

Tips and Tricks for Microsoft Excel 2007



Table of Contents

Custom Lists.....	1
Auto Sum (Variations)	1
Show Formulas.....	2
Keep the Result, Lose the Formula.....	2
Drag & Drop using Shift & Ctrl Keys.....	2
Repeat Last Action	2
AutoCorrect.....	2
Save the Workspace	3
Copying Data to Another Program.....	3
Using Online Templates.....	3
Move to the Beginning or End of a Row or Column of Data.....	4
AutoFill Using the Double-click Technique	4
Navigating a Document Using Range Names.....	4
Word Wrapping in a Cell	4
Create a Formula to Show the Day of Week Associated With a Date.....	4
General Keyboard Shortcuts	5
Keys for Previewing and Printing a Document	6
Keys for Working in Print Preview	6
Keys for Working with Worksheets, Charts, and Macros	6
Keys for Formatting Data.....	6
Keys for Entering and Editing Data on a Worksheet.....	7
Keys for Selecting Cells, Columns or Rows.....	8

Custom Lists

- **Office Button** → **Excel Options** → **Popular** > **Edit Custom Lists**
- Click in the *List entries* box and type the list items, pressing **[Enter]** after each item

OR

Click in the *Import list from cells* box and select the cells in a worksheet that contain the items for the list

- Click **OK** twice

Auto Sum (Variations)

Sum a column of numbers including blanks:

- Highlight the numbers including empty cells
- On the *Home* tab of the ribbon, click **AutoSum**

OR

On the *Formulas* tab of the ribbon, click **AutoSum**

OR

Press **[Alt] [=]**

Sum all columns or rows at once:

- Select the blank cells into which you wish to place the totals
- On the *Home* tab of the ribbon, click **AutoSum**

OR

On the *Formulas* tab of the ribbon, click **AutoSum**

OR

Press **[Alt] [=]**

View Calculations in the Status Bar:

- Right-click the Status Bar. Select the calculations you would like to see
- Highlight the numbers and the result will be displayed in the Status Bar

Show Formulas

- Press **[Ctrl]-[~]** to toggle between displaying formulas and displaying the results

Keep the Result, Lose the Formula

- Select the cell(s) containing the formula whose result you would like to copy
- Press **[Ctrl]-[C]** to copy the cells
- Move to the new location for the data (new location may be the same as the previous location)
- On the *Home* tab of the Ribbon, click the lower part of the **Paste** button and click **Paste Values**

Drag & Drop using Shift & Ctrl Keys

- Select the cell or range to be moved or copied
- Point to the edge of the selected cell(s) until the mouse pointer changes to a Northwest-pointing arrow
- Do one of the following:

Drag the cell(s)	To move the cell(s) to a new location
[Ctrl] drag the cell(s)	To copy the cell(s) to a new location
[Shift] drag the cells	To insert-move the cell(s)
[Shift] [Ctrl] drag the cell(s)	To insert-copy the cell(s)

Repeat Last Action

- Press the **[F4]** key to repeat the last action

AutoCorrect

- **Office Button** → **Excel Options** → **Proofing** > **AutoCorrect Options**
- Select desired options
OR
- Type a commonly misspelled word in the *Replace* box and its correct spelling in the *With* box
OR
- Type a short name for a commonly typed word or phrase in the *Replace* box and the corresponding word or phrase in the *With* box.

NOTE: The short name cannot be a real word, as each time you type it, it will be replaced by the text in the *With* box

Save the Workspace

- Open several workbooks
- On the *View* tab of the ribbon, click the **Arrange All** button
- Select the desired arrangement and click **OK**
- On the *View* tab of the ribbon, click the **Save Workspace** button
- Type a name for the workspace, select a location and click **Save**

Copying Data to Another Program

- Select data to be copied
- On the *Home* tab of the ribbon, click **Copy**

OR

Press **[Ctrl] [C]**

OR

Right-click the selected cells and click **Copy**

- Switch to other program
- On the *Home* tab of the ribbon, click **Paste**

OR

On the *Home* tab of the ribbon, click the Paste drop-down and select an alternate paste option

Using Online Templates

- **Office Button** → **New**
- Along the left side of the *New Document* dialog box, under *Microsoft Office Online*, select the type of template you are looking for
- In the middle section of the *New Document* dialog box, select the desired template. A larger view of the template will appear in the right-most section of the dialog box
- Click the **Download** button

Move to the Beginning or End of a Row or Column of Data

- Hold down the **[Ctrl]** key and press the **[Arrow]** key representing the direction you want to move

AutoFill Using the Double-click Technique

- Enter a number, text or a formula in the top cell to the left or right of an existing column of data
- Double-click the AutoFill handle

Navigating a Document Using Range Names

To create range names:

- Select a cell or a range of cells
- In the Name Box, enter a name (without spaces) and press **[Enter]**

To use range names to navigate the document:

- Click the down-arrow to the right of the Name Box
- Click the named range to which you wish to navigate

To edit or delete range names:

