

# 2

## Session Two: Doing Useful Work with Excel

Only those who have the patience to do simple things perfectly ever acquire the skill to do difficult things easily.

*Unknown author*

Now that you've mastered the basics, you are ready to do really useful work with this amazing tool. In this session you will learn to use all of Excel's basic features properly. This will put you way ahead of anybody that hasn't been formally trained in Excel best practice. You'll be doing simple things, but you'll be doing them perfectly!

Even after years of daily use, many users are unable to properly use Excel's fundamental features. They often reach their goal, but get there in a very inefficient way, simply because they were never taught how to do things correctly. By the end of this session you'll be astonished with how well you are working with Excel.

### Session Objectives

By the end of this session you will be able to:

- Enter text and numbers into a worksheet
- Create a new workbook and view two workbooks at the same time
- Use AutoSum to quickly calculate totals
- Select a range of cells and understand Smart Tags
- Enter data into a range and copy data across a range
- Select adjacent and non-adjacent rows and columns
- Select non-contiguous cell ranges and view summary information
- AutoSelect a range of cells
- Re-size rows and columns
- Use AutoSum to sum a non-contiguous range
- Use AutoSum to quickly calculate averages
- Create your own formulas
- Create functions using Formula AutoComplete
- Use AutoFill for text and numeric series
- Use AutoFill to adjust formulas
- Use AutoFill Options
- Speed up your AutoFills and create a custom fill series
- Use Flash Fill to split and concatenate text
- Use the zoom control
- Print out a worksheet