

Tips and Tricks for Microsoft Excel 2013



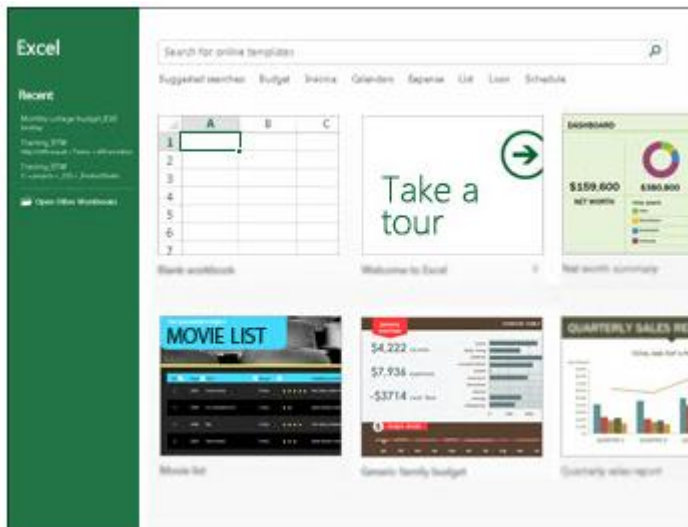
Starlight Education Custom Handout

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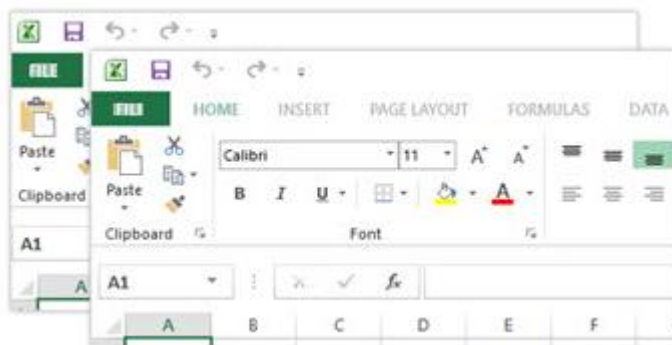
Worksheet Basics

When you open Excel 2013, you will see templates for budgets, calendars, forms, and reports, and more.



The first thing you will see when you open Excel is a brand new look. It is cleaner, and designed to help you get professional-looking results quickly. You will find many new features, some of which described in this document.

One Workbook, One Window



In Excel 2013 each workbook has in its own window, making it easier to work on two workbooks at once. It also makes life easier when you are working on two monitors.

Move to the End of a Row or Column of Data

Each worksheet has 16,384 columns (A – XFD) and 1, 048,576 rows (1 – 1048576).

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 in the first cell.
2. Hold down the **[Shift]** key.
3. Navigate to the last cell 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]+[Right 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

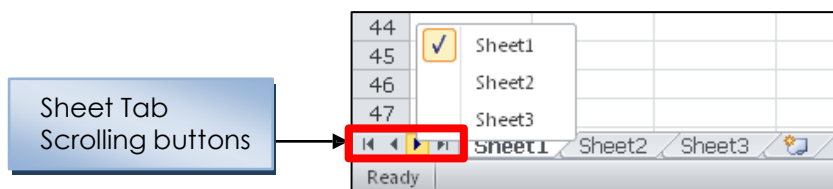
To rename a sheet:

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

Flash Fill

Fill out an entire column of data in a flash



Lorem ipsum	Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum		Lorem ipsum	Lorem ipsum
Lorem ipsum		Lorem ipsum	Lorem ipsum
Lorem ipsum		Dmg-Digital	Lorem ipsum
Lorem ipsum		Pro-Promotions	Lorem ipsum
Lorem ipsum		Ads-Advertising	Lorem ipsum
Lorem ipsum		Evs-Events	Lorem ipsum

Flash Fill is like a data assistant that finishes your work for you. As soon as it detects what you want to do, Flash Fill enters the rest of your data in one fell swoop, following the pattern it recognizes in your data. To see when this feature comes in handy,

Your data does not have to be names, of course. **Flash Fill** works with any data you need to split into more than one column, or you can simply use it to fill out data based on an example. **Flash Fill** typically starts working when it recognizes a pattern in your data. However, Flash Fill may not always start filling out your data. It works best when your data has some consistency. For example, all names have middle initials or all addresses use the same type of postal codes. If your data has many inconsistencies, you can always use **Text to Columns** to split text into different cells, or use functions to split text.

