

Excel Basics 2 - Formatting

Fonts, Alignments, and Numbers



Excel Basics 2 - Formatting: Fonts, Alignments, and Numbers

1.0 hour

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Pandora Rose Cowart

Education/Training Specialist
UF Health IT Training

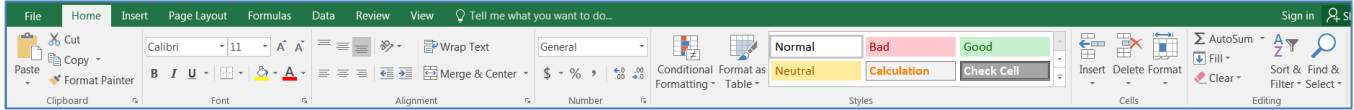
E206 Professional Park
PO Box 100002
Gainesville, FL 32610-0002

(352) 273-5051
prcowart@ufl.edu
<http://training.health.ufl.edu>

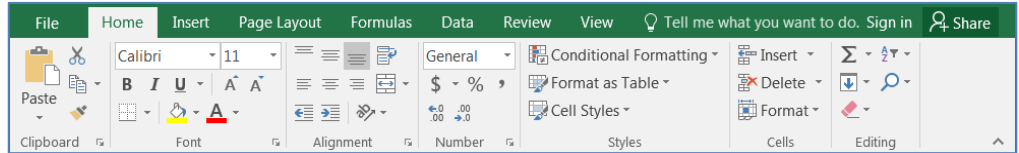
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A Note About the Ribbon

The images of Excel in this packet were copied from a wide screen monitor. With the wide screen, the ribbon is stretched across the window and I can see all the buttons. If you are working on a narrower window, Excel will try to clump the groups together and the layout may look a little different from the ones shown here, but all the buttons will be there.





Here we can see how the font group is now three buttons high, and how some of the buttons like Wrap Text have lost their text labels.



Moving and Duplicating with the Mouse

If you put your mouse over the border of the selected cell(s), you will get the Select Arrow.

-  - Hover over the border and *drag* (don't let go of the mouse) and a shadow will follow your mouse. Let go in an empty cell and the selected cell will be *Moved* to the new location. This is an alternative to cut.
-  - Use the **Ctrl** button while dragging the mouse and you will see a small plus sign added to the shadow. Drag the to an empty cell, be sure to let go of the mouse before the keyboard and Excel will *duplicate* the selection instead of moving it. This is an alternative to copy.

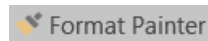
Fill Handle

The **Fill Handle** is in the bottom right corner of the selected cell. When you place your mouse over this *handle*, it changes from a thick white selection cross, to a thin black cross. Once you see the darker cross, you can click and drag the cell to fill the original cell's contents into the newly selected cells. The handle allows the mouse to move in a single direction (up, down, left or right). If you want to go in two directions, you must first complete one way, let go of the mouse and then drag again in the second direction.

When you use the **Fill Handle** to pull down a single number or plain text, it will copy the data. This is discussed more in depth in the Excel Math workshop handout.

Format Painter

The **Format Painter** copies the format of selected cells and applies the format to the cells you specify. This button appropriately shows a paintbrush.



This is available in all the Microsoft apps and is one of the most powerful underused tools. Click on the object/cell/text with the "good format", Click on the format painter, and a paint brush will follow you. Click on the object/cell/text you want to change and only the format will be pasted.

Double-click on this button to use in multiple places.

Format Painter

Like the look of a particular selection? You can apply that look to other content in the document.

To get started:








1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

FYI: To apply the formatting in multiple places, double-click Format Painter.

 [Tell me more](#)




Paste

When you are copying a cell, the paste button has a long list of possibilities. If you click on the clipboard button itself, it performs the same action as the very first paste option on its pasting menu.





-  **Paste** will paste the copied cell contents and formatting
-  **Formulas** will paste the formulas without formatting
-  **Formulas and Number Formatting** will paste the copied cell contents and number formatting
-  **Keep Source Formatting** will paste the copied cell contents, number formatting, and cell formats
-  **No Borders** will paste the cell contents and formatting, but no borders
-  **Keep Source Column Widths** will paste the cell contents, formatting and cell width
-  **Transpose** will paste a horizontal set of cells into a vertical set of cells, or a vertical set of cells into a horizontal set of cells



Paste Values

-  **Paste Values** will paste the unformatted values instead of the formulas
-  **Paste values and number formats** will paste the raw values instead of the formulas, but with the number format from the original cells
-  **Values and Source Formatting** will paste the raw values instead of the formulas, but with the number format and cell formats from the original cells

