Formatting Text Using the Ribbon

This guide will show how to format text in cells by using the formatting ribbon. The Clipboard, Font, and Alignment groups are similar to the Clipboard, Font, and Paragraph groups in Microsoft Word.

**Step 1**
To format text, select the cell or range of cells to be changed.

**Step 2**
Use the Font group to change the font, size, style, and color of the text.

**Step 3**
In the Alignment group, click the top alignment buttons to change the vertical alignment of the text and click the lower alignment buttons to change the horizontal alignment of the text. The Wrap Text
button will display all of the information in a cell on multiple lines, and the Merge & Center button will make the highlighted cells into one cell and center the content.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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