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## Skillsfuture @ Microsoft Excel Tips and Tricks

Knowing more excel skills will definitely improve your speed when using excel in the workplace. Learn 50 cool tips that excel can do with this course and shine in your workplace.

This training will cover following topics:

- Moving Data in Excel
- Copy A Sheet To Another Workbook
- Start A New Line Of Text Within A Cell
- Wrap Text
- AutoFormat
- Screenshot
- Screenshot with Camera
- Insert Same Data Into Multiple Cells
- Scale to Fit
- Shrink to Fit
- Hide Data in Plain Sight
- Tilt Your Text
- Bullets
- Strikethrough
- Copy Format to Multiple Cells
- Fill Series
- Flash Fill
- Paste Values
- Paste from Clipboard
- Status Bar
- Transpose to Different Orientation of Table
- Amend Multiple Cells with same Data
- Color Blank Cells
- Delete Blank Rows
- Show Graphics in Chart
- Prevent Shifting of Cell Reference
- New Window for Second View
- Hyperlink to a Website
- Add Check Box
- Add a Dropdown Menu
- Subtotal Function
- Copy and Paste Filtered Data
- Time Stamp
- Now and Today Function
- Define Name
- Manage names with Name Manager
- Entering Leading Zeros
- Custom Format to read Millions
- Different Color for Positive and Negative Numbers
- Convert Negative to Positive Number
- Trim Function
- Replace Function
- Remove Extra Characters
- Delete Cells with Format
- Delete Same Contents data in Cells
- Remove Duplicate Records
- Watch Window
- Data Entry Form
- Import PDF File
- Speak Cells
- Faster Way to add data

7 hours