

Excel 2010/2013 Advanced Formatting and Worksheet Management

Audience	This course is appropriate for those who are skilled in the basics of Excel. Students should have created and edited worksheets using basic commands such as insert, delete, copy, and format. They should be able to identify and select cell ranges, and create basic formulas. They should be able to open, save, and print files.
Description	The course uses a combination of lecture, demonstration, and hands-on exercises to familiarize students with worksheet management in Excel. Students learn to manage large worksheets, define named ranges, freeze and hide columns and rows, and set print titles.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Find and replace cell contents■ Format cells with conditional and custom formats■ Work with multiple sheets in a workbook■ Copy and move cells between worksheets and workbooks■ Create a name for a range of cells and use the name in various ways■ Hide rows and columns in a worksheet■ Freeze titles on the screen■ Set print titles and page breaks for printing
Length	½ day (3.5 hours)

I. Expanded Selecting and Formatting

- A. Finding Content in Cells
- B. Finding and Replacing Cell Contents
- C. Selecting Special Worksheet Areas
- D. Applying a Theme
- E. Modifying a Theme
- F. Creating a Custom Number Format
- G. Applying Conditional Formatting

II. Expanded Workbooks

- A. Grouping Worksheets in a Workbook
- B. Moving Worksheets
- C. Copying a Worksheet
- D. Hiding and Unhiding a Worksheet
- E. Dragging Cells between Worksheets
- F. Adding Worksheet Properties



III. Naming

- A. Using Names
- B. Defining a Named Range
- C. Applying Names
- D. Creating Multiple Names
- E. Deleting and Editing Names
- F. Listing Range Names

I. Viewing and Printing Large Worksheets

- A. (Optional) Moving through Large Worksheets
- B. Hiding Rows and Columns
- C. Viewing the Worksheet through Panes
- D. Freezing Rows and Columns
- E. Using Page Layout View
- F. Setting Page Breaks
- G. Setting Print Titles and Print Area