

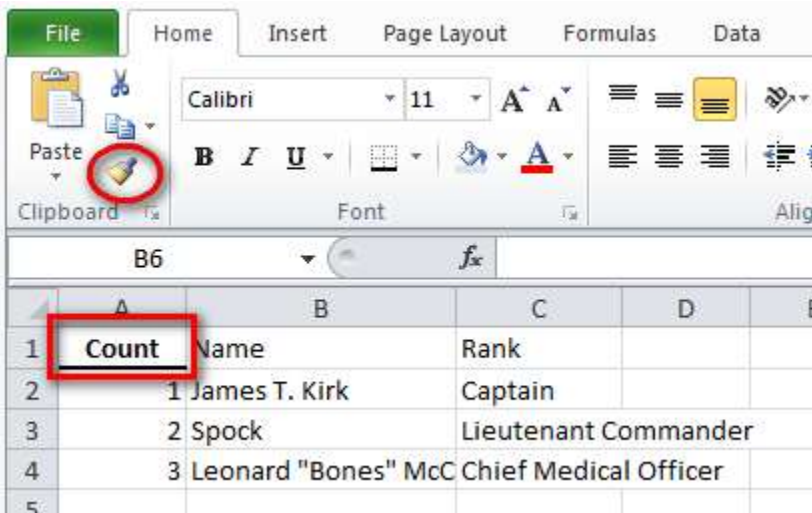
Microsoft Excel Tips and Tricks

Format Painter

-- Copies the formatting of a cell to other cells --

1. Select the formatted cell
2. Click the Format Painter tool
3. Select the cells to update with the format

Before

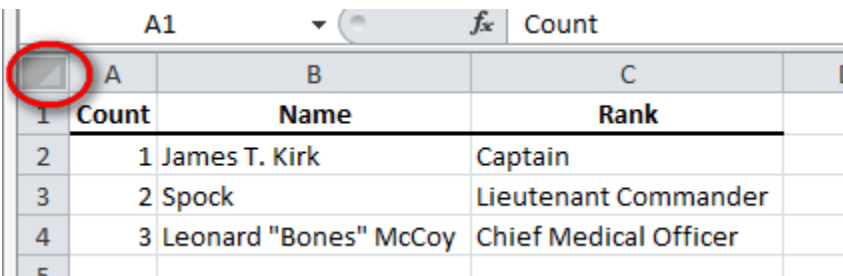


After

	A	B	C	D	E
1	Count	Name	Rank		
2	1	James T. Kirk	Captain		
3	2	Spock	Lieutenant Commander		
4	3	Leonard "Bones" McCoy	Chief Medical Officer		
5					

Adjust Column Width

- Single column (manual): position cursor between column headers, left click and drag
- Single column (automatic): position cursor between column headers and double click
- All columns: click box left of columns and above rows, double click between any two columns



Copy Down Series/Formulas

1. Select data series/formulas
2. Place cursor at lower left corner
3. Copy down
 - a. Manually: left click and drag
 - b. Automatically: double click

Before

	A	B	C	D
1	Count	Name	Rank	
2	1	James T. Kirk	Captain	
3	2	Spock	Lieutenant Commander	
4	2	Leonard "Bones" McCoy	Chief Medical Officer	
5		Jean-Luc Picard	Captain	
6		Beverly Crusher	Chief Medical Officer	
7		Kathryn Janeway	Captain	
8		Jonathan Archer	Captain	

After

	A	B	C	D
1	Count	Name	Rank	
2	1	James T. Kirk	Captain	
3	2	Spock	Lieutenant Commander	
4	3	Leonard "Bones" McCoy	Chief Medical Officer	
5	4	Jean-Luc Picard	Captain	
6	5	Beverly Crusher	Chief Medical Officer	
7	6	Kathryn Janeway	Captain	
8	7	Jonathan Archer	Captain	
9				
10				

