

"Excel"-erate Your Worksheets!

Shortcuts and Power Tips

NDSU Information Technology Services

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1. Check Which Version of Excel You're Using

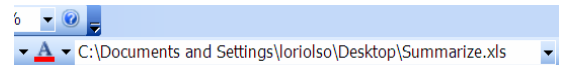
- Click Help, About Microsoft Office Excel

2. Change Text Size In the Help Window

- Open Internet Explorer
- In Internet Explorer, select View, Text Size
- Select Medium, Larger, or Largest
- Close Internet Explorer and return to Excel

3. Display The Full Workbook Path On A Toolbar

- Click Tools, Customize
- Click the Commands tab, if necessary
- Click the Web category
- Click and drag the Address command onto any toolbar
- Click Close

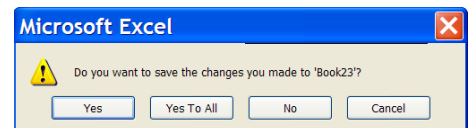


4. Quickly Close All Open Workbooks

- Hold down the Shift key, then click File, Close All

5. Quickly Close All Open Files At Once Without Saving Any Changes (the missing "No to All" button)

- Hold down the Shift key, then click the No button



6. Disable "Adaptive" Menus and Toolbars

(Display Full Menus and all Toolbar Buttons)

- Select Tools, Customize
- Click the Options tab, if necessary
- Check "Show Standard and Formatting toolbars on two rows" and "Always show full menus"
- Click Close

7. Quickly Switch Between Multiple Open Workbooks

- Press Ctrl+F6

8. Quickly Switch To The Next Worksheet

- Press Ctrl+PgDn

9. Quickly Switch To The Previous Worksheet

- Press Ctrl+PgUp

10. Unhide Columns or Rows

- Click the column selector to the left of the hidden column or the row selector above the hidden row, then drag to the right or down to select the next column or row
- Right-click the selected area
- Select Unhide from the shortcut menu that appears

11. Unhide Missing Rows Or Columns At The Top Or Left Side Of The Worksheet

- Press the F5 key (GoTo Command), type A1 in the Reference: text box, click OK
- Click Format, Column (or row)
- Click Unhide

12. Hide Cell Contents Without Hiding an Entire Column or Row

- Select the cell
- Click Format, Cells, then click the Number tab
- Select Custom
- Replace the current contents of the Type: text box with three semi-colons (;;:), then click OK
- The cell contents can be used by formulas, and can be seen in the Formula Bar, but will not display in the cell

13. Quickly Select The Entire Worksheet

- Click the blank gray square in the upper-left corner of the worksheet (the Select All button)



14. Selection Techniques To Avoid "the Runaway Mouse"

- Use these techniques to quickly select cells you would need to scroll with the mouse to reach – using the mouse to scroll while selecting cells often causes the screen to move too quickly to select the correct cells
- Select the first cell in the range, then hold down the Shift key, then press the right or left arrow keys to select cells to the left or right of the starting cell
- Click the first cell in the range, hold down the Shift key, then press the PgDn or PgUp keys to select cells in larger increments
- Click in the first cell in a range, hold down the Shift key, then click in the last cell in the range to be selected
- Select the first cell in the range, hold down the Shift key, press the End key, then press the Down Arrow key to select from the starting cell to the last cell in the column
- Select the first cell in the range, hold down the Shift key, press the End key, then press the Right Arrow key, press the End key again, then press the Down Arrow key to select to the last used cell in the range

15. Quickly Select Entire Current Row

- Press Shift+Spacebar

16. Quickly Select Entire Current Column

- Press Ctrl+Spacebar

17. Open the GoTo Dialog Box

- Press Ctrl+G, OR
- Press F5

18. Quickly Select the Last Cell Used in the Worksheet

- Press Ctrl+End
- Moves the cell pointer to the lowest right cell in the used area

19. Select the Current Region (selects a rectangular range of cells from upper left to lower right corner up to the first blank cell)

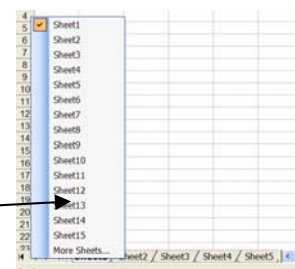
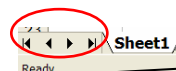
- Place the cell pointer in any cell within the range you wish to select
- Press Ctrl+Shift+8



20. Select Sheet Tabs from a Pop-Up Menu

(No need to scroll right or left to see the sheet tabs not currently displayed)

- Right-click on the Sheet Tab Navigation area
- Select the Sheet you wish to open



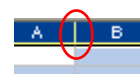
21. Select Multisheet Ranges (useful for quickly duplicating repetitive text, formulas, and formatting across several worksheets at once)

