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## Session Four: Making Your Worksheets Look Professional

It is only shallow people who do not judge by appearances.

*Oscar Wilde (1854 - 1900)*

Never under-estimate the importance of presentation. In many areas of life it is valued more than content.

This session will enable you to make your worksheets get noticed.

By the end of this session everybody will be convinced that you are an Excel genius because your worksheets will be visually excellent.

### Session Objectives

By the end of this session you will be able to:

- Format dates
- Understand date serial numbers
- Format numbers using built-in number formats
- Create custom number formats
- Horizontally and Vertically align the contents of cells
- Merge cells, wrap text and expand/collapse the formula bar
- Understand themes
- Use cell styles and change themes
- Add color and gradient effects to cells
- Add borders and lines
- Create your own custom theme
- Create your own custom cell styles
- Use a master style book to merge styles
- Use simple conditional formatting
- Manage multiple conditional formats using the Rules Manager
- Bring data alive with visualizations
- Create a formula driven conditional format
- Insert a Sparkline into a range of cells
- Apply a common vertical axis and formatting to a Sparkline group
- Apply a date axis to a Sparkline group and format a single Sparkline
- Use the Format Painter
- Rotate text