Excel - Fast formatting tips

Learn tips and tricks for fast formatting. Apply best practices and improve the layout and presentation of your Excel data quickly and easily.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Format fonts and colours
- Align text
- Set column widths
- Use cell borders
- Format numbers
- Use conditional formatting

Course Content

- Cell alignment
- Applying borders
- Row and column formatting
- Number formatting
- Number formatting techniques
- Conditional formatting