

# Fast as Hell at Excel

## Course Overview

Fast as Hell at Excel® is NYIM's revolutionary course that will double your productivity and efficiency in Excel. The course reviews essential keyboard shortcuts, including navigation, formatting, calculations, and hot keys. You'll also learn some specialized time-saving (and sometimes life-saving) techniques using applications of Paste Special, Go To Special, Find & Replace, and Macros. We'll review database management techniques, advanced functions, and Pivot Table with an emphasis on how to speed up daily tasks. By the end of this course you'll have the tools, tricks and techniques to breeze through your workload, impressing colleagues and cutting down hours of unnecessary work.

Prerequisite: Basic proficiency in Excel. This is an intermediate-level course with a bent towards shortcuts and time-saving techniques. PC only.

### Keyboard Shortcuts

---

1)	Navigation	Shortcuts that enable quick cursor movement and cell selection
2)	Formatting	Shortcuts that facilitate quick formatting
3)	Calculations	Shortcuts that enable faster input of formulas and functions
4)	Hot Keys	Transform the ribbon into a visual listing of pre-assigned shortcuts
5)	Quick Access Toolbar	Access customized commands on the Quick Access Toolbar
6)	Insert Screenshots	Shortcut to directly insert a screenshot
7)	Repeat Command	Shortcut key to repeat commands
8)	Workbook Management	Shortcuts pertaining to general Excel operations
9)	Worksheets	Shortcuts to allow editing of active windows

### Database Management

---

10)	Splitting Text	Use Text to Columns to split text into multiple cells
11)	Joining Text	Join text from separate cells
12)	Data Validation	Create a dropdown menu to make data entry quicker and more efficient
13)	Sort & Filter	Use Sort & Filter to find and organize data in large databases
14)	Remove Duplicates	Use Remove Duplicates to eliminate duplicate data

### Advanced Functions

---

15)	Advanced Cell Locking	Anchor cells to quickly copy and paste formulas
16)	VLOOKUP	Quickly retrieve data from a table
17)	COUNTIFS	Count cells based on one or more conditions
18)	SUMIFS	Sum cells based on one or more conditions

### Pivot Tables

---

19)	Table review	Use a Table as the source data for a Pivot table, due to its special functionality
20)	Pivot Tables	Create Pivot Tables to quickly summarize large databases

### Specialized Time-Saving Techniques

---

21)	Paste Special	Use Paste Special for various time-saving techniques
22)	Go To Special	Use Go To Special to perform several time-saving tricks
23)	Find & Replace	Use Find & Replace to expedite certain processes
24)	Working Across Sheets	Perform calculations and formatting across worksheets
25)	Recording Macros	Record macros to automate repetitive work

### Cumulative Project

---

26)	End of Class Exercise	End of class project to review key concepts from the class
-----	-----------------------	--