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## Advanced microsoft excel 2013 training pdf

Do you have experience in Excel and want to improve your skills or take an Excel basic course? This online course will help you learn intermediate and advanced Excel technologies. Supports Excel for Windows 2010, 2013, 2016, 2019, Microsoft 365. Also available: In Excel Advanced for Mac. 28. you'll learn how to find a value using VLOOKUP, create and format PivotTables, save basic macros, and more. Regardless of whether you use Excel for work or study, these tutorials will help you on your journey to become An Excel Ninja! Learn more about how GoSkills Excel certification can boost your career. The course is compatible with Excel 2010, 2013, 2016, 2019, and Microsoft 365 (formerly Office 365). Videos are saved in Microsoft Excel 2019, 2016, and 2013 for PC, and if the user interface is significantly different, Excel 2010 videos are also offered. If you've never used Excel before, try our basic course or beginner for advanced lessons in our combined basic and advanced course. If you want to learn more advanced techniques, check out our Macros and VBA course. Want to be a more powerful Excel user? Start learning the top 200 Excel shortcuts for PC and Mac. After signing up, our friendly support team and tutor are here to help with course-related surveys. Page 2 Learn how to use built-in number styles and create your own custom style packs. There are several versions of this lesson available, choose the version that suits you: 2013, 2016, 2019/365. Apply built-in number styles and create your own custom style packs. There are many advantages to using styles, but probably the biggest is the ability to update the look and feel of spreadsheets with little effort. Instructions Using built-in styles Select D4:D20, go to the Home tab Click the \$ sign in the Number group To select A3:D3, go to the Home tab &gt; Cell Styles &gt; Heading 2 These styles are the same throughout the workbook Create custom styles Go to the Home tab &gt; Cell styles, and then click New Cell Style Type DE\_Values Note that the cells will turn green. You can now train users to enter data only in green cells By updating the built-in styles, let's say head office asks you to turn green orange go to the Home tab &gt; Cell Styles &gt; right-click DE\_Values and click Edit Click Format, Change Fill, and click OK to return to the worksheet Each cell in the workbook where this style is applied, immediately respond to changes Sign in to download 00:04 In this video we are talking about styles that are mainly 00:08 prepackaged design that you can apply in different areas. 00:13 Why is this important? 00:15 Is it really possible if you set styles in advance, 00:17 will update your workbook very quickly when someone wants some changes things to make 00:21 life much easier. 00:22 So this is a good groundwork that you can set at 00:25 to make sure your renovation is simpler. 00:29 Styles have now been built. 00:30 If I went in and said let's go and grab the headlines, I could 00:33 go into cell styles and pick one of the title and title styles here. 00:37 So that I could turn this into, say, a headline at the top of my report. 00:41 And I know that all of the workbook uses this heading style of 00:45, it looks exactly the same. 00:48 However, as styles become more effective, 00:50 is a place where we really start creating our own. 00:53 These areas are data entry cells. 00:55 I want to tell my users that green means go. 00:57 So I always color the data entry cells green. 01:01 I want to create a certain style for these. 01:04 I'm going to move to cell styles and choose a New Cell Style. 01:09 The first thing it asks of me is a name. 01:11 At the moment this is called Style 1. 01:13 I give it the name DE\_Values, so here are the data entries for the values. 01:21 We have the opportunity to change a few different things on the way here, 01:24 It tells the reading form. 01:26 I'm going to leave a checkbox on it because I definitely want to control this. 01:29 I'm not happy with the general, I'm going to change it, but at 1:32, I want to make sure that happens. 01:33 Alignment, of course, we leave it. 01:36 Font, I am not really worried about the size of the font in this particular case. 01:40 Regardless of font size, I want to use another rule. 01:43 Borders, ignore it. 01:44 Filling, definitely wants it, and also security mode. 01:49 Let's go to the Format and see if we can control these. 01:52 We'll start with our number form. 01:55 I'm going to go and put this in an accounting format with no symbols on the front and 02:01 without decimal place. 02:02 And the shot I get is 25,000, it looks pretty good. 02:06 Alignment, I'm not too worried. 02:09 Font, I'm not too worried either. 02:12 However, I want to turn this nice light green. 02:18 And the state of protection, I'm going to open. 02:22 And now that I say, OK, and I say, ok. 02:25 It really creates a new style, but nothing has really changed. 02:29 And that's the trick, you have to come up. 02:32 find your new style under Custom and select Apply. 02:36 And at that point it will change for you. 02:38 And now I can say, hey, let's go in and 02:40 apply the same style to all my data entry cells. 02:46 Now you're thinking, what's so important about it? 02:48 You can very easily go and you can turn all these things green, and at 02:51 it would be super, super simple. So why go to all the style-setting work? 02:56 And that's a valid point, but the thing is, 02:58 is that it's not really the original setup, it's the reuse. 03:02 Because then your boss comes in and says I don't like that green. 03:06 I want to see this in light blue. 03:09 Previously, you must go and select each style in the workbook. 03:12 But for us now, a right-click will edit it. 03:16 We return to our format and return to the Fill tab at 03:19 and say which blue do you want? 03:21 I want this right here. 03:22 Great, ok and ok, and everything is done. 03:28 So styles are a great tool that allows you to do the groundwork at 03:33 for a quick update on things. 03:35 I want to use different styles in data entry values, in the system, so 03:39 I can actually all make sure that things are indentation assets, and 03:42 always has consistent titles and formats through the document. 03:45 And if someone ever comes back and asks me to change something, at 03:48 it's a very fast update and boom, it goes through the whole thing. 03:51 If I have to highlight cells that are a user-labeled boom, I can change it quickly and make them all look yellow for a while and then replace them. 03:58 So it is a very useful tool for re-developing 03:59 in a hurry when you usually have little time. 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