

Tech Tip of the Week

May 4th, 2020

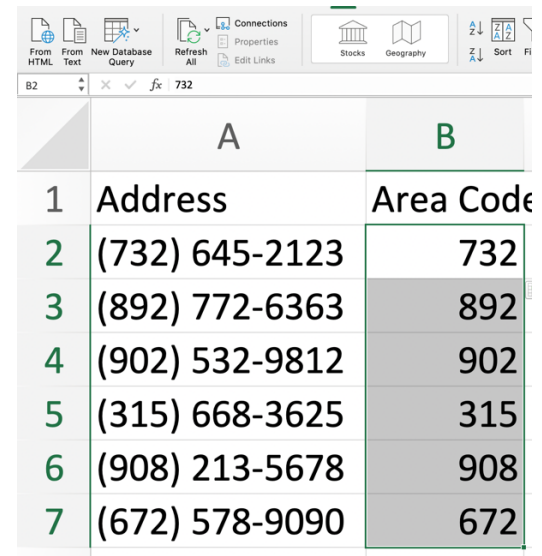
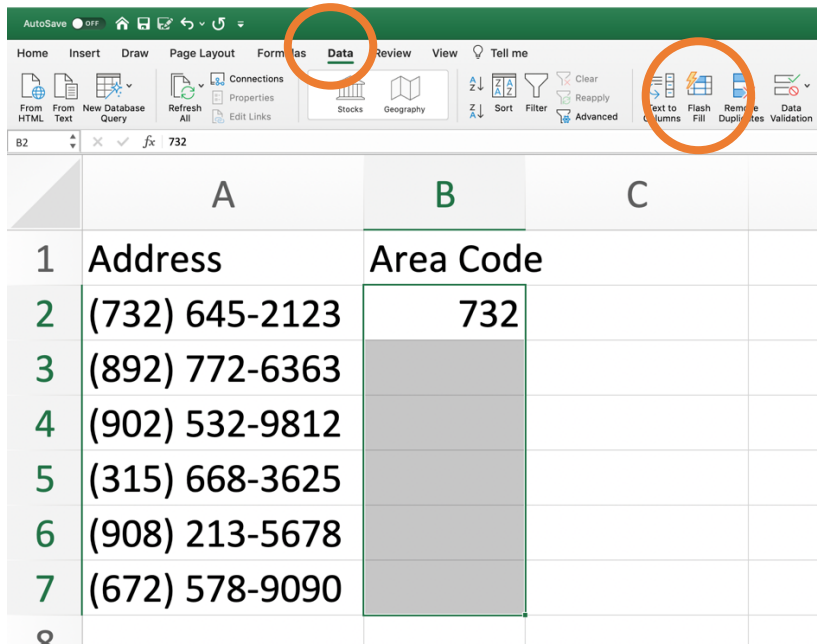
Microsoft Excel Tips and Tricks

Microsoft Excel is a powerful tool that is useful in a variety of applications. Here are some tips that will help you easily create spreadsheets.

AutoFill and Flash Fill

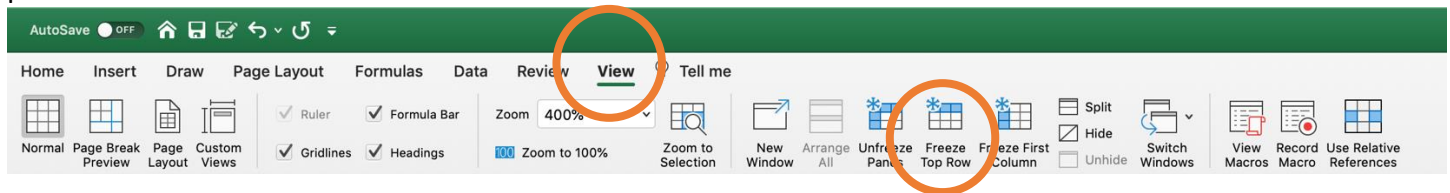
When you need to type a repetitive series such as dates you can fill in the series without typing. First start typing the series click the plus sign (+), click and drag down to select all the cells you want to fill, and all your cells will be filled using the pattern you started. You can go up a column or left or right in a row.

