



**@ASK Training**  
Attitude | Skills | Knowledge

# 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.

## Prerequisites

Regularly use Excel to create, edit & format worksheets. Familiar with features such as conditional formatting, data validating & Pivot Tables.

## 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

**Speak to a Course Consultant**

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