

EXCEL FUNDAMENTAL

Tips & Tricks



ABSOLUTE CELL REFERENCES

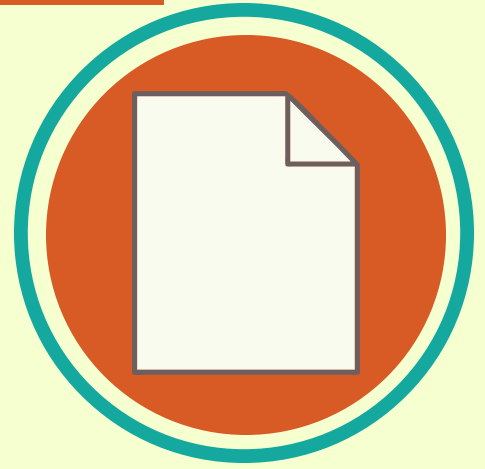
Creating an absolute cell reference in a formula prevents the cell reference from changing when you copy the formula to other cells.

1. Type the formula.
 2. Select the cell that should not change if copied.
 3. Press F4 to create the absolute cell reference.
- An absolute reference will have a dollar sign (\$) before the row reference and or column reference.
For example, \$A\$4.

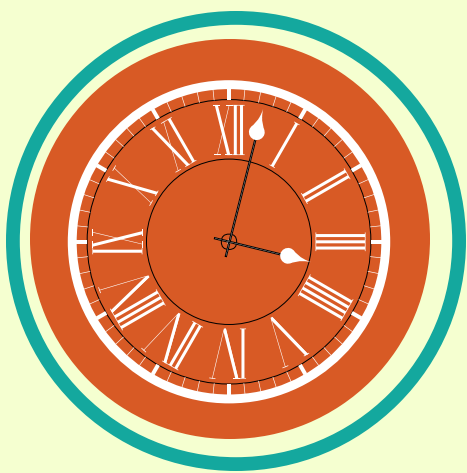
COPYING A WORKSHEET

1. Click the tab representing the sheet to be copied.
2. While holding down the CTRL key, drag the selected tab to a new location.

Note: The mouse pointer changes to a small sheet of paper with a plus sign, indicating you are making a copy of the worksheet.



ADDING TIME STAMPS



The Timestamp Shortcut Key Combination
Dates entered using a timestamp, will not change.

1. Select a cell.
2. Press CTRL + ;. The current date appears in the cell.

Press CTRL + : to enter the current time in a cell.

ENTERING TEXT TO A NEW LINE

To control how text wraps in a cell, press
ALT + Enter.

