

Microsoft Excel Tips and Techniques

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

Course Objective

This class is designed for everyone who uses Excel in their daily work regardless of their perceived Excel experience level. While the outline below may appear to some as things they already know, the class will show many unknown shortcuts and Excel design techniques that will improve their Excel skills. The class will introduce several Excel functions and commands, but the main focus is having the students improve their speed in performing the Excel's tasks they must use daily on all their spreadsheets.

Outline

1. Cellpointer movement
2. Cell Range Selection
3. Shortcut keys
4. Special Copy –Cut Insert Command
5. Avoiding SUM Function Errors.
6. Range Name
 - a. Creation
 - b. Cell Copy and Movement
 - c. Pasting into Formulas
7. Improving Your Excel Work Environment
 - a. Adding Toolbars
 - b. Adding Buttons to Toolbars
8. Special Selecting
 - a. Only Numbered Cells
 - b. Only Blank Cells
9. The Auditing Toolbar
10. Dates
 - a. Filling Cells with Dates Through Series
 - b. Custom Formatting Dates
 - c. Using Date Arithmetic
11. Tearing Format Windows
12. Accelerating Data Entry
 - a. Pre-Selected Cells
 - b. Using Tab & Enter Keys
 - c. Using locked Cells and Tab Key
 - d. Two Line Cell Entries
 - e. Same Entry Into Multiple Cells
 - f. Multiplying Select Cell by Fixed Amount
 - g. Change Sign for All Selected Cells
13. Text Concatenation
14. Cell Conditional Formatting
15. File Management
 - a. Coping and Moving Files Within Excel
 - b. Creating Folders Within Excel
16. Page setup
 - a. Borders Rows and Columns
 - b. Header and Footer Formatting
 - c. Transferring Page Setup from Sheets to Sheets and Workbook to Workbook.
17. Creating Custom Views
18. What to do When You Inherit a Spreadsheet
19. 11 Steps to Better Excel