



ORT Jet and Excel Academy present:

Free Excel Crash Course Webinar

Monday 6 April 2020 16:00 to 17:30

5 Best-Kept Excel Secrets

Secret #1: _____

Secret #2 : _____

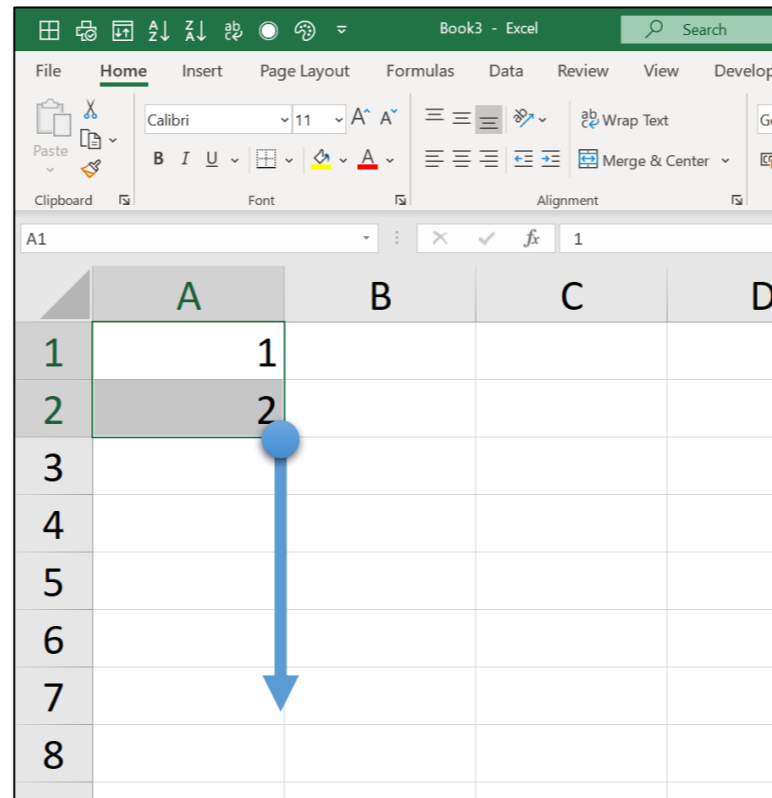
Secret #3 : _____

Secret #4 : _____

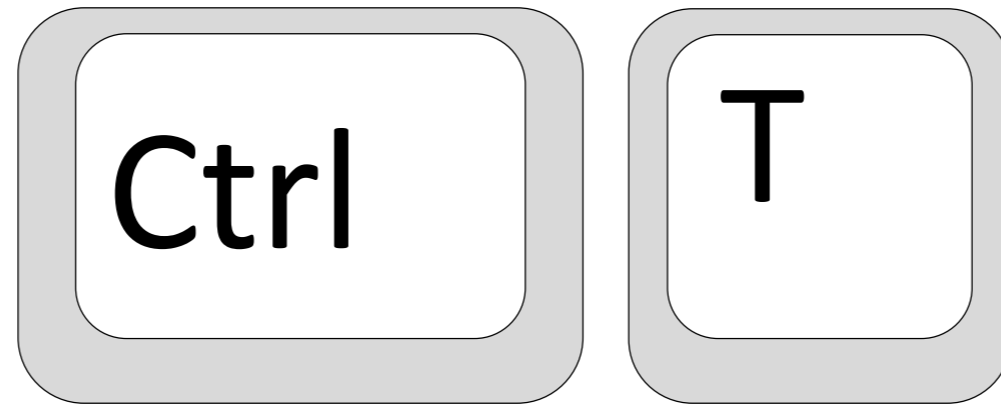
Secret #5 : _____

Secret #1: Fill a list

- **Select** at least 2 cells
- **Click and drag** on the bottom right hand corner

