# Excel XP Shortcuts, Tips & Tricks

Files

1. To open multiple files:
    a) select *File* / *Open*
        OR
        click the Open button on the toolbar
    b) single click the first file and Ctrl/click on each other file
        OR
        single click the first file and Shift/click the last file
    c) click *Open*

2. To close multiple files:
    a) hold down the Shift key
    b) click *File*
    c) click *Close All*

3. All open files appear on the taskbar. Click on any file's taskbar button to select it.

    Ctrl/F6 (cycles through open files)

4. The last four saved files appear at the bottom of the File menu. Click on any one to open it.

    Set the number of files displayed at the bottom of the File menu in:

    Tools / *Options* / *General* - Recently Used File List

5. If you open a previously saved file and make changes to it, you can abort the changes by closing the file and selecting "No" when prompted to save the changes.

6. When saving a newly created file, the commands *File* / *Save*, *File* / *Save As*, and ⊟ have the same meaning.

    Ctrl/S (save file)

7. Use *File* / *Save As* to change the name of the open file.

8. You can perform several file management tasks in the *File | Save As* dialog box:
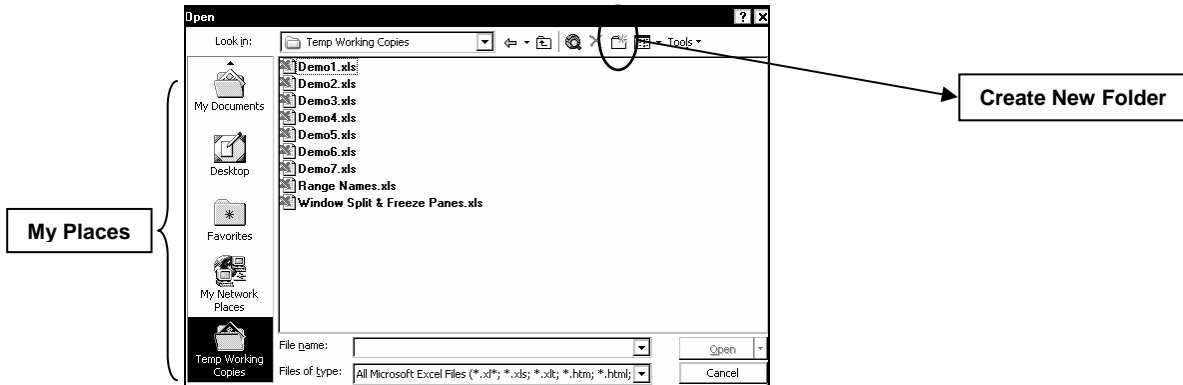
a) create new folders – navigate to the folder above and click *Create New Folder*. Enter the folder's name and click *OK*
b) delete files – select the files and press Delete on the keyboard OR click Delete
c) rename files – select the file and click on its name. Enter the new filename (being careful not to change the extension) and press Enter
d) add to My Places – navigate to the desired drive and folder, click Tools | Add to My Places. You can remove an entry from My Places by right clicking the entry and choosing Remove.

Viewing Large Files

9. To set titles:
a) position the pointer below the desired title columns and to the right of the desired title rows
b) select *Window | Freeze Panes*
Note: This is an editing technique only.

10. To view two separated portions of a spreadsheet:
a) drag either the horizontal or vertical splitting tool to the middle of the window
b) remove a split by dragging the splitting tool back to the edge of the window

