Microsoft Excel Life Hacks

Dr. Micki Voelkel

University of Arkansas-Fort Smith

20 Excel Tips and Tricks

Guaranteed to make your life
a little easier

Is this session for you?

○ Some experience using Excel
  ○ Expertise not required
  ○ Familiarity is required

Will I have to try out complicated formulas in front of people?

○ No. A conference session is not the place for that
  ○ We'll do demonstrations of each tip
  ○ Provide a handout with written instruction to try on your own

Dr. Micki Voelkel
micki.voelkel@uafs.edu

Does it matter which version of Excel I use?

○ No. I will only show tips and tricks that will work in any of the last three versions—Excel 2007, Excel 2010 or Excel 2013

How do I know this stuff?

○ I've taught Microsoft Excel since 1997 in private business and university credit classes

○ I am certified as Microsoft Office User Specialist in 5 versions of Microsoft Office

○ I worked on a user help desk for five years

Here we go!

20 Excel Life Hacks Just for You

Select All with 1 Click

1

○ One click of the corner button, as shown in the screenshot below, all data will be selected in seconds.

	A	B	C
1			
2			
3			
4	NUM	FIRST	LAST
5	1	Sara	Kling
6	2	Sean	Willis
7	3	Colleen	Abel
8	4	Teri	Binga
9	5	Frank	Culbert
10	6	Kristen	DeVinney
11	7	Theresa	Califano
12	8	Barry	Bally
13	9	Cheryl	Halal
14	10	Harry	Swayne
15	11	Shing	Chen
16	12	Seth	Rose

CTRL+Tab to Switch Files

2

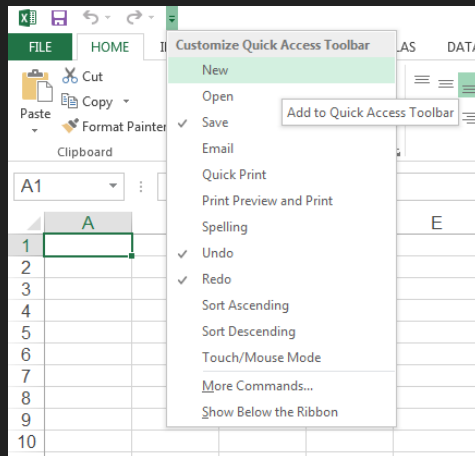○ Use Ctrl+Tab to toggle between open files

1

2

Add Shortcuts

3

○ Add commonly used shortcut buttons to the Quick Access Toolbar at the top of the Ribbon.

Shortcuts

○The Quick Access Toolbar with common shortcuts added

  ○New

  ○Quick Print

  ○Sort Ascending

  ○Sort Descending

Use Ctrl+Arrows

4

○Use Ctrl + ↓↓ to go to last row

○Use Ctrl + ↑↑ to go to first row

○Use Ctrl + →→ to go to the last column

○Use Ctrl + ←← to go to first column

○Use Ctrl + Home to go to A1

○Use Ctrl + End to go to last column of last row used in sheet

Example

Add Multiple Columns or Rows

5

- To add multiple columns or rows
  - Select as many columns or rows as you need
  - Right-Click on selection and choose Insert, or,
  - Go to Home, Insert, Insert Sheet Rows or Insert Sheet Columns

Example

Add a Diagonal Line to a Cell

6

- To add a diagonal line to a cell (or other fancy borders)
  - Select cell
  - Right click and choose Format Cell
  - Go to the Borders tab
  - Select the border thickness and color BEFORE applying the desired border
  - The Diagonal border is on of the presets (Bottom Left Corner of the dialog box)
  - Click OK.

Example

Catch Errors Using Alignment

7

- Cells with word align left
- Cells with numbers align right

Example

- If you type numbers and it automatically aligns left, check your work; you probably have an error that is forcing Excel to think you typed text.

Use AutoFit to Widen Columns

8

- Select your columns

- Go to Home, Format, Auto fit Column Widths, or,

- Hover over the border between your selected columns and the first unselected. Double-click

Example

Input Values that Start with 0

9

○ Numbers dropping the beginning 0?