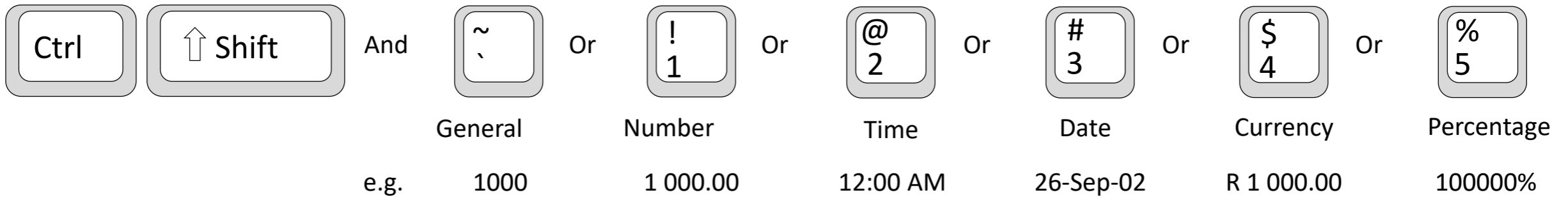


Secret #2: Convert to Table Mode

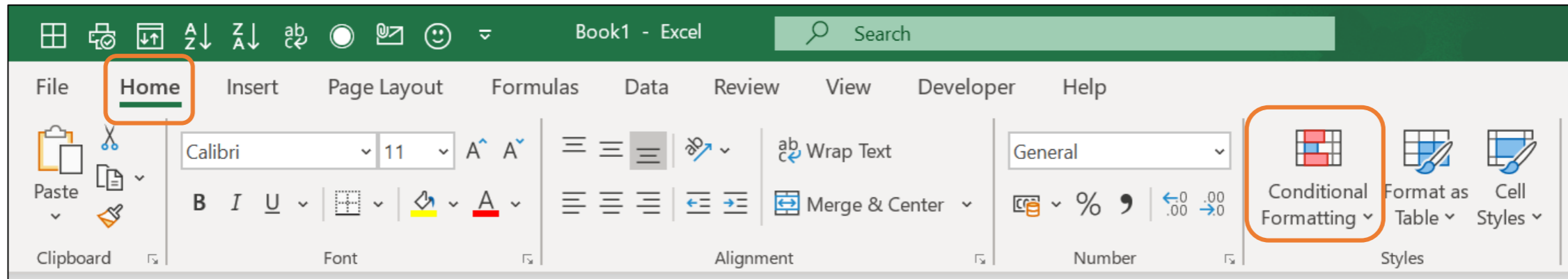


Convert an ordinary range of data into “Table Mode”.

