Formatting Excel Objects

Introducing Wired Brain Coffee

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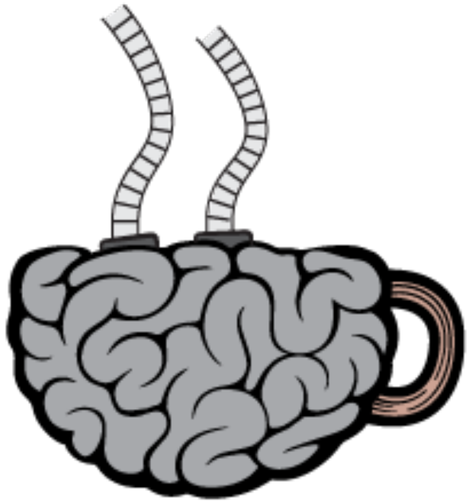
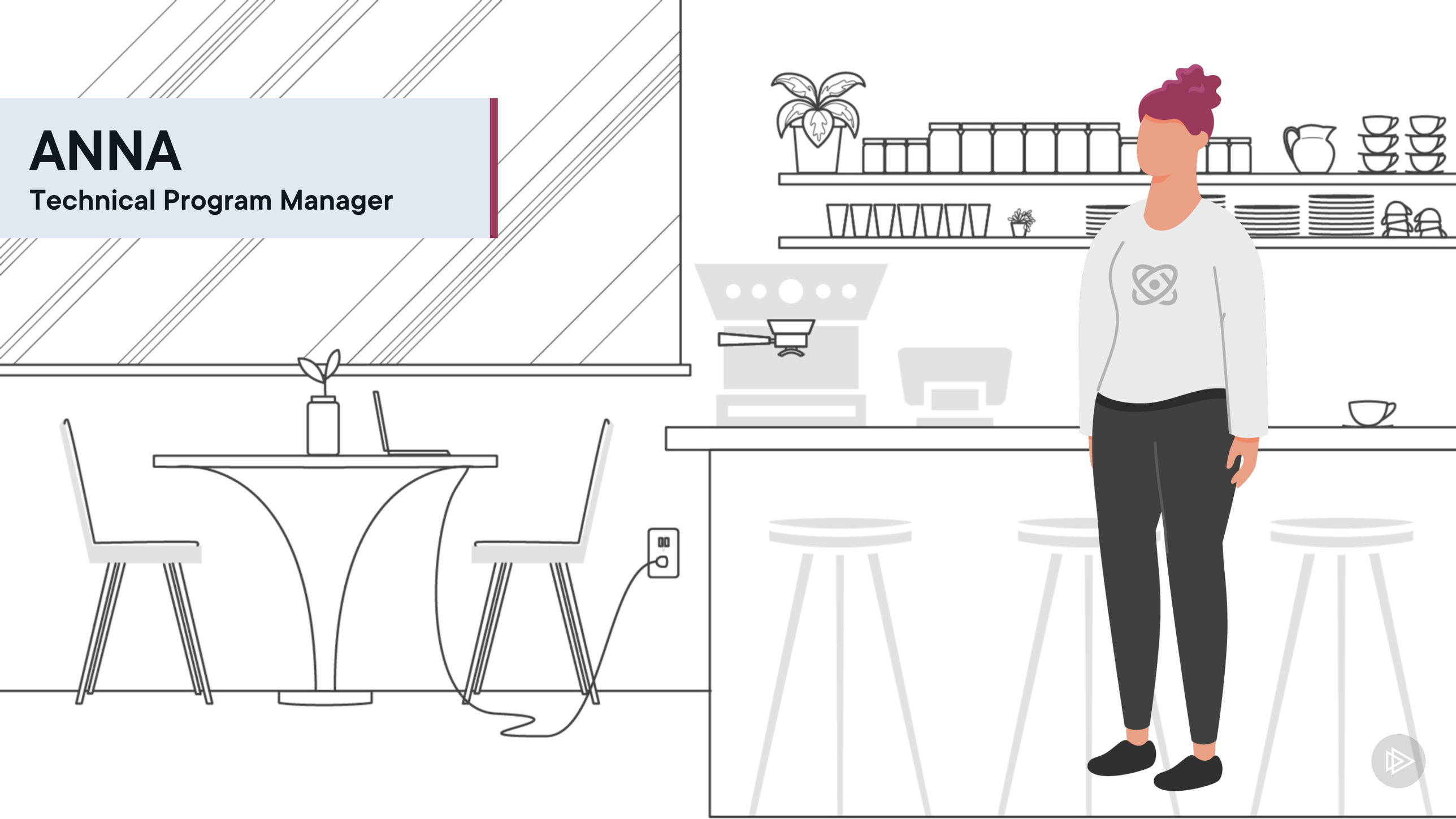


