Microsoft Excel 365, Part 4 of 5: Modifying Workbook

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

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 experts Leeanne McManus and Kari Hoien. 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, and 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 Continued
- 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

3D Models and Maps
- Introduction
- Demo: 3D Models
- Demo: 3D Maps
- Summary

Enhanced Inking and Improved Open File
- Introduction
- Enhanced Inking Features
- Demo: Enhanced Inking Features
- Improved Open File Features
- Demo: Open File
- Drawing, Image, and Shape Tools
- Demo: Pens
- Demo: Shapes
- Demo: Images
- Summary