

Tips and Tricks in Excel

By

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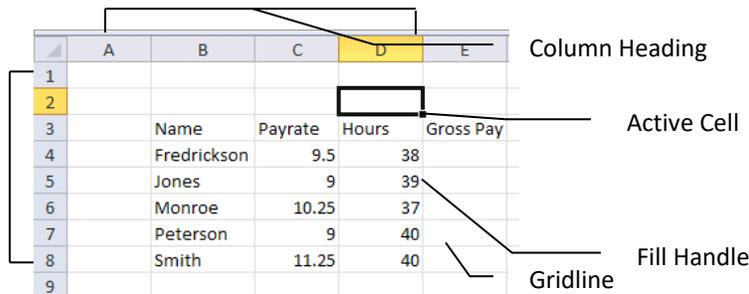
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Understanding and Moving around in Excel

Exercise One:

Enter in the information as below

Name	Payrate	Hours	Gross Pay
Fredrickson	9.5	38	
Jones	9	39	
Monroe	10.25	37	
Peterson	9	40	
Smith	11.25	40	



Adding more rows within a list

Insert will always add information above where you are located. If you have more than one row/column selected – it will add that many rows/columns

AutoFill

When you copy a formula down a list, you can use copy and paste. But, for really large lists, you can use the AutoFill handle. And, for those HUGE lists, you can just double click on the autofill handle to go all the way down, as long as there is a column to the direct left or right of the list.

	A	B	C	D	E
1					
2					
3		Name	Payrate	Hours	Gross Pay
4		Fredrickso	9.5	38	
5		Jones	9	39	
6		Monroe	10.25	37	
7		Parker	10	40	
8		Peart	11	40	
9		Peterson	9	40	
10		Smith	11.25	40	
11					
12					

Autofill can do so much more than just copy a formula – you can get it to count, skip count (linear fit), give days, months, or just dates. Even the ends of the month!

Flash Fill

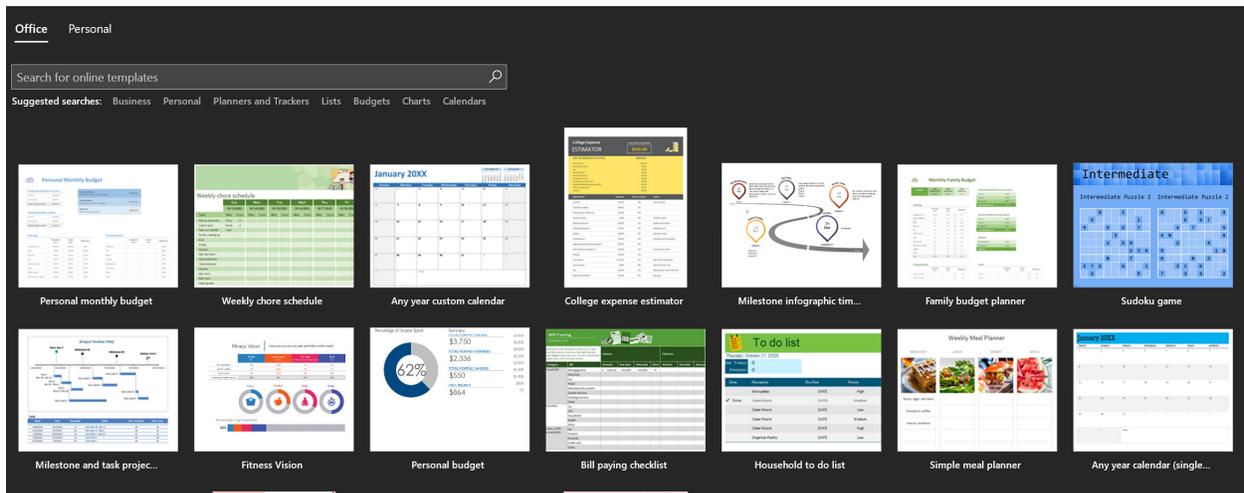
This is a little different than AutoFill. Instead of you giving the formula – it figures out what you want by you giving the first section. This is found under Home->Fill->Flash Fill

Dilbert Jones	Dilbert	Jones
Alice Smith	Alice	Smith
Walley Peterson	Walley	Peterson
Asok Fredrickson	Asok	Fredrickson

Templates

I write a lot of spreadsheets. Most of the ones I write are unique – but some are very standard – like a timesheet. Instead of writing one from scratch, I usually try to start from a template.

