

# Microsoft Excel

## Tips & Tricks - Intermediate Level

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### To Add commands to a toolbar

- Begin by displaying the toolbar you want to customize.
- From the main menu, choose **Tools > Customize**, click on the **Commands** tab, and select a Category from the **Categories** scrolling box.
- From the **Commands** scrolling box, find the command you want to add, and drag the command onto the toolbar you want to affect.
- Your customized[0] toolbar should now display the command you just added.

### To create a new style

- You can create a new style based on the formatting of an existing cell. Once a style is created, you can use it repeatedly.
- Begin by selecting the cell containing the formatting you want.
- From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Type a name into the **Style name** dropdown list box, and click on the **Add** button. Click **OK**.

### To apply a style

- Begin by selecting the cell(s) you want to affect.
- From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Click on the **Style name** down arrow, and select the style you want. Click **OK**.

### To use conditional formatting

- Begin by selecting the cell or range you want to affect.
- From the main menu, choose **Format > Conditional Formatting** to display the **Conditional Formatting** dialog box.
- Enter the condition in the **Condition** area (conditions can be defined based on the cell value or formula).
- Click on the **Format** button to display the **Format Cells** dialog box. Specify the formatting you want, and click **OK** to return to the **Conditional Formatting** dialog box. (A sample of the formatting appears in the preview box).
- Click **OK** to apply conditional formatting.

### To find cells with conditional formatting

- To find cells with specific conditional formatting, begin by selecting the cell with the conditional formatting you want to find.
- From the main menu, choose **Edit > Go To** to display the **Go To** dialog box.
- Click on the **Special** button to display the **Go To Special** dialog box.
- Select the **Conditional formats** radio button, and select the **Same** radio button below **Data validation**.
- Click **OK** to highlight the cells with the specified conditional formatting.

### To hide columns

- Begin by selecting the column(s) you want to hide.
- From the main menu, choose **Format > Column > Hide**.

### To create a custom list series

- With Excel, you can create a custom list series for future use.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box, and click on the **Custom Lists** tab.
- Select **NEW LIST** from the **Custom lists** text area, enter the list entries into the **List entries** text area, and click **Add** to add the series.
- Alternatively, enter a range in the **Import list from cells** text box, and click **Import** to import an existing series. Click **OK**.

### To use the Formula Error Checker

- Begin by selecting the Worksheet you want to check.
- From the main menu, choose **Tools > Error Checking**.
- Resolve the error by selecting a corrective action (**Update Formula to Include Cells** is the corrective action in the above example), or by ignoring the error. Click **Next**.
- Continue until the error check is complete message appears.

**To add a watch to all the cells with formulas**

- From the main menu, choose **Edit > Go To** to display the **Go To** dialog box, click on the **Special** button to display the **Go To Special** dialog box.
- Select the **Formulas** radio button, and click **OK** to select all cells with formulas.
- From the main menu, choose **Tools > Formula Auditing > Show Watch Window** to display the Watch Window.
- Click **Add Watch** to display the **Add Watch** dialog, and click **Add**.

**To create an Excel database**

- Begin by opening a new Workbook, and create a list.
- Enter the **field names** of your database in the top row of the Worksheet.
- Enter the corresponding data for the first record in the second row.
- Press the **Enter** key at the end of each record to begin the next record.
- Continue until you have finished entering all the records.

**To create an assigned list**

- Begin by selecting any cell within the range of cells you wish to convert into a list.
- Right-click to display the pop-up menu, and select **Create List** from the list of options.
- In the displayed **Create List** dialog box, verify that the selected cell range is correct, and check the **My list has headers** box if you want to use headers. Click **OK**.
- You can convert an assigned list back to a cell range by right-clicking on the list, and selecting **List > Convert to Range** from the displayed menu.

**To filter data with Autofilter**

- Begin by clicking on any cell within the database.
- From the main menu, choose **Data > Filter > AutoFilter** to display dropdown controls next to each field name.
- Click on any of the dropdown controls to select a filter to that particular field.

**To use the Top 10 AutoFilter**

- Begin by clicking on any cell within the database.
- From the main menu, choose **Data > Filter > AutoFilter** to display dropdown controls next to each field name.
- Click on the dropdown control you want to filter, and choose **Top 10** to display the **Top 10 AutoFilter** dialog box.
- Select **Top** or **Bottom** from the first dropdown list.
- Select **Items** or **Percent** from the third dropdown list.
- Adjust the spin box to specify the number (1 to 500) of items or percentage you want. Click **OK**.

**To create Subtotals**

- Begin by grouping the rows you want to subtotal together using the **Sort** command.
- From the main menu, choose **Data > Subtotals** to display the **Subtotal** dialog box.
- Select the column that contains your subtotal groups from the **At each change in** dropdown list.
- Select the calculation you want to perform from the **Use function** dropdown list.
- Select the column(s) you want to calculate by checking the checkboxes in the **Add subtotals to list** box.
- Select the **Replace current subtotals** checkbox to replace any existing subtotals.
- Select the **Page break between groups** checkbox to insert a page break between each group.
- The subtotal and grand totals appear at the end of the data group by default. If you want to show them before the data group, deselect the **Summary below data** checkbox. Click **OK**.

**To link data from Microsoft Word**

- Begin by copying the Microsoft Word data you want to link to.
- From Excel, select the cell where you want to paste the copied data.
- From the main menu, choose **Edit > Paste Special** to display the **Paste Special** dialog box.
- Select the **Paste link** radio button.
- Select a format from the **As** list box.
- Click **OK**.

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