
Excel Advanced Tips

This class is intended for everyone who uses Excel at work or has completed our Excel class.

Instructor

Kimberly Tash

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School Phone

805-497-2761

Class Dates

Room Location

Room 7B

Overview:

Become a master of Excel and up your spreadsheet game by taking this advanced course. We will cover Advanced Formatting and Analysis Tools, how to Collaborate with Others in Excel, the integration of Excel with other programs, keyboard shortcuts, as well as some tried and true methods for working quickly and skillfully in Excel. Join us for this exciting class and take your Excel proficiency to the next level.

Class Resources and Recommended Books:

Learning materials and a list of shortcuts will be provided by your instructor

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Excel techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Data Validation Rules
- Creating Drop-Down Lists for Data Entry
- Data Tables
- Collaborating in Excel
- Integrating Excel with Other Programs
- Delete Duplicate Rows
- Importing Tables from The Web
- Converting Text to Columns
- And Much More!