

# **PDF SHORT VERSION**

## **Excel**

### **Course Presentation**

Our goal is simple: to teach you Excel directly and practically. We don't just cover the basics; we take you to an **Extreme level** to help you stand out and boost your career.

- **Real-World Support:** Our expert instructors answer questions beyond the course. We can even help guide you through tools you are building for your actual job.
  - **Full Resources:** You get a complete workbook, extra exercises, and constant updates.
  - **Career Focus:** There is a huge demand for Excel experts. We give you the skills to fill that demand.
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## **PROGRAM: EXCEL**

Excel Extreme features **90 hours of content**, a complete workbook, and practice exercises based on real business scenarios. We cover everything from the absolute basics to the most advanced and impressive tools you can build.

The entire syllabus is detailed below.

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### **1. Course Proposal and Objectives**

### **2. Syllabus and Workload**

## **3. Workbook and Support**

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### **SECTION 1 – Start Here: The Rules**

1. Course Access & Materials
  2. Instructor Support & Q&A
  3. Guarantee & Certification
  4. Study Strategies
  5. Support
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### **SECTION 2 – Join the Community**

1. Joining the Community
  2. Community Guidelines
  3. Career Connection
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### **SECTION 3 – Speed & Efficiency Hacks**

1. Use shortcuts
  2. CTRL + ARROW and CTRL + SHIFT + ARROW
  3. CTRL + T
  4. CTRL + SPACE and SHIFT + SPACE
  5. CTRL + SHIFT + L
  6. CTRL + PGUP / PGDN / ALT + T
  7. CTRL + 1
  8. ALT + C + V + V / ALT + C + V + T
  9. The ALT Shortcut
  10. CTRL + E
  11. CTRL + ; and CTRL + SHIFT + ;
  12. Learn more every day
  13. Complete list of Excel shortcuts (English and Mac included)
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## **SECTION 4 – Styling Your Data**

1. Resizing and Adjusting Layout
2. Concealing Rows and Columns
3. Data Outlining and Grouping
4. Removing Data and Cells
5. Text Styles and Shading
6. Cell Positioning and Outlines
7. Combining Cells for Titles

8. Managing Long Text Overflow
9. Adding Annotations and Context
10. Standardizing Data Display
11. Advanced Custom Formats
12. Duplicating Styles Instantly
13. Advanced Paste Options
14. Locking Headers and Panes
15. Designing and Naming Tables
16. Interactive Table Filtering (Slicers)
17. Structured Formulas with Tables
18. Dynamic Dropdowns (Table-Driven)
19. Highlighting Based on Rules
20. Visualizing Top/Bottom Values
21. Data Bars and Color Scale Visualization
22. Using Status Icon Sets
23. Applying Formatting to the Entire Row
24. Formula-Driven Formatting Rules