
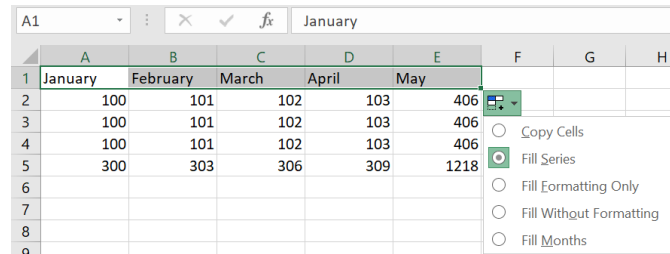


10 Excel Tips & Tricks to save time

1. **To replicate or fill contents using Auto Fill:** Ensure you activate the relevant cell from which you wish to 'fill'. The selected cell will have a border around it. Roll your mouse to the bottom right of that active cell and your mouse pointer will become a black cross. With the cross visible, click and drag as far down or across as you require to 'fill' the contents. When you see this icon, () choose whether you wish to fill the series (eg 1,2,3 or January, February, March) or if you wish to copy Cells,



	A	B	C	D	E	F	G	H
1	January	February	March	April	May			
2	100	101	102	103	406			
3	100	101	102	103	406			
4	100	101	102	103	406			
5	300	303	306	309	1218			
6								
7								
8								
9								

which will ensure the data copied is repeated throughout the chosen selection.

2. **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s). After it turns to a crossed arrow icon, drag to move the data freely. If you want to copy the data, you can press the Ctrl button before you drag to move; then drag to your chosen destination.



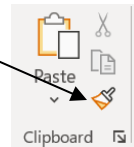
	A	B	C	D	E
	Code	Name	Country	Age	
1	1	Liza	USA	25	
2	2	Linda	USA	29	
3	3	David	CA	17	
4	4	Susan	CA	24	
5	5	Salina	CA	23	
6	6	Jim	Mexico	49	
7	7	Jorge	Mexico	29	

3. **To Move a Column or Row:** Click the selected row or column heading(s). Cut the cells. Click on the row or column where you want the cut/copy column to move to and choose the **Home tab** and **Insert Cut/Copied Cells** from the **Insert** group.



10 Excel Tips & Tricks to save time

4. **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the **Format Painter button** in the Clipboard group on the **Home tab**. Select the cell(s) you want to apply the copied formatting to. To allow a number of cells to be formatted, double click on the paintbrush and click repeatedly on all cells needing a copy of the original format. To turn off the paintbrush, click back on the image of it or press Esc.



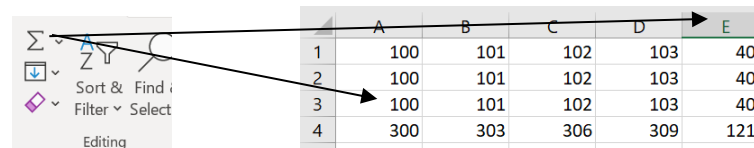
5. **To Wrap Text within a cell:** Highlight the chosen cell(s) and choose Wrap Text from the Alignment Group from the Home tab. This will ensure large strings of text fit within one cell.
6. **To Adjust Column Width:** Drag the right border of the column header. Double-click the border to AutoFit the row. **To make a number of columns all the same size, highlight all the columns and pull one of them to the chosen size.** With them all highlighted, if you double-click they will all be sized to the minimum size to accommodate the contents of each cell.

	A	B	C	D	E	F	G
1	100	101	102	103	406		
2	100	101	102	103	406		
3	100	101	102	103	406		
4	300	303	306	309	1218		
5							
6							

Highlight all columns and re-size one by clicking and dragging to chosen width. Double clicking will autosize to the largest content in any one cell.

7. **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View** tab on the Ribbon, click the **Freeze Panes** button in the **Window** group, and select an option from the list.
8. **To sum a large range of numbers with a click.** Select the numbers you want to add together and also highlight the column to the right and row below (where the answers will be placed). On the Home Tab you will see the Autosum Icon. Click on it. All cells will be added in one click.

	A	B	C	D	E
1	100	101	102	103	
2	100	101	102	103	
3	100	101	102	103	
4					

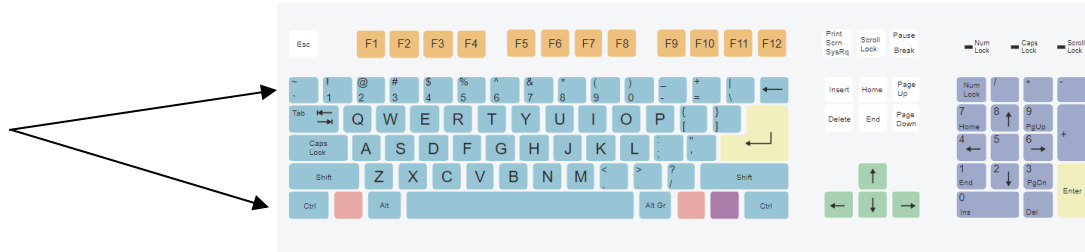


Select all cells and cells where the totals should show, click on Autosum and it calculates for you.



10 Excel Tips & Tricks to save time

9. To view all formulae rather than clicking on individual cells to see the formulae, choose the menu tab Formulas. In the Formula Auditing Group, choose View Formulae. This can be re-selected to turn the formulae off. Alternatively, this can be completed by holding down the Ctrl key and pressing the key to the left of No 1 just once.



10. Keyboard Shortcuts

General

- Open a Workbook <Ctrl> + <O>
- Create New <Ctrl> + <N>
- Save a Workbook <Ctrl> + <S>
- Print a Workbook <Ctrl> + <P>
- Close a Workbook <Ctrl> + <W>
- Help <F1>
- Run Spelling Check <F7>

Editing

- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>
- Undo <Ctrl> + <Z>
- Find <Ctrl> + <F>
- Replace <Ctrl> + <H>
- Select All <Ctrl> + <A>

Formatting

- Bold <Ctrl> +
- Italics <Ctrl> + <I>
- Underline <Ctrl> + <U>
- Open Format Cells <Ctrl> + <E>

