

## Excel Tips and Tricks

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Worksheets		
Renaming sheets	Double click the sheet tab and type a name of up to 32 characters. Spaces, hyphens, and underscores are allowed in worksheet names. Press Enter when finished.	
Coloring sheet tabs <i>Excel 2002 Only</i>	Right click the sheet tab and choose Tab Color from the shortcut menu. Select a color.	
Moving worksheets in a workbook	Drag the sheet tab to a new location.	
Copying a worksheet in a workbook	Hold Ctrl and drag the sheet tab to a new location.	
Moving and copying between workbooks	Right click the sheet tab and choose Move or Copy to open the dialog box.	
Navigating between sheets	Right click the navigation buttons and select the sheet you want to move to OR Press Ctrl+PgDn to move to the next sheet; Ctrl+PgUp to move to the previous sheet; Ctrl+Tab to move to the next open workbook.	

Views		
Viewing formulas	Hold Ctrl and press ` (to the left of the 1 key) to toggle the formula layer on/off	
"Freezing" rows or columns	Drag the split box (at the top of the vertical scroll bar or right end of the horizontal scroll bar) to the row/column	
Unfreezing rows or columns	Double click the split bar to send it back to the scroll bar	



<b>More Shortcuts</b>		
Select current column	Ctrl + Space	
Select current row	Shift + Space	
Select all objects on sheet	Select one object, then Ctrl + Shift + Space	
Select all cells referenced by the formula in the active cell (all direct dependents)	Ctrl + Shift + [	
Select all cells with formulas that refer to the active cell (all direct precedents)	Ctrl + Shift + ]	
Select the visible cells in the current selection – use this to copy subtotals only	Select cells then Alt+; OR Edit ➤ GoTo, click Special, and choose Visible Cells Only	
Insert an AutoSum function	Alt + =	

<b>Databases</b>		
<i>An Excel list (database) has a unique heading in the row directly above the rows of data. A blank row separates the data from any totals or notes. There are no blank columns or rows within the database, but blank cells are allowed.</i>		
Sort	Select any cell in the database, then choose Data ➤ Sort from the menu. Verify that the database is selected and the header row option is correct. On subsequent sorts, you can use the sort buttons on the toolbar.	
Filter	Select any cell in the database, then choose Data ➤ Filter ➤ AutoFilter. Click the down arrow on any column and select criteria.	
Subtotal	1. First, sort by the column you want to subtotal based on. For example, if you wanted a subtotal for each state, sort by the state column. 2. Then select any cell in the database	

	<p>and choose Data ➤ Subtotals.</p> <p>3. In the Subtotals dialog box, set the At Each Change In value to the field you sorted by. Select a summarization function, then enable the checkboxes for the fields you want to subtotal. Click OK to create the subtotals.</p>	
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<b>Validation</b>		
<p><i>Validation (Excel 2000 and 2002) is used to constrain or check the values entered in a cell or range. It's also a very crafty way to create a drop down list in a cell.</i></p>		
<p>Validate data entry in a cell</p>	<ol style="list-style-type: none"> <li>1. Select the cells you want to validate.</li> <li>2. Choose Data ➤ Validation to open the Validation dialog box.</li> <li>3. Choose an item from the Allow drop down list.</li> <li>4. Enter information in the other text boxes.</li> <li>5. Optionally, enter a input message and error message on the other tabs.</li> <li>6. Click OK to apply validation.</li> </ol>	
<p>Create a drop down list of values in a cell or range</p>	<ol style="list-style-type: none"> <li>1. Elsewhere in the same worksheet, enter the values for the drop down list in the order you want them to appear.</li> <li>2. Then, select the cell(s) that will use the drop down list.</li> <li>3. Choose Data ➤ Validation to open the Validation dialog box.</li> <li>4. On the Settings tab, choose List from the Allow drop down list.</li> <li>5. Click in the Source text box, then select the list of values you typed.</li> <li>6. Click OK to create the drop down list in the selected cell(s).</li> </ol>	

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