

Microsoft Excel

User-Friendly Spreadsheets



Use Tools to Improve Presentation

- Use column widths and alignment tools effectively
- Use row heights and alignment tools effectively
- Use indent tools to create horizontal space
- Use the Wrap Text tool
- Use the Merge and Center tool

Use Tools to Make Sheets Easier to Use

- Apply a tab colour
- Insert a comment
- Insert an input message
- Use conditional formatting to highlight blank cells
- Convert data to a table
- Insert a slicer
- Set a print area

Use Functions to Make Sheets Easier to Use

- Use the TODAY Function
- Use the MONTH Function
- Use the YEAR Function
- Use the TEXT Function
- Use the IFERROR Function
- Use the ISERROR Function
- Use the IF Function to hide the result of a formula if a cell is empty
- Use the IF Function to display a message depending on the value entered within a cell
- Use the VLOOKUP Function to automate data entry
- Use the VLOOKUP Function to lookup data in a different sheet
- Use the VLOOKUP Function within an IFERROR Function

Use Data Validation

- Validate values entered
- Validate dates entered
- Create a drop-down list using comma separated values
- Create a drop-down list using a cell range
- Apply a conditional formatting linked to a drop-down list
- Create a cascading drop-down list
- Change text entered to uppercase
- Prevent extra space from being entered
- Prevent duplicate data from being entered
- Insert an error alert message
- Switch off error alerts

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Insert a Combo Box

- Display the Developer Ribbon
- Insert a combo box
- Setup control properties
- Link a combo box to a VLOOKUP Function

Protect Cells, Sheets and Workbooks

- Protect cells in a worksheet
- Change protection settings
- Hide formula used within a cell
- Hide a sheet
- Unhide a sheet
- Protect the workbook structure
- Create a password to open a workbook
- Create a password to modify a workbook

Share a Workbook and Track Changes

- Share a workbook
- Highlight changes made by users
- Display changes in the history sheet
- Accept or reject changes made by users
- Protect and share a workbook

Save a Workbook as a Template

- Save a file as a template
- Modify a template
- Delete a template

Insert Hyperlinks and Objects

- Insert a hyperlink to a web page
- Insert a hyperlink to a file
- Insert a hyperlink to a folder
- Insert a hyperlink to a cell
- Insert a hyperlink to a cell in another document
- Edit the text used in a hyperlink
- Remove a hyperlink
- Create a user-friendly button
- Assign a hyperlink to a button
- Use the Object tool to insert a blank Microsoft Word document
- Use the Object tool to insert an existing file
- Use the Object tool to create a link to a file