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MICROSOFT 365 EXCEL
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WORKSHEET FORMATTING ESSENTIALS

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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 dives deep into Excel's visual formatting tools—from fonts, alignment, and cell borders to number/date formatting, conditional formatting, and layout styling. You'll learn how to manage every visual detail without sacrificing readability or performance. Participants will explore worksheet management tools for organizing, hiding, and renaming sheets; freeze, split, and zoom features for controlling how large spreadsheets are navigated; and reorganization options to quickly flip and sort rows or columns. We'll walk through applying themes, styles, and formatting presets, as well as customizing fonts, shading, alignment, and text rotation. You'll also learn to strengthen data accuracy with data validation and error-checking tools and apply rule-based conditional formatting for dynamic visual feedback. The course includes tips for printing polished spreadsheets, mastering page layout settings and repeat row/column titles, and using split screen viewing for complex reports. Whether you're delivering internal dashboards or multi-page reports, you'll walk away with formatting strategies that ensure clarity, consistency, and a professional finish across all your Excel output.

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