

6.5: Introduction to Basic Formatting and Layout

What you'll learn to do: [change formatting, layout, and styles in Excel](#).

Like any Microsoft program, Excel will default to certain fonts, texts, and styles when you create a new worksheet. It is also very easy within Excel to format individual cells with cell styles or multiple cells with a table style. Not only can formatting help make your tables more attractive, but it can also help indicate information about the contents, such as whether the data in a cell reaches a target goal. In this section, we will address how to change several default styles within Excel.

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