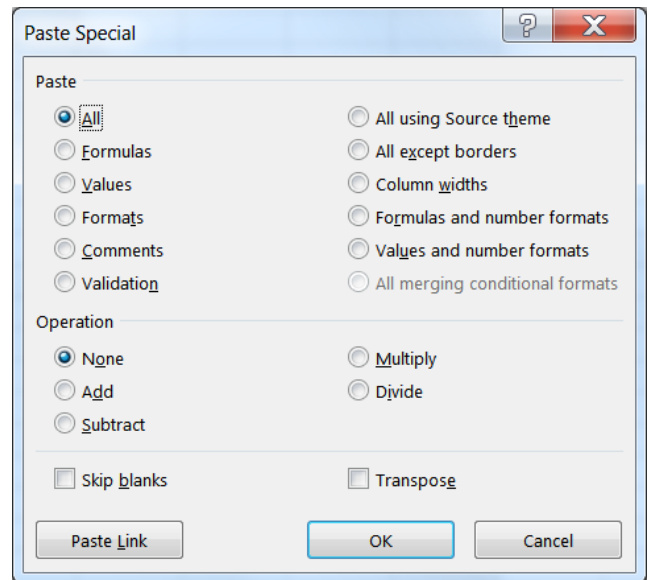
Other Paste Options

-  **Formatting** will paste only the formatting from the original cells, not the contents (Format Painter)
-  **Paste Link** will link the new cell to the old such that any changes to the old data will be made here
-  **Paste Picture** will create a floating picture based on the copied cells
-  **Paste Linked Picture** will create a floating picture based on the copied cells that are linked to the original value so changes made in the original data will be reflected in the picture.

Paste Special

The **Paste Special** option can be found on the shortcut (right-click) menu, and the **Paste** dropdown menu (see previous page). If this option is grayed out, it means that nothing is currently on the clipboard. If the copied item is from outside of Excel, you will get a customized screen to paste as text, pictures, or links. If you have copied from inside of Excel, you will get the following options.

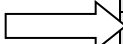
- **All**: paste cell contents and formatting
- **Formulas**: paste the formulas staying true to the absolute and relative references
- **Values**: paste only the raw numbers
- **Formats**: pastes only cell formatting
- **Comments**: pastes comments attached to the cell, but not the data
- **Validation**: pastes data validation rules for the copied cells to the paste area
- **All using Source theme**: pastes only theme of original cells
- **All except borders**: pastes cell contents and all formatting except the border lines surrounding the original cells
- **Column widths**: pastes the width of a column (or range) to another column (or range)
- **Formulas and number formats**: pastes formulas and all number formatting
- **Values and number formats**: paste the raw numbers and number formatting
- **All merging conditional formats**: pastes formulas, formatting and conditional formatting



Operation Options

- The Paste Special Operation option allows you to specify a mathematical operation.
 - **Example: A1:A2 are copied onto B1:B2, using an Add Operation**

	A	B	C
1	1	2	
2	2	4	
3			




	A	B	C
1	1	3	
2	2	6	
3			

Other Options

- **Skip blanks** - Avoids replacing values in your paste area when blank cells occur in the copy area.
- **Transpose** - Changes columns of copied data to rows, and rows of copied data into columns.

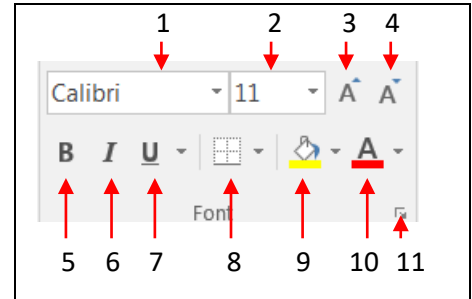
Paste Link - Links the pasted data to the active worksheet.

Formatting Cells

The most formatting options are found on the **Home Tab**. All the options are in the Format Cells window. This contains several tabs to help us format the contents of our spreadsheet. This window can be opened by using the  **More Options** button at the end of the **Format, Alignment and Number** groups. You can also use the Keyboard Shortcut – **Ctrl-1** or choose **Format Cells...** from the right-click shortcut menu.

