

# 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](https://training-nyc.com/courses/fast-as-hell-at-excel) or email [contact@nyimtraining.com](mailto: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