



EXCEL 2010 TIPS & TRICKS

Training and Reference Guide

Starlight Education

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Move to the End of a Row or Column of Data

To move to the 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.

Select Cells Without Scrolling

1. Click the first cell to be selected.
2. Hold down the **[Shift]** key.
3. Navigate to the last cell to be selected using the keyboard. For example, while holding down the **[Shift]** key, press **[Ctrl]+[Down Arrow]** to navigate to and select a column of data or press **[Ctrl]+[Down Arrow]** to navigate to and select a row of data.

Tip: Combine both of these techniques to select all rows and columns in a list.

Tip: You can also navigate to a particular cell by clicking in the Name box, typing the name of the cell to which you wish to move and pressing [Enter].

Select Non-Adjacent Ranges

1. Select the first range using the mouse or the keyboard.
2. Hold down the **[Ctrl]** key and select an additional range(s) using the mouse.

Rename a Sheet

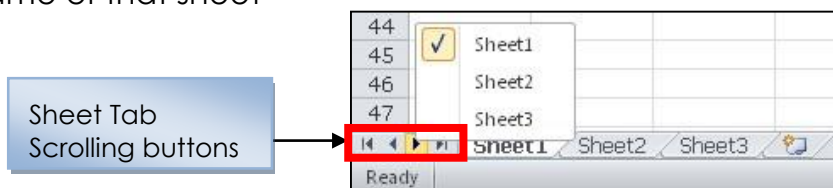
To rename a sheet:

1. Double-click the sheet tab of the sheet you wish to rename
2. Type the new name
3. Press **[Enter]**

NOTE: You can also right-click the tab and click Rename

Shortcuts for Navigating Different Sheets

- To navigate to the next sheet, press **[Ctrl]+[Page Down]**
- To navigate to the previous sheet, press **[Ctrl]+[Page Up]**
- To navigate to a specific sheet, right-click the Sheet Tab Scrolling buttons and click the name of that sheet



Type Data Efficiently in Lists

AutoComplete

When entering data into a list, Excel looks for an existing value in that column that matches the character(s) you have entered so far. For example, if you enter a “d” and the only value you have entered into that column that begins with a “d” is “dinosaur”, Excel will insert the word dinosaur into the current cell. If, on the other hand, you have several existing entries in that column that begin with “d” (i.e. dinosaur, duck and dog) Excel will insert the matching word when you have typed enough characters to differentiate between the entries. In this case, you would have to type “di” before Excel will find the match.

Once Excel has inserted the matching entry, you can:

- press **[Tab]** to accept the inserted entry and move to the next column **OR**
- press **[Enter]** to accept the inserted entry and move to the next row **OR**
- if the matching entry suggested by Excel is incorrect, simply continue typing.

Pick from List

To repeat an entry that has already been entered in a column of a list, right-click the cell in which you wish to repeat the entry and select **Pick From Drop-down List**, then click the entry you wish to repeat.

Repeat Previous Value

To repeat the value in the cell directly above the current cell, press **[Ctrl]+'** (apostrophe).

Tip: Selecting the range into which you wish to add data BEFORE typing restricts the movement of the cell pointer to the selected cells. For example, typing an entry and then pressing [Enter] will move you to the next cell down in the selected range. If you are at the bottom of the selected range, you will move to the top of the next column in the range. Typing an entry and pressing [Tab] will move you to the next cell to the right in the selected range. If you are in the far right cell of the range, the cell pointer will move to the beginning of the next selected row.

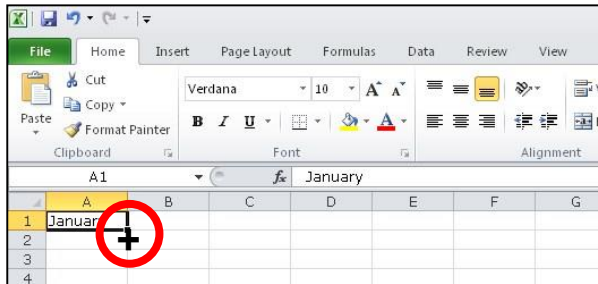
Keyboard Shortcuts for Current Date and Time

- To enter the current date in a cell, press **[Ctrl]+[;]**
- To enter the current time in a cell, press **[Ctrl]+[Shift]+[;]**

