Microsoft Excel

The following is a list of topics commonly requested by various companies and individuals. 4ITResults considers those pre-ticked are essentials that will benefit any users. When mastered most common tasks will be accomplished with confidence, accuracy and speed.

For advanced users comprehensive training in visual basic is available to fully customise the Excel interface and unleash the power of the Excel's automation capabilities.

Additional topics can be added on request or existing topics can be covered in detail.

Visit www.4ITResults.com for contact details and more information.

- ☑ Configuring The Excel Environment To Suit Your Needs
- ☑ Speed Up Menu & Ribbon Use With Keys
- ☑ Quick Access Tool Bar For Even More Speed
- ☑ Ribbon Modification – Efficiency
- ☑ Changing Views – Easier Data Access
- ☑ Efficient Selection & Common Operations
  - ☑ *Movement & Selection*
  - ☑ *Cut Copy and Paste*
  - ☑ *Other Keyboard Shortcuts*
- ☑ AutoCorrect (the most overlooked source of text entry speed)
- ☑ Editing Techniques – Using The Best Methods
  - ☑ *Keyboard Shortcuts*
  - ☑ *Working With Cells*
  - ☑ *Working With Columns & Rows*
  - ☑ *Working With Sheets*
  - ☑ *Working In A Selected Area*
  - ☑ *Custom Lists*
  - ☑ *Using Comments*
- ☑ Efficient Formatting
  - ☑ *Keyboard Shortcuts*
  - ☑ *Formatting*
  - ☑ *Page Breaks*
  - ☑ *Printed Output*
- ☑ The Power Of Range Names
  - ☑ *Create From Selection*
  - ☑ *3D Ranges*
- ☑ Benefits Of Hyperlinks
- ☑ Mastering Formulas
  - ☑ *BODMAS*
  - ☑ *Entering Formulas*
  - ☑ *Some Useful Overlooked Functions*
  - ☑ *Formula Auditing*
  - ☑ *Relative & Absolute References*
  - ☑ *Useful Text Functions*
  - ☑ *If Testing*

- ☑ *Hiding Known Errors*
- ☑ Searching & Replacing Efficiently
- ☑ Data Validation – Error Reduction
  - ☑ *Conditional Formatting*
- ☑ Data Sorting – Organised Data
- ☑ Data Filtering – Work With Only What You Need
  - ☑ *Advanced Filtering*
- ☑ Tables – Safeguard Your Data
- ☐ Data Forms – Help With Editing Records
- ☐ Text To Columns – Get The Data How You Need It
- ☐ Importing CSVs – Use External Data
- ☐ VLookup and HLookup – Powerful Data Retrieval
- ☐ Grouping & Subtotals – Working With Large Amounts Of Data
- ☐ Linking, Consolidation & Scenarios – Analysing Results
  - ☐ *Linking*
  - ☐ *Consolidation*
  - ☐ *Scenarios*
- ☐ %What If Analysis (Goal Seek & Solver)
  - ☐ *Goal Seek*
  - ☐ *Solver*
- ☐ Adding Charts (Graphs) – Data Presentation
- ☐ Protecting Your Work & Working With Others
  - ☐ *Protecting Ranges & Sheets*
  - ☐ *Sharing Workbooks*
  - ☐ *Track Changes*
- ☐ Templates – Consistent Results In Less Time
  - ☐ *Excel Default Template*
  - ☐ *Other Templates*
- ☐ Working With Images & Shapes
- ☐ Organisation Charts & Flow Charts
  - ☐ *Organisation Charts*
  - ☐ *Flow Charts*
- ☐ Macros – Time Savers
  - ☐ *Recording Macros*
  - ☐ *Assigning To Quick Access Toolbar and Hot Keys*
  - ☐ *Running Macros*
  - ☐ *Editing Macros*
- ☐ VB Forms – Expert Data Entry With Great Control
- ☐ Introduction To VBA – Powerful Automation

- ☐ **Any other topics you want covered or topics you want covered in detail.**

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