  ○ Type an apostrophe (single quote) in front of numbers beginning with 0

Example

Select and Edit Multiple Worksheets (Grouping)

10

○ Select more than one worksheet to apply page setup formats like borders, Fit to Page, paper size, headers and footers, etc.

○ BEWARE: Whatever you do to one sheet you are doing to ALL selected sheets

Example

## Copy or Move Worksheets

11

- Copy the entire worksheet (page setup and all) by dragging its tab while holding down CTRL
- Move the entire worksheet by dragging the tab
- Alternately, right-click the tab and use the Move or Copy command to do the same thing without the mouse maneuvers
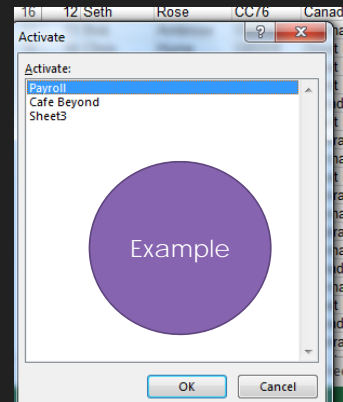
Example

Right-click to Move to a Different Worksheet

12

- Right-click the navigation buttons to go directly to another sheet
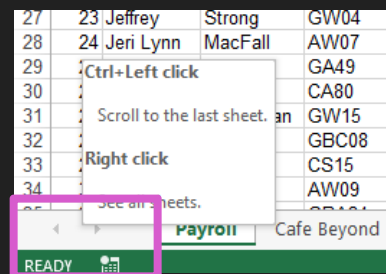
Right–click on navigation buttons to show dialog box.

○ Be aware that in Excel 2007 and Excel 2010 there are FOUR navigation buttons but in Excel 2013 there are only two.

Example

Color Code Worksheets

13

○ Right-click on a worksheet tab

○ Go to Tab Color

○ Select a color from the color gallery

Example

Use AutoFill (With and without CTRL)

14

- To use AutoFill, select the cell and its contents
- Hover over the small square in the bottom right of the cell
- The mouse pointer will turn into a skinny black plus sign
- Click and drag down or across
  - Increment custom lists (Months/Days)
  - Increment Words plus numerals
  - Increment numerals holding down shift

Example

Double-click to Copy Down a Column

15

- A shortcut for AutoFill down is:
  - Click in the cell you wish to copy
  - Hover over the square in the bottom right
  - Mouse pointer changes to a skinny black plus sign
  - Double-click
    - Only works copying down
    - Only works when column to the left is populated

Example

Text to Columns

16

○ Convert multiple items in one column into multiple column

○ e.g., break names into two columns

Text to Columns

○ Select cells

○ Go to Data, Data Tools group, Text to Columns

○ Use the wizard to select the delimiter

○ Click Finish

Example

Quickly Delete Blank Rows using AutoFilter

17

Example

- Select the Data range
- Go to the Data tab
- Click AutoFilter
- Choose a column; Click the filter beside the column name
- Uncheck Select All
- Check Blanks
- Right-click on the selected blank rows and choose Delete
- If you get a message asking to delete sheet rows, click OK.

Transpose Columns and Rows

18

Sometimes you will want your rows to become columns and vice versa

- Copy the range of cells
- Click where you want it to go
- Go to Paste Special and choose Transpose

Example

Change Case using Functions

19

- Excel has no Change Case command like Word and PowerPoint have
- To change case, set up a column to use the Proper, Upper, or Lower functions

Example

Use F11 for Charts

20

- To quickly create a column chart, select the range and press F11

Example

For More Tips and Tricks

Walkenbach, John. (2013). *101 Excel 2013 Tips, Tricks and Timesavers*, 1st Ed., Wiley: Hoboken, NJ.

Blog Articles

○ http://blog.hubspot.com/marketing/how-to-use-excel-tips

○ http://www.lifehack.org/articles/technology/20-excel-spreadsheet-secrets-youll-never-know-you-dont-read-this.html

○ http://www.pcworld.com/article/2109084/real-excel-power-users-know-these-11-tricks.html

Do you have questions about Microsoft Excel?

Dr. Micki Voelkel

Center for Business and Professional Development

University of Arkansas-Fort Smith

479-788-7771

micki.voelkel@uafs.edu