



Tips & Tricks

Presenters:

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Keyboard Shortcuts

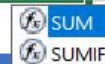
Press	To	Press	To
Alt	Display Key Tips for commands and tools	Ctrl+V	Paste content that was cut or copied
Ctrl+A	Select all objects in a range	Ctrl+W	Close the current workbook
Ctrl+C	Copy the selected object(s)	Ctrl+X	Cut the selected object(s)
Ctrl+G	Go to a location in the workbook	Ctrl+Y	Repeat the last command
Ctrl+N	Open a new blank workbook	Ctrl+Z	Undo the last command
Ctrl+O	Open a saved workbook file	F1	Open the Excel Help window
Ctrl+P	Print the current workbook	F5	Go to a location in the workbook
Ctrl+S	Save the current workbook	F12	Save the current workbook w/ new name or location

Navigation Keys

Press	To move the active cell
↑↓←→	Up, down, left or right one cell
Home	To column A of the current row
Ctrl+ Home	To cell A1
Ctrl+ End	To the last cell in the worksheet that contains data
Enter	Down one row to the start of the next row of data
Shift + Enter	Up one row
Tab	One column to the right
Shift + Tab	One column to the left
PgUp, PgDn	Up or down one screen
Ctrl+PgUp	To previous sheet in workbook
Ctrl+PgDn	To next sheet in workbook

AutoSum

A	B	C	D	E	F	G
<i>ALASBO Presentation Examples</i>						
Friday - May 17, 2018						
Assignment	Morning Volunteers	Afternoon Volunteers	Total			
Waterfront Cleanup	30	31	61			
River Cleanup	10	11	21			
Landscaping	10	18	28			
Material Transport	15	13	28			
Refreshments	5	7	12			
Support	5	1	6			
Total	75	81	=sum			



