

Learn how worksheet formatting can make your worksheet stand out and emphasize key areas for discussion and analysis. Manipulate the structure and properties of worksheets, rows, and columns. Lock certain rows and/or columns from scrolling. Split the worksheet screen into independently scrollable sections. Organize worksheet by sorting, transposing, Grouping and Outlining. Apply a wide range of formatting including font, color, bordering, shading, and alignment. Apply standard and customized number and date formatting. Copy formatting using the format painter tool. Quickly apply formatting using the “Quick Format”, “Repeat Formatting”, “Style Formatting” and “Theme Formatting” tools. Use the “Conditional Formatting” tool to format text, numbers and dates based on set criteria being met. Add notes and comments throughout. Protect the worksheet from editing. Learn how to prepare your worksheet to be printed including what to print, fitting to, headers and footers and more.

### MANIPULATE WORKSHEETS ROWS COLUMNS

- Worksheets – Add, Duplicate, Reorder, Hide, Color, Rename and Delete.
- Worksheet Columns and Rows – Insert, Copy, Reorder, Hide, Resize Width or Height, & Delete.
- Worksheet Grouping and Outlining.

### WORKSHEET SPLIT SCROLL EFFECTS

- Split the Worksheet Screen into Independently Scrollable Sections Using the Split Screen Tool.
- Freeze or Lock Any Number of Columns and/or Rows from Scrolling Off the Screen While Navigating Large Worksheets.
- Zoom Factor Worksheet Viewing.

### WORKSHEET RE-ORGANIZATION

- Apply the Transpose Tool to Flip Worksheet Row Contents to Columns and Columns to Rows.
- Sort Worksheet Data by Rows and by Columns.

### GENERAL WORKSHEET FORMATTING

- Default Worksheet Font and Size Settings.
- Select Entire Worksheet with Select All.
- Change Current Worksheet Font and Size.
- Hide Worksheet Row and Column Gridlines.

### ACCESS AND APPLY WORKSHEET FORMATTING

- Explore Formatting Features and Tools Including Menus, Mouse Right-Click and Dialogue Boxes.
- *Apply Various Formatting with Shortcut Keys.*
- Format Individual Words in Cells with Long Text.
- Apply Number Formatting as You Type.

### FONT GROUP DIALOGUE FORMATTING

- Font, Font Size, Bold, Italic and Underline.
- Strikethrough, Superscript and Subscript.
- Fill Color, Font Color and Bordering.

### ALIGNMENT GROUP DIALOGUE FORMATTING

- Left, Right, Center and Top, Middle, Bottom.
- Orientation, Wrapping and Indenting.
- Wrap Text, Shrink to Fit and Merge Cells.

### BORDERS FILL SHADE FORMATTING

- Apply Bordering to Selected Range of Cells.
- Customize Bordering for Special Effects.
- Change Border Thickness, Style, and Color.
- Add Background Shading, Coloring and Patterns.
- Background Color Gradients and Shade Variants.

### NUMBER AND DATE FORMATTING

- Explore the Formatting Categories Available.
- Number – General, Number, Accounting, Currency, Percentage, Fraction and Scientific.
- Dates – Date, Time, and Date Time.

### FORMATTING FEATURES AND RELATED TOOLS

- Mini-Formatting Toolbar for Quick Formatting
- Copy Formatting to Others with Format Painter.
- Formatting Repeat and Redo Tool.
- Globally Replace Formatting with Other Formats.
- Clear Formatting from A Range of Cells.
- Add Notes and Comments That Popup and Print.
- Protect Entire Worksheet or Partial from Editing.

### SPECIAL AND CUSTOM FORMATTING

- Special Formatting for Popular Number Scenario.
- Custom Number, Date and Time Formatting.
- Add Text and Other Labeling to Number Display.

### STYLE AND THEME FORMATTING

- Apply Packages of Formatting Called Styles.
- Apply Built-In Styles to Selected Ranges.
- Modify and Remove Styles from A Worksheet.
- Apply Personality Formatting with Themes.

### CONDITIONAL FORMATTING

- Format Cell Ranges Based on Met Criteria.
- Set Criteria Based on Numbers, Dates and Text.
- Apply Pre-Set Criteria or Create Custom Rules.

### PRINTING WORKSHEETS

- Learn All That You Need to Know to Print Your Worksheet Perfectly - on Single and Multiple Pages.
- Repeat One or More Column Headings and/or Row Headings from the First Page onto All Other Pages in A Multi-Page Printing.
- Insert, Move and Remove Page Breaks Using the Keyboard and Mouse.
- Modify Headers and Footers, Paging Order, Page Orientation and Centered on the Page.
- Page Margins, Paper Size and Scaling to Less Pages or More Pages.
- Create A Macro to Print Multiple Worksheets All on One Page (Normally Impossible to Do).