Powerful Tips for Excel Productivity

Modality: On Demand

Duration: 1 Hour

About this course:

The requirement for this course is a fundamental understanding of Microsoft Excel. Excel is known the most powerful and profitable Office instrument by Microsoft. It sorts out information, creates graphical reports, and performs automated calculations. This course will acquaint you with the effective selection and navigation strategies, customization options for ease of use, and conduct an analysis of data quickly.

The normal compensation for End User Support Technician is **$48,760** annually.

Course Objective:

- Shortcut Keys for Selecting Data
- Shortcut Keys for Navigating a Spreadsheet
- Auto Fill Data Using Mouse
- Quick Analysis
- Auto Fill Data Using Custom Lists
- Auto Fill Data Using Double Click
- Fast Way for Creating Ranges
- Data Entry in Selected Area
- How Flash Fill can Replace some Formulas
- Using Flash Fill to Create a List
- Data Entry Using Autocomplete
- Using Named Ranges in Formulas
- Data Entry Using Grouped Sheets
- How Flash Fill can replace some Formulas
- Using Named Ranges for Navigation

Audience:

This course is designed for:

Employees Working With Excel

Prerequisites:

No prerequisites to take this course.

Suggested prerequisites courses:

Excel 2016 Beginner and Excel 2013 Beginner

Course Outline:

Introduction

Module 1: Shortcut Keys | in Excel

- Lesson 1: Shortcut Keys for Navigating a Spreadsheet
- Lesson 2: Shortcut Keys for Selecting Data
- Module Summary
- Knowledge Check

Module 2: Quick Analysis

- Lesson 1: Using Quick Analysis
- Module Summary
- Knowledge Check

Module 3: Auto Fill

- Lesson 1: Auto Fill Data Using Mouse
- Lesson 2: Auto Fill Data Using Ribbon
- Lesson 3: Auto Fill Data Using Double Click
- Lesson 4: Auto Fill Data Using Lists
- Lesson 5: Auto Fill Data Using Custom Lists
- Module Summary
- Knowledge Check

Module 4: Data Entry Tips

- Lesson 1: Data Entry in Selected Area
- Lesson 2: Data Entry Using Autocomplete
- Lesson 3: Data Entry Using Grouped Sheets
- Module Summary
- Knowledge Check

Module 5: Named Ranges

- Lesson 1: Fast Way for Creating Ranges
- Lesson 2: Using Named Ranges for Navigation
- Lesson 3: Using Named Ranges in Formulas
- Module Summary
- Knowledge Check

Module 6: Flash Fill

- Lesson 1: How Flash Fill can Replace some Formulas
- Lesson 2: Using Flash Fill to Create a List

- Module Summary
- Knowledge Check

Course Summary

Supplemental Material