

Download Excel Intermediate Mouse Training Manuals

Mouse Training provides IT training courses, we are a MOS Specialist and a Certified Microsoft Training Centre in London working throughout the UK. We have many years of experience and knowledge in providing effective training support to businesses and individuals helping develop their confidence and expertise. Excel Easy is also described later in this blog as a good site for step-by-step training on Excel's internal programming language, Visual Basic for Applications (VBA). Learn Excel Basic and Intermediate Skills at the UK Microsoft Support Site for Free. The Microsoft Support site is much better than the text only site from years past. Conditional Formatting. Highlight the cell or cell range where you want to use conditional formatting. Select the Conditional Formatting tool from the Home tab on the Ribbon. Select New Rule. Excel opens the New Formatting Rule dialog box. The options in this dialog box differ, based on the Rule Type you select. Excel has several functions that can be used to remove such unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.