

Excel 2016 - Formatting and Proofing

The Excel 2016 - Formatting and Proofing course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will use AutoFill and Paste options, modify and group worksheets, insert rows and columns apply styles, and format worksheets. You will also use proofing tools, Flash Fill and record macros.

The estimated time to complete this course is 3 hours and 14 minutes.

Creating Cell Data

AutoFill and Paste Options

- Using AutoFill
- Paste Options
- Paste Special

Formatting Cells and Worksheets

Modifying Worksheets

- Modifying Worksheets
- Hiding Rows in Worksheets
- Unhiding Rows
- Hiding Columns
- Unhiding Columns
- Hiding Worksheets
- Unhiding Worksheets
- Grouping Worksheets
- Ungrouping Worksheets
- Inserting Multiple Rows
- Inserting Multiple Columns
- Moving Columns
- Opening New Windows
- Arranging Windows
- Hiding Windows
- Unhiding Windows

Cell and Table Styles

- Cell Styles
- Applying Cell Styles
- Removing Cell Styles
- Custom Cell Styles
- Applying Custom Styles
- Modifying Cell Styles
- Applying Table Styles
- Total Row Option
- Table Titles
- Inserting Columns
- Inserting Rows
- Changing Table Styles
- Removing Table Styles
- Quick Analysis Tools

Formatting Worksheets


- Worksheet Backgrounds
- Adding Washout Images
- Resizing Images
- Changing Column Width
- Changing Row Height
- Transposing Data

If you require any further information please contact NYES:

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- Themes
- Modifying Theme Colours
- Theme Fonts

Applying Themes

- Theme Effects
- Saving Themes
- Change the Default Theme

Proofing and Macros

Proofing Tools

- Error Checking Settings
- Using the Error Checking Tool
- Spell Checking Worksheets
- Using AutoComplete
- Using AutoCorrect
- Using AutoCalculate

Flash Fill and Macros


- Flash Fill
- Macros
- Recording Macros
- Running Macros
- Adding QAT Buttons
- Changing Button Icons
- Displaying Shortcut Keys
- Macro Security

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