Really, before you write one, look at what Excel has to offer!



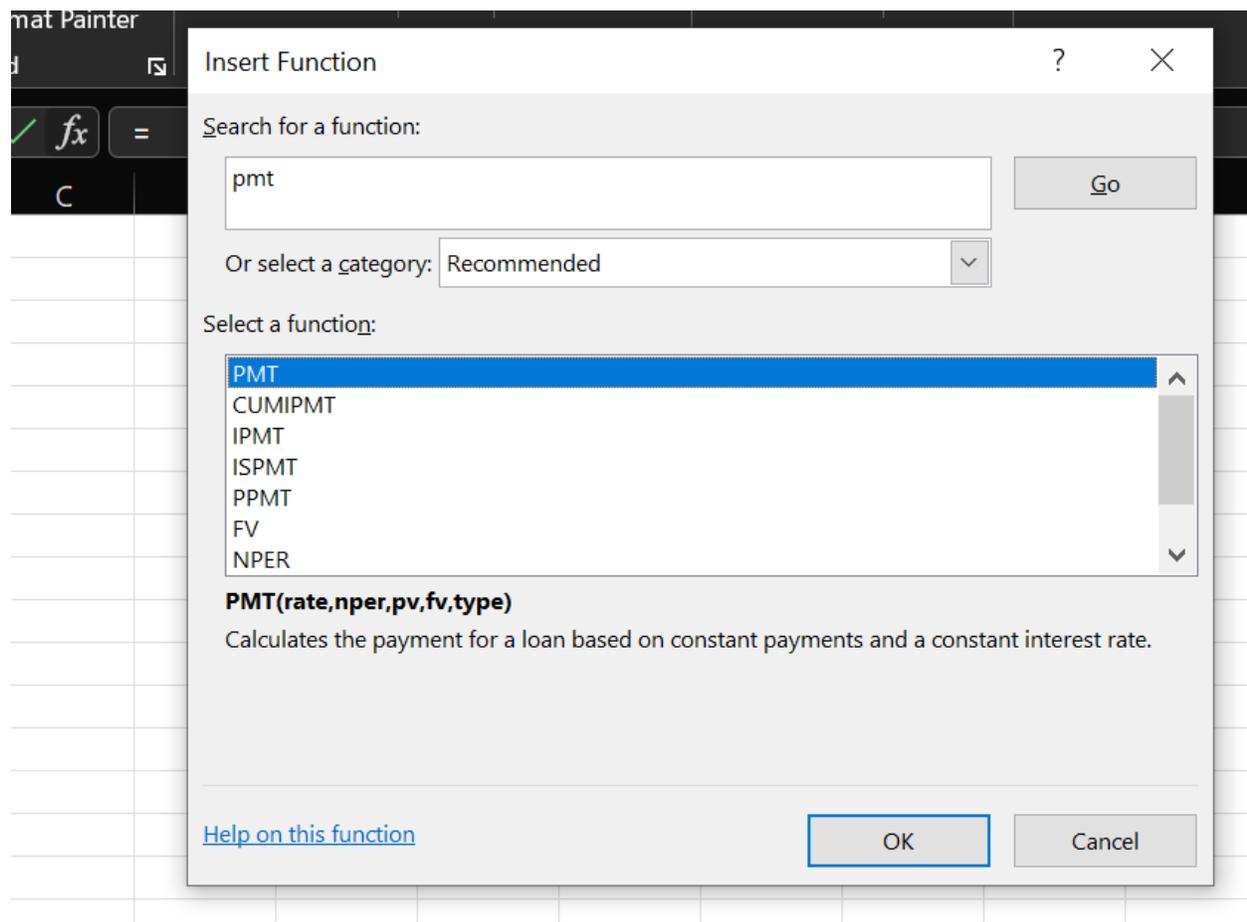
Moving Around in Excel

- Ctrl+Home – Top of worksheet (cell A1)
- Ctrl+End – End of worksheet
- Home – Beginning of row (column A in current row)
- Arrow keys – moves one line/space at a time in various directions
- Page up – Moves up one screen at a time
- Page down – Moves down one screen at a time
- Scroll bars – Moves up/down/right/left in a document

