

Cad Training Centre
Knowledge Tree PLT

15

**Tips that can help you
to speed up your Excel**

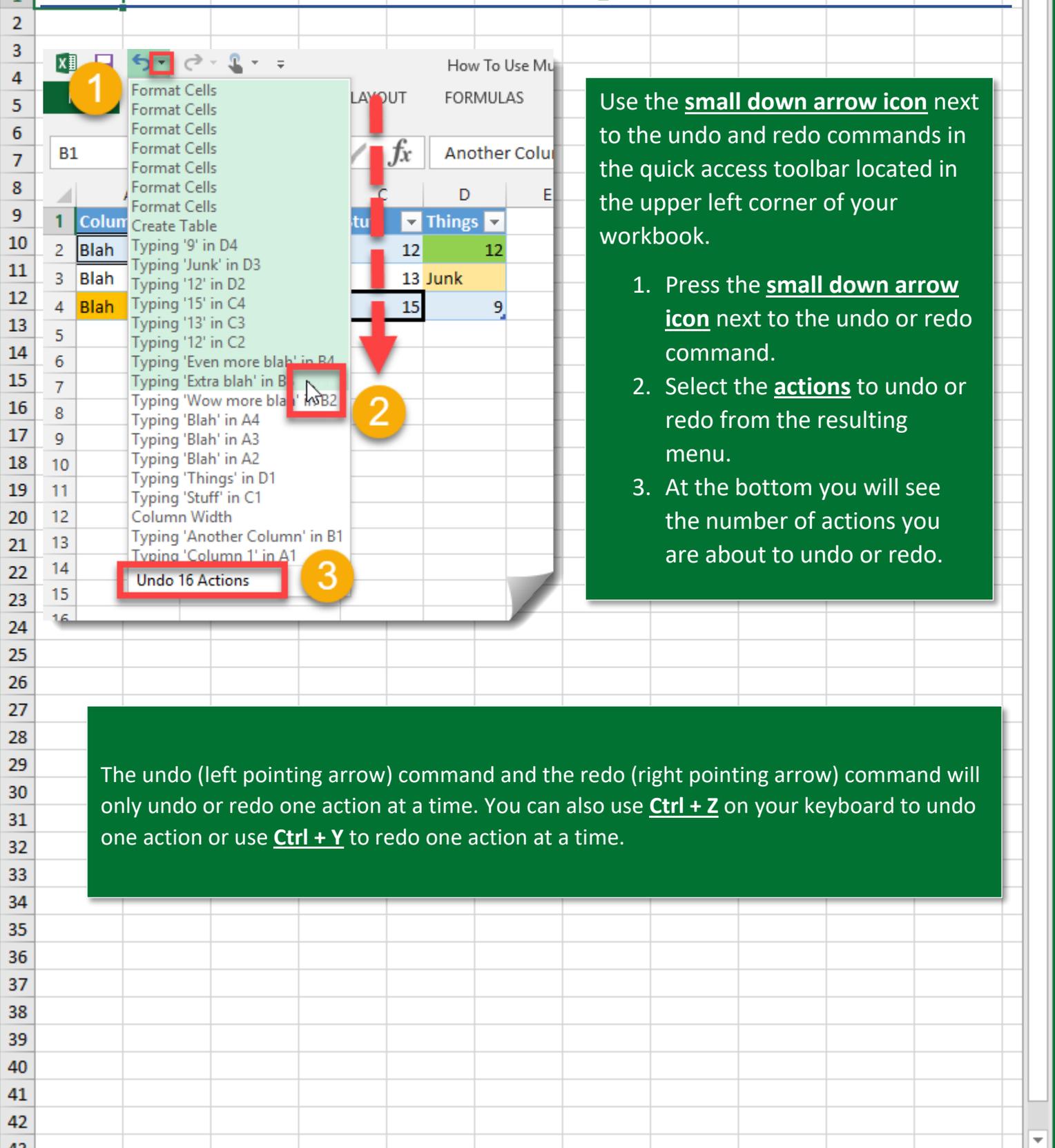


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How To Excel

Undo or Redo Multiple Actions



Use the **small down arrow icon** next to the undo and redo commands in the quick access toolbar located in the upper left corner of your workbook.

