

Training Solutions, Inc.

## **Microsoft Excel 2010 Mini-Series: Formatting and Lists**

### **Section 1 - Formatting Worksheets**

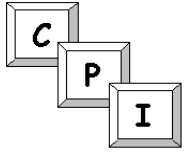
- Setting column width
- Using AutoFill
- Formatting numbers
- Applying cell formats
- Using the Format Painter
- Spell Check
- Applying worksheet formats

### **Section 2 - Creating and Managing Lists**

- Creating Excel Lists
- Managing Excel Lists
- Adding the Data Form to the Quick Access Toolbar
- Using criteria in the Data Form

### **Section 3 - Sorting and Filtering**

- Sorting by a single field
- Sorting by multiple fields
- Building Custom Lists
- Filtering lists
- Status bar calculator
- Applying conditional formats
- Adding SubTotals
- Special List Functions



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