Functions

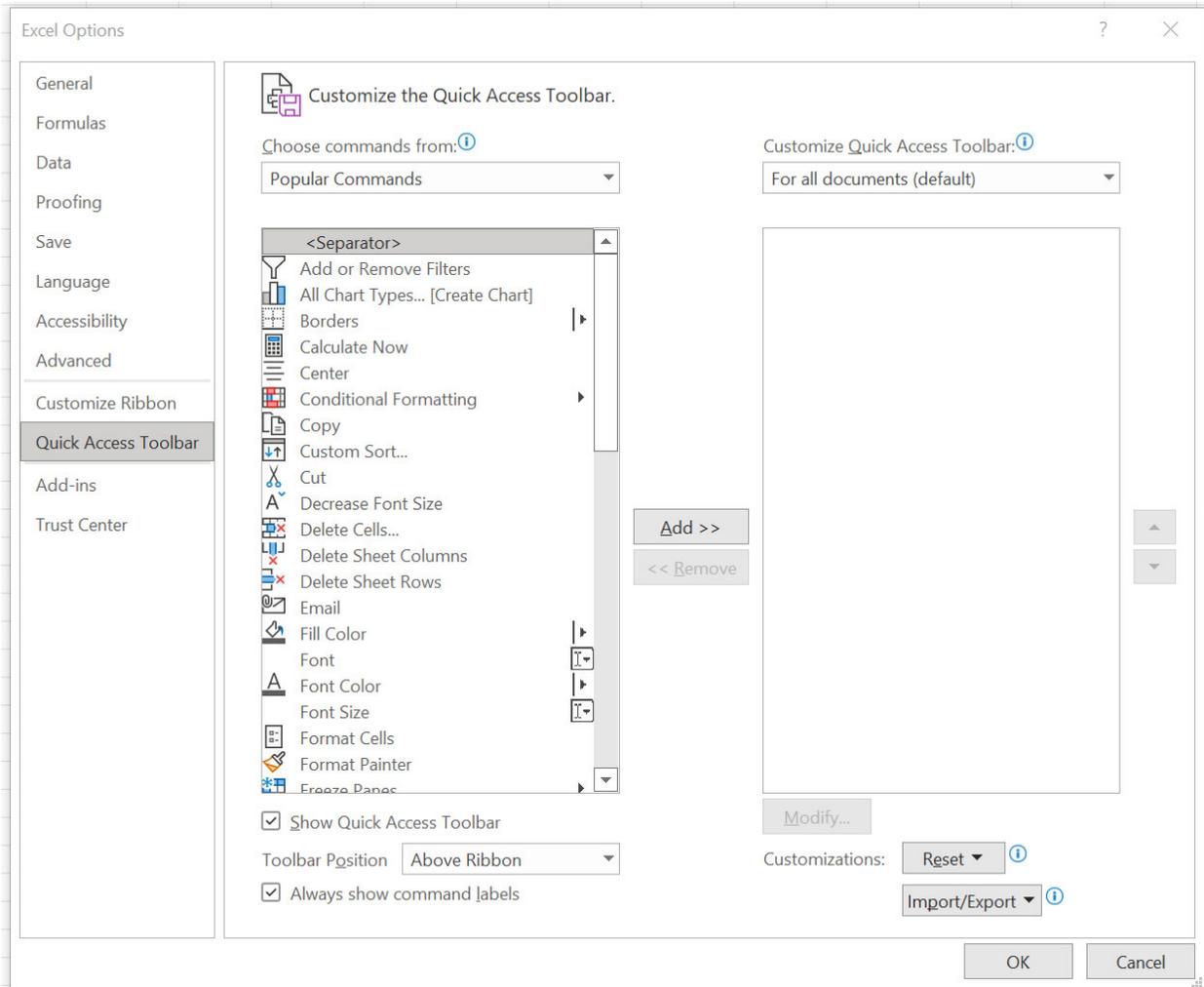
I stink at math! That's why I like computers – they do the math for me. But! We have to get the right math to begin with!

Say you want to buy a home and you want to know what the payments are going to be. You can hit the Fx button on the formula bar and look for the function that will meet your needs.



