Excel 2013, Part 2: Formatting

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Prerequisites: This course assumes some familiarity with Microsoft Excel. This course is part of 7 courses; Excel 2013: Introduction; Excel 2013: Formatting; Excel 2013: Printing and Formulas; Excel 2013: Formatting, Tables and Functions; Excel 2013: Functions; Excel 2013: Charts and Pivot Tables and Excel 2013: Workbooks and Security. Please be sure to view the courses in order if you are new to the material.

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Course description: In this seven part learning series you'll see to use Microsoft Excel 2013 to organize, visualize and calculate your data. Get to know the Excel 2013 window and terminology, and create, edit, and manage cells, worksheets, and workbooks. Apply styles and themes to worksheets and adjust cell formatting with various fonts, colors, and borders. Work with formulas and functions to analyze data then present that data in a Pivot Table or visually with charts and graphs.

Course outline:

Text Formatting
• Introduction
• Text Wrap
• Number Formats
• Colors
• Borders
• Align Text
• More Formatting
• Summary

Row & Column Formatting
• Introduction
• Copy & Clear Formatting
• Rows & Columns
• Delete & Hide
• Orientation
• Height & Width
• Manual Width
• Summary

Worksheets
• Introduction
• Add Worksheets
• Hiding Worksheets
• Styles and Themes
• Find & Replace
• Proofing Tools
• Worksheet Displays
• Summary