Making Microsoft® Excel Work For You

Excel Essentials -In this session, you will learn how to easily navigate Excel confusing ribbons and tabs. You'll learn the 2 best-kept secrets to execute any command in Excel quicker than you ever knew you could. We'll show you how to make changes to cells, ranges, and sheets instantly as well as many other Excel essentials!

In this jam-packed session, you'll also discover how to take use Excel to organize and rearrange data to easily spot trends. You'll learn how to drill down to specific sets of data and create sub-reports with a simple click of your mouse.

This training can be tailored to your needs!
- Choose a one-day training for all the basics
- Choose a two-day training for advanced training

WHAT YOU WILL COVER
- Speed Fill - Quickly create a list of numbers, dates, months, day names
- Formulas and Functions - Using Excel's built-in math and functions
- Filtering - Display only the data you want to see
- And so much more!

HOW YOU WILL BENEFIT
- Learn Subtotals - Summarize your data quickly and easily with a lot of flexibility
- Understand Pivot Tables - Make powerful reports out of your data and summarize by week, month, quarter or year.