

Microsoft Excel

Hints, Tips and Tricks

How do I hide certain rows or columns of my excel sheet?

Select the row/column(s) you wish to hide. Right-click on the same and select **Hide**.

In case you wish to "unhide" these row/column(s) later, select the adjoining row/column(s), right-click and select **Unhide**.

How do I select cells around the hidden cells without including the hidden cells?

Select the range, including the hidden cells. Just press **<Alt>**.

The hidden cells will be EXCLUDED from the selection!

How do I print my Excel files in Color? Whenever I print, the color markings get printed in Black and White!

1. Go to **Page Setup** in the **File** Menu.
2. Click the **Sheet** tab.
3. Under **Print**, deselect **Black and White**.
4. Click **OK** and Save the worksheet.

From now on, Excel will print this sheet with the colors you have used.

Did you know there is a hidden simulation "game" in Excel 97?

Here's how you see it:

1. Open MS Excel.
2. Press **<F5>**.
3. Enter **x97.197**.
4. Press **<Enter>**.
5. Press **<Tab>**.
6. Press **<Ctrl><Shift>** and with mouse press chart icon on the toolbar. On you go!
Play a simulation game.

(The programmers' names come somewhere but be careful as they scroll too fast)

How do you insert date in Excel?

Select a cell and Press <Ctrl>semicolon key.

How do you insert time on your excel spread sheet?

Select the cell and Press <Ctrl><Shift>semicolon key.

How do you remove gridlines for the entire excel worksheet?

1. Go to “**Tools**” menu.
2. Click on “**Options**”.
3. Click on the “**View**” tab.
4. Uncheck the “**Gridlines**” box.

How to print gridlines in your Microsoft Excel worksheet?

1. Go to “**File**” menu and click on “**Page Setup**”.
2. Click on “**Sheet**” tab.
3. Check “**Gridlines**” box under “**Print**” topic.

How do you increase rows on your worksheet?

1. Go to “**Format**” menu.
2. Click on “**Row**”.
3. Click on “**Height**”.
4. Increase the Row Height.
5. Click on **OK**.

How can I increase the width of my worksheet columns?

1. Go to “**Format**” menu.
2. Click on “**Column**”.
3. Click on “**Width**”.
4. Increase the Column Width.
5. Click on **OK**.

How can I go to the end of my worksheet quickly?

Press <Ctrl><down arrow>.

How can I draw a line in a graph in Excel?

You can draw a line in a graph in Excel by following the steps given below:

1. If drawing toolbar is not visible, click **View --> Toolbars --> Drawing**.
2. Click on the "**line**" icon from the drawing tool bar.
3. Now, draw a line in the chart by clicking on it and dragging.

How can I change the default font?

Excel's standard font is 10-point Arial. If you want to specify a font for all new worksheets, you can change the default font.

1. Open the **T**ools menu and select **O**ptions.
2. Click on the **General** tab and choose a new font from the Standard Font dropdown list. You can also specify a size.
3. Click on **OK** to close the dialog box, and then click on **OK** at the message box.

You will have to exit and restart Excel to make the change permanent

Use AutoFill to Quickly Copy Formulas and Formatting in Excel

Would you like an easy way to extend a series of numbers in Microsoft Excel without typing each one individually? With **AutoFill**, you can quickly copy data, formulas, or formatting to adjacent cells. This brief tutorial will show you how:

1. Select the cells that you would like to copy.
2. Move the cursor to the bottom right corner of the highlighted cells. Your cursor will then turn into a black plus sign.
3. Click and hold down the right mouse button and drag across the cells you want to fill.
4. Release the mouse button, and when the shortcut menu appears, click **Fill Series**.

By following these steps, you will be able to save a lot of time creating your spreadsheets.

Show or Hide the Formulas in an Excel Spreadsheet

When you're working in an Excel worksheet, you can alternate between viewing the values in the cells and displaying the formulas. To toggle between the different views, press <Ctrl>` (single left quotation mark).

Note: If you're having trouble finding the single left quotation mark, it's on the same key as the "~" symbol. On most keyboards, it's the key directly to the left of the "1" key.