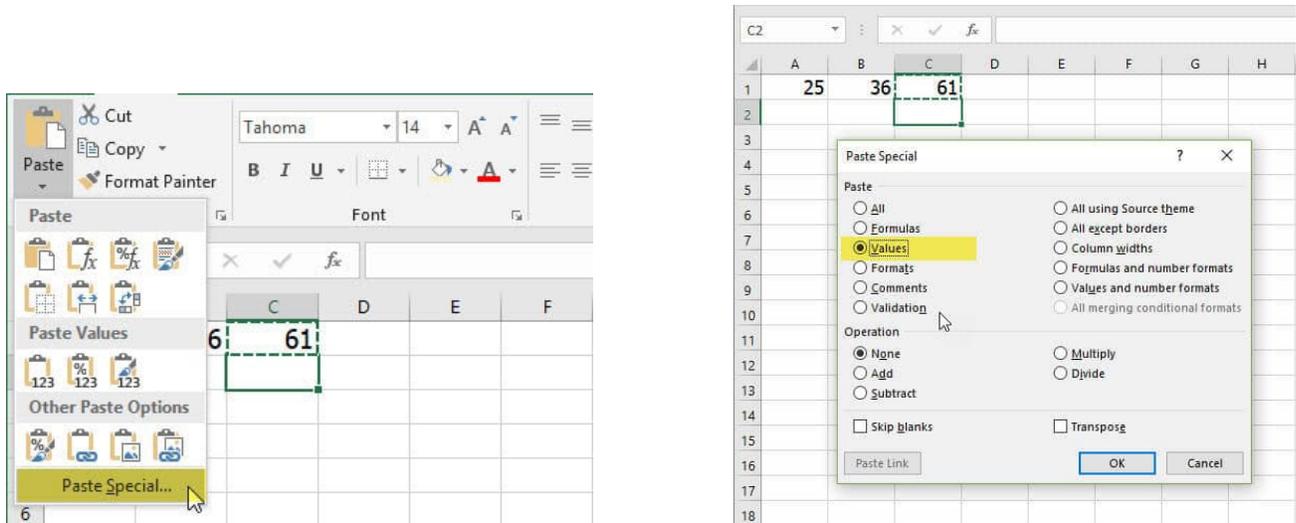
Quick Access Toolbar

One thing I like about computers is you can make shortcuts so you don't waste your time. Usually, you will put these shortcuts on the quick access toolbar. Go to the end of the file access toolbar and go to More Commands



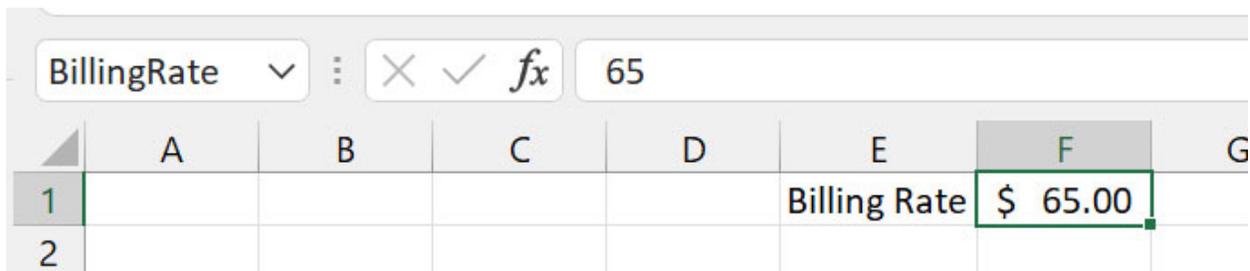
Paste Special

Usually, you want to paste exactly what you have on the clipboard. Or maybe you would like to paste the formula on the clipboard to multiple places. But, you can also manipulate how you are going to paste items.



