

You can work faster – smarter – and more ‘techy’ in Excel with a few time-saving tips and tricks.

Do you know which ribbon holds the Page Layout icon? [Hint: It isn't the Page Layout ribbon]. You may know what you want to do, but where is it found? Ribbon-hunting can waste hours of time.

Excel is an excellent productivity tool that enables you to not only crunch numbers, but to analyze and then turn those ‘drab’ numbers into creative charts and professional-looking reports.

Let Excel do the work for you. You don't have to remember where the command is found or figure out tricky functions or formulas. With a few tricks under your belt, you'll find you're speedy fast and able to whiz around your data in the blink of an eye!

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# SPEEDY NAVIGATION

## 1. Select Entire Table

There are four ways to select the data on your table.



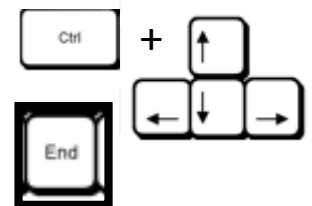
**Select All** - Perhaps you are used to selecting the “ALL” button to select your Excel table. Did you know that in doing so, you have selected over one million rows and over 60,000 columns? Yep. You’ve selected everything. The better way is to click anywhere inside the table and then press **Ctrl + A**. Alternatively, you can click in cell **A1** – hold down the shift key and click in the last cell of the table.

**Select Only Active Cells** Another way to select all the active cells in the table is first click in cell A1 and then press **Ctrl+Shift+End**



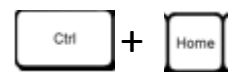
## 2. Fast Navigation with Ctrl + Arrow

When you click Ctrl plus any arrow button on the keyboard, you can jump to the edge of the table in different directions. If you want to jump to the bottom line, click **Ctrl + down arrow**. Get the same effect by toggling the **END** key. Turn it on, then use the arrows keys to jump. (This does not select cells – only jumps).



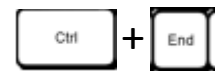
## 3. Get to First Cell

If you have a large datasheet and need to go home fast (get to the top), just press **Ctrl + Home** to move to the beginning of a worksheet.



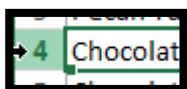
## 4. Get to Last Cell

Conversely, if you need to get to the end of the datasheet, press **Ctrl + End** to move to the last cell with content on a worksheet.



# SWIFT SELECTION

## 5. Select Active Row



When you need to select only active content on whole row quickly, press **Ctrl + Shift + Arrow**. Remember that selecting a row by clicking on the number selects all 60,000+ columns of Excel, not just the active dataset. (Shift + Arrow only selects the cell to the right).



## 6. Select Active Column

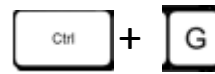
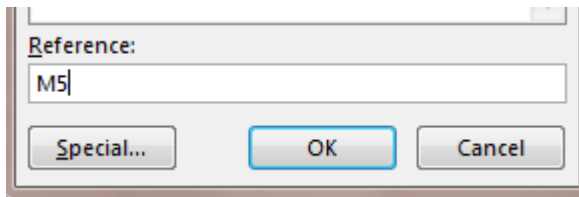


**Ctrl + Shift + Space** selects the entire active column, but if you click the column header letter, remember you will select more than one million rows!

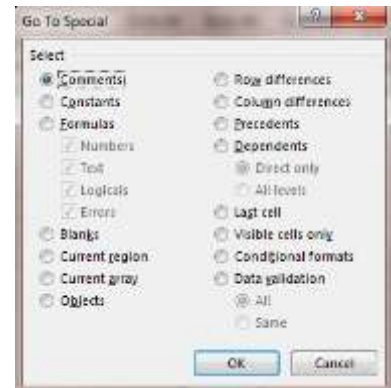


## 7. Jump to Cell

Select **Ctrl + G** to go to a particular cell (like M5).

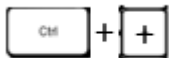


Try F5 for faster results!

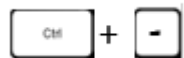


## 8. Insert/Delete Rows & Columns

Quickly insert or delete rows and columns by using the keyboard shortcut of **Ctrl** + the **plus sign** to insert, or the **Ctrl** + **minus sign** to delete.



