

## CUSTOM LISTS

Follow these steps to create a custom list:

1. Click the File tab|Options.The Excel Options dialog box appears.
2. Click the Advanced tab. The Advanced options appear in the right pane.
3. Click the Edit Custom Lists button in the General section. The Custom Lists dialog box appears.
4. Click inside the List Entries list box and then type each entry (in the desired order), depressing Enter after each list item.
5. Click the Add button. The new list appears in the Custom Lists box.
6. Click OK two times to close both dialog boxes. Now you're ready to put the custom list to use in a worksheet.

## USING A CUSTOM LIST

1. Type one of the list items in a cell and then depress Enter. You can type any item from the custom list; it doesn't have to be the first item.
2. Select the cell containing the list item.
3. Drag the AutoFill handle (in the lower right corner of the cell) in the desired direction to create the list.

## IMPORTANT KEYBOARD SHORTCUTS

Ctrl+Z	undo
Ctrl+X	cut
Ctrl+C	copy
Ctrl+V	paste
Ctrl+ Y	redo

## INSERTING CELLS-ROWS-COLUMNS

1. Select the cells, rows, or columns where you want the new, blank cells to appear.
2. Click the drop-down arrow attached to the Home tab|Cells group|Insert button.
3. Click Insert Cells on the drop-down menu. The Insert dialog box opens:
  - Shift Cells Right shifts existing cells to the right to make room for the blank cells.
  - Shift Cells Down. This is the default option.
  - Entire Row inserts complete rows in the cell range. You can also select the row number on the frame before you choose the Insert command.
  - Entire Column inserts complete columns in the cell range. You can also select the column letter on the frame before you choose the Insert command.

To quickly insert an entire column or row into the worksheet, right-click the column letter or row number on the worksheet window frame and select Insert from the shortcut menu or choose Insert Sheet Rows or Insert Sheet Columns from the Insert button's menu. Deleting cells. etc. is much the same.

## FILTERING DATA

1. Select the data that you want to filter.
2. On the Data tab, in the Sort & Filter group, click Filter.
3. Click the down arrow in the column header to display a list in which you can make filter choices.
4. To select by values, in the list, clear the Select All check box.
5. Select only the values you want to see, and click OK.

## ADVANCED FILTERING

1. Make sure the AutoFilter is turned off by clicking Data tab|Filter button.
2. Select the first four rows of the worksheet the criteria range.
3. Right-click the selected rows and choose Insert.
4. Select the header row in the table, and click the Home tab|Copy button.
5. Click cell A1, and then click the Home tab|Paste button.
6. In the first blank row of the criteria range, enter the target data.
7. Enter any additional filter criteria.
8. Click any cell in the main part of the table but don't have any filter criteria selected.
9. Click the Data tab|Sort & Filter group|Advanced button.
10. Select the Filter the List, In-Place option in the Action section.
11. Verify the table range in the List Range box.
12. Specify the criteria range including the header row, but not any blank rows.
13. Click OK.
14. To view all data records again, click the Data tab|Clear button.

## AUTOFILL OPTIONS

The Auto Fill Options button is displayed just below and to the right of your filled selection. When you click the Auto Fill Options button, a list of options appears that allows you to choose to fill the cells with text or data, and whether or not to include the format of the initial selection or to copy only the format.

The options that are available depend on the type of content in the cells (text or numbers) and on the format of the data. You can use the Series command to find the AutoFill option and other options.

## FREEZING PANES

To freeze panes in a worksheet position the cell cursor based on what you want to freeze:

- Columns: Select the column to the right of the columns you want to freeze..
- Rows: Select the row below the rows you want to freeze.
- Columns and rows: Click the cell below the rows and to the right of the columns you want to.

## ADDING SUBTOTALS TO A LIST

1. Sort the list on the field for which you want subtotals inserted.
2. Click the Data tab|Outline group|Subtotal.
3. Select the field for which the subtotals are to be calculated in the At Each Change In drop-down list.
4. Specify the type of totals you want to insert in the Use Function drop-down list.
5. Select the check boxes for the field(s) you want to total in the Add Subtotal To list box.
6. Click OK and Excel adds the subtotals to the worksheet.