1. Press the **small down arrow icon** next to the undo or redo command.
2. Select the **actions** to undo or redo from the resulting menu.
3. At the bottom you will see the number of actions you are about to undo or redo.

The undo (left pointing arrow) command and the redo (right pointing arrow) command will only undo or redo one action at a time. You can also use **Ctrl + Z** on your keyboard to undo one action or use **Ctrl + Y** to redo one action at a time.



How To Excel

Change a Comment Box Shape and Format

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'INSERT', and the 'Illustrations' group is expanded to show 'Shapes'. A comment box with a yellow background and a red border is selected, and a new shape (a blue ribbon) is being applied to it. A mouse cursor is shown hovering over the shape options. The comment text is 'John: What a boring comment!' and 'Wow, this comment is way more exciting!'.

You can insert a comment into a cell by **right clicking** on a cell and selecting **Insert Comment** from the menu.

To change the shape from the boring rectangle to something more exciting:

1. Hover the mouse over the edge of the comment until you see the cursor change to a 4 way cross with arrows at the ends. **Left click** with the mouse.
2. Go to the **Insert** tab in the ribbon.
3. In the Illustrations section, press the **small Shapes icon**.
4. From the drop down menu **select your new shape** for the comment box.

Change the colour and other formats by **right clicking on the edge** and selecting **Format Comment**.



How To Excel

Change the Default Number of Sheets in a Workbook

The screenshot shows the Excel Options dialog box with the following settings:

- User Interface options:**
 - Show Mini Toolbar on selection
 - Show Quick Analysis options on selection
 - Enable Live Preview
 - ScreenTip style: Show feature descriptions in ScreenTips
- When creating new workbooks:**
 - Use this as the default font: Body Font
 - Font size: 11
 - Default view for new sheets: Normal View
 - Include this many sheets: 1
- Personalize your copy of Microsoft Office:** (No options visible)

Change the default number of sheets in a new workbook.

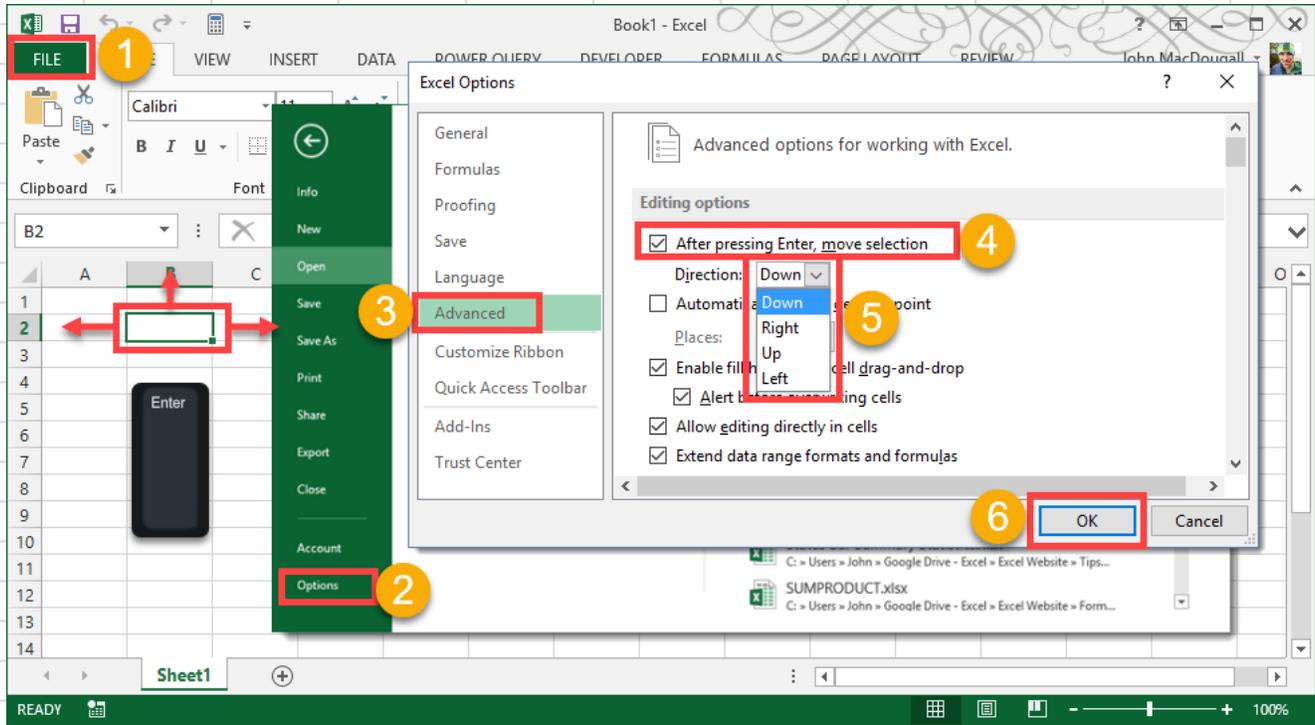
1. Go to the **File** tab.
2. Select **Options** from the menu.
3. Select **General** from the Excel Options window.
4. Change the number of sheets in the **Include this many sheets** field to your preference using the Up or Down arrows.
5. Press the **OK** button.