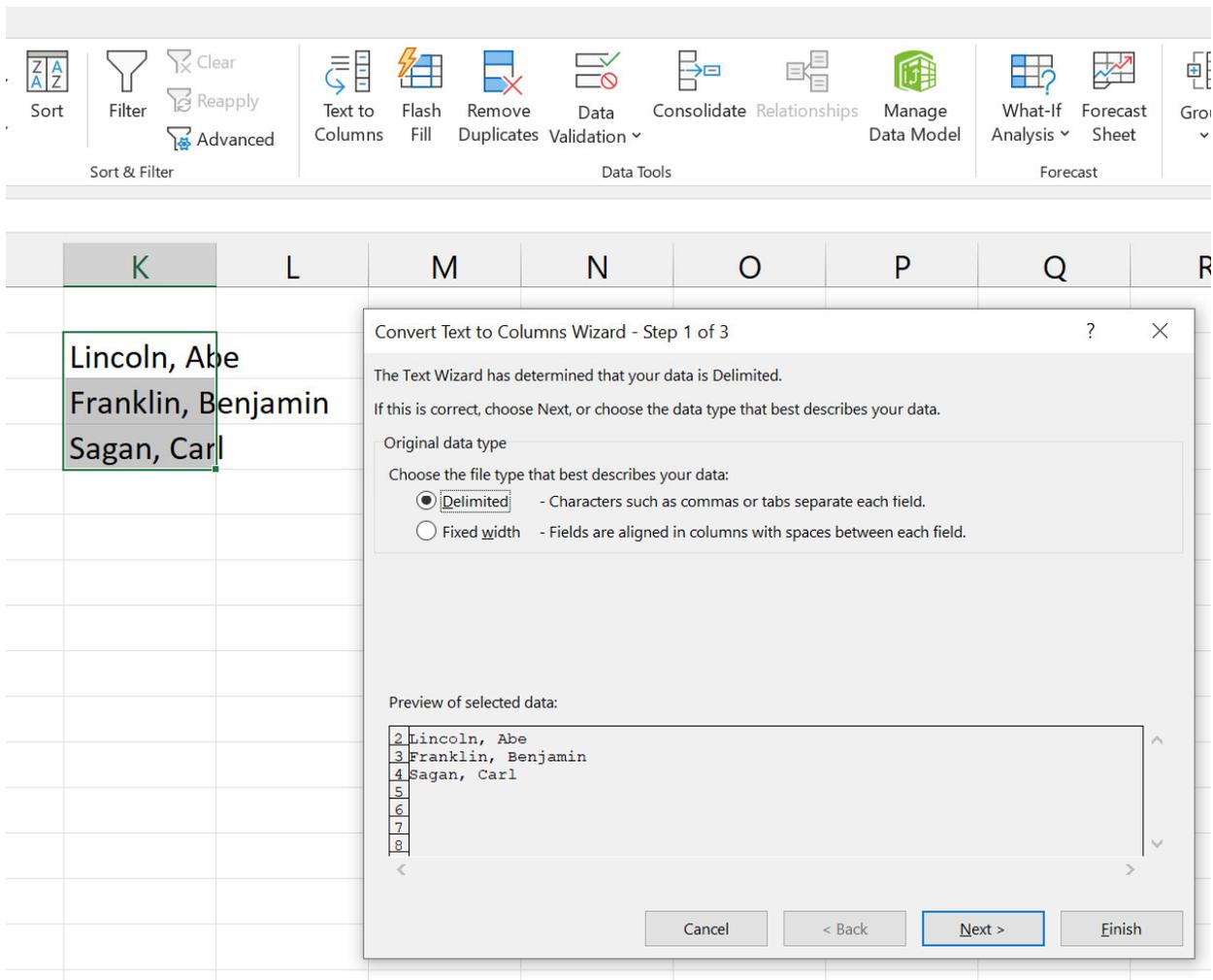
Named Ranges

This is one I use a lot. If you always want to refer to a particular cell (call it billing rate), you could refer to it as \$F\$1. But, that can be a pain to remember. So, you can just name the cell BillingRate .



Splitting Values (part 2)

If the flash fill doesn't work – you can always use Text to Columns. This is what I use when we have a delimiter in the field.



Format Painting

Use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one – think of it as copying and pasting for formatting.

Multiple Cells, Same Data

For some reason, you may have to write the same thing over and over again in cells in a worksheet. That's excruciating. Just click the entire set of cells, either by dragging your cursor, or by holding the Ctrl key as you click each one. Type it on the last cell, then hit Ctrl+Enter—and what you typed goes into each cell selected.

