

Cell Format submenu

Format -> Cell Format

The Cell Format submenu has eleven commands. To change cell formats, first select a cell or cell range and then click on the desired command on the submenu. Some of these commands are toggles. One click creates an effect; the next click reverses it.

You have the following choices:

Bold toggles the data in the cell range between bold and normal (plain).

Italic toggles the data in the cell range between italics and plain.

Plain restores data in the cell range to its default appearance.

Bigger Font gradually enlarges the size of the letters and numbers in the cell range.

Smaller Font gradually reduces the size of the letters and numbers in the cell range.

Center aligns the data in all selected cells in the center of each cell.

Fill fills each cell in the range by repeating its data until the cell is full. You can reverse the effects of the Fill command with the Smart command, described below.

Right aligns data in all selected cells at the right side of each cell.

Left aligns data in all selected cells at the left side of each cell.

Smart aligns data in all selected cells based on the data type. String data is aligned left, and numeric data is aligned right.

Wrap wraps string text within a cell rather than spilling it over to adjoining cells.

Note that all of the above commands are also available on the Cell Style Inspector panel. In addition, complete information about the available fonts can be found in the font panel that is viewed by clicking the Fonts button in the Font box on the Cell Style Inspector panel.

Parent Menu Format ▾