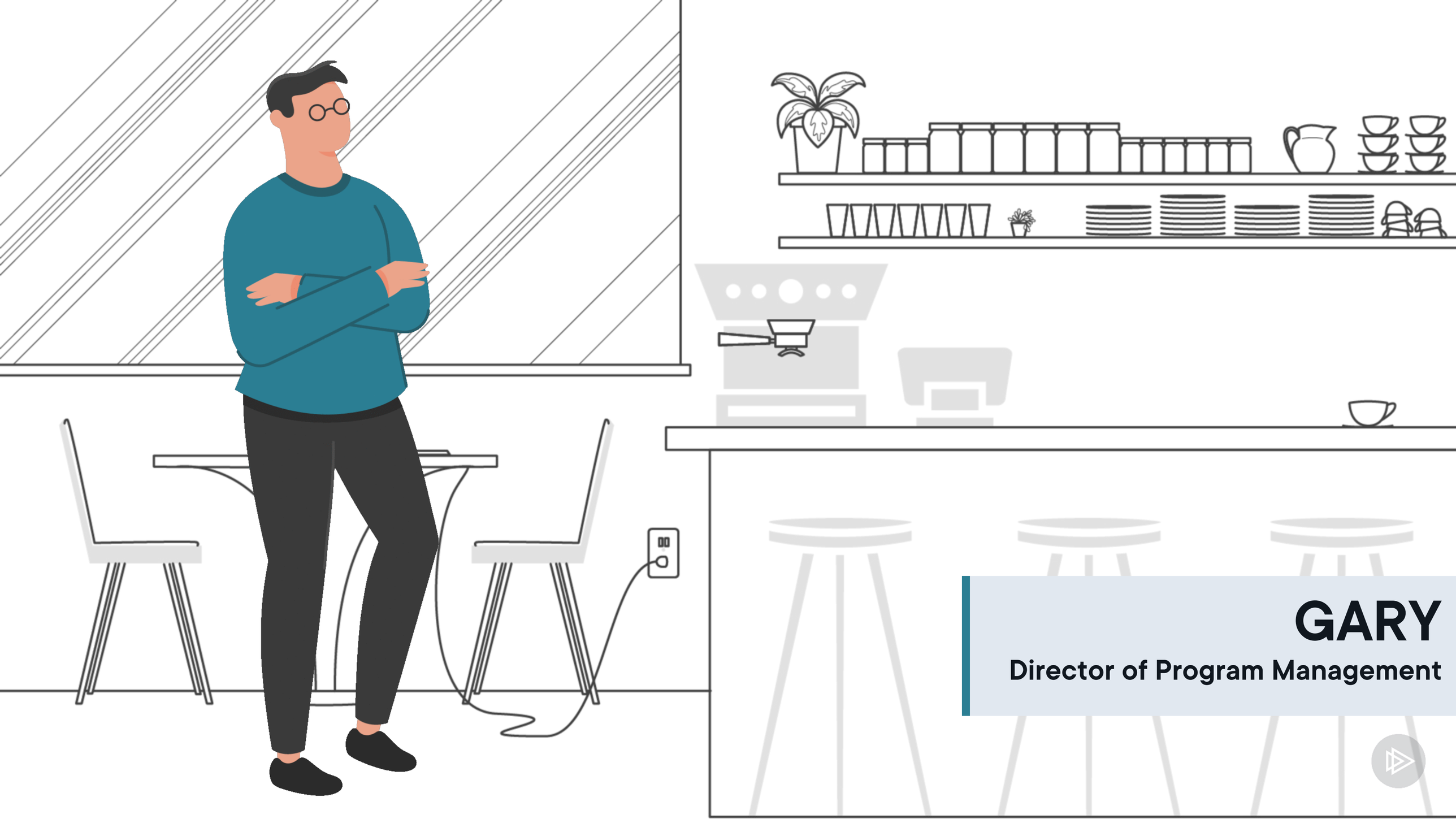
WIRED BRAIN

COFFEE

ANNA

Technical Program Manager





GARY

Director of Program Management

Team Meeting

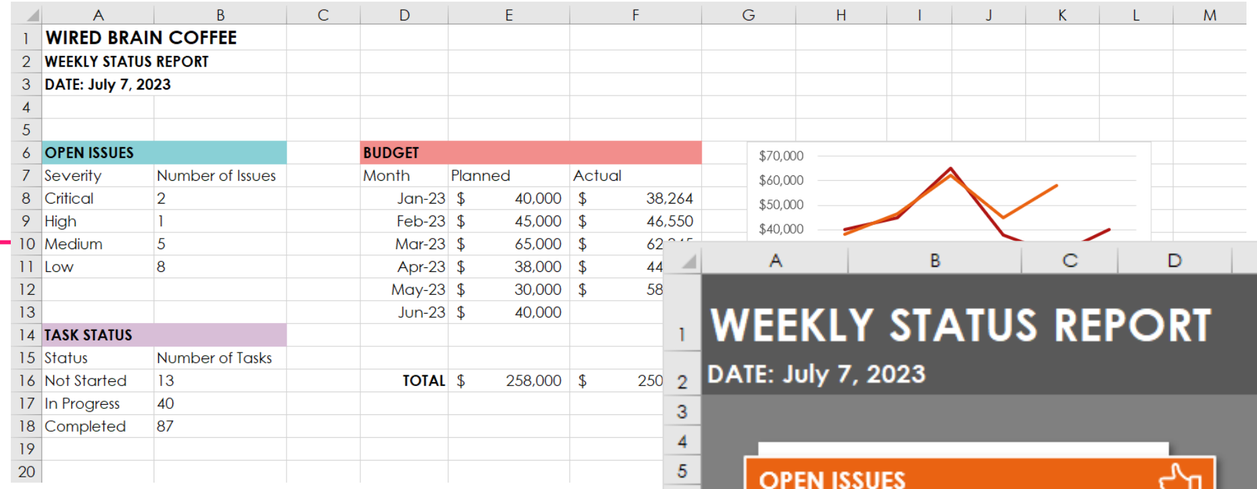
"Here's that report you asked for, Gary."

"Yeah, I'm not sure what I was expecting, but this isn't it. Can you go ahead and make something better?"

"Oh, and I'll need you to present this to the leadership team on Monday. I'm going on vacation."

