



@ASK Training
Attitude | Skills | Knowledge

PREREQUISITES

- (≥ 16 years old); or
- 1 year working experience

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

DURATION

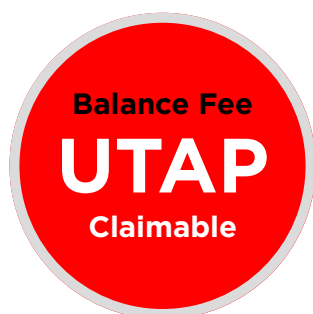
 **1 Day**

 **9 AM - 5 PM**

COURSE DATES

<https://asktraining.com.sg/microsoft-office-courses/microsoft-excel-99-pro-hacks-and-tips/#course-schedule>

Course Code: **ASKTH8**



Full Course Fee:

S\$392.40

(inclusive of 9% GST)



Microsoft Excel: 99 Pro Hacks and Tips

Course Description

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

- ✓ 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

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

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

Charts

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

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

Working with Hidden Tools

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

Numbers, Dates and Formulas

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