



Formatting an Excel 2016 Worksheet

Course ID #: 7000-509-ZZ-Z

Hours: 2

Course Content

Course Description:

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing daily, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Topics:

Lesson 1: Formatting a Worksheet

Topic A: Apply Text Formats

- Fonts
- The Font Group
- Live Preview
- The Format Cells Dialog Box
- The Colors Dialog Box
- How to Modify Fonts
- Hyperlinks
- The Insert/Edit Hyperlink Dialog Box
- How to Insert and Edit Hyperlinks
- The Format Painter
- How to Use the Format Painter
- Formatting Text in a Worksheet

Topic B: Apply Number Formats

- Number Formats
- Number Format Categories
- Custom Number Formats
- How to Apply Number Formats
- Applying Number Formats

Topic C: Align Cell Contents

- Alignment Options
- The Indent Commands
- The Wrap Text Command
- Orientation Options
- The Merge & Center Options
- How to Align Cell Contents
- Aligning Cell Contents



Formatting an Excel 2016 Worksheet

Course ID #: 7000-509-ZZ-Z

Hours: 2

Topic D: Apply Styles and Themes

- Cell Styles
- Galleries
- The Style Dialog Box
- The Merge Styles Dialog Box
- How to Work with Cell Styles
- Themes
- Theme Components
- Custom Themes Considerations
- How to Apply and Manage Themes
- Guidelines for Using Themes
- Applying Cell Styles and Themes

Topic E: Apply Basic Conditional Formatting

- Conditional Formatting
- The Conditional Formatting Dialog Boxes
- The Highlight Cells Rules
- The Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- How to Apply Basic Conditional Formatting
- Applying Basic Conditional Formatting

Topic F: Create and Use Templates

- Templates
- Templates and the Backstage View
- How to Create and Use Templates
- Creating a Template