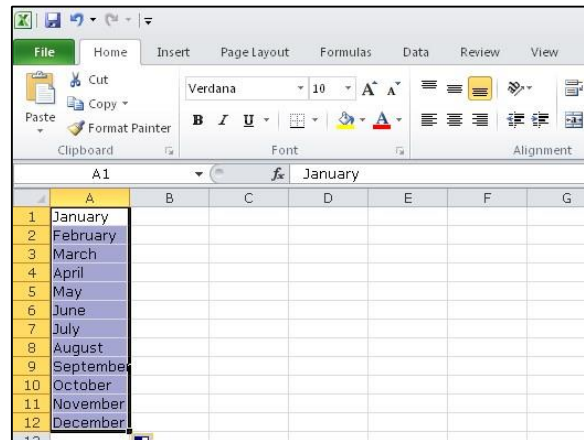
AutoFill Tricks

The AutoFill button can be used to quickly populate a series of cells with labels such as month names or the days of the week. To populate a series of cells with these labels:

1. Type the first label (i.e. January or Monday) into the first cell of the series
2. Position the mouse pointer on the AutoFill button until the mouse pointer becomes a **+** as shown below.

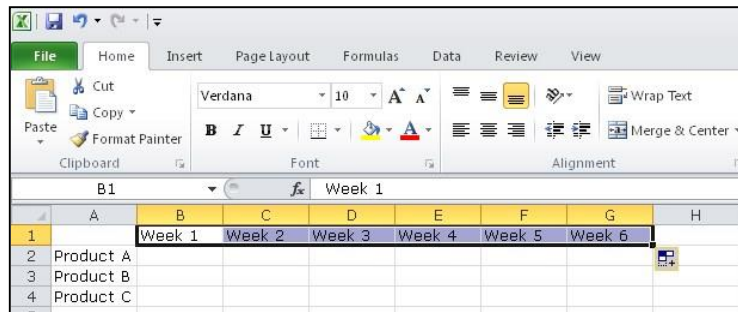


3. Hold down the left mouse button and drag down to continue the labels in that column or drag to the right to continue the labels in that row.

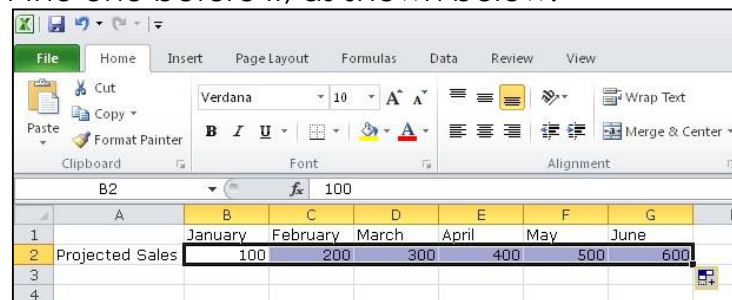


TIP: AutoFill can also be used to copy a formula to additional cells in the same column.

TIP: The AutoFill feature can also be used to populate a series of cells with a label that begins or ends with a sequential value. For example, if you type "Week 1" into the first cell and then grab the AutoFill handle and drag to the next 5 cells to the right, you will see the following results.



TIP: The AutoFill feature can also be used to populate a specific sequence of numbers. If you type “100” in the first cell and “200” in the cell just below or to the right and then select BOTH cells, you can AutoFill a series of numbers where each number is 100 more than the one before it, as shown below.



TIP: Double-clicking the AutoFill button automatically fills that column as far as there is data in the adjacent column to the left or right.

Custom Lists

1. Click the **File** tab and select **Options**.
2. Click the **Advanced** category.
3. Scroll down and click the **Edit Custom Lists** button.
4. Click in the “*List entries*” box and type the list items, pressing **[Enter]** after each item and click the **Add** button

OR

Click in the “*Import list from cells*” box, select the cells in a worksheet that contain the items for the list and click the **Import** button.

5. Click **OK** twice.

AutoSum Tricks

To sum a column of numbers including blanks:

1. Highlight the numbers including empty cells.
2. On the **Home** tab of the ribbon, click the **Σ AutoSum** button

OR

On the **Formulas** tab of the ribbon, click the Σ button

OR

Press **[Alt]+[=]**.

To sum all columns or rows at once:

1. Select the blank cells into which you wish to place the totals, either the row below the numbers or the column to the right of the numbers.
2. On the **Home** tab of the ribbon, click the Σ **AutoSum** button

OR

On the **Formulas** tab of the ribbon, click the Σ button

OR

Press **[Alt]+[=]**.

