

Excel Tips and Tricks

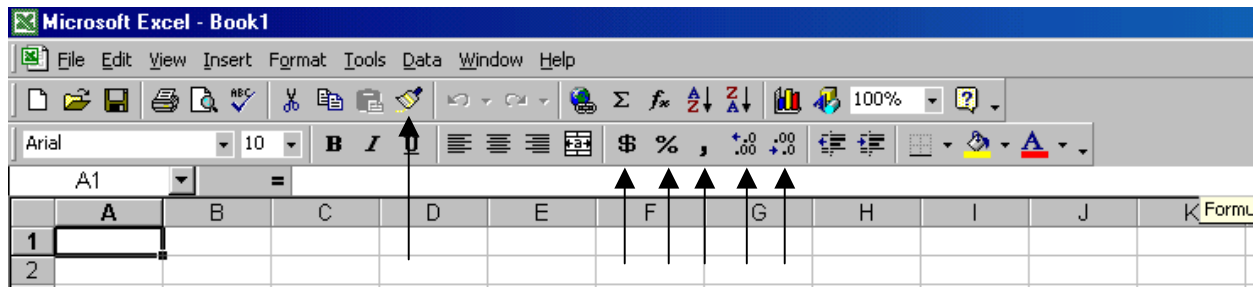
Selecting/Highlighting, Moving and Filling

In Excel, there are three different cursor appearances, and you can do different things with each one.

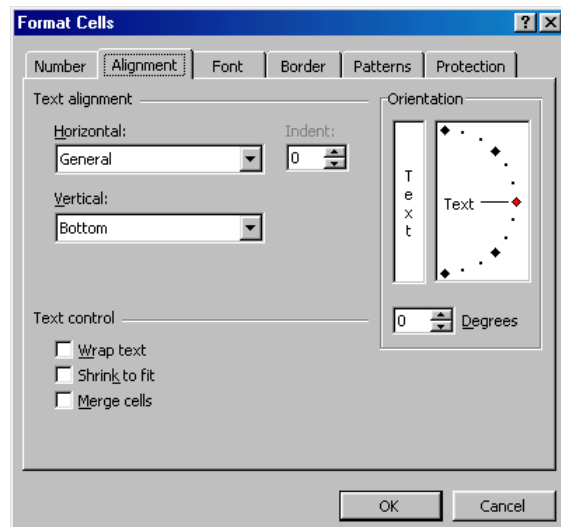
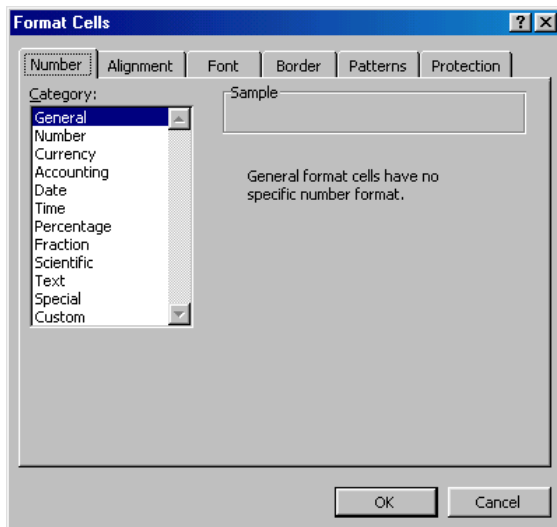
1. *The fat white cross.* When this cursor is visible, click and drag to highlight multiple cells.
2. *The fat white arrow.* When one or more cells are selected, drag the mouse to an edge until you see this cursor. Then you can click and drag, and the entire selection will move.
3. *The thin black crosshairs.* Move the mouse to the bottom right corner of a selected cell or range of cells, directly over the tiny black square in the corner. The cursor will change to a crosshair. Click and drag now, and you can fill the cells across or down with a formula or values.

Formatting Cells

There are numerous ways to change the appearance of a cell. It's all formatting. The toolbar is the quickest and easiest way to set cell formatting.



Set currency (\$), percentage (%), whether to include commas in the thousand's place, or more or less decimal places. A click of the mouse sets it for you. And, if that's not enough, "Right click" and pick "Format cells" (or select from the "Format" menu), and open a world of choices, like text alignment and wrapping text to replace using two rows of cells to type a longer column label.



And, maybe one of the coolest formatting tools on the toolbar is the "Format Paintbrush", which can replicate the formatting of any cell to any other cell or group of cells. (Also great in Word!) Click on the cell with formatting you like, then on the paintbrush icon on the toolbar. Finally, click in the cell you want to look like the other, and you've done it in two quick and easy steps.

Finally, if you need to explain the source of a number, no need to take up worksheet space. Simply insert a comment. A tiny red triangle in the upper right corner will alert others that the cell contains an explanation.

Naming Worksheets

You may have noticed a tab at the bottom of each worksheet that is helpfully named Sheet1, Sheet2, Sheet3 and so on. You might find it even more helpful if you are working with multiple sheets to name each one something unique and informative.