**Ctrl + Plus sign** = Inserts rows/columns



**Ctrl + Minus sign** = Deletes rows/columns

Did you know you can add several rows at once? Highlight the number of rows first, and then click the shortcuts. **REMEMBER:** A row will always insert ABOVE the row highlighted. A column will always insert TO THE LEFT of the column highlighted.

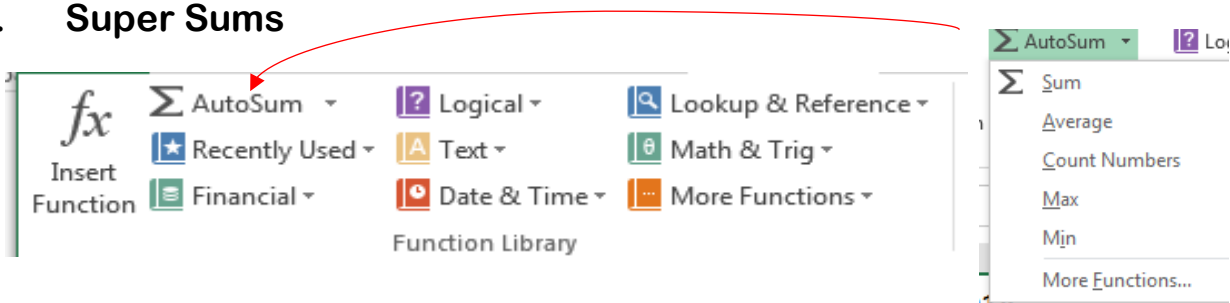
(Note: To use the plus sign, you must also hold down the shift key).

Oops - Make a mistake? Didn't mean to delete? Your 'save-all' is Ctrl+Z or UNDO

## SIMPLE FORMULAS/FUNCTIONS

There are over 300 formulas and functions in Excel found on the Formulas Ribbon. Each function set has more functions listed by clicking the down arrow. When you know what you want to do, but don't know how to put it into a formula, these functions are no help at all. That's why Excel programmers have made it easy. Type in what you want to do, and the function is explained. Following are some very simple function shortcuts for making your work easier.

## 9. Super Sums



Σ AutoSum
\$1,225.84
\$928.92
\$560.47
\$1,205.28
\$1,125.31
\$1,277.28
\$532.01
\$1,131.72
\$1,430.56
\$610.53
=SUM(F2:F30)

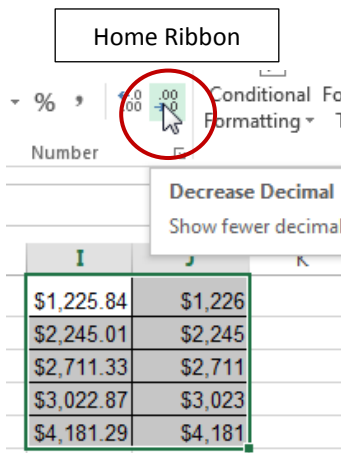
There are several ways to get a sum ( $=a1+a2+a3$ ) or ( $=SUM(a1:a3)$ ). A formula or calculation always must have an equal sign in front of it. Excel has made an easier way.

Click the cell below the column (or beside the row) you want to be added. Then click the AutoSum icon on the Home ribbon.

If you prefer to do the action with a keyboard shortcut, the **Alt + Equals** sign inserts AutoSum formula



## 10. Instant Rounding



You can use the formula for rounding if you wish –  
[D2 is the name of the cell, 0 indicates no decimals]

**=ROUND(E3,0)**

But—you can have instant rounding of numbers with the Decrease Decimal icon. This function rounds up the number to the nearest whole number.

## 11. Insert Time or Date

Formulas Ribbon



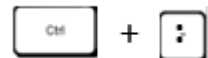
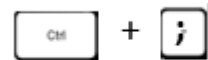
Inserting the time or date is a function found on the Formulas Ribbon in the Date & Time library. The formula for the current date is

**=TODAY()**

**=NOW()**

Both **=TODAY()** and **=NOW()** work. You must have the parenthesis in place. The “NOW” function enters time as well. These formulas will renew according to the clock/calendar.

Excel has a shortcut available. **Ctrl + Semicolon** inserts the current date; where **Ctrl + Colon** inserts the current time. These are static – meaning they will not change as the time or date changes.



Note that this will insert a STATIC date or time – meaning it won’t change.