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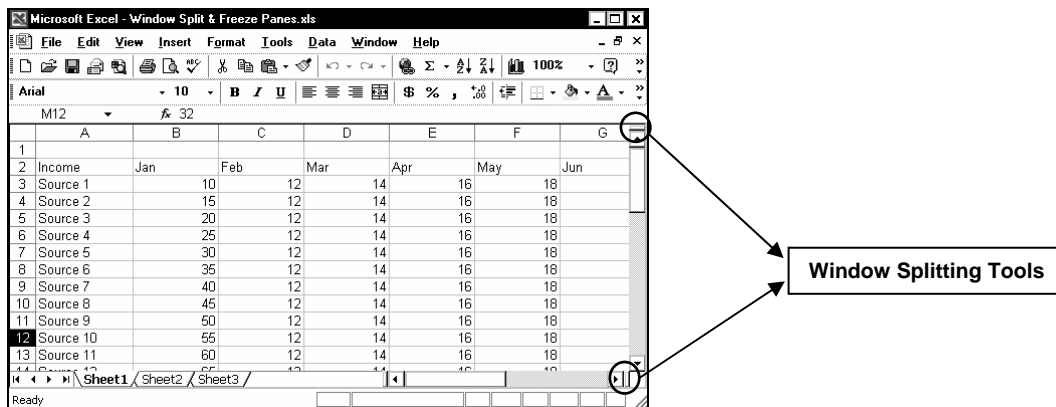
11. To print two non-contiguous portions of a spreadsheet:
    a) select the columns you do NOT want to print
    b) select *Format | Columns | Hide*
       OR
       right click and choose *Hide*
    c) select the rows you do NOT want to print
    d) select *Format | Rows | Hide*
       OR
       right click and choose *Hide*

Navigation Techniques

12. To go to a cell location, click in the Name box, type the desired cell address and press *Enter*.

    ⌨ **F5** (Go to)
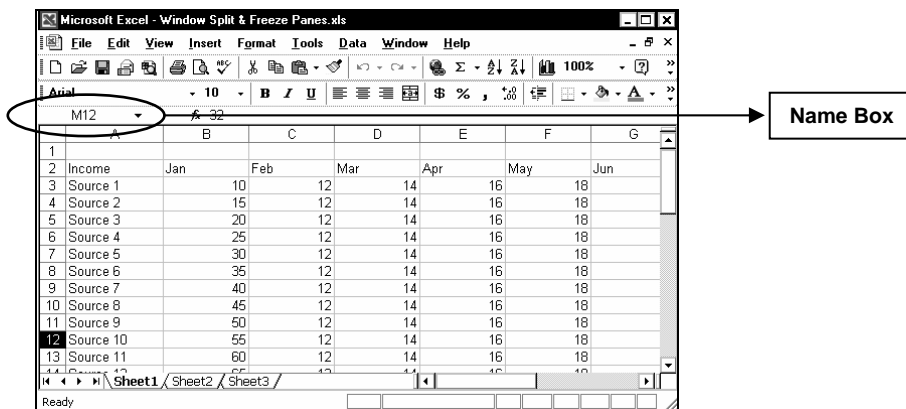
13. Keyboard navigation techniques:

Ctrl/Home	Cell A1
Ctrl/End	last used cell
Home	beginning of the row
End/←→↑↓	next blank or used cell in the direction of the arrow
Page Down	next screen down
Page Up	previous screen up
Alt/Page Down	next screen right
Alt/Page Up	previous screen left
Ctrl/Page Down	next sheet
Ctrl/Page Up	previous sheet
Enter	down one cell
Tab	right one cell

Note: the function of the Enter key can be changed in:

Tools | Options | Edit – "Move cell after pressing Enter"

Selection Techniques

14. Click on the first cell, Shift/click on the last   selects a contiguous block of cell
    Ctrl/dragging   adds on the selection
    Click a column letter   selects the column
    Click a row number   selects the row
    Click the button above Row 1 and left of Column A   selects the entire sheet

    ⌨ **Ctrl/A** (selects all cells in the spreadsheet)

Data Entry Techniques

15. To create a series of consecutive numbers:
    a) enter the first number in a cell
    b) hold down the Ctrl key and drag using the AutoFill handle
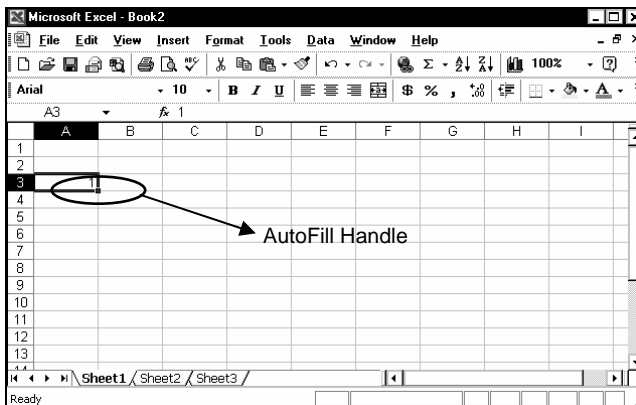