Next time you open Excel, you'll see this number of sheets. I like to set this to 1 as you can always easily add sheets using the small plus icon to the right of your sheet tabs.



How To Excel

Change What Happens When You Press Enter



By default the active cell cursor will move down one cell after pressing Enter. But you can change this! You can also have it go up, left, right or not move at all if you want. I prefer the active cell cursor to stay on the cell I just finished typing in as this makes it easier to copy and paste what you just finished entering.

Change the default setting.

1. Go to the **File** tab.
2. Select **Options** from the menu.
3. In the Options window select **Advanced**.
4. Under the Editing options uncheck the **After pressing Enter** box if you want the active cell cursor not to move after pressing enter.
5. Select a **Direction** if you want the active cell cursor to move a direction other than Down after pressing enter.
6. Press the **OK** button.



How To Excel

Get the Unique Items from a List

Name	Date	Sale Amount
Diana Battle	2016-01-12	\$472
Blythe Henderson	2016-01-27	\$265
Barclay Robles	2016-02-04	\$1,143
Ella Reid	2016-02-07	\$528
Rhonda Hoover	2016-02-07	\$235
Rhonda Hoover	2016-02-29	\$330
Kelsie Burns	2016-03-03	\$1,481
Kelsie Burns	2016-03-13	\$996
Barclay Robles	2016-03-20	\$630
Felicia Medina	2016-04-03	\$640
Ella Reid	2016-04-04	\$1,040
May Norton	2016-04-05	\$1,202
Barclay Robles	2016-04-10	\$1,206
May Norton	2016-04-24	\$1,459

Do you have a list of items with duplicate values and you want to quickly get a list of the unique values? Then use **advanced filters**.

1. Go to the **Data** tab.
2. Click the **Advanced** button found under the Sort & Filter section.
3. Select **Copy to another location**.
4. Select the range of values in the **List range** input which you'd like to see a unique list from.
5. Select the cell in the **Copy to input** where you want the values to appear. Make sure there is enough room below this cell as the list starts at this cell and goes down.
6. Make sure the **Unique records only** box is checked.
7. Press the **OK** button.

