



# Microsoft Office Excel®

## Tips and Tricks



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## Tips and Tricks

Helpful Excel Shortcuts .....	9
Merge and Center, Merge Across, and Merge Cells .....	10
Wrap Text .....	10
Repeat Rows on Each Page .....	10
Color Code Sheet Tabs.....	10
Change Text Case (Capitalization).....	10
Useful Formulas .....	11
Change Text Orientation.....	11
Using Conditional Formatting to Visualize Data .....	12
Pinning a Document to the Recent Documents List .....	12
Combine Text .....	12
Conditional Formatting Examples.....	13
Showing Text and a Value in a Cell.....	14
Simplify Calculations with a Named Range .....	14
Perform Fast Calculations – View Calculations in the Status Bar .....	15
Keep Column Headings in View .....	15
Insert Copied Cells between Existing Cells without Overwriting Text .....	15
To Create a Picture of a Range.....	15
Worksheet Protection (Restricting Cursor Movement to Specific Cells) .....	16
Conditional Formulas .....	17
IF .....	17
IFERROR .....	17
Resources for Microsoft Excel .....	20

## Helpful Excel Shortcuts

	Feature	Keystrokes
①	Select Entire Worksheet	Click the Selection Box on the upper-right corner of the worksheet 
②	Name Sheet Tabs	Double-click on a sheet tab, type a name, and press [Enter] 
③	Return to top of Worksheet	Press [Ctrl] + [Home]
④	Show Formulas	Press [Ctrl] + ` (grave accent above the Tab key)
⑤	Size Column to Fit	Double-click on the gridline between column labels 
⑥	Minimize the Ribbon	To minimize the Ribbon, double-click the name of the active tab.  To restore the Ribbon, double-click on a tab.  Keyboard shortcut to minimize or restore the Ribbon: [Ctrl] + [F1]
⑦	Enter a Line Break within a Cell	In the Formula bar, click where you want to insert the break, then press [Alt] + [Enter]
⑧	Select a Row or Column	Click on the row number or the column label 
⑨	Select Multiple Sheets	Hold [Ctrl] and click on each sheet tab you want to select. The sheet tabs will be highlighted to indicate they are selected.
⑩	Insert Current Date/Time	To insert current date: press [Ctrl] + ; (semicolon) To insert current time: press [Ctrl] + [Shift] + ;

### Other Tips?

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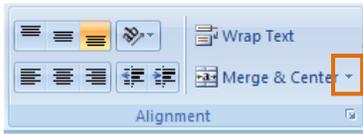
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## Merge and Center, Merge Across, and Merge Cells

Select the cells you want to merge, then choose an option from the **Alignment** group on the **Home** tab:



- **Merge & Center** – merges cells and centers the contents
- **Merge Across** – creates multiple merged cells: one for each row in the selection
- **Merge Cells** – merges cells without centering

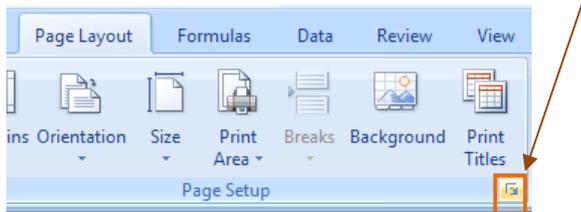
## Wrap Text

Select the cell, then click the **Wrap Text** button from the **Alignment** group on the **Home** tab.



## Repeat Rows on Each Page

1. Click the **Page Layout** tab.
2. Click on the **Page Setup** dialog box launcher.



3. Click the **Sheet** tab.
4. At **Rows to Repeat**, type in the row range. For example, type **1:1** to repeat the first row.
5. Click **OK**.

## Color Code Sheet Tabs

**Right-click** the sheet tab you want to color, choose **Tab Color**, then select a color.

## Change Text Case (Capitalization)

Use the **UPPER**, **LOWER**, or **PROPER** functions as shown in the following example:

If the text in cell A1 is “Mary Smith”:

=UPPER(A1)	Changes text to all UPPERCASE	MARY SMITH
=LOWER(A1)	Changes text to all lowercase	mary smith
=PROPER(A1)	Changes text to Title Case	Mary Smith

## Useful Formulas

=**TODAY()** - inserts today’s date (automatically updates)

=**NOW()** - inserts the current date and time (automatically updates)

=**SUM**(*number1, number2,...*) - adds all the numbers in a range

**=SUM(A1:A50)**

=**AVERAGE**(*number1, number2,...*) - computes the average of a range of numbers

**=AVERAGE(A1:A50)**

=**COUNT**(*value1, value,...*) - counts the number of cells in a range that contain numbers

