

## Course:

# Microsoft Excel Tips and Tricks

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**Duration: 2 Days**

## Prerequisites

- Ms-Excel Introduction, Intermediate and Advanced.

## Outline

1. Amazing Autosum
2. Use AutoFill to quickly copy Formulas and Formatting in Excel
3. Add Worksheets quickly
4. End-of-month projections
5. Skip the Weekends
6. Quick-click movement
7. Clearing a range
8. Insert copied cells between existing cells safely
9. Build vertical titles in Excel
10. Have Excel save your files automatically
11. Do fast calculations in Excel
12. Do creative calculations with Paste Special
13. Paste information from Excel as a Picture
14. Add a calculator to the Excel toolbar
15. Page Setup dialog box
16. Speaking of the Print area
17. Quick selection of formulas
18. Exclude hidden cells from copy
19. If it's hidden, keep it
20. Well, aren't you huge
21. Dynamic sums
22. Exponential numbers
23. Another formula helper
24. Faster formula help color
25. Excel calculation accuracy
26. Concatenating text in Excel worksheets
27. Splitting cells
28. Shutdown, all of you
29. Scrolling the Worksheet
30. More Alt-ernative dragging
31. Using Excel's info function
32. Look in two or more folders at once
33. Is this Proper?
34. Enter a fraction
35. All comment, no edit
36. When it's not hot
37. Calculate the day of the year and days remaining
38. It's about time
39. Summing times that exceed 24 hours
40. Count AutoFiltered rows
41. Referencing a sheet indirectly
42. Perform two-way table lookups
43. Protect cells using Data validation
44. Protection question
45. Using Data validation to check for repeated values
46. Calculating a conditional average
47. Automatic list numbering
48. Handy hints for Spreadsheets
49. Show or hide the formulas in an Excel spreadsheet
50. Bored of Borders?
51. Convert Date(number) to Date
52. Show Vlookup result without #N/A!
53. Displaying Text leaders
54. Using a Conditional Number Format to Display Values with Dollars and Cents
55. All you want to know about format number & conditional format number
56. Excel Tips, Tricks And Shortcuts