Adds all the numbers in a range of cells

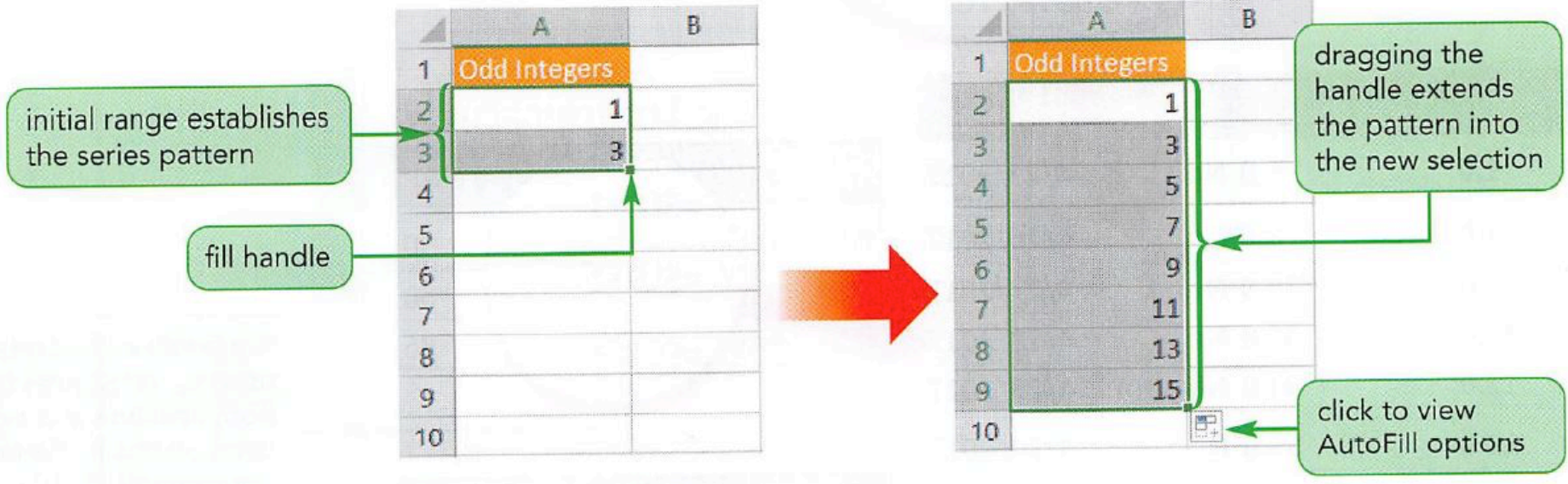
Status Bar Summing- Bottom Right Corner

<i>ALASBO Presentation Examples</i>			
Friday - May 17, 2018			
Assignment	Morning Volunteers	Afternoon Volunteers	Total
Waterfront Cleanup	30	31	61
River Cleanup	10	11	21
Landscaping	10	18	28
Material Transport	15	13	28
Refreshments	5	7	12
Support	5	1	6
Total	75	81	156
Saturday- May 18, 2018			
Assignment	Morning Volunteers	Afternoon Volunteers	Total
Waterfront Cleanup	50	55	105

Sheet1 (+)

Average: 26 Count: 6 Sum: 156

Fill Handle- Drag or Double Click

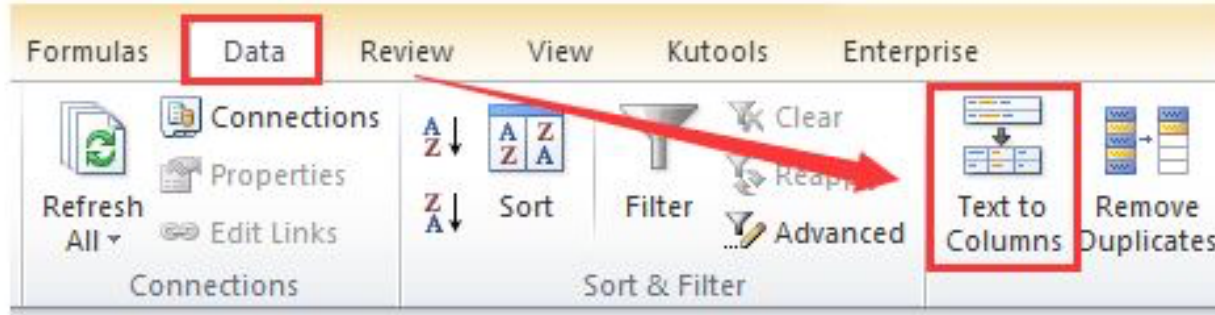


Concatenate

The screenshot shows the Microsoft Excel 2018 interface. The ribbon is set to the 'Data' tab. The formula bar displays the formula `=CONCATENATE(A3," ",B3)`. The spreadsheet below shows a table with columns A, B, and C. Column A contains first names, column B contains last names, and column C contains the concatenated result of the first and last names with a space separator. The formula in cell C3 is highlighted with a green border.

	A	B	C	D	E	F	G
1							
2	First	Last	Combined				
3	Liam	Smith	<code>=CONCATENATE(A3," ",B3)</code>				
4	Noah	Johnson					
5	William	Williams					
6	James	Jones					
7	Logan	Brown					
8	Benjamin	Davis					
9	Mason	Millar					
10	Elijah	Wilson					
11	Oliver	Moore					
12	Jacob	Taylor					
13	Lucas	Anderson					
14	Michael	Thomas					
15	Alexzander	Jackson					
16	Ethan	White					

Text to column



	E	F	G	H	I	J	K
			a				

Text to column cont.

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	60 Braugham Road, Wallasey, Merseyside CH46 1Lp
2	43 Bham Road, Wall, Merseyside C461 P45
3	53 Braug Road, Wallasey, Merseyside H45 1L
4	
5	

Buttons: Cancel, < Back, **Next >**, Finish

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: " ▾

Data preview

60 Braugham Road	Wallasey	Merseyside CH46 1Lp
43 Bham Road	Wall	Merseyside C461 P45
53 Braug Road	Wallasey	Merseyside H45 1L

