MICROSOFT® EXCEL®: Worksheet Formatting, Conditional Formatting and Printing

Learn how to formatting your worksheets for a polished and professional look, conveying visual clarity and comprehension.

Have you ever struggled with:

- Stylizing background coloring, patterning and bordering to columns, rows and cell ranges?
- Copying the formatting of one or more cells onto one or more other cells?
- Creating conditional formatting rules that you set forth?
- Using alignment tools to position and orientate data within cells?
- Applying formatting rules based on conditional rules?

Stop struggling with these kinds of questions and come to learn the answers!
This 1 day in-depth, focused training session can take your Excel knowledge to the next level.
Join the elite few who have mastered some of Excel's most powerful formatting options.

Format your Excel documents

- Format text, numbers and dates using the tools located on the ribbons, dialogue boxes, the mini toolbar and via keyboard and mouse shortcuts.
- Use the find and replace tool to replace specific and multiple combinations of formatting with different ones in some or all of your worksheet.
- Create and apply styles to selected areas and also how to modify and remove them.
- Apply preset conditional format rules and create your own customized ones also learn to modify and remove these formatting rules.
- Add instant personality using themes that effect colors, fonts and the overall way objects look on the worksheet.
- Learn all that you need to know when printing worksheets.
- Modify headers and footers, rearrange paging order, page orientation and insert, move and remove page breaks.

Add another dimension with conditional formatting

- Create rules that apply alternating formatting for groups of rows and columns.
- Create rules that format cells whose values are "greater than", "less than", "between" and "equal to" a certain value.
- Design rules that contain certain dates, text values or duplicate values.

- Apply statistical rules that apply formatting based on "top and bottom" value tiers as well as above and below overall averages of the entire range in question.
- Add horizontal data bars in the background of cells whose lengths are based on each cell's value relative to the entire range in question.
- Add color scales (heat mapping) to cells that consists of single and multiple colors and gradients that change relative to the entire range in question.
- Apply icon set formatting where cells will partially be filled with directional arrows, shapes, indicators and ratings icons for powerful eye-catching effects.
- Learn how to apply multiple formats to the same range and remove some or all from a range of cells.
- Learn how to create new customized rules based on any of the existing rules that are currently available in the program.
- Apply conditional formula rules to format row based on values in one or more cells on that row.
- Create project Gantt charts using conditional formatting

Registration Information

Time: Workshops scheduled from 9:00 a.m. to 4:30 p.m.

Pricing: 1-2 attendees $295 per person, 3+ attendees $255 per person.

Location: Hilton Garden Inn O'Hare, 2930 S. River Road, Des Plaines, IL 60018
(Just north of Devon Avenue, past Rivers Casino.)
Click here to download a map and directions.

To register or for additional information either email, phone or complete the online registration form.
Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or
Phone: (630) 495-0505 or (800) 869-7497.

Register online: Complete form by clicking here. If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

To see a complete list of our current workshops click here.

Customized live onsite workshops or virtual workshops are also available.
Please contact us with any questions or concerns you may have. Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or phone: (630) 495-0505 or (800) 869-7497.