
10 Excel Features to Know

Microsoft Excel E305
90 Minutes

Course Content

This 90-minute hands on session explores some very cool features of Microsoft Excel that you quite possibly never knew existed! We will start off with Flash Fill, work with IFERROR, TRIM, and SUBTOTALS functions, protect specific cells within a worksheet, create interactive reports using Slicers and the Camera tool. Join us for some simple, yet very exciting Aha features that will make your spreadsheets look better and speed up your workflow.

By the end of this class, attendees will have the skills necessary to clean up data, protect specific cells and create an interactive dashboard.

Lessons include the following:

- Flash Fill / Concatenate / Text to Columns
- IFERROR function
- Clean worksheets using the TRIM function
- PivotTable, PivotCharts and Slicer
- The Camera tool
- Fill handle to copy a series
- SUBTOTALS
- Protect specific cells within a worksheet
- Navigating worksheets