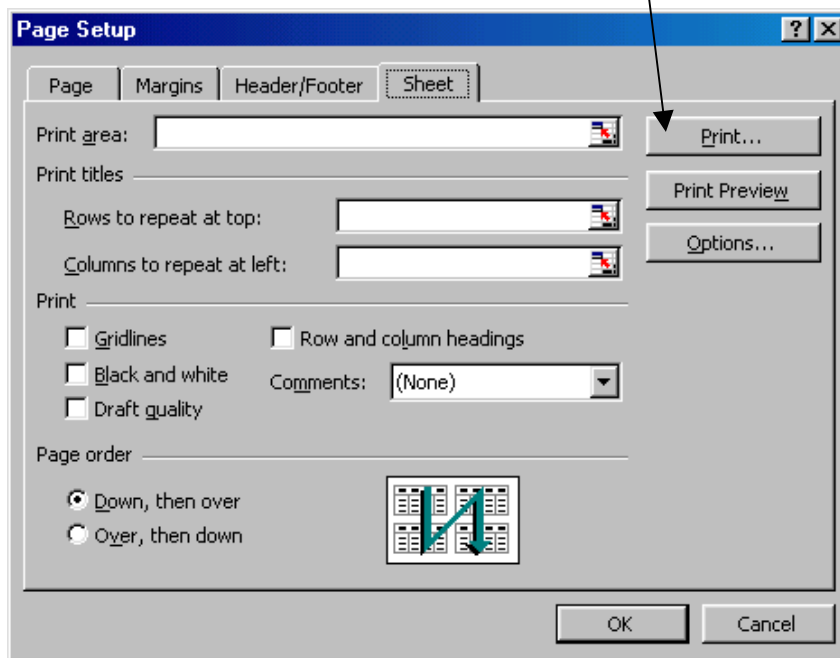
- Double click on the Sheet name to select it.
- Type the name you want to appear.

Print Options

Excel offers several unique print options under the File menu.

In Page Setup, you'll find the normal Portrait vs. Landscape printing, margin settings, etc. But, different from Word, you will find the Sheet settings.

Note that you can set the Print area to any portion of a worksheet you choose by clicking on the button icon with the red arrow. This allows you to click and drag to select any portion of the sheet.

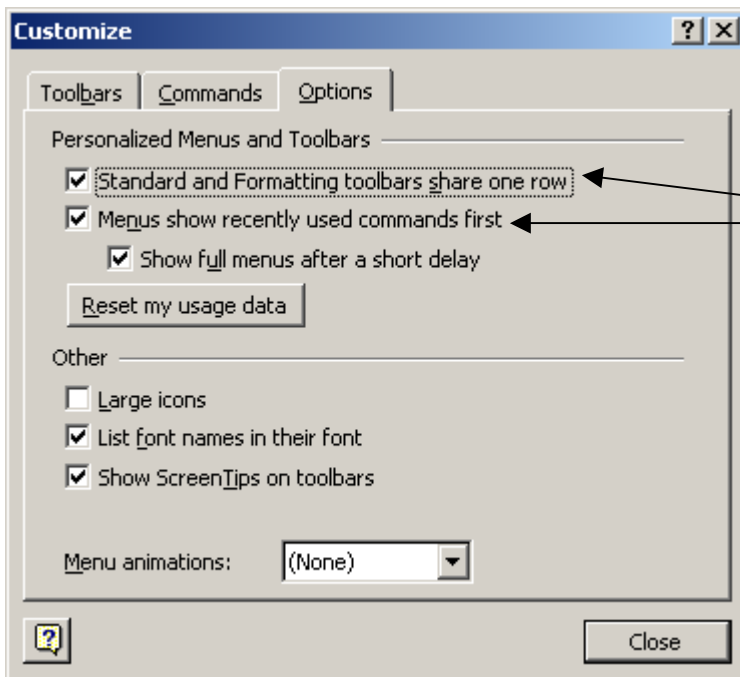
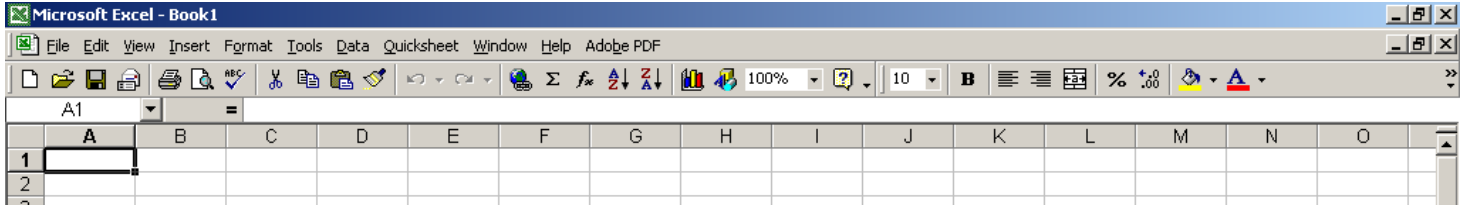


If you are printing an especially long sheet, you can choose to print the column headings on each page by selecting "Rows to repeat at top" or "Columns to repeat at left"

