

# Instructions on how to format data in Excel

Instructions on how to format data in Excel 2013. 1. Format text. 1.1 Font format, type, font size: - Select the data to format - Home - Font - quickly select the font, font size, type as shown: Where: + B (Bold): type c

The following article details you how to format data in Excel 2013.

## 1. Format text.

### 1.1 Font format, type, font size:

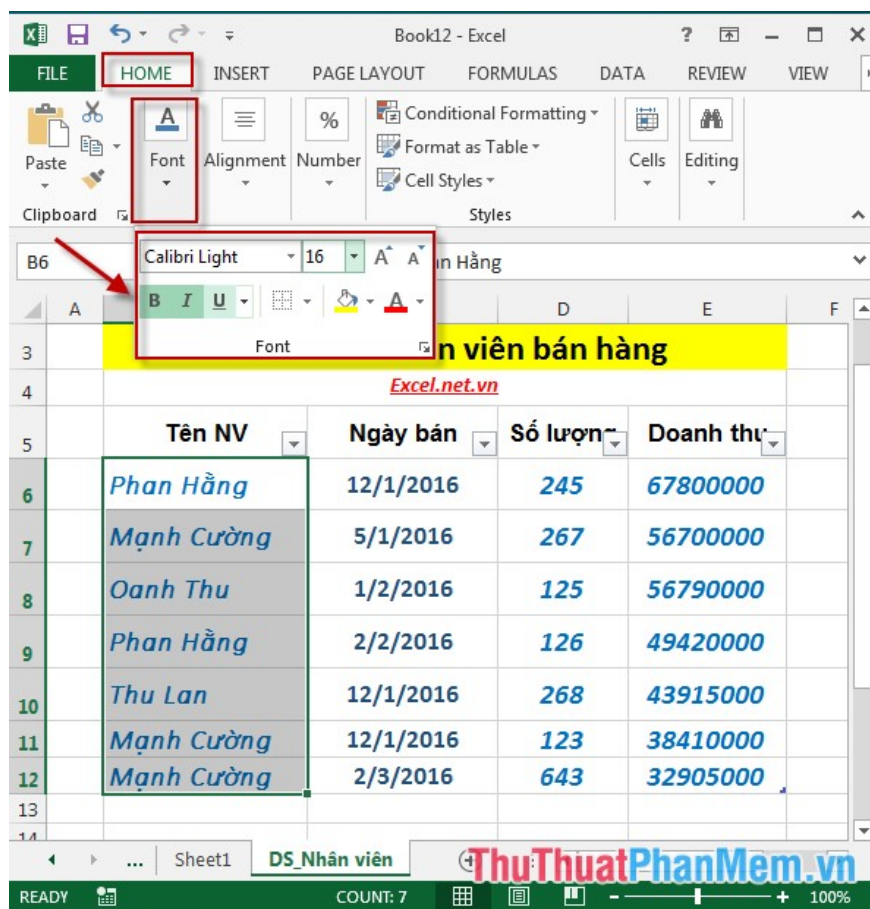
- Select the data to format -> **Home** -> **Font** -> quickly select the font, font size, type as shown:

Inside:

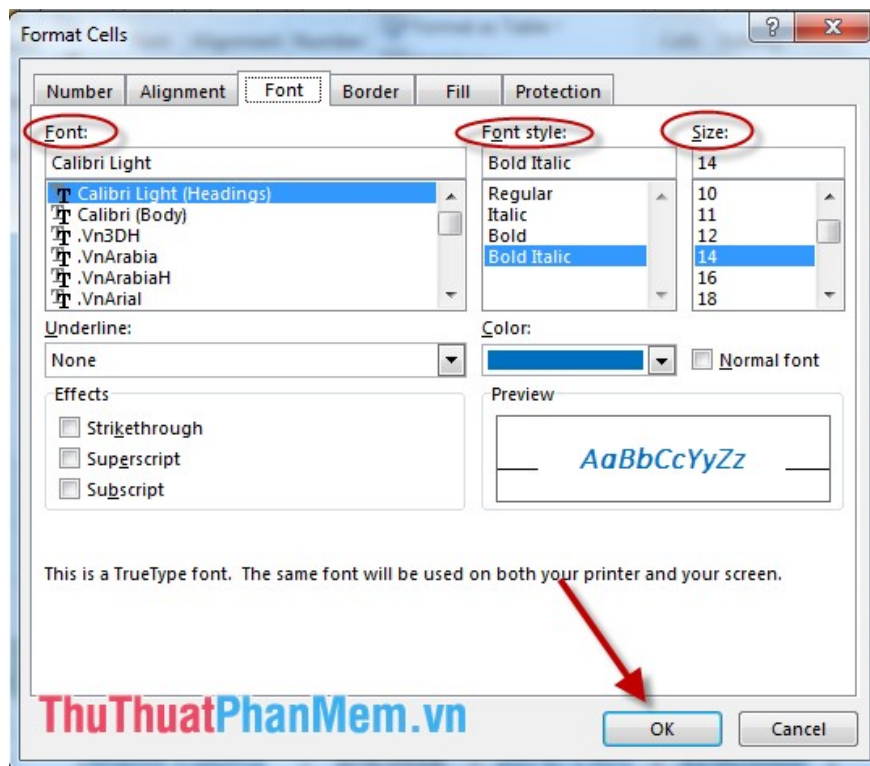
+ **B (Bold)**: bold type.

+ **I (Italic)**: italic type.