Don't Lose Sight of Your Column Headings in Excel

Would you like to see the column headings on your Microsoft Excel spreadsheets no matter how far down you scroll? Here is one way to keep the column headings constantly visible:

1. Select the row just below your column headings.
2. On the **Window** menu, click **Freeze Panes**.

The "frozen" column headings don't scroll, but remain visible as you move through the rest of the worksheet.

Edit Cells Quickly in Excel—Without Using Your Mouse

If you like to use your keyboard for everything, editing a lot of data quickly in an Excel spreadsheet can be difficult because you find yourself constantly reaching for the mouse when you want to make changes to a cell. But there's a shortcut you can use so that your hands never have to leave the keyboard—press <F2>. Here's how:

1. Use the arrow keys to select the cell you want to edit.
2. Then press <F2> (or COMMAND-U, if you use a Macintosh computer) to edit the cell contents.
3. When you're finished, just press <Enter> (or RETURN on a Macintosh keyboard) to enter your changes. Or press <Esc> to cancel the changes.

Note: This tip is especially handy for editing hyperlinks in Excel because, if you use your mouse to click on a cell with a hyperlink, it automatically opens an Internet browser window. Using the keyboard lets you edit hyperlinks with ease.

Create an Excel Chart with the Push of a Button

This is a very old Microsoft Excel trick. To quickly create a chart, using only your keyboard, select the data you want to plot and then press <F11>. Excel automatically creates the chart for you.

Note: Another way to do this trick is after you select your cells, press <Alt><F1> and you'll get the same result.

Select an Entire Range of Cells in Excel

In Excel, if you want to quickly select the entire range of cells you're working on, press <Ctrl><Shift>* (asterisk).

For example, if you have a list of customers in Excel, this command will select the entire list and the column headings, but not the empty cells around the list—so you get only the cells you need.

This tip is different from the **Select All** command, which selects every cell in the worksheet—even the ones that you are not using.

Insert Copied Cells Between Existing Cells Safely

If you want to insert a range of copied cells between other rows or columns—instead of pasting over them—there's an easy way to do it:

1. Select the cells you want to copy.
2. On the **E**dit menu, click **C**opy.
3. Select the area on the worksheet where you want to place the copied cells.
4. Press <Ctrl><Shift>+ (Plus Sign).
5. In the **I**nsert dialog box, click the direction you want to shift the surrounding cells, and press **OK**.

Now, the copied cells are inserted right where you want them, and none of your existing information is lost.

Build Vertical Titles in Excel

Have you ever wondered how to create a heading for a table that runs vertically along the side of a table instead of above it?

Here's how I do it:

1. Select the cell that contains your text as well as the surrounding cells that you want your title to span.
2. On the **F**ormat menu, click **C**ells, and then click the **A**lignment tab.
3. In the degrees text box, enter **90**.
4. Select the **M**erge cells text box and click **OK**.

Format Excel Cells Fast

If you want quick access to the Format Cells dialog box in Microsoft Excel to change things like type style, alignment, or borders, select the cell you want to format and press <Ctrl>1.

Have Excel Save Your Files Automatically

Have you ever wanted Excel to automatically save your spreadsheets for you so you don't lose your work? Excel 2000 includes a feature that saves workbooks automatically at specified intervals, but it's not installed by default. Here's how you can install and use the Autosave Add-in:

First you need to load the add-in, which will add it to your **T**ools menu:

1. On the **T**ools menu, click **A**dd-Ins.
2. In the **A**dd-Ins available list, select the **A**utosave Add-in check box and then click **OK**.

(**Note:** If the Autosave Add-in is not available, you may need to install it. For more instructions, search for the phrase "**Install or remove individual features of Microsoft Office or Excel**" in Excel 2000 Help.)

Then, to configure and use the **Autosave** feature:

1. On the **T**ools menu, click **AutoSave**.
2. Select the **Automatic save every** check box.
3. In the **Minutes** box, enter how often you want Excel to save your workbooks.
4. Select any other options you want, and press **OK**.

Quickly Move Between Multiple Excel Workbooks or Worksheets

When working with several Excel workbooks or worksheets (the individual pages in workbooks) at once, you can quickly move between them using shortcut keys.

- To move between open workbooks, press <Ctrl><Tab>.
- To move to the next sheet in a workbook, press <Ctrl><Page Down>.
- To move to the previous sheet in a workbook, press <Ctrl><Page Up>.

