

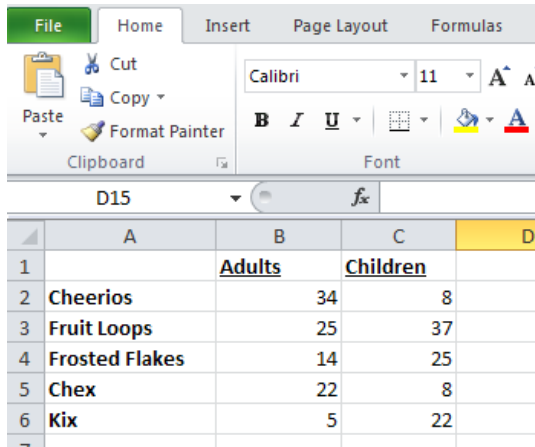
Excel Shortcuts - Make Excel Work Hard So You Don't Have To

This document provides a variety of shortcuts for working in Excel 2010.

Creating a Chart

Excel provides a keyboard shortcut (F11) for creating a chart. Once the chart is created, there are a multitude of options available in the Ribbon for customizing the chart.

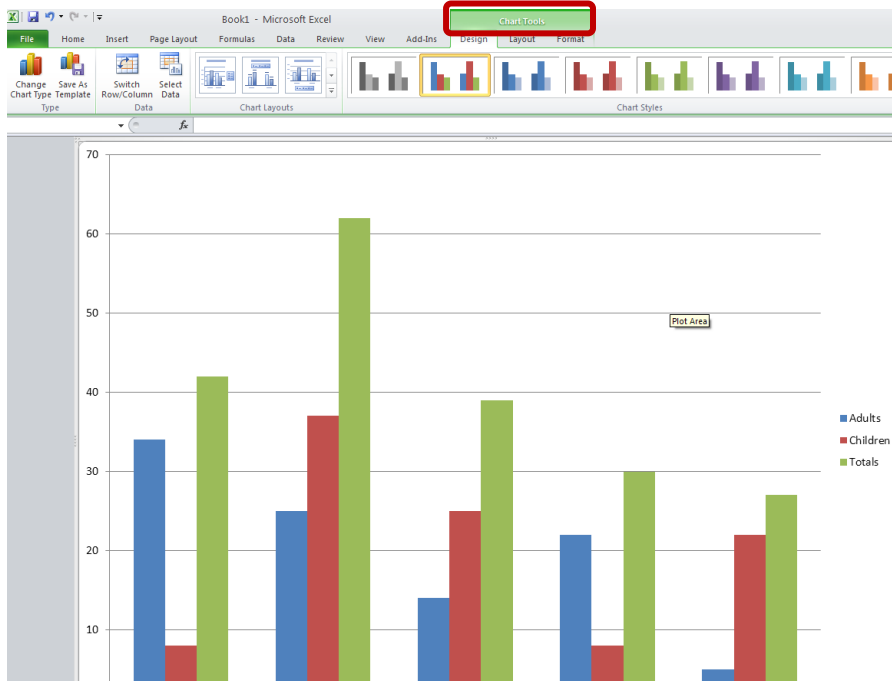
1. Select the data that you would like to chart. Be sure to include titles so that Excel can create a legend and titles for the chart.



The screenshot shows the Excel ribbon with the Font section expanded. The font is set to Calibri, size 11. Below the ribbon is a data table with the following content:

	A	B	C	D
1		Adults	Children	
2	Cheerios	34	8	
3	Fruit Loops	25	37	
4	Frosted Flakes	14	25	
5	Chex	22	8	
6	Kix	5	22	

2. Press **F11**.
3. Excel will create a column chart (the default chart type) on a new sheet. You can use the features available in the **Chart Tools** tab on the Ribbon to customize the chart.

