Excel – Giving visual impact to your spreadsheets

Description

This training will allow participants to make their spreadsheets more visually impactful, using formatting automation.

Niveau
Avancé
Course Content
Module 1: Conditional Formatting

- Setting up simple conditional formatting
- Understanding and applying conditional formatting of different types
- Managing conditional formatting rules
- Setting up complex conditional formatting with formulas
- Reproducing conditional formatting
- Find cells with conditional formatting
- Modify conditional formatting
- Delete conditional formatting

Module 2: Themes

- Understanding how themes work in Excel
- Modifying a theme
- Customizing a theme and save it
- Understanding the difference between theme colors and standard colors

Module 3: Sparkline Charts

- Create a sparkline chart
- Highlight specific values in a sparkline chart
- Display and customize axis settings

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Users who want to improve their spreadsheet formatting skills

Prerequisites

- Basic knowledge of Excel

Objectives

- Set up complex conditional formatting
- Modify and customize the theme of their worksheets
- Use Sparkline charts

Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)
0.5
Reference
MOE-24