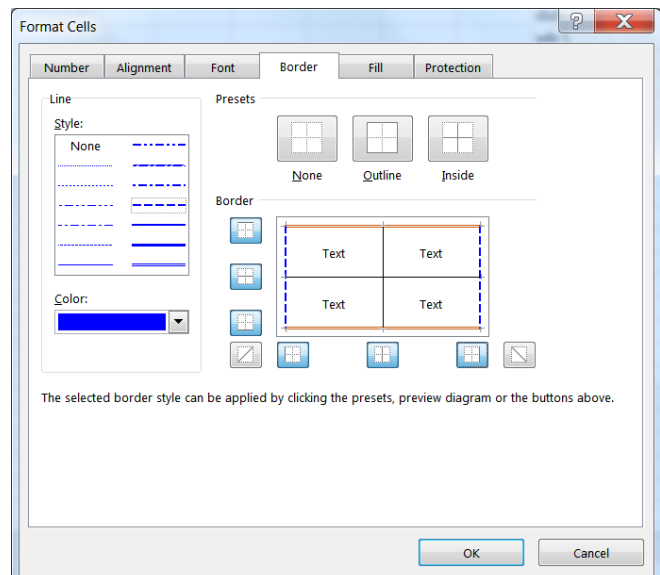
Font - Ribbon

1. **Font** – Sets the font of the selected cell(s). Fonts are different ways to show the same letters.
2. **Font Size** – Sets the size of the letters (the font). Larger numbers give larger fonts. You can type a custom size into this box. Excel will allow you to use the numbers 1 through 409, including half sizes.
3. **Increase Font** – Increases the font to the next Font Size on the list
4. **Decrease Font** – Decreases the font to the next Font Size on the list
5. **Bold** – Makes the selected cell(s) **Bold**. Shortcut keys are Ctrl-B and Ctrl-2.
6. **Italic** – Makes the selected cell(s) *Italicized*. Shortcut keys are Ctrl-I and Ctrl-3.
7. **Underline** – Makes the selected cell(s) Underlined. Shortcut keys are Ctrl-U and Ctrl-4. The drop-down arrow lets you choose between single and double underlines.
8. **Borders** – Adds and removes borders for the selected cell(s). The drop-down arrow will provide a long menu of border possibilities. To get to the dialog box for more control you can choose **More Borders...**
9. **Fill Color** – Changes the background color of the selected cell(s). By default, the cells have "No Fill"; this is not the same as a White Background.
10. **Font Color** – Changes the color of the font of the selected cell(s).
11. **More Options** – This button will open the Format Cells dialog window.




Font - Format Cells Window

- **Font** sets the font, the shape of the letters of the selected cell(s) or text.
- **Font Style** offers four options. Regular, *Italic*, **Bold**, **Bold Italic**.
- **Size** sets the size of the letters (the font).
- **Underline** places a line under the data.
- **Color** changes the color of the font.
- **Normal Font** will reset the selected cells to the default values, which are set in the Excel Options.
- **Strikethrough** places a single line through the value in the cell.
- **Superscript** raises and shrinks the selected text, used in text like 3rd and x². (Superman goes up)
- **Subscript** lowers and shrinks the text, used in text such as H₂O and HA₁C. (Subway goes down)



Border - Format Cells Window

By default, the gridlines around the cells of your spreadsheet do not print. If you would like them to print, you can turn them on from the Page Layout Tab; click the Print check box under the Gridlines option.

The Font group of the Home Tab has a borders button . This button has multiple border options, but for more customizations, you can come to this window.

Line

You can choose a line style and a line color that you would like for your border. The line style/color you choose will not be applied until you choose a Preset or a Border option.


Presets

There are three preset border options: None (no borders), Outline (Top, left, right, bottom borders), and Inside (inner borders). These will be created based on the line style and color selected.

Border

The Border group does more than show a preview of the preset options, it allows you to choose to turn on or off any border (top, middle, bottom, diagonal left, left, center, right, diagonal right). Select the line style and color and then click within the preview window, or on the actual border button to see the change. To turn off the border, click on the border or border button again, or choose the **None** option from the Presets.

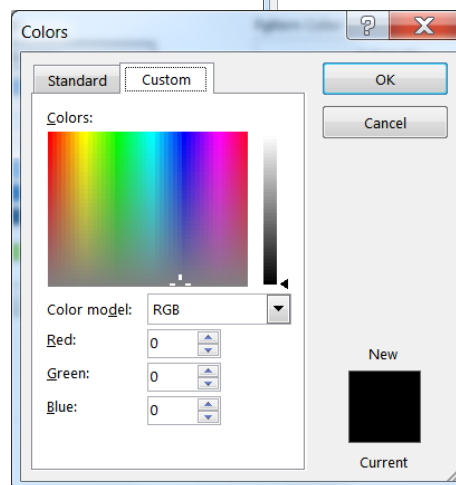
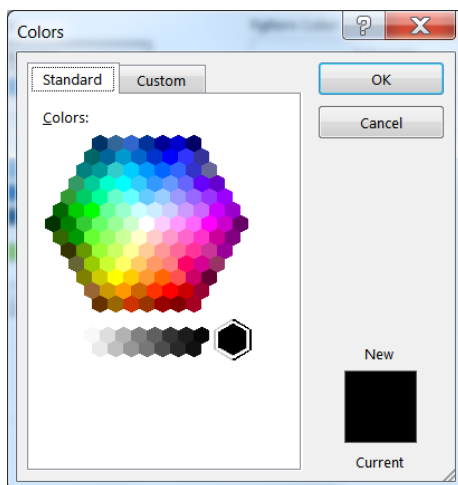
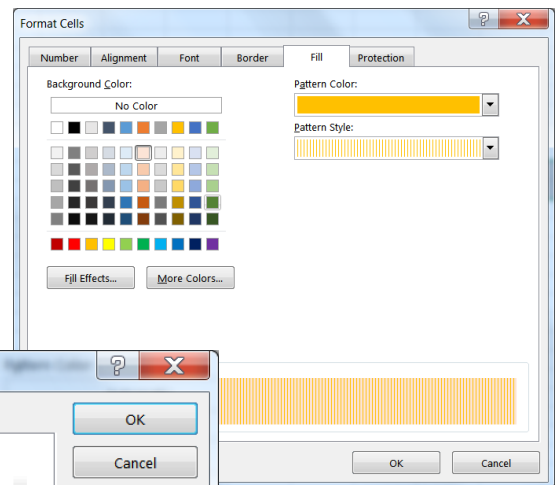
Fill - Format Cells Window

By default, the cell background has no color. The Font group of the Home Tab has a fill button . This button has multiple fill options, but for more control, you can open the Format Cells Window.

