

Réf : En_EB31-731

Excel (2024 and Microsoft 365 versions)

Finalising tables: formatting and printing

Aim

This course aims to teach advanced formatting and how to manage its printing. After taking this course, you will be able to properly finalise all types of data tables.

Target audience

Any user who wishes to discover or deepen Excel's basics.

Level required

No prior knowledge of Excel is necessary

Estimated time to complete the essential modules

2 h 35
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel (2024 and Microsoft 365 versions) – Formatting tables



MEDIAplus
eLearning

This module offers interactive training consisting of 25 training videos and 25 exercises.

Format your data - Theme

- Simple number formats
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders
- Format painting
- Merging cells
- Cell contents orientation
- Cell styles
- Control date and date formats

Edit the spreadsheets - Theme

- Column width and row height
- Inserting and deleting rows, columns and cells
- Managing sheets: Sheet name and tab colour
- Managing sheets: inserting, deleting and adding a background
- Managing sheets: Moving, copying, hiding

Improve table formatting - Theme

- Applying
- Displaying several lines in one cell
- Custom formats
- Conditional formatting
- Managing conditional formatting
- Hiding sheet items • Creating and using templates
- Editing and deleting templates
- Creating a custom theme

Excel (2024 and Microsoft 365 versions) – Printing tables



MEDIAplus
eLearning

This module offers interactive training consisting of 6 training videos and 6 exercises.

Print your tables - Theme

- Page layout
- Print preview and printing
- Repeating rows/columns on printed pages
- Page breaks
- Print areas
- Headers and footers

► Complementary material

Excel (2024 and Microsoft 365 versions) – Table creation basics



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