

DTS Computer Training

Excel Mini-Class List

They may be taken individually or combined into customized live or on-line training courses specifically tailored to fit your needs and your schedule.

Excel Basics

- [Excel Tips, Tricks and Shortcuts](#)
- [Excel Basic Formulas](#)
- [Printing in Excel](#)
- [Excel Formatting Techniques](#)
- [Excel Charts & Graphs](#)

Excel Tips, Tricks and Shortcuts

Learn to tap into the power of Excel. In this webinar you will learn to double your productivity and cut your work time in half by learning the hidden shortcuts, tips and tricks of Excel.

- Learn quick Navigation and Selection Shortcuts
- Understanding the many uses of the Auto Fill Handle
- Learn to create your own toolbar for quick access
- Discover many of the secret hidden shortcuts to save you tons of time
- And more...

Excel Basic Formulas

Unleash the true power of Excel by understanding how to create basic Formulas to do all the calculations for you. Excel specializes in “number crunching.” If you have been intimidated by Excel (or numbers/math) or simply want to better understanding of exactly how to more effectively use the calculating features of Excel this class will provide clarity and give you certainly and confidence in building powerful spreadsheet with accurate, automatically updating totals and links.

- Learn how to quickly and easily create a basic formulas
- Learn why the Order of Operation is extremely important when building Formulas
- Understand the difference between Formulas & Functions and when to use a Formula and when to use a Function.
- Learn the essential difference between Absolute and Relative Reference.
- Learn how to link data on different worksheets
- And more...

Printing in Excel

Have you ever ended up printing 20 pages when you only wanted one? Have you spent hours trying to fit all your information on one page only to end up a row or column too long? Have you struggled to get the headers to appear at the top of every page? You are not alone. Printing in Excel is not always as easy as it might appear. Learn to easily set-up your page to print EXACTLY what you want to print.

- Learn to set your print area
- Learn how to effectively use the Page Break Preview
- Learn to add valuable Headers and Footers
- Learn to get the header row at the top of every page
- Learn how to remove ugly gridlines
- Learn how to avoid printing multiple pages
- Learn how to easily fit all your data on the page
- And more...

Excel Formatting Techniques

Format your spreadsheet for success. Now that you have all your data in a spreadsheet how do you make it look nice, professional and easy to read? Learn the art of formatting your spreadsheets to give them that added pizzazz and help solve some data entry issues.

- Learn to create titles that stand out
- Learn to format dates and times correctly
- Understand how to get a leading zero
- Learn how to add borders, colors and fonts
- Discover how to easily and quickly copy formatting on your spreadsheet.
- Learn how to get rid of formatting you no longer want
- And More...

Excel Charts & Graphs

They say a picture is worth 1000 words. Display your data graphically by creating charts and graphs. It's actually a lot easier than you think!

- Learn short cuts that can turn your data into a chart in 2 steps
- Use the Chart Wizard to walk you through each step in creating a chart.
- Understand the chart toolbar to easily modify your chart
- Learn the tricks to customizing your chart
- Learn formatting techniques to give your chart that extra flair.
- And More...

Excel Intermediate

- [Excel Intermediate Formulas and Functions](#)
- [Multiple Worksheet Techniques in Excel](#)
- [Using Excel As a Database](#)
- [Using Excel to Create Forms & Templates](#)

Excel Intermediate Formulas and Functions

Go beyond your basic Formulas and Functions to add more power and flexibility to your spreadsheets. We will explore how to set-up and use several of the more complicated formulas and functions.

- Learn to create a 3D Formula and Summary
- Learn to name Cells and Ranges for use in Formulas
- Learn the power of using the IF statement
- Learn how to nest formulas and functions for more complex calculations
- And More

Multiple Worksheet Techniques in Excel

Excel has the capacity to store multiple worksheets in one workbook, but most people don't know how to effectively use multiple worksheets. Learn the tricks to store and summarize data on multiple sheets saving you time and effort.

- Learn how to link different worksheets and different workbooks
- Learn how to set up your spreadsheet effectively for multiple sheet use
- Learn how to rename your sheets
- Learn to copy, move and use template within your spreadsheet
- Learn how to make changes on multiple worksheets at the same time.
- Learn how to consolidate your data and create a summary page.
- And more...

Using Excel As a Database

There is an art to creating an effective Database in Excel. You must know how to setup an Excel Database correctly in order to use all its amazing time saving features. When setup properly you can also use this database with Word Mail Merge or interface it with other database programs such as Microsoft Access.

- Learn the proper way to create and setup an effective Excel Database
- Learn how to clean up your data and separate text into columns
- Learn how to use Data Forms to easily enter and view your data
- Learn how to properly sort your data
- Learn how to use the Auto Filter to report specific information
- And More...

Using Excel to Create Forms & Templates

Do you have a timesheet, an expense report, an invoice, an order form that you use over and over again? Would you like to know how to create professional looking forms from scratch and protect specific fields from being changed or modified?

- Learn to create professional looking forms from scratch
- Learn how to “idiot proof” your forms and protect them from unwanted changes.
- Understand the trick to creating a form for both easy data entry and database entry.
- Learn to structure and format your forms for ease of use.
- Learn to create drop down lists and limit values in a cell
- And more...

Excel Advanced

- [Excel Advanced Formulas and Functions](#)
- [Excel Pivot Tables](#)
- [Creating Macros in Excel](#)

Excel Advanced Formulas and Functions

Understand how to create advanced formulas and functions to really tap into the power of Excel.

- Understand how to utilize several of the advanced functions in Excel
- Learn advanced ways to nest formulas and functions for more complex calculations
- Learn to use the VLOOKUP and HLOOKUP functions effectively
- And More

Excel Pivot Tables

What exactly is a Pivot Table? You may have heard about creating a Pivot Table in Excel, but you may not even know what a Pivot Table is, let alone how to create one. Learn what a Pivot Table is and how to use this incredibly powerful tool to analyze your data.

- Understand what a Pivot Table is and how to use it
- Learn how to setup your data so Pivot Table works correctly
- Learn how to step up a Pivot Table to analyze your data
- Understanding the 4 key areas of a Pivot Table
- Learn how to modify your Pivot Table quickly and easily
- And More...

Creating Macros in Excel

Automate your Excel Spreadsheet. With macros you can simplify those repetitive tasks and save tons of time.

- Understand how Macros work and where/when to use them
- Learn to record a macro to automate your work
- Learn how to edit your macros
- Learn how to create buttons and toolbars to run your macros
- And More...