

Unlock the full potential of Microsoft Excel in Spreadsheet Design Essentials, our hands-on training. You'll learn how to design clean, effective worksheet layouts using Excel's built-in templates or your own custom formats. From entering and organizing your data to formatting for clarity, applying calculations, and setting up structured printouts, this class helps you transform blank sheets into professional tools for business, education, and personal planning. Discover how to work smarter with hidden tools, keyboard shortcuts, and customization features that make building and managing spreadsheets easier and more efficient. Learn to collaborate in the cloud, share files in real-time, and output flawlessly formatted PDFs or printouts. The course also builds real-world confidence in naming conventions, logical folder structures, and visual hierarchy strategies—empowering you to present polished spreadsheets that make a professional impression.

### **SPREADSHEET FUNDAMENTALS & INTERFACE NAVIGATION**

- Understand Excel's key screen elements and layout tools
- Navigate using the scroll bar, zoom controls, and Navigation Pane
- Create, open, and save files with structured naming conventions
- Organize workbook tabs and apply logical folder structures

### **LAYOUT PLANNING, TEMPLATES & CREATING FROM SCRATCH**

- Create worksheets from scratch with clear layout and practical structure
- Use and customize Excel templates for reports, budgets, and timelines
- Modify layouts with merged cells, row/column insertions, and spacing adjustments

### **FORMATTING FOR CLARITY & READABILITY**

- Create worksheets from scratch with clear layout and practical structure
- Use and customize Excel templates for reports, budgets, and timelines
- Modify layouts with merged cells, row/column insertions, and spacing adjustments

### **INSERTING CALCULATIONS**

- Use basic formulas to perform simple calculations on worksheet data
- Learn how formulas respond to changes in worksheet content
- Apply built-in Excel functions to automate everyday math tasks

### **MODIFYING WORKSHEET STRUCTURE**

- Insert or delete cells, rows, columns, and ranges cleanly
- Transpose data from rows to columns and vice versa
- Move or copy cells within and across worksheets
- Duplicate and rename sheets to build out structured workbooks
- Hide rows, columns, or sheets while keeping formulas intact

### **DATA INTEGRITY & ERROR PREVENTION**

- Use data validation to restrict input and avoid entry mistakes
- Apply appropriate number formats to prevent misreading data
- Spot and correct broken formulas or hidden inconsistencies
- Avoid common errors caused by manual data entries

### **PRINT & EXPORT ESSENTIALS**

- Set up print areas, headers, margins, and scaling options
- Troubleshoot printing issues and preview output before print
- Export spreadsheets as polished PDF documents

### **SAVE, SHARE, AND COLLABORATE IN THE CLOUD**

- Save files locally, to a network, or OneDrive for real-time access
- Customize the Ribbon and Quick Access Toolbar for efficiency
- Share spreadsheets for simultaneous editing and feedback