Buttons: Cancel, < Back, Next >, **Finish**

Removing Duplicates

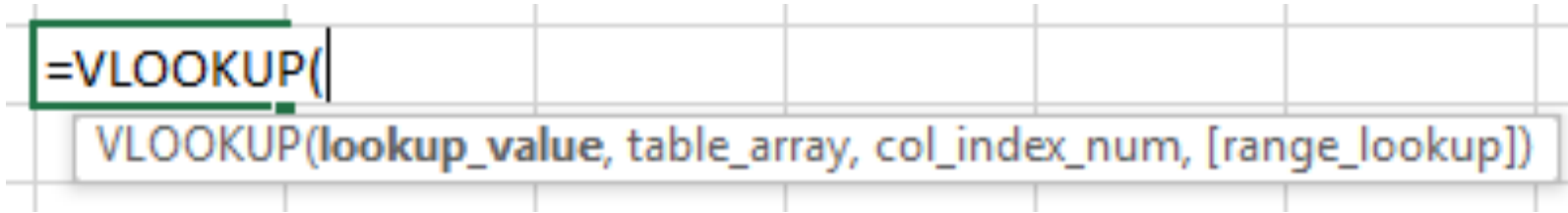
The screenshot shows the Microsoft Excel interface with the 'DATA' tab selected. The 'Remove Duplicates' button is highlighted in the 'Data Tools' group. An orange arrow points from this button to a tooltip box. The spreadsheet data is as follows:

	A	B	C	D	E
1	Order	Item	Sales		
2	1256001	Kiwis	\$180		
3	1256010	Lemons	\$300		
4	1256003	Apples	\$190		
5	1256008	Oranges	\$180		
6	1256001	Lemons	\$300		
7	1256003	Apples	\$190		
8	1256003	Bananas	\$190		
9	1256011	Apples	\$190		
10	1256010	Lemons	\$300		
11	1256008	Oranges	\$180		

Remove Duplicates
Delete duplicate rows from a sheet.
You can pick which columns should be checked for duplicate information.

V-lookup

- Need a key that goes between two excel sheets (i.e. employee ID, SSN, name)
- Your key must be on the far left hand side of the sheet you are looking up- this is VERY IMPORTANT
- Put a 0 at the end



The image shows a screenshot of an Excel spreadsheet. The top row contains the text '=VLOOKUP(' in a green box. The bottom row contains the text 'VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])' in a blue box. The spreadsheet grid is visible in the background.

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Transpose Data

- Select range of data you want transposed
- Copy data
- In the cell you want the data Right Click and choose Pasta w. Transpose
- Or click Paint Paste Special
- Check Transpose
- Enter

The screenshot shows an Excel spreadsheet with a data range selected from A2 to C16. The data is as follows:

	A	B	C
1			
2	First	Last	Combined
3	Liam	Smith	Liam Smith
4	Noah	Johnson	Noah Johnson
5	William	Williams	William Williams
6	James	Jones	James Jones
7	Logan	Brown	Logan Brown
8	Benjamin	Davis	Benjamin Davis
9	Mason	Millar	Mason Millar
10	Elijah	Wilson	Elijah Wilson
11	Oliver	Moore	Oliver Moore
12	Jacob	Taylor	Jacob Taylor
13	Lucas	Anderson	Lucas Anderson
14	Michael	Thomas	Michael Thomas
15	Alexzander	Jackson	Alexzander Jackson
16	Ethan	White	Ethan White
17			
18			
19			
20			
21			
22			
23			

The 'Paste Special' dialog box is open, showing the following options:

- Paste:**
 - All
 - Formulas
 - Values
 - Formats
 - Comments
 - Validation
 - All using Source theme
 - All except borders
 - Column widths
 - Formulas and number formats
 - Values and number formats
 - All merging conditional formats
- Operation:**
 - None
 - Add
 - Subtract
 - Multiply
 - Divide
- Skip blanks
- Transpose

Buttons: Paste Link, OK, Cancel

Shift + Ctrl + Arrow: Highlights large area of data

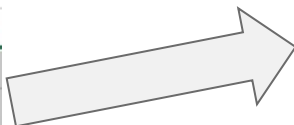
- Select first cell you want highlighted
- Hold down Shift +Ctrl
- Press the arrow key for the direction you want to highlight

