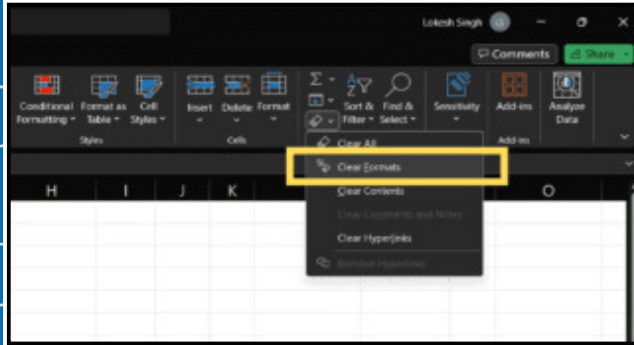
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Step 3: Choose option "clear format"

Once you click on the clear option a dropdown box will be opened and from which choose "clear format option".



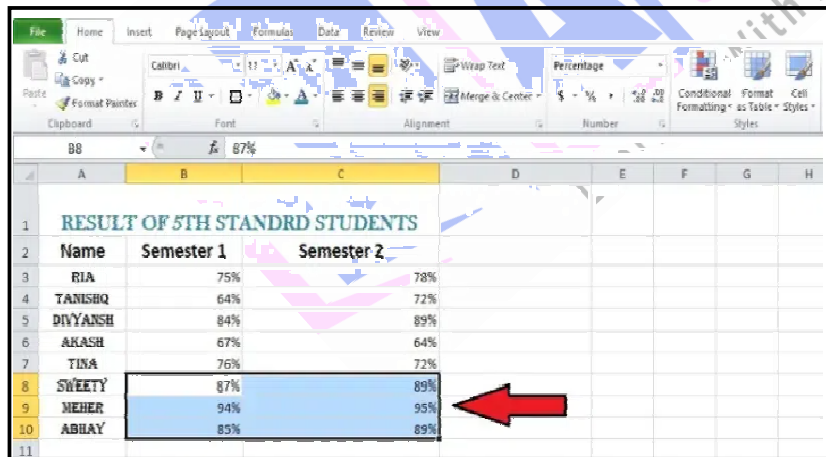
After performing all the above steps the format of Your table will be cleared.

Cell Styles

Excel has built-in cell styles, so you can forget to manually format cells. Cell styles in Excel make it easy to professionally arrange the contents of cells, like titles and heads.

Step 1: Select the cells

Select cells where you want to apply a cell style.



Step 2: Click the Styles on the Home

On Home, click Styles and choose the style from the dropdown menu.

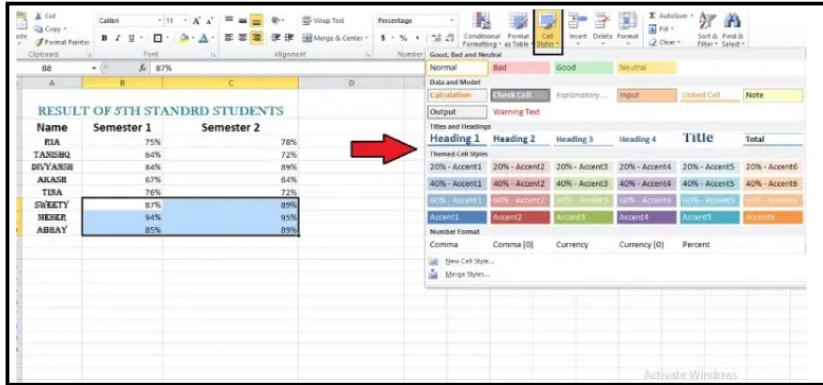
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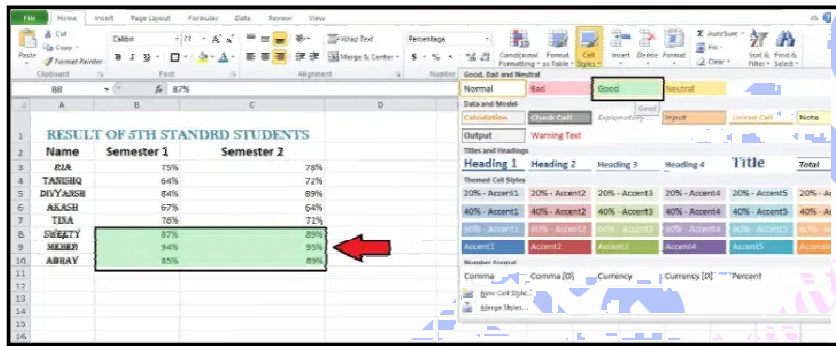
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Step 3: Select the style and press enter
Select a cell style and press enter to apply it to selected cells.



Assignment:

Salesperson	Region	Product	Sales Amount	Sales Date	Target Sales	Discount %
Aarav Sharma	North	Laptop	5000	10-01-2025	7000	10
Priya Patel	South	Smartphone	3000	12-01-2025	4500	5
Neha Reddy	East	Tablet	1500	10-02-2025	3000	15
Rajesh Kumar	West	Laptop	6000	15-02-2025	6500	8
Ananya Iyer	North	Smartphone	2000	20-01-2025	2500	12
Vikram Singh	South	Tablet	1800	18-02-2025	2000	7
Sanya Gupta	East	Laptop	4500	22-01-2025	5000	5
Arjun Desai	West	Smartphone	2500	25-02-2025	3500	6

Tasks:

1. **Basic Formatting:**
 - a. Apply bold formatting to the header row (Salesperson, Region, Product, etc.).

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- b. Change the background color of the **Sales Amount** and **Target Sales** columns to light green.
 - c. Apply italic formatting to the **Product** column.
2. **Cell Alignment:**
- a. Center align the **Sales Amount** and **Target Sales** columns.
 - b. Left-align the **Salesperson** and **Region** columns.
 - c. Right-align the **Discount %** column.
3. **Number Formatting:**
- a. Format the **Sales Amount** column to show currency values with two decimal places (e.g., \$5,000.00).
 - b. Format the **Discount %** column to show percentage values with one decimal place (e.g., 10.0%).
 - c. Ensure the **Sales Date** column is formatted as a date in the format YYYY-MM-DD.
4. **Table Borders:**
- a. Add a thicker border around the entire table