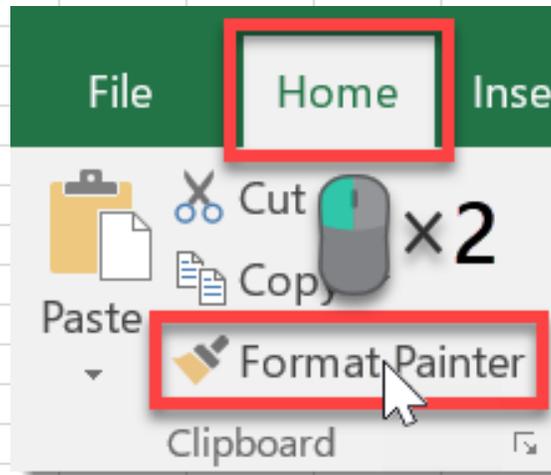


How To Excel

Unlimited Format Painter With Double Click

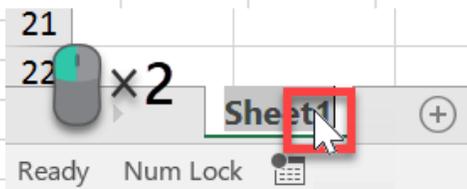
Unlimited Format Painter: When you click the format painter you will be able to use it once, but if you double click it then you will be able to use it an unlimited number of times until you click the button again to turn it off.

1. **Highlight** the area you would like to copy the format of.
2. Go to the **Home** tab and in the clipboard section double left click the **Format Painter** button.
3. Now single **left click** anywhere you would like to copy the format.



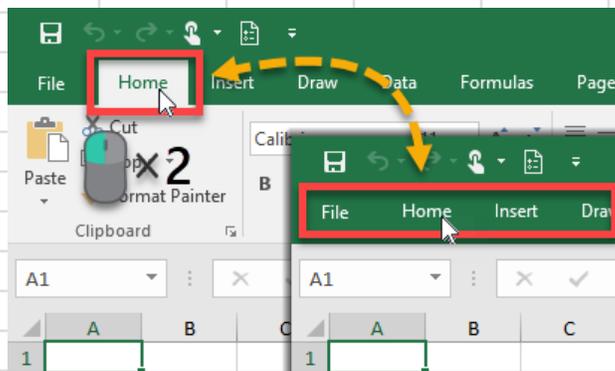
Easily Rename a Worksheet

Easily Rename a Sheet: Place your mouse cursor over the sheet you want to rename and double left click. Now type the name you want to change it to.



Hide the Ribbon With a Double Click

Toggle the Ribbon: Need extra space to view your spreadsheet work area? Double left click any tab on the ribbon to toggle the ribbon on and off.





How To Excel

Show Pivot Table Data

Show Pivot Table Data: This trick will quickly let you see the data behind a pivot table. Select a cell inside a pivot table and double left click. This will create a new sheet with all the data that makes up the value seen in the pivot table that you clicked on.

Row Labels	Sum of Total Sale Amount
Frances Warren	\$42,702
Diane Gonzalez	\$51,004
Randy Watson	\$67,112
Patrick Graham	\$90,883
Sara Snyder	\$132,725
Grand Total	\$384,426

Representative	Location	Region	Customer	Order Date	Item	Quantity	Price	Amount
Diane Gonzalez	California	West	Dennis Fields	2016-11-28	Junk	9	5.95	53.55
Diane Gonzalez	Oregon	West	Teresa Fisher	2016-12-22	Widgets	1	53.2	53.2
Diane Gonzalez	Oregon	West	Teresa Payne	2016-12-16	Junk	10	5.95	59.5
Diane Gonzalez	Nevada	West	Laura Lewis	2016-04-15	Junk	9	5.95	53.55
Diane Gonzalez	Nevada	West	Doris Diaz	2016-11-14	Junk	9	5.95	53.55
Diane Gonzalez	California	West	Nicholas Nguyen	2016-12-12	Widgets	3	53.2	159.6

Navigate Your Data With a Double Click

Representative	Location	Order Date	Item	Total Sale Amount
Sara Snyder	New York	2016-05-14	Junk	\$77.35
Sara Snyder	Massachusetts	2016-06-04	Stuff	\$81.50
Sara Snyder	New York	2016-05-03	Junk	\$53.55
Sara Snyder	New Jersey	2016-02-03	Things	\$53.55
Frances Warren	Massachusetts	2016-01-03	Things	\$17.85
Patrick Graham	California	2016-06-22	Stuff	\$81.50

Navigate Your Data: If you have a large set of data and need to quickly navigate to the end of it you can double left click on any edge of the active cell cursor and you will be taken to the end of your data in that direction.



