

AIRO Excel Training Resources

Using macros in your personal workbook: <https://support.office.com/en-sg/article/Create-and-save-all-your-macros-in-a-single-workbook-66c97ab3-11c2-44db-b021-ae005a9bc790>

Using vlookup: <http://www.techonthenet.com/excel/formulas/vlookup.php>

Using index-match as a more powerful alternative to vlookup: <http://www.randomwok.com/excel/how-to-use-index-match/>

Using Shift-drag to move a column: <https://www.ablebits.com/office-addins-blog/2014/01/23/swap-excel-columns/>

Using flash-fill: <http://www.tech-recipes.com/rx/48997/a-beginners-guide-to-flash-fill-in-microsoft-excel-2013/>

Converting text dates to Excel dates: <http://www.k2e.com/tech-update/tips/521-tips-converting-text-dates-to-excel-dates-en-mase>

Add items to the Quick Access Toolbar: <https://support.office.com/en-sg/article/Customize-the-Quick-Access-Toolbar-43fff1c9-ebc4-4963-bdbd-c2b6b0739e52?ui=en-US&rs=en-SG&ad=SG>

Pivot Tables: <http://www.excel-easy.com/data-analysis/pivot-tables.html>

Conditional Formatting – Color scales: <http://www.excel-easy.com/examples/color-scales.html>

Keyboard shortcuts:

Ctrl-Z Undo

Ctrl-Y Redo

Ctrl-Shift-L Autofilter

Ctrl-Enter Enter the same data in multiple cells

Ctrl-Backspace Brings a selection into view

Alt-= Sums the cells above or to the left