



Microsoft Excel Help:

Excel Tips for Every Skill Level

BusinessManagement

DAILY

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Microsoft® Certified Trainer

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Introduction: Microsoft Excel Help

Many people have a love/hate relationship with Microsoft Excel. We all know the power it can wield, but does working in Excel just end up costing you time and stress? There are a handful of tips and tricks the pros use to optimize their time and their workbooks—and you can learn Excel tips to use them, too.

There's no need for Excel to be a frustrating application to use. You can look forward to working in it and take your proficiency beyond the basics to the next level. That's why we've compiled this summary of our popular Microsoft Excel tutorial, *The Microsoft Excel Training Series*, presented by Melissa P. Esquibel, a Microsoft® Certified Trainer.

Melissa combines her 25+ years of experience in information technology with a background in training, technical writing and business risk analysis. Her goal is to move you beyond just typing data into cells and really make Excel do the work for you.

In this report, you'll learn five Excel tips to improve speed and accuracy:

1. Keyboard shortcuts: why breaking up with your mouse
 might be a good thing to do page 3
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3. Ways to type less and get more done
 with AutoFill, AutoCorrect and Custom Lists page 9
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 to understand what's really going on page 12

With this *Microsoft Excel Help* summary, you can hone your skills, boost productivity and advance your career—no matter which version of Excel you use or your level of experience.

by Melissa P. Esquibel

5 Ways to Improve Speed, Accuracy

We're going to introduce you to several really great keyboard shortcuts that help keep your hands on the keyboard rather than wasting time using the mouse. We'll also cover ways to work with worksheets that make storing related information in one workbook the time-saver it's supposed to be. Then you'll learn a couple of ways to minimize the amount of typing you have to do—even fast typists will appreciate those. We'll also introduce you to templates as a way to do the hard work once instead of over and over again. Finally, we'll explain some ways to solve problems with formulas and what to do when the formula *is* the problem.

Excel Tips:

1. Shortcuts, Tips & Tricks

Most computer users can't imagine working without a mouse. Granted, it does make some operations easier, but think about the time you spend:

- Removing your hand from the keyboard, placing it on the mouse
- Refocusing on the screen and navigating where you want to position the mouse to click it
- Removing your hand from the mouse, replacing it on the keyboard
- Refocusing on the screen and performing the action.

Instead, you could be using two time-savers: Alt key shortcuts and Ctrl key shortcuts.

Alt key shortcuts

Let's take a look at Figure 1 below. Watch what happens when I press the Alt key. Do you notice the box that appears around the word File? Do you also notice the underline under the letter F in File? All I have to do now to drop down the menu is type the letter F. So press the Alt key and then type F to drop down the file (or W to drop down Window or O for Format). Then, without the Alt key, type any letter in the menu. So, look what happens when I type Alt F O. I get the Open dialog box. See how easy it is to switch between open files in Excel. Alt W and then 1, 2 or 3 to select the open file I want to see, or, to do a Find, press Alt, E and F.



Figure 1

Tip: Here's a hint for those who may be transitioning to the new version, Office 2007. If you complete an Alt key sequence in 2007 that you knew from 2003 or earlier versions, it will still work most of the time. So here in 2003

we did Alt F O to open a file. If we switch over to 2007 for a moment, look what happens when we type Alt F and O in 2007 (see Figure 2 below).

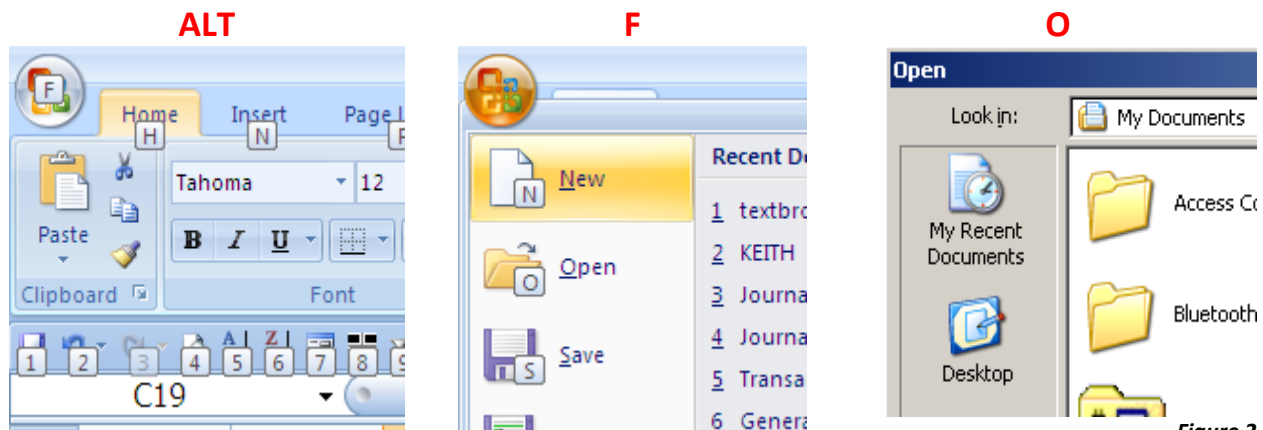


Figure 2

Knowing Alt key shortcuts can also help if the mouse stops working for whatever reason. You will be able to save your work and close files gracefully before you reboot.

