

Excel – Top ten tips

Learn ten essential tips and shortcuts that will dramatically improve the way you use Excel.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Use Autocalculate
- Use AutoFit, AutoFill and FlashFill
- Create custom Fill lists
- Quick tips for viewing, selecting, editing, moving, copying
- Use Format Painter and conditional formatting

Course Content

- AutoCalculate
- AutoFit
- AutoFill & FlashFill
- Custom Fill lists
- Ctrl * to select regions
- Freeze windows
- Drag & drop to copy cells & sheets
- Group sheets
- Format Painter
- Conditional formatting