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 onsite training is available for this course. For more information, email contact@nyimtraining.com or visit training-nyc.com/courses/fast-as-hell-at-excel

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