+ **U (Underline)**: underlined font



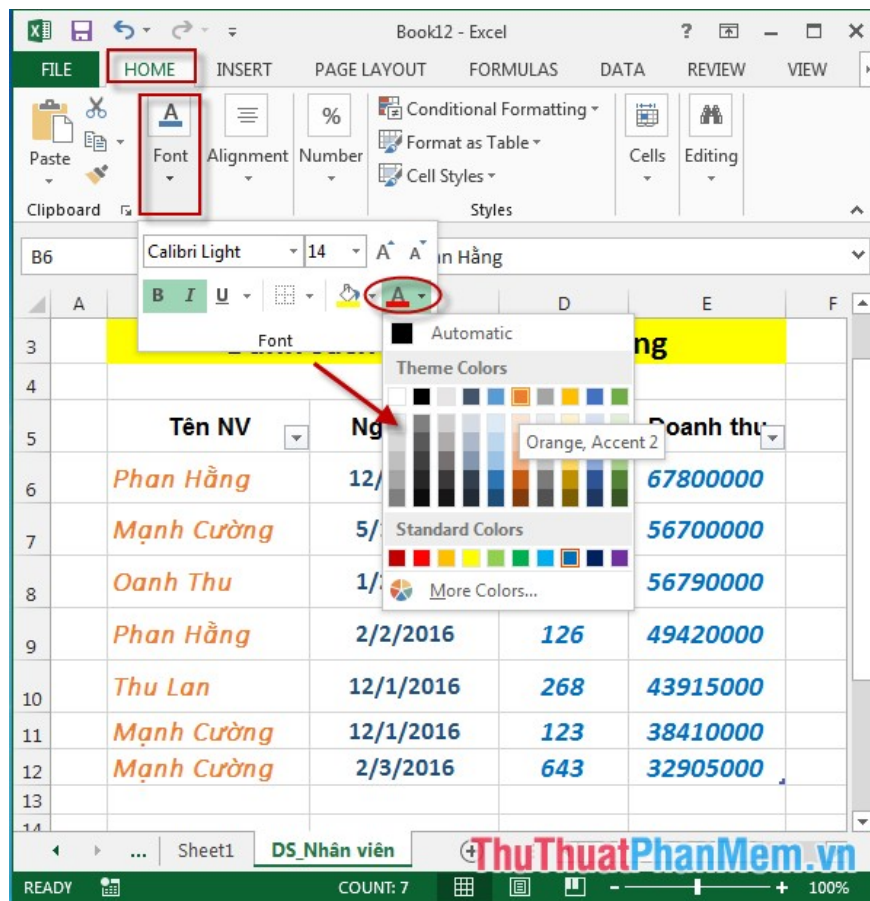
- Or to detail **Font** dialog box, click the arrow below **Font** -> **Format Cells** dialog box appears, select the format for the text -> click **OK** to finish.



## 1.2 Border format, text color.

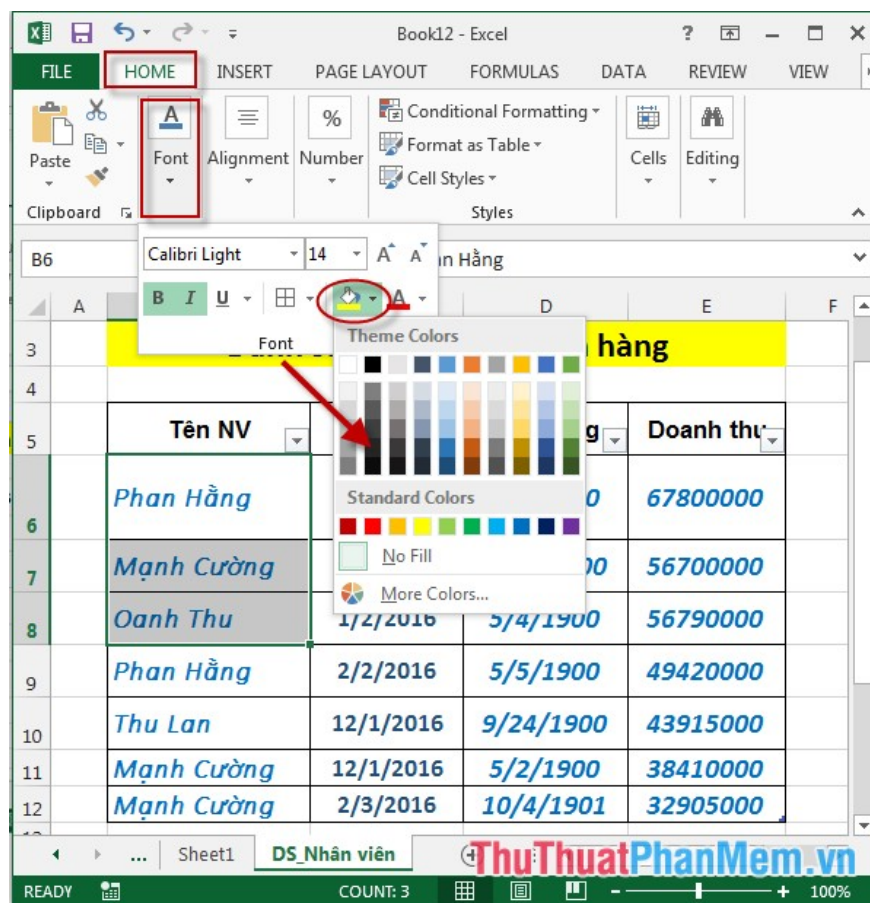
### 1.2.1 Select text color and background color:

- Select the text area to create colors -> Click **Home** -> **Font** -> select the **Font Color** icon -> dialog box appears
- > choose the color for text:



- Select background color for text:

Select the text area to create background color -> Click **Home** -> **Font** -> select the **Fill Color** icon -> dialog box appears -> select the color as the background color for the text:

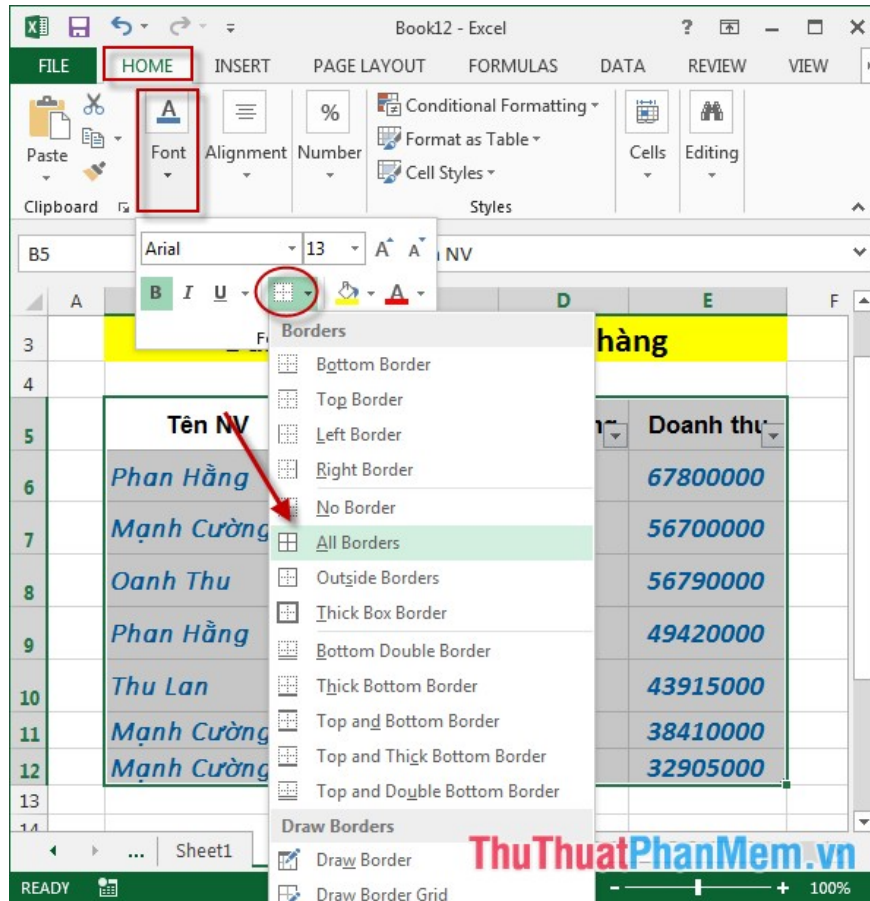


- Result:

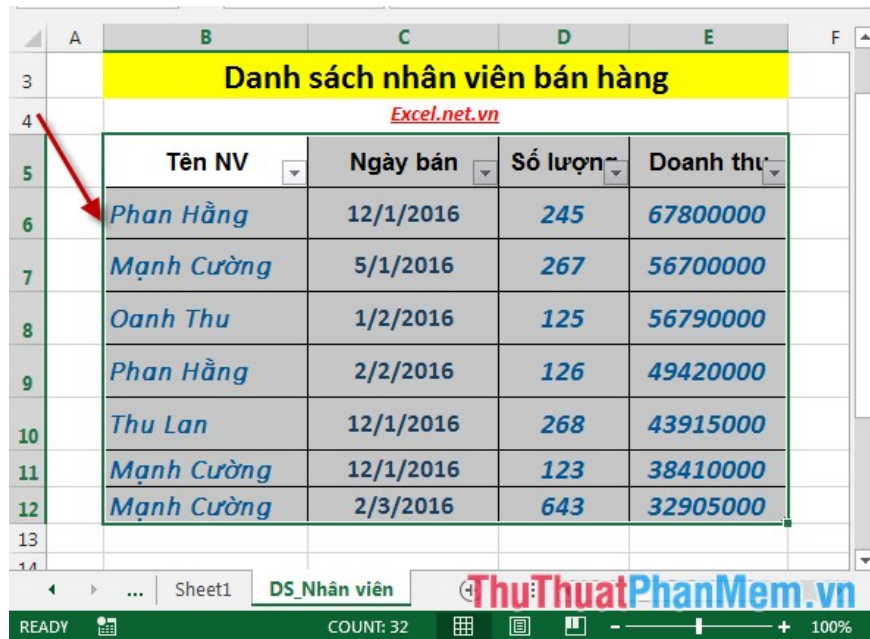


### 1.1.2 Create borders for text:

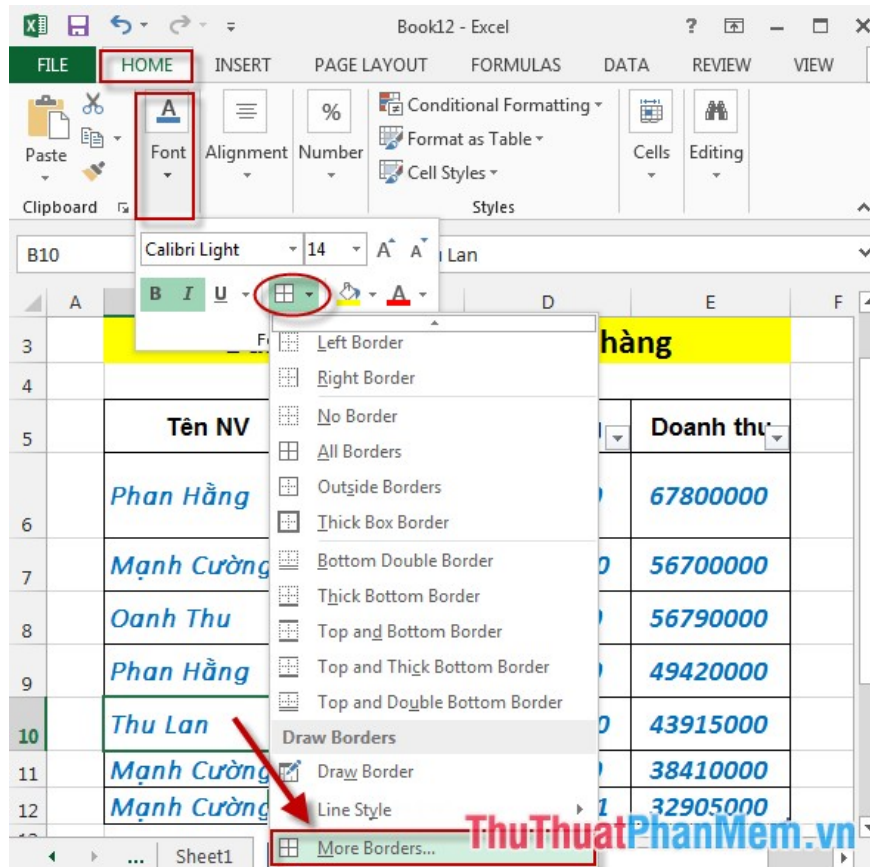
Click **Home** -> **Font** -> select **Border** icon -> dialog box appears -> choose the border style for the text:



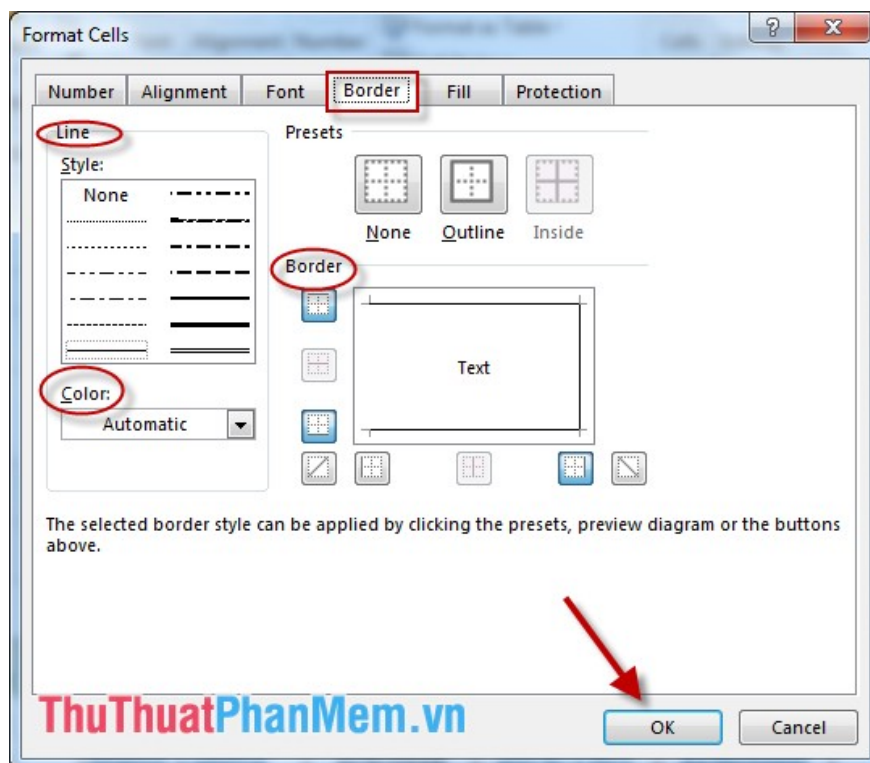
- The result of the entire text has been created contour:



- If you want to create a border as you like Click **Home** -> **Font** -> select **Border** icon -> dialog box appears -> **More Border**:



- The dialog box appears selecting the type of border, colors as shown -> click **OK**:



## 2. Align, customize position, text direction.

### 2.1 Alignments.

- Select text area to be aligned -> Click **Home** -> **Alignment** -> choose alignment:



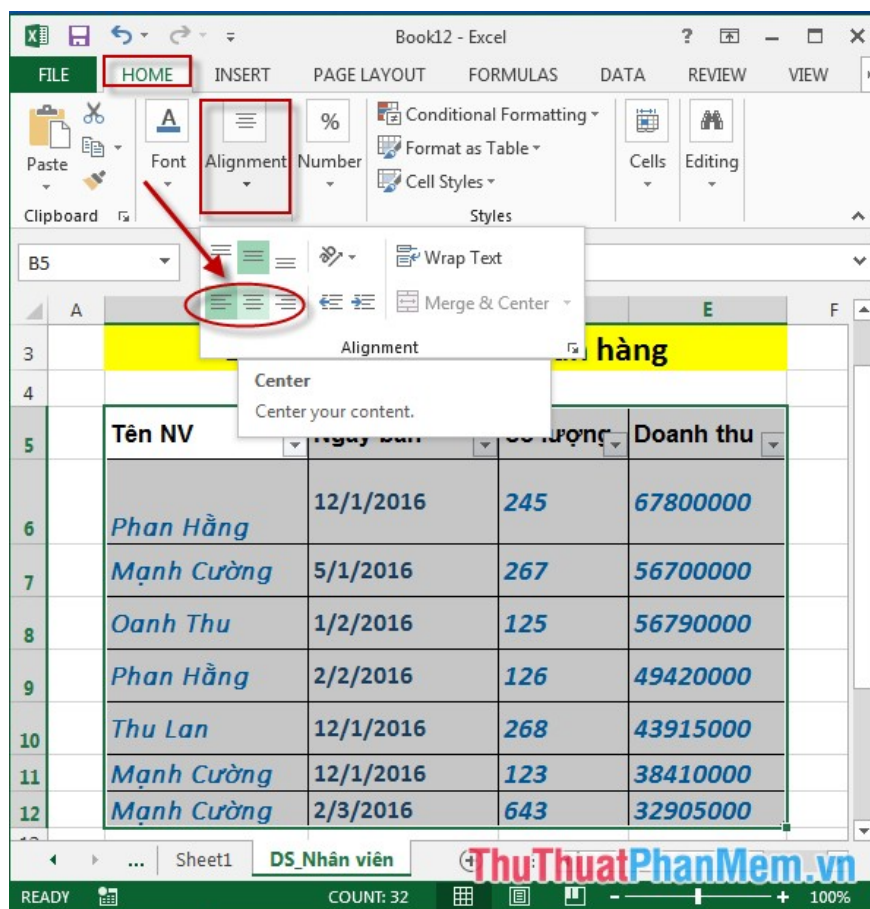
: Aligns the left.



: Align justify sides.

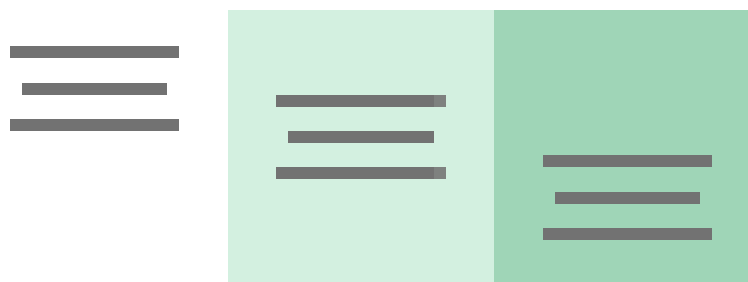


: Right alignment.