In order to obtain a dynamic date or time (so that it changes with the clock), you must use a formula.

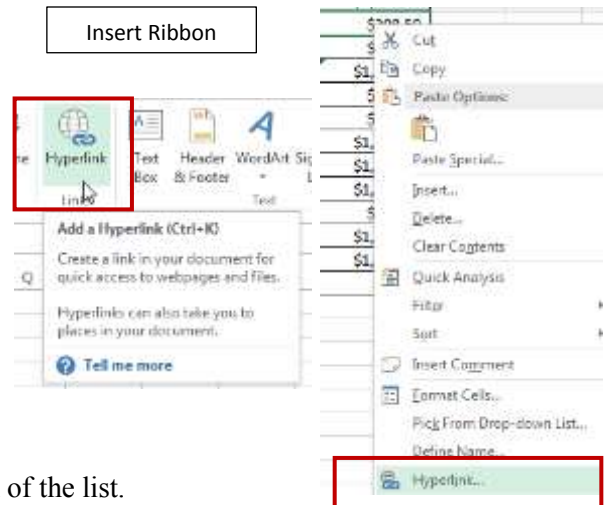
## 12. Insert Hyperlink

Do hyperlinks only refer data to a website on the internet? Why use them? A hyperlink is an interactive link between one place and another. It can be used to link to the internet or within the document itself.

One handy way to use the hyperlink in Excel is to show totals only, for example, on another worksheet. The totals cell is hyperlinked to another cell on another work.

There are three ways to create a hyperlink:

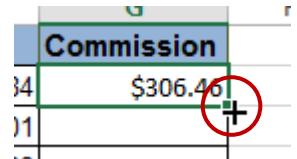
1. Click on the Hyperlink button on the INSERT ribbon.
2. Right click the cell, and select Hyperlink at the bottom of the list.
3. Click **Ctrl + K** for a quick keyboard shortcut to insert a hyperlink



## SUPER FAST DATA ENTRY

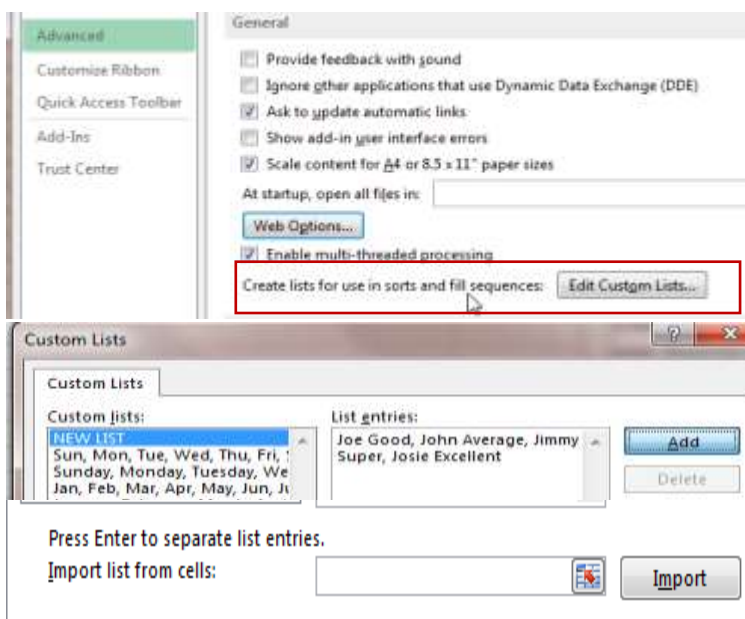
### 13. Autofill

No need to hold and drag the mouse through data to copy it down. Just double click the tiny box at the bottom right-hand corner of the cell.



Autofill not only works on text or numbers, it also works with functions and formulas!

### 14. Create a Customized List



To create your own customized list, go to FILE, then click on OPTIONS/ADVANCED. Scroll down to General. Find “Create lists for use in sorts and fill sequences,” then click on EDIT CUSTOM LISTS.

In the next screen, click ADD, and put in your list.

