

Course Outline & Learning Options

EXL 102 – Formatting and Professional Worksheets

Course Information

Course Title	Creating and Formatting Professional Worksheets
Course Number	EXL 102
Learning Series	Series: 100 – Excel Essentials
Prerequisites	Basic computer skills; comfort using a keyboard and mouse; ability to open, save, and navigate Excel workbooks; understanding of rows, columns, cells, and worksheets; completion of EXL 101 or equivalent knowledge.
Duration	Self-study: 1.5–2 hours; instructor-led workshop: 2.5–3 hours.
Delivery Format	- Self-study - Instructor-led workshop - Virtual instructor-led training - One-on-one coaching
Languages	English, French, or bilingual delivery available.
Pricing	Please refer to the current MCT Learning Options & Pricing Guide for details.
Author	Camylle Tremblay

Practical Skills You'll Gain

Participants will learn how to transform basic spreadsheets into clear, organized, professional worksheets by applying formatting, themes, styles, print settings, and accessibility best practices.

Course Description

Professional formatting transforms a basic spreadsheet into a clear, organized, and visually appealing document that is easier to read, understand, and share. This course introduces the formatting tools and features available in Excel 365 for personal, educational, and business use.

Participants will format numbers, dates, currency values, text, headings, borders, shading, themes, and page layouts. Through demonstrations and hands-on practice, learners will format a business budget worksheet and prepare it for printing, sharing or electronic distribution.

Learning Outcomes

By the end of this course, participants will be able to create polished Excel worksheets that are readable, consistent, accessible, and ready to share.

This beginner-level course is ideal for learners who want practical formatting skills they can apply immediately to budgets, invoices, reports, trackers, lists, and workplace worksheets.

Learning Objectives

By the end of this course, participants will be able to:

- Apply cell formatting to improve worksheet organization and readability.
- Format numbers, currency values, percentages, and dates appropriately.
- Use fonts, styles, themes, borders, and shading to create professional-looking worksheets.
- Use Format Painter, AutoFit, and page layout tools to improve worksheet presentation.
- Configure print settings and prepare worksheets for printing and sharing.
- Apply accessibility and modern design principles when creating Excel worksheets.

Who Should Attend?

This course is designed for:

- Individuals who are new to Excel formatting tools
- Administrative and office support professionals
- Small business owners and entrepreneurs
- Property managers and real estate professionals
- Bookkeepers and accounting support staff
- Students, job seekers, and lifelong learners
- Anyone wishing to create professional and visually appealing spreadsheets

Whether you are managing a household budget, organizing information, tracking expenses, creating reports, or building workplace skills, these practical, hands-on workshops will help you use Microsoft Excel with greater confidence and efficiency.

Customization Options

- Duration may be adjusted to meet client needs.
- Content may be customized for the audience, setting, and learning goals.
- Additional demonstrations may be included.
- Industry-specific examples may be added.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available.
- Follow-up coaching and additional workshops are available.

Learning Activities

Participants will build skills through guided demonstrations, short practice tasks, and a final hands-on worksheet formatting activity.

- **Worksheet review:** identify formatting issues in a basic worksheet and discuss how poor formatting affects readability, accuracy, and presentation.
- **Guided formatting practice:** format worksheet titles, headings, labels, and data ranges using fonts, styles, alignment, wrapping, and cell formatting tools.
- **Number-formatting exercise:** apply currency, percentage, date, and decimal formats to sample business data so values are clear and consistent.
- **Design improvement activity:** use borders, shading, themes, cell styles, Format Painter, and AutoFit to create a professional worksheet layout.
- **Print-readiness check:** configure page orientation, margins, scaling, print area, and Print Preview settings for a worksheet intended for sharing.
- **Accessibility review:** check colour contrast, font readability, clear labels, and overall worksheet usability before finalizing the file.
- **Final applied task:** transform a basic business budget worksheet into a polished document that is organized, visually consistent, easy to read, and ready for printing, sharing or electronic distribution.

