**Additional resources: Creating workbook content**

Microsoft Excel offers users many ways to transform the appearance of content in a worksheet. Correctly applied formatting can help to inform the reader and provide visual insights. It can also make information easier to find or emphasize specific results. The linked pages provided in this reading contain additional information on useful ways to work with content and apply formatting.

Please note that some of the pages linked here may contain references to, or screenshots from, a particular version of Excel. Make sure to check if the information is relevant to your version of Excel.

You’ve explored how to select cells in a worksheet. Refer to [Microsoft Support](https://support.microsoft.com/en-us/office/select-cell-contents-in-excel-23f64223-2b6b-453a-8688-248355f10fa9) to discover more useful ways to quickly select cells or blocks of cells using keyboard shortcuts or the mouse. You can also refer to [Microsoft Support](https://support.microsoft.com/en-us/office/move-or-copy-cells-and-cell-contents-803d65eb-6a3e-4534-8c6f-ff12d1c4139e) for guidance on copying, moving, and pasting data in Excel.

Find out how to search for specific text or numbers in your worksheet using Excel's find and replace feature in the following [Microsoft Support](https://support.microsoft.com/en-us/office/find-or-replace-text-and-numbers-on-a-worksheet-0e304ca5-ecef-4808-b90f-fdb42f892e90) guide. The guide also includes instructions on how to use wildcards for more advanced searches.

Expand on your knowledge of merging cells in Excel to create titles or headings that span multiple columns or rows, and unmerging cells when you need to split them back into individual cells, using the [following guide](https://support.microsoft.com/en-us/office/merge-and-unmerge-cells-5cbd15d5-9375-4540-907f-c673a93fcedf).

Borders are another useful Excel feature you’ll need to familiarize yourself with. You can make use of the information at [this link](https://support.microsoft.com/en-us/office/apply-or-remove-cell-borders-on-a-worksheet-dc8a310b-92e3-46a7-9f17-2ab745810f4a) to learn how to use borders in Excel to highlight specific cells, create visual boundaries between different sections of your worksheet, or add a professional touch to your tables.

You may have questions about using date and time data in Excel. Refer to the [Microsoft Support guide](https://support.microsoft.com/en-us/office/format-a-date-the-way-you-want-8e10019e-d5d8-47a1-ba95-db95123d273e) to explore different ways to display date and time formats in Excel, which is essential for business data.

As you progress, you’ll encounter different styles of workbooks. Review the guidance at [the following link](https://support.microsoft.com/en-us/office/create-a-new-workbook-ae99f19b-cecb-4aa0-92c8-7126d6212a83) to learn how to create new workbooks using templates that have a particular look or contain specific content. You can also access [Microsoft Support](https://support.microsoft.com/en-us/office/free-excel-for-the-web-templates-a9d5d175-a7c8-4f86-9211-b5311ee36a60) for a range of free Excel templates to suit many data types or tasks.

By utilizing these additional resources, you can deepen your understanding of creating workbook content in Microsoft Excel. You'll also gain practical insights into implementing these concepts in real-world scenarios, empowering you to apply your knowledge effectively.