

# Microsoft Excel Training Course

## Designed for Real Estate Professionals



### Sample Topics

- Text import wizard
- Navigation bar tool from MOD
- Move sheets with in file
- Move sheets between files
- Right click on navigation arrows
- Print macro tool in personal.xls
- Hide/unhide tool in personal.xls
- Text to columns to convert dates
- Right-drag cells to get move/hide menu
- Double-click frame to unhide columns
- Autofilter
- Range names
- Drag format palettes off of toolbar
- Macro recorder
- Add icons to menu bar
- Change default directory
- Advanced filter
- Current region Ctrl-\*
- Sort options - custom sort order
- Custom autofill lists
- Sum total on status bar
- Group worksheets via Ctrl and clicking tabs
- Match/index
- Subtotal feature
- Sum icon
- Send as attachment
- Ctrl-C, Ctrl-V, Ctrl-Z
- Hold Ctrl key and move wheel to zoom
- Include date/time on printouts
- Sheet name to change name or right-click
- Disable Office Assistant
- Formula wizard
- Ctrl-B, Ctrl-U
- Custom number formats
- Conditional formatting
- Graph on top of a graph
- Using range names for Auto correct
- Double-click on fill handle
- Using templates
- Click inside text to bold just certain words
- Insert Word object for adding documentation
- Pivot tables
- Text to columns to parse out city, state, and zip
- Zip code format
- Leading zeros (custom format)
- Dynamic ranges
- Ctrl-down arrow
- Macro buttons
- Ctrl-I to get to formatting dialog box
- SumIf and CountIf
- Data validation
- Open Lotus files
- Cell comments
- Concatenate text
- Upper, Lower and Proper
- Save as CSV
- External data, fill down formulas
- Search & replace using \*
- How to replace \* using tilde
- Auto save
- Hide rows/columns by right-clicking
- Building If Statements
- Drill down on Pivot Table
- Build complex formulas one column at a time (quarter formula)
- Use Autofilter as an auditing tool
- Ctrl- & Ctrl+ for inserting/deleting rows
- Edit, Paste Special, Transpose
- Creating charts
- Close without saving
- Cell comments

#### Other topics include:

- Menus not seen before
- Keyboard shortcuts
- Analysis tools
- Useful Worksheet Functions
- Automating your spreadsheets

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