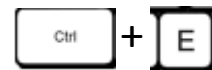
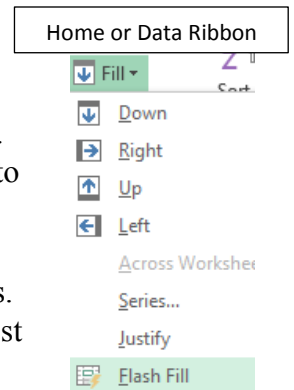
If you already have a list typed out, click Import and select the array of cells containing your list. The next time you start to type your list, Excel will automatically autofill it for you by selecting the autofill handle.



## 15. Flash Fill

Full Name	
Tim Bogart	T.Bogart
Jeff Bryant	J.Bryant
Philip Burgess	

Flash Fill is a new feature in Excel 2013. The key is to have a “pattern” for Excel to follow. For instance if you want a list of firstinitial.lastname as in the example below, start typing two or three instances. Excel will ‘get the idea’ and finish the rest for you! You can also use the shortcut of **Ctrl+E**, or click on the FILL icon down arrow on the Home Ribbon/Editing group and select Flash Fill.



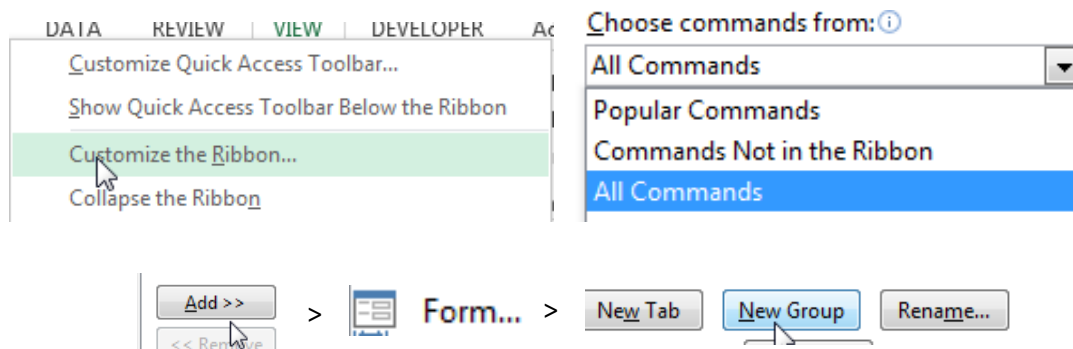
## 16. On-the-Spot Data Entry



When you have a huge data table, it may be cumbersome to scroll all the way to the bottom to enter another line. That’s where an Access database would come in handy. The form is in an easy-to-fill format. The problem is – not everyone knows Access, or how to set up a database. Now Excel has figured a way to reduce your stress. Excel can make a form too! Easy for inputting new data, or for finding a record in an instant.

First, you must have the FORM button on your ribbon.

Right-click anywhere on the ribbon and select “Customize the Ribbon.” Select “All Commands” and scroll down to find “Form.” Make a NEW GROUP, and then ADD>> the FORM to the new group.

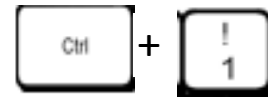


**Form...**

The icon will show up on your ribbon and be available whenever you click it within a table.

# EASY FORMATTING

## 17. Format Cells in a Snap



## 18. Increase/Decrease Font Size

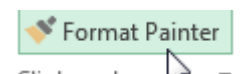
You can format any cell (text or numbers) with the tools on the Home ribbon for font, numbers, or alignment, or even the mini-toolbar that pops up when you highlight text. Did you know you may access everything instantly in one keystroke with **Ctrl + 1**? It will bring up the Format Cells dialogue box with all the formatting commands at your



You may know you can increase or decrease your font by clicking the down arrow beside the font size. But there's a quicker way. Click the large **A** to increase font by increments of two points. Click the smaller **A** to decrease the font.

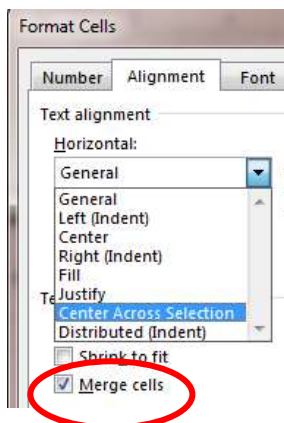
## 19. Format Painter

A handy tip to remember when formatting text or numbers –use the Format Painter to duplicate the style, size, even the formula or function. If you have to recreate the same thing several times, just double-click to keep format painter on. The Format Painter is on the Home Ribbon.



fingertips!

