

# Excel Tips, Tricks and Time Savers Complete

## **Course Length: 12hrs (2 Days)**

Microsoft Excel includes lots of fabulous time-saving tricks that can increase productivity and comfort as you work on your spreadsheets. Whether you're a beginner or an advanced user, it's easy to overlook some of these great tips and time savers. Learn various handy tips, tricks and shortcuts to increase your productivity and flexibility, saving time and stress.

## **Learning Objectives:**

In this Excel Tips, Tricks and Time Savers Complete training class you will become comfortable with the interface, navigate and modify your spreadsheets with simple clicks on the keyboard or handy mouse techniques, and learn loads of useful time-saving tricks. Make full use of Excel's powerful Fill Handle, insert multiple rows at once and insert rows and columns with a simple click of the keyboard. Set your list back to its original sort order, duplicate your worksheet with a simple drag-and-drop and update values on the spot with Paste Special. This class also covers some useful Pivot Table tricks, and how to make your conditional formatting more flexible with check boxes and drop-down lists. Learn some useful charting tricks, including how to create charts with a keystroke and how to add creativity and readability by including pictures and smoothing out lines. You will even learn how to put together a Gantt chart in Excel!

You will:

- Update values on the spot using Paste Special
- Become more efficient by making full use of Excel's Fill Handle
- Insert multiple rows at once
- Organize your workbook by color-coding your sheet tabs
- Set your list back to its original sort order
- Input values with leading zeros
- Quickly transpose blocks of data
- Capture and insert screenshots in Excel
- Duplicate your worksheets with a simple drag-and-drop
- Create multi-tiered data validation lists
- Make your IF statements more flexible and powerful with wildcards
- Create Gantt charts in Excel
- Learn 10 useful Pivot Table tricks
- Generate a unique list with Advanced Filters

- Use check boxes and drop-down lists to make your conditional formatting more flexible
- Insert and work with an Excel spreadsheet inside a Word document
- Create custom date formats
- Copy only the visible cells from subtotaled data
- And much more...

### 🎯 **Target Student:**

Beginner to Advanced users who would like to learn useful tips and tricks to enhance their user-experience with Excel and increase their productivity. This class is for anyone who uses Excel regularly and would like to work faster and more efficiently.

### 📌 **Course Outline:**

Update Values on the Spot using Paste Special  
Find and Highlight all of your Formulas & Functions in an Instant  
Become More Efficient by Using Excel's Fill Handle to the Fullest Extent  
Convert your Formulas to Values with a Quick Drag-and-Drop  
10 Magical Ways to use Flash Fill  
Hide Cells in Plain Sight!  
Insert Screenshots into Excel  
Quickly Transpose Blocks of Data  
Make Excel Talk to You  
Insert Multiple Rows all at Once  
Insert Rows and Columns with a Click of the Keyboard  
Organize your Workbook by Color-Coding your Sheet Tabs  
Efficiently Create Column Headings  
Look like a Math Expert by using Excel's AutoCalculate Feature  
Add the Excel Calculator to your Quick Access Toolbar  
Set your List Back to its Original Sort Order  
Input Values that Start with Leading Zeros  
Copy Multiple Items to the Office Clipboard  
Bullet Points in Excel? Yes you can!  
Duplicate your Worksheets with a Simple Drag-and-Drop  
Create Multi-Tiered Data Validation Lists  
Make your Conditional Formatting More Flexible with Check Boxes and Drop-Down Lists  
Use Conditional Formatting to Compare Lists

Use Wildcards in your IF Statements

Now That You Know How to Use CountIF, Let's Try SUMIF!

Create Charts with a Keystroke

Get Creative - Add Pictures to your Charts

Gantt Charts in Excel!

Smooth Those Lines in your Line Charts!

10 Useful Pivot Table Tricks

Insert and Work with a Spreadsheet Inside your Word Document

Copy Only Visible Cells from your Subtotalled Data

Enter Data into Visible Cells Only in a Filtered List

Generate a Unique List Using Advanced Filters

Become More Efficient by Creating Autofill Lists

Create Custom Date Formats