**=COUNT(A1:A50)**

=**CELL**(“filename”) - inserts the current filename and path into a cell (*quotes are required*)

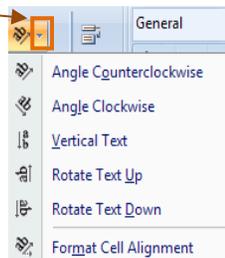
=**ROUND**(*number, num\_digits*) - rounds a number to a specified number of digits

**=ROUND(E22,2)**

## Change Text Orientation

1. Click in the cell, then click the down arrow on the **Orientation** button, from the **Alignment** group.

2. Choose a **text orientation**.



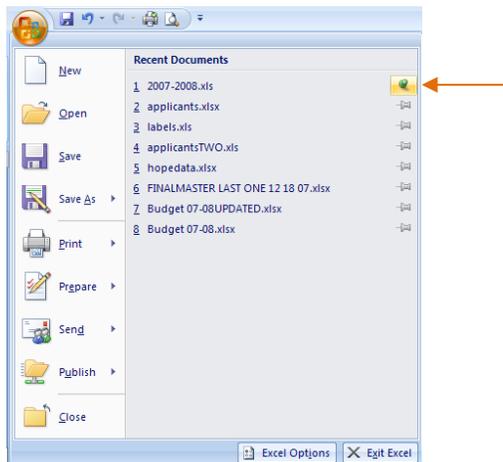
## Using Conditional Formatting to Visualize Data



1. Select the **range of cells** for the conditional formatting.
2. Choose **Conditional Formatting** from the **Styles** group on the **Home** tab.
3. Select a **rule** and input the appropriate parameters.

## Pinning a Document to the Recent Documents List

1. Click the **Office** button to open the **Recent Documents** list.
2. Click on a **pushpin** to pin the document to the list.
3. The pin icon will change to a ball to indicate the file is pinned to the list.



## Combine Text

Use the **&** symbol or the CONCATENATE function to combine text in multiple cells.

For example:

	A	B
1	First	Last
2	Mary	Smith
3		

**=A2&" "&B2**

Combines the names, separated by a space.  
Result: *Mary Smith*

**=A2&", "&B2**

Combines the names, separated by a comma and a space. Result: *Smith, Mary*

**=CONCATENATE(A2," ",B2)**

Combines the names, separated by a space.  
Result: *Mary Smith*



## Showing Text and a Value in a Cell

Use the **&** symbol to combine text with numbers.

```
= "Total: " & A1
```

or create a custom number format, such as:

```
"Total: "0.00
```

Creating a custom number format will allow the result to remain a number and not text.

## Simplify Calculations with a Named Range

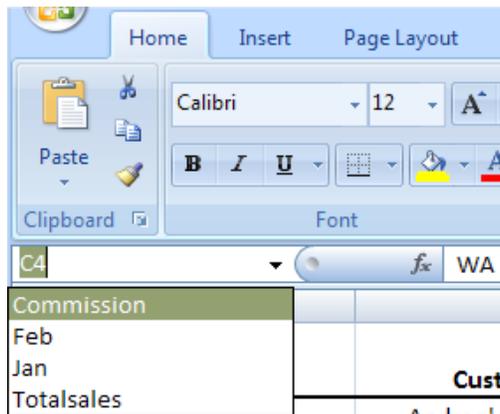
Named ranges provide an easy and readable way of referring to a particular range of cells in worksheet formulas.

Example:

1. **Select the range** of cells you want to name.
2. Click the **Formulas** tab. Choose **Define Name**.
3. **Type in a name** for the range, such as *totalsales*.
  - Now you can refer to the range using the name you created:

```
=SUM(totalsales)
```

- You can use the **Names** drop-down list to select ranges by name.



## Perform Fast Calculations – View Calculations in the Status Bar

To quickly get results for a series of cells, without creating a formula, select the range of cells and view the **Status bar**. The average, count and sum are displayed.

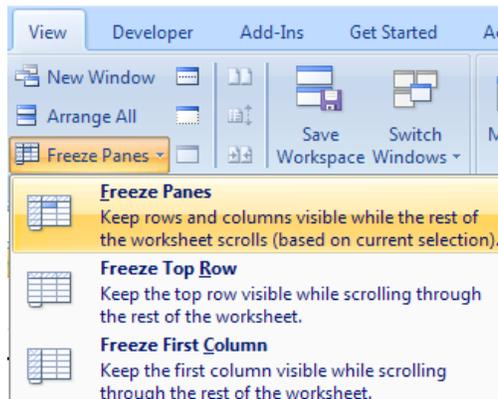


- To display more results, right-click on the **Status bar**, then click the desired result (Numerical Count, Minimum, or Maximum).

