

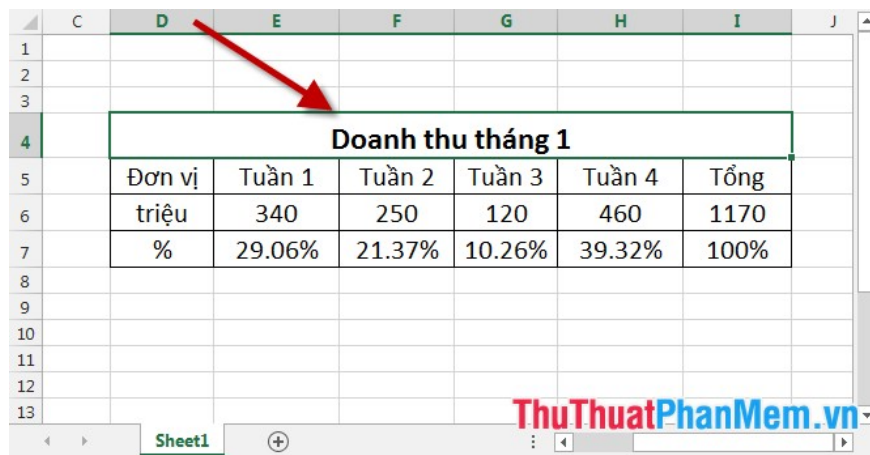
How to use Style in Excel

How to use Style in Excel. Instructions for applying the available Style formats in Excel and creating new styles yourself.

With MS Excel data often has the same format in the same group. Therefore, to save time and ensure consistency in data format helps readers have a better overview of the following article on how to use **Style** in Excel.

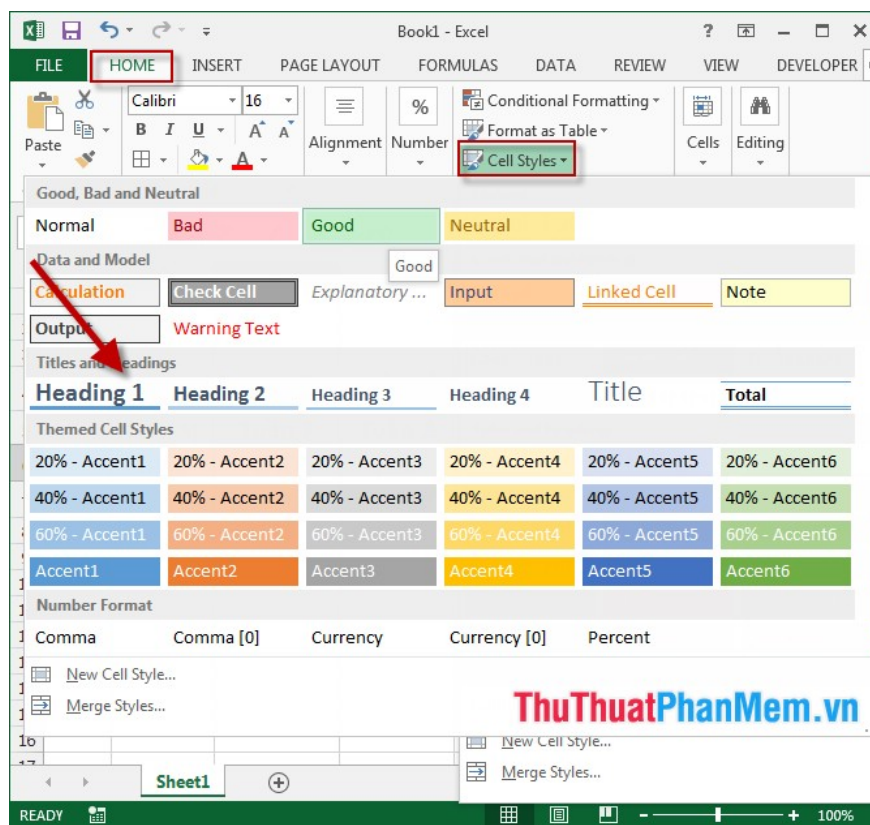
1. Apply the Style formats available in Excel.

For example, you need to format the table header.



