

Excel Module 1

Changing the Appearance of a Worksheet

**Microsoft Office 2016
Introductory**

Student Learning Outcomes

- Change Column Width and Row Height
- Position Data within a Cell
 - Align Text
 - Wrap Text
 - Rotate Text
 - Indent
 - Merge and Center
- Change Cell Appearance
 - Fill Color
 - Font Color
 - Font Dialog Box

Objectives (continued)

- Change Number Formats
 - Accounting Format
 - Currency Format
 - Percent Format
 - Number Format
 - Comma Style
- Apply Cell Styles
- Clear Formats