

This class is designed for people who use Excel in their daily work, need to improve their Excel skills and their knowledge and the use of Excel is critical to their job performance. The class will introduce several Excel functions and commands, but the main focus is having the students improve their speed in performing many of Excel's routine tasks.

### ***Prerequisites***

The student must be a current Excel user and have taken at least the Fundamentals and Intermediate Excel or have equivalent experience

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### ***Outline***

- 1. Speed Cellpointer Movement**
    - a. Keyboard
    - b. Mouse
  - 2. Speed Selection**
    - a. Keyboard
    - b. Mouse
  - 3. Shortcut keys**
  - 4. Special Copy – Cut Commands**
  - 5. Special Uses of Fill Handle**
  - 6. Avoiding SUM Function Errors.**
  - 7. Range Name**
    - a. Creation
    - b. Cell Copy and Movement
    - c. Use in Formulas
    - d. Use in Commands
  - 8. Improving Your Excel Work Environment**
    - a. Adding Toolbars
    - b. Adding Tool Buttons to Toolbars
    - c. Modifying Tool Buttons
  - 9. Special Selecting of Cells**
  - 10. Auditing Toolbar**
  - 11. Dates**
    - a. Filling Cells with Dates Through Series
    - b. Custom Formatting Dates
    - c. Using Date Arithmetic
  - 12. Tearing Format Windows**
  - 13. Accelerating Data Entry**
    - a. Pre-Selected Cells
    - b. Using Tab & Enter Keys
    - c. Using locked Cells and Tab Key
    - d. Multi Line Cell Entries
    - e. Same Entry Into Multiple Cells
    - f. Multiplying Select Cell by Fixed Amount
    - g. Change Sign for All Selected Cells
  - 14. Text Concatenation**
  - 15. Text Functions**
  - 16. Cell Conditional Formatting**
  - 17. File Management in Excel**
  - 18. Page Setup**
    - a. Borders Rows and Columns
    - b. Header and Footer Formatting
    - c. Transferring Page Setup from Sheets to Sheets and Workbook to Workbook.
  - 19. Creating Custom Views**
  - 20. How to Examine an Inherited Spreadsheet**
  - 21. 11 Steps to Better Excel**
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