

Advanced Excel Keyboarding: Work Better, Faster, Smarter

Training Course Content

Course Objective: Work like a Pro in Excel by keeping your hands closer to the keyboard, and eliminating the use of the mouse. This class will increase your productivity, help you become more efficient by fully using Excel, and reduce the strain on your muscles from unnecessary, time-consuming wrist movements. Build formulas, work with charts, navigate workbooks and tabs, and even build a pivot table ALL without the use of your mouse.

Prerequisites: Be familiar with formulas (VLOOKUP, MIN, MAX, SUMIFS, and AVERAGEIFS), pivot tables, and charts.

Keyboarding Highlights:

Get to know the most commonly used power shortcuts

Learn the fast ways to select large amounts of data

Create and work with formulas, across tabs and workbooks

Work with data tools such as filters, sorting, and subtotals

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

- This class is designed for Windows 7 with Office 2013. All Excel shortcuts will work in Excel 2010, 2007, and 2003.

Getting Started with Keyboard Shortcuts

- Navigate Windows/Desktop
- General Microsoft Office Shortcut Keys
- Common Accelerator Keys and Key Tip Badges

Working with an Excel Workbook

- Ribbon and Quick Access Options
- Navigate within Excel
- Data Selection
- Dialog Boxes
- Use submenus

Modifying/Formatting Data and Worksheets

- Format Worksheet
- Format Data
- Copy and Fill Down Formulas and Values in Large Data Sets

Managing Multiple Workbooks

- View options
- Work across workbooks

Data Tools

- Sort, Filter
- Import Data
- Tables/Named Ranges

Formulas

- Create and Modify Simple and Complex Formulas
- Link Formulas across Workbooks
- Use Function Keys within Formulas

Pivot Tables

- Create and Use Pivot Tables
- Create Pivot Chart