Background Color

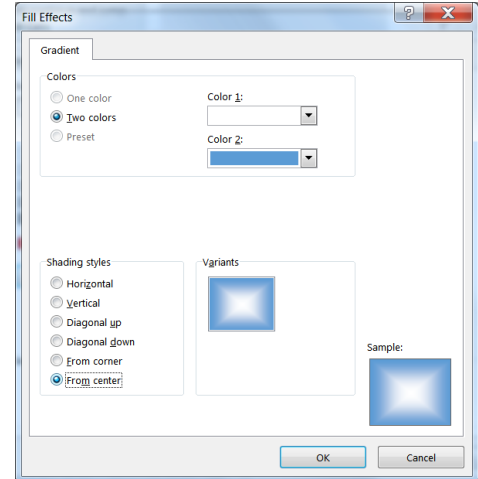
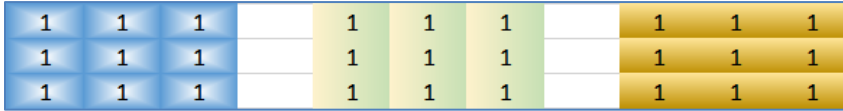
The Background Color shows the same palette of colors we see on the Home Tab. Click on a color to choose it as your new background color.

More Colors... If the color palette is not sufficient, you can use the More Colors button. This will give you a honeycomb of multiple color options. If you want to go even deeper, you can choose to **Custom** build a color.



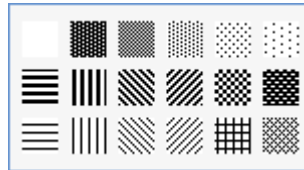
Fill Effects...

The gradient gives the cells more depth of color by showing almost a 3-D effect as it changes one color to another.



Patterns

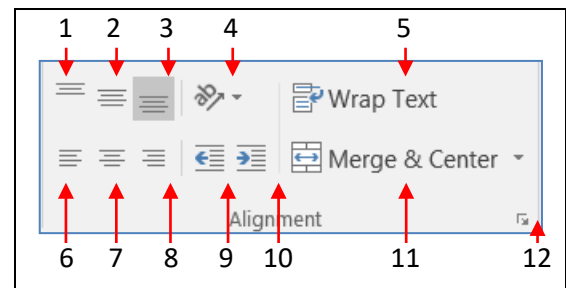
A pattern allows us to put lines and hash marks in the background of our cell(s). Along with the pattern that will fill in the background, you have the ability to choose the Pattern Color.



Alignment

Alignment - Ribbon

1. **Top Align** – Vertically aligns to the top of the cell.
2. **Middle Align** – Vertically aligns to the middle of the cell.
3. **Bottom Align** – Vertically aligns to the bottom of the cell.
4. **Orientation** – Rotates the contents of the cell to the currently displayed option.
5. **Wrap Text** – Displays contents on multiple lines within the cell's column width.
6. **Align Text Left** – Horizontally aligns the contents to the left side of the column.
7. **Center** – Horizontally aligns the contents to the center of the cell.
8. **Align Text Right** – Horizontally aligns the contents to the right side of the cell.
9. **Decrease Indent** – Decreases the space between the text and the cell border for Left, Right and Distributed horizontal alignments.
10. **Increase Indent** – Increases the space between the text and the cell border for Left, Right and Distributed horizontal alignments.
11. **Merge and Center** – Joins selected (adjacent) cells into one cell and centers the result. If there is data in more than one cell, Excel will only keep the information from the upper left cell. The drop-down arrow offers a few more options, including Merge Cells and Unmerge Cells. **Merge and Center** will merge the cells from the rows and columns into one large cell. The **Merge Across** option will merge the cells across the columns but not the rows.
12. **More Options** – This button will open the Format Cells dialog window to the Alignment Tab.



Alignment - Format Cells Window

Text Alignment

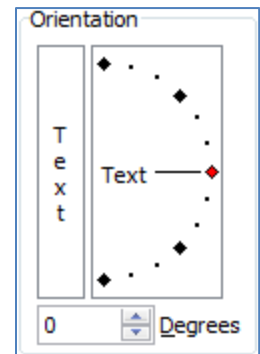
Horizontal: By default, Excel has a **General** Horizontal Format, this means that Text is aligned left and numbers are aligned right.

- **Fill** will repeat the contents of the cell as many times as will fit within the width of the column.
- **Justify** keeps the text even on both sides of the cell, as a "full justified" paragraph.
- **Center Across Selection** will center the text in the first cell of across the selection of cells.
- **Distributed** spreads the text out such that text is as evenly distributed as possible. If there is only one word, this option will center the text.
- **Justify distributed** is available when you have chosen a distributed Horizontal alignment. If you choose this option, you will not be able to use an indent with the distributed text.

Vertical: By default, Excel's Vertical alignment is the bottom of the cell. There are four other options: Top, Center, Justify and Distributed. Top, Center, and Bottom are self-explanatory.

Justified and Distributed vertical alignments will wrap your text so that the contents fit within the column width and will place blank space between the lines as necessary to have the words touching the top and bottom of the cell. If there is only one line of text Justified text will remain at the top of the cell, Distributed in the Middle.

The **Indent:** option only available with the alignments that offer (Indent) in the list.