Function and Ctrl key shortcuts

Another very useful set of shortcuts are the Ctrl key shortcuts and Function keys. Many of us are already using one or more of these. For example, if you do a lot of copying and pasting, you probably use Ctrl C and Ctrl V for Copy and Paste.

Favorite Shortcuts

- F11
- Ctrl + O
- Ctrl + S
- Ctrl + Z
- Ctrl + D / Ctrl + R
- Ctrl + C / Ctrl + V
- Ctrl + + / Ctrl + -
- Insert Chart
- Open File
- Save File
- Undo
- Fill Down / Fill Right
- Copy / Paste
- Insert / Delete Rows and Columns

When you want to make a chart from some data in a worksheet, simply select or click and drag over those cells and press your F11 key. That's all you need to do to create a chart. Highlight the data you want to make a chart from and press the F11 key. You'll see the Chart tool bar appear floating like this (see Figure 3, page 5). If you like, you can drag it over to the right to make it easier to see what you are doing.

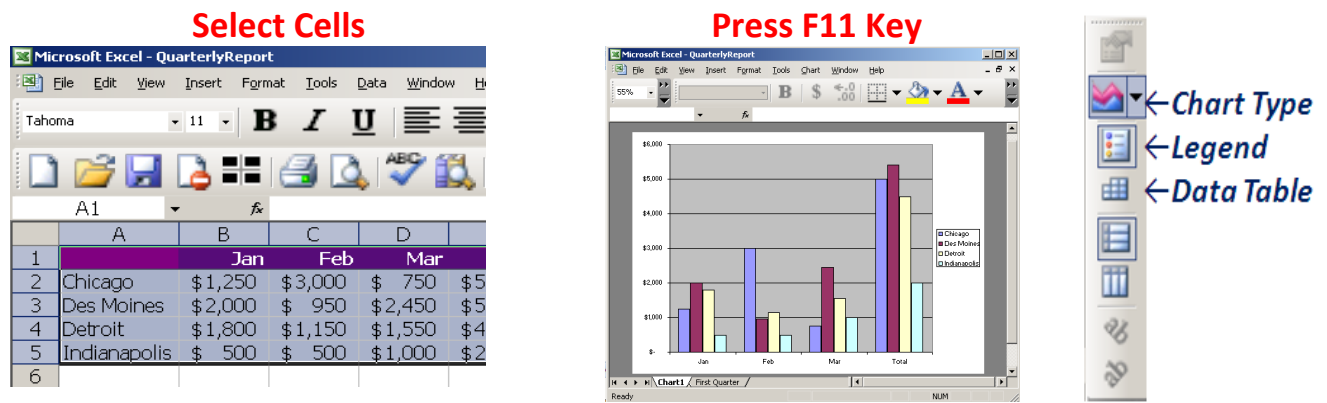


Figure 3

You can change the chart type by pressing the Chart Type icon. You can add the data below the chart by pressing the Data Table icon. Or, you can change the way the series is actually charted by switching from Series by Row to Series by Column.

You'll notice that Excel places the chart on its own worksheet. And each time you make a change, notice that it optimizes the size of the chart by using the whole area. This makes it easier to see what you have or copy and paste it to another file.

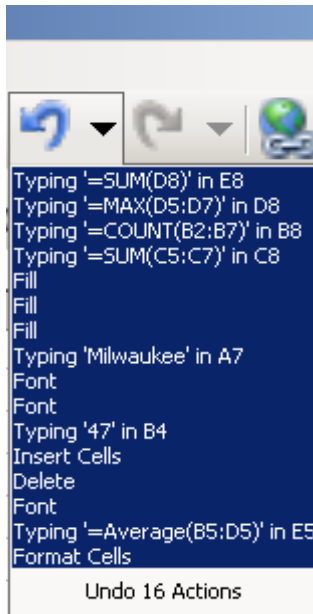
If you think that becoming a shortcut key user is beyond your abilities, I urge you to reconsider. Here's a method that, over time, can help:

Jot three or four shortcuts on a Post-it note and place it on your monitor for seven days. Begin using those shortcuts whenever you think of it. You may be tempted to take it down sooner than seven days, but don't. It takes that much time to find a place to live in your brain. Then when you have those down pat, do another three or four. Within a month you can add up to a dozen new shortcuts to your toolbox. You will not only save time, but also improve your accuracy. Good typists know that the more you can keep your fingers on the home keys, the more accurate your typing and data entry will be.

Ctrl Z: Undo 16 actions!

Let's look at another shortcut: Ctrl Z. Did you know that in version 2003, you can undo back 16 actions? Yes! By pressing Ctrl Z, you can undo each of the last 16 actions you performed, with a few exceptions. (In 2007, it's 100 actions!) The exception would be any File Open or Save actions and any worksheet actions.

So, until you save your file, the system stores all your keyboard actions back to the last 16, which you can then undo by pressing Ctrl Z for as many actions as you want. (See Figure 4, page 6.) If you'd like to undo a series of actions, it's probably better to click on the Undo arrow because you can undo a series in one click. Now, you can't pick and choose from this list, but you can go back several actions at one time.