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.

Extract Text from a Cell

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

=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.

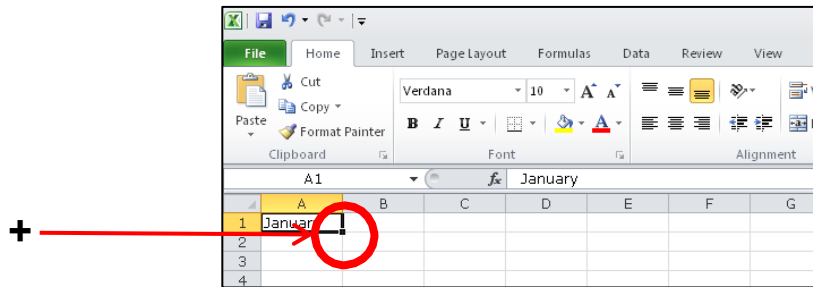
Wrap Text with Precision

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.

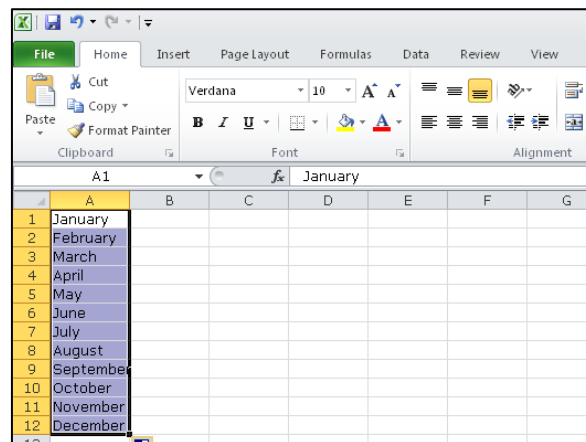
AutoFill Tricks

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:

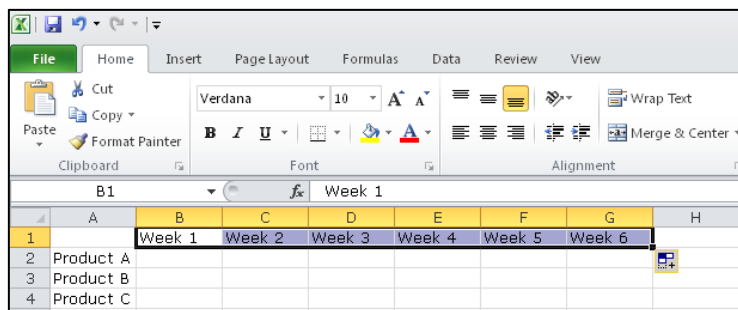
- 1) Type the first label (i.e. January or Monday) into the first cell of the series
- 2) Position the mouse pointer on the AutoFill button until the mouse pointer becomes a **+** as shown below.



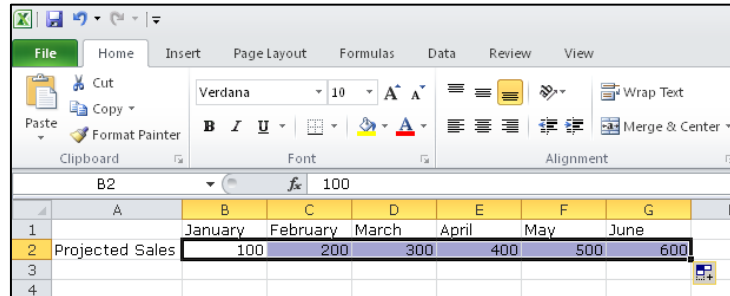
- 3) Hold down the left mouse button and drag down to continue the labels in that column or drag to the right to continue the labels in that row.



