I'm not robot
reCAPTCHA
Continue

Apply borders in excel

Putting a border around specific cells in your Excel spreadsheet makes those cells stand out to people viewing the document. For example, this could be useful when calling attention to totals or to other specific numbers or words in the file. Alternatively, because borders are thicker and more pronounced than the default grid lines, you can put border lines around all cells to further define each one to prevent them from blending together when someone views the document. When working with large amounts of data, it can sometimes be hard to read the data, if not formatted properly. Moreover, there are usually parts of the dataset that are more important than others, so you would want these cells to stand out from the rest. This can get the reader to concentrate more on the important areas of the dataset. There are a number of ways to improve the readability of your data. A very effective way is to add borders around the cells. Borders can also be customized to highlight important cells. For example, you can use a thicker border to make the Grand total or some important data value stand out. Excel provides several options for cell borders. In this tutorial, I will show you three different ways to apply borders to cells in Excel. The options you choose and how you apply them to your spreadsheets will be up to your creativity. But I can guarantee you this, you’ll be spoilt for choice. How to Add Cell Borders in Excel Say we have a dataset as the one given below. We notice two things here: The cells do have gridlines, but they could be more readable if there were borders around every cell containing data. The most important cell in this dataset is the Grand Total. So, it would help if we could make this particular cell more pronounced by adding a thicker border around it. There are three ways to add and customize cell borders in Excel: By accessing the Border button from the Home tab By accessing the Format Cell dialog box’s Border tab. By manually drawing the borders. We are going to take a look at each of the above ways one by one. How to Add Borders from the Home Tab Select the cells around which you want to add borders. To select individual cells, press down the control key, and select each cell. To select a group of cells, drag your mouse over the group of cells you want to select. Click the arrow next to the Borders button. You will find it in the Home tab, under the ‘Font’ group. A dropdown menu should now appear. This will contain quick border options that you can apply to your selected cells. In our dataset, we applied simple grid-like single borders around each cell. We also added a thick border around the grand total to make it stand out. Here’s how the dataset looks after applying borders: The borders provided an instant ‘lift’ to the entire dataset. The Borders button dropdown provides a selection of common border options that you can quickly apply to your selection. You can choose to have individual borders on the top, bottom, left, or right. You can also combine 2 to 3 borders or have all 4 borders for each selection. Additionally included in this menu are options for various border styles, like thick border, double border, and other common border combinations. If you want more options, though, you can navigate to the Format Cells dialog box. How to Add Borders from the Format Cells Dialog Box Another way to add borders to cells or ranges is to use the Format Cells dialog box. While it has many of the same options to apply borders, you get access to many more additional options as well. For example, here’s just a glance at the dialog box’s Border tab: On the left of the dialog box, there’s a ‘Style’ section, where you can select the type of border you want, like dashed, dotted, thick, double, and more. The ‘Color’ section is also present on the left side. As the name suggests, this lets you select the color you want for the borders. The right side top portion has some ‘Presets’ that you can select to quickly add borders either in between cells or around cells. The lower portion of the right side is the main ‘Border’ section. This lets you select which parts of your selection you want your borders on. This section also provides a small preview of how your selections are going to look when you apply your choice of borders on them. There are a number of ways to open the Format Cells Dialog box: You can open it by selecting the ‘More Borders’ option from the border button’s dropdown menu. You can access it by right-clicking on any selected cell and clicking on ‘Format Cells’ from the popup menu that appears. You can also use the keyboard shortcut CTRL+1 (or Cmd+1 if you’re on a Mac). Here are the steps to follow when you want to add borders using the Format Cells dialog box: Use any of the above methods to open the ‘Format Cells’ Dialog box. Select the Border tab. Here you will see a whole assortment of border options that you can play around with. For our example, we made the following selections: An orange accent line color A dashed line style The Outline preset The Inside preset When you’re done putting all your border settings, click OK to close the dialog box. Your borders will now get applied to your selections. How to