Orientation

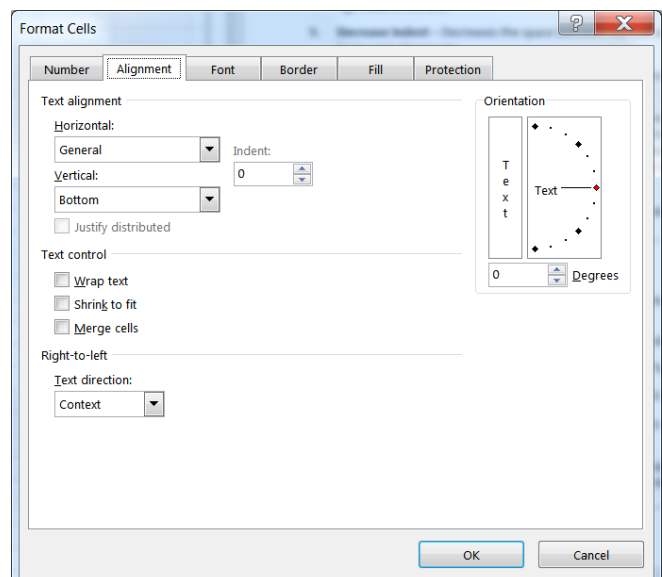
These tools allow you rotate your text within 180 degrees, from left side to right side, as well as arranging each letter into a single column.

When you change the orientation, you the borders will follow the slant of the text.

For the least amount of distortion, try to stay with the 90°, 45°, 0°, -45° and -90° values.

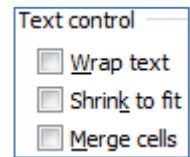
0°	Text		90°	Text
			45°	Text
			-45°	Text
			-90°	Text

Vertical alignment examples: "Vertical" (written vertically) and "Text" (written horizontally).



Text Controls

The text controls are toggle options. If the box is checked, the option is on; if the box is blank, the option is off. If a light gray check appears in the box, then some cells have the option and some do not; click once to turn on the option for all selected cells, and again to turn off for all selected cells.



- **Wrap Text** will keep text inside its own cell by creating multiple lines.
- **Shrink to fit** will reduce the size of the text such that it appears smaller when the column is not wide enough to show its true size.
- **Merge Cells** will join the selected (adjacent) cells into one cell. If there is data in more than one cell, Excel will only keep the information from the upper left cell.

	General text	How now brow		
	Wrapped Text	How now brown cow		
	Shrink to Fit	How now brown cow		
	Merge Cells	How now brown cow		

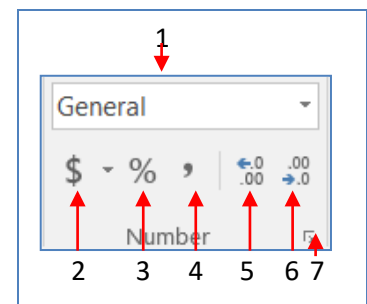
Right to Left

This option specifies the reading order and alignment for different languages. Text is usually entered to the left of the cursor; in some languages, it is expected to go to the right of the cursor. This setting will adjust the flow of data, if your computer is set to the correct language.

Numbers

Number - Ribbon

1. **Number Format** – Allows you to change the way numeric values are displayed on the spreadsheet. The drop-down arrow gives you a list of the most common formats, including a *More Number Formats* option.
2. **Currency Style** – Sets the selected cell(s) to the *Currency Style*, this style keeps the dollar signs on the left side of the cell, and the number on the right side. The drop-down arrow gives you a list of other currency formats, such as the Euro (€).
3. **Percent Style** – Sets the selected cell(s) to the *Percent Style*, this style has zero decimal places. Keyboard shortcut - Ctrl-Shift-%. This button can be reset through **Cell Styles** on the Home Tab.
4. **Comma Style** – Sets the selected cell(s) to the *Comma Style*, this style has a comma for every thousand and two decimal places. This button can be reset through
5. **Increase Decimal** – Increases the number of decimal places showing to the right of the decimal.
6. **Decrease Decimal** – Decreases the number of decimal places showing to the right of the decimal.
7. **More Options** – This button will open the Format Cells dialog window to the Number Tab.