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: You can use the AutoFill feature 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

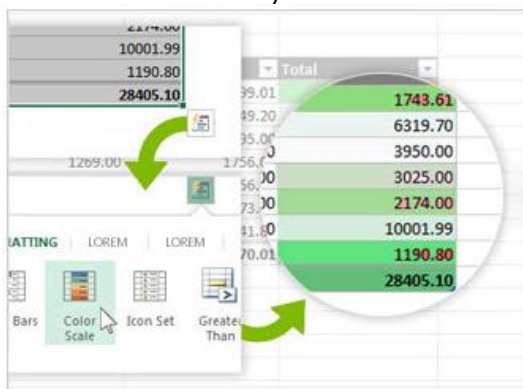
OR

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.

Quick Analysis

Instant data analysis with Quick Analysis Tool



The new **Quick Analysis** tool lets you convert your data into a chart or table in two steps or less. Preview your data with conditional formatting, Sparklines, or charts, and make your choice stick in just one click.

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:

- 3) 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.
- 4) 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.

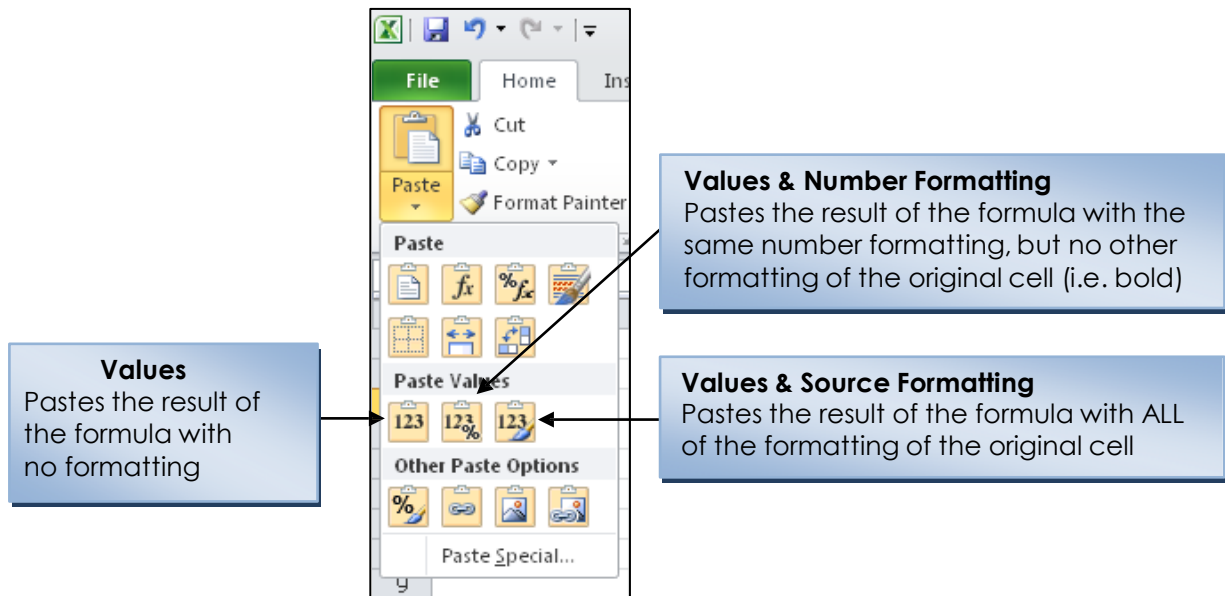
In addition, if your formula contains more than 1 operator (i.e. =B3+B4+B5/3) or contains nested functions (i.e. =LEFT(A5,FIND("-",A5)), you may want to verify that the formula is calculating as intended. Select the cell containing the formula and click the **Evaluate Formula** button on the **Formulas** 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.

