COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

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Bring your Excel worksheets to life with professional formatting and clean, printable structure in our Worksheet Formatting Essentials class. This instructor-led training focuses on Excel's deep formatting capabilities—from fonts, alignment, and borders to number/date formats, cell shading, and themes. Learn how to control every visual detail while keeping your worksheets flexible and readable. You'll master features like conditional formatting, merge cells, indentation, orientation, and formatting shortcuts. The course also explores sheet reorganization tools, such as sorting, transposing, freezing panes, and splitting screens for complex data navigation. You'll also strengthen data clarity with grouping, outlining, and consistent layout choices that reinforce your spreadsheet's visual hierarchy. Wrap up by preparing flawless printouts using page breaks, headers and footers, scaling, and repeat row/column titles across multi-page documents. Whether you're building internal reports, visual dashboards, or printed deliverables, this class ensures your output looks sharp, organized, and professionally styled. Delivered via webinar, video, or onsite class.

WORKSHEET MANAGEMENT & STRUCTURE TOOLS

- Add, duplicate, hide, reorder, rename, and delete sheets
- Insert, resize, move, or hide rows and columns
- Group and outline worksheet sections for organization and analysis
- Rename tabs with descriptive labels and apply tab coloring

FREEZE, SPLIT, AND ZOOM NAVIGATION

- Lock rows and columns from scrolling using freeze panes
- Split worksheets into independently scrollable sections
- Adjust zoom levels for focused or broad viewing

WORKSHEET REORGANIZATION TOOLS

- Transpose data from rows to columns and vice versa
- Sort worksheet data by rows or columns for quick

GENERAL FORMATTING FEATURES

- Apply and adjust default worksheet fonts and sizes
- Select entire sheets with shortcuts or quick-access tools
- Format long cell entries with partial text styling
- Use shortcut keys, mini toolbars, and context menus for efficiency

FONT, ALIGNMENT & CELL PRESENTATION

- Format with bold, italic, underline, strikethrough, and script options
- Set font color, fill color, borders, and gradient backgrounds
- Align content horizontally and vertically, wrap text, merge cells
- Indent, shrink-to-fit, and rotate text for structured presentation

NUMBER & DATE FORMATTING ESSENTIALS

- Format numbers using currency, accounting, percentages, and fractions
- Apply date, time, and datetime formats accurately
- Customize number display with labels or prefix text

STYLES, THEMES & CUSTOM FORMATS

- Apply pre-built formatting styles to cell ranges
- Modify and manage styles for consistency
- Use themes to personalize your spreadsheet's visual tone
- Create custom number and date formats with special text

CONDITIONAL FORMATTING & RULE-BASED DESIGN

- Highlight cells using rules based on values, dates, or text
- Apply color scales, icon sets, and data bars for clarity
- Build and apply custom conditional logic

DATA INTEGRITY & PROTECTION TOOLS

- Use data validation to prevent entry errors
- Detect and correct broken or risky formulas
- Protect full sheets or specific cells from unintended edits
- Add comments and notes that print or stay interactive

PRINT & EXPORT MASTERY

- Set page orientation, margins, headers/footers, and scaling
- Insert, move, and remove manual page breaks
- Repeat header rows/columns across print pages