

Advanced spreadsheet tips and tricks

Like a lot of the things you're learning in this program, spreadsheets will get easier the more you practice. This reading provides you with a list of resources that may help advance your knowledge and experience with spreadsheet functions and functionality. The goal is to provide you with access to a variety of advanced tips and tricks that will help make you more efficient and effective when working with spreadsheets to perform data analysis. Review the description of each resource below, click the links to learn more, and save or bookmark any links that are useful to you. You can immediately start practicing anything that you learn to increase the chances of your understanding and to build your familiarity with spreadsheets. This reading provides a range of resources, so feel free to explore the ones that are applicable to you and skip the ones that aren't.

Google Sheets

- **Keyboard shortcuts for Google Sheets:** This is a great resource for quickly learning a range of keyboard shortcuts that can make regular tasks quicker and easier, like navigating your spreadsheet or accessing formulas and functions. This list contains shortcuts for the desktop and mobile versions of Google Sheets so that you can apply them to your work no matter what device you are using.
- **List of Google Sheets functions:** This is a comprehensive list of the Google Sheets functions and syntax. Each function is listed with a link to learn more.
- **20 Google Sheets Formulas You Must Know:** This blog article summarizes and describes 20 of the most useful Google Sheets formulas.
- **18 Google Sheets Formula Tips and Techniques:** These are tips for using Google Sheets shortcuts when working with formulas.

Excel

- **Keyboard shortcuts in Excel:** Earlier in this list, you were provided with a resource for keyboard shortcuts in Google Sheets. Similarly, this resource provides a list of keyboard shortcuts in Excel that will make performing regular spreadsheet tasks more efficient. This includes keyboard shortcuts for both desktop and mobile versions of Excel, so you can apply them no matter what platform you are working on.
- **222 Excel shortcuts:** A compilation of shortcuts includes links to more detailed explanations about how to use them. This is a great way to quickly reference keyboard shortcuts. The list has been organized by functionality, so you can go directly to the sections that are most useful to you.
- **List of spreadsheet functions:** This is a comprehensive list of Excel spreadsheet functions with links to more detailed explanations. This is a useful resource to save so that you can reference it often; that way, you'll have access to functions and examples that you can apply to your work.
- **List of spreadsheet formulas:** Similar to the previous resource, this comprehensive list of Excel spreadsheet formulas with links to more detailed explanations and can be saved and referenced any time you need to check out a formula for your analysis.
- **Essential Excel Skills for Analyzing Data:** This blog post includes more advanced functionalities of some spreadsheet tools that you have previously learned about, like pivot tables and conditional formatting. These

skills have been identified as particularly useful for data analysis. Each section includes a how-to video that will take you through the process of using these functions step-by-step, so that you can apply them to your own analysis.

- **Advanced Spreadsheet Skills:** Mark Jhon C. Oxillo's presentation starts with a basic overview of spreadsheet but also includes advanced functions and exercises to help you apply formulas to actual data in Excel. This is a great way to review some basic concepts and practice the skills you have been learning so far.

There are lots of resources online about advanced spreadsheet tips and tricks. You'll probably discover new resources and tools on your own, but this list is a great starting point as you become more familiar with spreadsheets.

