

MICROSOFT® EXCEL® SPREADSHEET FORMATTING, GRAPHS AND GRAPHICS

Easily and quickly format your Excel spreadsheet to make it more appealing, easier to read and effectively communicate the message by conveying the 'picture'.

Microsoft Excel has the power to persuade. Join us to learn how to format your spreadsheets and incorporate Graphs and Graphics to convey the message more efficiently and effectively by tapping into these tools.

Have you ever struggled with how to:

- Making your excel spread look more appealing?
- Tracking changes made to your Excel spreadsheet?
- Managing conditional formatting rules?
- Displaying multiple lines of text in a single cell / row?
- Add graphics to your graphs to enhance their appeal?
- Create a variety of graphs and charts?

Stop struggling with these kinds of questions and come to learn the answers!

Join us for this 1 day in-depth, focused training session and mastered these skills and so much more.

During this session you will learn:

Data and Cell Formatting and Formatting Using the Data Table Feature

Format Management Tools and Views

Number and Other Values Formatting

- Use Number Dialogue for Powerful Formatting
- Special Formatting Tools for Phone and Zip Data
- Create Custom Number Formatting with Ease

Data Alignment Tools

- Display Multiple Lines of Text in a Single Cell/Row
- Change the Orientation to Vertical and Diagonal
- Apply Special Alignment Effects Using Indenting
- Use Alignment Dialogue for Powerful Alignments

Conditional Formatting

- Learn to Add Single and Multiple Ranges of Format
- Formatting That Changes Based on Cell Value

Your Total Training Resource

- Font and Background Coloring Based on Values or Statistical Values
- Apply Data Bars within Cells Based on Value
- Add Icons to Cells Based on Certain Values
- Create, Manage or Remove Conditional Formatting Rules

Share and Protect | Track Spreadsheet Changes

- Set Passwords to Prevent Unauthorized File Open
- Prevent Editing of Some or All Worksheet Ranges
- Set the Spreadsheet File to Share Mode - without Users getting the Read-Only Errors
- Track the Changes Made by Multiple Users
- Choose Which Changes to Make Permanent

Graphs, Charts and Graphics:

- Learn which graph types are best to use with what data
- Create a variety of graph types including bar, line, pie, scatter and many others
- Learn how to include multiple areas of worksheet data in your graphs
- Format, edit and manipulate your graphs
- Learn how to mix graph elements for special effects
- Add graphics to your graphs to enhance their appeal and focus on certain data
- Draw and edit shapes and graphics on your worksheets
- Work with AutoShapes, WordArt, clipart and digital pictures
- Add SmartArt diagrams including organizational charts, flowcharts, pyramids, lists and much more
- Manage the layout and positioning of drawings and graphics using alignment, grouping and distribution tools
- Insert special comments and symbols.



“Your Total Training Resource”

Registration Information

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

Pricing: 1-2 attendees \$275 per person, 3+ attendees \$245 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.