

# Elementary MS Excel Portfolio



By Nkem



# Tech Dynasty Services

Empowering Tech Talents & Digitizing Business Processes



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# CONTENT

- 1. INTRODUCTION TO MS EXCEL**
- 2. MS EXCEL SPREADSHEET WORK AROUND**
- 3. NAVIGATION**
- 4. FORMATTING MS EXCEL**
- 5. CONDITIONAL FORMATTING**
- 6. SORTING AND FILTERS**
- 7. FUNCTIONS AND FORMULAS**



## 4. FORMATTING MS EXCEL



**Formatting in Excel allows you to change the appearance of cells or the appearance of the spreadsheet as a whole.**

**This allows you to change the appearance of the value within the cell without changing the value, such as converting a number into a currency or percentage value.**

# Thank You!

