

# Microsoft Excel 365, Part 5 of 5: Printing and Sharing

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**Meet the expert:** I'm Kari Hoiem. 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 &ndash; you name it &ndash; 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:** 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 and Kari Hoiem explore 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
- Collaborative Editing
- Demo: Collaborative Editing
- Demo: More Accessible PDFs

### • Summary

### Sparklines

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

### Quick Analysis

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

### Icons, Calendars, and Email Insights

- Introduction
- Add Icons to Our Workbooks
- Demo: Icons
- Demo: Icons Continued
- Calendar and Email Insights
- Demo: Insights Setup
- Demo: Email Insights
- Demo: Calendar Insights
- Summary