

Microsoft Excel: Creating Professional Excel Reports for the Workplace Workshop: Prerequisites and Curriculum



About the Boot Camp

The **Creating Professional Excel Reports for the Workplace** workshop is a hands-on Microsoft Excel workshop designed to help professionals transform ordinary spreadsheets into polished, corporate-ready reports. Throughout this two-session workshop, students will learn professional formatting and report design techniques used in business environments to improve readability, organization, and visual presentation. Participants will gain experience working with fonts, colors, borders, alignment, spacing, report layouts, and number formatting while completing realistic workplace exercises and projects.

By the end of the workshop, students will be able to create clean, professional Excel reports that are ready to share with managers, clients, stakeholders, and executive leadership teams. No prior Excel experience is required.

Prerequisites

Microsoft Excel 2013 or newer

Topics Covered

Worksheet Navigation

Font Formatting and Styling Techniques

Applying Corporate Color Schemes

Number Formatting

Applying Borders and Visual Separators

Corporate Reporting Best Practices

Transforming Raw Data into Executive-Ready Reports
