

# Cell Style Inspector

The Cell Style Inspector, used to inspect and change the contents of a cell, reflects the style and formatting information of the current cell. Changes made via the Cell Style Inspector will affect the style of all cells in the current range. Format ? Cell Style Inspector... (**Command-Shift-C**) opens the Cell Style Inspector.

## 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.

## The Inspector

The Cell Style Inspector has six views: Format, Color, Alignment, Font, Border, and Input Type. The views can be selected by clicking on the corresponding button on the left side of the inspector. Each view contains a check-box designated "Use Default." If this is selected (i.e., there is a check mark in the check box), the default format from the base style is used. If a change is made to the format, base style will be overridden and the new selection will be used for the cell. To go back to using the default item for the cell, click on the "Use Default" check box. Changes made in the format inspector are applied to all cells in the currently selected range.

### Format

The format view allows selection of the format used to display the value of the cell. Most items apply only to cells with a number value. Exceptions are the Text and Hidden formats. The Text format displays the input of the cell. If a cell has a formula, the formula - not the calculated value - is displayed. The Hidden format displays nothing in the cell, as if the cell is blank. This format can be used to hide intermediate results that would otherwise clutter the worksheet.

The decimal selector changes the number of decimal places displayed when Fixed Decimal, Scientific, Currency, Comma, and Percent formats are selected.

Date Int'l 1 displays date serial numbers in the format MM/DD/YY.

Date Int'l 2 displays date serial number in the format MM/DD.  
Time Int'l 1 displays the time portion of date serial number in the format HH:MM:SS.  
Time Int'l 2 displays the time portion of date serial numbers in the format HH:MM.  
Some commonly used formats are available in the **Format -> Display Format** menu.  
See also CellFormat↵.

## Color

The information in cells is displayed in color. Normally, the contents will be displayed in the "Text Color." However, if the value is a negative number, it will be displayed in the alternate color. The colors may be changed by dragging and dropping a color chip into the appropriate color well. The text color of a cell or a range of cells can be changed by dragging and dropping a color chip on the cell or range directly on the worksheet. The color picker can be opened by clicking on the border around the color well or with the **Format -> Colors...** command. It may be useful to place this command on the tool bar so that the color picker can be quickly opened.

## Alignment

Alignment determines where information will be displayed in the cell. Left alignment displays the cell justified with the right side of the cell. Right alignment justifies the contents to the right. Center centers the contents. Smart alignment right-justifies numbers and left-justifies non-numeric information. Fill alignment fills the cell with the contents. This is useful for filling a cell with dashes or equal signs. Wrap alignment wraps string information in the cell down so that it does not spill out the sides of the cell, but is displayed on multiple lines within the cell.

## Font

A font well is displayed. The font can be changed by dropping a font chip in the font well. Open Font Panel by double-clicking in the font well, clicking the button marked "Font" or by using the **Format -> Fonts...** command. For more information on dragging and dropping font chips. See also fontPanel↵.

## Border

Borders can be placed around cells or ranges. The border is a single or double line of a selected color that can appear on any of the four sides of a cell. The cell border is turned on and off via the diamond of check-boxes. Its width (single or double) is selected via the pop-up menu. The color can be changed by dropping a color chip into the color well. To place an outline around the currently selected range of cells, click the outline button. Single and double border outlines can also be placed around a range of cells using the **Format -> Border** menu. Single and double borders cannot be mixed within a single cell.

Single and double borders appear as thin and thick borders on the computer display, but they will be printed as single and double borders on the printer.

See also Border↵.

## Input Type

Mesa allows basic checking of data input. Cells can be designated as Numeric, String, Date, or Formula and will accept only input of the designated type. If a cell is typed *Any*, then a best guess is made as to the type of input. *Unprotected* cells are like cells typed any, yet data can be entered into an unprotected cell even when sheet protection is enabled.