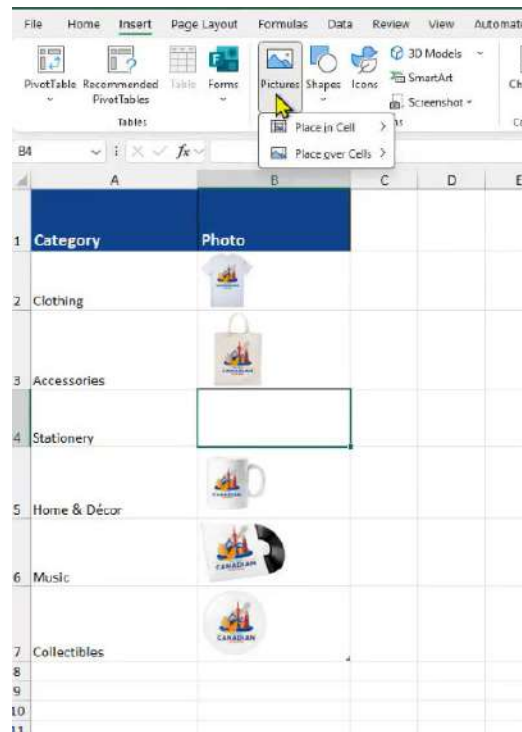


Excel Tips and Tricks Part 2

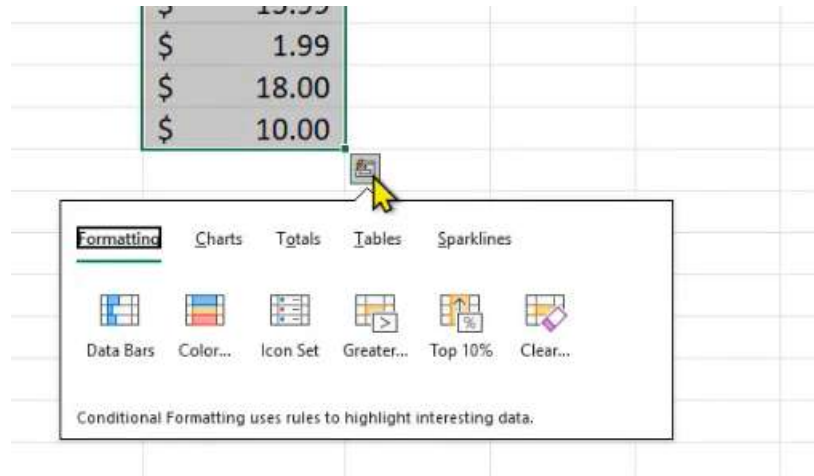
Inserting Images into Cells

- You can select an image from your device, from stock images, or from the web.

Tip: If you resize the cell or column, the picture will automatically adjust.



Quick Analysis Tool



- Use the Quick Analysis tool to analyze your data, create charts or sparklines, or generate tables.

Tip: Ctrl + Q is the keyboard shortcut for the Quick Analysis tool.

Linked Data Types

- Access live online data for your spreadsheet.
- Select from one of these data types: Stocks, Currencies, Geography.

Tip: Select information from the data card to insert into your spreadsheet.

Smart Drop-Down Lists

- Store your source lists in a table on a separate sheet.
- Easily update your list automatically as you add or remove data.

Tip: Ctrl + T is the keyboard shortcut for creating a table.

Move Columns & Rows Easily

- Easily move your rows and columns around by putting your cursor on a border, holding down your shift key, and dragging to the new location.

Tip: Instead of cutting and inserting your rows and columns, save time with this method!

[Watch the webinar recording now.](#)

We offer a variety of [Excel courses](#) that range from beginner to advanced for both public and private group training.

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