16. To create any other series of numbers:
    a) enter the first number in a cell
    b) enter the second number of the series in the cell to the right or below
    c) select both cells (ensure the mouse pointer is in the big plus sign shape)
    d) use the AutoFill handle to drag through as many cells as desired
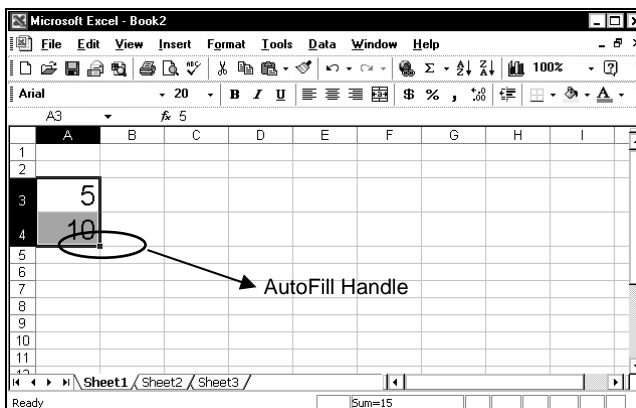
17. The AutoFill handle may also be used to copy formulas and enter the months of the year, days of the week, times of the day.

    Examples of starting entries: Jan, Monday, Week 1, Region 1, Qtr 1, 9:00 a.m.

18. You may also create your own AutoFill series:
    a) enter the desired series in adjacent cells
    b) select all of the cells used
    c) select *Tools | Options | Custom Lists* - click *Import*
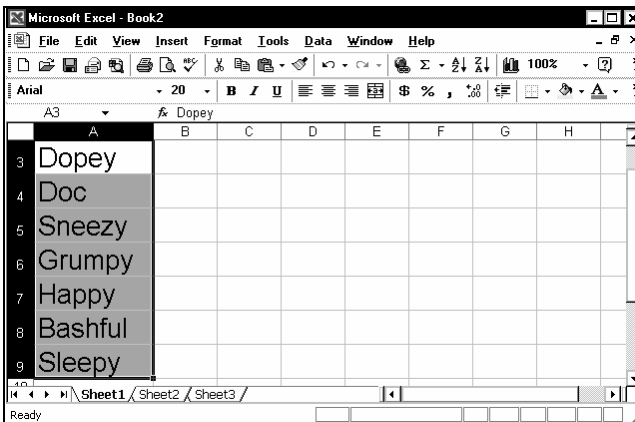
Note: a custom list may also be created by:
a) typing the entries into the List Entries box inside *Tools | Options | Custom Lists*
b) click *Add*
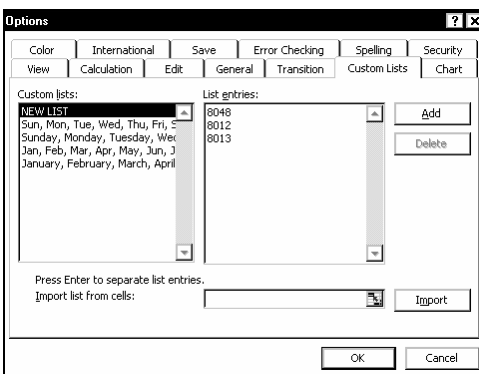
19. When entering information into a group of cells, select the range first (Ctrl/dragging may be used to select non-contiguous ranges). Then type information into the first cell and press *Enter*. The next cell down will be selected. *Shift/Enter* may be used to move backwards. Alternatively, you may press *Tab* to move across the range and *Shift/Tab* to move back to the left.

    Pressing any arrow key or clicking the mouse will cancel the selection of the range(s).

