

PC Tip of the Week: Using Styles in Excel 2007

Excel provides a powerful feature that allows you to standardize cell formatting quickly and easily. These are called **styles**: preformatted styles are available, or you can create your own—naming and saving them to be reused as needed.

Using styles provided by Excel:

- Select the cells to be formatted.
- Click **Home** tab > **Styles** group > **Cell Styles**.
- Click a style to apply it to the selected cells.



Creating styles:

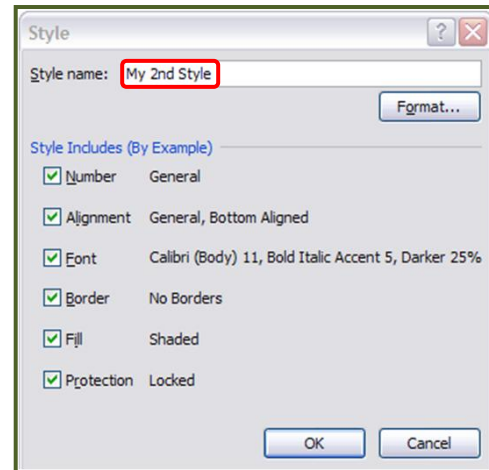
The easiest way to create your own style...

- Manually format one cell with all the attributes you want: font, number format, alignment, color, borders, etc.
- With that cell selected, click **Home** tab > **Styles** group > **Cell Styles**.

(1) At the bottom of the *Styles* palette, click **New Cell Style...**



(2) On the **Style** dialog box that opens, enter a name for the new style; click **OK**.



Newly-created styles will appear at the top of the *Styles* palette.



Computer Term of the Week

CoIP: (communications over Internet Protocol) refers to a set of standards used to define transmission of multimedia, including text, videos and images, over the Internet; also used to refer to *conferencing* or *collaborating* over Internet Protocol--when two or more locations want to collaborate and interact over the Internet using two-way video and audio transmissions simultaneously.

Keyboard Shortcut of the Week

F1 opens the *Help & How to* window in Office 2007 applications.