

Excel Tips, Tricks and Shortcuts

Learn the tricks that make you instantly more proficient!

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1

1

Excel Power Tips and Shortcuts

Agenda

- * Navigation Techniques
 - * Scope out workbooks quickly
 - * Switch sheets with mouse/keystroke
 - * Move up/down/across worksheets
 - * Switch workbooks
- * Copy/Move/Paste Techniques
 - * “No commands” approach
 - * Convert formulas to values
 - * Multiple-cell formula entry
- * Formula Tips
 - * Displaying Formulas
 - * Absolute/Mixed cell references
 - * Tracking Dependent and Precedent Cells
 - * Using row/column references in formulas
- * Efficient Data Entry
 - * Current Date/Time; Months, Days, Quarters series
 - * Value series
 - * Custom lists
- * Chart Creation Tips/Techniques
- * Formatting Tips
 - * Multiple line entry
 - * Rotating text – toolbar options
 - * SS#, Phone, Date, &Time Formats
- * Operational Tips
 - * Insert/Delete/Hide with speed
- * Dozens of keystroke shortcuts

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2

2

Navigation Techniques

- * Scope out workbooks quickly
 - * Right-click navigation arrows, adjust sheet/scrollbar display
- * Jump between worksheets with mouse or keystrokes rapidly
 - * From navigation menu, Ctrl+PgDn, Ctrl+PgUp,
- * Move up/down/across worksheets
 - * Double-click a cell edge, Ctrl+arrow, Alt+PgDn, Alt+PgUp
- * Switch workbooks
 - * Ctrl+Tab, Ctrl+F6
- * Insert a new worksheet instantly
 - * Worksheet tab button or Shift+F11
- * Insert a new workbook instantly
 - * Ctrl+n
- * Select non-adjacent cells – use the Ctrl key
- * Zoom in/out
 - * Ctrl key with mouse wheel or Ctrl+Alt+the plus key
- * Scroll left-right
 - * Ctrl+Shift+mouse wheel

3

3

Efficient Data Entry

- * Multiple-cell data/formula entry
 - * Ctrl+Enter
 - * Double-click fill handle for column entries
- * Current Date/Time; Months, Days, Quarters series
 - * Rapid Date/Time entry – Ctrl+semicolon, Ctrl+Shift+semicolon
 - * Use built-in auto-fill lists
 - * Months, Days, Quarters
 - * Right-drag power methods for weekdays, months, etc.
- * Value series
 - * Build numeric series from a single cell
 - * Build numeric series from two cells
 - * Ordinals
- * Custom lists
 - * Save frequently-used lists for rapid recall
 - * Use lists for sorting

4

4

Copy/Move/Paste Techniques

- * “No commands” approach
 - * Select cells to copy/move and then drag an edge to move data (use the Ctrl key to Copy)
 - * Use the Shift, Ctrl, and Alt keys for variations
 - * Use the right mouse button to drag and get a 10-item menu
 - * Copy worksheets
- * Convert formulas to values
 - * Two toolbar buttons
 - * Right-drag method
- * Copy formulas quickly down a column
 - * Double-click fill handle for column entries

5

5

Formula Tips

- * Formulas
 - * Display all worksheet formulas – press Ctrl + ~
 - * Highlight all worksheet formula cells - Home tab, Find & Select, Formulas
 - * Using entire row/column references in formulas, i.e. SUM(K:K)
 - * Don’t type a right paren -) – when entering non-nested functions
 - * No need to capitalize function names
 - * Press Ctrl+Enter to complete an entry and not move the active cell
 - * Convert cell references to Absolute/Mixed – press the function key F4
 - * Copy formulas rapidly down a column – double-click the fill handle
- * Tracking Dependent and Precedent Cells
 - * Ctrl+Shift+] and Ctrl+Shift+]
- * Update values without formulas
- * Double-click AutoSum for faster totals or use Alt+=

6

6

Chart Creation Tips and Techniques

- * Create a chart instantly on a new sheet
 - * F11
- * Create a chart instantly on the current worksheet
 - * Alt+F1
- * Adjust worksheet chart placement quickly
 - * Drag chart edges with Ctrl/Alt keys
- * Select chart elements with arrow keys
- * Covert a chart to a static image
 - * Special copy technique
- * Special Data-handling techniques for charts
 - * Convert source data to a table
 - * Make upper left corner cell of source data be blank

7

7

Formatting Tips

- * Multiple line entry
 - * Use Alt+Enter for multi-line entry in the same cell
- * Rotating text – toolbar options
 - * Activate additional toolbar button for quick access to frequently needed formatting tools
- * SS#, Phone, Date, and Time Formats
 - * Special formats for SS# and Phone numbers
 - * Ctrl+Shift+# and Ctrl+Shift+@ for quick date/time formatting
 - * Ctrl+Shift+\$ and Ctrl+Shift+! for quick currency/numeric formatting
- * Double-spaced printing technique
 - * Select entire worksheet and drag row height to be twice as tall

8

8

Operational Tips

- * Insert/Delete/Hide with speed
 - * Use Ctrl+click to select multiple column/rows before right-clicking
 - * Special technique for “every other row is blank” layout
 - * Right-click a single column or row heading to get immediate menu
 - * Unhide hidden columns/rows by right-clicking and using menu or by double-clicking column/row boundaries
 - * Hide worksheets
- * Re-wrap text entries
- * Print Preview – Ctrl+F2 or Ctrl+p
- * Collapse Ribbon to show only tabs – Ctrl+1
- * Full Screen (Hide entire Ribbon) – Ctrl+Shift+F1 (starting in Excel 2013)

9

9

Miscellaneous

- * "Every fifth row" formatting
- * Special formatting based on data in other locations
- * Ctrl+Enter to keep the active cell in place
- * Create double-spaced printouts without tedious row insertions
- * Fill in missing titles in columns
- * Duplicate an object – press Ctrl+d
- * Techniques for creating objects efficiently
 - * Repeatedly draw an object
 - * Create a perfect shape using the Shift key
 - * Change a shape size using the Shift key
 - * Change a shape size using the Ctrl key

10

10