		Phase 1				Totals
2						
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						

OR

3) Do one of the following:

Drag the cell(s) to move the cell(s) to a new location

To copy the cell(s) to a new location

To move and insert cell(s) between existing cells without replacing cells in the move location

To copy and insert cell(s) between existing cells without replacing cells in the move location

Select the border of the range and drag to a new location.

[Ctrl] drag the cell(s)
(Notice the cursor changes to a white arrow with a + attached.)

[Shift] drag the cells

[Shift]+[Ctrl] drag the cell(s)

Repeat Last Action



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

Repeat Previous Value

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

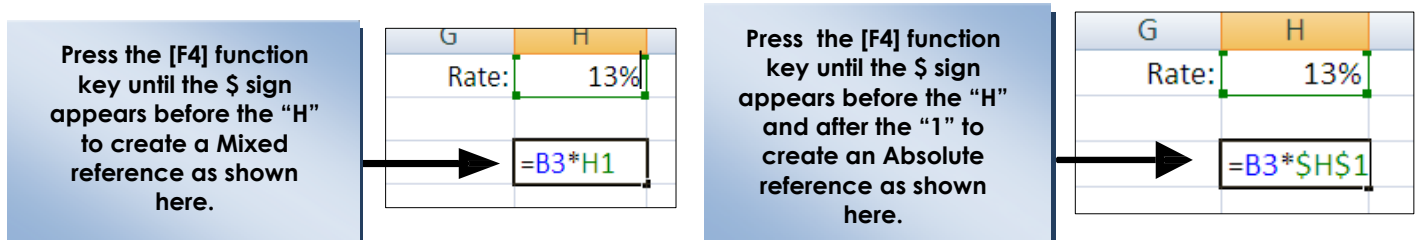
Tip: Selecting the range into which you wish to add data BEFORE typing restricts the movement of the cell pointer to the selected cells. For example, typing an entry and then pressing [Enter] will move you to the next cell down in the selected range. If you are at the bottom of the selected range, you 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]+[;]**

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.

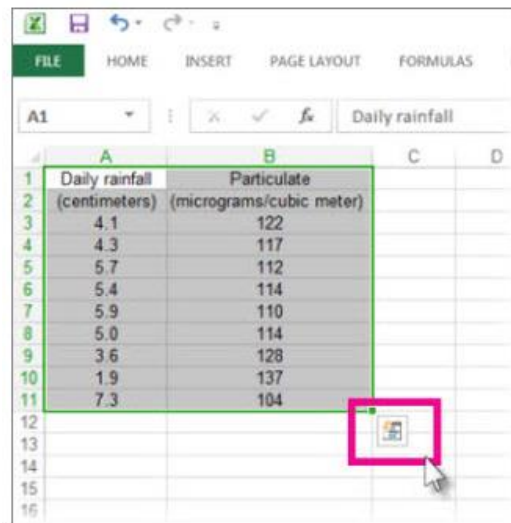


Charting the Easy Way

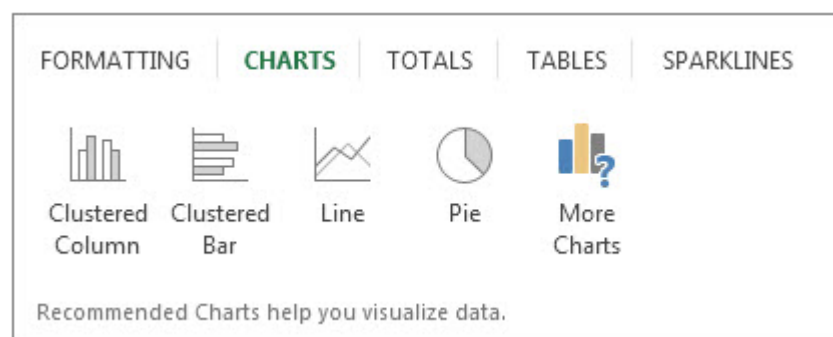
Create A Chart Using Quick Analysis Tool



- 1) Select the data for your chart.
- 2) Click the **Quick Analysis**  button that appears to the bottom right of your selected data (or press CTRL + Q).