Paste Special with Formulas

Let's say you've got a huge amount of numbers in decimal format you want to show as percentages. The problem is, that numeral 1 shouldn't be 100%, but that's what Excel gives you if you just click the Percent Style button (or hit Ctrl-Shift-%). You want that 1 to be 1%. So you have to divide it by 100. That's where Paste Special comes in. First, type 100 in a cell and copy it. Then, select all the numbers you want reformatted, select Paste Special, click the "Divide" radio button, and boom goes the dynamite: you've got numbers converted to percentages. This also works to instantly add, subtract, or multiply numbers, obviously.

Save Charts as Templates

Excel has more types of charts than Jimmy Carter's got teeth and peanuts, but it's almost impossible to find a default chart that is perfect for your presentation. Thankfully, Excel's ability to customize all those graphs is exemplary. But when you have to recreate one? That's a pain. It doesn't have to be. Save your original chart as a template.

Once a chart is perfected, right-click on it. Select Save as Template. Save a file with a CRTX extension in your default Microsoft Excel Templates folder. Once you do that, applying the template is cake. Select the data you want to chart, go to the Insert tab, click Recommended Charts, and then the All Charts tab, and the Templates folder. In the My Templates box, pick the one to apply, then click OK.

Some elements, like the actual text in the legends and titles, won't translate unless they're part of the data selected. You will get all the font and color selections, embedded graphics, even the series options (like a drop shadow or glow around a chart element).

Work With Cells Across Sheets

This one, called 3D Sum, works when you have multiple sheets in a workbook that all have the same basic layout, say quarterly or yearly statements. For example, in cell B3, you always have the dollar amount for the same corresponding week over time.

On a new worksheet in the workbook, go to a cell and type a formula like =sum('Y1:Y10'!B3). That indicates a SUM formula (adding things up) for all the sheets that are titled Y1 to Y10 (so 10 years' worth), and looking at cell B3 in each. The result will be the sum of all 10 years. It's a good way to make a master spreadsheet that refers back to ever-changing data.

Hide in Plain Sight

It's easy to hide a row or column—just select the whole thing by clicking the letter or number header, right-click, and select "Hide." (You can unhide by selecting the columns to either side all at once, right-clicking, and selecting "Unhide"). But what if you have just a little section of inconveniently placed data you want to hide, but you still want to be able to work with? Easy.

Highlight the cells, right-click, and choose Format Cells. On the Number tab at the top, go to Category and select "Custom." Type three semicolons (;;;) in the Type: field. Click OK. Now the numbers aren't visible, but you can still use them in formulas.

Speed up Inputting Complicated Terms with AutoCorrect

If you need to repeat the same value and it is complicated to input, the best way is to use the AutoCorrect function, which will replace your text with the correct text.

Status Bar

The status bar is always there but we hardly use it to the full. If you right click on it you can see there hell lot of things which you can check using status bar.

Highlight Blank Cells

When you work with large data sheets it's hard to identify the blank cells from it. So the best way is to highlight them by applying a cell color.

Here are the steps to do this.

- First of all, select all the data from the worksheet
- After that, go to Home Tab → Editing → Find & Select → Go To Special.
- click go to special
- From Go To Special dialog box, select Blank and click OK.
- At this point, you have all the blank cell selected and now apply a cell color using font settings.

Show or Hide the Ribbon

Just like all other office programs – you can either double click any of the menu tabs or click the carat on the lower right side of the ribbon to minimize or maximize the ribbon.

Make the Formula bar more than one line

Go to the bottom of the formula bar and get the up and down arrow. Then, you can drag out the formula bar to be as tall as you want it to be.

Looking at more than one place on a sheet

View->Split. For any size screen with any size workbook!

Root of Number

To calculate square root, cube root or any root of a number the best way is to use exponent formula. In exponent formula, you can specify the Nth number for which you want to calculate the root.

=number^(1/n)

For example, if you want to calculate a square root of 625 then the formula will be:

=625^(1/2)

Keyboard Shortcuts

Did you know that there are more than 200 keyboard shortcuts for Excel? Here are the 10 that I use most often

Keys	Action
Ctrl+Y	Redo
F2	Get to the formula quickly
Shift+Click	Select the cells between the selections
Ctrl+Click	Select Individual cells
Ctrl+H	Display find and replace
Esc	Cancel Entry
F4	Toggle through references
Ctrl+`	View formulas vs answers
Shift+F11	Insert New Worksheet
Ctrl+G	Displays the 'Go To' box