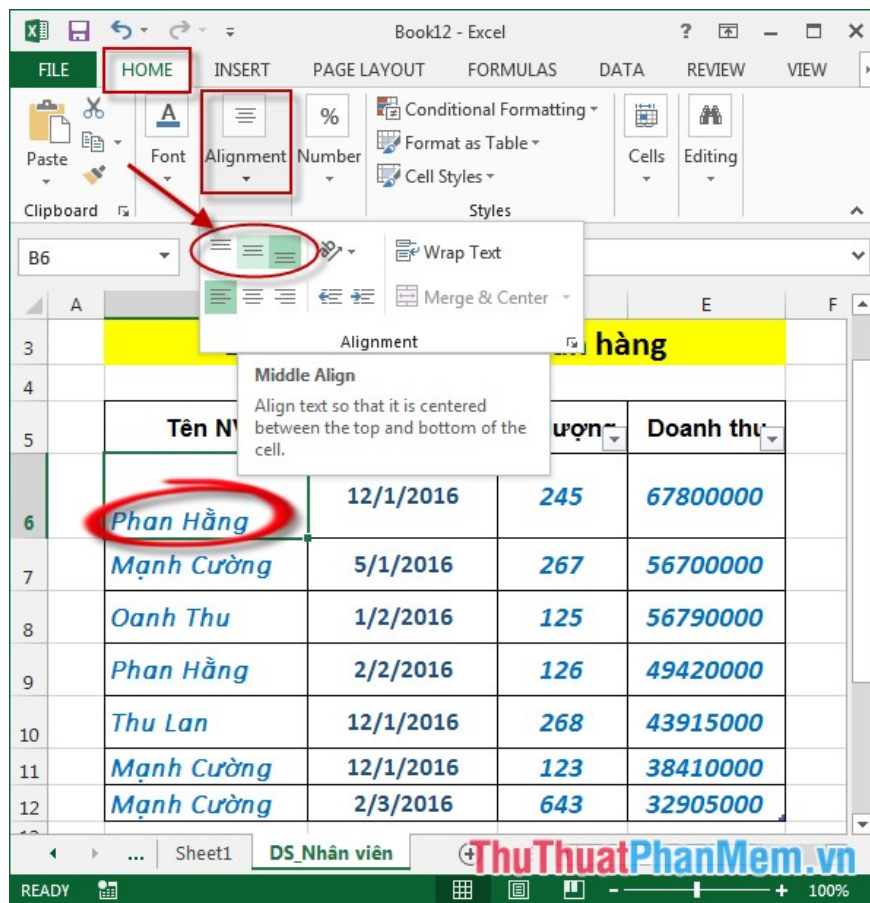


## 2.2 Customize text position in cell.

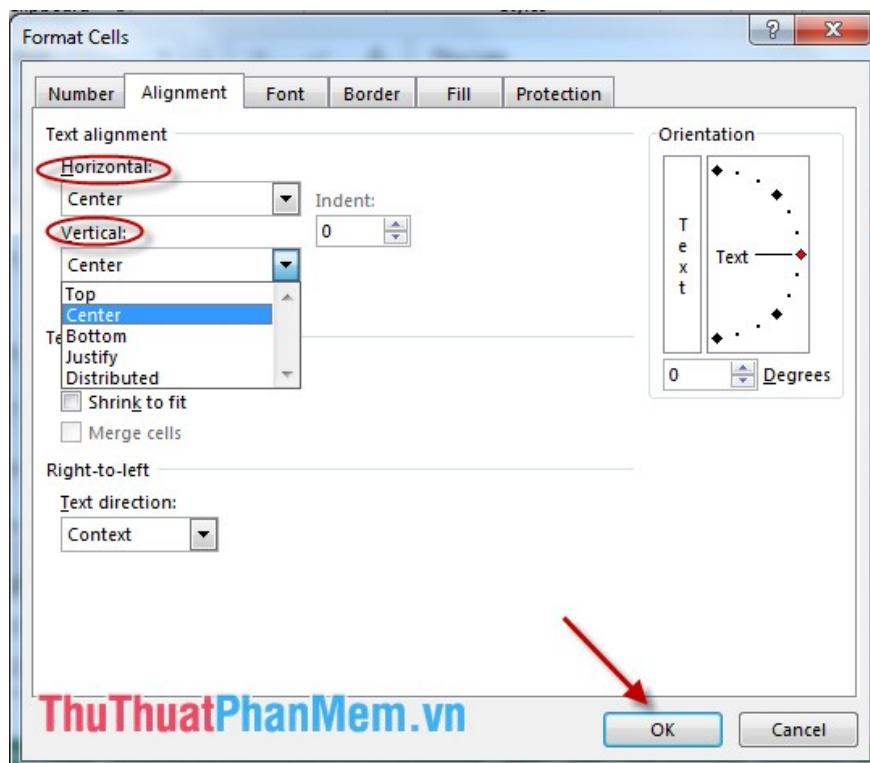
- If the data cell is too wide for the text to align the text so that it is in the middle and proportional to the data cell  
 -> align the position of the text in the cell, there are options such as the figure:



: The order in turn is: Align the text adjacent to the top of the cell (top), center the cell, and the text position at the end of the cell.



- Or you can align in the **Format Cells** dialog box :



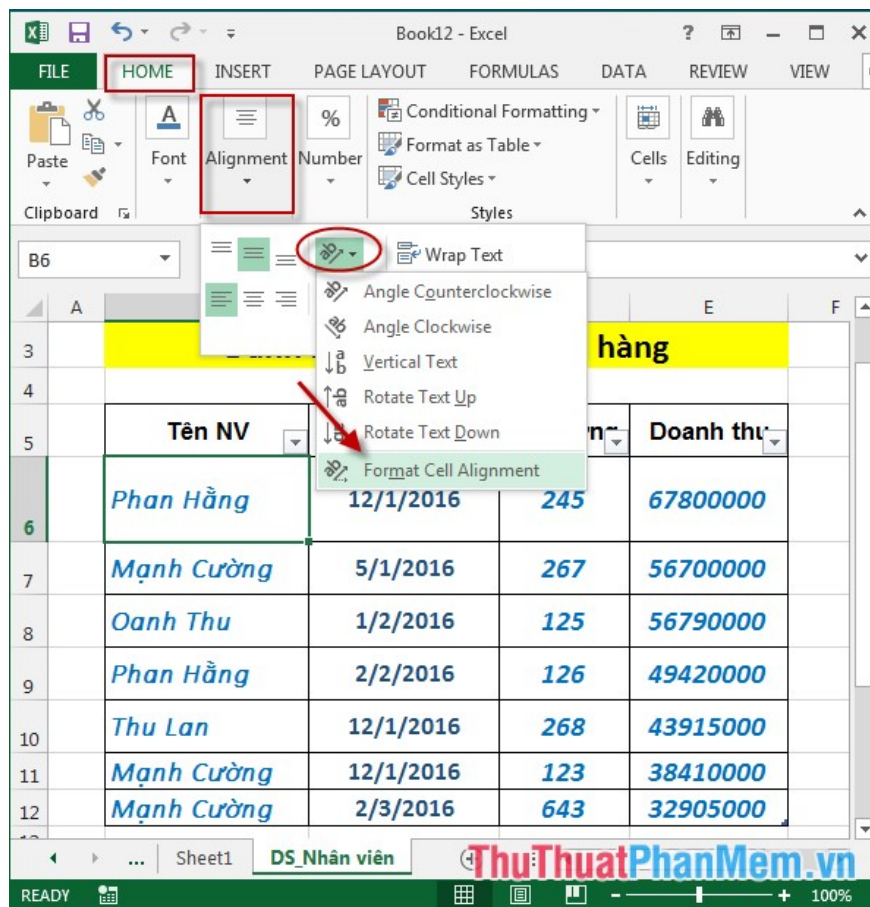
- Click **OK** to get the results: The text in the middle of the cell is very balanced.



