

Improving Productivity with Excel

Course Length

3 hours

Course Objective

Participants will become more efficient in their daily use of Microsoft Excel

Target Student

This class is for Excel users who are comfortable with the basics and want to learn shortcuts to be more efficient OR for people who haven't taken a training class recently (or ever) and want to learn new features.

Prerequisites

Participants should be comfortable with saving, opening, closing and basic editing and math.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

Daily Use Shortcuts

Modify the Quick Access Toolbar
Autofill
Flash Fill
Freeze Panes
Move & Select Shortcuts
Pin Documents & Folders
Autocorrect
Page Layout View

Formulas & Functions

Copying Formulas & Functions
Insert Function Feature
Analyze Formulas

Move & Copy Tricks

Using Drag & Drop
Paste Options
Using the Clipboard

Formatting Efficiency

Repeat the last Action
Format Painter
Styles
Conditional Formatting

Also Includes

- Reference Material.
- Certificate of completion.