Your mouse cursor will look like a cross while on the edge of the active cell.



How To Excel

Copy a Formula or Data With a Double Click

Copy Down a Formula or Data: To easily copy down a formula, place your cursor over the lower right most corner of the active cell. The mouse cursor should turn to a black plus sign \oplus , now double left click and the formulas will copy down to the end of your data.

	B	C	D	E
1				Total Sale
2				Amount
3				\$77.35
4				\$81.50
5				\$53.55
6				\$53.55

	B	C	D	E
1	Item	Quantity	Price	Total Sale
2	Junk	13	\$5.95	\$77.35
3	Stuff	5	\$16.30	
4	Junk	9	\$5.95	
5	Things	3	\$17.80	

Navigate Through Your Sheets

Activate

Activate:

- Sheet1
- Sheet2
- Sheet3

OK Cancel

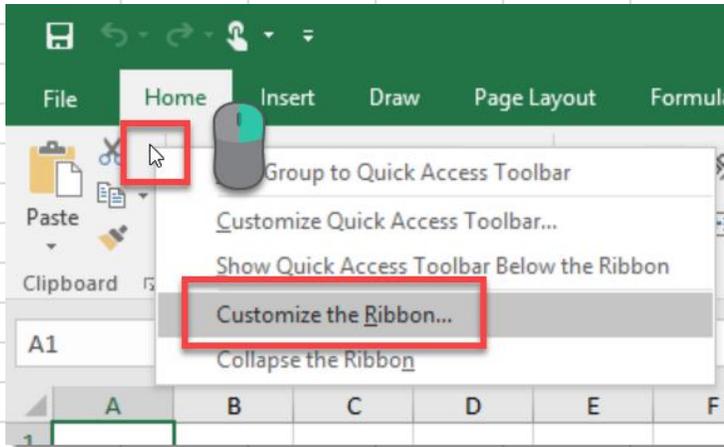
Navigate Through Your Sheets:

If you have a lot of sheets in your workbook the best way to navigate to a particular sheet is to right click the arrows in the lower left area of your workbook. This will bring up a window with a list of all the sheets in the workbook and allow you to select one to navigate to.



How To Excel

Customise Your Ribbon



Customise Your Ribbon: Right click anywhere in the ribbon and select **Customize the Ribbon**. You'll be able to add/delete/move groups and tabs and add actions to ribbon that are not otherwise available.

There are a lot of commands you can add that are not available through the default ribbon or a shortcut.

- Try adding a Calculator, Camera or Form

Current Age Formula

=TEXT((NOW()-DoB),"yy ""years"" m ""months and"" d ""days""")		
B	C	D
Birthdate	Age	
1980-01-01	37 years 4 months and 14 days	

Use this formula to get a person's current age based on the their birth date.

=TEXT((NOW()-DoB),"yy ""years"" m ""months and"" d ""days""")

- Where DoB is the person's date of birth.
- NOW() is a formula without any arguments that returns the current date. Use a date instead of NOW() in this formula instead to calculate the age at a given date and not just the person's current age.



How To Excel

Add, Copy and Rename a Sheet

Hold Ctrl then click and drag then release a sheet to copy it!



Making a copy of a sheet the hard way:

Right click on the sheet you want to copy, then select Move or Copy, then select the location you want to copy it to, then check the Create a copy box and press OK.