Moving Around your workbook sheet quickly

- To the start and end of ranges
 - Press Ctrl+ Arrow key to skip to the start and end of range of a column or row
 - Press Ctrl+Shift + Arrow key to scroll to start and end of each range before stopping at the end of the worksheet

Adding Multiple Columns or Rows at One Time

	A	B	C	D
1				
2	First	Last	Combined	
3	Liam	Smith	Liam Smith	
4	Noah	Johnson	Noah Johnson	
5	William	Williams	William Williams	
6	James	Jones	James Jones	
7	Logan	Brown	Logan Brown	
8	Benjamin	Davis	Benjamin Davis	
9	Mason	Millar	Mason Millar	
10	Elijah	Wilson	Elijah Wilson	
11	Oliver	Moore	Oliver Moore	
12	Jacob	Taylor	Jacob Taylor	
13	Lucas	Anderson	Lucas Anderson	
14	Michael	Thomas	Michael Thomas	
15	Alexzander	Jackson	Alexzander Jackson	
16	Ethan	White	Ethan White	
17				



1				
2	First	Last	Combined	
3	Liam	Smith	Liam Smith	
4	Noah	Johnson	Noah Johnson	
5	William	Williams	William Williams	
6				
7				
8				
9	James	Jones	James Jones	
10	Logan	Brown	Logan Brown	
11	Benjamin	Davis	Benjamin Davis	
12	Mason	Millar	Mason Millar	
13	Elijah	Wilson	Elijah Wilson	
14	Oliver	Moore	Oliver Moore	
15	Jacob	Taylor	Jacob Taylor	
16	Lucas	Anderson	Lucas Anderson	
17	Michael	Thomas	Michael Thomas	
18	Alexzander	Jackson	Alexzander Jackson	
19	Ethan	White	Ethan White	
20				

Creating a Table

The screenshot displays the Microsoft Excel 2018 interface. The main window shows a spreadsheet with a table of school enrollment data. The table is located in the range G2:J6 and has the following data:

Location	Enrollment	Certified	Classified
High School	90	7	9
Middle School	70	4	4
Elementary School	170	20	25
Pre-K	12	1	0

The 'Format as Table' task pane is open on the right side of the screen, showing various table styles categorized into Light, Medium, and Dark themes. The task pane also includes options for 'New Table Style...' and 'New PivotTable Style...'. The Excel ribbon at the top shows the 'Home' tab, and the status bar at the bottom indicates the current average, count, and sum of the selected data.

How to apply a filter

The screenshot displays the Microsoft Excel interface with the **Data** tab selected on the ribbon. The ribbon includes sections for **Get External Data** (From Access, From Web, From Text, From Other Sources, Existing Connections), **Get & Transform** (New Query, Show Queries, From Table, Recent Sources), **Connections** (Refresh, All, Connections, Properties, Edit Links), and **Sort & Filter** (Sort, Filter, Clear, Reap, Adv). The **Filter** button in the Sort & Filter group is highlighted with a yellow box.

Below the ribbon, the formula bar shows the active cell **A1** containing the text **Position Type**. The spreadsheet grid shows the following data:

	A	B	C	D
1	Position Type	Amount	Salary Schedule	Row He

The column headers **Amount**, **Salary Schedule**, and **Row He** in the first row of the data are highlighted with yellow boxes, indicating they are filtered.

Sorting Data

Sort buttons

sort icon appears on the filter button

records appear in alphabetical order by Business

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'Sort & Filter' group contains a 'Sort' button with a callout pointing to it. The 'Business' column header has a callout pointing to the sort icon. The data table below is sorted by Business.

