

Microsoft Excel 365 – Tips, Tricks & Shortcuts

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Microsoft Excel 365, this session covers a range of productivity focused tips, tricks and shortcuts designed to make working with Microsoft Excel 365 easier. Appropriate for Microsoft Excel 365 users at any level to fill gaps and learn shortcuts to improve documentation in Microsoft Excel 365.

Requirements

Basic knowledge of Microsoft Excel 365 desktop version.

What You Will Cover:

- Tips for leveraging mouse pointers
- Shortcuts for common tasks
- Graphs
- Transposing data
- Data lists/analysis and troubleshooting including, Text to Columns, Concatenate, Proper, Lower, Upper functions
- Conditional Formatting
- Subtotals
- Overview of Pivot Tables
- Overview of Macros