Or **Ctrl Z 16 Times**



In Office 2007

Figure 4

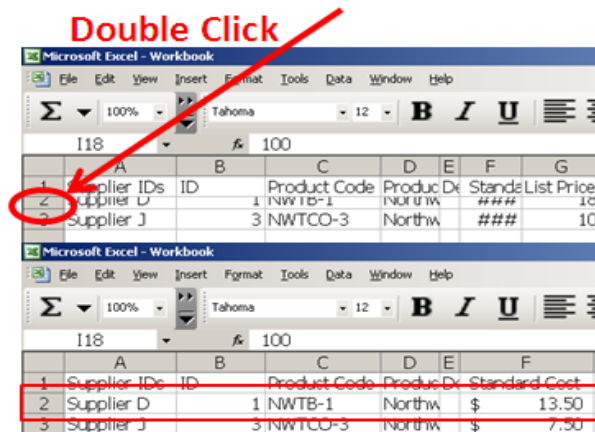
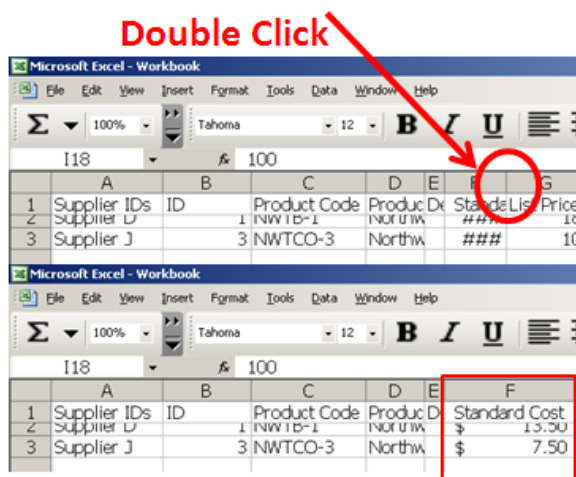
Excel Tips:

2. Wrangling Worksheets

Sizing rows and columns

Let's take a look at fast and easy ways to work with worksheets. One of the most common frustrations in Excel is sizing rows and columns accurately. We have columns that are not wide enough to show all the numbers—that's what all those pound signs mean. We also have columns that are too wide, rows that are too short and rows that are too tall.

If I asked you to straighten this out, many of you would start imagining all the clicking, dragging and adjusting. But, all I need to do to make a column as wide as it needs to be for all the data in it is to double-click the column header's right edge (see below). Now, because this is a fairly wide spreadsheet, you might imagine I would have to do that for each column that seemed improperly sized. But all I have to do is click the cornerstone, which selects every cell on the worksheet, and then double-click between any two columns. And voilà! It right-sizes all the columns. (See Figure 5, page 7.) The same technique works with the rows: Click the cornerstone, then double-click between any two rows.



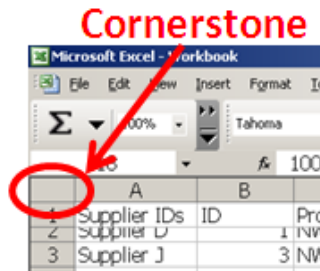
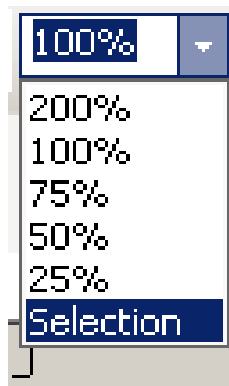


Figure 5

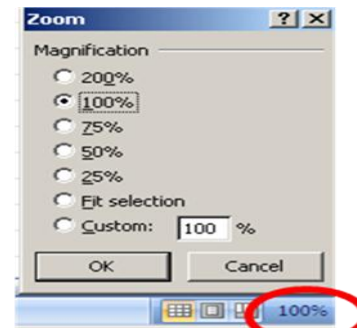
Another sizing tip for rows and columns is used for making them uniform size. For example, let's say you want to show columns all the same size. All you have to do is select the columns and click and drag one to the size you want them all to be. Now they are all the same size. A similar trick with rows gives the illusion of double spacing without actually inserting blank rows. Select the rows, and just click and drag one to the right height.

Zoom by Selection

One technique with Zoom that you might find useful is Zoom by Selection when you want to look only at a particular part of data. We could choose it, click on the drop-down arrow to the right of the zoom percentage number and select Selection. (See Figure 6 below.) Excel will optimize the zoom to enhance that selection of data as large as it can, keeping it all on screen. The upper limit is 400%. Again, select the data you want to see clearly on the screen, click the drop-down arrow next to the zoom percentage and select Selection.



Office 2003



Office 2007

Figure 6

Splitting workbooks

Another tip for wrangling worksheets will be of special interest to those who are already writing formulas that access information on other worksheets in the same workbook. For those who aren't doing that yet, let me illustrate. (See Figure 7, page 8.) The \$5,000 figure for 1st Quarter Sales in Chicago is not just the number \$5,000. It is actually set to be equal to First Quarter E2. That means the cell on the worksheet called First Quarter, column E, row 2.

An easy way to build that formula would be to show both worksheets, like this: Click on Window and then, New Window. Then, click on Window again and select Arrange. Choose whichever of these will work best. I like Vertical for our example. Now you are looking at the same worksheet on both sides of the screen. But when I select a different worksheet on the left, I have two different worksheets from the same workbook, one on either side of the screen. So, to build our quarterly summary report, I would type an equal sign on one sheet, then point and click on the other side to First Quarter Total sales for Chicago.