20. *Ctrl/;*　　　　　　　　enters the current date into the current cell
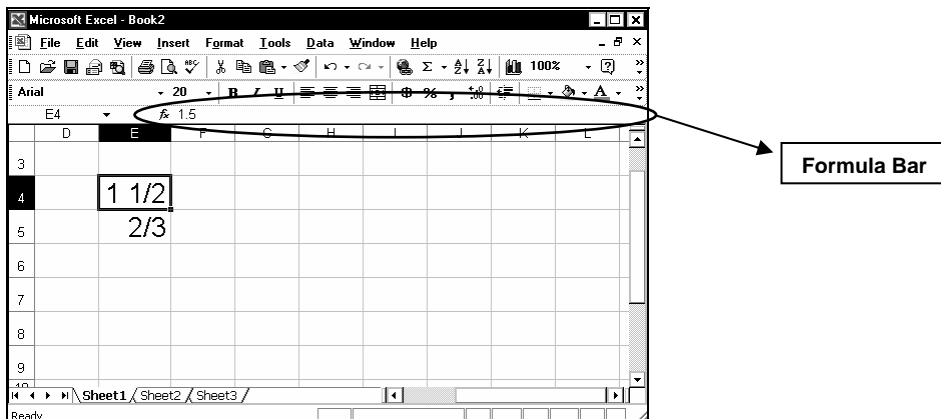   *Ctrl/Shift/:*　　　　　enters the current time

21. To enter a fraction, type the first number, a space, and then the fraction.
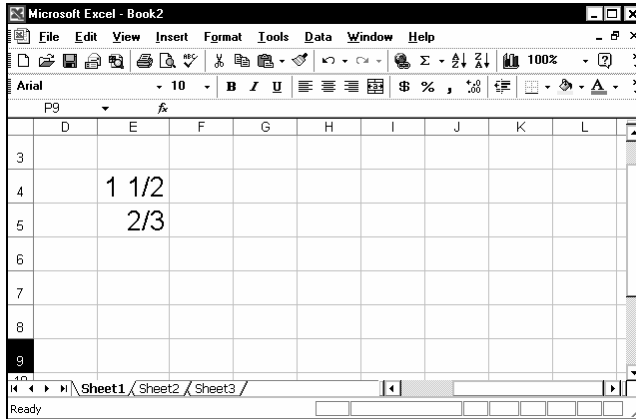
Note: if only the fraction is desired, enter "0" as the whole number.

22. To edit a cell entry:
double click the cell and make the changes
OR
click on the formula bar and make the changes

⌨ **F2** (Edit mode)

23. While editing a cell, you can make a cell reference absolute by placing a dollar sign ($) before the column and row references.

⌨ **F4** (cycles through absolute, mixed and relative references)

24. To make the same entry or correction in multiple cells:
a) select the cells (Ctrl/clicking or /dragging may be used)
b) click on the Formula Bar
c) create or edit the entry
d) press *Ctrl/Enter*

25. To view formulas in a spreadsheet instead of their results:
press *Ctrl/`*
press *Ctrl/`* a second time to view results again

Formatting Techniques

26. To remove formatting from a cell or a range of cells:
    a) select the cells (Ctrl/clicking or Ctrl/dragging may be used)
    b) select *Edit | Clear | Formats*

27. The Format Painter ![icon] may be used to copy cell formats:
    a) select the cell(s) containing the desired formatting
   b) click *Format Painter*
    c) drag through the target cells
    Note: double clicking Format Painter allows you to format as many ranges as you wish. When finished formatting, click Format Painter again to turn it off or press Esc on the keyboard.

28. Cells painted with Format Painter will not update themselves if the original formatting is changed. All cells to which the updated formatting is to be applied must be repainted.