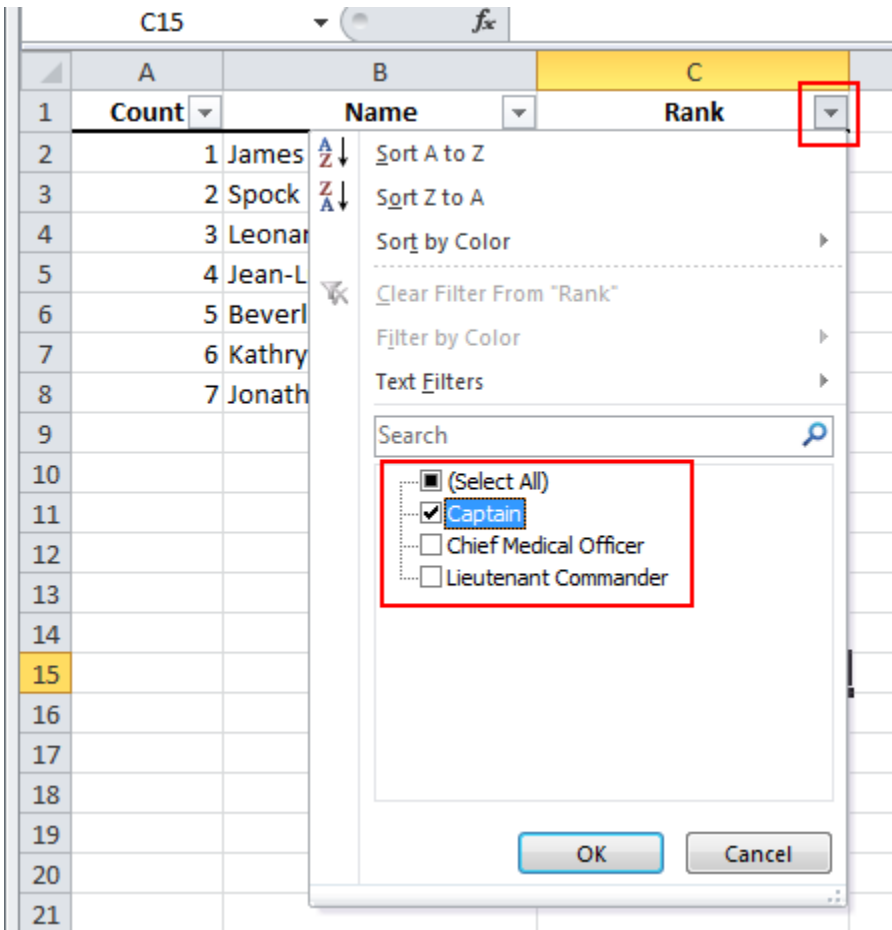
Filter / Sort

1. Click row 1 header
2. Click filter tool icon

The screenshot shows the Microsoft Excel interface. In the 'VIEW' tab of the ribbon, the 'Filter' icon (a funnel) is highlighted with a red box. Below the ribbon, the first row of the data table is highlighted in blue, indicating that the filter has been applied. The data table is as follows:

1	A	B	C	D	E
Count	Name	Rank			
2	1	James T. Kirk	Captain		
3	2	Spock	Lieutenant Commander		
4	3	Leonard "Bones" McCoy	Chief Medical Officer		
5	4	Jean-Luc Picard	Captain		

3. Click column filter icon
4. Select sort option or select filter items
5. Click OK



After

	A	B	C
1	Count	Name	Rank
2	1	James T. Kirk	Captain
5	4	Jean-Luc Picard	Captain
7	6	Kathryn Janeway	Captain
8	7	Jonathan Archer	Captain

* Notice the filter icon and the hidden rows

Select Cells

- Mouse: left click and drag
- Keyboard: hold Shift and use arrow keys (Page Up and Page Down also work)
- Mouse & Keyboard: select starting cell, hold Shift, click ending cell
- Select to end of column: select starting cell, hold Shift and Ctrl keys, press arrow down key
- Select to end of row: select starting cell, hold Shift and Ctrl keys, press arrow right key
- Select to end of data: select starting cell, hold Shift and Ctrl keys, press End key

Add Rows / Columns

- Single row/column (mouse): right click row/column header, left click Insert
- Multiple rows/columns (mouse): left click & drag to select multiple rows/columns, right click header area, left click Insert. This will insert the same number of new rows/columns as were selected.
- Single or Multiple (keyboard): select one or many rows/columns, hold Ctrl press “+” on number pad
- Single or Multiple (menu): select one or many rows/columns, click the Insert Cells icon on the Home menu

Highlight Cells for Quick Info

- Select a series of numbers
- At the bottom of the window is the Average, Count, and Sum

	A	B	C	D
1	Count	Name	Rank	
2	1	James T. Kirk	Captain	
3	2	Spock	Lieutenant Commander	
4	3	Leonard "Bones" McCoy	Chief Medical Officer	
5	4	Jean-Luc Picard	Captain	
6	5	Beverly Crusher	Chief Medical Officer	
7	6	Kathryn Janeway	Captain	
8	7	Jonathan Archer	Captain	
9				

Ready Average: 4 Count: 5 Sum: 20

Using Formulas

1. To put a formula into a cell start with the equals character “=”
2. Click the cell containing the first number
3. Type the operator (+, -, *, /)
4. Click the cell containing the second number

	A	B	C	D
1	Count	Name	Rank	Count Squared
2	1	James T. Kirk	Captain	=A2*A2
3	2	Spock	Lieutenant Commander	
4	3	Leonard "Bones" McCoy	Chief Medical Officer	
5	4	Jean-Luc Picard	Captain	
6	5	Beverly Crusher	Chief Medical Officer	
7	6	Kathryn Janeway	Captain	
8	7	Jonathan Archer	Captain	
9				

5. Equations can also contain functions
6. To insert a function, click the function button while entering a formula
7. Select the function from the list and click OK

The screenshot shows the 'Insert Function' dialog box in Microsoft Excel. The dialog box is titled 'Insert Function' and has a search bar for functions. The search results list several functions, with 'POWER' selected. Below the list, the function's syntax is shown as 'POWER(number,power)' and its description: 'Returns the result of a number raised to a power.' The dialog box also includes an 'OK' button and a 'Cancel' button.

8. Enter the function arguments
9. Click OK

The screenshot shows the 'Function Arguments' dialog box in Microsoft Excel. The dialog box is titled 'Function Arguments' and shows the arguments for the 'POWER' function. The 'Number' argument is set to 'A4' and the 'Power' argument is set to '2'. The dialog box also shows the formula result as '9'. The dialog box includes an 'OK' button and a 'Cancel' button.