COURSE SYLLABUS

Fast as Hell at Excel

Become faster with navigation, formulas, formatting, calculations, and Hot Keys. Learn some creative time-saving (and sometimes life-saving) techniques using applications of Paste Special, Go To Special, Find & Replace, and Macros.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/fast-as-hell-at-excel



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Course Outline

Keyboard Shortcuts

Navigation

Shortcuts that enable quick cursor movement and cell selection

Formula Writing

Techniques to write and copy formulas quickly

Formatting

Shortcuts that facilitate quick formatting

Calculations

Shortcuts that enable faster input of formulas and functions

Hot Keys

Transform the ribbon into a visual listing of pre-assigned shortcuts

Quick Access Toolbar

Access customized commands on the Quick Access Toolbar

Insert Screenshots

Shortcut to directly insert a screenshot

Repeat Command

Shortcut key to repeat commands

Workbook Management

Shortcuts pertaining to general Excel operations

Worksheets

Shortcuts to allow editing of active windows

Specialized Time-Saving Techniques

Paste Special

Use Paste Special for various time-saving techniques

Go to Special

Use Go To Special to perform several time-saving tricks

Find and Replace

Use Find and Replace to expedite certain processes

Working Across Sheets

Perform calculations and formatting across worksheets

Recording Macros

Record macros to automate repetitive work

Cumulative Project

End of Class Exercise

End of class project to review key concepts from the class