**Formatting with Cell Styles**

1 Select cells A1:I12 (one row deeper and one column wider than the table).

2 On the Hometab, click the Cell Styles button to display the Styles gallery.

3 Click 20% - Accent 1.

4 Select all the numbers below the year headings (cells B4:H11).

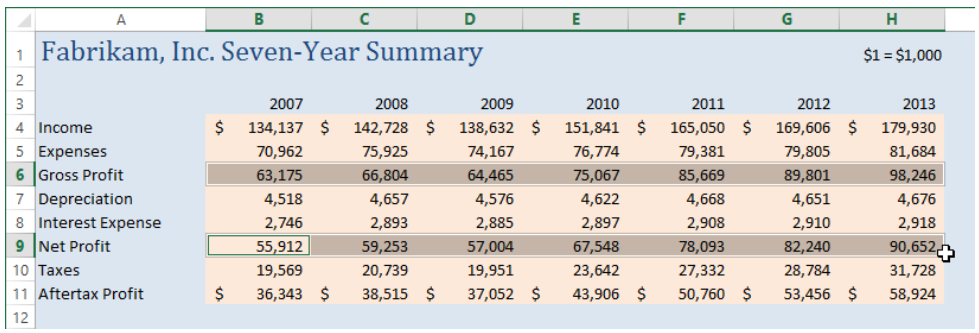
5 Click the Cell Styles button and then click 20% - Accent 6.

6 Select cell A1.

7 Click the Cell Styles button and then click Title.

8 Select all the numbers in the Gross Profitrow (cells B6:H6).

9 Hold down the Ctrl key and select all the numbers in the Net Profitrow (cells B9:H9), adding them to the selection.



10 Click the Cell Stylesbutton and then click Heading 3.

11 Select all the numbers in the Aftertax Profitrow (cells B11:H11).

12 Click the Cell Styles button and then click Total.

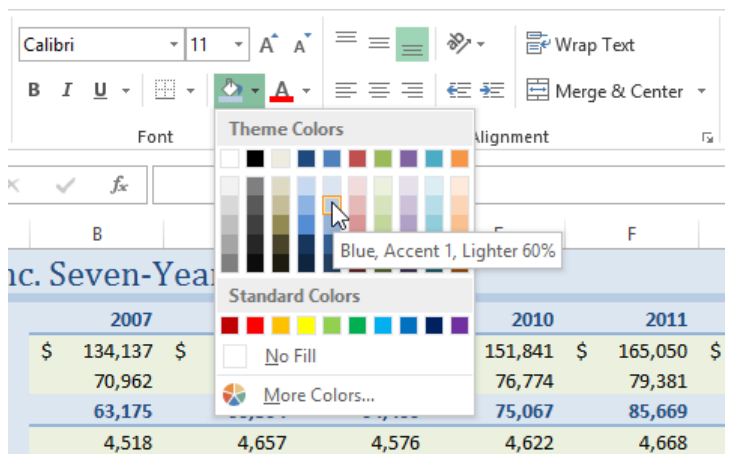
13 Select the year headers (cells B3:H3).

14 Click the Cell Styles button and then click Heading 3.

15 Select all the labels (cells A4:A11).16 Click the Cell Styles button and then click Heading 4.

17 Select the blank cells between the table and the headings (cells A2:H2).

18 On the Hometab, in the Font group, click the arrow adjacent to the Fill Color button and click a slightly darker shade of blue.



19 Click cell I2.

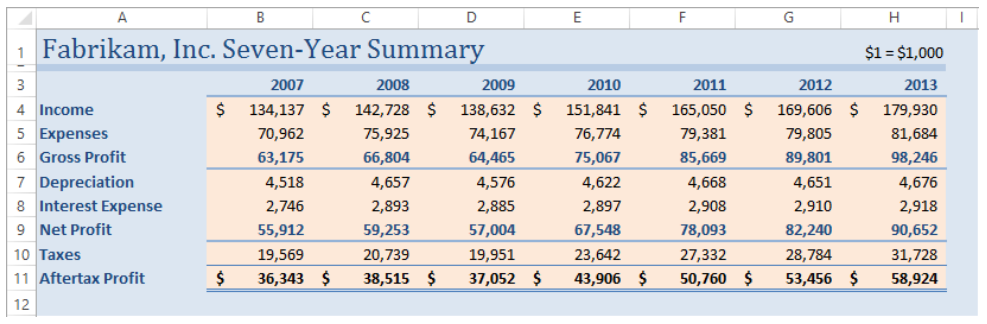
20 On the Hometab, in the Cellsgroup, click the Formatbutton, and then click RowHeight.

21 Enter 5 and press Enter.

22 Click the Formatbutton, and then click Column Width.

23 Enter 3 and press Enter.

24 Click anywhere outside the table and look at the results.



25 Click cell A2.

26 Click the Cell Styles button, and then click the New Cell Style command at the bottom of the gallery.

27 In the Style name box, enter **Accent Color** and press Enter.

Now when you click the Cell Styles button, AccentColor appears at the top of the gallery.