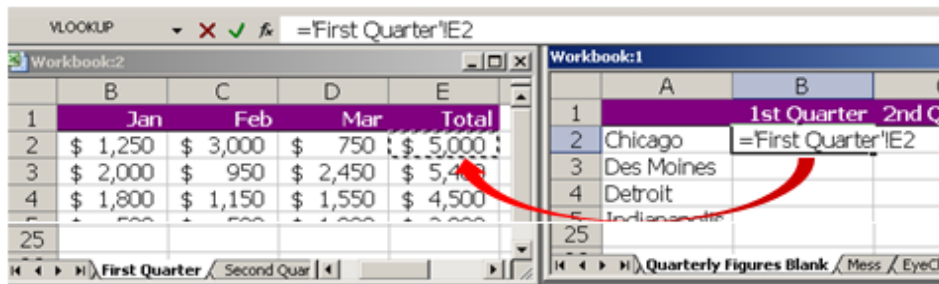


Figure 7

Then I could do the same thing for Second Quarter, equal Second Quarter total sales, press Enter, and third and fourth, to fill in the whole first line.

Now, here’s a little tip and a preview on how to use the AutoFill Handle. You see I’ve filled in my whole first row here for Chicago. (See Figure 8 below.) Some may think I would have to repeat this process for each city. But if I have any data on the left, like these cities here or if I had any data on the right, all I have to do is select the values in the row, find the AutoFill handle—the little black box in the lower right-hand corner of the cell—and double click. This fills in the rest of the table.

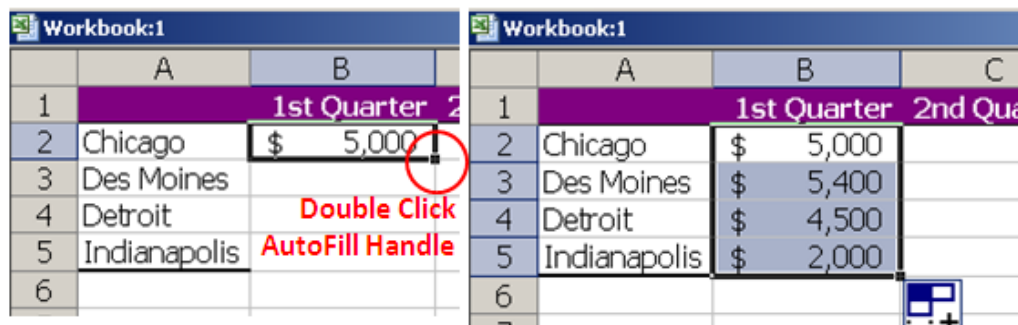


Figure 8

Tip: For a closer look at the AutoFill handle and how to use it for other shortcuts, see page 10. By the way, you are not limited to looking at just two worksheets. If I clicked Window/New window for as many worksheets as I wanted to look at and then Arrange Tiled, I could conceivably look at all four quarters! Past four for me, it becomes an eye chart, but I’ve seen as many as eight open at a time.

Worksheet navigation

I want to introduce you to one more little shortcut that is really useful when you are working with large workbooks with many, many worksheets.

Let’s say we’re working this 12-month workbook that stores budget data for a year. (See Figure 9, page 9.) What if I just wanted to look at Jan 09? I could use the scroll arrows at the bottom until I get to Jan 09. Or, I could just right-click here, select Jan 09 and, with a click, navigate to May. Right-click and back to January; right-click, December. This is much faster and less frustrating than scrolling your really big workbooks.



Figure 9

Excel Tips: 3. Typing Less in Excel

There are two ways you can cut down on typing in Excel: using AutoCorrect or AutoFill.

AutoCorrect

AutoCorrect is applicable across all Office applications. In Excel, it's under the Tools Menu – AutoCorrect. You see, if I type in the acronym for my company, MPELLC, it stays MPELLC. But if I type MPELLC-, it comes out as Melissa P Esquibel LLC. (See Figure 10 below.) Let's see how we set that up.



Figure 10

I'll click on the Tools menu and select AutoCorrect Options. Where it says Replace, I'll type in NIBM-. Then, in With, I'll type in National Institute of Business Management, and then I click Add and OK to get out of this dialog box. (See Figure 11 below.) When I type in NIBM-, I get National Institute of Business Management.

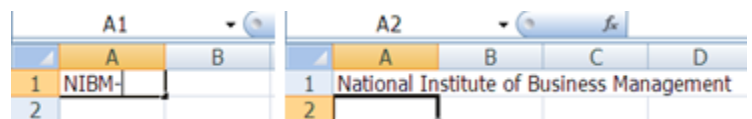
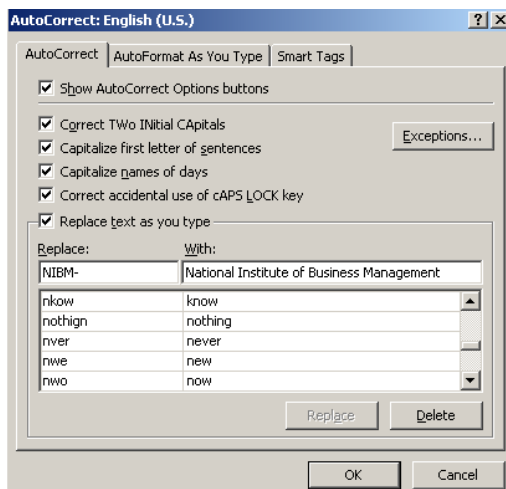


Figure 11

What kinds of long strings do you have in your world that could be abbreviated into an AutoCorrect option? Now, you'll want to be careful about what you choose. For example, you wouldn't want to use "t h e" for Tom Harris Enterprises. Every time you typed "the" you'd get Tom Harris Enterprises. Don't be afraid to attach symbols the way we did with the hyphen. And, a good rule to remember is: If you enter it in AutoCorrect as lower case, the case doesn't matter. But if you type it upper case, only upper case works.

