Microsoft Excel 2016, Part 5 of 6: Printing and Sharing

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: Whether through printing or electronic file-sharing, most Excel files are created with the intention of distribution. In this course, Microsoft Office expert LeeAnne McManus explores the layout, printing, and sharing features you will need to understand in order to improve the final appearance of your Excel documents.

Course outline:

Inserting Headers and Footers
- Introduction
- Headers and Footers
- Demo: Headers and Footers
- Demo: More Headers And Footers
- Summary

Views
- Introduction
- Workbook Views
- Demo: Views
- Demo: Print Preview
- Demo: Page Setup
- Summary

Print Preview And Print
- Introduction
- Print Preview and Print
- Demo: Print Preview
- Demo: Print Settings
- Summary

Sharing
- Introduction
- Sharing Your Workbook
- Demo: Sharing
- Summary

Sparklines
- Introduction
- Sparklines
- Demo: Sparklines
- Demo: Sparklines Design
- Demo: Other Sparklines
- Summary

Quick Analysis
- Introduction
- Quick Analysis
- Demo: Quick Analysis
- Demo: More Quick Analysis
- Summary