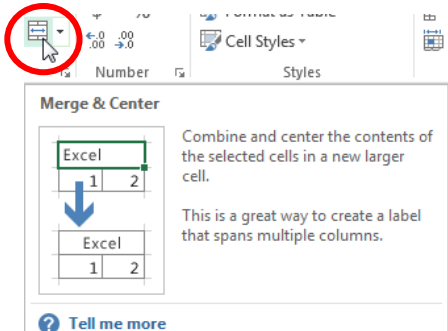
## 20. Merge and Center



The old way of merging cells is still around (right-click a series of highlighted cells, click on Format Cells, Go to Alignment tab, then select type of alignment to merge). Four to five clicks.

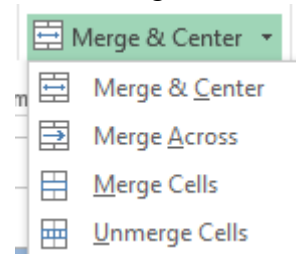
Excel has made a one-click shortcut to do the same thing. Much faster way and efficient!



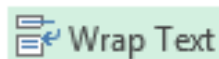
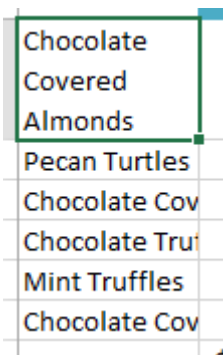


After highlighting the selected cells to merge, all you have to do is click the Merge and Center icon. The default is to Merge and Center. (This button works as a toggle switch. You can also unmerge the cells by clicking the same button).

The down arrow gives you a few more options.



## 21. Wrap Text



To get text to wrap in the past, you had to press the **ALT key plus ENTER key**. This still works well, but is a time-waster.

A quicker way is to select the cell(s) you want to wrap the text in, and click the Wrap Text button on the Home Ribbon.

Cherry Cordials	Pecan Turtles	Chocolate Covered Strawberries	Chocolate Truffles	Mint Truffles	Chocolate Covered Almonds
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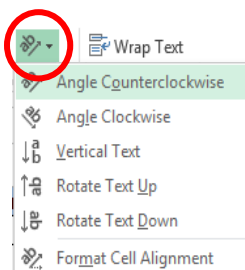
## 22. Center data in a cell

Have you wondered how to get your text or numbers in the middle of a wide row, or how to keep them at the bottom? Excel has made that easy too. Rather than going through all the steps of formatting the cells and then going to Alignment, just click the Alignment grouping on the Home Ribbon. Here you select when you want your data on the top, middle, or bottom, and if you want it left-justified, centered, or right-justified.

Jan	Feb	Mar	Apr
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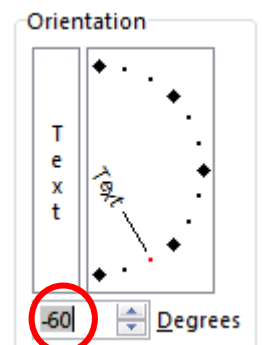
## 23. Angle text or numbers



It's easy to make your text diagonal. This is a nice appearance on charts, but also accentuates tables, and sometimes makes it easier to read if the titles are long. Highlight the text, and then click on the diagonal **ab** in the Alignment group. Default is to angle counterclockwise, but you have many more choices.

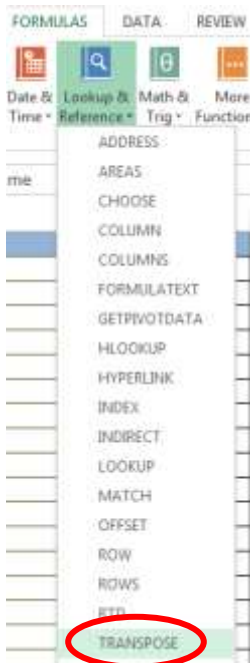
Cherry Cordials	Pecan Turtles	Chocolate Covered Strawberries	Chocolate Truffles	Mint Truffles	Chocolate Covered Almonds
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If you want a certain degree of alignment, click "Format Cell Alignment" to open the Format Cells dialogue box. Type in the degrees, or move the mouse to the appropriate spot.