Making a copy of a sheet the EASY way:

Hold **Ctrl** then **left click and drag** the sheet over and release. You should see a small sheet icon with a plus sign.

Rename a sheet the EASY way:

Double left click on the sheet tab. The sheet name will be highlighted and you can start typing the new name.

Adding a new sheet the EASY way:

Click on the small circled plus sign icon to the right of your sheet tabs. You can also use the **Shift + F11** keyboard shortcut.

Add Bullet Points in Your Cells

Result	Shortcut
•	Alt + 7
■	Alt + 8
○	Alt + 9

There is no way to add bullet points into Excel from the ribbon menu, but you can still add them none the less.

- Using a keyboard with a number pad **Alt + 7**, **Alt + 8** or **Alt + 9**
- Without the number pad engage NumLock beforehand.



How To Excel

Enable Status Bar Summary Statistics

The screenshot shows an Excel spreadsheet with a table of names and salaries. A context menu is open over the status bar, and a green callout box explains the steps to enable summary statistics.

Name	Salary
Emperor	\$ 20,150,000
Darth Vader	\$ 5,576,000
Grand Moff Tarkin	\$ 2,300,000
Admiral Motti	\$ 1,337,000
General Taggi	\$ 89,000

Right click anywhere in the status bar

1. Right click on the status bar.

2. Check the items you would like to see.

3. Highlight a range of numbers and the summary statistics for that range will appear in the status bar.

The status bar at the bottom of the spreadsheet displays the following summary statistics: AVERAGE: \$5,890,400 COUNT: 5 NUMERICAL COUNT: 5 MIN: \$89,000 MAX: \$20,150,000 SUM: \$29,452,000

Here's a neat trick that will allow you to see "at-a-glance" summary statistics for any range you highlight in Excel. With this you'll be able to see a calculated average, count, minimum, maximum and sum for any range with numerical values.

1. **Right click** on the status bar.
2. **Check** the items you would like to see.
3. **Highlight a range of numbers** and the summary statistics for that range will appear in the status bar.



How To Excel

Fill a Range With Text or Formula

Select a range and enter or edit data in the active cell, then press **Ctrl + Enter** to fill the range.

Fill a range with Ctrl + Enter:

Use this trick to quickly fill a range with the same value or formula. If filling the range with a formula relative references will change accordingly.

1. Highlight the range you want to fill.
2. Type your value or formula into the active cell in the selected range.
3. Hold **Ctrl** then press **Enter**.
4. Your range will now be filled with the formula / value.

The range you highlight to fill doesn't need to be a continuous range either, you can select disjoint ranges by holding **Ctrl** when selecting the range using your mouse.



How To Excel

Enter the Current Date and Time in a Cell

Current Date: 2017-02-26

Current Time: 10:52 AM

Use **Ctrl + ;** to enter the current date or **Ctrl + Shift + ;** to enter the current time into a cell!

Use these keyboard shortcuts to enter a hardcoded date or time into a cell.

- Current Date: **Ctrl + ;**
- Current Time: **Ctrl + Shift + ;**

If you want the date or time to update when the date or time changes then use these formulas.

- Current Date: **=TODAY()**
- Current Date and Time: **=NOW()**
- Current Time Only: **=NOW()-INT(NOW())**
 - you will need to format this as a time using the **Format Cells** dialog box > Number tab > Time (**Ctrl + 1** to open the Format Cells dialog box)



How To Excel

Add a Line Break in a Cell

Press Alt + Enter

To insert a line break within a cell

Alt + Enter

Press Alt + Enter while entering or editing data to add a line break within the cell

If you want to make a large chunk of text in a cell a bit more readable add in some white space by using **Alt + Enter** to add in line breaks within the cell. This will allow you to format text into a more readable paragraph structure that people are used to seeing.

