

## Microsoft Excel Tips & Tricks for Power Users

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Excel is one of those software products that never seems to run out of surprises. You can use Excel every day and still discover features, tools, and techniques that you didn't know were buried there. From practical built-in functions to cool formatting tools, you'll leave this session with new tools to take back to your organization that will amaze even the most experienced Excel user.

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 2002/2003 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.
Filling	
Quick fill	To fill formulas down a column, select the cell that contains the formula, and then double click the fill handle.
Filling formulas and values	Select the cell to copy. Move the mouse to the fill handle. Drag the fill pointer to fill.
Filling dates	Drag the fill pointer to fill and increment by day. <b>Right-drag</b> to open a menu and fill by months, years, or weekdays, or to copy.
Filling formats	Right-drag the fill pointer and choose Formats Only from the shortcut menu.
Speed filling cell contents	Double-click the cell pointer to copy cell formats and formulas down until the first blank cell in the column to the left.
Filling day names	Enter any day name or abbreviation (Monday, Tue, etc). Drag the fill handle to fill days. Right-drag the fill handle to fill weekdays only.

Filling month names	Enter any month name or abbreviation (Feb, March, etc.). Drag the fill handle to fill months.
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### Shortcuts

Copy formula from cell above	Ctrl + ' (apostrophe)
Copy value from cell above	Ctrl + Shift + " (quote)
Enter current date	Ctrl + ; (semi-colon)
Copy value down	Select cell and destination, press Ctrl+ D
Copy value right	Select cell and destination, press Ctrl+ R
Create chart	Select data, press F11
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 + =

### Representing Worksheet Data

Display cell contents in a text box	Draw the text box using the Drawing toolbar. Select the text box. In the formula bar type an = and the address of the cell you want to display in the text box (for example, =A2). This also works for chart titles and labels.
Display a linked picture of cells	<i>Use this technique to place nonadjacent cell ranges on a page for printing.</i> <ol style="list-style-type: none"> <li>1. Select and copy the range of cells.</li> <li>2. Select the upper left cell where you want to paste the picture.</li> <li>3. Hold the Shift key then choose Edit &gt; Paste Picture Link from the menu.</li> </ol> <i>If you do this a lot, add the Camera tool to the Standard toolbar.</i>

### Databases

*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. Excel's list feature was redesigned for Excel 2003. To make the most of the 2003 feature, select your database then right click and choose Create List.*

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
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	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	<ol style="list-style-type: none"> <li>1. First, sort by the column you want the subtotal based on. For example, if you want a subtotal for each state, sort by the state column.</li> <li>2. Then select any cell in the database and choose Data ➤ Subtotals.</li> <li>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.</li> </ol>
Select Subtotals (to copy to another location)	<ol style="list-style-type: none"> <li>1. Use the outline symbols to collapse the list so that only the cells you want to copy are displayed.</li> <li>2. Choose Edit ➤ Go To from the menu.</li> <li>3. Click the Special button.</li> <li>4. Choose Visible Cells Only. Click OK.</li> <li>5. Click Copy to copy the cells.</li> </ol>
Join text from multiple columns	<p>Example: A2 contains first name, A3 last name. Use either of these formulas to join the two:</p> <p>=CONCATENATE(A2," ",A3)  =A2&amp;" "&amp;A3</p> <p>The space (in quotes) inserts a space between the first and last names.</p>

### Conditional Formatting

*In Excel 2000, 2002, 2003, use conditional formatting to change the formatting of a cell based on a) the contents of the cell or b) a formula (which can simply refer to another cell)*

Format based on the cell's contents	<ol style="list-style-type: none"> <li>1. Select the cells you want to format (remember you can hold Ctrl to select contiguous ranges).</li> <li>2. Choose Format ➤ Conditional Formatting.</li> <li>3. Choose Cell Value Is from the drop-down list.</li> <li>4. Use the text boxes and drop down lists to create your condition.</li> <li>5. Click the format button and set the format to apply when the condition is true.</li> <li>6. Close the Format dialog box. Click Add if you want to apply more than one condition to this range of cells. If not, click OK.</li> </ol>
Format based on a formula	<ol style="list-style-type: none"> <li>1. Select the cells you want to format (remember you can hold Ctrl to select contiguous ranges).</li> <li>2. Choose Format ➤ Conditional Formatting.</li> <li>3. Choose Formula Is from the drop-down list.</li> <li>4. Enter an = symbol.</li> <li>5. Create a formula that evaluates to either True or False. When creating the formula, create it for the <b>first</b> row and column in the selected range. <i>You'll probably need to delete at least one \$ from the cell references.</i></li> <li>6. Click the Format Button and set the format to apply when the condition is true.</li> </ol>

	7. Close the Format dialog box. Click Add if you want to apply more than one condition to this range of cells. If not, click OK.
Selecting cells with conditional formats	<ol style="list-style-type: none"> <li>1. Choose Edit ➤ Go To to open the Go To dialog box.</li> <li>2. Click the Special button.</li> <li>3. In the Special dialog box, choose the Conditional Formats option.</li> <li>4. Choose either All or Same.</li> <li>5. Click OK.</li> </ol>
Deleting a conditional format	<ol style="list-style-type: none"> <li>1. Select the cells you want to remove conditional formatting from.</li> <li>2. Choose Format ➤ Conditional Formatting.</li> <li>3. Click the Delete button.</li> <li>4. Check the conditions you want to delete.</li> <li>5. Click OK.</li> </ol>

### Quick Summaries

Quickly view a total	Select the cells to total. View the SUM in the status bar.
Quickly average, count	Select the cells to total. Right click the SUM in the status bar and choose another summarization method.

### Validation

*Validation (Excel 2000 - 2003) 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.*

Validate data entry in a cell	<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 an input message and error message on the other tabs.</li> <li>6. Click OK to apply validation.</li> </ol>
Create a drop-down list of values in a cell or range	<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> <p><i>If you must have the validation list on another worksheet (so you can hide it), name the validation range and use the range name as the source. Need help with this? Open Excel help and search on Name.</i></p>

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