- 3) In the **Quick Analysis** gallery, select the **Charts** tab and hover your mouse over each type to preview your data in a chart on the worksheet.



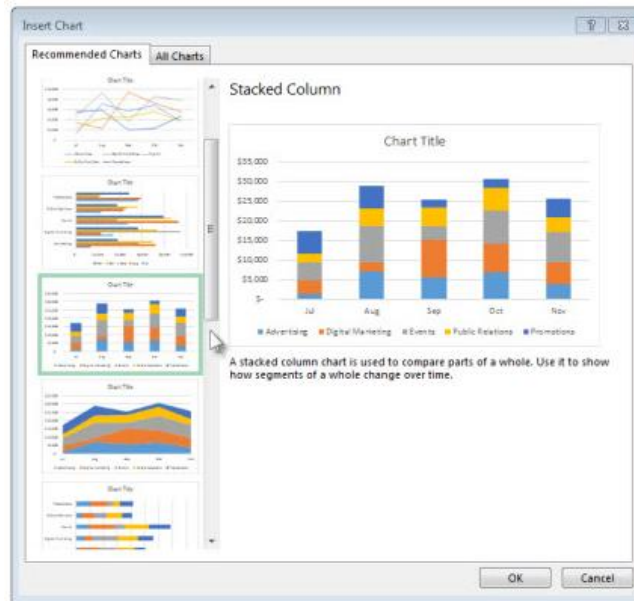
Charts Recommendations

Excel recommends the most suitable charts for your data. Get a quick peek to see how your data looks in the different charts, and then simply pick the one that shows the insights you want to present.

- 1) From the **Insert Tab**, select Recommended Charts

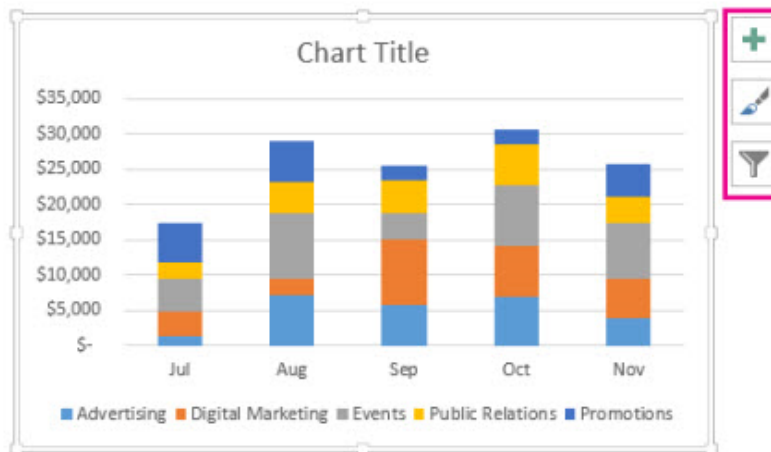


- 2) On the **Recommended Charts** tab, scroll through the list of charts that Excel recommends for your data, and click any chart to see how your data will look.



Tip If you do not see a chart you like, click All Charts to see all available chart types.

3. When you find the chart you like, click it > **OK**.
4. Use the **Chart Elements**, **Chart Styles**, and **Chart Filters** buttons next to the upper-right corner of the chart to add chart elements like axis titles or data labels, customize the look of your chart, or change the data shown in the chart.



Create a Chart with a Single Key

To create a chart quickly, click in or select the range of data for the chart, then press the **[F11]** function key.

A new chart will appear on a separate worksheet.

Add Cell Comments

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

- ◆ Right-clicking the cell you wish to comment on and selecting **Insert Comment**.