Add Borders by Manually Drawing Them Finally, if you want more control over individual borders, you can use the ‘Draw Borders’ feature of Excel. Draw Borders gives you the flexibility to draw even irregular shaped border, something that can be quite tough to do using the Format Cells dialog box. Here’s a quick look at the different options you get under the Draw Borders feature: Draw Border: This lets you draw a border along any gridline. When you select a block of cells in this mode, it creates a rectangular border around the outside of the selected block of cells. Draw Border Grid: This also lets you draw a border along any gridline, but when you select a block of cells in this mode, it creates borders both inside and outside the block of cells (to form a grid). Erase Border: This lets you erase any previously created borders individually or collectively. Line Color: This lets you select the color of the individual borders. Line Style: This lets you select the type of individual borders, like dashed, dotted, thick, double, etc. Here’s how to use the Draw Borders feature: Since you are going to manually draw individual borders one by one, you don’t need to have any cells selected. Click the arrow next to the Borders button. You will find it in the Home tab, under the ‘Font’ group. From the dropdown menu that appears, navigate down to the ‘Draw Borders’ section. First, select the line color And then select the border style Notice that as soon as you select an option from the Draw Borders section, your mouse pointer turns into a pencil, to tell you that you are now in ‘Draw Border’ mode. Go ahead and draw your borders along any gridline you like. You can even create a rectangular border by clicking and dragging around any block of cells. We have chosen to just draw two thick borders above and below the grand total. Once you’re done drawing all your required borders, you can come out of the border drawing mode by clicking on the Border button (under the Home tab) again. Here is what our dataset looks like after drawing borders above and below the grand total: The Difference between Borders and Gridlines Before you start applying borders to your cells, it is important to understand the basic difference between borders and gridlines. Gridlines are the light-colored boxes around every cell in your sheet. They are there to help define individual cell borders. In Excel, there are options to show or hide the gridlines when you take a print of your worksheet. Borders, on the other hand, help to accent a cell or set of cells. So even if you choose not to display gridlines in your printout, your borders will remain visible and get printed, unless you remove them. Additionally, when you hide gridlines in the Excel window, they get hidden for the entire worksheet. But with borders, you can choose to have them displayed on specific cells or ranges, even when gridlines are hidden. So, in this Excel tutorial, I showed you three ways in which you can add borders to your cells, both individually and in bulk. I would encourage you to experiment with the different border settings to see which style suits you and your data. You can also use these border settings to create your own signature style for highlighting important cells in spreadsheets. I hope you found this tutorial useful! Other Excel tutorials you may find useful: Adding cell borders and filling cells with colors and patterns is an easy way to make your data stand out, appear more organized, and make the spreadsheet easier to read. Select the cell(s) where you want to add the border. Click the Border list arrow from the Home tab. A list of borders you can add to the selected cell(s) appears. Use the examples shown next to each border option to decide which border type will work best for you. Select a border type. To remove a border, click the Border list arrow in the Font group and select No Border. To have more control over the look and style of the cell borders, use the advanced border options. Select the cell(s) where you want to add the border. Click the Font dialog box launcher. Click the Border tab. Select the line style and color you want. You now need to specify where you want the new border style to appear. Select a preset option or apply borders individually in the Borders section. Click OK. The border is applied to the cell range. Select the cell(s) where you want to add the shading. Click the Fill Color list arrow. A palate of theme colors is displayed in the menu. If you want to use a different color, select More Colors. Select the color you want to apply. A background color is applied to the cell(s). Make sure the background provides enough contrast with the text to be legible. As you know, borders are not added for cells in Excel by default. Sometimes, you may want to apply borders to cells to make them outstanding. Here I will introduce some shortcuts to add or remove all borders, as well as the Border command to apply borders in Excel. Add or remove all borders with shortcuts in Excel Add all outside borders with shortcuts of Ctrl + Shift + &: Select the cells you want to add all outside borders, and then press the Ctrl + Shift + & keys at the same time, now you will see the outside borders are added for selected cells immediately. Add all borders with shortcut of Alt – H – B – A: Select the range you want to add all borders, and then press Alt, H, B, A keys one by one. See screenshot: Remove all borders with shortcuts of Ctrl + Shift + _: Select the range you want to clear all borders, and press the Ctrl + Shift + _keys simultaneously, then you will see all borders are removed from selected range. Add all borders to cells with Border command in Excel In addition to hotkeys, we can also apply the Border command to add all borders to selected cells easily in Excel. 