

# Excel Tips and Tricks

## Kelly Cummings, LRS Instructor

1. Introduction to Excel
2. Topics Covered
  - a. Shift/Control Click
  - b. Triangle Select All
  - c. Adding Shortcut Icons to Quick Access
  - d. Cursor Differences
  - e. Auto Fit Column Widths
  - f. Flash Fill
  - g. Inserting Multiple Rows and Columns
  - h. Auto Correct
  - i. Format Painter
  - j. Saving a New Style
  - k. Freeze Panes
  - l. Switch Windows
  - m. Conditional Formatting
  - n. Data Validation/Drop Down Choices
  - o. Insert Signature
  - p. Smart Lookup
  - q. Difference between Hiding/Protecting
  - r. Restricted Edit Ranges
  - s. Printing Tips, Titles, Set Print Area
3. Q & A