Microsoft Excel Life Hacks

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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
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

- One click of the corner button, as shown in the screenshot below, all data will be selected in seconds.
CTRL+Tab to Switch Files

- Use Ctrl+Tab to toggle between open files

Add Shortcuts

- 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**

- 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

- 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

Add a Diagonal Line to a Cell

- 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 one of the presets (Bottom Left Corner of the dialog box)
  - Click OK.
Catch Errors Using Alignment

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

- 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
Input Values that Start with 0

- Numbers dropping the beginning 0?
  - Type an apostrophe (single quote) in front of numbers beginning with 0

Select and Edit Multiple Worksheets (Grouping)

- 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
**Copy or Move Worksheets**

- 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.

**Right-click to Move to a Different Worksheet**

- 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.

Color Code Worksheets

- Right-click on a worksheet tab
- Go to Tab Color
- Select a color from the color gallery
Use AutoFill (With and without CTRL)

- 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

Double-click to Copy Down a Column

- 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
Text to Columns

- Convert multiple items in one column into multiple columns
  - 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
Quickly Delete Blank Rows using AutoFilter

- 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

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
Change Case using Functions

- 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.

Use F11 for Charts

- To quickly create a column chart, select the range and press F11.
For More Tips and Tricks


Blog Articles

- [http://blog.hubspot.com/marketing/how-to-use-excel-tips](http://blog.hubspot.com/marketing/how-to-use-excel-tips)
- [http://www.pcworld.com/article/2109084/real-excel-power-users-know-these-11-tricks.html](http://www.pcworld.com/article/2109084/real-excel-power-users-know-these-11-tricks.html)
Do you have questions about Microsoft Excel?

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