    Alternatively, a style may be used. Cells to which a style has been applied will update themselves in the event that the style is changed. To create a style:
    a) format a cell
    b) ensure the formatted cell is selected
    c) choose *Format | Style*
    d) enter a descriptive name for the style in the Style Name box
    e) make any other desired corrections
    f) click *OK*
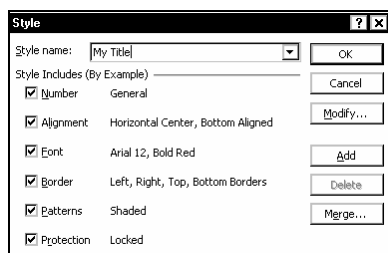
    To apply a style:
    a) select the cells to be formatted
    b) select *Format | Style*
    c) choose the desired style from the Style Name drop list and click OK

    To modify a style:
    a) ensure that at least one cell using the style is selected
    b) select *Format | Style*
    c) ensure the desired style is selected in the Style Name box
    d) click *Modify* and make the desired change
    e) OK your way back to the spreadsheet

    All cells formatted with the style are reformatted.

29. Use conditional formatting to change the appearance of values (or the results of formulas) based on a specified criteria. For example, negative values might be red and values greater than a set number might be blue.
    a) select the range to be formatted
    b) choose *Format | Conditional Formatting*
    c) complete the rule for the first format
    d) click *Add*
    e) add other rules in the same manner
    f) click *OK*
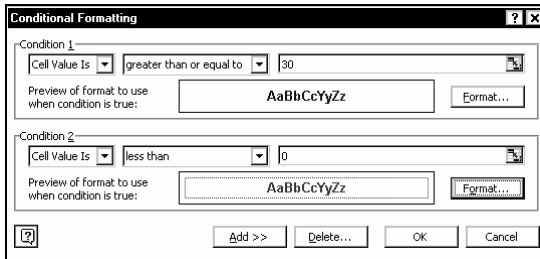
General

30. Use the right mouse button as a quick alternative to many menu commands. Make your selection, keep the mouse on the selection and click the right mouse button. Switch back to using the left button to make choices from the menu.

31. Use drag and drop to copy or move a selected range a short distance:

    Place the mouse pointer on the border of the selected range, allow it to change to the arrow shape
    - Move: drag the range to the new location
    - Copy: Ctrl/drag the range to the new location. Release the mouse button <u>before</u> Ctrl.

AutoSum Σ

32. You can total different ranges by:
    a) clicking *AutoSum*
    OR
       typing "=sum("
    b) drag through the first range
    c) Ctrl/drag through subsequent ranges
    d) press *Enter* when complete

33. You can sum multiple columns and rows of data by:
    a) dragging through the range; including the blank column on the right and the blank row below
    b) double click *AutoSum*

|	Qtr1	Qtr2	Qtr3	Qtr4	Totals
East	100	110	112	115	
West	50	45	45	47	
South	175	170	173	175	
Totals					

Include the blank column to the right and the blank row below the values. Double click AutoSum. The selected rows and columns will be totaled.

Note: AutoSum will ignore values to the left or above an empty cell.

Named Ranges

34. To name a range:
    a) select the range
    b) click in the Name Box
    c) enter the range name
    d) press *Enter*

Name Box
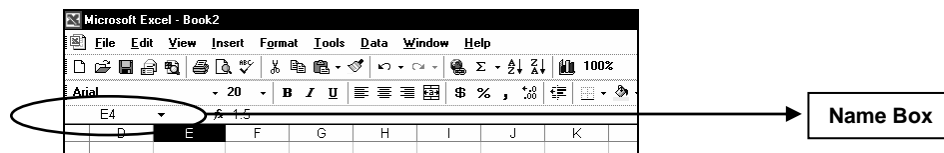
Range Name Rules:
- must start with a letter
- may be 255 characters long
- may not contain spaces
- may not be the same as a cell reference
- upper or lower case letters may be used

35. To use existing row and column headings as range names:
    a) select the headings and data
    b) select *Insert | Name | Create*
    c) ensure the Top Row and Left Column options are selected
    d) click *OK*

	Qtr1	Qtr2	Qtr3	Qtr4	Totals
East	100	110	112	115	437
West	50	45	45	47	187
South	175	170	173	175	693
Totals	325	325	330	337	1317

Select the range, including the row and column headings
Click *Insert | Name | Create*, OK

36. Range names may be used in formulas. For example, if there is a range named Income and another named Expenses, the formula "=Income-Expenses" may be used.

