

EXE-103

# Discover the Basics of Formatting and Page Layout in Excel



## Objectives

With this training, you will be able to:

- Use formatting to customize the look and feel of your tables and reports
- Improve the layout of your tables and reports for efficient printing
- Master the most popular conditional formatting options

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	Beginner
<b>Number of participants</b>	7 participants
<b>Languages taught</b>	English - French

## Prerequisites

Have completed workshop EXE-101 or knowledge equivalent.

## Target audience

Managers and administrative staff

## Content

### 1- Formatting worksheet data

- Format numbers (accounting, percentage, thousands, drop-down list of choices)
- Change the number of decimals
- Align cell content
- Copy or delete formatting

### 2- Styles

- Use Cell Styles
- Apply a predefined style
- Table styles

### 3- Conditional Formatting

- Highlight Cells rules
- Top/Bottom rules
- Data bars, Colour Scales, Icons Sets
- Create a Conditional Formatting Rule

### 4- Using Multiple Worksheets

- Show Multiple Windows, the Workbook
- Group and separate consecutive and non-consecutive worksheets

### 5- Layout and Print

- Layout options
- Scaling
- Header and Footer
- Page Break Preview
- Print Preview and Print

## Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months