



SHRM GUAM CHAPTER INVITES YOU TO OUR

Membership Appreciation Event

FT. A SILENT AUCTION FOR THE SHRM FOUNDATION

LA CANTINA, THE TSUBAKI TOWER GUAM
6PM ON FRIDAY, DECEMBER 1, 2023

ALL SHRM GUAM MEMBERS INVITED!
SIGN UP A PLUS ONE INTERESTED IN LEARNING MORE ABOUT SHRM MEMBERSHIP

RSVP BY NOVEMBER 29 ON
GUAM.SHRM.ORG

Efficiency Unlocked

Essential Excel Tools for Non-Finance Professionals



Survey: Rate your proficiency level in Excel.

Go to menti.com and use code 8466 7978

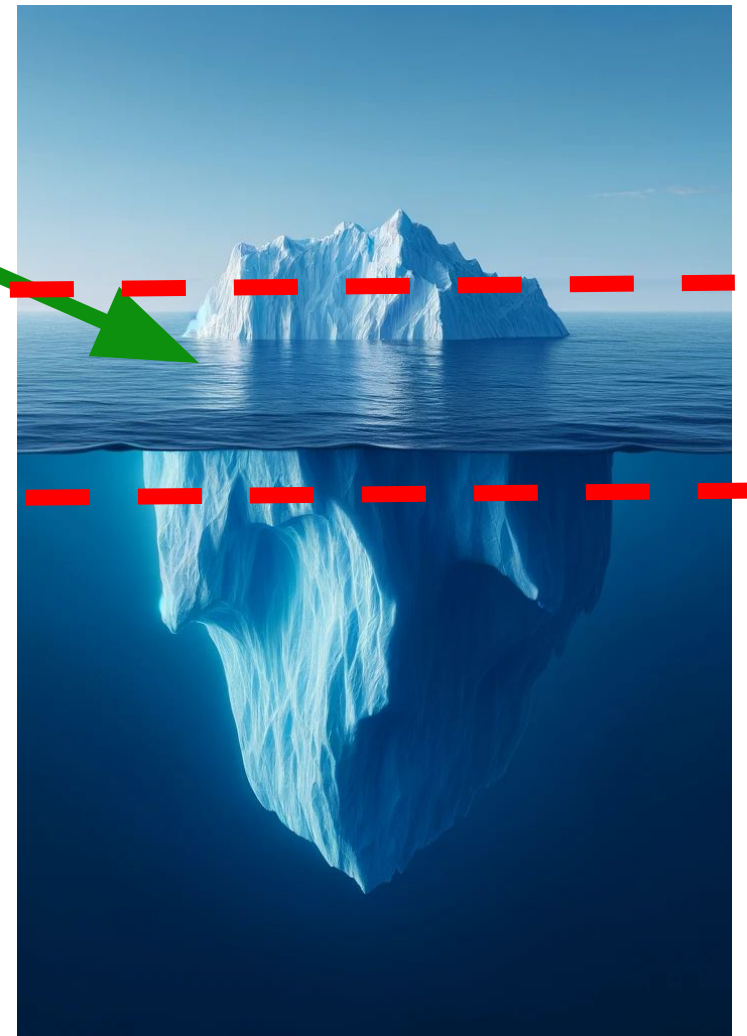


To ask questions...

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What we'll cover today

- Shortcuts throughout presentation
- Excel Navigation
- Data entry basics
- **Formulas (Calculations, Text, Logical)**
- Working with large amounts of data
- Formatting
- Charts
- Non Excel things



