

Microsoft Excel Module 6: Customising Excel

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Excel.

Objectives: The following objectives will be covered in the course:

- Formatting a Worksheet
- Customising the Work Area
- Graphics

Course Outline:

Formatting a Worksheet

- Formatting a Worksheet
- Number Formats and Text Alignment
- Copying and Pasting Formats
- Special and Custom Formatting

Customising the Work Area

- Working with Built-In Toolbars
- Using Custom Toolbars
- Creating and Using Styles
- Using Templates

Using Graphic Objects

- Adding Graphic Objects
- Formatting Graphic Objects
- Using Graphic Objects to Enhance Worksheets and Charts