



Microsoft Excel 2007 Mini-Series: Formatting Course Outline

Section 1 - Formatting Worksheets

- Adjusting Column Width
- AutoFill for Data Series
- Entering Data in a Selected Range
- Formatting Dates
- Formatting Numbers
- Commas, Symbols, and Decimals
- Applying Cell Formats
- Font Face, Size and Color
- Repeat Command
- Cell and Text Alignment
- Data Orientation
- Borders and Shading
- Conditional Formatting
- Format Painter
- Spell Check
- Naming Tabs
- Deleting and Adding Worksheets
- Tab Color

Section 2 - Creating and Managing Lists

- Creating Lists
- Data Forms
- Adding Records
- Finding Records
- Deleting Records

Section 3 - Sorting and Filtering Lists

- Quick Sorts
- Custom Sorts
- Custom Lists
- Filtering Lists
- Multiple Criteria
- Custom Filters
- Restoring Records
- Filtering by Color
- Blanks
- Removing Filters
- Subtotals
- Hiding and Displaying Data Detail
- Removing Subtotals
- Hiding Columns
- Clearing Outlines
- COUNTIF Function
- SUMIF Function