

# TIPS & TRICKS IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Navigating & Data Entry

- ▶ Moving Around & Selecting using Keyboard Shortcuts
- ▶ Shortcuts for Entering Data
- ▶ Using Auto Fill & Creating Custom Lists
- ▶ Entering Data with Flash Fill
- ▶ Manipulating Columns & Rows
- ▶ Viewing Multiple Sheets Simultaneously
- ▶ Using Group Editing

## Impressive Appearances

- ▶ Enhancing Spreadsheets with Simple Formats
- ▶ Highlighting Cells with Conditional Formatting
- ▶ Quick Analysis Tools
- ▶ Page Setup Options in Layout View
- ▶ Quick Headers & Footers
- ▶ Creating a Quick Chart

## Formulae without Fuss

- ▶ Creating Formulae with Relative & Absolute References
- ▶ AutoSum & Statistical Functions
- ▶ Formula Auto Complete
- ▶ Using the Function Library
- ▶ Showing & Hiding Formulas in a Spreadsheet

**Course Duration: 1/2 Day**

**Price Per Day: £695**  
(For any 2 Bite Sized courses)

### Suitable For:

This course is aimed at those who work with Excel on a daily basis who need to improve their knowledge and efficiency using some of the shortcuts and features available within the application.

### Learning Outcomes:

By the end of the course delegates will be able to move around and enter data using a range of shortcuts and quickly produce impressive spreadsheets using a number of formatting features.

### Prerequisite Skills:

Delegates attending this course should already be working with Excel and be able to confidently open, save and close spreadsheet files. The ability to create a simple calculation in Excel is desirable but not essential.