AutoFill

Next, let's look at AutoFill. Many of you are already using AutoFill to drag formulas down a column. And, remember, if there's data on the left, all you have to do is double-click. The way you know you are on the AutoFill handle is that your cursor changes from a white plus to a black plus. (See Figure 12 below.)



Figure 12

What else can AutoFill do? How about days of the week, months of the year, quarters? Or, just placement rankings like this 1st. (See Figure 13 below.) Now there's nothing magical here. All of these I've just done are built into Excel. There's nothing special you have to do. Just type in any day of the week, month, quarter or placement ranking. With both the months and the days, you can use abbreviated formats like this, too.

AutoFill Lists			
January	Sunday	1st	1st Quarter
February	Monday	2nd	2nd Quarter
March	Tuesday	3rd	3rd Quarter
April	Wednesday	4th	4th Quarter
May	Thursday	5th	
June	Friday	6th	
July	Saturday	7th	
August		8th	
September		9th	
October		10th	
November			
December			

Figure 13

Have you ever tried to type in a numbered list? All you get is a bunch of 1's. If you are using version 2003 or 2007, all you have to do is click the little AutoFill Options box and select Fill Series. If you are using an older version and don't see that AutoFill Options box after you click AutoFill, just type in the first two numbers in the series, like 1 and 2. Then select them both and use the AutoFill Handle on the second one and drag it down. This works for any type of number series. Let's say you wanted a list of interest rates, like 6%, 6.5% on up to 10% by half percents. You would type in 6%, 6.5% and click and drag them.

Custom lists

One other AutoFill tip I want to share with you is the Custom List. I could have typed in this list of department names (see Figure 14, page 11) one at a time. But, what I did was set up a Custom List.

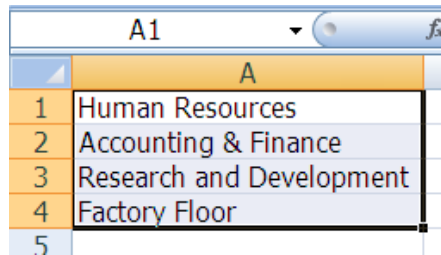


Figure 14

Here’s how we set one up: We find the list in a worksheet where it already exists and select it. Then click on Tools, Options, Custom Lists. Since we’ve already selected the data, we just need to click Import. (See Figure 15 below.) As an alternative, you could just click Tools Options – Custom Lists and start typing the list.

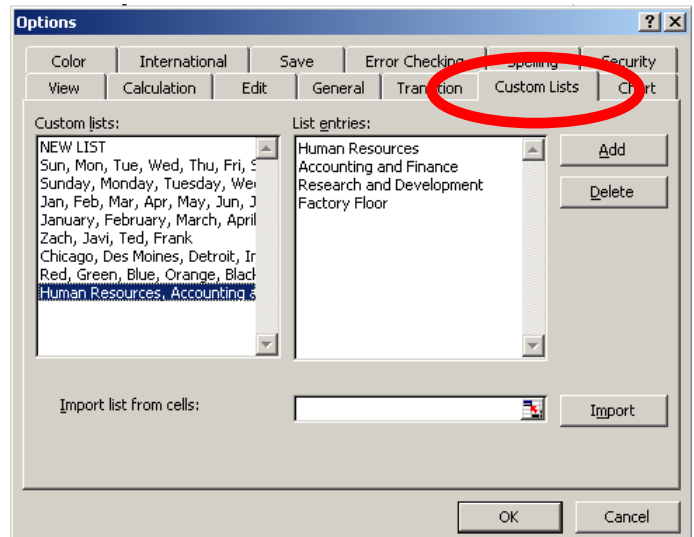
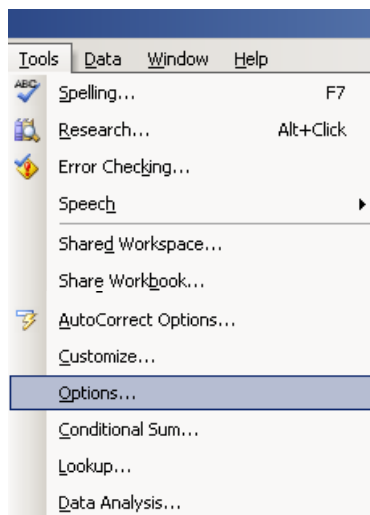


Figure 15

Take a few moments and jot down some ideas for using custom lists: department names, location names. One chemist I know used a four-character identifier for chemical combinations—you know how long some of those names can be. All he had to do is remember the four-character code. What else can you think of? How about team members’ names?

