

Excel Best Bits (1 Day)

- **Excel Shortcuts** - We will show you keyboard shortcuts which will make simple entry and other tasks much quicker.
- **Spreadsheet maths** - Performing calculations like qty x price and giving you an understanding of how maths works within Excel including use of the \$ symbol in a calculation
- **If and sumif** - These clever functions allow you to ask Excel to make basic decisions for you and also total lists based on criteria.
- **Vlookup** - This function allows you to link data together between more than one list. So if you have two lists and you want to “mash” the data together Lookups allow you to fetch data from one list in to another.
- **Validation** - This allows you to control what data can be entered to a spreadsheet by people using it. Eg I only want a value between 1 and 5 OR I only people to select from a drop down list of options.
- **Subtotals** - This allows you to break a list down into groups and summarise with totals very quickly.
- **Pivot tables** - This is one of the most powerful reporting tools you will have access to. It allows you to get a detailed list and summarise it by any column very quickly. It is very flexible and once you understand a couple of simple rules it is very easy to use.
- **Custom Views** - This allows you to snapshot how you are viewing a spreadsheet, saving filters, print setting and hidden rows / columns. Really useful when applied to a shared spreadsheet setting.
- **Templates** - This allows you to protect an original format of Excel file. Eg if you have a quote form you want people to fill in, saving as a template will mean that each time they use the form it will be blank and ready to fill in. Rather than potentially having the last persons entry in it.
- **Recording Macros** - This allows you to automate repetitive and robotic tasks. Rather than you having to re do these tasks like a robot each time Excel will perform the task for you.