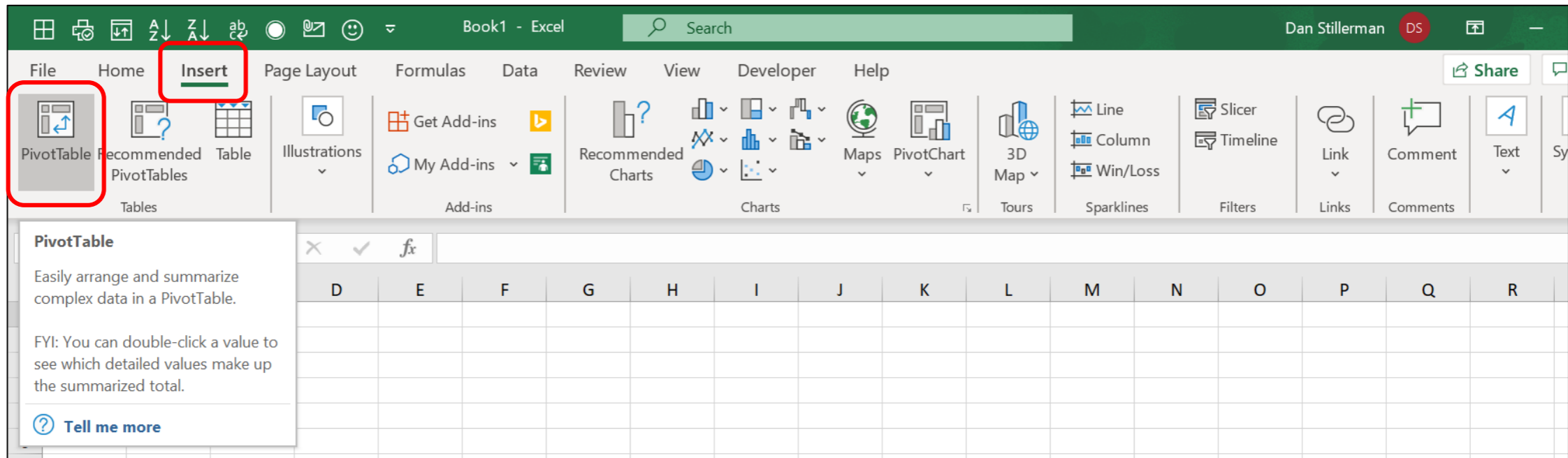
Secret #3: Number Formatting



Secret #4: Conditional Formatting



Secret #5: Pivot



5 Best-Kept Excel Secrets

Secret #1: Fill a list

Secret #2 : Converting to Table Mode

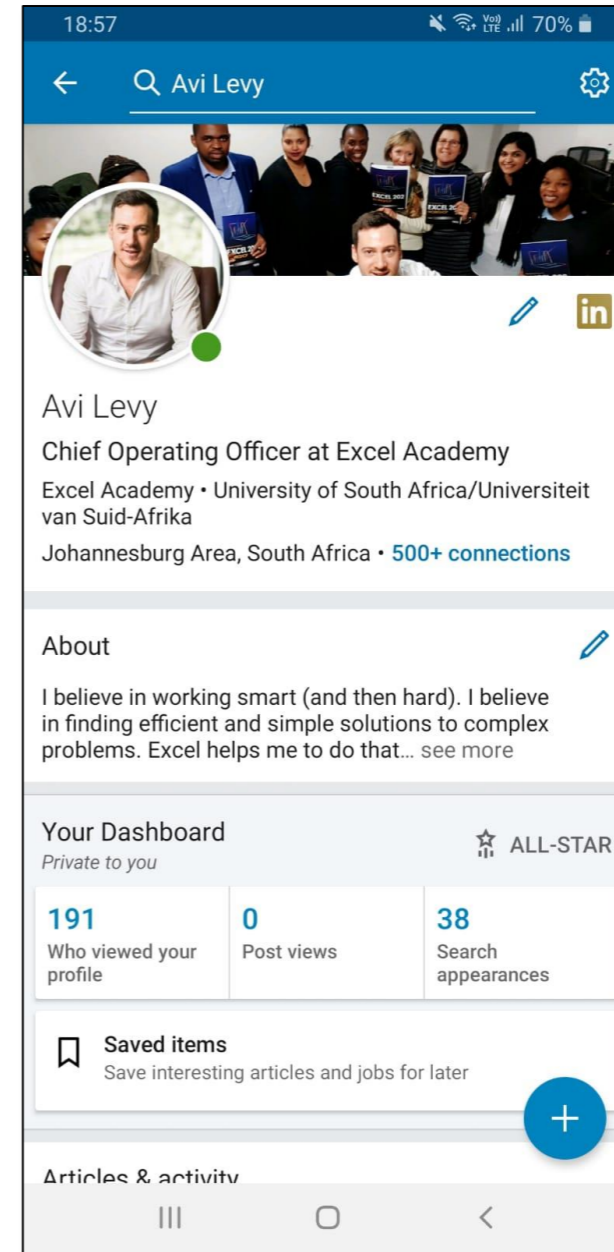
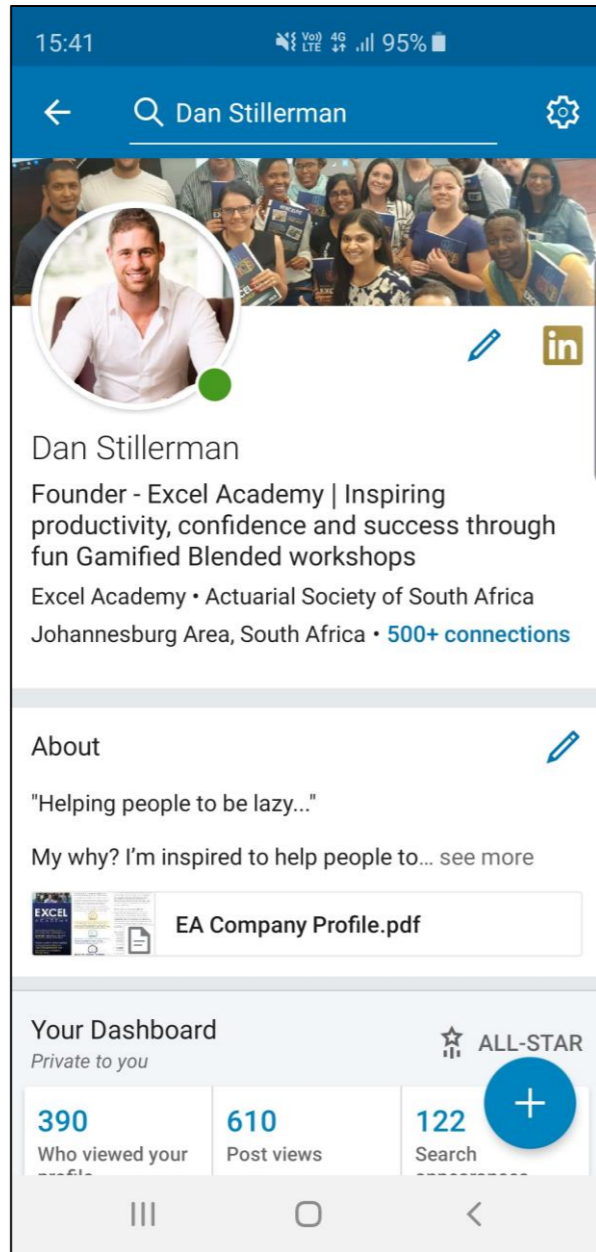
Secret #3 : Number Formatting