## 24. Transpose data



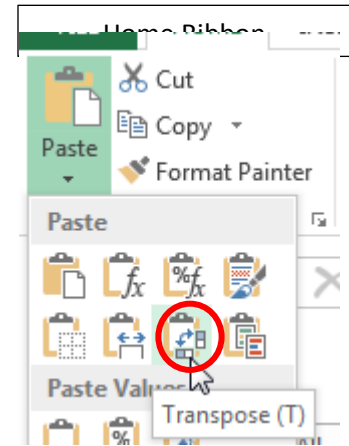
What if you've put the column data in a row, or the row data in a column? Don't retype everything. Switch the columns and rows around with "transpose."

The function is still available in Formulas/Lookup & Reference/Transpose – but there's a much simpler way to do it.

First, copy your region that needs to be transposed.

Go to another sheet, or another area of your worksheet. Click on the Paste down arrow to get your choices.

Select the TRANSPOSE feature. There. All done. Everything gets put in the proper places with no problem!



2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cherry Cordials	\$333.13	\$400.00	\$459.87	\$499.24	\$448.55	\$422.26	\$432.00	\$632.80	\$483.00	\$383.40	\$453.08	\$811.00
Pecan Turtles	\$296.45	\$434.85	\$391.20	\$441.85	\$552.08	\$572.55	\$596.00	\$332.80	\$211.88	\$322.88	\$494.88	\$911.40
Chocolate Covered Strawberries	\$425.20	\$725.66	\$452.80	\$523.48	\$656.85	\$810.00	\$356.00	\$341.00	\$281.00	\$548.00	\$545.88	\$441.00
Chocolate Truffles	\$233.40	\$380.00	\$433.12	\$523.78	\$404.70	\$525.48	\$716.00	\$331.00	\$215.00	\$548.00	\$528.23	\$495.00
Mint Truffles	\$430.14	\$543.55	\$268.76	\$311.88	\$213.84	\$386.04	\$216.00	\$133.00	\$298.24	\$138.15	\$189.87	\$645.00
Chocolate Covered Almonds	\$294.23	\$419.87	\$343.13	\$458.84	\$572.55	\$458.04	\$331.00	\$216.87	\$187.80	\$545.55	\$313.00	\$233.00

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2015	Cherry Cordials	Pecan Turtles	Chocolate Covered Strawberries	Chocolate Truffles	Mint Truffles	Chocolate Covered Almonds
Jan	\$333.13	\$296.45	\$425.20	\$233.40	\$300.14	\$284.23
Feb	\$400.00	\$434.85	\$725.66	\$380.00	\$145.55	\$419.87
Mar	\$459.87	\$391.20	\$453.00	\$455.12	\$268.76	\$343.13
Apr	\$448.55	\$441.85	\$525.48	\$323.76	\$331.88	\$458.04
May	\$448.55	\$552.08	\$656.85	\$404.70	\$213.44	\$572.55
Jun	\$422.26	\$572.55	\$810.00	\$525.48	\$304.04	\$458.04
Jul	\$432.00	\$332.00	\$356.00	\$716.00	\$216.00	\$331.00
Aug	\$632.80	\$332.00	\$341.00	\$281.00	\$133.00	\$189.87
Sep	\$483.00	\$211.88	\$322.88	\$215.00	\$298.24	\$187.80
Oct	\$383.40	\$322.00	\$548.00	\$548.00	\$138.15	\$545.55
Nov	\$453.08	\$494.88	\$545.88	\$189.87	\$189.87	\$133.00
Dec	\$811.00	\$511.45	\$441.00	\$455.00	\$145.00	\$233.00

## 25. Use a Theme

For instant formatting that you don't have to worry about, choose a theme.

Essential for a nice-looking, professional report, let Excel worry about which fonts complement each other and which color hues balance well.



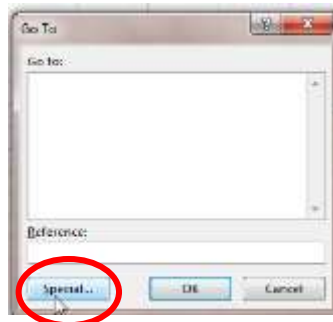
For a live preview, go to the Page Layout Ribbon, and select the down arrow under Themes. As you hover over each theme, you

will see how it looks on your worksheet. Don't like any? Click on "Browse for Themes" to find many more on the web.

