



@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

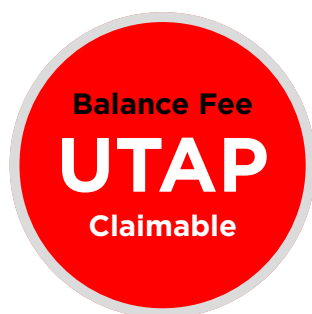
 **1 Day**

 **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

This one-day course, Microsoft Excel 99 Pro Hacks and Tips, is a programme designed for professionals with working experience with Microsoft Excel but want to elevate their skills to an expert level. It is intended for anyone who feels they are not using Excel to its full potential and wants to discover powerful shortcuts and techniques to work more efficiently. If you use Excel in your daily job, regardless of your industry, this course will help you become a true Excel power user in just one day.

The programme covers a wide array of methods and productivity tricks, moving beyond basic functions to focus on clever solutions for common challenges. You will learn to use hidden tools, master new data management strategies, and discover smarter ways to format, analyse, and present your data. Instead of listing every single tip, the course groups these hacks and tips into thematic areas, ensuring you gain a comprehensive understanding of how to work with workbooks, tables, charts, and formulas more effectively.

Taking this course will empower you to perform tasks with impressive speed and precision, dramatically reducing the time you spend on repetitive work. The knowledge you acquire will not only make your workday smoother but will also allow you to create more dynamic and professional reports. This training programme is about transforming your productivity, helping you to achieve more in less time and solidifying your reputation as a go-to Excel expert in your organisation.



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

Formatting

- Leading Zeros
- Adding Text to Numbers
- Managing Line Breaks within the Cell
- 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 Shapes or Text Boxes to Cell Contents

Tables and PivotTables

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

Charts

- Working with Recommended Charts
- Using Shortcut Keys to Create a Chart
- Setting Default Chart
- Creating Mini Charts using Sparklines
- Linking Chart Titles and Labels with Cell Contents
- Dealing with Missing Data

Working with Hidden Tools

- Customising the Quick Access Toolbar
- Camera Tool
- Speak Cells Too