Fast as Hell at Excel

Fast as Hell at Excel® is NYIM’s revolutionary course that will increase your productivity and efficiency in Excel. Become faster with navigation, formulas, formatting, calculations, and Hot Keys. Learn some creative time-saving (and sometimes life-saving) techniques using applications of Paste Special, Go To Special, Find & Replace, and Macros. By the end of this course, you’ll have the tools, tricks, and techniques to breeze through your workload, impressing colleagues and cutting down hours of unnecessary work.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/fast-as-hell-at-excel or email contact@nyimtraining.com

Course Outline

**Keyboard Shortcuts**

- **Navigation**
  Shortcuts that enable quick cursor movement and cell selection

- **Formula Writing**
  Techniques to write and copy formulas quickly

- **Formatting**
  Shortcuts that facilitate quick formatting

- **Calculations**
  Shortcuts that enable faster input of formulas and functions

- **Hot Keys**
  Transform the ribbon into a visual listing of pre-assigned shortcuts

- **Quick Access Toolbar**
  Access customized commands on the Quick Access Toolbar

- **Insert Screenshots**
  Shortcut to directly insert a screenshot

- **Repeat Command**
  Shortcut key to repeat commands

- **Workbook Management**
  Shortcuts pertaining to general Excel operations

- **Worksheets**
  Shortcuts to allow editing of active windows

**Specialized Time-Saving Techniques**

- **Paste Special**
  Use Paste Special for various time-saving techniques
Go To Special
Use Go To Special to perform several time-saving tricks

Find & Replace
Use Find & Replace to expedite certain processes

Working Across Sheets
Perform calculations and formatting across worksheets

Recording Macros
Record macros to automate repetitive work

Cumulative Project

End of Class Exercise
End of class project to review key concepts from the class