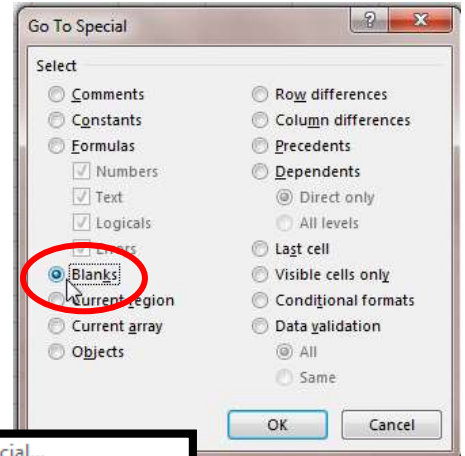


## 26. Delete Blank Cells

You may have blank cells (or rows) in your database for various reasons. Blank cells will invalidate data by stopping calculation formulas. To maintain accuracy, filter blank cells and then delete them with one click.

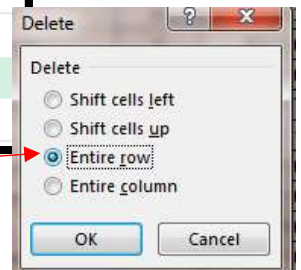
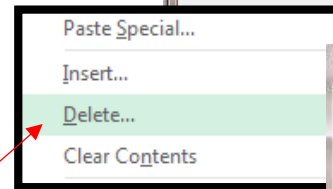


A speedy way to get rid of them all at once (without having to go to each one) is to select any column. Press Ctrl + G and then click the Special button. Select "Blanks" and click OK.



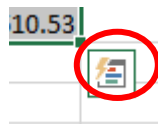
Excel has now selected all of the blank cells in the column.

Now carefully right-mouse click on one of the empty cells, and choose Delete. Then select Entire row, and click the OK button.

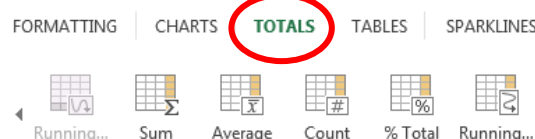


## QUICKER ANALYSIS

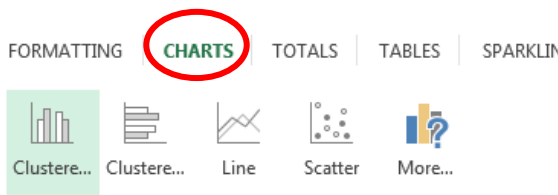
### 27. Quick Analysis Tool



The Quick Analysis Tool is new in Excel 2013. It shows up whenever you highlight a column or row. Options for Totals, Charts, Tables, Filters, and much more become a one-stop-shop for a number of analyzing tools.

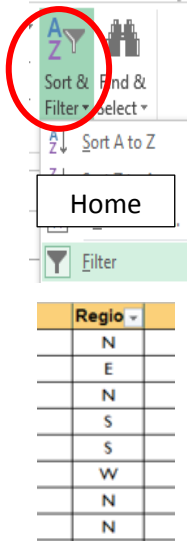


\*(There is a handout specifically for the Quick Analysis Tool)



## 28. Filter with Three Keys

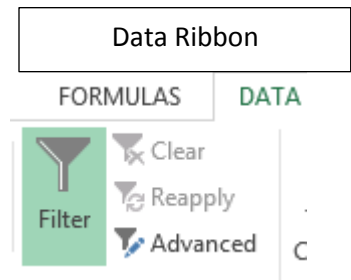
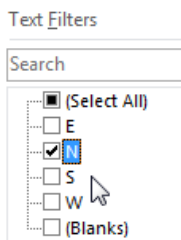
Filter one column for quick results. Select the column to be filtered (shortcut: click in top cell, then press **Ctrl + Shift + down arrow**). Click the **FILTER** icon on the Data ribbon. You can also find this on the Home Ribbon in the Editing group.



*FASTER:* Press **Ctrl + Shift + L** to turn on the filtering tool. (Same strokes to turn it off).



You will notice a small down arrow on your column. Click it to get your text filters. Select or unselect the fields you want to see.



