

3

Session Three: Taking your skills to the next level

One only gets to the top rung of the ladder by steadily climbing up one at a time, and suddenly all sorts of powers, all sorts of abilities which you thought never belonged to you – suddenly become within your own possibility.

*Margaret Thatcher,
Prime Minister of the United Kingdom from 1979-1990*

After mastering all of the techniques covered in session two, you're already able to do useful work with the world's most powerful business tool, but of course, you're only on the first rung of a very long ladder.

While you are now able to do the simple things well, there are a few more insights you need to really get Excel working.

Most of the skills covered in this session will take your powers beyond that of the casual Excel user.

Session Objectives

By the end of this session you will be able to:

- Insert and delete rows and columns
- Use AutoComplete and fill data from adjacent cells
- Cut, copy and paste
- Cut, copy and paste using drag and drop
- Use Paste Values
- Increase/decrease decimal places displayed
- Transpose a range
- Use the multiple item clipboard
- Use Undo and Redo
- Insert, View and Print cell comments
- Understand absolute, relative and mixed cell references
- Create a template
- Use a template
- Freeze columns and rows
- Split the window into multiple panes
- Check spelling