Doanh thu tháng 1						
Đơn vị	Tuần 1	Tuần 2	Tuần 3	Tuần 4	Tổng	
triệu	340	250	120	460	1170	
%	29.06%	21.37%	10.26%	39.32%	100%	

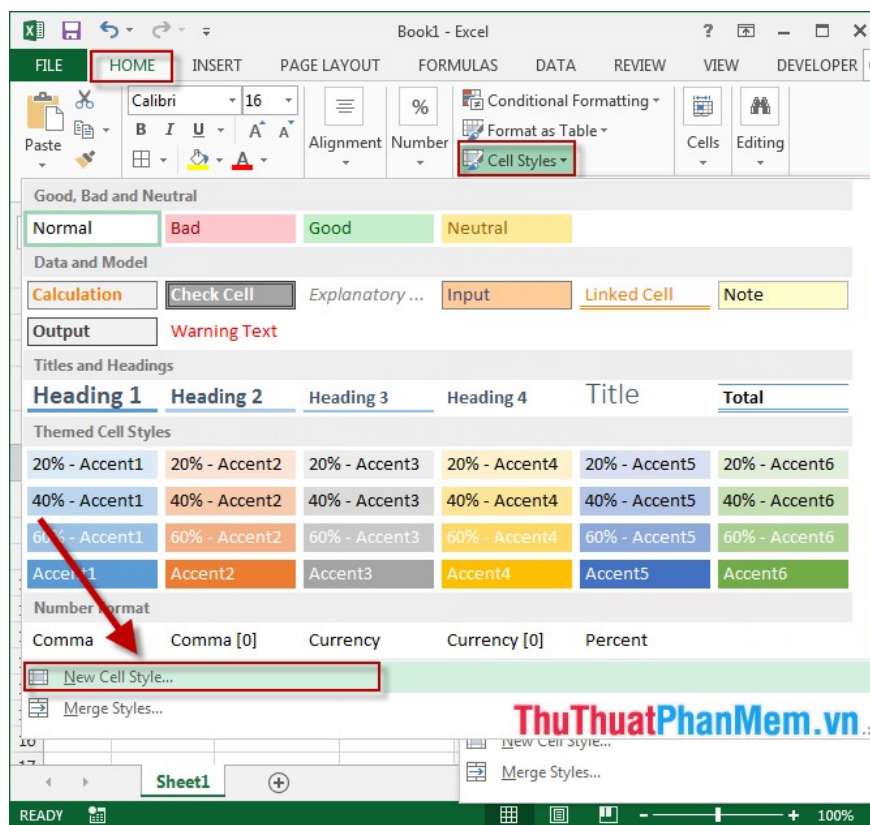
Click on the cell you want to format -> **Home** -> **Cell Styles** -> choose the format you want:



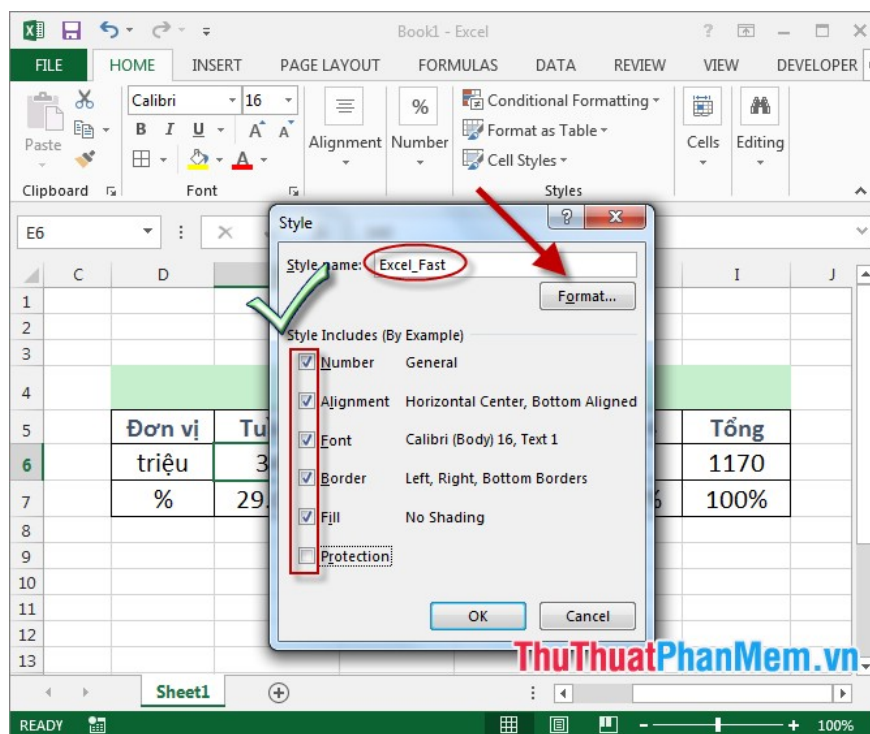
Doanh thu tháng 1						
Đơn vị	Tuần 1	Tuần 2	Tuần 3	Tuần 4	Tổng	
triệu	340	250	120	460	1170	
%	29.06%	21.37%	10.26%	39.32%	100%	