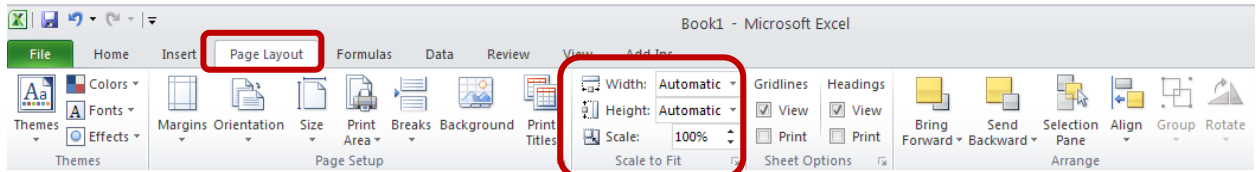


- For more information regarding working with charts in Excel, please see the Creating and Formatting Charts in Excel hand-out available on our website (<http://www.uis.edu/informationtechnologyservices/iss/itsworkshops.html>).

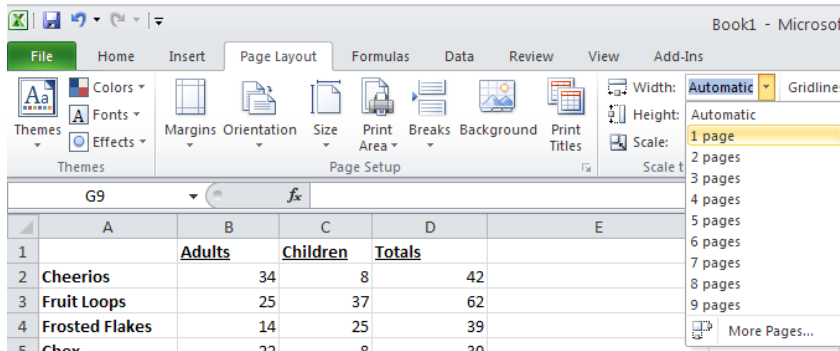
Fitting a Spreadsheet on One Page

When preparing to print a spreadsheet, it is often desirable to make the spreadsheet print on one page (or a predetermined number of pages) to avoid having just a few records spill over onto a new page. Rather than experimenting with font sizes and margins, Excel can make adjustments as needed to make the spreadsheet fit.

- From the **Page Layout** tab, use the features available in the **Scale to Fit** group.



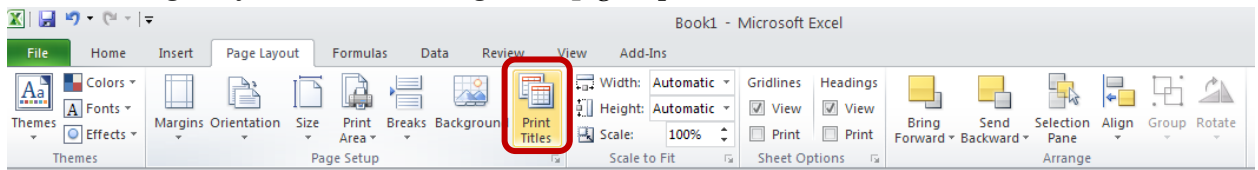
- For example, for a spreadsheet that is too wide to fit on one page, change the **Width** value from **Automatic** to **1 page**.



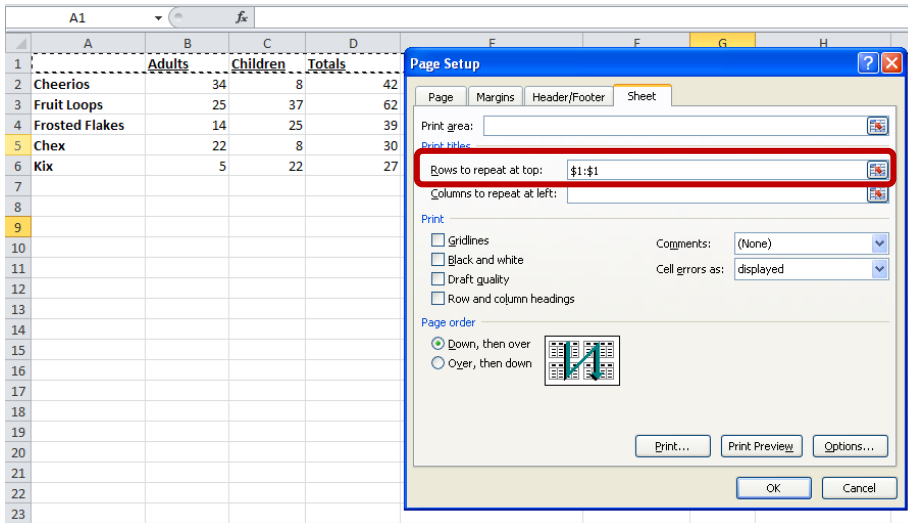
Making Rows Always Print at the Top of Each Page

