Microsoft Excel 2016, Part 4 of 6: Modifying Workbook

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Excel is assumed.

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Course description: Discover the collection of graphics and objects available to users of Excel with Microsoft Office expert Leeanne McManus. This course will discuss the various tools that can help to illuminate the data in your workbook in order to give your audience the information they need in a more digestible, visual manner.

Course outline:

Common Formatting
- Introduction
- Common Formatting
- Demo: Common Formatting
- Demo: Format Cells Dialog Box
- Demo: Cell Styles
- Demo: Alignment
- Demo: Alignment Cont.
- Demo: Number Formatting
- Summary

Borders and Fill
- Introduction
- Borders and Fill Formatting
- Demo: Borders
- Demo: Fills
- Demo: More Formatting
- Summary

Move, Copy, & Color Sheets
- Introduction
- Sheets
- Demo: Color Sheets
- Demo: Hide and Unhide Sheets
- Demo: Move or Copy
- Summary

Format as a Table
- Introduction
- Format as a Table
- Demo: Format as a Table
- Demo: Table Styles
- Demo: Table Tricks
- Demo: Delete Table Rows
- Summary

Conditional Formatting
- Introduction
- Conditional Formatting
- Demo: Conditional Formatting
- Demo: Top/Bottom Rules
- Demo: More Conditional Formats
- Demo: Editing Rules
- Summary

Text Effects
- Introduction
- Text Effects
- Demo: Insert Objects
- Demo: Styling Objects
- Demo: WordArt
- Demo: Grouping
- Summary

Inserting Charts
- Introduction
- Inserting Charts
- Demo: Recommended Charts
- Demo: Recommended Charts Cont.
- Demo: Chart Formatting
- Demo: Chart Types
- Demo: Objects and Charts
- Summary

Inserting Graphics
- Introduction
- Inserting Graphics
- Demo: Screenshot
- Demo: Screen Clipping
- Demo: SmartArt
- Demo: Images from the Web
- Summary