    F3 (displays list of range names)

37. If you have two adjacent blocks of values named Income and Expenses, you can compute the difference between the two blocks of values by entering the formula "=sum(Income)-sum(Expenses)"

38. To move to a named range, click on the down arrow in the Name Box and click the desired range name.

    F5 (Goto)

39. Range names can be used as a print area. Use F5 or the Name Box to select the named range. In the File | Print dialog box, choose the "Selection" option.

40. To paste a list of range names:
    a) click in an empty cell
    b) click *Insert | Name | Paste,* Paste List

    F3

41.	To delete a range name:
   a)	select *Insert | Name | Define*
   b)	select the range name
 c)	click *Delete*
   d)	click *OK*

> Warning! If a range name used in a formula is deleted, the formula will be invalid.

Customizing Excel

42.	Part of the default setup of Excel XP is to have the Standard and Formatting toolbars joined together on one row. Depending on the resolution your monitor is set to, this may hide buttons. Another default setup option is to show Short Menus. This feature displays an abbreviated list of choices in each menu with an arrow at the bottom. To display the full menus, you must point at the arrow.

   To separate the Standard and Formatting toolbars and to permanently display Full Menus, do the following:
   a)	select *Tools | Customize | Options*
   b)	uncheck "Show Standard and Formatting toolbars on two rows"
   c)	uncheck "Always show full menus"
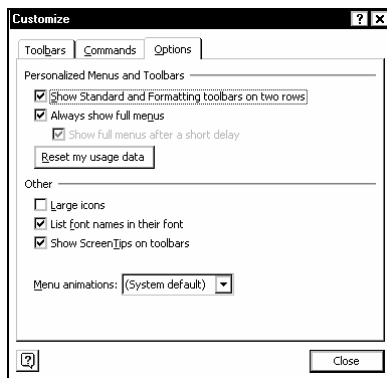
Toolbars

43.	To add or remove a toolbar:
   a)	right click any toolbar
   b)	click the toolbar name
   Note: A check mark beside a toolbar's name indicates that it is displayed.

44.	To customize a toolbar:
   a)	right click any toolbar
   b)	choose *Customize* - Commands
   c)	remove buttons by dragging them off the toolbar into the worksheet area
   d)	add buttons by dragging them to the desired position on a displayed toolbar

45.	Dock toolbars by double clicking their title bar or by dragging them to the border of the window.

46.	Make a toolbar free floating by clicking its handle and dragging down into the worksheet area.

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Toolbar Handle
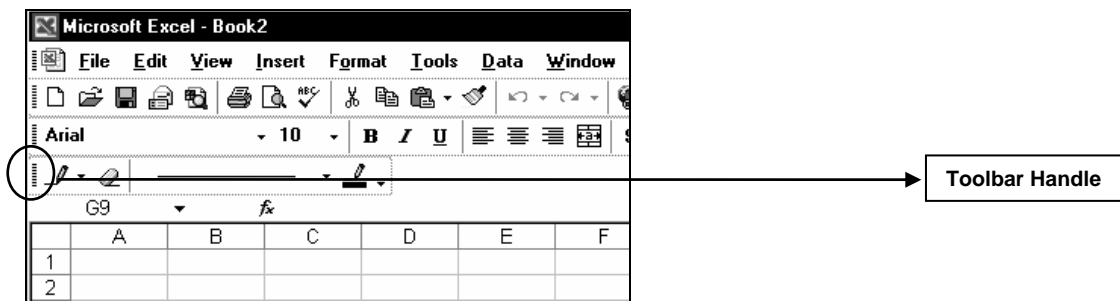
Comments

47. To add a comment to a cell:
    a) click on the cell
    b) right click and select *Insert Comment*
    c) type the comment
    d) click in any cell in the worksheet

    To edit a comment:
    a) right click the comment
    b) choose *Edit Comment*
    c) type your changes
    d) click in any cell in the worksheet

    To delete a comment:
    a) right click the comment
    b) choose *Delete Comment*

    To show a comment:
    a) right click the comment
    b) choose *Show/Hide Comments*

    To print comments:
    a) select *File | Page Setup | Sheet*
    b) in Comments, choose either *At end of sheet* or *As displayed on sheet*