

Excel Skills for Business:
Essentials

Macquarie University

Overview

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Grades

Notes

Discussion Forums

Week 3

Excel Skills for Business: Essentials

Week 3

Discuss this week's modules here.

1444 threads · Last post 5 hours ago

Go to forum

Formatting



Formatting helps to highlight key messages and make the data presentable. This module covers several formatting tools like font formatting, borders, alignment, number formatting, as well as the Excel styles and themes.

Learning Objectives

- Give examples of key formatting tools and their uses in Excel
- Modify spreadsheets with Excel styles and themes
- Explain the use of number formatting in Excel
- Format a raw data set using Excel formatting tools

Less

Scenario: Formatting Spreadsheets

Video: Week 3 Introduction 2 min

Resume

Video: Week 3 Discussion 3 min

Practice Videos and Challenges

Reading: Download the Week 3 workbooks 5 min

Video: Practice Video: Formatting 3 min

Practice Quiz: Formatting 5 questions

Video: Practice Video: Borders 3 min

Practice Quiz: Borders 3 questions

Video: Practice Video: Alignment Tools 4 min

Practice Quiz: Alignment Tools 3 questions

Video: Practice Video: Format Painter 3 min

Practice Quiz: Format Painter 4 questions

Video: Practice Video: Number Formats 5 min

Practice Quiz: Number Formats 3 questions


Video: Practice Video: Styles and Themes 5 min


Practice Quiz: Styles and Themes 3 questions

Video: Week 3 Wrap-up 1 min

Reading: Week 3: Practice Challenge 30 min

Toolbox


 **Reading:** Week 3: Keyboard Shortcuts and Ninja Tips 10 min

 **Video:** Graphics 6 min

Assessment

 **Quiz:** Formatting: Test your skills 11 questions Due May 24, 1:59 AM CDT

Optional Materials

 **Reading:** Week 3: Excellent Tips and Resources 15 min

