

Excel 365 - Tips & Tricks

Duration: 1 Day (9:30 am to 5:00 pm)
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Training Mode: Hybrid (Online & Offline)

Prerequisite:

Participant should have knowledge of Filter and Formatting Cells.

Session - 1

Open files automatically
Using AutoRecover
Working with Heavy Files
Co-authoring

Session - 2

Protecting your Work
Creating Custom Views
Pasting in special ways
Selecting special types of cells

Session - 3

Data Validation
Custom Number Formatting

Session - 4

Advance Filter

Notes:

It includes Study Material and Certificate.
You are required to bring your laptop.