Number - Format Cells Window

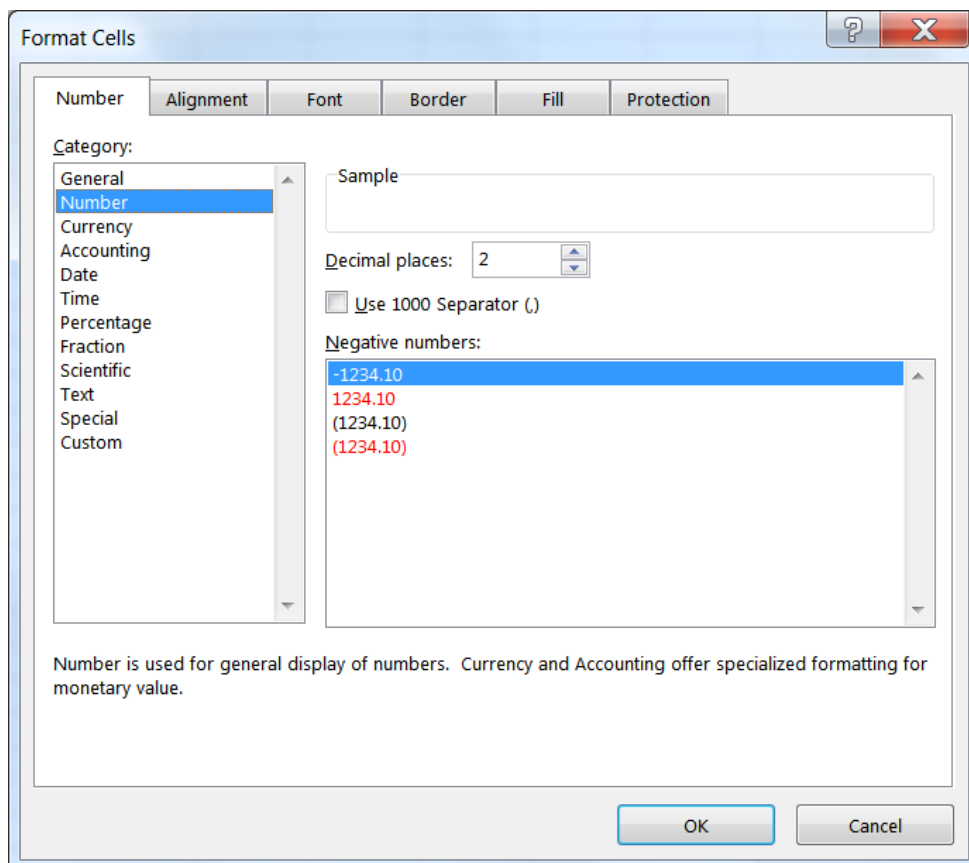
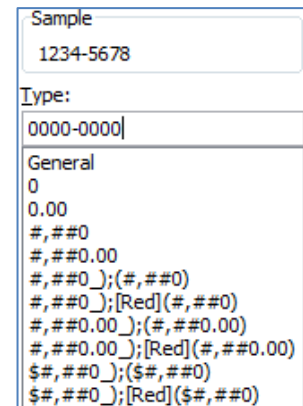
Most of the categories have options for you to choose. For example, with a *Number* category you decide how many decimal places, if there should be a comma separation at every 1000, and how to display the negative values.

Dates and Times are numbers, if a date loses its format, Excel will display the numerical representation of the value. You can change it back to a date/time format from the General drop-down on the ribbon, or from the Date or Time categories in the Format Cells window.

There are a few Special formats such as include Zip Codes, Phone Numbers and Social Security Numbers. If you type in 3525551234, and if the cell has a Special "Phone Number" format the cell will display (352) 555-1234.

It is possible to create **Custom** Formats. For example, if you wanted to create a column of UFIDs, you may choose to create a custom format of 0000-0000. This would ensure that all eight characters are required, and there is a hyphen in the middle. If we type in 123, we will see 0000-0123.

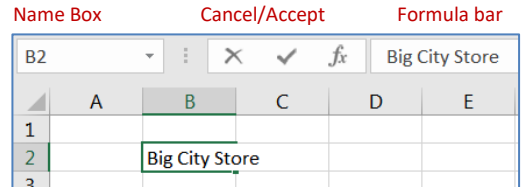
- 0 – required number
- # – optional number
- ;- – designates format for negative numbers
- [red] – change color of text red



Class Exercise

- Entering Text (Enter Mode)
 1. In all lower-case letters, type in cell B2
 - big city store
 - Notice the status bar will change as soon as you begin to type from READY to ENTER

- Editing Text (Edit Mode)
 1. Double-click to "get inside" cell B2
 2. Change first letter of each word to uppercase
 - Big City Store
 3. Press Ctrl-Enter to accept.




- Editing Text (Edit Mode)
 1. Click inside the Formula bar, and notice your status is now **Edit**.
 - The **Cancel** and **Accept** buttons between the name box and the formula bar are available when you are in Edit, Enter, and Point modes.

- Entering Text in Consecutive Cells

1. Type in cell C2
 - Sale
2. Big City Store will be cut off by the Sale. If you are in cell B2, you can look at the Formula bar to see the true contents still read "Big City Store"

- Adjust Column Widths

1. We cannot change the size of one cell, so we need to adjust the column
 - Place your mouse between the column headings B and C and you will see the 
 - Drag away from column heading B to make the column wider
 - Drag toward column heading B to make the column skinnier
 - Make it so you can only see Big City
 - Move back to the resize double arrow and double-click on the line to AutoFit
 - Now, AutoFit Column C

- Move the dataset

1. Select all the data, move the mouse to the edge of the selection to get the arrows
2. Drag the whole block into columns D and E
3. Undo the move

- Insert Columns

1. Right-click on Column Heading B, choose Insert
2. Do it again so now data lives in D & E

	D	E
2	Big City Store	Sale
3	Big City Store	Sale
4	Big City Store	Sale
5	Big City Store	Sale
6	Big City Store	Sale
7	Big City Store	Sale
8	Big City Store	Sale

- Formatting Fonts with **Home** tab,

1. Format Font (Cell D2)
2. Format Size (Cell D3)
 - Custom Sizing (size 15)
 - Use Increase and Decrease buttons
3. Format Bold (D4), Italics (D5) and Underline, Double Underline (D6)
4. Format Color (D7)

5. Edit Cell D8

- Double-click to "Get Inside" the cell
- Double-click each word to format
- Bold: Big, Italicize: City, Underline: Store
- Notice the text in the formula bar is not formatted

