



## *Neil Malek*

Connect with Neil on Social Media

## *Biography*

Neil Malek is a software instructor and consultant who partners with businesses and organizations to identify and close skill gaps, making their teams more effective and efficient. After twenty years of teaching, he believes that fun, real-world practice is the most functional way to build a practical skillset. With clients like Ernst & Young, Lockheed Martin, and the Chicago Bulls, he has consistently delivered the most impactful, high-energy, and enjoyable courses those businesses have offered their workforce. Neil is Principal at Knack Training, a US firm focused on Microsoft Office, Power BI, and collaboration with Microsoft 365.

## Session: File Triage: Quick Fixes to Word, Excel, and PowerPoint Frustrations

If you've ever spent hours - or perhaps days - 'cleaning up' a document, spreadsheet, or presentation, this session is for you. There are incredible tools, tricks, and shortcuts in each of the major Office applications that can resolve complex problems in seconds, if you only know how to use them. In this 90-minute block, we'll handle formatting, layout, and even the dreaded 'dirty data.'

### Topics include:

- Using Styles and Style Sets to control Word formatting
- Leveraging Section Breaks for document layout issues
- Creating macros in Word to automate clean-up
- Tackling problematic data with Flash Fill
- Crushing exhausting requests with Power Query
- Using Tables for automatic updating of data analysis
- Controlling presentations with Slide Masters and Slide Layouts
- Implementing a standard color scheme across the Office Suite
- Converting exhaustive lists into engaging graphics

[Click here](#) to buy this session for personal use or to share with your team

[Click here](#)

to make an appointment to speak to us about booking Neil to speak to your team either virtually or in person



This session is worth 1.5 IAAP recertification points.