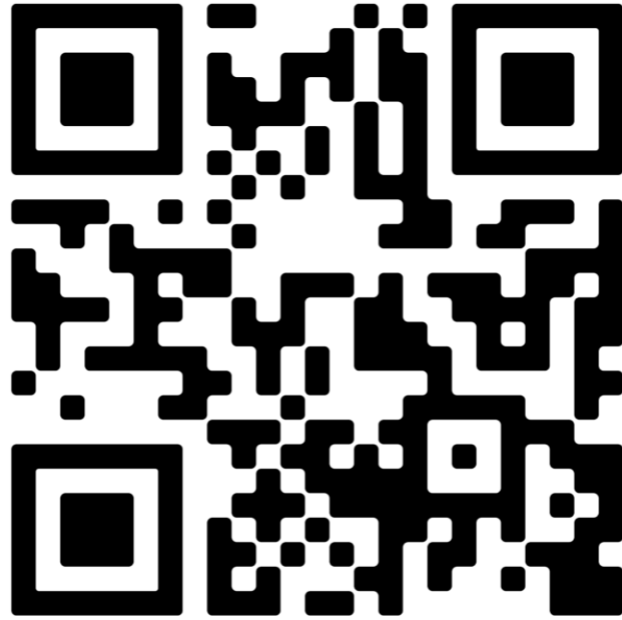
Secret #4 : Conditional Formatting

Secret #5 : Pivot

Let's Connect!







