Mindluster Platform

About the course Microsoft Excel Tips

Excel Tips Use Pivot Tables to recognize and make sense of data. Add more than one row or column. Use filters to simplify your data. Remove duplicate data points or sets. Transpose rows into columns. Split up text information between columns. Use these formulas for simple calculations. Get the average of numbers in your cells.What are the tricks in Excel? Here are 7 Excel tricks that every office worker should know. Charting. If you're going to present data to stakeholders, then it pays to make it look professional. ... Conditional Formatting. ... Quick Analysis. ... Autofill. ... Power View. ... Pivot Tables. ... VLOOKUP.What cool things can excel do? 20 Excel Tricks That Can Make Anyone An Excel Expert One Click to Select All. ... Open Excel Files in Bulk. ... Shift Between Different Excel Files. ... Create a New Shortcut Menu. ... Add a Diagonal Line to a Cell. ... Add More Than One New Row or Column. ... Speedily Move and Copy Data in Cells. ... Speedily Delete Blank Cells.What is basic Excel skills? Write a formula with absolute and relative references. Create a drop down list of options in a cell, for easier data entry. Sort a list of text and/or numbers without messing up the data. Create a worksheet formula to look up a specific value in a table. Record and modify a simple Excel macro and use it to save time.

Computer Softwares Category's Courses

Course Lesson(18)

Lesson 1 : **Excel Quick Tip Add the Current Date to a Cell**

Lesson 2 : **Excel Quick Tip A Faster Way to Use the Fill Handle**

Lesson 3 : **Excel Quick Tip Two Ways to Use the Format Painter**

Lesson 4 : **Excel Quick Tip A Shortcut to AutoSum**

Lesson 5 : **Excel Quick Tip Quick Access Toolbar Shortcuts**

Lesson 6 : **Excel Quick Tip How to Quickly Duplicate a Sheet**

Lesson 7 : **Excel Quick Tip Jump to Any Sheet with a Shortcut**

Lesson 8 : **Excel Quick Tip Select an Entire Row or Column**

Lesson 9 : **Excel Quick Tip Find a Sum Without Using a Formula**

Lesson 10 : **Excel Quick Tip Why You Should Avoid Merging Cells**

Lesson 11 : **Excel Quick Tip How to Make Charts Auto Update**

Lesson 12 : **Excel Quick Tip Use Transpose to Flip Data on its Side**

Lesson 13 : **Excel Quick Tip Absolute References with the F4 Key**

Lesson 14 : **Excel Quick Tip Add a New Row with a Shortcut**

Lesson 15 : **Excel Quick Tip Use an Entire Column as a Cell Range**

Lesson 16 : **Excel Quick Tip A Trick for Finding Inconsistent Data**

Lesson 17 : **Excel Quick Tip What are Named Ranges**

Lesson 18 : **Excel Quick Tip Using the Quick Analysis Tool**

Related courses

Excel Power Query

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