

“Tips & Time Savers in Excel” – Training by Danny Rocks

What you will need:

- Access to a laptop during the training session
- A copy of the handout to take notes and review

What will be covered?

- Common errors when printing your work
 - Forgetting to include column and row titles on multiple pages
 - How to “squeeze” extra columns onto each page
 - Create custom headers and footers
- Can’t find all of the ICONS that you need? Here’s a shortcut
- The “magic of Auto Fill” – saves lots of time!
 - Create custom lists – use them anywhere
- Eliminate weekends and holidays from your worksheets
- The “magic” of Auto Fill to make data entry easy
- Transpose rows to columns and vice versa
- Create your own “short cut” abbreviations
- How to fix “missing zeros” in zip codes
- How to combine contents of multiple cells into a single cell (First Name, Last Name)
 - How to change the case (Upper, Lower, Proper)
- Quick calculations on the Status Bar
- How to filter data from long lists
- How to AUDIT your worksheet to spot errors
- How to quickly format your worksheet for the professional look
Use WORK SPACES to save your individual work preferences

What you will get:

- All of the practice files – copied onto your laptop; I will email a copy to you for home practice
- A handout with copies of all the files and exercises