



Cell format

- Format cells to change the number, alignment, font style, Border style, Fill options and Protection.
- Right click the cell and select format cell option. Then you can change cell alignment , font style , border etc.

The screenshot shows the Microsoft Excel interface with the title bar "Book1 - Microsoft Excel". The ribbon tabs are Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home tab is selected, showing the Font, Alignment, and Number groups. The Number group has "General" selected. Below the ribbon is the "Format Cells" dialog box, which is overlaid on the Excel window. The dialog box has tabs for Number, Alignment, Font, Border, Fill, and Protection. The "Number" tab is active, and the "Category" dropdown shows "Percentage" selected. The "Sample" section shows "60.00%" with a "Decimal places" input set to 2. The main Excel window shows a worksheet with columns K and L. Cell K11 contains the value "0.6", and the cell immediately below it, K12, contains "60.00%". A black arrow points from the "OK" button in the dialog box to the "60.00%" cell in the worksheet.

After formatting cell





Wrap text

- ❑ Data in the cell wraps to fit the column width, so if you change the column width, data wrapping adjusts automatically.
- ❑ wrap text in Excel to ensure that all the text in a cell is visible at once.
- ❑ On the Home tab, in the Alignment group, click **Wrap Text**.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5			Microsoft Excel is a spreadsheet developed by Microsoft.					
6								
7								

Before apply wrap text

	A	B	C	D	E
1					
2					
3					
4					
5			Microsoft Excel is a spreadsh eet develope d by Microsof t.		
6					
7					

After apply wrap text

