Microsoft Excel: 99 Pro Hacks and Tips

Course Code:
ASKTH8

Course Duration:
1 day (8 hours), 9:00am – 5:00pm

Course Fee:
$360 ($392.40 Inc. 9% GST) per participant
No SDF grant

Course Dates:
https://asktraining.com.sg/course-schedule/

Course Synopsis

Microsoft Excel users use only a small percentage of what the application is really capable of. But, hidden within are loads of lesser known productivity hacks for a more efficient work experience with the application.

Discover how to avoid common spreadsheet stumbling blocks and reveal ways to maximize the power of Excel.

Course Objectives

At the end of the 1-day course, you will learn to:

- Explore keyboard shortcuts methods that helps you to work more efficiently instead of using a mouse.
- Organise and work with data productively by various data entry techniques, linking and entering data in multiple sheets and use of Quick Analysis tools
- Perform quick formatting dealing with numbers, dates and formulas
- Create PivotTables with formulas with structure references and Splitting PivotTable into Multiple Worksheets
- Use shortcut keys to create Charts and ease the effort of creating charts by using Recommended Charts.
- Uncover the hidden tools and use of Quick Access toolbars and Custom tabs

Course Outline

Workbooks and Worksheets

- Navigational Techniques
- Zooming In and Out Quickly
- Copying and Moving Worksheets
- Custom Views
- Print Setups
- Inserting a Watermark

Organizing and Working with Data

- Data Entry Techniques
- Using AutoCorrect
- Entering and Linking Data across Multiple Worksheets
- Selection Methods
- Filling Blank Cells with Value
- Copying and Pasting Options
- Using the Quick Analysis Tool

Formatting

- Leading Zeros
- Adding Text to Numbers
- Managing Line Break within Cell
- Adding Comments Inside Formulas
- Creating Bulleted List
- Format Painter Tips
- Applying Formulas Based Conditional Formatting

Numbers, Dates and Formulas

- AutoSum Magic
- Managing Range Names
- Applying Formulas Based Data Validation
- Linking Text Boxes to Cell Contents

Tables and PivotTables

- Creating Table using Shortcuts
- Creating Formulas using Structured References
- Working with Recommended PivotTables
- Splitting PivotTable into Multiple Worksheets
- Extracting Records from PivotTable

Charts

- Working with Recommended Charts
- Setting Default Chart
- Creating Mini Charts using Sparklines
- Linking Titles and Labels with Cell Contents
- Dealing with Missing Data

Working with Hidden Tools

- Activate Hidden Commands to Quick Access Toolbar or Custom Tabs
- Using the Hidden Tools