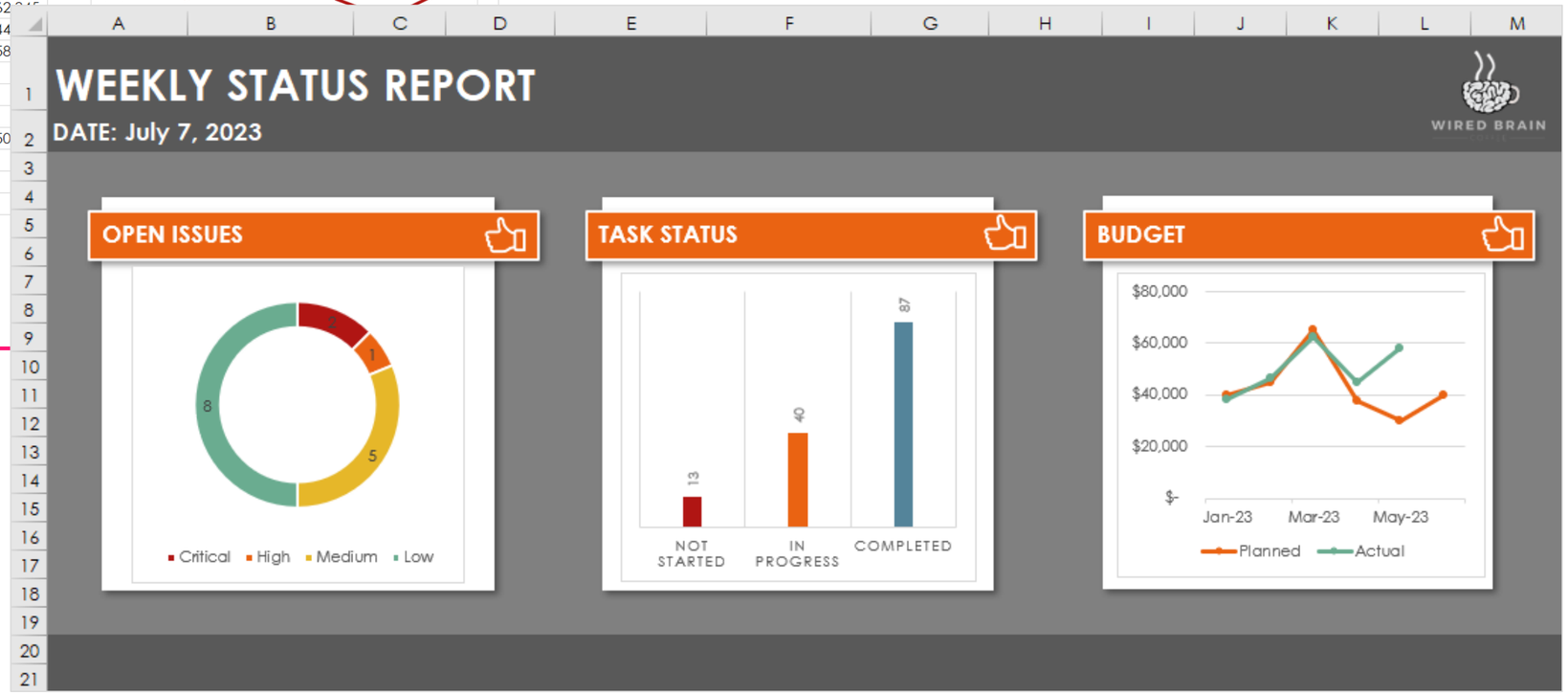
What You'll Learn in This Course

What’s in It for You



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WIRED BRAIN COFFEE												
2	WEEKLY STATUS REPORT												
3	DATE: July 7, 2023												
4													
5													
6	OPEN ISSUES			BUDGET									
7	Severity	Number of Issues		Month	Planned	Actual							
8	Critical	2		Jan-23	$ 40,000	$ 38,264							
9	High	1		Feb-23	$ 45,000	$ 46,550							
10	Medium	5		Mar-23	$ 65,000	$ 62							
11	Low	8		Apr-23	$ 38,000	$ 44							
12				May-23	$ 30,000	$ 58							
13				Jun-23	$ 40,000								
14	TASK STATUS												
15	Status	Number of Tasks											
16	Not Started	13		TOTAL	$ 258,000	$ 250							
17	In Progress	40											
18	Completed	87											
19													
20													

Go from this...



