

More Excel Tips and Tricks

This course explores some of the extra features that can help the Excel user such as managing worksheets, adding comments, applying security, inserting page breaks, customizing charts, creating styles and recoloring clipart. We'll show you how to tell the worksheet to act as database and use a form to enter the data.

You will learn key combinations that will allow you to quickly and easily add columns or rows, display formulas, copy a formula, insert a chart and more.

Course Length

8 hours

Course Objectives

1. Naming, inserting, deleting, moving and copying sheets
2. Adding, editing, deleting and printing comments
3. Understanding worksheet protection features
4. Printing selections, worksheets and workbooks
5. Creating, modifying, copying and removing styles
6. Creating, resizing, positioning, modifying and customizing charts
7. Inserting clip art, using the clipart organizer and recoloring graphics
8. Understanding relative and absolute cell references
9. Knowing keyboard tips and tricks
10. Applying database features to a worksheet

Course Lessons

- Managing Workbooks
- Utilizing Comments
- Security
- Printing features
- Styles
- Chart tips
- Creating a Database from a Worksheet
- Clip Art
- Relative and Absolute Cell References
- Keyboard shortcuts

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resource.
- **Free CD**
Contains Excel resources such as Templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