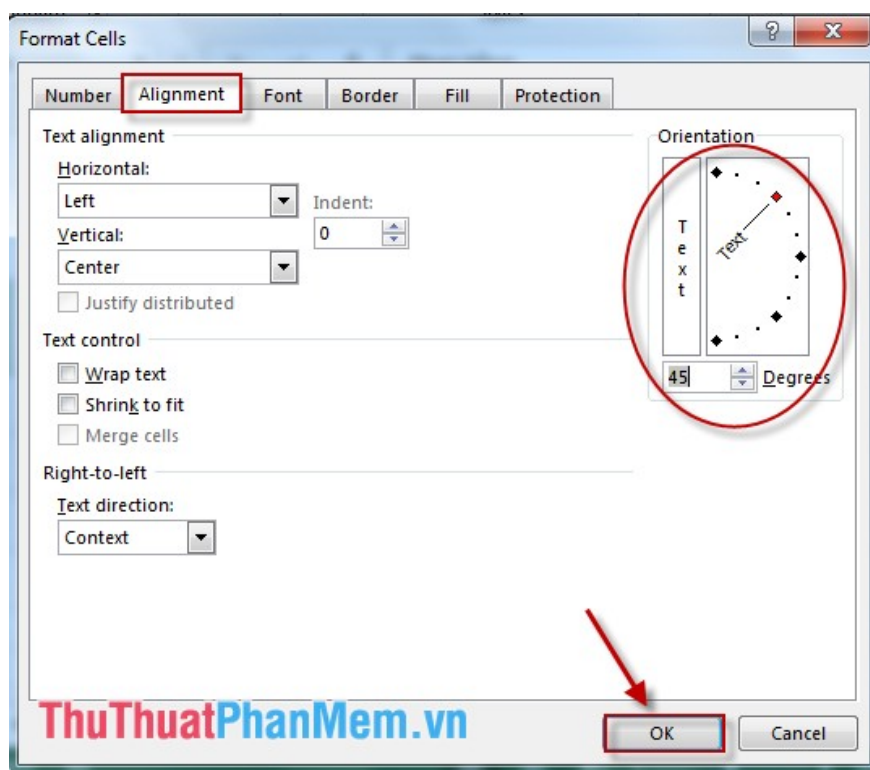
Danh sách nhân viên bán hàng				
<i>Excel.net.vn</i>				
Tên NV	Ngày bán	Số lượng	Doanh thu	
Phan Hằng	12/1/2016	245	67800000	
Mạnh Cường	5/1/2016	267	56700000	
Oanh Thu	1/2/2016	125	56790000	
Phan Hằng	2/2/2016	126	49420000	
Thu Lan	12/1/2016	268	43915000	
Mạnh Cường	12/1/2016	123	38410000	
Mạnh Cường	2/3/2016	643	32905000	

### 2.3. Customize the text direction.

- Select the text to create text direction -> Click **Home** -> **Alignment** -> **Orientation** -> select text direction as required.



- Or change the text direction in the **Format Cells** dialog box in the **Alignment** tab :



- Results after creating the letter direction:

The screenshot shows an Excel spreadsheet with the following data:

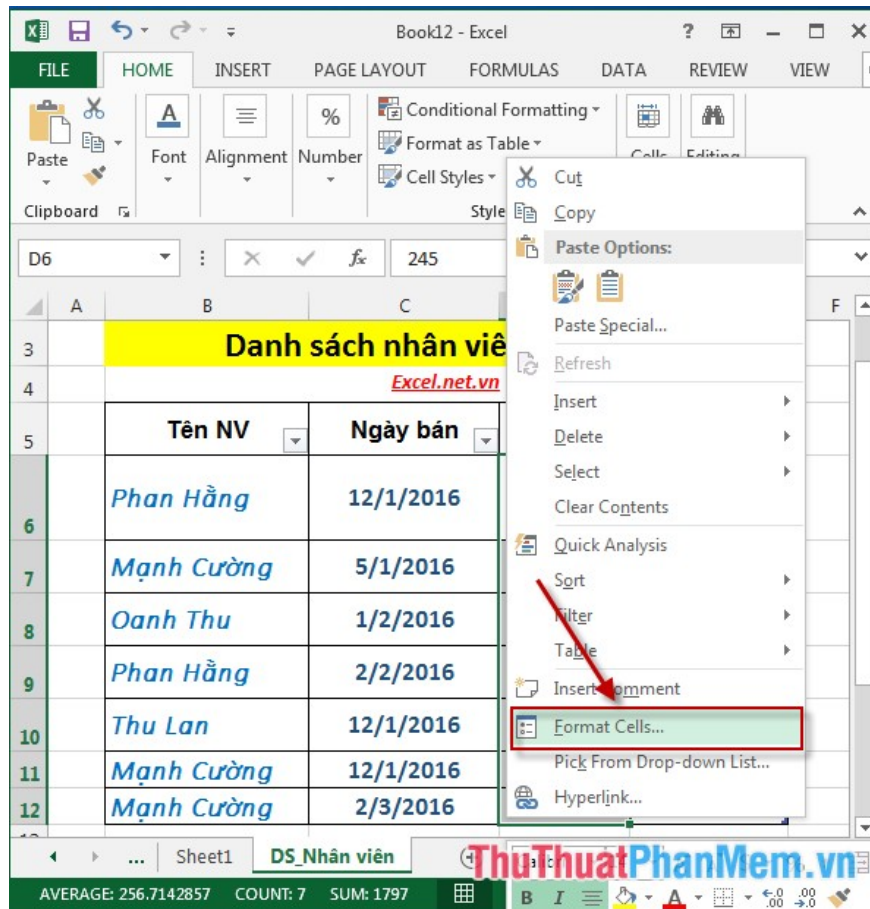
Tên NV	Ngày bán	Số lượng	Doanh thu
Phan Hằng	12/1/2016	245	67800000
Mạnh Cường	5/1/2016	267	56700000
Oanh Thu	1/2/2016	125	56790000
Phan Hằng	2/2/2016	126	49420000
Thu Lan	12/1/2016	268	43915000
Mạnh Cường	12/1/2016	123	38410000
Mạnh Cường	2/3/2016	643	32905000