View Calculations in the Status Bar

1. Highlight the numbers whose result you wish to see displayed in the Status Bar.
2. If the Status Bar does not display the correct calculation, right-click the Status Bar and select the calculations you would like to see.

A Better Way to Crunch a Formula

When entering a formula, press **[Ctrl]+[Enter]** to enter the formula into the cell and leave the cell pointer in that cell. That way, you can still see the formula in the Formula Bar while also viewing the result of the formula.

In addition, if your formula contains more than 1 operator (i.e. =B3+B4+B5/3) or contains nested functions (i.e. =LEFT(A5,FIND("-",A5)), you may want to verify that the formula is calculating as intended. Select the cell containing the formula and click the **Evaluate Formula** button on the **Formulas** tab. The first part of the formula that will be calculated is underlined. Click the **Evaluate** button as many times as necessary to see the order in which each of the calculations in the formula will be made.

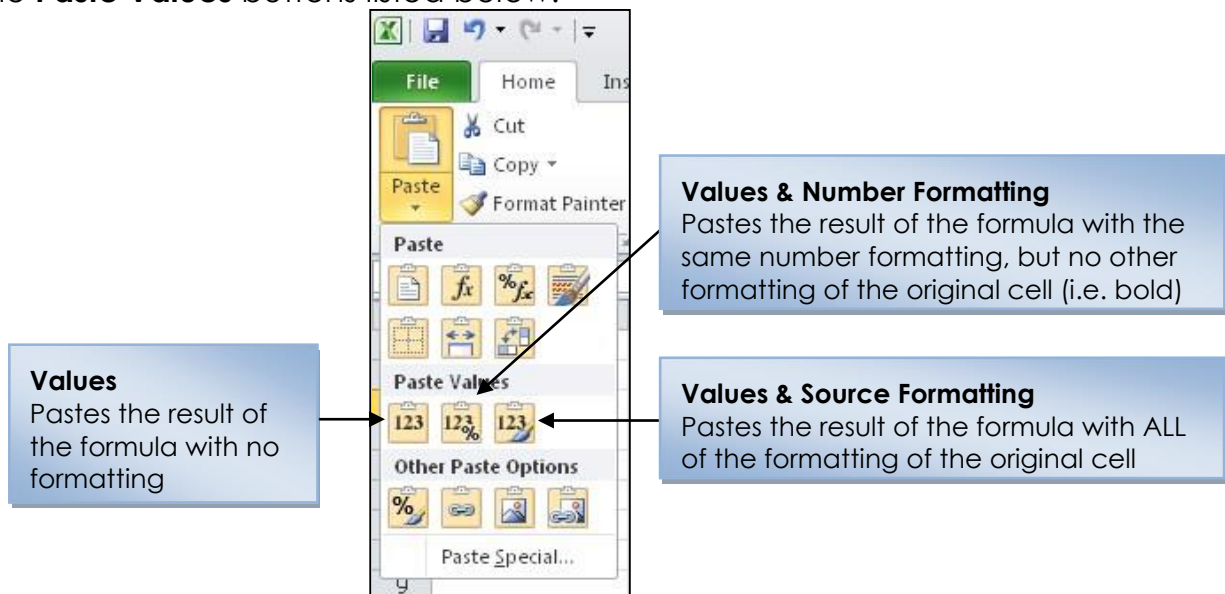
Show Formulas

To see the formulas entered into the cells of a worksheet rather than the RESULTS of the formulas, press **[Ctrl]+[~]** or click the **Show Formulas** button on the Formulas tab. This is a

great way to check all of your formulas for accuracy. When you wish to turn off the formulas and see the results again, simply press [Ctrl]+[~] again or click the **Show Formulas** button on the Formulas tab.

Keep the Result, Lose the Formula

1. Select the cell(s) containing the formula whose result you would like to copy.
2. Copy the cells ([Ctrl]+[C] or right-click and select Copy or click the Copy button on the Home tab).
3. Click in the new location for the data (the new location may be the same as the previous location).
4. On the **Home** tab of the Ribbon, click the lower part of the **Paste** button and click one of the **Paste Values** buttons listed below.



Move or Copy by Dragging

1. Select the cell or range to be moved or copied.
2. Point to the edge of the selected cell(s) until the mouse pointer changes to a Northwest-pointing arrow, as shown below.