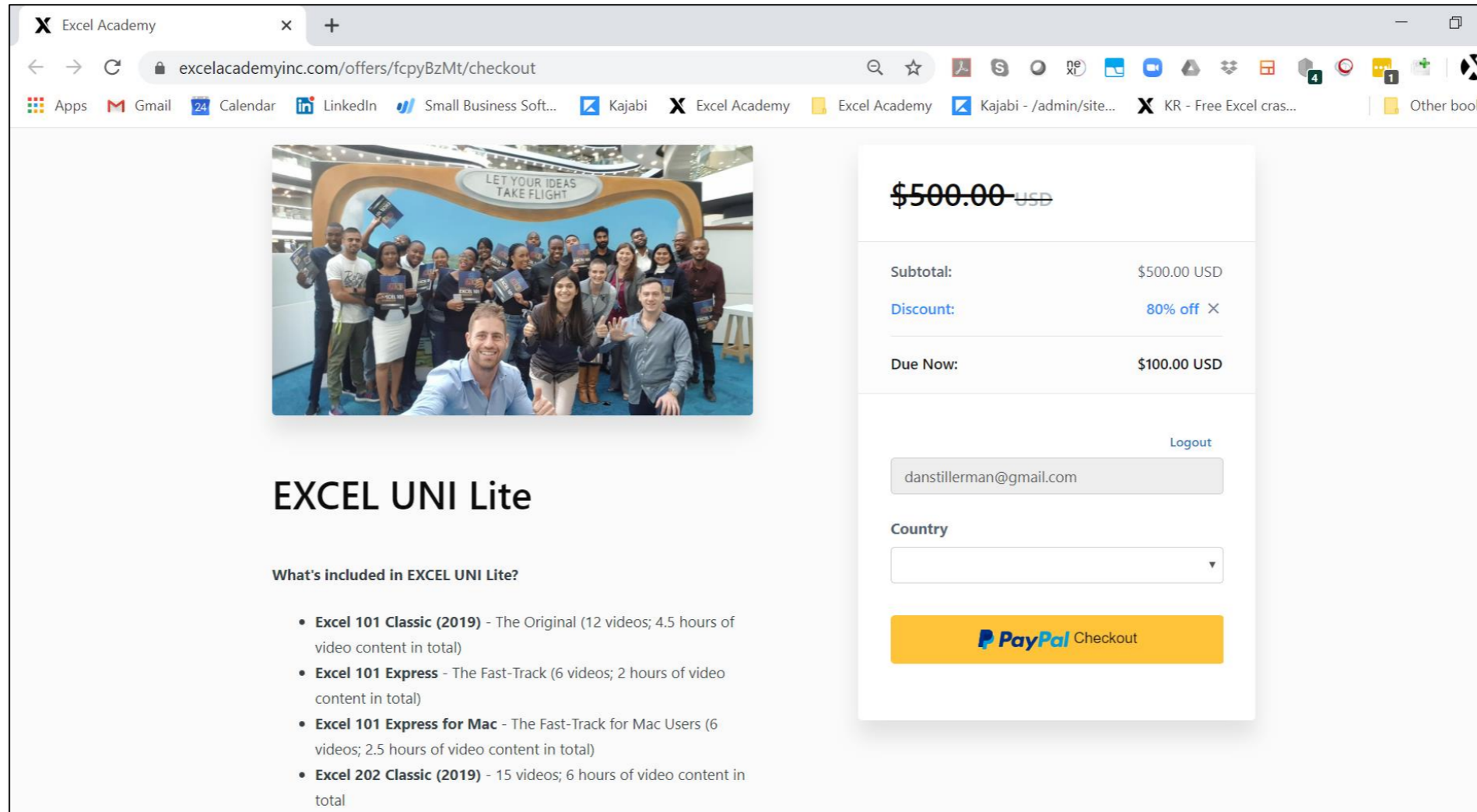
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- **Excel 101 Express** - The Fast-Track (6 videos; 2 hours of video content in total)
- **Excel 101 Express for Mac** - The Fast-Track for Mac Users (6 videos; 2.5 hours of video content in total)
- **Excel 202 Classic (2019)** - 15 videos; 6 hours of video content in total

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