	A	B	C	D	E	F
1	Sale Date	Day	Sales ID	Business	Amount	
2	6/1/2017	Thursday	3	Group Home	\$ 202.87	
3	6/2/2017	Friday	1	Group Home	\$ 168.12	
4	6/3/2017	Saturday	2	Group Home	\$ 187.72	
5	6/5/2017	Monday	4	Group Home	\$ 295.05	
6	6/6/2017	Tuesday	1	Group Home	\$ 221.11	
7	6/7/2017	Wednesday	5	Group Home	\$ 170.24	
8	6/8/2017	Thursday	2	Group Home	\$ 217.60	
9	6/9/2017	Friday	1	Group Home	\$ 207.79	
10	6/10/2017	Saturday	3	Group Home	\$ 194.68	
11	6/12/2017	Monday	4	Group Home	\$ 355.53	
12	6/13/2017	Tuesday	5	Group Home	\$ 135.75	
13	6/14/2017	Wednesday	3	Group Home	\$ 189.36	

Sorting Data Cont.

- Select any cell in a table or range
- On the Datab, in the Sort & Filter group, click the Sort button
- If necessary, click the Add Level button to insert the Sort by row
- Click the Sort by arrow, select the column heading for the primary sort field, click the Sort On arrow to select the type of data, and then click the Order arrow to select the sort order
- For each additional column to sort, click the Add Level button,click the Then by arrow, select the column heading for secondary sort field, click the Sort On arrow to select the type of data, and then click the Order arrow to select the sort order
- Click the OK button

Sorting Multiple Levels of Data

The image shows the 'Sort' dialog box in Microsoft Excel. The dialog has a title bar with a question mark and a close button. Below the title bar is a toolbar with four buttons: 'Add Level' (with a plus sign and a downward arrow), 'Delete Level' (with an X), 'Copy Level' (with a document icon), and 'Options...' (with a right-pointing arrow). To the right of these buttons is a checked checkbox labeled 'My data has headers'. Below the toolbar is a table with three columns: 'Column', 'Sort On', and 'Order'. The table has three rows. The first row is 'Sort by' with 'Day' in the 'Column' column, 'Values' in the 'Sort On' column, and 'A to Z' in the 'Order' column. The second row is 'Then by' with 'Business' in the 'Column' column, 'Values' in the 'Sort On' column, and 'A to Z' in the 'Order' column. The third row is 'Then by' with 'Amount' in the 'Column' column, 'Values' in the 'Sort On' column, and 'Largest to Smallest' in the 'Order' column. The 'Largest to Smallest' option is highlighted in blue. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Five green callout boxes with arrows point to specific elements: 'adds a sort field' points to the 'Add Level' button; 'deletes the selected sort field' points to the 'Delete Level' button; 'moves the selected sort field up or down in the sort order' points to the up and down arrow buttons; 'order is based on the column's value' points to the 'Sort On' column; and 'arranges the data in a specified order' points to the 'Largest to Smallest' option in the 'Order' column.

adds a sort field

deletes the selected sort field

moves the selected sort field up or down in the sort order

Sort

My data has headers

Column	Sort On	Order
Sort by Day	Values	A to Z
Then by Business	Values	A to Z
Then by Amount	Values	Largest to Smallest

