



NEDARC Workshop — Getting around in Excel

A major portion of these Excel tools come from Joseph Rubin’s book, “The Ultimate Excel Tip Help Guide” (www.exceltip.com). Both the book and the website are a great resource for Excel tips and solutions.

Keyboard Shortcuts

Basic Shortcuts/Used Most Frequently

<Ctrl+C>	Copy
<Ctrl+V>	Paste
<Ctrl+X>	Cut
<Ctrl+Z>	Undo
<Ctrl+Y>	Redo
<Ctrl+S>	Save
<Ctrl+P>	Print
<Ctrl+A>	Select All
<ESC>	Unselect a “Selected” Cell or Cells

Rows or Columns

<Ctrl + plus key on keypad>	Open the “Insert” Box (Insert Rows or Columns)
<Ctrl + minus key on keypad>	Open the “Delete” Box (Delete Rows or Columns)
<Ctrl+9>	Select a row(s), then use this shortcut to hide the row(s).
<Ctrl+Shift+9>	Select the rows above & below the hidden row(s), then use this shortcut to unhide a row(s).
<Ctrl+0>	Select a column(s), then use this shortcut to hide the column(s).
<Ctrl+Shift+0>	Select the column(s) to the left and to the right of the hidden column(s), then use this shortcut to unhide the column(s).

Spreadsheet Navigation

<Ctrl+Home>	Move to the First Cell in Your Worksheet (the Top)
<Ctrl+End>	Move to the Last Cell in Your Worksheet (the End)
<Ctrl+Page Down>	Cycles to the Next Worksheet in Your Workbook.
<Ctrl+Page Up>	Cycles to the Previous Worksheet in Your Workbook.
<Ctrl+Down Arrow>	Moves to the Last Filled Cell in a Range (Vertically Down)
<Ctrl+Up Arrow>	Moves to the Last Filled Cell in a Range (Vertically Up)
<Ctrl+Right Arrow>	Moves to the Last Filled Cell in a Range (Horizontally Right)
<Ctrl+Left Arrow>	Moves to the Last Filled Cell in a Range (Horizontally Left)

Selecting Cells and Ranges of Cells

- <Ctrl+Shift+Down Arrow> Selects the Current Cell, Down to the End of the Last Filled Cell in a Range
- <Ctrl+Shift+Up Arrow> Selects the Current Cell, Up to the End of the Last Filled Cell in a Range
- <Ctrl+Shift+Right Arrow> Selects the Current Cell, Across Right to the End of the Last Filled Cell in a Range
- <Ctrl+Shift+Left Arrow> Selects the Current Cell, Across Left to the End of the Last Filled Cell in a Range

Note: These can be used in combinations to select down and across (for example).

- <Ctrl+Clicking on Cells> Selects Individual Cells Each Time You <Ctrl+Click>

Shortcuts to Open Frequently Used Option Boxes

- <Ctrl+I> Open the "Format Cells" Box
- <Shift+F3> Open the "Insert Function" Box

Mouse Shortcuts

- <Ctrl + Mouse Wheel Forward or Backward> Increases or Decreases the Magnification of the Screen
- <Right Mouse Button Click> This is an invaluable tool in pretty much any Windows program. If you right click on a cell, object, or word you will be presented with a menu of options for that cell, object, word, etc. *A majority of the keyboard shortcuts shown above are also available in the drop down menu available from a right mouse button click.*

Best Practices

Always store a copy of the original Excel file before formatting or changing information in your worksheet. You can do this by simply opening the worksheet and choosing "File > Save As" from the menu bar. Give the file a new name and you will now be working on a "new" copy of the original Excel file.

Excel Worksheet Structure

Remember that each row in an Excel file represents an individual record and every column a field and value for that record. For Example (as seen below): Each record (rows) contains the fields with values (columns) for county, no. of runs, etc. Below is an example of a crash data set.

Field Titles

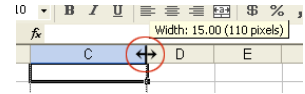
NEDARC 2001 Crash Data By County									
	Total Crashes			Injury Crashes			Fatal Crashes		
County	No. of Crashes	Rate per MVMT	Rate per 10,000 Population	No. of Crashes	Rate per 10 MVMT	Rate per 10,000 Population	No. of Crashes	Rate per 100 MVMT	Rate per 10,000 Population
Armond	278	1.0	240.48	113	4.08	97.75	9	3.25	7.79
Batch	386	2.0	266.89	109	5.62	75.36	7	3.61	4.84
Bor Bor	2,052	2.6	216.88	642	8.09	67.85	5	0.63	0.53

Individual Records

Individual Values for Each "Field" of the record.

Sizing Rows & Columns

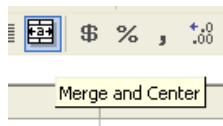
To change the width or height of a column or a row, place your cursor on the line between the row or the column. When the cursor changes to a line with double arrows, simply drag the column or row to your desired size.



Another handy tip when sizing multiple cells is to select all of the desired columns or rows and then simply size any of the selected columns/rows (using the technique above) which will size all of the selected columns/rows to the same width/height.

You can also set the exact size of a row or column, by selecting the column or row (you can also select multiple columns/rows) and then "right-clicking" on the selected row or column and selecting "row height" or "column width" and entering the desired width. The width/height is measured in "point" sizes. The chart to the right shows equivalent conversions for points to inches or pixels.