- On the *Formulas* tab of the ribbon, click **Name Manager**
- Select the range name to be edited or deleted
- Click the **Edit** button, edit the name of the range or the cells to which it refers and click **OK**

OR

Click the **Delete** button to remove the range name

- Click the **Close** button

Word Wrapping in a Cell

Enter the label in a cell, pressing **[Alt] [Enter]** to wrap to the next line

Create a Formula to Show the Day of Week Associated With a Date

`=text(date,"ddd")` or `=text(date,"dddd")`

where *date* is a reference to the cell containing the date or a calculation that returns a date

General Keyboard Shortcuts

Key	Results
Arrow keys	Move one cell up, down, left, or right
CTRL+arrow key	Move to the edge of the current data region
HOME	Move to the beginning of the row
CTRL+HOME	Move to the beginning of the worksheet
CTRL+END	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
PAGE DOWN	Move down one screen
PAGE UP	Move up one screen
ALT+PAGE DOWN	Move one screen to the right
ALT+PAGE UP	Move one screen to the left
CTRL+PAGE DOWN	Move to the next sheet in the workbook
CTRL+PAGE UP	Move to the previous sheet in the workbook
SHIFT+CTRL+PAGE DOWN	Select the current and next sheet in the workbook
SHIFT+CTRL+PAGE UP	Select the current and previous sheet in the workbook
CTRL+BACKSPACE	Scroll to display the active cell
CTRL+G or F5	Display the Go To dialog box
CTRL+F or SHIFT+F5	Display the Find and Replace dialog box with the Find tab selected
SHIFT+F4	Repeat the last Find action (same as Find Next)
CTRL+H	Display the Find and Replace dialog box with the Replace tab selected
TAB	Move between unlocked cells on a protected worksheet

Keys for Previewing and Printing a Document

Key	Result
CTRL+P or CTRL+F2	Display the Print dialog box Display the worksheet in Print Preview

Keys for Working in Print Preview

Key	Result
Arrow keys	Move around the page when zoomed in
CTRL+PGUP or CTRL+PGDN PAGE UP or PAGE DOWN	Move by one page when zoomed in Move by one page when zoomed out
CTRL+UP ARROW or CTRL+LEFT ARROW	Move to the first page when zoomed out
CTRL+DOWN ARROW or CTRL+RIGHT ARROW	Move to the last page when zoomed out

Keys for Working with Worksheets, Charts, and Macros

Key	Result
SHIFT+F11 or ALT+SHIFT+F1	Insert a new worksheet
F11	Create a chart that uses the current range
ALT+F8	Display the Macro dialog box
ALT+F11	Display the Visual Basic Editor

Keys for Formatting Data

Key	Result
CTRL+1	Display the Format Cells dialog box
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply or remove italic formatting
CTRL+U	Apply or remove an underline
CTRL+5	Apply or remove strikethrough formatting

Keys for Entering and Editing Data on a Worksheet

Keys	Result
ENTER	Complete a cell entry and move down in the selection
ALT+ENTER	Start a new line in the same cell
CTRL+ENTER	Fill the selected cell range with the current entry
SHIFT+ENTER	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT+TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
BACKSPACE	Delete the character to the left of the insertion point, or delete the selection
DELETE	Delete the selection, or character to the right if in edit mode
CTRL+DELETE	Delete text to the end of the line
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
F4 or CTRL+Y	Repeat the last action
SHIFT+F2	Add or edit a cell comment
F2	Edit the active cell and position the insertion point at the end of the line
CTRL+SHIFT+F3	Create names from row and column labels
F3	Paste a defined name into a formula
CTRL+R	Repeat the data from the cell to the left
CTRL+' or CTRL+D	Repeat the data from the cell above
CTRL+;	Enter the current date
CTRL+SHIFT+; (colon)	Enter the current time
CTRL+9	Hide the selected rows
CTRL+SHIFT+9 (opening parenthesis)	Unhides any hidden rows within the selection
CTRL+0	Hide the selected columns
CTRL+SHIFT+0 (closing parenthesis)	Unhides any hidden columns within the selection
CTRL+K	Insert a hyperlink

Keys for Selecting Cells, Columns or Rows

Key	Result
SHIFT+arrow key	Extend the selection by one cell
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
SHIFT+CTRL+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+HOME	Extend the selection to the beginning of the row
SHIFT+CTRL+HOME	Extend the selection to the beginning of the worksheet
SHIFT+CTRL+END	Extend the selection to the lower-right corner of the active area of the sheet
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
CTRL+A	Select the current region. Pressing CTRL+A a second time selects the entire worksheet
SHIFT+BACKSPACE	Select only the active cell when multiple cells are selected
CTRL+SHIFT+SPACEBAR	With an object selected, select all objects on a sheet
CTRL+[(opening bracket)	Select only cells that are directly referred to by formulas in the selection
CTRL+SHIFT+{ (opening brace)	Select all cells that are directly or indirectly referred to by formulas in the selection
CTRL+] (closing bracket)	Select only cells with formulas that refer directly to the active cell
CTRL+SHIFT+} (closing brace)	Select all cells with formulas that refer directly or indirectly to the active cell