



Excel - Giving visual impact to your spreadsheets

Description

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

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

Niveau

Avancé

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-24