- Sheets are “grouped”
- Click the 1st sheet tab in the range
- Press the Shift key and click the last sheet tab in the range to select all sheets in between
- Click the 1st sheet tab in the range
- Press the Ctrl key and click any other sheet tab in the range to select non contiguous sheet ranges
- With multiple sheet tabs selected, any changes you make to the active sheet are also made on all of the selected sheets in the range
- Hold down the Shift key and click on any grouped sheet tab to Ungroup the sheets



22. Quickly Change All Column Widths

- Select the entire worksheet
- Position the mouse pointer on a dividing line between any two column selectors
- When the mouse pointer becomes a double-headed arrow shape, double-click the left mouse button
- Each column will be resized to fit the contents of the cell containing the widest text in the column
- This trick can be used to quickly change row heights as well



23. To Update Multiple Cells At Once

- Select the range of cells to be updated
- Make the necessary change in the active cell
- Press Ctrl+Enter to update all cells at once

24. Quickly Copy Different Repetitive Entries Into Multiple Ranges

- Select the range of cells to be updated
- Press Ctrl+G (Go To Command)
- Click the Special button
- Click “Blanks”, then click OK to select all empty cells in the selected range
- Type =, then type the cell address of the 1st cell in the range containing an entry to be copied
- Press Ctrl+Enter
- Select the same range again
- Select Edit, Copy
- Select Edit, Paste Special
- Click Values, then click OK (replaces the formulas in all of the cells with the values)

25. Move A Range, Row or Column to A New Area Without Replacing

- Select the range, column, or row to be moved
- Hold down the Shift key
- Point the mouse pointer to any cell border of the selection (mouse pointer turns into an arrow shape)
- Click and drag selected area to new area – existing cell contents move to the right or down instead of being replaced with new cell contents

26. Copy Cell Contents From The Cell Above

- Press Ctrl+' (apostrophe)

27. Quickly Split Text In One Column Into Multiple Columns

- Select the cell(s) to be split into multiple columns

- b. Click Data, Text to Columns...
- c. Select Delimited if the text is separated by characters such as spaces, tabs, commas, etc., then click Next
- d. Select the character(s) that separates the text, then click Next
- e. Click Finish, then click OK

28. Combine (Concatenate) Values From Multiple Cells Into One Cell

- a. Select a blank cell
- b. Type =cell_ref1&cell_ref2 (where cell_ref1 and cell_ref2 are the cell addresses of the cells you wish to combine)
- c. Type =cell_ref1&" "&cell_ref2 if you wish to separate the two values with a space (type a space between the two " marks)

	A	B	C
1	Lorna	Olsen	=A1&" "&B1

	A	B	C
1	Lorna	Olsen	Lorna Olsen

29. Quickly Copy Cell Contents Down Multiple Rows

- a. Select the cell to be copied
- b. Position the mouse pointer over the Fill Handle
- c. Double-click on the Fill Handle
- d. This only works if there are filled cells on either side of the copied cells – the contents are copied down as far as there are adjacent cells that contain values

Year	Term	Cour
2001	Fall	202
2001		203
2001		204

30. Quick Data Entry Tip #1

- a. When you have a lot of data to enter spanning multiple columns and rows:
- b. Select a rectangular range of cells
- c. Type data in the first cell in the range, then press ONLY the Enter or Tab keys to move the cell pointer down to the next row or right to the next cell
- d. When you press Enter after typing data in the last cell of a selected column in the range, the cell pointer moves up to the first cell at the top of the next column in the selected range
- e. Hold down the Shift key, then press the Enter key to move the cell pointer up a row
- f. Hold down the Shift key, then press the Tab key to move the cell pointer to the cell to the left of the active cell
- g. Do NOT use the mouse or the arrow keys – if you do the range will be de-selected!

31. Quick Data Entry Tip #2

- a. When you have a rectangular range selected, press Ctrl+. (the period key) to move the cell pointer clockwise to a corner of the selection
- b. Press Ctrl+. again to move the cell pointer to the next corner of the selection

32. Stop Excel from Converting Text With Slashes (/) or Dashes (-) to Dates

- a. Type an apostrophe ('), then type the text (i.e. '6/5/6) – the apostrophe won't be displayed – the cell will be formatted as Text

33. To Display the apostrophe (') Character in a Cell

- a. Type two single apostrophes (' ') in the cell – text will be automatically left-justified

34. Display Both Text and Numbers in the Same Cell

The numbers can still be used in calculations

- a. Select the cell
- b. Click Format, Cells
- c. Click the Number tab, then choose Custom

