

Base Style

Format -> Base Style

Base Style submenu

This submenu lets you apply a special style to any cell or cell range you specify. Base styles are defined in the Sheet Inspector Panel in the box called *Global Style*.

Sheet Inspector globalFormat↵.

You can define up to eight different base styles, specifying number formats, data alignment, colors, fonts, and borders. This feature allows you to use special formats to highlight different kinds of data on the same worksheet.

Cell Style InspectorcellFormat↵.

Base Styles

Base styles may be a little confusing at first, but once understood, they can be used to create better looking and more maintainable worksheets. Each worksheet contains eight base styles numbered 1 through 8. Each cell has a format that is derived from the base style but can be changed.

Each cell has a base style, but each parameter about the cell can be changed. By default, cells derive from base style 1, but this can be changed either by clicking on another base style in the base style inspector, by selecting the desired style from the **Format -> Base Style** menu, or by typing Command-1 through Command-8. After the base style for a cell has been selected, individual formatting items in the cell can be changed from the default. If the base style itself is changed via the sheet inspector, all cells that derive from the changed base style will change all attributes that have not been over-ridden in the particular cell style.

Different parts of the worksheet can be based on different base styles. Because cells default to base format one, use that style for the basic style of the worksheet. The summary section may be in a different font (bold or larger, for example), so cells in the summary section would be base style two. In the Sheet Inspector, change base style two so that its font is bold. Experimenting with base styles will help with these concepts.