...to this

Course Overview

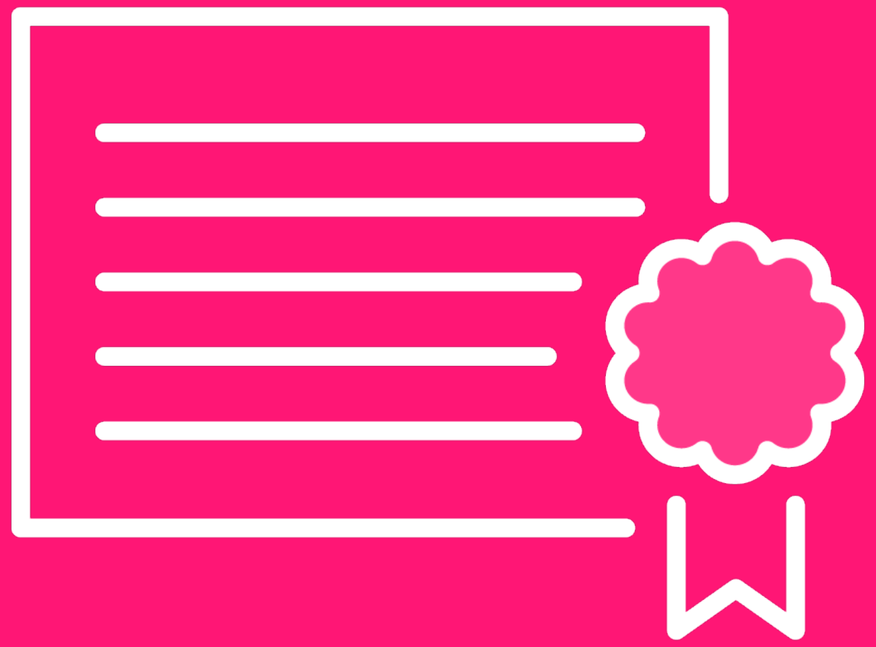
Introducing Wired Brain Coffee

Text Boxes, Shapes and Pictures

Charts

Course Summary and Next Steps

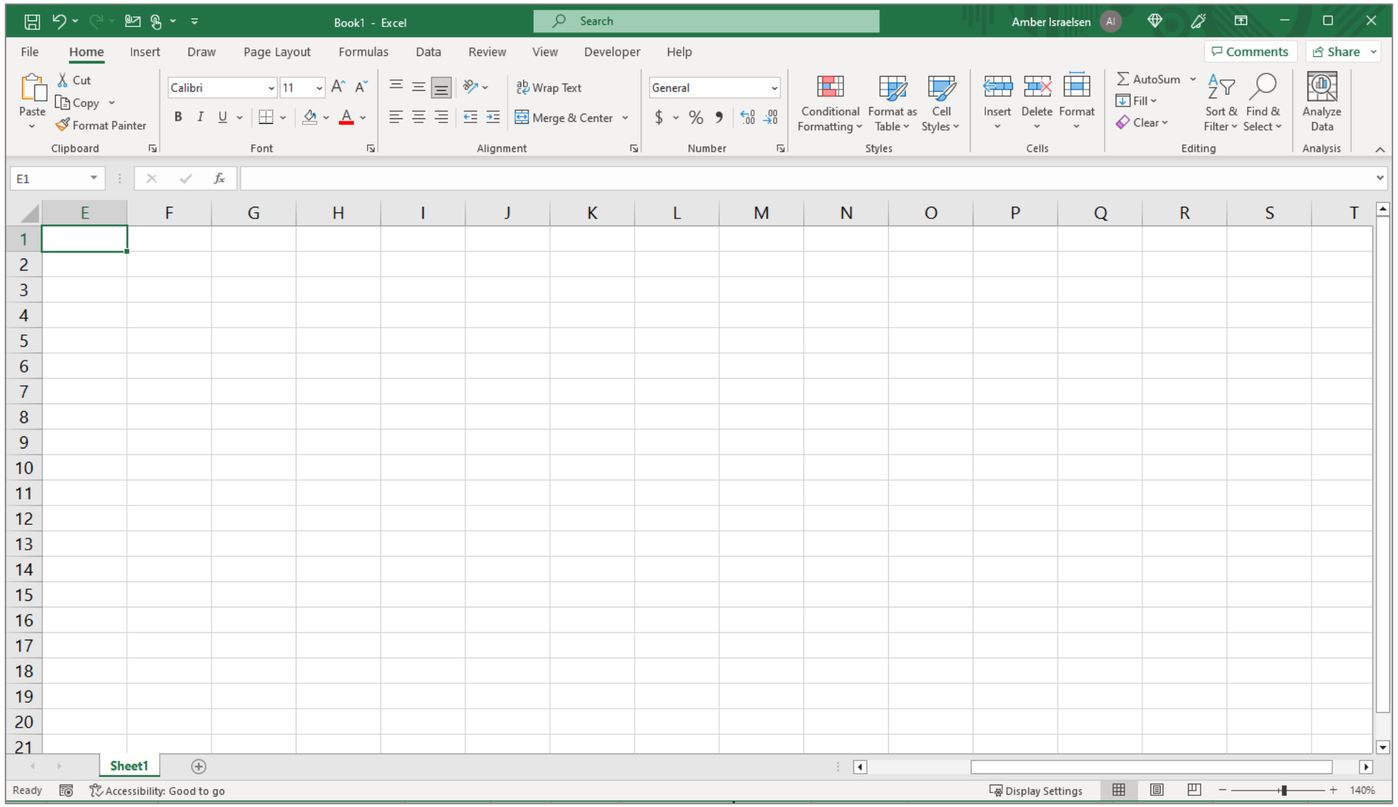
Target Audience



Prerequisites

Familiarity with Excel
Basic data literacy

