



Practical Excel 2010 / 2007 Tips for Office Professionals

Course Duration:

7 Hours / 1 Day

1. Reducing Workbook and Worksheet Frustration

- Create a Personal View of Your Workbooks
- Enter Data into Multiple Worksheets Simultaneously
- Customize the Templates Dialog and Default Workbook
- Lock and Protect Cells Containing Formulas
- Find Duplicate Data using Conditional Formatting
- Outsmart Excel's Relative Reference Handler
- Remove Phantom Workbook Links

2. Hacking Excel's Built-in Features

- Validate Data Based on a List on Another Worksheet
- Control Conditional Formatting with Checkboxes
- Count or Sum Cells That Meet Conditional Formatting Criteria
- Highlight Every Other Row or Column
- Create 3D Effects in Tables or Cells
- Turn Conditional Formatting and Data Validation On and

- Off with a Checkbox
- Support Multiple Lists in a ComboBox
- Use Replace... to Remove Unwanted Characters
- Convert Text Numbers to Real Numbers
- Customize Cell Comments
- Random Sorting
- Manipulate Data with the Advanced Filter
- Create Custom Number Formats
- Create Custom Lists
- Boldface Excel Subtotals
- Convert Excel Formulas and Functions to Values
- Automatically Add Data to a Validation List

3. Naming Hacks

- Address Data by Name
- Use the Same Name for Ranges on Different Worksheets
- Create Custom Functions Using Names
- Identify Named Ranges on a Worksheet

4. Hacking PivotTables

- PivotTables: A Hack in Themselves
- Share PivotTables but Not Their Data
- Move PivotTable Grand Totals

5. Hacking Formulas and Functions

- Add Descriptive Text to Your Formulas
- Move Relative Formulas Without Changing References
- Compare Two Excel Ranges

- Fill All Blank Cells in a List
- Make Your Formulas Increment by Rows When You Copy Across Columns
- Convert Dates to Excel Formatted Dates
- Sum or Counting Cells While Avoiding Error Values
- Count Only One Instance of Each Entry in a List
- Sum Every Second, Third, or nth Row or Cell
- Find the nth Occurrence of a Value
- Make the Excel Subtotal Function Dynamic
- Use the VLOOKUP Function Across Multiple Tables