

## EXCEL SHORTCUTS

Nearly everyone uses Excel, but few go deeply enough to learn the techniques that will make their work much easier and more accurate. The upcoming workshop is a great way to discover Excel's best capabilities so that you can save hours of unnecessary work.

This session is packed with brand new skills that will reduce your work and eliminate frustration including:

- analyzing and managing data with minimal work
- creating amazing formulas and functions
- creating charts like a professional
- making long procedure shappen instantaneously with Macros
- discovering Pivot Tables

The instructor will focus on real-world techniques to solve everyday business problems and beyond with plenty of shortcuts, tricks, and tips that let you work smarter and faster.

**LENGTH: 1 DAY TIME: 9:00AM-4:30PM WORKSHOP ID: 123 FEE: \$350.00 + GST/PERSON, \$1500/DAY**

## TOPICS AND SKILLS

### Formatting

- Learn to use styles for formatting, master number formatting and discover conditional formatting.

### Selecting & Navigating with keys

- Discover tools for navigating and selecting: Extend select, Go To and many keyboard shortcuts.

### Creating Formulas Functions

- Master functions and understand complex calculations.

### Managing Large Sheets

- Master tools for managing large sheets: Arrange, split and hide windows, Zoom, Hide and Freezing.

### Name and Label Ranges

- Discover how range names make formulas and worksheets easier to manage.

### Setup data for analysis

- Discover how to layout data for easy analysis and avoid errors and pitfalls.

### Sorting And Filtering Database and Lists

- Master techniques for sorting and filtering worksheets.

### Subtotaling And Outlining

- Learn to subtotal and outline your data without formulas.

### Analysis with Pivot Tables

- Find out why Pivot Tables are the most powerful reporting tool in the world.

### VLookups And References

- Discover how to combine information that is stored in separate sheets.

### Using Charts

- Discover how to create and format charts to visually present your data.

### Importing & Exporting

- Learn to open, read and analyze non-Excel data.

### Macros

- Learn how to automate repetitive work with Macros.

## WHO SHOULD ATTEND

We assume you have worked with Excel or have taken an introductory Excel course. You should be able to create a simple formula, set a print range and format the font style in a cell. If you are not yet comfortable with all the Excel fundamentals, we suggest you first take our one-day Excel introductory workshop.

### CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)  
Toll Free 1800-654-3251  
Register Online <http://www.edtech.ca/course.asp?id=123>