## REMOVING SUBTOTALS

1. Click in cell contain target range.
2. Select Data|Outline group|Subtotal.
3. Click Remove All followed by OK.

## HIDE ROWS OR COLUMNS

1. Select the rows or columns that you want to hide.
2. On the Home tab, in the Cells group, click Format. Under Visibility, point to Hide & Unhide, then click Hide Rows or Hide Columns or under Cell Size, click Row Height or Column Width, and type 0 in the Row Height or Column Width box.

## DISPLAY ROWS OR COLUMNS

1. To display hidden rows, select the row above and below the rows that you want to unhide.
2. To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide.

## SORTING DATA

1. Select a range of data.
2. Select a single cell in the column on which you want to sort.
3. Click the Ascending Sort button to perform an ascending sort.
4. Click the Descending Sort button to perform a descending sort.

## SORTING BY CRITERIA

1. Select a single cell anywhere in the range that you want to sort.
2. On the Data tab, in the Sort & Filter group, click Sort and the Sort dialog box displays.
3. In the Sort by list, select the first column on which you want to sort.
4. In the Sort On list, select either Values, Cell Color, Font Color, or Cell Icon.
5. In the Order list, select the order that you want to apply to the sort operation.

## OUTLINE USING SUBTOTAL

1. Sort according to the data you want to outline.
2. Select the Data tab|Outline group|Subtotal command to open the Subtotal dialog box.
4. In the At each change in field, select the column you want to use to outline your worksheet.
5. In the Use function field, choose from the list of functions that are available for subtotaling.
6. Select the column you want the subtotal to appear in.
7. Click OK and the contents of your worksheet will be outlined.

## SHOW OR HIDE A GROUP

1. Click the minus sign, also known as the Hide Detail symbol, to collapse the group.
2. Click the plus sign, also known as the Show Detail symbol, to expand the group again.

## UNGROUP DATA

1. Select the rows or columns that you want to ungroup.
2. From the Data tab, click the Ungroup command. The range of cells will be ungrouped.

## SHOW DROP-DOWN DATA

The Auto-complete filler assists user in quickly filling out the cells' values. Since in a record a row keeps more or less same kind of data, you can pull down previously entered values quickly by using auto-complete list feature to quickly fill the data. To instantly show the filter list/drop-down list over cell, select the cell and use Alt+Down key to bring up filter list to select data from.

## CREATING TABLES

You create a table to help you manage and analyze related data.

1. Enter your table's column headings.
2. Enter the first row of data immediately below the column headings.
3. Click the Insert tab|Tables group|Table button..
4. Click the My Table Has Headers check box to select it.
5. Click OK. Excel inserts and formats the new table and adds filter arrows to each field name.

## APPLY TABLE STYLES

1. Click any cell within the group of cells you want to format as a table. This feature works with one contiguous cells. only
2. On the Home tab|Stylesgroup|Format as Table button and a gallery of table formats display.
3. Click a thumbnail in the gallery.
4. The Format As Table dialog box displays.
5. The table range appears in the text box.
6. Click OK.
7. Click a cell outside of the table to remove the Design contextual tab from the Ribbon.

## TABLE FORMULAS

First you must convert a range to a table.

1. Open the 'Design' tab and overwrite the text in the 'Table Name' box to something like 'Tire sales'.
2. You can now refer to and use the entire table, individual columns, rows, data range, headers or totals in your formulas.

## CONVERT A RANGE TO A TABLE

1. Open the target Worksheet.
2. Highlight the range of cells.
3. Click on Home Tab|Styles group|Format as Table.
4. Click on any one of the table styles and OK.

The selected range of cells has been converted into a table.

## ADDING THE FORM BUTTON

1. Click the arrow at the right end of the Quick Access toolbar and select More Commands.
2. In the Choose Commands From drop-down list, select All Commands.
3. Select the Form button in the list box, click Add, and click OK.

## ADDING DATA WITH A FORM

1. Position the cell cursor in the table and click the Form
2. Click the New button in the data form.
3. Type the information for the first field and press Tab to move to the next field.
4. Depress Enter to complete the record.
5. Depress Esc or click the Close button when you finish adding records.

Your table will be updated with the new records.

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