



Microsoft Excel Essential Shortcuts

Course Aims

Get a head start in acquiring the knowledge of using Shortcuts in your daily work as well as expand your Microsoft Excel knowledge. The workshop will empower you to have answers to excel question at your fingertip. There a numerous and a varied number of new tips you will learn irrespective of the Excel version you or your students use. Be it Excel 97, 2000, 2002 or 2003; you will be armed with the knowledge to provide a nifty solution. This course will serve as a refresher as well as a reference. The course is for users at all levels, from beginners through intermediate and advanced.

Pre-requisites

An understanding of Windows / MS Office 2002 will be an added advantage

Level	Duration	Time
Intermediate	1 Day / 8 Hours	9:00 am to 5:30 pm

Module 1. Excel Shortcuts

- Shortcuts on Standard Operations
- Shortcuts on Selections & Hiding Cols/Rows
- Shortcuts on Formatting
- Shortcuts on Outlining
- Shortcuts on Formulas

Module 2. Creating Simple Formulas

- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas

Module 3. Copying and Moving Data

- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Filling Cells

Module 4. Using Automatic Formatting and Styles

- Applying an AutoFormat
- Changing AutoFormat Options
- Extending List Formats and Formulas
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles
- Labs - Using Automatic Formatting and Styles

Module 5. Creating 3D Formulas

- Creating 3-D Formulas
- Using 3-D Ranges in Functions

Module 6. Working with Labels in Formulas

- Using Labels to Define a Range
- Using Multiple Stacked Headings
- Referring to Individual Cells
- Labs - Working with Labels in Formulas

Module 7. Using Multiple Workbooks

- Saving a Workspace
- Closing All Open Workbooks
- Opening a Workspace

Module 8. Using Data Tables

- Creating a One-Variable Table
- Creating a Two-Variable Table
- Labs - Using Data Tables

Module 9. Consolidating Worksheets

- Consolidating by Category
- Consolidating by Position
- Labs - Consolidating Worksheets

Module 10. Working with Outlines

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Clearing an Outline
- Using Auto Outline
- Labs - Working with Outlines

Module 11. Working with Views

- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View
- Labs - Working with Views