## Keep Column Headings in View

To keep the column headings constantly visible, no matter how far you scroll:

1. **Select the row** just below your column headings.
2. From the **View** tab, choose **Freeze Panes** ⇒ **Freeze Panes**.



## Insert Copied Cells between Existing Cells without Overwriting Text

To insert a range of copied cells between other rows or columns – instead of pasting over them:

1. **Select the cells** you want to copy.
2. Press **[Ctrl] + C** to copy the cells.
3. **Click the cell** on the worksheet where you want to place the copied cells.
4. Press **[Ctrl] + [Shift] + Plus Sign (+)**.
  - Depending on how the cells were selected, you may be prompted to select the direction in which to shift the surrounding cells.

## To Create a Picture of a Range

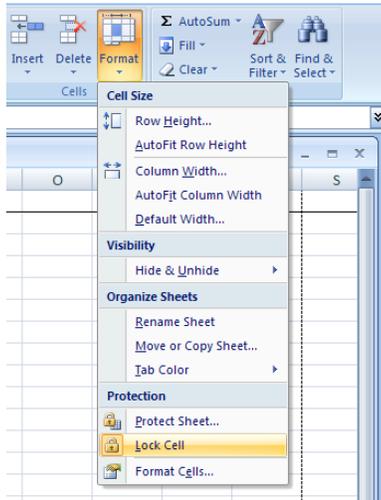
1. **Select** the range of **cells** and press **[Ctrl] + C** to **copy** it to the Clipboard.
2. Place the **insertion point** where you want to paste the cells.
3. Choose **Home** and from the Clipboard group, choose **Paste** ⇒ **As Picture** ⇒ **Paste As Picture**.

## Worksheet Protection (Restricting Cursor Movement to Specific Cells)

By default, the entire worksheet will be locked when you protect the sheet.

To restrict cursor movement to specific cells, you must first unlock the cells, then protect the sheet.

1. **Select the cells** to be unlocked (the cells you want as the input cells).
2. From the **Home** tab, on the **Cells** group, choose **Format** ⇒ **Lock Cell**.  
➡ This will deselect the Lock Cell option.



3. From the **Review** tab, on the **Changes** group, choose **Protect Sheet**.



## Conditional Formulas

Conditional formulas perform functions based on criteria you specify.

### IF

**=IF(logical\_test, [value\_if\_true], [value\_if\_false])**

The IF function returns one value if a condition you specify evaluates to TRUE, and another value if that condition is FALSE:

For example, the formula **=IF(A1>10,"Over 10","10 or less")** returns "Over 10" if the value in cell A1 is greater than 10, and "10 or less" if A1 is less than or equal to 10.

### IFERROR

**=IFERROR(value,value\_if\_error)**

There are several errors that can result from formulas. A common error occurs when a formula is attempting to divide a number by zero. This results in a **#DIV/0!** error.

=IFERROR(A2/B2, "Error in calculation")

Checks for an error in the formula in the first argument (divide 210 by 35), finds no error, and then returns the results of the formula (6)

=IFERROR(A3/B3, "Error in calculation")

Checks for an error in the formula in the first argument (divide 55 by 0), finds a division by 0 error, and then returns value\_if\_error (Error in calculation)

The IFERROR function can be set to return a message when a calculation will result in an error.

Examples:

"Error in calculation"  
 " " (an empty string ), or  
 "NA"

	A	B
1	<b>Qty</b>	<b>Price</b>
2	210	35
3	55	0





## Resources for Microsoft Excel

For more information about Microsoft Excel features, tips, and techniques see:

- × **Microsoft Office Help Menu**  
*Click the Help icon on the Ribbon* 
- × **Microsoft Office Website**  
<http://office.microsoft.com>
- × **Microsoft Office Online Training**  
<http://office.microsoft.com/training>
- × **Office Live Webcasts**  
<http://www.microsoft.com/webcasts>  
<http://www.microsoft.com/office/greattips/default.aspx>
- × **Microsoft Tips and Tricks - Electronic Newsletter**  
<http://www.microsoft.com/office/greattips/special.aspx>
- × **Inside Microsoft Office Online Newsletter**  
<http://www.microsoft.com/office/using/newsletter.aspx>
- × **Microsoft At Work**  
<http://www.microsoft.com/atwork>
- × **Eli Journals (formerly Element K Journals) Free Tips**  
<http://www.elijournalstips.com>