My Excel Story



HR Professionals




Keyboard shortcuts



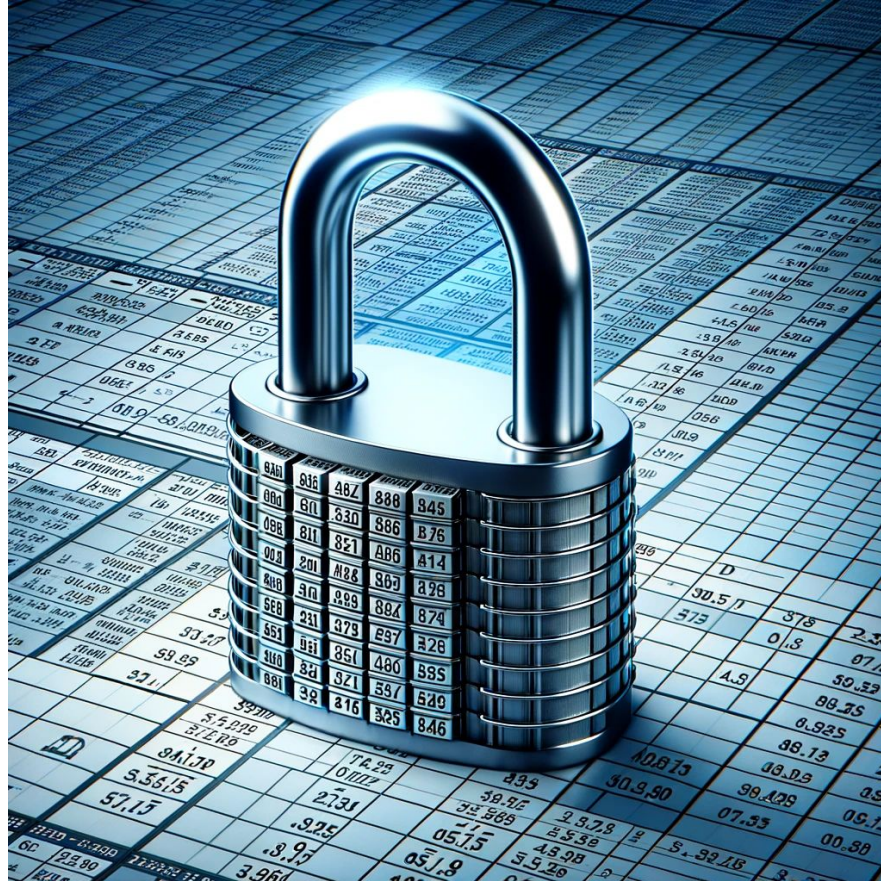
Excel Navigation

- Excel Ribbon & shortcut tips w/ Alt Key
- Zooming in/out w/ mouse scroll
- H Scroll CTRL + Shift + Scroll
- CTRL + 1 to format cells
- Status bar
- CTRL + Pg Up/Down worksheets
- CTRL + Z and CTRL + Y
- Right Click to see all sheets
- Hide Ribbon CTRL + F1
- AutoFit Rows and columns
- Highlight Rows Shift+Space
- Highlight Cols CTRL + Space
- Copy a worksheet CTRL + drag
- Saving with a password
- Alt + Enter
- Moving around w/ shortcuts

Data Entry Basics

- F2 to edit the cells
- Data Validation
- See all formulas (CTRL + `)
- Hour Equiv, copy down
- Clipboard History 
- Flash Fill (e.g. First names)
CTRL + E
- Fill Series

Relative v. Absolute Reference - F4 and the \$



Time for some Excel Formulas!

- Date Formulas
- Text Formulas
- Moving things around
- Lookup Formulas
- Logical
- Calculation Formulas



Working with Data

- Data Filters CTRL+Shift+L
- “Tables” in Excel (CTRL + T)
- Slicers (Insert>Slicer)
- Pivot Tables Alt, N, V, T

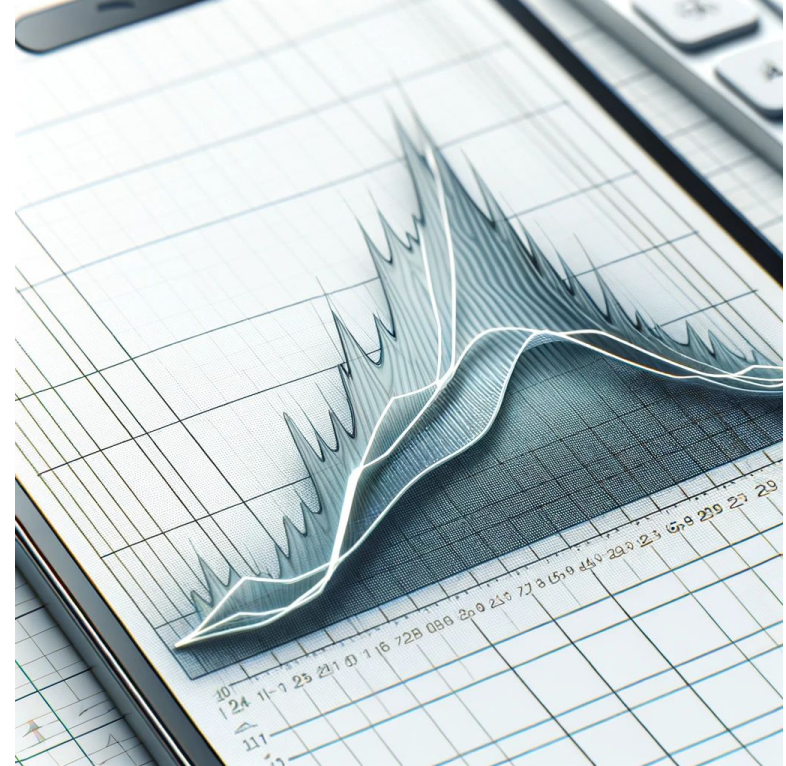


Formatting (CTRL +1)

- Dates (custom)
- Colors/Fills
- Format Painter
- Format Painter double click
- Locked Cells for protection



Charts



Bonus non-Excel things



- Snagit
- Emoji shortcuts
- Clipboard history
- Text Expander