Flash Fill will fill a column based on the pattern of data it sees in the first column. For example, if your first column has phone numbers and you would like a column that shows the zip code, start by typing the zip code in the next column. Highlight the area you would like the date to appear, then click Data and then click Flash Fill.



Freezing Rows

You can freeze the row that contains your column titles so that as you scroll down a spreadsheet you will still see the name of the column. Simply click View and select Freeze Top Row. You can also freeze a column or panes.



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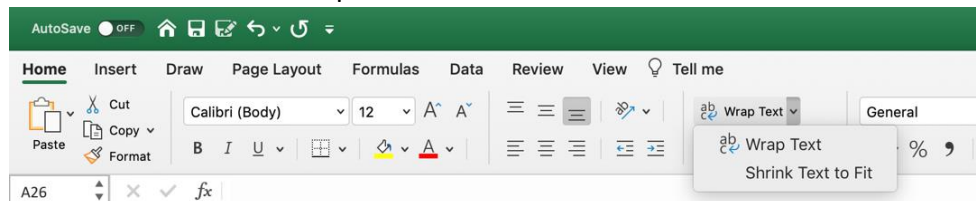
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Line Breaks and Wrapping Text

To start a new line within a cell use Alt + Enter if you are using Windows.

For a Mac use Control + Option + Return

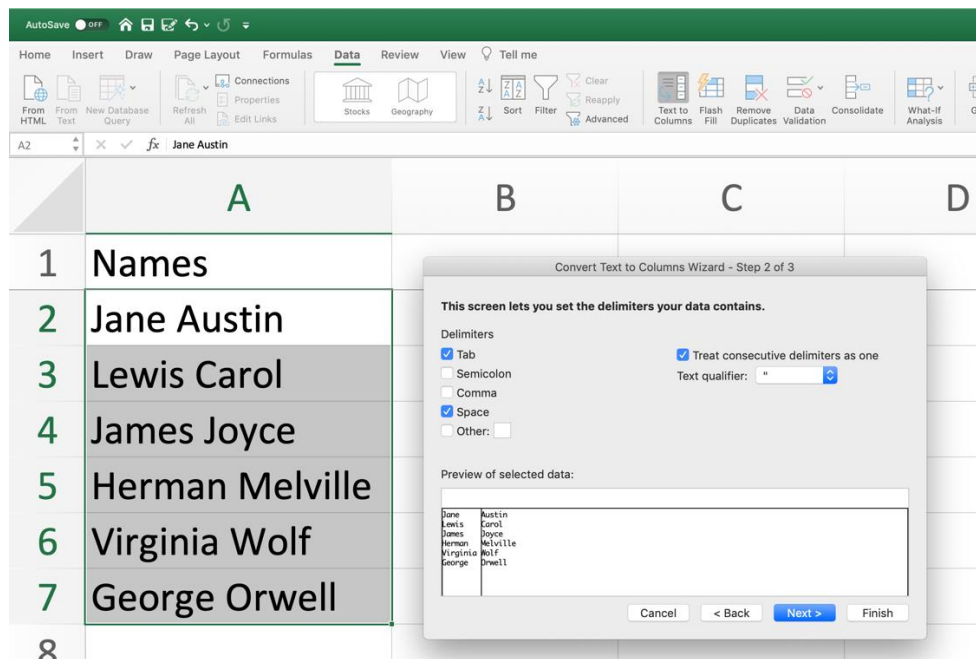
You can also use the Wrap Text button found under the Home tab.



Text to Columns

This is useful if you have data in one column that you would like to create separate columns for.

Select the data, then in the Data Tab click text to columns. In my example I chose Space as the Delimiter so that Excel would place the first and last name in separate columns.



Shortcut Keys

- Undo the last action = Ctrl + Z (Windows); Command + Z (Apple)
- Repeat the last action = Ctrl + Y (Windows); Command + Y (Apple)
- Show all values as percentages = Ctrl + Shift + % (Both Windows and Apple)
- Show all values as currency = Ctrl + Shift + \$ (Both Windows and Apple)
- Insert current date = Ctrl + ; (Both Windows and Apple)