2		Phase 1			Totals
3	Atlanta	34000	27500	21000	14500
4	Buffalo	22000		29470	30000
5	Chicago		25500	12375	60000
6	Denver	45500	42000	40575	38000
7	Irvine	20500	22000		29600
8	Los Angeles	32475	34000	27500	
9	Newark		55000	52000	48500
10	Portland	67000	62000	59600	
11	Seattle	12000	17500	22375	25000
12	Total				
13					

3. Do one of the following:

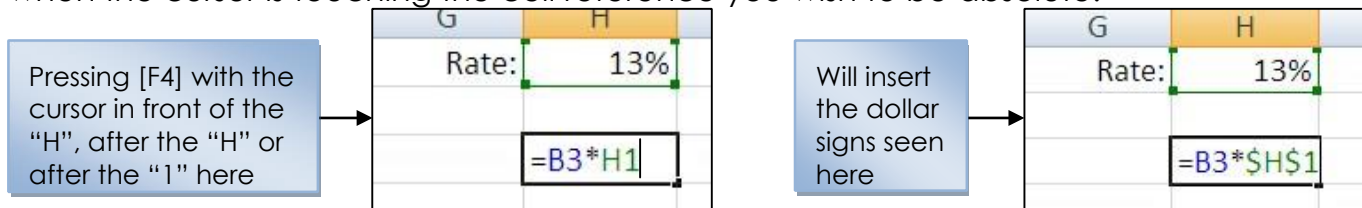
- Drag the cell(s) To move the cell(s) to a new location
- [Ctrl]** drag the cell(s) To copy the cell(s) to a new location
- [Shift]** drag the cells To insert-move the cell(s)
- [Shift]+[Ctrl]** drag the cell(s) To insert-copy the cell(s)

Repeat Last Action

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

Create Absolute References Using One Key

To create an absolute reference while creating or editing a formula, press the **[F4]** key when the cursor is touching the cell reference you wish to be absolute.



Wrap Text with Precision

To wrap text in a cell at a specific location, enter the label in the cell, pressing **[Alt]+[Enter]** at the point you wish the text to wrap to the next line.

Create a Chart with a Single Key

To create a chart quickly, click in or select the range to chart and press **[F11]**.

Extract Text from a Cell

You can extract the leftmost or rightmost text from another cell with the following formulas:

=left(Text,Num_chars)

=right(Text,Num_chars)

where **Text** is the cell containing the text you wish to extract and **Num_chars** is the optional number of characters to be extracted. If left blank, **Num_chars** defaults to 1.

You can extract characters from the middle of a label in another cell using the following formula:

=mid(Text,Start_num,Num_chars) where **Text** is the cell containing the text you wish to extract, **Start_num** is the position of the first character you wish to extract and **Num_chars** is the number of characters to be extracted.

Break Text in a Single Column into Multiple Columns

1. Select the cell(s) containing the text you wish to break into several columns.
2. Click the **Text to Columns** button on the **Data** tab.
3. Choose **Delimited** and click **Next**.
4. In the "Delimiters" section, choose the character that indicates where the text is to be broken (i.e. Space) or click **Other** and type the appropriate character.
5. Click **Finish**.

NOTE: The cell(s) to the right of the selected text should be blank so that you don't overwrite existing data.

Add Cell Comments

You can add non-printing comments to a worksheet by:

1. Right-clicking the cell you wish to comment on and selecting **Insert Comment. OR**
2. Selecting the cell you wish to comment on and clicking the **New Comment** button on the **Review** tab.

NOTE: to view a comment, hover over a cell with a red triangle in the upper right corner.
To edit or delete a comment, right-click the cell and click **Edit Comment** or **Delete Comment**

Sort a List the Easy Way

If your list contains only one row of column headings, does not contain any blank rows or columns AND is surrounded entirely by blank rows and columns, you can quickly sort your list using the following steps:

1. Right-click anywhere in the column on which you wish to base your sort. 2.

Click **Sort > Sort A to Z**

OR 3. Click **Sort > Sort Z to A**

NOTE: You can also sort by text color or cell color!

Filter a List

If your list contains only one row of column headings, does not contain any blank rows or columns AND is surrounded entirely by blank rows and columns, you can quickly filter your list using the following steps:

1. Click on any cell in the list to be filtered.
2. Click the **Filter** button on the **Data** tab.
3. Click the arrow to the right of the column heading for the column you wish to filter.
4. Deselect the items you wish to hide.

NOTE: To redisplay all items in a list, click the arrow to the right of the column heading of the filtered column and click (Select All).



