

Excel Quick Tips

Keyboard Shortcuts

Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Close Workbook	<Ctrl> + <W>
Help	<F7>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Go one cell right	<Tab>
Go one cell left	<Shift> + <Tab>
Go to cell A1	<Ctrl> + <Home>

Basic Tasks

- **ADDING ROWS AND COLUMNS:** Highlight the row below where you want to insert a row. Click to the left of the row number to highlight the whole row. Select Insert Sheet Rows from the Ribbon.
- **CHECKING YOUR SPELLING:** Select the Spelling tool on the Review tab of the Ribbon. Highlight the correct spelling and select Change. If the correct spelling is not listed, you can correct the spelling by editing the text in the Not in Dictionary field.
- **SETTING UP YOUR PAGE:** Select Custom Margins from the Margins tool on the Page Layout tab of the Ribbon. Excel displays the Page Setup dialog box. Use the up and/or down arrows to control each of the margins (in inches). When have finished, select OK.
- **USING THE STATUS BAR TO PERFORM CALCULATIONS:** Right click on the Status Bar to see a list of Functions that can be displayed. For this example, select **MIN** and **MAX**. Press ESC or click elsewhere in the worksheet to close the Customize Status Bar list.
- **Using the AutoComplete feature:** Begin typing the **SUM** function. As soon as you type the Equals sign and the letter S, Excel displays a possible list of matching functions. To select the **SUM** Function from the list, double-click on the **SUM** function. Excel enters the function, but you must still enter the arguments. You can simply click on multiple cells, or click and drag to select a cell range. You can also type in the cell references. Enter the final parenthesis mark to end the function. Press **ENTER** to enter the function in the cell.

Basic Tasks

- **Setting Alignment Options:** Click on the cell or highlight the cell range that you want to align. Select the type of alignment you want to use from the Alignment group tools in the Home tab of the Ribbon.
- **Using Merge:** Highlight the cell range that you want to merge. Select the Merge tool from the Home tab of the Ribbon. Select Merge & Center.
- **Removing Formatting:** Click on the cell or highlight the cell range that you want to clear. Select the Clear tool from the Home tab on the Ribbon. Select Clear Formats.

Math Basics of Excel

THE ARITHMETIC OPERATORS ARE:

- **+** **Plus Sign** – Adds values
- **-** **Minus Sign** – Subtracts values
- ***** **Asterisk** – Multiplies values
- **/** **Forward slash** – Divides values
- **%** **Percent sign** – Finds the percentage of a value
- **^** **Caret** – Exponentiation – Finds the exponential value

THE COMPARISON OPERATORS ARE:

- **=** **Equals sign** – Equates values
- **>** **Greater than** sign – Indicates that one value is greater than the other
- **<** **Less than sign** – Indicates that one value is less than the other
- **>=** **Greater than or equal to** – Indicates that one value is greater than or equal to the other
- **<=** **Less than or equal to** – Indicates that one value is less than or equal to the other
- **<>** **Not Equal** – Indicates that values are not equal

The reference operators combine a range of cells to use together in an operation.

THE REFERENCE OPERATORS ARE:

- **:** **Colon** – A Range operator that produces a reference to all of the cells between the references on either side of the colon
- **,** **Comma** – A Union operator that combines multiple range references
- **Space** – An intersection operator that returns a reference to the cells common to the ranges in the formula

Advanced Formatting Tools

- **Adding Borders:** Highlight the cell or cell range where you want to apply your border. Select the type of border you want to apply from the Borders tool on the Home tab of the Ribbon.
- **Adding Fill Color:** Highlight the cell or cell range where you want to apply your fill color. Select the color you want to apply from the Fill Color tool on the Home tab of the Ribbon.
- **Using Cell Styles:** Highlight the cell or cell range where you want to apply your style. Select the Cell Styles tool from the Home tab of the Ribbon to see the style gallery. Select the style that you want to apply. You can see a preview before you select a style.
- **Creating a new cell style.** Highlight the cell or cell range where you want to apply your style. Select the Cell Styles tool from the Home tab of the Ribbon to see the style gallery. Select New Cell Style to open the Style dialog box. Enter a name for the style in the Style Name field. Check the Style Includes boxes to indicate what formatting features the style should include. The options vary based on the active cell. Select Format to open the Format Cells dialog box. Use the Format Cells dialog box to indicate each formatting feature for the style. Select OK when you have finished indicating all of the formatting features for the style. Select OK to save your style and close the Style dialog box.
- **Changing the Theme:** Select the Page Layout tab. Select the Themes tool to see the Theme gallery. Select a theme from the Theme gallery.

