



Excel Formatting & Worksheet Design Made Easy

Course ID #: 7000-1196-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

Course Content

Description:

In this course, you will cover the formatting worksheets, creating custom number formats, preparing documents for printing or conversion into PDF's, using proofing tools, and creating custom shorthand using AutoCorrect.

Objectives:

Upon successful completion of this course, students will:

- Be able to use basic excel function formulas
- Apply formatting to content
- Create customize number formats
- Control how spreadsheets are printed
- Be able to find and replace content.

Prerequisites:

None



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Topics:

Lesson 1: Formatting a Worksheet

- Inserting Rows and Columns
- Inserting Cells
- Deleting Rows, Columns, & Cells
- Undo and Redo
- Changing Column Width
- Changing Row Height
- Font Formatting
- Aligning Text
- Cell Formatting
- Formatting Numbers
- Moving Cells
- Copying Cells
- Clipboard
- Format Painter
- Cell Styles
- Clear Command
- Themes
- Hiding Columns and Rows

Lesson 2: Viewing, Page Layout and Printing

- Excel Views
- Print Preview
- Headers and Footers
- Page Setup
- Print Titles
- Sheet Options
- Scale to Fit
- Printing

Lesson 3: Proofing and Editing

- Checking Spelling
- AutoCorrect and AutoComplete
- Find
- Replace

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Beginner

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

Official National Registry Statement:

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.