Do Fast Calculations in Excel

Have you ever needed to know the largest value in a series of cells? You can create a formula to do that, but there is a faster way.

To view the largest value in a series of cells:

1. Select the cells in which you are interested, and you will see the sum of the range displayed on the status bar, which is the horizontal area below the worksheet window.
2. If the status bar is not displayed, click **Status Bar** on the **V**iew menu.
3. Right-click the status bar, and then click **Max**. Now you can see the maximum value displayed on the status bar.

You can use the same technique to find the average of, the sum of, or the minimum value in the selected range. You can also count the cells that contain numbers (by selecting **Count Nums**) or count the number of filled cells (by selecting **Count**).

Completely Delete Cells in Excel Using This Shortcut

Have you ever wanted a keyboard shortcut that completely deletes a cell from your worksheet, including the formatting and comments? Just select the cells you want to delete, and then press <Ctrl>- (minus sign). The surrounding cells will shift to fill the space.

This is different from using the <Delete> or <Backspace> keys, which simply clears the contents of a cell without actually deleting it.

Copy the Contents of an Entire Worksheet in Excel

Here's a timesaving tip for Excel users who frequently need to copy an entire worksheet (a page within a workbook) of information—such as a list of items for a monthly inventory—from one workbook (Excel file) to another.

To copy an entire sheet to another workbook:

1. Open the workbook into which you want to paste the copied sheet.
2. Switch to the workbook that contains the sheet you want to copy.
3. Right-click the **Sheet** tab of the sheet you want to copy, and then click **Move or Copy** on the shortcut menu.
4. From the **To book** drop-down menu, select the workbook that will receive the sheet. (To copy the selected sheet to a new workbook, click **New book** on the drop-down menu.)
5. Select the **Create a copy** check box. (If you don't select this check box, the sheet will be moved instead of copied.)
6. Click **OK**.

Do Creative Calculations with Paste Special

I find this trick fantastically useful. If you have a block of numeric data in an Excel worksheet and you wish to change each entry to a negative value, use **Paste Special** with a twist.

Here's how:

1. In an empty cell, type -1.
2. Select the cell, and click **Copy** on the **Edit** menu.
3. Now select the cells containing the values you want to change.
4. On the **Edit** menu, click **Paste Special**.
5. Under **Paste**, click **Values** and under **Operation**, click **Multiply**.
6. Click **OK**.

All the numbers change from positive to negative, or vice versa. This method is also useful for reducing numbers by a factor of 1,000, 1,000,000, and so on.

Quickly View All Worksheet Formulas in Excel

With a quick keystroke, you can display all the formulas in your worksheet, including the serial values Excel uses to store dates.

To alternate between displaying cell values and displaying cell formulas, press <Ctrl> (single left quotation mark, which usually can be found above the <Tab> key).

Add a Calculator to the Excel Toolbar

Did you know that you could add a calculator to your Microsoft Excel toolbar? Here's how:

1. On the **View** menu, click **Toolbars**, and then click **Customize**.
2. Click the **Commands** tab.
3. In the Categories list, click **Tools**, and in the Commands list, click **Custom** (the one with the gray calculator graphic).
4. Drag the selected command from the Commands list to a toolbar. (Lift your finger from the mouse when you see a plus sign next to your pointer.)
5. Click **Close**.

Now click the button you just added to run the calculator.

Paste Information from Excel as a Picture

Do you want to place an image of an Excel file into a Word document, image editing program, or other program? It's easy to do.

1. On the Excel worksheet or chart sheet, select the cells or click the chart or object you want to copy.
2. Hold down <Shift> and click **Copy Picture** on the **E**dit menu.
3. For best picture quality, make sure **As shown on screen** and **Picture** are selected, and then click **OK**.
4. Click the worksheet or other document where you want to paste the picture.
5. Click **P**aste on the **E**dit menu.

To make adjustments to the image after you've pasted it, use the Picture toolbar. (To open it, point to **Toolbars** on the **V**iew menu and click **P**icture.)

Note: Cell gridlines appear in the picture if they are displayed. To omit gridlines, in Excel click **O**ptions on the **T**ools menu, click the **V**iew tab, and then clear the **G**ridlines check box.