How to Use Data Generated with Excel® for the Administrative Assistant

Description:
Organize, analyze, and manipulate data to understand and present organizational strengths and weaknesses.

Excel® is used by millions of people throughout the world; it's got a ton of features for creating, manipulating, and analyzing data and is used by office workers of all types, scientists, financial analysts, realtors, programmers, college and high school students, - in short - practically everybody, regardless of profession or occupation.

This topic is designed to provide attendees with vital tips that improve the efficiency of anybody using Excel® and covers those topics likely to be used by administrative assistants. A few basic tips will be offered, but the bulk of the information is devoted to those who are familiar with Excel® and use it frequently - intermediate level users.

Contents:
Data Entry and Data Layout Tips
- Use Tab, Enter, or Arrow Keys
- Learn How Excel® Handles Dates and Times and the Best Way to Enter Them
- Copy/Paste Shortcuts

Data Manipulation Tips
- Hide and Unhide Columns and Rows
- Move and Insert Column, Rows and Cells by Dragging
- Drag Data to Convert Formulas to Results

Shortcut Keys and Mouse Tips - Most of These Effects Occur Instantly
- Display a Worksheet's Formulas
- Display a List of All Worksheets in the Current Workbook
- And Many More

Simplify Formula Tasks
- Use the Autosum Button or Its Keystroke Equivalent
- Formula Auditing
- Simple Use of the If Function
- The VLOOKUP Function

Working Efficiently With Lists - Indispensable Data Management Tools
- When and Why to Convert a List to a Table - Advantages and Disadvantages
- Sorting Data -
- Filter - Hide the Data You Don't Want to See
- PivotTables - a Quick Look

Visual Features - Add Flair and Pizzazz as You Provide the "Big Picture"
- Charts or Sparklines
- Add an Org Chart, a Shape, an Arrow, a Text Box
- Conditional Formatting

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