Use Advanced Filter

The Advanced Filter feature is useful when you need to create a list of unique entries in a particular column. To use the Advanced Filter feature to create a list of unique entries:

1. Copy the heading for the column to be filtered to a blank area of the worksheet.
2. Select the column to be filtered.
3. Click the **Advanced** button on the **Data** tab.
4. Select **Copy to another location**.
5. In the "Criteria range" box, select the cell to which you copied the heading in step 1 and the blank cell below that heading.
6. In the "Copy to" box, type the name of the cell where you want the unique list to start.
7. Click the **Unique records only** check box to enable that feature.
8. Click **OK**.

Add Subtotals to a List

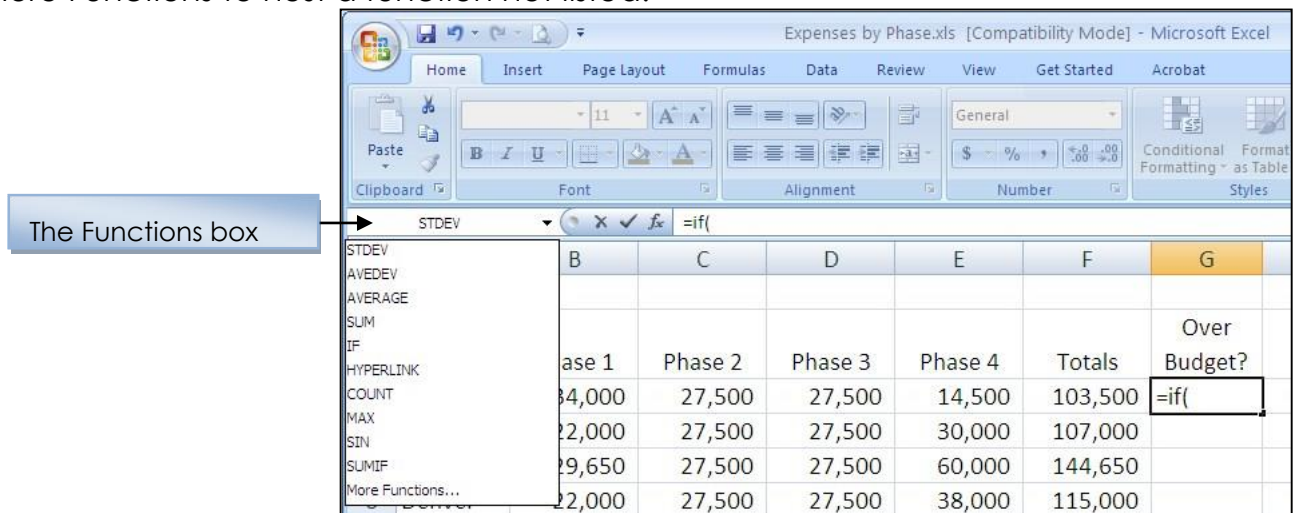
If your list contains only one row of column headings, does not contain any blank rows or columns AND is entirely surrounded by blank rows and columns, you can quickly add subtotals your list using the following steps:

1. Click on any cell in the column for which you wish to generate subtotals.
2. On the **Data** tab, click the  or  to sort the list by that column.
3. On the **Data** tab, click the **Subtotal** button.
4. Under "At each change in" select the column on which you sorted in step 2.
5. Under "Use function", select the calculation you wish to use.
6. Under "Add subtotal to" select the column(s) to be calculated.
7. Click **OK**.

NOTE: to remove the subtotals, click anywhere in the list, click the Subtotal button on the Data tab and click Remove All.

Create Nested Functions Using the Mouse

1. Enter the outer function into a cell.
2. At the point in the formula where you wish to nest a second function, click the arrow to the right of the Functions box and select the function you wish to nest, or click More Functions to nest a function not listed.



The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The formula bar contains the text '=if(' and the Functions box is open, displaying a list of functions including STDEV, AVEDEV, AVERAGE, SUM, IF, HYPERLINK, COUNT, MAX, SIN, and SUMIF. A blue callout box labeled 'The Functions box' points to the open list. The spreadsheet below shows a table with columns for 'Phase 1' through 'Phase 4', 'Totals', and 'Over Budget?'. The 'Over Budget?' column contains the formula '=if('.

	B	C	D	E	F	G
	Phase 1	Phase 2	Phase 3	Phase 4	Totals	Over Budget?
	34,000	27,500	27,500	14,500	103,500	=if(
	22,000	27,500	27,500	30,000	107,000	
	29,650	27,500	27,500	60,000	144,650	
	22,000	27,500	27,500	38,000	115,000	