- Format Fonts with Format Cells window

1. Format Cell E2 using "More" Button
 - Comic Sans, Bold, 14, Double Underline, Green

- Use Format Painter

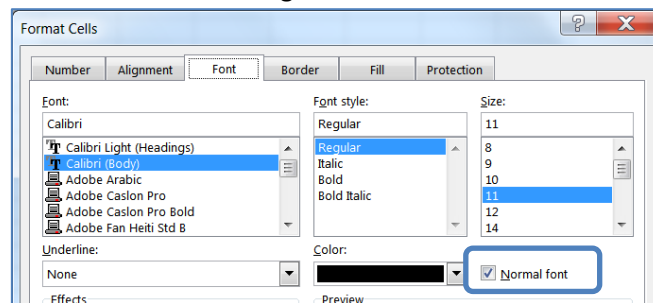
1. In cell E2, click on the format painter
 - Dashed Marquee means we are copying
 - Click on cell D2, all changes happen at once
2. Try painter again, it turns off
 - Double-click to Keep on, press Esc (escape) to stop
3. Change all cells to this font
 - Cell D8 will not format, Delete

- Format Column/Row

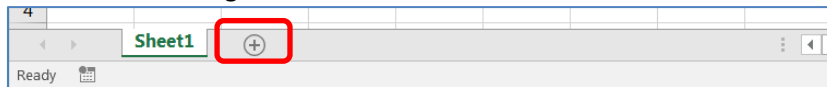
1. Click on Column Letter E to select whole column
 - Change color to Red
2. Right-Click on Row Number 4 to select whole row
 - Change color to Blue

- Format All

1. Click on blank gray square between Column A and Row 1 to select the whole spreadsheet
 - Open the "more" fonts (Format Cells Window)
 - Choose Normal Font (Click the box as many times as needed to show a check mark)
 - Click OK to see the changes



- Click on the Plus sign next to Sheet 1 to create Sheet 2



- Zoom to 200%

- Starting in B2 type:

1. B2 - Text
2. B3 - 123
3. B4 - *

	B
2	Text
3	123
4	*
5	28-Apr

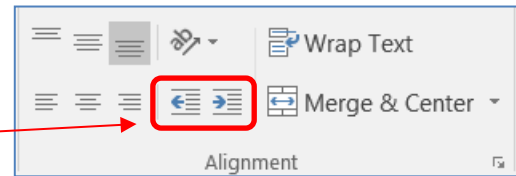
4. B5 - 4/28
 - The date changes to a different format, but the formula bar shows that Excel assumed the date was for the current year.
5. Notice the data is on different sides of the cell
 - (text, number, text, date)
 - Text on the left
 - Numbers & Dates on the right

- Alignments with Toolbar

1. Select Column B
2. From the Alignment Group on the Home tab try the different alignments
 - Left, Center, Right, None (Not left/not center/not right)

- Indent

1. Bold and Underline B2: **Text**
2. Select B3:B5
 - Increase Indent
 - Decrease Indent
 - Center Text, Increase Indent, pops back to the left
 - Decrease Indent
 - Right Align Text, Increase indent



- Alignments with Menu

1. Select all of Column B
2. Open the more alignments (format cells) window
3. Change the Horizontal option to Fill
4. Click OK and see how the cell contents repeat
 - Type into a cell in column B to see the changes
 - Careful of ones like =- or -=, Excel will think you want an equation and will give you an error message. If you want this pattern, you will need a single quote in front.

- Delete Column

1. Select Column B, press delete on keyboard
2. Type A in cell B2 and Press enter
 - Cell should repeat **AAAAAAAAAA**
 - Delete on the keyboard erases the cell contents, not the formatting
3. Right-click on column B and Choose DELETE
 - Column will be physically removed, along with its formats

- Copy from another worksheet

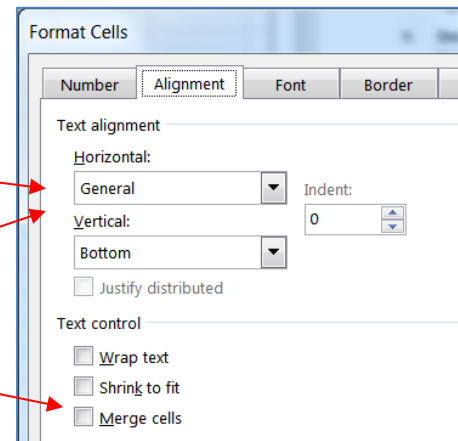
1. Turn to Sheet 1
 - Select the first two Big City Stores
 - Copy
2. Turn to Sheet 2
 - Paste into Cell B2 on Sheet 2
3. DO NOT ADJUST COLUMN WIDTHS

- Try cell alignments to see what happens when cell's not big enough

1. Left, center, right, none

- Center Across Selection
 1. Select B2:F2
 2. More Alignments
 - Horizontal: Center Across Selection
 3. Click OK

- Center and Merge Selection
 1. Select B3:F3
 2. More Alignments
 - Horizontal: Center
 - Text Control: Merge Cells
 - Notice in the Alignment group, there is a Merge and Center button