Excel Tips:

4. Time-Saving Templates

A great deal of time is spent on period tasks with the exercise called “Now how did I do that last time?” Or there’s this other exercise: You bring up last week’s or last month’s or last year’s version, delete all the data, being very careful not to delete those formulas, save it under a new name and enter the new data. And, of course, we never accidentally delete the formulas, right? Oh, and we never forget to save it under a new name because that would mean we’d have to do the previous version over again and then do the new one.

Do you see the potential for wasted time here?

To explain what templates are, let’s take a trip back in time, way back to when we first got fax machines. Some of you might not remember a world before fax machines, but bear with me. Someone had the bright idea to create a fax coversheet, put it in a plastic sleeve and write on the sleeve: DO NOT WRITE ON THIS SHEET. You were meant to make a copy of it and put the master copy back. That way, each time you needed a new fax coversheet you’d just make a copy of the one in the sleeve. Templates in Microsoft Office work the same way.

Let's look at what's already built into Excel. If we go to the File menu and select New or Alt F, N, you will see the task pane show up on the right. This section shows Templates. Let's select "Templates On my computer." The middle tab, or Spreadsheet Solutions, shows the templates that already come with Excel when you install it.

If we choose, for example, the Time Card template, you'll notice that this is already set up for us, including print settings that make it all show up on one page. The formulas that add the hours in across are already written. Once we have the information we want in the Time Card, we can select File Save As, name and save the file. When we need a new one, we just repeat that original process: File, New, Templates On my computer, Spreadsheet Solutions and Time Card. And there you have it, a fresh clean time card with no data in it, all the formulas and formatting intact. It has taken the template out of the "plastic sleeve" and given you a fresh copy.

If you wanted to collect timesheets together in one workbook, you could even do that with a template. *Example:* Right-click the worksheet tab, select Insert. Instead of just clicking Worksheet and OK here, let's choose Time Card instead. For those of you doing formulas across worksheets already, you know how advantageous it is that your data appear in the same cell on every worksheet.

You are not limited to the templates on your computer. Microsoft has collected hundreds of templates on Office Online. So if we did File, New, Templates, Templates on Office Online, look at all of those categories. There are templates for all sorts of things—for example, all your traditional accounting statements, rosters, lists, budgets, you name it. Take some time to explore what's out there.

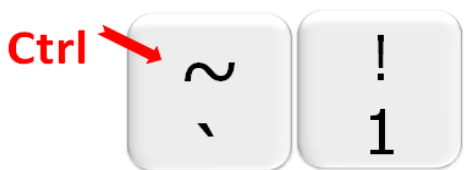
For those who are very new to Excel, let me share this bit of wisdom: A blank is the worst place to start an Excel project. By all means, search templates first, see if there is something close to what you want to make. There's no reason to start from scratch. Check out templates first.

Excel Tips: **5. Troubleshooting Formulas**

The last topic we'll cover is Formulas. We'll look at this two ways: how to troubleshoot formulas and how to use formulas to fix problems. One of the most frustrating tasks is when you inherit a workbook from someone else, you touch one thing and the whole thing breaks. It would be nice if you knew which cells had formulas in them and which just had numbers. We could just click into each and every cell and see which ones had formulas, but it would be easier to see them all at once.

In *Figure 16 below*, you see a control key shortcut combination of Ctrl and a backward tick mark, which appears on the same key as the tilde or tilde symbol—that little squiggly. On most keyboards it will appear to the left of the number 1 key. (On some keyboards, but rarely, you'll see this key to the left of the space bar.) In a spreadsheet with formulas, if you press this key combination, Ctrl and tick mark, you will see all the formulas.

One tip I'd like to share here is that you could shade all the cells that have formulas in them a particular color. That way, when you press **Ctrl `** again and it's just numbers, you would know which cells had formulas in them. So **Ctrl `** turns it on and turns it off, too.



	B	C	D	E
1	Jan	Feb	Mar	Tot
2	1250	3000	750	=SUM(B2:D2)
3	2000	950	2450	=SUM(B3:D3)
4	1800	1150	1550	=SUM(B4:D4)
5	500	500	1000	=SUM(B5:D5)

Figure 16

Another way to get help with formulas is to look at the formula tip tool—that little strip that shows up underneath the formula when the cell is in edit mode. (See Figure 17 below.) Let’s look at this IF statement. The formula tip tool tells us how each part of this formula relates to the syntax of an IF statement. Even better, if you click into a cell and you don’t know what an IF statement is even for, you can click on the IF part of the tool tip and get extensive help text on the subject. The best part of this method is that it leaves you in the cell you were in when you asked for help.

	A	B	C	D	E	F
1	2	6	=IF(B1=0,"td",A1/B1)			
2	7	9	IF(logical test, [value_if_true], [value_if_false])			
3	2	0	td			
4	4	6	67%			
5	7	0	td			

Figure 17

The last suggestion for troubleshooting formulas is the *fx* or insert function icon. Rather than trying to figure out what all the commas and parentheses mean, you could just click into the cell with the formula and click the *fx* icon. It will show it to you as it may have been built in this dialog box. Just looking at it in another way might help you figure out what’s actually happening inside a cell. (See Figure 18 below.)