Module Breakdown

Module 1 – Understanding Worksheet Formatting

Time: 10 minutes

Key Topics:

- Why formatting matters
- Spreadsheet design best practices.
- Consistency and readability
- Common formatting mistakes

Module 2 – Formatting Text and Cell Content

Time: 20 minutes

Key Topics:

- Font formatting, size, and color
- Cell alignment and text wrapping
- Cell orientation and cell styles

Module 3 – Formatting Numbers and Values

Time: 20 minutes

Key Topics:

- Number, currency, percentage, and date formats.
- Decimal places and value presentation
- Custom number formats

Module 4 – Enhancing Worksheet Appearance

Time: 20 minutes

Key Topics:

- Excel themes and modern workbook themes
- Borders, fill colors, and shading techniques.
- Professional worksheet design

Module 5 – Formatting Tools and Productivity Features

Time: 15 minutes

Key Topics:

- Format Painter, copying formats, and clearing formats.
- AutoFit and efficient formatting techniques
- Maintaining consistency across worksheets

Module 6 – Page Layout and Printing

Time: 20 minutes

Key Topics:

- Page Layout tools, margins, and orientation
- Scaling, headers and footers, and print settings
- Print Preview and preparing worksheets for distribution.

Module 7 – Accessibility and Modern Design Practices

Time: 15 minutes

Key Topics:

- Accessibility considerations and color contrast
- Readable fonts and workbook usability
- Modern Excel themes and professional presentation standards

Digital Resources Included

Participants receive the following digital learning resources to support learning during and after the course:

- Course Guide
- Practice Workbook
- Business Budget Exercise File
- Sample Professional Worksheet Templates
- Excel Formatting Quick Reference Guide
- Keyboard Shortcut Reference Sheet
- Knowledge Check Questions
- Practical Exercise Instructions and Completion Checklist

Note

Optional Materials

- Printed Participant Guide
- Printed Exercise Workbook
- Laminated Excel Quick Reference Card
- Laminated Keyboard Shortcut Guide

Upon Completion

Upon successful completion, participants will have the knowledge and practical skills required to create professional, organized, visually appealing worksheets in Excel 365 and prepare them for printing, sharing, and workplace use.

Responsible Use

Participants are encouraged to use Excel formatting responsibly by choosing readable fonts, appropriate colours, consistent layouts, and accessible design choices that support clear communication for all users.

After This Course

Participants may wish to continue their learning with:

- EXL 103 – Working Efficiently with Data
- Excel data management topics such as sorting, filtering, Excel Tables, Flash Fill, Find and Replace, and Data Validation
- Future Excel Essentials modules covering formulas, functions, and more advanced spreadsheet workflows

Ready to Build Your Excel Skills?

Create professional-looking worksheets and present information with greater clarity and confidence. **EXL-102** can be delivered as a self-study course, instructor-led workshop, virtual session, or personalized coaching experience.

- Request a free consultation to discuss your training goals.
- Ask about customized examples using your industry or workplace scenarios.
- Choose English, French, or bilingual delivery.
- Book a session for individuals, small groups, or workplace teams.

Contact MCT Office Services today to plan practical Excel training that fits your needs.

About MCT Office Services



**Helping you work more efficiently, stay organized,
and use technology with confidence.**

MCT Office Services provides friendly, patient, and practical support for individuals, seniors, community groups, and small businesses that need help with technology, paperwork, organization, and digital learning.

- Technology support and troubleshooting
- Forms, paperwork, and online applications
- Document creation, formatting, and organization.
- Guidance with digital tools, including beginner-friendly AI support.
- Administrative and organizational support
- One-on-one coaching and small-group workshops

No memberships. No contracts.

Just practical help when you need it.

Camylle Tremblay
MCT Office Services
Orléans, Ontario

Questions?

Contact MCT Office Services for a free
consultation.

Email:

admin@mctofficeservices.com

Phone: (343) 887-6701

Web: www.mctofficeservices.ca

EXL 102 – Formatting and Professional Worksheets

Version 1.0

Effective Date: September 2026

Last Updated: July 2026