

Microsoft Excel

Tips & Tricks – Basic Level

FREE FROM JN SOFTWARE CONSULTING

www.jnsoftware.ca

To use the Office Assistant

- Click on the **Help** menu and select **Show the Office Assistant** from the sub-menu.
- To display the tip offering advice, click on the Office Assistant.
- To activate **Tip of the Day**, right click your mouse on top of the **Office Assistant** and select **Options**.
- Click on the **Options** tab, and select the **Show the Tip of the Day at startup** checkbox.

To create a new Workbook using a template:

- From the main menu, choose **File > New**.
- Click on the **On my computer...** link in the **New Workbook Pane** to display the **Templates** dialog box.
- Click on the **Spreadsheet Solutions** tab from the **Templates** dialog box.
- Select a template and click **OK**.
- You can create a new Workbook using the default template by clicking on the **Workbook** icon located within the **General** tab.

To move from cell-to-cell within a selected range:

- Press **Tab** to move one cell to the right.
- Press **Shift+Tab** to move one cell to the left.
- Press **Enter** to move one cell down.
- Press **Shift+Enter** to move one cell up.

To compare two Workbooks side-by-side:

- Open a Workbook, and then open a second Workbook by selecting it from the **File** menu.
- From the main menu, select **Window > Compare side by side with** (the Workbook file name).
- If you want both Workbooks to scroll down simultaneously, select the **Synchronous Scrolling** button on the **Compare side by side** toolbar.
- You can test it out by scrolling the Workbooks up and down. You will see that both Workbooks now move up and down in synch.
- You can turn off the side-by-side feature by selecting **Close side by side** from the **Window** menu or by clicking on the **Close side-by-side** button on the **Compare side by side**.

To customize the movement of the Active Cell:

- By default when you press the **Enter** key in Excel, the **Active Cell** will move one cell down. You can customize the movement of the Active Cell to suit your data entry needs.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **Edit** tab.
- Select the **Move selection after Enter** checkbox.
- Click on the **Direction** drop-down menu and select the direction you want.
- Click **OK**.

To fill a range of cells with the same data:

- Begin by selecting the range you want to fill by dragging the mouse across an area of cells.
- Type the information that you wish to fill the selected range with.
- Press the **Ctrl + Shift + Enter** key combination, and view the results.

To add items to AutoCorrect:

- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **AutoCorrect** tab, enter the incorrect entry in the **Replace** box, and enter the correct entry in the **With** box.
- Click on the **Add** button to add the entry to the AutoCorrect list.
- Click **OK**.

To change the font:

- Begin by selecting the cell or range you want to affect.
- From the main menu, choose **Format > Cells** to display the **Format Cells** dialog box, click on the **Font** tab, select the font you want from **Font** scrolling text area, and click **OK**.
- You can also select the font you want from the **Font** drop-down menu on the **Formatting** toolbar.
- The **Ctrl + 1** key combination will also display the **Format Cells** dialog box.

To apply custom formatting:

- You can define your own formatting with **Custom Formatting**.
- From the main menu, choose **Format > Cells** to display the **Format Cells** dialog box, click on the **Number** tab, and select **Custom** from the **Category** scrolling text area.
- Select the format that most resembles the one you want (this will display the code in the **Type** text box).
- You can preview your formatting in the Sample area.
- Edit the code in the **Type** text box as required.
- Click **OK** to apply the format.

To wrap multiple lines of data in a cell:

- Begin by selecting the cell or range you want to affect.
- Right-click on the selection, choose **Format Cells** from the pop-up menu to display the **Format Cells** dialog box, and click on the **Alignment** tab.
- Select the **Wrap Text** checkbox, and click **OK**.

To align data vertically within a cell:

- Begin by selecting the cell or range you want to affect.
- Right-click on the selection, choose **Format Cells** from the pop-up menu to display the **Format Cells** dialog box, and click on the **Alignment** tab.
- Select the alignment you want from the **Vertical** drop-down menu, and click **OK**.

To change the style and color of Borders:

- Begin by selecting the cell or range that contains a border style.
- From the main menu, choose **Format > Cells** to display the **Format Cells** dialog box, and click on the **Border** tab.
- Select the location of the border(s) you want from the **Border** area.
- Select the style you want from the **Line Style** area.
- Select the color you want from the **Line Color** drop-down palette.
- Click **OK** to apply the border and line style.

To use AutoFormat:

- You can apply one of the pre-defined Excel table styles to your table of information.
- Begin by clicking on a cell inside the table you want to.
- From the main menu, choose **Format > AutoFormat**.
- Select the table style you want, and click **OK**.
- You can also customize the table style by clicking on the **Options** button and de-selecting some of the formats for the table style.

To copy data over several cells:

- Begin by selecting the cell or range you want.
- Place the mouse over the small square at the bottom-right corner of the selected cell or range.
- Your mouse pointer will now appear as a bold plus (+) sign.
- Drag in any direction and release the mouse button when you have reached the last cell in your target selection.
- View the results.

To name cells or ranges:

- Begin by selecting the cell or range you want to name.
- From the main menu, choose **Insert > Name > Define** to display the **Define Name** dialog box.
- Enter the name you want, click on the **Add** button to add the name.
- Click **OK**.

To replace text or numbers:

- From the main menu, choose **Edit > Find** to display the **Find and Replace** dialog box.
- Click on the **Replace** tab.
- Enter the text or numbers you want to search for in the **Find what** text box, and enter the replacement text or numbers in the **Replace with** text box.
- You can click on the **Options** button add choose from various options to narrow your search and replace.
- Click **Replace All** or **Replace** to replace.
- Click **Close** to exit the dialog box.

All trademarks acknowledged - Copyright JN Software Consulting,
378 Kennedy Road, Scarborough, Ontario, M1K 2A5,
Tel: 416-264-6247 - jneuhold@jnsoftware.ca - Internet: <http://www.jnsoftware.ca>

JNSOFTWARE.CA - Helping You Click the Pieces Together...