order is based on the column's value

arranges the data in a specified order

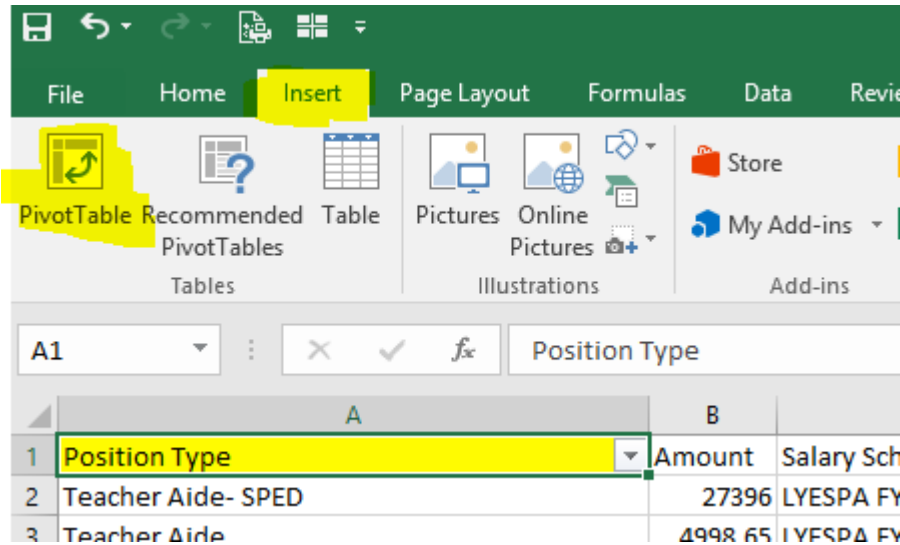
OK Cancel

Pivot Tables- Basic

- Can be intimidating to new users
- Formatting, layout, and features change with every version of excel
- Very powerful for mass data aggregation and spotting errors

Pivot Tables- Basic

- Insert-> Pivot Table. The data you select must have a header (in this example it is “position type”)



Pivot Tables- Basic

- Drag and drop the header into none, one, or multiple slots to get the data aggregation

✓ Position Type

MORE TABLES...

Drag fields between areas below:

▼ FILTERS |||| COLUMNS

☰ ROWS Σ VALUES

Position Type ▼ Count of Posi... ▼

Row Labels	Count of Position Type
Teacher	116
Teacher Aide	72
Teacher Aide- Bilingual Yupik	10
Teacher Aide- SPED	13
Teacher Aide- SPED PCA	33
Teacher- SPED	9
(blank)	
Grand Total	253

Freezing Panes

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Freeze Panes' button is highlighted with a green callout box labeled 'Freeze Panes button'. Below the ribbon, the worksheet 'June Sales Data - Excel' is visible. The first row (row 1) is highlighted in grey, indicating it is frozen. A green callout box labeled 'header row remains visible as you scroll the worksheet' points to this row. The data in the worksheet is as follows:

	A	B	C	D	E	F	G	H	I
1	Sale Date	Day	Sales ID	Business	Amount				
95	6/28/2017	Wednesday	2	Restaurant	407.23				
96	6/28/2017	Wednesday	2	Group Home	304.16				
97	6/28/2017	Wednesday	2	Residential Care	192.8				
98	6/28/2017	Wednesday	2	Individual	54.73				
99	6/29/2017	Thursday	3	Individual	368.59				
100	6/29/2017	Thursday	3	Restaurant	366.91				
101	6/29/2017	Thursday	3	Group Home	165.87				
102	6/29/2017	Thursday	3	Residential Care	157.19				
103									

header row remains visible as you scroll the worksheet

Freeze Panes button

rows above the line are frozen

Format Painter

Format Painter

Like the look of a particular selection? You can apply that look to other content in the document.

To get started:

1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

FYI: To apply the formatting in multiple places, double-click Format Painter.

[Tell me more](#)

Friday - May 17, 2018			
	B	C	D
	Presentation Examples		
	Friday - May 17, 2018		
	Morning Volunteers	Afternoon Volunteers	Total
5	Waterfront Cleanup	30	31
6	River Cleanup	10	11
7	Landscaping	10	18
8	Material Transport	15	13
9	Refreshments	5	7
10	Support	5	1
11	Total	75	81

Page Break (For Printing)

- Manual Page Break- A page break that you set to indicate where a new page of the printout should start and is identified by a solid blue line
- Automatic Page Break- Is set by Excel when the page of the printout is full and is identified by a dotted blue line
- Page Break Preview-Shows the location of the print areas and all page breaks

Tips:

- Although you can work with page breaks in **Normal** view, we recommend that you use **Page Break Preview** view to adjust page breaks so that you can see how other changes that you make (such as page orientation and formatting changes) affect the automatic page breaks. For example, you can see how a change that you make to the row height and column width affects the placement of the automatic page breaks.
- To override the automatic page breaks that Excel inserts, you can insert your own manual page breaks, move existing manual page breaks, or delete any manually-inserted page breaks. You can also quickly remove all the manually-inserted page breaks. After you finish working with page breaks, you can return to **Normal** view.

