

# Lesson Notes for Microsoft Excel 365-2019 Expert

## Lesson 1: Advanced Formatting

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	<b>The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson:</b>	<b>1.3.1</b> <b>1.3.2</b> <b>2.2.1</b> <b>2.3.1</b> <b>2.3.2</b> <b>2.3.3</b>	<b>configure editing and display language</b> <b>use language-specific features</b> <b>create custom number formats</b> <b>create custom conditional formatting rules</b> <b>create conditional formatting rules that use formulas</b> <b>manage conditional formatting rules</b>	
3	Lesson Objectives		<ul style="list-style-type: none"> <li>Review the objectives on Slide 3 with students so they know what will be covered in the lesson.</li> </ul>	5
4	Using Conditional Formatting <ul style="list-style-type: none"> <li>Applying Advanced Conditional Formatting</li> </ul>	2.3.1	<ul style="list-style-type: none"> <li>In Expert, the emphasis is on using the New Rule option to create specific selection criteria and formatting instead of using the preset options built into the Ribbon.</li> </ul>	35-40
5 6	<ul style="list-style-type: none"> <li>Managing Conditional Formatting Rules</li> </ul>	2.3.3	<ul style="list-style-type: none"> <li>Setting up one simple conditional format using built-in rules can be easily accomplished using the Ribbon.</li> <li>When you need to create multiple conditional formats or custom conditional formats, you need to use the Rules Manager.</li> <li>Take time to adequately review the example shown on Slide 6.</li> </ul>	
	<b>Learn to apply conditional formats to cells</b>	2.3.3	<b>Students apply conditional formatting.</b>	
7	<ul style="list-style-type: none"> <li>Applying Custom Conditional Formatting Using a Formula</li> </ul>	2.3.2	<ul style="list-style-type: none"> <li>This concept is difficult to understand; work through Slide 7 slowly.</li> <li>The example uses a conditional formatting formula that highlights the entire column where the month value in row 1 matches the month value in cell B19.</li> <li>Describe how Excel evaluates this formula: <ul style="list-style-type: none"> <li>Start in the upper left corner cell, which happens to be A1. Formula is =A1=B19. Result is False, so no formatting.</li> <li>Down to cell A2, formula is =A1=B19 because original formula is =A\$1=\$B\$19. The \$1 in A\$1 is absolute for the row only so it does not change for all cells in column A. \$B\$19 is absolute for both row and column so it does not change for any of the cells in the range. Result is again False, so no formatting.</li> <li>Cells A3 to A17 are same as A2.</li> </ul> </li> </ul>	35-40

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			<ul style="list-style-type: none"> <li>Cell B1 is =B1=B19. Result is False again, so no formatting.</li> <li>Cells B2 to B17 are same as B1.</li> <li>Cell C1 is =C1=B19. Result is True, so conditional format applies.</li> <li>Cells C2 to C17 also has formula =C1=B19 with the result of True and formatting applies.</li> <li>The remaining formulas in cells D1 to M17 have the same results as columns A and B, so no formatting.</li> </ul>	
	<b>Learn to customize conditional formatting using a formula</b>	2.3.2	Students create a formula to apply conditional formatting.	
	Using Custom Cell Formats	2.2.1	<ul style="list-style-type: none"> <li>Give an example of why, when and how to apply custom cell formatting.</li> <li>Use the exercise that follows to provide a hands-on example of how to perform the task while discussing the concept of cell formats.</li> <li>The topic is complex because the capability is so powerful. Assure students that nothing bad will happen if they make a mistake. Encourage them to apply the format to a negative and a positive number.</li> <li>A custom number format does not have to have all four sections defined – only the first one is required.</li> </ul>	25-35
8 9 10	– Applying Custom Number Formats	2.2.1	<ul style="list-style-type: none"> <li>Describe the various symbols that can be used to indicate the position and type of character that can be displayed.</li> </ul>	
	<b>Learn to create and use custom number formats</b>	2.2.1	Students create and apply custom number formats.	
11	– Applying Custom Accounting Formats	2.2.1	<ul style="list-style-type: none"> <li>Most of the world's currency symbols are available in Excel, including minor variations for specific countries.</li> </ul>	20-30
	<b>Learn to create and use custom accounting formats</b>	2.2.1	Students create and apply custom accounting formats.	
12	– Applying Custom Date and Time Formats	2.2.1	<ul style="list-style-type: none"> <li>The date and time format is set globally through the Regional Settings in the Windows Control Panel.</li> <li>The custom date and time formats capability allows you to override the default to display cell contents in the format required.</li> <li>Show examples of the dddd and mmmm formats.</li> </ul>	15-30

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	<b>Learn to create and use custom date formats</b>	2.2.1	Students create and apply custom date formats.	
13	Using International Formats <ul style="list-style-type: none"> <li>Applying International Currency and Number Formats</li> </ul>	1.3.1	<ul style="list-style-type: none"> <li>Number formats and currency symbols are set in the Windows Control Panel. As a result, most users don't even know how it's set – it is initially configured when Windows is installed (or re-installed) on a computer. This is rarely a problem unless you open a workbook that was created in a different country that uses a different currency.</li> <li>A workbook will show a number (e.g. £550.00) that clearly shows the local (default) currency symbol.</li> <li>North American countries show the decimal point as a period (.) and the thousands separator as a comma (,).</li> <li>European countries are reversed: the decimal point is a comma (,) and the thousands separator is a period (.)</li> </ul>	20-30
	<b>Learn to select different regional currency formats</b>	1.3.1	Students apply different regional currency formats.	
14	<ul style="list-style-type: none"> <li>Inserting International Currency Symbols</li> </ul>	1.3.1	<ul style="list-style-type: none"> <li>A few common currency symbols are available in the font list.</li> <li>The Format Cells dialog box has a very complete set of currency symbols.</li> </ul>	15-25
	<b>Learn to insert a currency symbol as a text character</b>	1.3.1	Students insert currency symbols.	
15	<ul style="list-style-type: none"> <li>Applying Custom and International Date and Time Formats</li> </ul>	1.3.1	<ul style="list-style-type: none"> <li>The Locale is set by default to the Region Setting in the Windows Control Panel.</li> </ul>	15-30
	<b>Learn to change the formatting of date and time values</b>	1.3.1	Students change the formatting of date and time values.	
16	<ul style="list-style-type: none"> <li>Configuring the Editing and Display Language</li> </ul>	1.3.1	<ul style="list-style-type: none"> <li>The editing language consists of the keyboard layout and proofing tools; the display language affects the language used in menus, tool tips, and the Help system.</li> <li>Display and Help languages can be set independently.</li> <li>You can add and/or select a language in the Language page of the Excel Options dialog box.</li> </ul>	20-30
	<b>Learn to change the editing language</b>	1.3.1	Students add and then remove an editing language using the Excel Options dialog box.	

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17	Understanding +Body and +Heading Fonts	1.3.2	<ul style="list-style-type: none"> <li>The +Body and +Heading fonts work the same in Excel as they do in other Office Suite programs such as Word.</li> <li>Provide an example of when you might want to change the default fonts in Excel or other Office programs, (for example, your company uses a specific font for all correspondence).</li> </ul>	15-30
	<b>Learn to experiment with manually applied font settings</b>	1.3.2	Students change fonts using a static font and the +Body font.	
18	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	5
				<b>4.0-5.5</b>