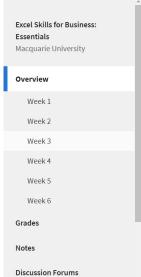




What do you want to learn?







# Week 3

Excel Skills for Business: Essentials

### Week 3

Discuss this week's modules here. 1444 threads · Last post 5 hours ago

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## **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**

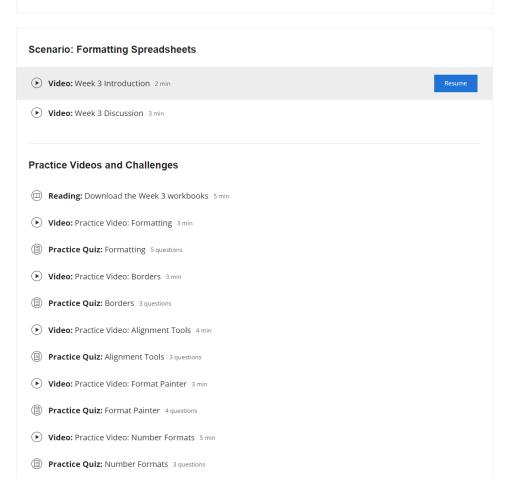
- Give examples of key formatting tools and their uses in Excel
- · Modify spreadsheets with Excel styles and themes
- Explain the use of number formatting in Excel
- Format a raw data set using Excel formatting tools

▶ Video: Practice Video: Styles and Themes 5 min Practice Quiz: Styles and Themes 3 questions

Reading: Week 3: Practice Challenge 30 min

▶ Video: Week 3 Wrap-up 1 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