- Copy 2 Big City Stores from Sheet 1
 1. Paste into Cell B6 on Sheet 2

- Shrink to fit
 1. Click in Cell B6
 2. Open format cells box, Alignment tab
 - Text Control Shrink to Fit
 3. Click OK
 4. Adjust Column Widths wider, narrower

- Wrap Text
 1. Click in Cell B6
 2. Open format cells window, Alignment Tab
 - Text Control turn off Shrink to Fit
 - Text Control turn on Wrap Text
 3. Adjust Column Widths so line goes through the Y in CITY
 - Notice in the Alignment group, there is a wrap text button

- Forced "Enter"
 1. Double-Click in Cell B7
 2. Place your cursor in front of the word City
 3. Press ALT-Enter to force the text to the next line
 4. Repeat in front of Store
 5. Adjust column widths
 6. The bottom of the formula bar can be dragged down to read multiple lines

- Vertical alignment
 1. Adjust the column widths so B6 and B7 match
 2. Click in Cell C6, type Sale
 3. Press enter or accept
 4. In cell C6, change the vertical alignment
 - The Top/Middle/Bottom are above the left/center/right buttons

- Text Rotation

1. In cell C6, click on the Orientation button to slant text
 - Looks like an angled AB next to align bottom
 2. Open Format Cells Window to view all ORIENTATION options
-

- Click on the Plus sign next to Sheet 2 to create Sheet 3

- Adjust the zoom to 200%

- Decimal places

1. In cell B2 type:
 - 1.928374650 and press enter
 - This is not the number that shows
 - Move back to that cell and see the true number in the status bar
2. Use the Increase Decimal button to show the original number

- Too many digits #####

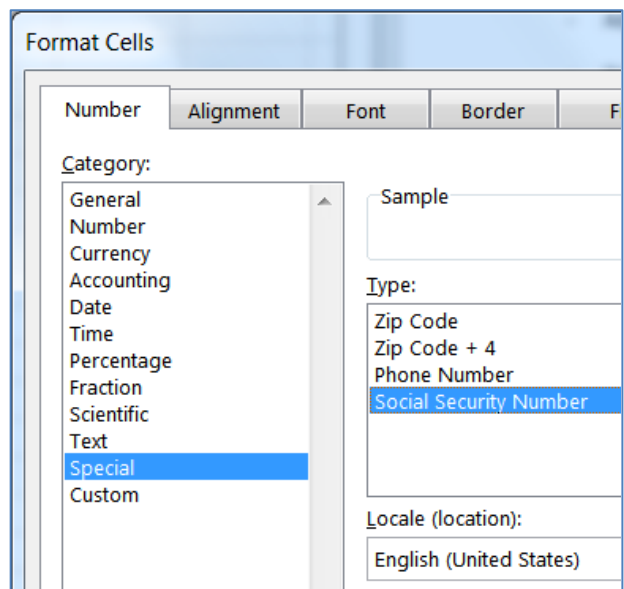
1. Resize the column to half its current width
2. Notice the number is still in the formula bar, but the cell displays hashtags. This means the cell is too skinny to display the full number.
3. Double-click between the column headings to auto fit the cell contents

- Format numbers buttons

1. Use the Decrease Decimal button until there are no decimals showing
2. Click on the Dollar sign button
3. Click on the Percentage button
4. Click on the Comma style button
 - Edit cell, remove decimal place, Accept
5. From the drop-down list in the number group, click General to remove all formatting

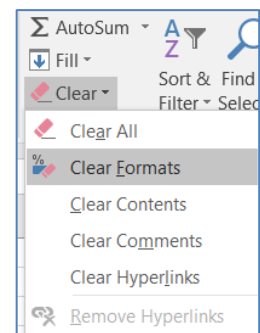
- Format Special Numbers

1. From the corner of the number group choose the More button
2. Click on the different options
 - Special -> SSN
 - Click OK



- Click on the Plus sign next to Sheet 3 to create Sheet 4
- Adjust the zoom to 200%
- Fill in data selection
 1. Select B2:D4
 2. Enter numbers 1-9, press enter to maintain the selection
 3. Press delete to clear what you typed
 4. Make sure you still have your nine cells selected
 - Type the number 1
 - press Ctrl-Enter to accept
 - This should enter a 1 into all nine cells at once
 5. Center the numbers
- Format Background Colors
 1. While the values are still selected, click on the fill bucket in the Font group
 2. Open the menu and hover to see a preview of choices
 3. Hover over the white
 - No gridlines
 4. Choose No Fill
- Add Borders
 1. Click on the borders button in front of the bucket in the Font group
 2. Choose ALL BORDERS
 3. Return to the fill and find one you like
 4. Click outside the select to see the result
- Custom borders
 1. Select the dataset (B2:D4)
 2. From the Borders drop-down, choose More Borders
 - Pick a line, pick a color, pick a location to put the lines
 3. Click Ok and click outside the selection to see the results

- Clear Formatting
 1. Select the entire sheet (space above Row 1, left of Column A)
 2. In the editing group on the far right of the Home Tab, look for the Clear button
 3. Choose Clear -> Clear Formats



- Format Fill
 1. Select the dataset (B2:D4)
 2. Ctrl- 1, or right-click Format Cells
 3. Turn to the Fill Page
 - Fill Patterns
 - Fill Effects

