AGENDA – Excel Hints and Tips

Creating the Quick Access Toolbar and Customizing Tabs and Ribbons

Selecting Columns, Rows, Cells and Navigation

Formatting commands

Quick Analysis (QA) Button

- Conditional formatting
- Totals
- Tables
- Sparklines

Break – 10 minutes

Quick Charts

- F11 and QA Button

Quick Formulas

- SUM Formula and others
- Status Bar
- Auditing

Review – Quiz on today's session (10 questions)