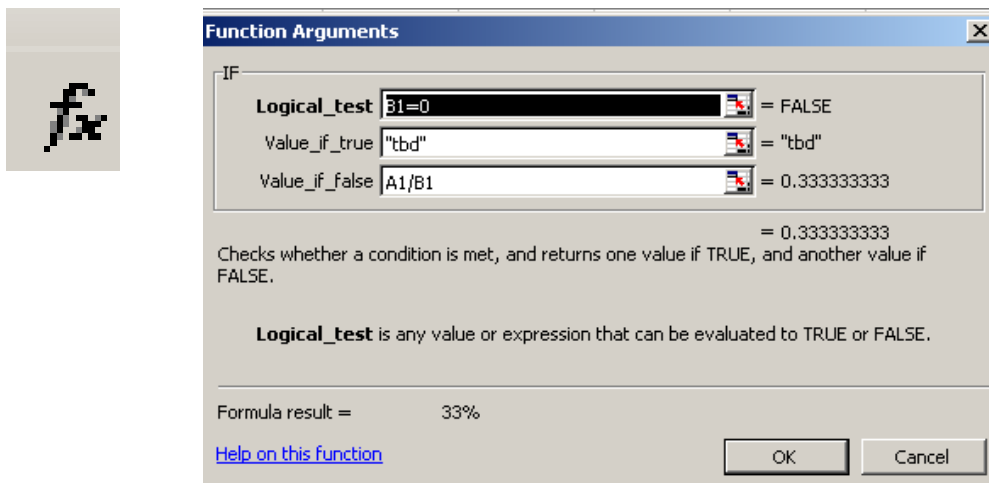


Figure 18

IF Statement

Sometimes, formulas can be used to actually solve a problem. Here’s an example. (See Figure 19, page 14.) Have you ever seen these annoying #DIV/0 errors? Let’s step away from Excel for a moment. What we’re doing here is dividing the number in column A by the number in column B to get a percentage. If a value has not yet been entered in column B, there is a 0. The problem, of course, is that if you try to divide by zero, you will get a divide by zero error. Some people might tell us to just ignore it because when a value is entered, it will be fine. I’m not a fan of that solution. Error messages should occur only if you want me to take action about an error. So how do we get these to go away?

We can use an IF statement. IF statements are very logical—they are practically written the way you say them. If the value in column B is equal to 0, then enter “TBD” for “to be done”; otherwise, do the math problem. So in Figure 19, I’ve included this legend, if you will, of an IF statement: The first comma says THEN, the second comma says OTHERWISE. When I copy this down, those rows that have a 0 in column B now show TBD.

Try this out on your own data!

	A	B	C	
1	2	6	=IF(B1=0,"tbd",A1/B1)	
2	7	9	then → 78% ← otherwise	
3	2	0	tbd	
4	4	6	67%	
5	7	0	tbd	

Figure 19

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Best-Practices Leadership: Team management tips and fun team-building activities to boost team performance, collaboration and morale

Learn new team management tips and team-building activities to boost team performance, collaboration and morale. Take our leadership assessment exercise to gauge your own performance as a team manager. See how businesses of all sizes are getting creative with team-building icebreakers and activities. Fight off team complacency with 5 strategies for making team-building exercises part of your daily routine.

www.businessmanagementdaily.com/LeadershipTeamManagement

Employment Background Check Guidelines: Complying with the Fair Credit Reporting Act, conducting credit background checks and running a criminal check to avoid negligent-hiring lawsuits

Employment Background Check Guidelines shows employers and HR professionals how to properly conduct reference/background checks, select third-party background firms and why screening candidates online on social networking sites is legally risky business. Don't allow your organization to risk being held liable for "negligent hiring" or "failure to warn" should an employee turn violent on the job.

www.businessmanagementdaily.com/BackgroundCheckGuidelines

Salary Negotiating 101: 7 secrets to boosting career earnings, negotiating a raise and striking the best deal in a job offer negotiation

Think you deserve a raise, but are afraid to walk into your boss's office and ask? Don't let ineffective negotiation skills hold you back. Employees at all levels can boost their career earnings by following the rules on negotiating a raise, hashing out the best pay package in a job offer negotiation and knowing their market value.

www.businessmanagementdaily.com/SalaryNegotiating101

FMLA Intermittent Leave: 5 guidelines to managing intermittent leave and curbing leave abuse under the new FMLA regulations

One of the biggest employer complaints about the Family and Medical Leave Act (FMLA) is the productivity problems caused by employees' use—and abuse—of FMLA intermittent leave. The problem: Employees with chronic health problems often take FMLA leave in short increments of an hour or less. The Department of Labor took steps to help minimize workplace disruptions due to unscheduled FMLA absences by saying that, in most cases, employees who take FMLA intermittent leave must follow their employers' call-in procedures for reporting an absence. Amend your organization's policies, update your employee handbook and revisit how you track FMLA intermittent leave with these 5 guidelines.

www.businessmanagementdaily.com/FMLAIntermittentLeave

Overtime Labor Law: 6 compliance tips to avoid overtime lawsuits, wage-and-hour Labor audits and FLSA exemption mistakes

Employers, beware: The Department of Labor's Wage and Hour Division reports that wage-and-hour labor litigation continues to increase exponentially. Federal class actions brought under the Fair Labor Standards Act (FLSA) outnumber all other types of private class actions in employment-related cases. Use this special report, Overtime Labor Law: 6 compliance tips to avoid overtime lawsuits, wage-and-hour Labor audits and FLSA exemption mistakes, to review your overtime pay policy and double-check your FLSA exempt employees' status. Expecting a visit from a DOL auditor? Get prepared by taking the self-audit at the end of this report.

