Excel Illuminated
Speed Tips – Part 1

Course Description

If you'd like to discover features and techniques you can use to speed up your work in Excel, this is the perfect course for you! In his jam-packed session, Excel expert David Ringstrom, CPA, explains a variety of time-saving features and shares helpful tips, such as how to filter data faster, streamline repetitive tasks, create keyboard shortcuts, access folders and workbooks easily, and more.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Office 365 version of Excel. David draws your attention to any differences in the older versions of Excel (2019, 2016, 2013, and earlier) during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.
CPE Credits: 2 (CPA)
Category: Computer Software and Applications
Prerequisite: None
Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Recognize how to create your own custom keyboard shortcuts.
2. Identify how to unlock hidden functionality by double-clicking on certain aspects in Excel.
3. Recognize how to easily compile large lists of data by filtering vs. sorting.