Hidden Features of Excel

Get Started Fast with Table Originals

Discover the hidden gems of Excel in this engaging 3-hour class designed to transform your experience with the software. Say goodbye to frustration and hello to time-saving tools, intuitive shortcuts, and modern features that simplify your work and boost productivity. Whether you're a beginner or someone who's avoided Excel altogether, this class will reveal how Excel can work for you—not against you.

Introduction
- Brief overview of the class objectives.
- Address common Excel pain points and myths.
- Icebreaker: Share personal experiences with Excel struggles.

Cursor Magic
- Explore the functionality of different cursors in Excel.
  - Drag-and-fill versus move-and-copy cursors.
  - Resizing rows and columns efficiently.
  - Shortcut-driven selections.
- Hands-on Activity: Practice using cursors to manipulate data.

Shortcuts Simplified
- Introduction to must-know shortcuts for efficiency.
  - Navigation: Jumping between cells and sheets.
  - Formatting: Bold, borders, and more.
  - Data manipulation: Autofill, sorting, and filtering.
- Interactive Exercise: Apply shortcuts to a sample dataset.

Table Talk
  - The power of converting data ranges into Excel tables.
    - Automatic styling and headers.
    - Dynamic data expansion and structured references.
    - Built-in table features: Sorting, filtering, and slicers.
- Group Exercise: Create and manipulate tables in small groups.

Hidden Gems
- Discover overlooked Excel features:
  - Quick analysis tools.
  - Ideas/Insights (AI-powered suggestions).
  - Conditional formatting with preset rules.
- Challenge: Use these tools on a pre-loaded Excel file to solve a practical problem.

Wrap-Up & Q&A
- Review key takeaways and additional resources for further learning.
- Open forum for participant questions.
- Survey and feedback for class improvement.