You can also add line breaks in formulas using **CHAR(10)**. Try this example:

- ="First line"&CHAR(10)&"Second line"



How To Excel

Sort Your Data from Left to Right

The screenshot shows the 'Sort' dialog box in Excel. The 'Options...' button is highlighted with a red box and a yellow circle with the number 1. The 'Sort by' dropdown is set to 'Row 1' and is highlighted with a red box and a yellow circle with the number 4. The 'Sort Options' sub-dialog is open, showing 'Sort left to right' selected with a radio button, highlighted with a red box and a yellow circle with the number 2. The 'OK' button in the 'Sort Options' sub-dialog is highlighted with a red box and a yellow circle with the number 3. The 'OK' button in the main 'Sort' dialog is highlighted with a red box and a yellow circle with the number 5.

Most of the time your data will go from top to bottom where each data field is in a separate column. However, if your data goes from left to right with each data field in a separate row you can still sort your data! From the **Data** tab press the **Sort** button.

1. Press the **Options** button.
2. Select **Sort left to right**.
3. Press the **OK** button.
4. Select your **sort options**.
5. Press the **OK** button.

Your data will be sorted left to right!



How To Excel

Create Multiple Named Cells Based on Labels

Using named ranges for certain key input values in your spreadsheet can make writing formulas easier and make reading and understanding them easier as well. If they're all lined up, Excel will even do the naming work for you so you don't have to name them individually!

The screenshot shows the Excel interface with the 'Formulas' tab selected. The ribbon includes 'Formulas', 'PAGE LAYOUT', 'VIEW', 'DATA', 'REVIEW', and 'DEVELOPER'. The 'Formulas' ribbon has 'Define Name', 'Use in Formula', and 'Create from Selection' options. The 'Create from Selection' dialog box is open, showing 'Create names from values in the:' with options for 'Top row', 'Left column', 'Bottom row', and 'Right column'. The 'Left column' option is checked. The spreadsheet shows a table with labels and values:

Customer ID	123456
First Name	John
Last Name	MacDougall
City	New York
State	New York
Country	USA
Post Code	12345

Name all your input cells in one go.

1. **Select the range** of cells to name including their labels in an adjacent row or column.
2. Go to the **Formulas** tab in the ribbon.
3. Select **Create from Selection** in the Defined Names section.
4. **Check** the appropriate box, in this case **Left column** since our labels are to the left of the input cells we want to name.
5. Press the **Ok** button.

Named ranges aren't allowed to have spaces and various other characters but Excel will take care of this if your labels have any illegal characters. For example our **First Name** label will have the name defined as **First_Name**.

Bonus

**Shortcuts to speed up
things!**



How To Excel

Keyboard Shortcuts for Quick Navigation

Ctrl

Tab

Move between open Excel workbooks.

Ctrl

Page Down

Move to the next worksheet in the workbook.

Ctrl

Page Up

Move to the previous worksheet in the workbook.

Ctrl

Arrow

Move to the left, right, upper or lower most part current data region.

Ctrl

Home

Move to the upper left most cell in the worksheet.

Ctrl

End

Move to the lower right most used cell in the worksheet.

Alt

Page Down

To move one full screen to the right in the worksheet.

Alt

Page Up

To move one full screen to the left in the worksheet.

Relying on the mouse to navigate in Excel all the time can be very inefficient. Learning keyboard shortcuts can save you massive amounts of time cumulatively throughout your career using Excel, so it's a good idea and worth the effort of committing these to memory.



How To Excel

Keyboard Shortcuts for Quick Formatting

Ctrl	Shift	~	Apply general format
Ctrl	Shift	\$	Apply currency format
Ctrl	Shift	%	Apply percent format
Ctrl	Shift	^	Apply scientific format
Ctrl	Shift	#	Apply date format
Ctrl	Shift	@	Apply time format
Ctrl	Shift	!	Apply number format
Ctrl	1		Open the Format Cells dialog box
Ctrl	B		Apply or remove bold format
Ctrl	I		Apply or remove italic format
Ctrl	U		Apply or remove underline format
Ctrl	5		Apply or remove strike format

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