www.businessmanagementdaily.com/OvertimeLaborLaw

Office Communication Toolkit: 10 tips for managers on active listening skills, motivating employees, workplace productivity, employee retention strategies and change management techniques

A manager's job is 100 times easier and more rewarding when his or her employees are performing like a well-oiled machine. But when that machine runs slowly or breaks down entirely, a manager's job becomes exponentially harder. The best managers are the best listeners ... listen to our 10 tips and maximize office communication skills and bolster workplace productivity.

www.businessmanagementdaily.com/OfficeCommunicationToolkit

Workplace Violence Prevention Toolkit: HR advice, guidelines and policies to keep your workplace safe

Unfortunately, in the wake of a spate of workplace shootings, HR professionals and managers nationwide must consider the horrific possibility of violence erupting at their own facilities and events. To help employers prevent tragedy, this toolkit offers business advice, guidelines and policies aimed at keeping workplaces safe from employee violence. Learn prevention strategies, tips on identifying potentially violent workers, managerial advice on maintaining a safe workplace. It includes two sample anti-violence policies, adaptable for use in any company, plus checklists to use in case violence erupts.

www.businessmanagementdaily.com/WorkplaceViolencePrevention

14 Tips on Business Etiquette: Setting a professional tone with co-workers, clients and customers

For organizations and employees alike, recognizing the critical link between business protocol and profit is key to your success. Learn how to confidently interact with colleagues in ways that make you and your whole organization shine. Discover best practices on making proper introductions; cubicle etiquette; “casual dress” rules; handshake protocol; guest etiquette; workplace behavior faux pas; business dining etiquette, office wedding invites and other co-worker special occasions; business letter and email protocol—and even how your office decorations may affect your professional image.

www.businessmanagementdaily.com/BusinessEtiquette101

12 Ways to Optimize Your Employee Benefits Program: Low-cost employee incentives, recognition programs and employee rewards

If you've had to cut pay and staff and now expect more from those who remain, it's vital to revamp your employee recognition and rewards program. Employers can double their rewards and recognition efforts in innovative, cost-efficient ways with employee-of-the-month awards, employee incentive pay, employee appreciation luncheons, more time off, shopping sprees, wellness incentive contests, plus employee rewards customized to motivate Millennials, Gen Xers, Baby Boomers and the Matures. Now is the time to get clever with your employee recognition programs. This report shows you how with great ideas offered up from our [Business Management Daily](#) readers.

www.businessmanagementdaily.com/EmployeeBenefitsProgram

The Case in Point Yearbook: Real-Life Employment Law Advice ... from Mindy Chapman's Case in Point blog

Mindy Chapman, Esq., has been providing sound employment law advice in her Case in Point blog since 2007. In her trademark entertaining style, she dissects an important employment law court ruling and provides essential employment law advice via three "Lessons Learned." Topics include: ADA guidelines, age discrimination cases, sexual harassment laws, EEOC cases, FMLA requirements and more.

www.businessmanagementdaily.com/CIPYearbook

The Bully Boss Strikes Again! How to deal with bosses who make crazy requests

And you thought your boss was unreasonable? Bet he never asked you to perform oral surgery or fill in for the bomb squad. Talk about “other duties as assigned!” Even if your direct supervisor swamps you with petty tasks and doesn't appreciate all you do, you can always “manage up” to make sure the boss's boss knows your worth. This report includes practical advice on how to manage a toxic boss along with dozens of outrageous stories about bully bosses.

<http://www.businessmanagementdaily.com/BullyBoss>

Microsoft Email: Outlook Tips & Training: How to improve productivity by effectively employing under-used features already at your fingertips

We all use Outlook. It's easy. You can answer email, keep your appointments and your calendar, and save your files in various folders. But are you using it to manage your entire workflow? You can. Melissa P. Esquibel combines her 25+ years of experience in information technology with a background in training, technical writing and business risk analysis to move beyond email and help you understand Outlook's amazing workflow benefits. You'll discover how to get more out of Outlook than you ever dreamed possible with this hands-on road map to Outlook that can send your productivity skyrocketing.

<http://www.businessmanagementdaily.com/MicrosoftEmailOutlook>

17 Team Building Ideas: The team building kit for managers with team building exercises, activities and games to build winning teams today!

With employees still reeling from workplace budget cuts, now's a great time for new team building ideas. No, you don't need an expensive round of paintball to gain the benefits of team building exercises, but you do need to squeeze the most out of them. This report provides teamwork examples, exercises and tips for leading winning teams. Go from being a manager who oversees people to a leader who molds them into winning teams with these 17 team building ideas.

www.businessmanagementdaily.com/TeamBuildingIdeas

10 Time Management Tips: A how-to guide on efficiently managing your time through effective delegating, calendar management and using productivity tools

In this era of downsizing and the quest for efficiency, businesses of all sizes are asking employees to take on extra tasks to boost productivity. Has your job turned into one of those "stretch jobs"? If so, you may be looking for a better way to get more done in less time, reduce stress and stop burning the midnight oil. Read about calendar management, keyboard shortcuts, running productive meetings, setting up agenda templates and using tech tools for project management with these 10 time management tips. Learn to prioritize your tasks and stop working in a crisis mode all the time

www.businessmanagementdaily.com/TimeManagementTips

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