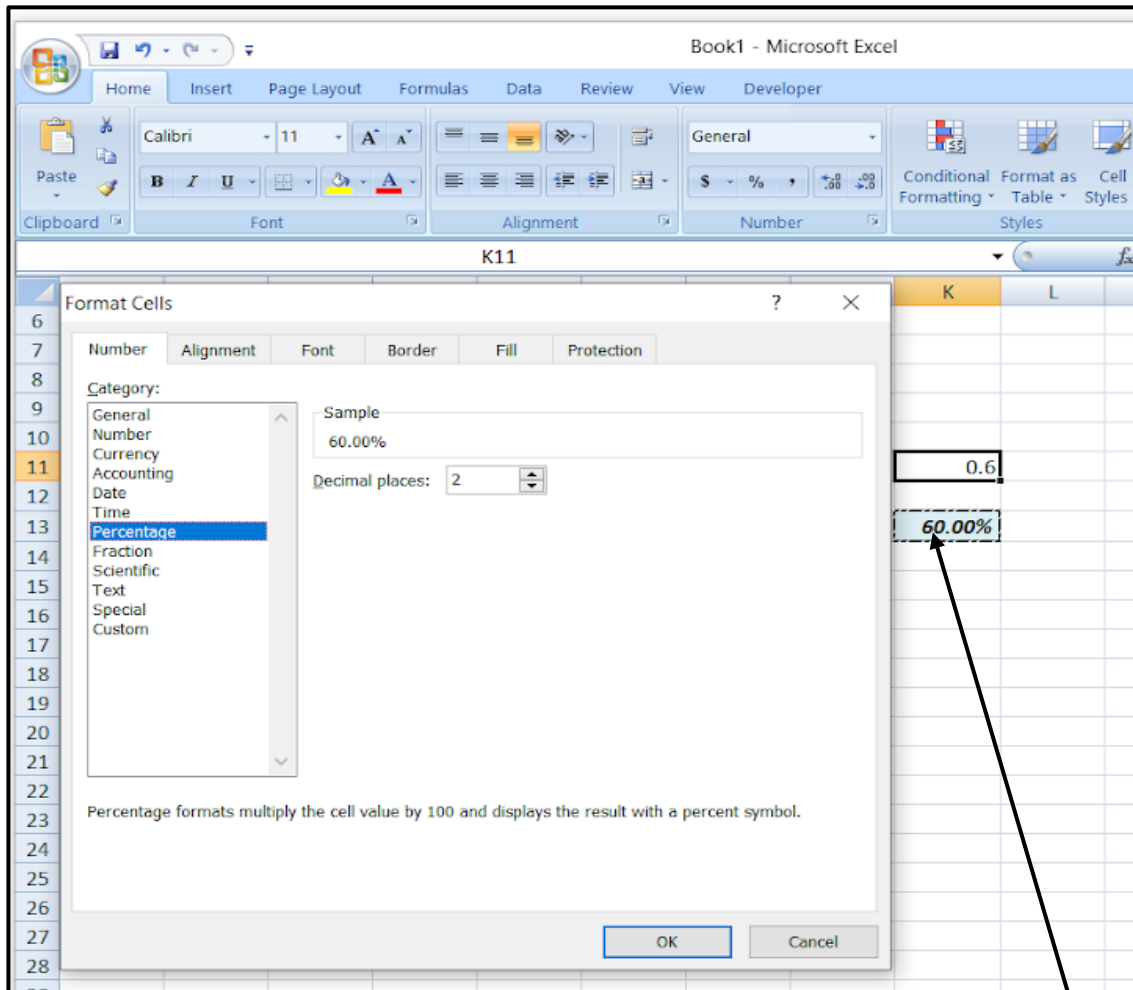


Cell format

- ❑ **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.



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 screenshot of an Excel spreadsheet. The active cell is C5, which contains the text "Microsoft Excel is a spreadsheet developed by Microsoft." The text is truncated and only the beginning "Microsof" is visible within the cell's boundaries. The spreadsheet grid shows columns A through H and rows 1 through 7.

Before apply wrap text

A screenshot of an Excel spreadsheet showing the same cell C5 as the previous image. The text "Microsoft Excel is a spreadsheet developed by Microsoft." is now wrapped vertically within the cell, making the entire text visible. The spreadsheet grid shows columns A through E and rows 1 through 7.

After apply wrap text