Inches	Points	Pixels
.25	18	24
.5	36	48
1	72	96
1.5	108	144
2	144	192



Merge Cells

To merge cells simply highlight the cells you would like to merge together and select the "merge cells" icon from the toolbar. This will merge the selected cells and automatically center the information in the cells. You can also find "Merge cells" in the "Format Cells" options box under the "Alignment Tab."

Sorting Data

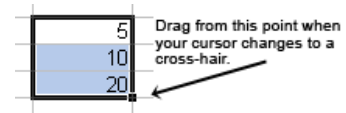
To sort your data, select the range of cells to be sorted (be sure to keep all the pieces of the individual records intact), select "Data > Sort" from the menu bar and fill in the appropriate options.

Automatic Series

The following is taking from Anne Tompkins, at the University of Utah, Information Technology Services, Training Department. She wrote it too well to try and re-write it.

To Drag-Fill a series:

1. Enter the first item in the series and press Enter to accept it into the cell.
2. Make sure that the cell or correct range of cells is still selected.
3. Place the mouse on top of the little black box on the lower righthand corner of the selected cell or range of cells.
4. Make sure that the mouse changes to a small, skinny, black cross.



5. Click and drag in the direction in which you want the series to be created.
6. If the cells in the direction you are dragging are NOT outlined before you let go, you probably haven't dragged far enough.

Types of Automatic Series of Data

1. Excel recognizes a bunch of series, including:
 - days of the week
 - months
 - dates
 - quarters (1st, 2nd, 3rd, 4th)
 - text plus incrementing numbers (e.g., Product 1, Product 2, etc., or 2000 May, 2001 May, 2002 May, etc.)
2. You can create the series in any contiguous (adjacent and not diagonal) direction in relation to the original cell.
3. Excel will recognize days, months, and quarter ("qtr") as 3-letter abbreviations as well.

Ex. You could enter either September or Sep and it would continue the series as complete words or abbreviations, whichever you used.

- Excel will also continue the series in the same case (upper, lower, proper) as the original cell.

Ex. If you start the series with SEP, the series will be in ALL CAPS and 3-letter abbreviations.

- The one exception to this is if you are using ordinal numbers (1st, 2nd, 3rd, etc.).
 - Excel knows that the st, nd, rd, and th should not be in CAPS, so it will switch those characters to lower case in the rest of the series, without changing the original cell.
 - That is, this is how the series would look:
1ST QTR 2nd QTR 3rd QTR 4th QTR

4. You can begin the series anywhere in the middle, and Excel will still recognize it as a series, and continue the series from that point.

Ex. If you start with Wednesday, Excel will know that Thursday is the next in the series.

5. Once Excel gets to the end of a finite series (such as the days of the week), it will automatically start over at the beginning.

Great Fill Series Trick:

Start your series, select the cells that indicate the series and "double click" on the cross-hair icon in the bottom right corner. The series will automatically fill all the way to the end of the last filled cell in a row or a column.

Formulas

Enter a Quick Formula

In the formula bar type the equal sign (=), type the calculation, and then hit the enter key, for example "=10+9 + ENTER" yields 19.

Toggle a Cell Reference to an Absolute Reference or a Relative Reference

Highlight the cell reference in the formula bar and push the <F4> key until you achieve your desired result. See chart below:

- = \$C\$3 (Absolute Column and Cell)
- = C\$3 (Relative Column, Absolute Row)
- = \$C3 (Absolute Column, Relative Row)
- = C3 (Relative Column, Relative Row)

Menu Items

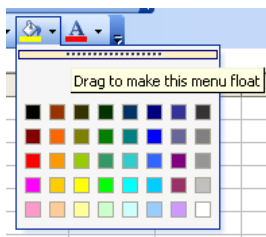
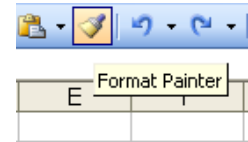
Paste Special

Comes in very handy when you would like to copy cells and paste them into a new worksheet with or without specific attributes (for example, if you choose paste "values" you will only paste the actual computed value of a cell and not the formula).

Layout Tips

Format Painter

A very slick tool to quickly copy the "formatting" of one cell to another. Double click this icon to repeatedly apply the same formatting to multiple cells.



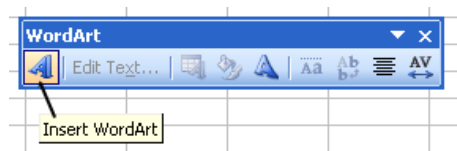
Float Menus/Palettes

You can "detach" a drop down palette to make it float in its own box by grabbing the float menu bar and dragging the palette to a new location. Very handy for palettes that you use frequently.

Adding a Watermark

Adding a watermark to an Excel document and become very handy if the data you are sharing is "confidential" or simply a "draft" of a final presentation. To add a watermark follow these simple steps (see Joseph Rubin's book, "The Ultimate Excel Tip Help Guide," p. 286):

1. Select one of the toolbars, right-click, and select the WordArt toolbar from the shortcut.
2. On the WordArt toolbar, click the Insert WordArt icon.



3. From the WordArt Gallery, select any example, and then click OK.
4. In the WordArt Edit Text dialog box, type "Confidential", select the font and size, and then click OK.
5. Right-click the WordArt, select Format WordArt from the shortcut menu, and then select the Colors and Lines tab.
6. In Fill, select No Fill from the Color dropdown list.
7. In Line, select a color that is not too light from the Color dropdown list, and then click OK.
8. Right-click, select Order from the shortcut menu, and then Send to Back.
9. Adjust the object's size and location to suit the sheet.