

# MS Excel

## Formatting a Worksheet

**Duration:** ½ day

### Description

Presenting a well formatted workbook helps to make the contents clear and easy for users to understand.

This half day module focuses on the formatting tools. It starts using the basic font and cell formatting options on the ribbon, progresses to copying and pasting cell formats and then introduces using cell styles and conditional formatting. Also covered are the tools to manage worksheets by renaming, colouring and re-ordering the sheet tabs.

### Prerequisites

Before attending this course, you should be competent in all skills covered in the following courses:

Office Basic Skills

Creating Basic Workbooks

### Competencies

Upon completing this course, you will be able to:

Change how cell contents appear.

Change the position of data in a cell.

Format cells with borders and shading.

Use saved cell styles to format cells.

Apply basic conditional formatting.

Copy cell formatting.

Rename and colour sheet tabs.

### Outline

#### Formatting Cell Contents

Change the font, size and appearance of cell contents

Use cell alignment tools

Change numeric formatting

#### Copying Cell Formatting

Use the Fill Handle

Use the Format Painter

Use Cut, Copy and Paste

#### Changing Cell Formatting

Add borders and shading

Use cell styles

Remove cell formatting

Use basic conditional formatting

#### Managing Worksheets

Change worksheet names

Change the colour of sheet tabs

Re-order worksheets