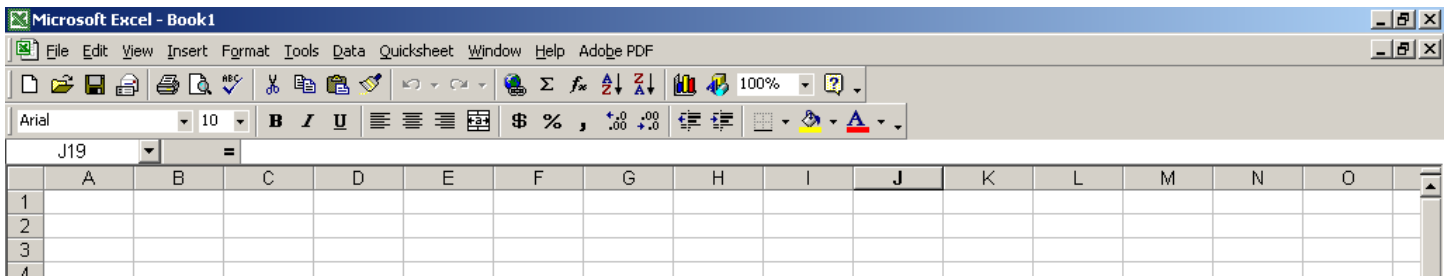
And, printing the sheet gridlines makes it easier to read across a row of figures.

Customizing Toolbars and Menus

If you prefer the Office97 way that the toolbars and menus are displayed, you can change them. Click on Tools→Customize and select the Options tab.



Click to clear checkmarks in both of these options.



Data Manipulation

While Excel is mostly for working with numbers, it can also be used like a database. Several features make it easier for you to organize lists of data like names and addresses, or student assessments.

When you import a student list from Smartt for instance, it comes with the street, city, state and zips all in one cell. These can be split out using Tools→Text to Columns. (See directions on Tips and Tricks CD or request from Nancy Karella.)

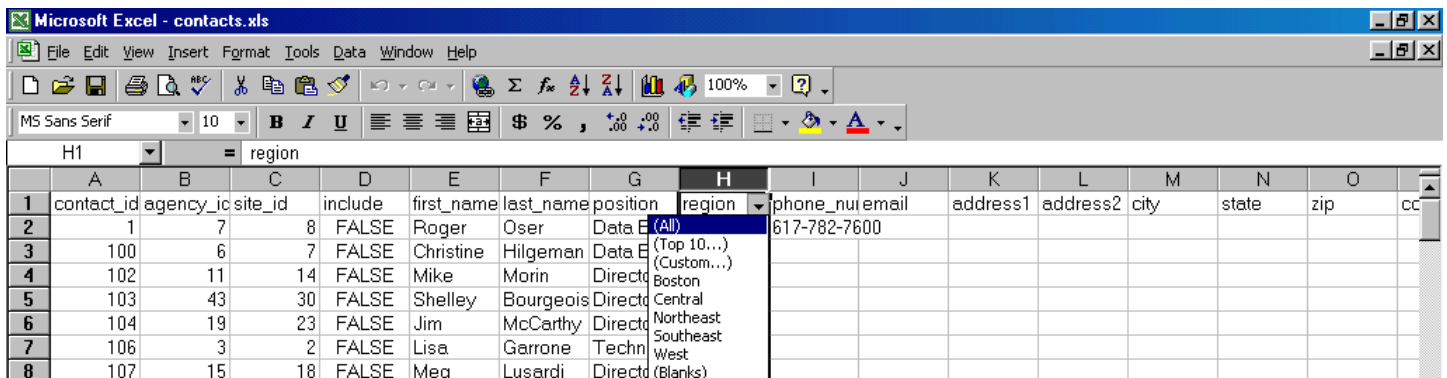
Sorting a list alphabetically, by highest to lowest (descending) or lowest to highest (ascending) value is also a big help.



If your list has identifying labels across the tops of the columns, it makes it easier to choose which column to sort by.

Such labeling of a list is referred to as a Header Row. By selecting this option, the top row will not be sorted along with the rest of the list values.

Another useful trick to use with lists is to **Filter** the data. Begin by selecting Data→Filter→Autofilter. Once setup, the filter allows you to restrict the list to only those values that are interesting to you.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	contact_id	agency_ic	site_id	include	first_name	last_name	position	region	phone_nu	email	address1	address2	city	state	zip	cc
1	1	7	8	FALSE	Roger	Oser	Data E	(All)	617-782-7600							
2	100	6	7	FALSE	Christine	Hilgeman	Data E	(Top 10...)								
3	102	11	14	FALSE	Mike	Morin	Direct	(Custom...)								
4	103	43	30	FALSE	Shelley	Bourgeois	Direct	Boston								
5	104	19	23	FALSE	Jim	McCarthy	Direct	Central								
6	106	3	2	FALSE	Lisa	Garrone	Techn	Northeast								
7	107	15	18	FALSE	Meq	Lusardi	Direct	Southeast								
8								West								
								(Blanks)								