

# Microsoft Excel<sup>™</sup> - Tips, Tricks & Shortcuts

This session covers a range of ideas, topics, insights and tips for Microsoft Excel users at all levels.

Topics include:

- Leveraging mouse pointers
- Shortcuts for common tasks
- Graphs
- Transposing data
- Data lists/analysis and trouble shooting including, Text to Columns, Concatenate, Proper, Lower, Upper functions
- Conditional Formatting
- Subtotals
- Overview of Pivot Tables
- Overview of Macros