- d. Replace the current contents of the Type: box with "Text "#### (where "Text " is the text string you want placed in the cell and #### represents placeholders for the digits) then Click OK
- e. Type the number without the text in the cell, then press Enter or Tab – the text will automatically appear in the cell with the number

35. Text Wrapping Within A Cell

- a. With the cursor at the point where you want to start a new line, press Alt+Enter to produce a line break

36. Enter Today's Date in a Cell

- a. Ctrl+; (semi-colon)

37. Enter Fractions Without Converting to a Date or Decimal (i.e. 5/8 instead of 8-May or 0.63)

- a. Enter a whole number, type a space, then the fraction (i.e. 0 5/8 becomes 5/8)

38. Enter Numbers Longer Than 15 Digits (i.e. Credit Card Numbers, etc.)

- a. Excel handles only 15 digit precision, the 16th number automatically changes to a zero
- b. Type an apostrophe ('), then enter the digits to convert the cell format to text

39. To Format Individual Characters In a Cell (Text Only)

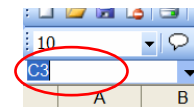
- a. Select the cell
- b. Press the F2 key (Edit Mode)
- c. Use the arrow keys to move the cursor
- d. Hold down the Shift key and use the arrow keys to select the text to be formatted
- e. Apply the format, then press Enter or Tab

40. Easy Drop-down Lists

- a. Select the cell(s) to contain the list
- b. Click Data, Validation
- c. On the Settings tab, choose List from the Allow: drop-down list
- d. Select the In-cell dropdown option
- e. In the Source: text box, type the list of items with a comma between each item
- f. Click OK

41. Create an Easily Updateable Drop-down List

- a. In an empty area of the current worksheet, or a different worksheet, type each list item in one row down one column
- b. Select the range containing the list
- c. Click in the Name box in the upper left corner
- d. Type a name for the range (use no spaces), then press the Enter key
- e. Select the cell that will contain the drop-down list
- f. Click Data, Validation
- g. On the Settings tab, choose List from the Allow: drop-down list
- h. Select the In-cell dropdown option
- i. In the Source: text box, type =RangeName (where RangeName is the name you gave the list)
- j. Click OK



42. Display a Pop-Up Message Instead of A Cell Comment

- a. The message appears on screen when the cell pointer moves into the cell
- b. Select the cell, then click Data, Validation
- c. Click the Input Message tab, if necessary

- d. Enter a title for the Pop-Up Message in the Title: text box
- e. Enter the message to be displayed in the Input message: text box, then click OK

43. Transform The Case of Text In A Cell

- a. Create a temporary formula in a blank cell and enter the appropriate formula
 - i. =PROPER(cell_ref) to convert to Proper Case text
 - ii. =LOWER(cell_ref) to convert to all lowercase text
 - iii. =UPPER(cell_ref) to convert to all uppercase text
- b. Copy the formula to other cells as necessary
- c. Select the cells containing the temporary formulas
- d. Copy the selected cells
- e. Select the cells to be transformed
- f. Click Edit, Paste Special, click Values, then click OK
- g. Delete the cells containing the temporary formulas

44. Annotate (Document) A Formula (Displays the annotation in the Formula Bar)

- a. Select the cell and type the formula as usual, but add the N function
- b. Example: =A4*.50+N(".50 computes the discount")
- c. Be sure to enclose the text in quotes

45. Quickly Open The Insert Function (Paste Function) Dialog Box

- a. Type =FunctionName (where FunctionName is the name of the function you wish to use in the formula (i.e. =VLOOKUP))
- b. Press Ctrl+A

46. Create "Greenbar" Formatting In Alternating Rows

- a. Select the rows you wish to format
- b. Click Format, Conditional Formatting...
- c. Select Formula Is from the first drop-down list in the Conditional Formatting dialog box
- d. Type =MOD(Row(),2)=0 in the text box to the right of Formula Is
- e. Click the Format button
- f. Click the Patterns tab at the top of the Format Cells dialog box, click a color swatch (lighter colors work best), then click OK

47. AutoSum from the Keyboard

- a. Press Alt+=

48. Sum Multiple Ranges At Once

- a. Select all of the ranges you wish to sum
- b. Click the AutoSum button

49. Sum Across and Down a Range At Once

- a. Select the range, including an additional column to the right of the range and an additional row below the range to be summed
- b. Click the AutoSum button

50. Excel 2003 Only: Compare Two Worksheets or Workbooks Side by Side

- a. Open the 1st worksheet or workbook
- b. Open the 2nd worksheet or workbook
- c. Select Window, New Window
- d. Select Window, Compare Side by Side
- e. Click the Synchronous Scrolling button on the Compare Side by Side toolbar to scroll both views simultaneously
- f. Click Window, Arrange..., then click Vertical or Horizontal to change the arrangement of the two windows as you wish