



## Excel Tips and Tricks

Do you already know how to use Excel but have a feeling that there must be an easier way to use this program? Did you know that you can easily convert relative cell references to absolute with the F4 key? In this course, we will show you many practical tricks to work more efficiently. This module is also an ideal “refresher” course.

**Course objective:** To work efficiently with Excel in order to save time

**Prerequisites:** Basic knowledge of Excel

**Length:** 3.5 hours

### Topics:

- Adjusting the Quick Access Toolbar
- Formulas and Functions
  - The correct setup of Functions
  - The fastest way to copying Functions
  - absolute versus relative Cell References
- Functions sumif, countif and networking days
- Working with range names
- The If-Then-Else Function
- Formats – how to make it look nice
  - The most important Formats
  - Save time with AutoFormats
  - Creating user defined formats
- How to work with workbooks
  - Setting sheets in a group to easily enter data or create headers and footers
  - 3D-Formulas
  - Internal and external Links
- Charts
  - Create a basic Chart
  - Add Titles and Text
  - Customizing your Chart