What You'll Need

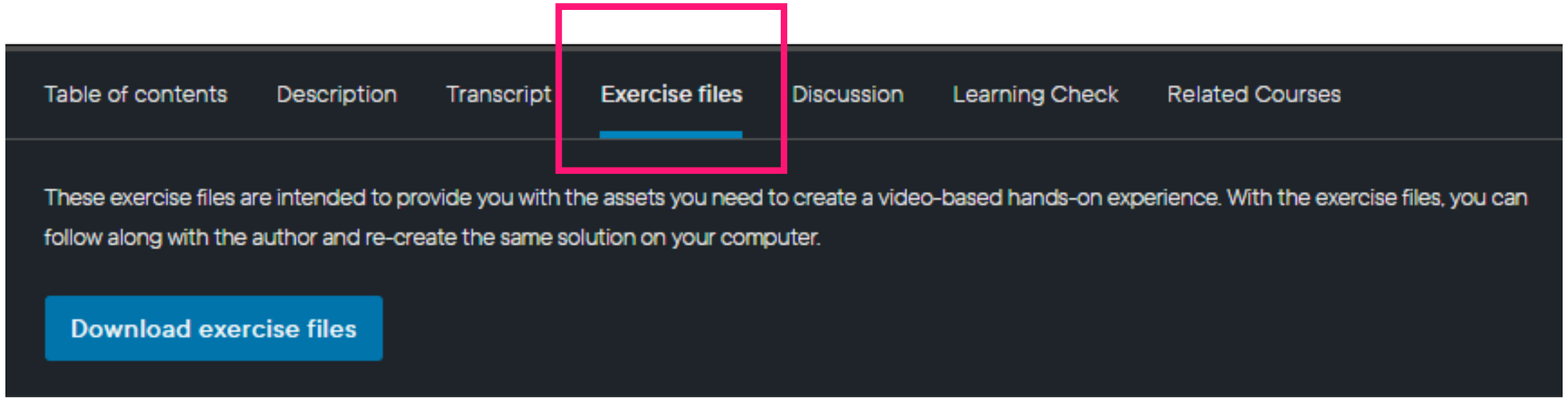


Microsoft Excel 2013, 2016, 2019 or Microsoft/Office 365

(I'm using desktop version)

products.office.com/en-us/excel

Exercise Files



There are many ways to do things in Excel!

Up Next:

Text Boxes, Shapes and Pictures