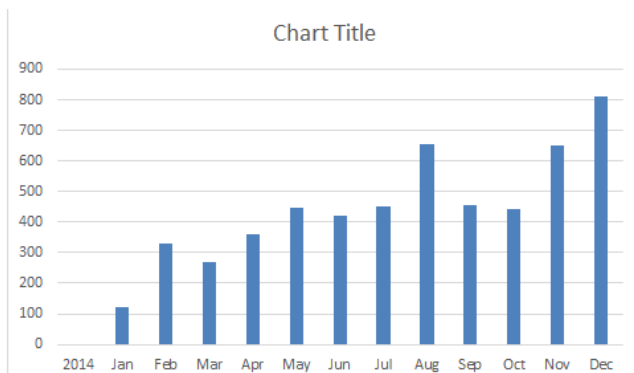
The FILTER works like a toggle switch. Click it again to turn it off.

Don't forget to turn it off and select all before you exit your worksheet. Otherwise, it will stay on, and you may think you've lost data when it's only hidden.

## REPORTS & PRINTING

### 29. Instant Charts

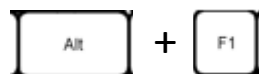
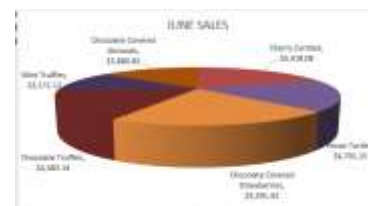
To get an instant chart of your data, highlight the area first, and then press **F11**. You will see your chart pop up on a new worksheet automatically. Excel's default is the bar chart. **Alt + F1** will embed the chart on your active worksheet.



**F11** – Inserts an instant chart on a new worksheet.

**Alt + F1** = embeds an instant bar graph on the active worksheet.

Once your chart has been created, you can embellish with chart styles to make it look great!



## 30. Printing Made Easy

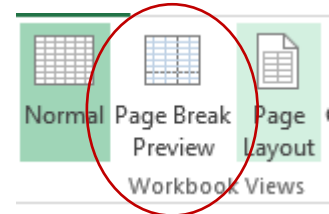
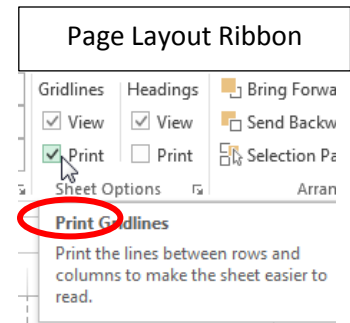


If you want to see the gridlines on a printed sheet, you can go the long way and select Borders on the font group, but of course, there is a quicker way.

Go to the Page Layout ribbon and checkmark the **PRINT** box on “Sheet Options.”

Use the Page Break Preview feature on the **VIEW** tab to see where page breaks are.

Did you know you can move the page break? Click the dotted line and move it to where you want it.



Use your Quick Access Toolbar to do a



Print Preview and Print quickly.

Wander	167 Arnetty Dr	Hoover	AL	###	\$
Wander	318 E 11th St	Ozark	MO	65721	\$
Wander	9152 Van Buren St NE	Lincoln	NE	###	\$
Wander	483 Arbor Ridge Ln	Jacksonville	FL	32218	\$
Wander	PO Box B	Rouse City	TX	75189	\$
Wander	23104 Wilkinson Str	Clifton Park	NY	11729	\$
Wander	1018 Memorial Dr	Gulf Shores	AL	###	\$
Wander	3754 Walnut Hill Ln	Bend	OR	97701	\$
Wander	4936 N Pasadena Ln Apt G-85	Williams	CA	###	\$
Wander	3221 Washington St Unit 5	Ionis	MI	###	\$
Wander	740 N Larkspur Ln	Irving	TX	###	\$

If these icons are not on the Quick Access toolbar, you can add them quickly by right-clicking on the toolbar to customize, and then adding them. They are a wonderful timesaver!

## REVIEW

There are hundreds of shortcuts and quick tips available. The beauty is that many of them work with any Microsoft product. If you know it for one, it's likely to work in another. Here are six more than may come in handy.

### 7 More Quickies

1. Ctrl S = Save (save with same name)
2. F12 = Save As (give a different name)
3. Ctrl P = Print
4. Ctrl N = Create a blank workbook
5. SHIFT F11 = Create new worksheet in same workbook
6. Ctrl Z = Undo
7. ALT F4 = Close Workbook and Exit Excel