2. Create your own style as you like.

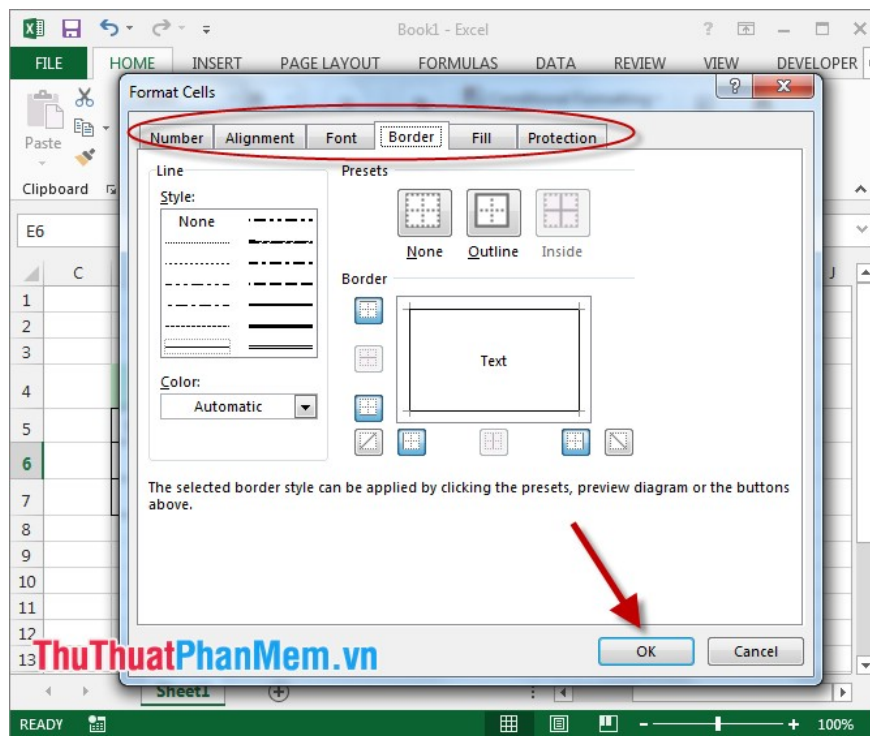
Step 1: Go to the Home tab -> Cell Styles -> New Cell Style . to create your own Style :



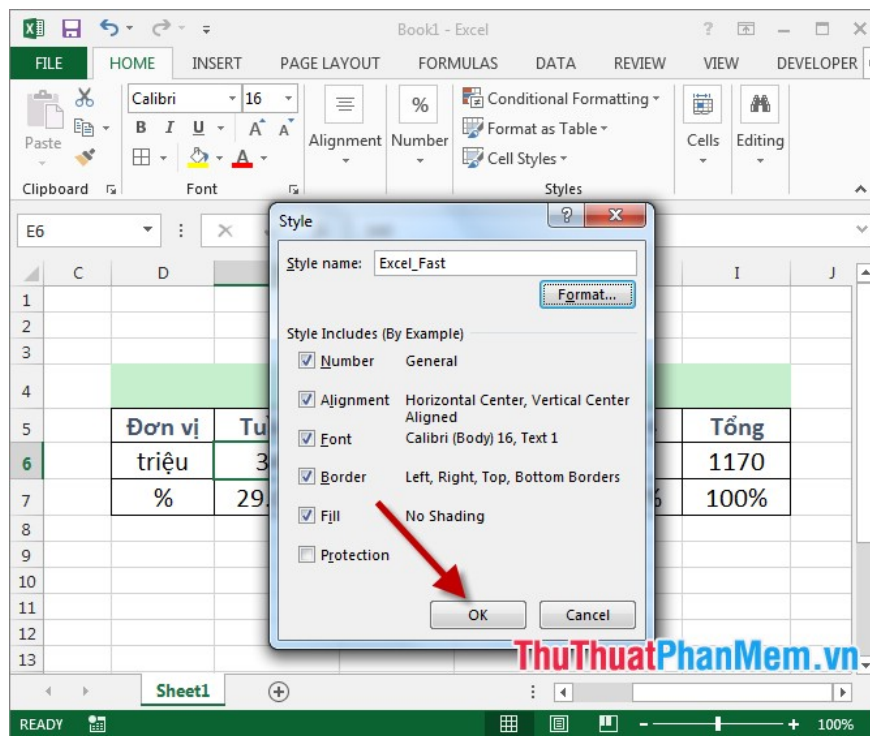
Step 2: The **Style** dialog box appears and gives the **Style** name in **Style Name** -> **check** the box for numbers, margins, fonts, borders and colors. In addition, to select other formats, click **Format**:



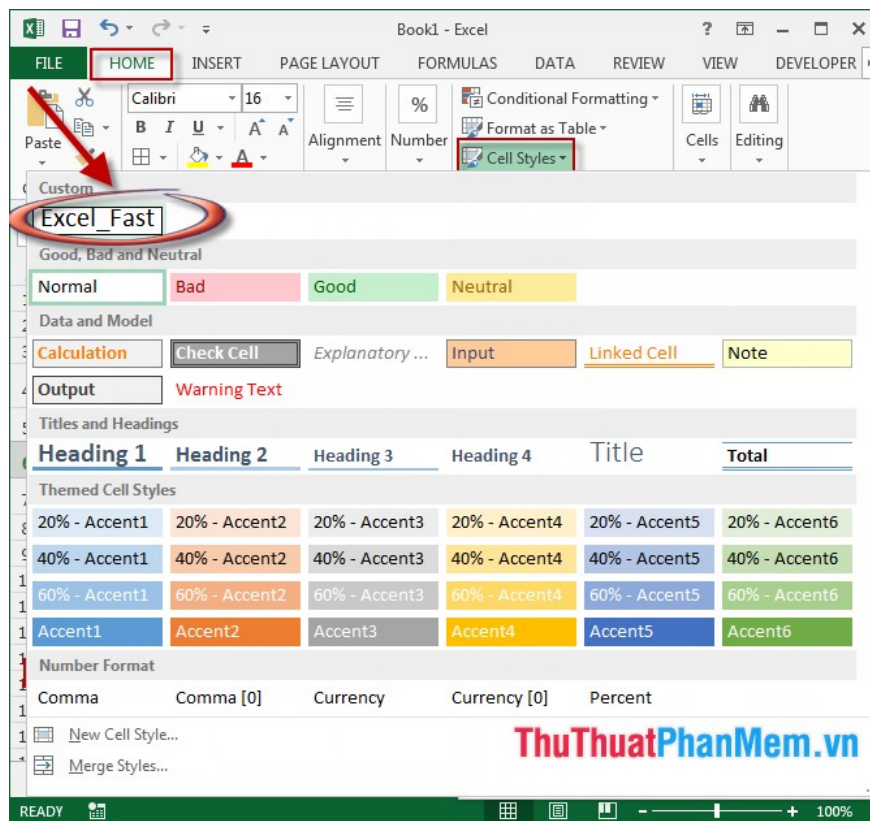
Step 3: The **Format Cells** dialog box appears, select the cards corresponding to the formats -> finally click **OK**:



Step 4: Finally, click **OK** to close the **Style** dialog box :



Step 5: Go back to the Excel file -> **Home** -> **Cell Styles** -> select the **Style** corresponding to the **Style** just created, the example here is **Excel_Fast**:



Results after selecting your own custom **Style** :

Doanh thu tháng 1						
Đơn vị	Tuần 1	Tuần 2	Tuần 3	Tuần 4	Tổng	
triệu	340	250	120	460	1170	
%	0.290598	0.21368	0.1026	0.393162	1	

Above is a detailed guide on how to use **Style** in Excel. Good luck!

You finished reading the article "**How to use Style in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.