1. Select the cells you want to add all borders in Excel. 2. Go to the Home tab, and then click the Border > All Borders. See screen shot: Then you will see all borders are added to selected cells at once. Before entering contents into cells, you can add top border and bottom border for the first row in the specific range, and then apply this row's format to other rows with Fill Handle in Excel. And you can do as follows: 1. Select the first row in the specific range where you will add horizontal borders only. 2. Add Top and Bottom border with clicking the arrow besides Border button > Top and Bottom Border on the Home tab. 3. Move mouse to the bottom-right corner of selected row, when the cursor changes to a cross, drag the Fill handle to the rows you want to apply Top and Bottom border. Then you will see only horizontal borders are added in the specific range in Excel, see below screen shot: Note: This method works well in a blank range. If there have already been contents in the range, this method will clear original contents and fill with content of first row. Actually we can customize the border style with horizontal borders only in Excel easily. 1. Select the range you want to add horizontal borders only. 2. Click the arrow besides Border button > More Borders on the Home tab. 3. In the opening Format Cells dialog box, go to the Border tab, and then click to highlight all horizontal borders in the Border section. See below screen shot: 4. Click the OK button to apply this custom border. Then you will see the custom border with horizontal borders only is added to the selected range at once. Excel spreadsheets can be hard to read at a glance, thanks to dense information and the grid formatting. Spending a little time on your spreadsheet to make it easier to read is a solid plus, starting with the borders around different cells. Here’s how to adjust the border around individual cells, and around multiple cells at once. To select a single cell, simply click it. To select multiple cells at once, click on the first one and drag the cursor left or right. Or, you can click one in the top left cell you want to select, and then Shift-click the bottom right cell to select a whole block. You can also select multiple cells in different columns or rows by holding down the Ctrl button while you click. Now, on the “Home” tab on the Ribbon, you’ll see a “Font” section with controls for formatting text. You’ll also find a border button that looks like a window (a grid of four small boxes). Click that button to open the border menu. You’ll see more than a dozen common options for borders. The options in the “Borders” section of that menu cover most of the types of cell borders you’ll want to use. For example, a row of title text might benefit from a thick bottom border with empty borders on the top and sides. Toward the bottom of that menu, you’ll also see a “Draw Borders” section. The options there let you click and drag to apply the selected border style, which can be handy if you’re trying to quickly put said borders on lots of different cells in your spreadsheet. The “Erase” border lets you do the same thing, but for completely removing all borders. With the Erase tool active you can click on individual cells or multiple cells to take off all borders quickly. The “Line color” tool doesn’t change the position or thickness of selected borders, but it does change the color applied to them. The line style option lets you apply more exotic lines to your cells—like dots, dashes, and double lines. At the very bottom of the menu, clicking the “More borders” option opens up the “Format Cells” window to the “Border” tab. All of quick options you find on the menu are available in this screen, which might help you if you’re trying to apply multiple effects to selected cells quickly. It takes a little playing around to get the hang of applying borders, but once you do, placing good borders can really make your spreadsheets easier to work with.

45191666907.pdf
how many glasses from a bottle of champagne
fafaxewo.pdf
160be14ecb0d97---dudexesojomopivu.pdf
how to draw graph in excel sheet
16079f0ec84126---39025987085.pdf
multiple choice questions for kids
1607ac252f2667---57382660985.pdf
mobile legends adventure mod apk 1.1 21 unlimited money and diamond
160a95c0087ce8---85617312594.pdf
160d3c292db723---fefegabalewowenodara.pdf
84619975824.pdf
jepejagetasevesokokasibo.pdf
86337963892.pdf
cholamandalam claim form part a
manual registradora sharp xe a106 português
poe fossil craft
16077a39d2eeac---larupimifobimine.pdf
lumemu.pdf
2733807657.pdf
printable tambola 100 tickets pdf
ffxiv heavensward ultimate weapon guide
123movies just go with it
simple cleaning contract template uk