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Short Cuts

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Smart Art and Objects

INSERTING SMARTART: Select the Insert tab from the Ribbon. Select SmartArt. In the Choose a SmartArt Graphic dialog box, select the category on the left. Then you select the item in the middle. The right shows a preview of the item. Select OK to insert the content.

ADDING PICTURES FROM YOUR COMPUTER: Select the Insert tab from the Ribbon. Select Picture. Navigate to the location of the file on your computer or other media and highlight the file you want to insert.

ADDING CLIP ART: Select the Insert tab from the Ribbon. Select Clip Art. In the Search for field, enter a key word about the clip art you would like to find. Select Go.

ADDING TEXT BOXES: Select the Insert tab from the Ribbon. Select Text Box. Click on the worksheet and drag the mouse to draw the text box. Begin typing to enter text into the text box.

Auditing

TRACING PRECEDENT CELLS: Select the cell that contains the formula you want to trace. Cell D18 is used in this example. Select the Formulas tab from the Ribbon. Select Trace Precedents. Excel adds a tracer arrow from each cell that provides data to the active cell.

TRACING THE DEPENDS OF A CELL: Select the cell that you want to trace. Cell D18 is used in this example. Select the Formulas tab from the Ribbon. Select Trace Dependents. Excel adds a tracer arrow to each cell that uses the active cell's data. Click the Trace Dependents tool again to see further relationships that are influenced by the active cell's contents.

DISPLAYING FORMULAS WITHIN THE SHEET: Select the Formulas tab from the Ribbon. Select Show Formulas. Excel expands the cells as necessary and displays all the worksheet's formulas in their cells.

ADD A COMMENT: Select the cell where you want to add a comment. Select the Review tab from the Ribbon. Select New Comment. Begin typing your comment.

SHOW OR HIDE COMMENTS: Select the cell with the comment. Select Show/Hide Comment or Show All Comments.

EDIT A COMMENT: Select the cell with the comment. Select Edit Comment.

REMOVE A COMMENT: Select the cell with the comment. Select Delete.

Excel Quick Tips

THE PARTS OF A STANDARD CHART

- The **Chart** area includes all other parts of the chart that appear inside the chart window.
- A **data marker** represents a single value in the worksheet. Depending on the type of chart, this may be a bar, a pie slice, or another shape or pattern.
- A group of related values make up the **chart data series**. Charts usually have more than one data series, except pie charts, which only represents one data series.
- An **axis** is a reference line for plotting data. A two-dimensional chart has an X-axis and a y-axis. For many charts, the label is on the X-axis and the values are on the y-axis. Three dimensional charts also have a Z-axis. A pie chart does not have an axis of any type.
- A **tick mark** intersects an axis as a small line. It may have a label and can indicate a category, scale, or chart data series.
- The **Plot area** includes all axes and data point markers.
- **Gridlines** can make it easier to view data values by extending tick marks across the whole plot area.
- You can add **chart text** to include a label or title. The chart text can be attached to the chart or axis, which cannot be moved independently of the chart. Unattached text is a text box simply shown with the chart.
- The **legend** defines the patterns, colors, or symbols used in the data markers.

Understanding Formula Errors

- **Start every function with the equal sign (=):** Excel will display the formula contents as text or a date if you do not use the equal sign.
- **Match all open and close parentheses:** Every parenthesis needs a pair. Parenthesis must be in the correct position for the formula to work correctly.
- **Use a colon to indicate a range:** When working with a range of cells, you must use a colon between the first and last cell reference.
- **Enter all required arguments:** Some functions require arguments and some do not. If the function requires arguments, make sure you have the right number.
- **Enter the correct type of arguments:** For functions that require arguments, make sure you have the right ones.
- **Nest no more than 64 functions:** The top limit of nested functions, or functions within a function, is 64.
- **Enclose other sheet names in single quotation marks:** If your worksheet names contain non-alphabetical characters, you must enclose the sheet name within single quotation marks when using the name in a formula.
- **Place an exclamation point (!) after a worksheet name when you refer to it in a formula:** If you are using a worksheet name in a formula, the name must be followed by an exclamation point.
- **Include the path to external workbooks:** If you are referencing cells from another workbook, make sure the formula includes both the workbook name and the path to the workbook.
- **Enter numbers without formatting:** Excel treats commas as separator characters. Format the formula result after you enter the numbers in the formula.
- **Avoid dividing by zero:** If you divide a cell by another that is zero or no value can result in a #DIV/0! Error.