

Excel Illuminated

Speed Tips – Part 2

Course Description

You'll discover even more ways to save time and effort in Excel when you take this course. In part 2 of Speed Tips, Excel expert David Ringstrom, CPA, demonstrates shortcuts that allow you to streamline repetitive tasks and redundant data entry, embed lists you use frequently, transform filtering tasks, and more. In addition, David explains the benefits associated with Excel's Text Box feature, the Personal Macro Workbook, and the Quick Analysis feature.

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. Identify the feature that helps you transform filtering tasks.
2. Recognize how to implement Excel's Personal Macro Workbook.
3. Recognize where the Custom Lists feature appears in the Options dialog box of most versions of Excel.