OR

- ◆ 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 entirely surrounded by blank rows and columns, you can quickly sort your list using the following steps:

- ◆ Right-click anywhere in the column on which you wish to base your sort.
- ◆ Click **Sort > Sort A to Z**

OR

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

Add Subtotals to a List

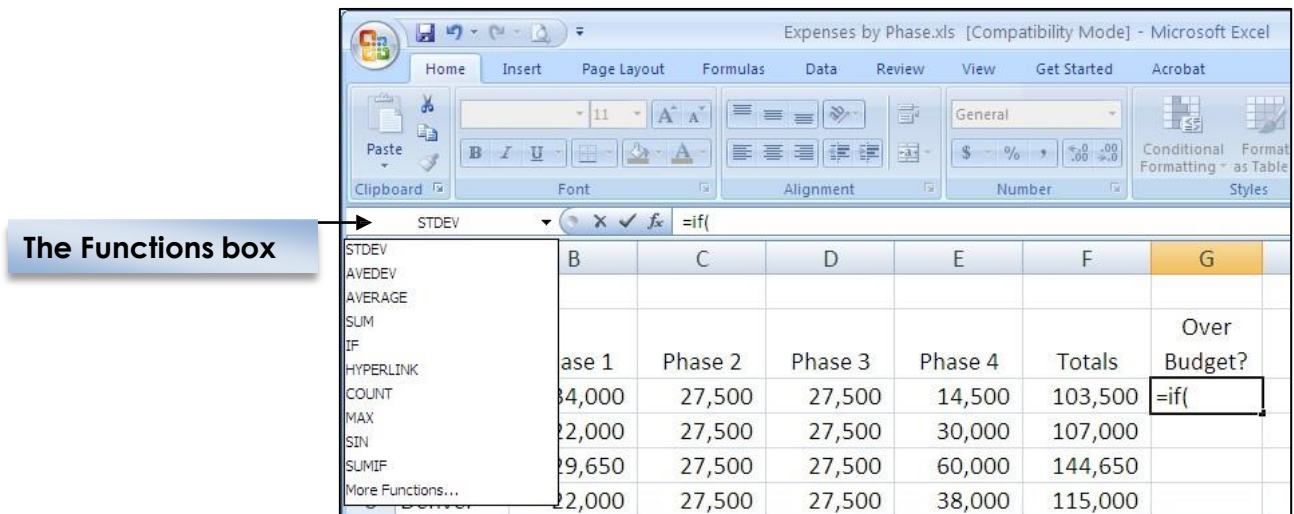
If your list contains only one row of column headings, does not contain any blank rows or columns AND is entirely surrounded by blank rows and columns, you can quickly add subtotals your list using the following steps:

- 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.

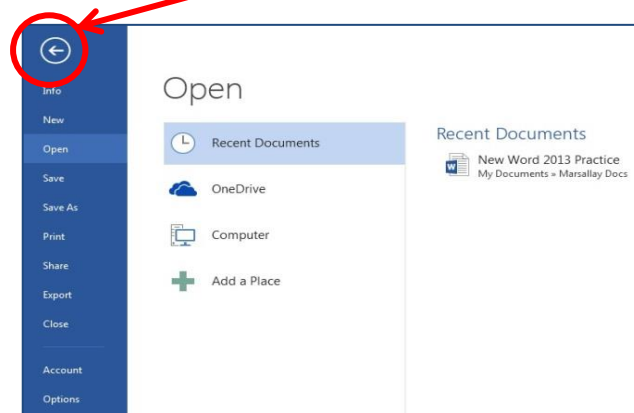
Create Nested Functions Using the Mouse

- 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 Backstage View

The Backstage View takes on a new look and the Ribbon Tabs are no longer visible. To return to the Ribbon Tabs, click the arrow in the top left corner of the Backstage View or press the ESC key.



In earlier versions of Excel you can exit Excel and close all open workbooks at once. To reduce confusion about the different close and exit commands in Office Backstage view (**File** tab), **Exit** was removed in Excel 2013.

File > Close or the **Close** button  (in the upper-right corner of the application window) only closes workbooks one at a time. To exit Excel the way you did before, add **Exit** to the Quick Access Toolbar (**File > Options > Quick Access Toolbar**), or right-click the Excel icon on the Windows Taskbar to pick **Close all windows**.

