



Microsoft Excel

Formatting and Managing Worksheets

- Aim:** In this course students will learn to format worksheets and how to manage a large worksheet.
- Pre-requisite:** Windows Introduction and Excel - Creating a Basic Spreadsheet or equivalent knowledge.
- Duration:** 3 hours
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Course Content

Formatting a Worksheet

- Changing the Appearance of Text
- Using Colours in Cells
- The Format Painter
- Formatting Numbers
- Merging Cells
- AutoFormat

Working with large worksheets

- Viewing Options
- Hiding/Displaying Data
- Printing Large Worksheets
- Repeating Data over Multiple Worksheets
- Moving and Copying Worksheets
- Comments and Text Boxes

Introduction to Chart Wizard

- Using the chart Wizard

Templates

- Creating Templates
- Using Templates
- Modifying Templates
- Creating Default Workbook Template

Checking and Printing a Worksheet

- Checking the Spelling
- AutoCorrect Errors
- Print Preview
- Printing a Worksheet
- Controlling Page Breaks
- Changing the Printing Layout Options
- Adding Headers and Footers

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