

Unlock the full potential of Microsoft Excel in this hands-on Spreadsheet Design Essentials class. You'll learn how to design clean, effective worksheet layouts using Excel's built-in templates or your own custom formats. From the ground up, we cover spreadsheet fundamentals, including navigating the interface, organizing workbook tabs, and applying structured naming conventions and logical folder structures. Discover how to plan and create worksheets from scratch using templates for reports, budgets, or timelines—and how to enhance those layouts with merged cells, spacing adjustments, and intuitive formatting techniques for visual clarity and readability. Learn to insert and troubleshoot formulas to handle real-world calculations, respond to changing data, and apply Excel's built-in functions efficiently. We'll also explore how to modify worksheet structures—moving, renaming, duplicating, and hiding sheets or cells without breaking formulas—plus transposing data and managing cell ranges. To ensure data accuracy, you'll apply data validation, use appropriate formats, and spot errors like broken formulas or inconsistent entries. Wrap it all up with essential skills for printing and exporting your work professionally using PDF formats and share files in real time via OneDrive or a network while customizing Excel's toolbars for greater productivity. Whether you're documenting business operations or organizing personal tasks, this course gives you the structure, techniques, and layout confidence to build spreadsheets that truly make an impact.

### 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