### 3. Format the data type.

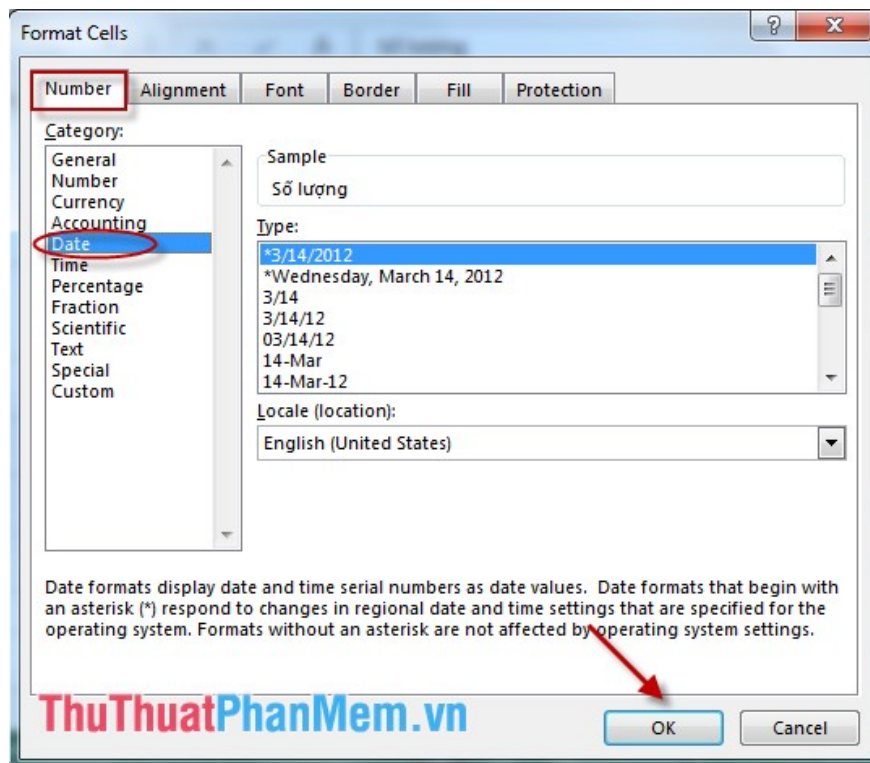
- For example, you want to format the column number data type to date data type:

The screenshot shows the same Excel spreadsheet as above, but with a red arrow pointing to the 'Số lượng' column header, indicating the next step in formatting.

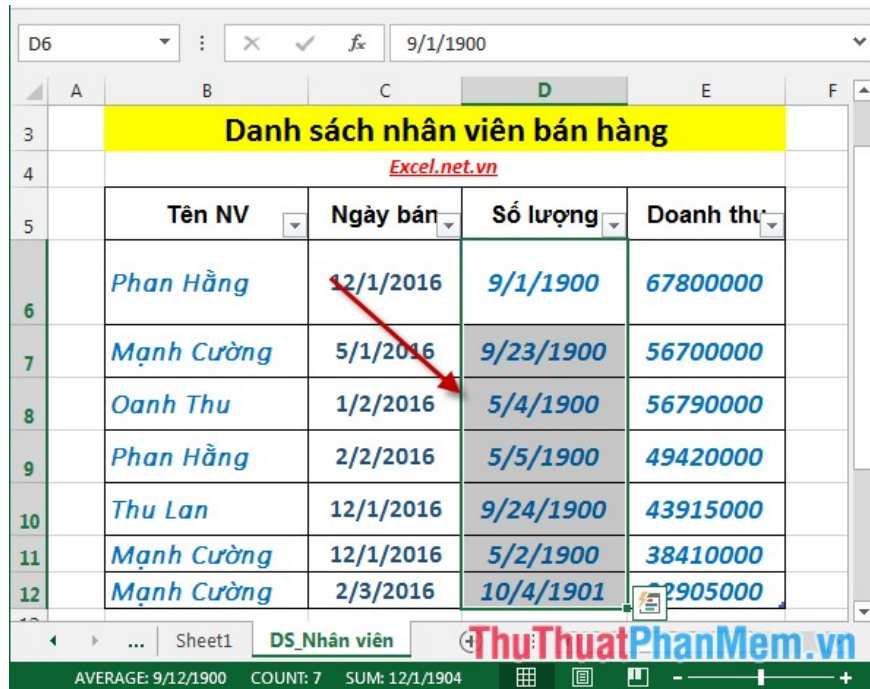
- Right-click the column of quantities -> **Format Cells**:



- The **Format Cells** dialog box appears in the **Number** tab, selecting the **Date** data type .



- Result of the column of the converted date data type:



Tên NV	Ngày bán	Số lượng	Doanh thu
Phan Hằng	12/1/2016	9/1/1900	67800000
Mạnh Cường	5/1/2016	9/23/1900	56700000
Oanh Thu	1/2/2016	5/4/1900	56790000
Phan Hằng	2/2/2016	5/5/1900	49420000
Thu Lan	12/1/2016	9/24/1900	43915000
Mạnh Cường	12/1/2016	5/2/1900	38410000
Mạnh Cường	2/3/2016	10/4/1901	29050000

The above is a detailed guide on how to format data in Excel 2013.

Good luck!

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