

## **Office 2016: Excel Tips and Tricks**

### **Split Window –**

Split a window so that you can work on/compare two different parts of a spreadsheet at the same time. Highlight the column OR row where you want to begin the split and then on the **View Tab**, in the **Window** group, click on **Split**. You can also split into four quadrants by selecting any single cell in the sheet. Adjust the sizes by getting the **double-headed** arrow, click, and drag to the size you want.

### **Define Your Table –**

By defining your table, you achieve a number of benefits. Among these are automatic sorting, filtering, banding, and dynamic entry of new data. Use the following to ensure that everything works correctly.

1. Field names at the top row (in each column).
2. Records - the data in each row, which describe one, item, person, etc.
3. There can be no blank rows or blank columns within the Data Set.
4. No alpha characters in the numbers area.
5. No adjacent data (there must be blank rows and columns bordering the Data Set).

Once you have laid out your table as above, then click on **Insert** and choose **Table**.

### **Freeze Panes –**

In order to see the Row and/ or Column that defines your Worksheet you can “Freeze Panes”.

- To freeze the horizontal pane you can use the horizontal “Split Window” control and place it beneath the rows you want frozen. (Then go to Window/ Freeze Panes)
- To freeze the vertical pane you can use the vertical “Split Window” control and place it to the right of the columns you want frozen (Then go to Window/ Freeze Panes).
- To freeze both horizontal and vertical just make the active cell the intersection to the right of and below the column and row you want frozen. (Then go to Window/ Freeze Panes).

### **Increase Indent and Decrease Indent –**

There are many occasions when an outline format or sub titles are needed. This is easily accomplished with the increase / decrease indent icons.

### **Merge and Center Data –**

Make quick work of Titles and Headings for your document. Be sure you type into only the left most column of the row and then highlight the columns you want to merge. Click the Merge and Center Icon.

### **Rotate Text –**

Sometimes your row or column description won't fit properly and if you format it with rotate text, it will help the appearance. Spice things up by going to Format/ Cells and adjust it using the degrees graph.

### **Numbers appear as #####**

This is caused by the column width not being wide enough. Resize the column by double clicking on the separation bar between the columns or hover over the area to see the number.

## ***Clipboard –***

To copy and paste one or multiple items within your worksheet. You can open the clipboard task pane by using the drop down arrow on the Home Tab, Clipboard Group. From here, you can copy and paste up to 24 items.

## ***Copy/ Paste vs. Drag and Drop –***

It is easy to copy and paste within a worksheet. You can also use drag and drop.

- To **move** cells - Highlight the area you want to move and then place your cursor near the border of the selected cells. Click and drag that to the area you want it to be moved.
- To **copy** cells - Highlight the area you want to copy and then place your cursor near the border of the selected cells. Hold down Ctrl, then Click and drag that to the area you want it to be copied.

## ***Relative vs. Absolute Reference Cells –***

Relative reference is what we use when we normally use click and fill to copy formulas to adjacent cells. When we want to have a formula or cell that doesn't change relative to its position we use an absolute cell reference, which prevents it from changing. You will note that C\$ is relative and \$C\$4 is absolute. Control the type of reference by using the F4 Key.

## ***Add Comments –***

Add comments to your worksheet by right clicking on the cell and choosing add comment.

## ***Click and Fill Tip –***

If you have a long column of data and need to use the same formula throughout you can double click the dot instead of clicking and dragging.

## ***Quick Analysis –***

Highlight your table and click the analysis icon at the bottom right. Discover all the options that will help you analyze data quickly and efficiently.

## ***Using AutoSum on multiple rows of data –***

Click the left/Upper most cell of the data range, then hold Ctrl + Shift, and use the arrow keys to select the complete data easily. Now click on AutoSum and you're done.

## ***Text to Columns – Quick Fill***

Use these features to take a column of information such as a name field (with first and last name) to two separate columns or pull a part of the field from the column into another.

## ***Working with Multiple Worksheets –***

Be aware that copy / paste from one worksheet to another will paste the current data from that cell but if there is a formula beneath it, the number will no longer be related to the original worksheet formula.

- **Arranging Worksheets** – To rearrange your worksheets (in the Task Bar) click and drag them to the position you want.
- **Rename Worksheets** – Right-click and select rename.
- **Color Tabs of Worksheets** – Right-click and select color.
- **Relational Cell Names** – One way to make this work easily is to name the particular cell with a name (double-click the name box and type in a name without spaces) and then use that name to refer to the original cell.

Created by John Stevenson

- **3-dimensional Formula** – You can use cells or groups of cells to do calculations from various worksheets and put the answer in a cell on another worksheet. Begin by typing the = sign in the cell then put your formula together by clicking on the worksheet and cell you want and then typing the action \*,+,- etc. then hit enter and move to the next worksheet until you have the cells you want.
- **Grouping Worksheets** – To place text on each worksheet in the same cells you can group worksheets. Click on a worksheet then hold Ctrl and click the other worksheets you want in the group. To ungroup just do the same again.

## ***Protecting Your Formulas –***

When developing your worksheet you should plan to make your formulas off-limits to users. If you don't it is only a matter of time before they will accidentally put data into that cell and over-write your formula.

To prevent this you should:

- Highlight the complete workbook (use Ctrl+A) and right-click in the highlighted area.
- From the resulting menu select **Format Cells**
- Then choose **Protection**
- Be sure that **Locked** is unchecked
- Close the dialog box and now you will highlight the cells that contain formulas.
- Right-click the highlighted area and select **Format Cells**
- Choose **Protection**
- Be sure that **Locked** is checked
- Now go to the **Review Tab, Changes Group, and choose the Protect Sheet** command
- In the **Protect Sheet** dialog box make sure users can only select unlocked cells

## ***Printing Tips -***

- **Scaling the Page** - When printing worksheets you may have occasions where the spreadsheet is just a little too large for the page. You can easily resolve this issue by using the scaling feature under Page Layout/ Scale to Fit. On Height and Width choose appropriate options but keep in mind the shown % should not be less than 70%.
- **Set Print Area** – If you don't need to print the whole page you can select the portion you want to print then go to File/ Print Area/ Set Print Area and it will only print that part of the worksheet. Or, in print settings choose "Print Selected".
- **Remove Rows from the Printout** – Use the Hide function to hide rows or columns that you don't want to print but you don't really want to delete from your worksheet. Right click the column or row header and then choose Hide. When you are done just simply undo your actions.
- **Print Titles and Headings** – From the Page Layout Tab/ Page Setup, select Print Titles and then the sheet tab. Highlight the row you want to appear at the top of each page and then check by using print preview.
- **Print headings and gridlines**- When you want to print the column letters and the row numbers you can click the "print" checkbox under Page Layout/ Sheet Options and if you want the gridlines, you can check its "print" box as well.

## ***Create Lines (and remove them) –***

Type three – (dashes) in a row to create a line

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Type three = (equal signs) in a row to create a double line.

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Remember that deleting one of these lines is not as simple as just selecting the line and deleting. That is because the lines are actually borders and if you move on in the document and then want to delete the line it will require you to select the area of the document and then remove borders.