When printing spreadsheets that span multiple pages, it is often desirable to have a header row automatically print at the top of each page. Excel makes this easy.

- From the **Page Layout** tab, in the **Page Setup** group, click **Print Titles**.



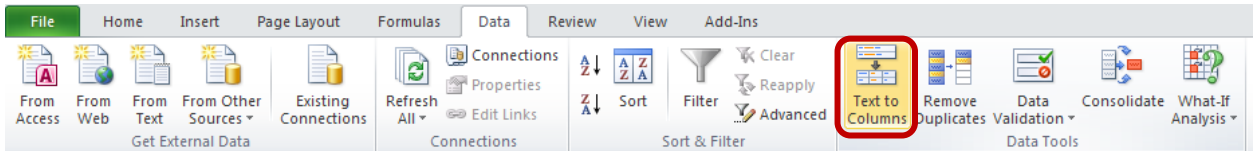
2. Click in the **Rows to repeat at top** field, then select or enter the desired rows.



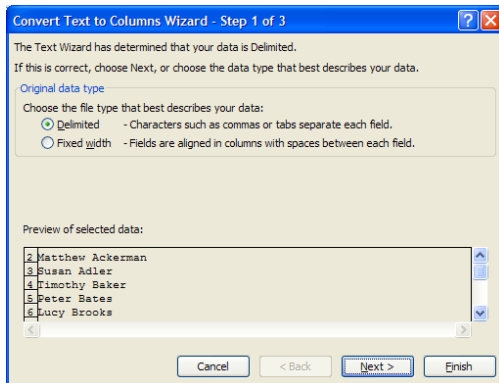
Converting One Column into Two

Oftentimes, we inherit spreadsheets that are not set up quite the way we need. For example, let's say we have a spreadsheet listing directory information (name, address, phone, etc). However, the first and last names are in the same column. We would like to have separate columns so that we can sort by last name. In such situations, Excel provides an easy way to split the column.

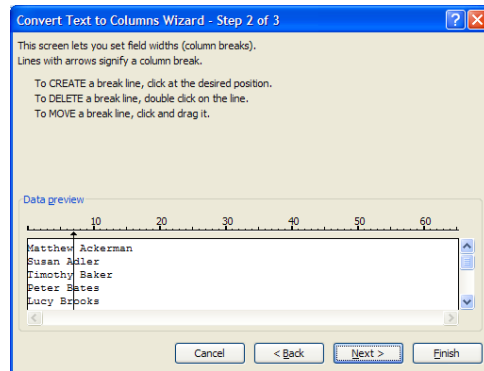
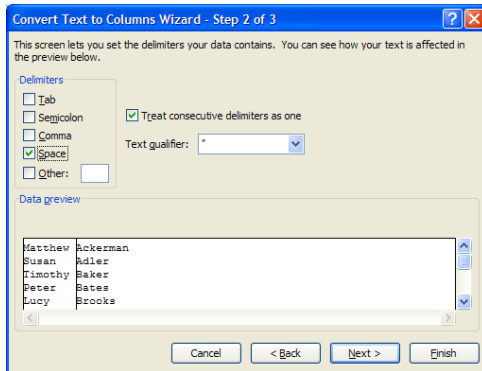
1. Determine where you would like the new column to be. Insert a new column, if necessary.
2. Select the cells you would like to split.
3. From the **Data** tab, in the **Data Tools** group, click **Text to Columns**.



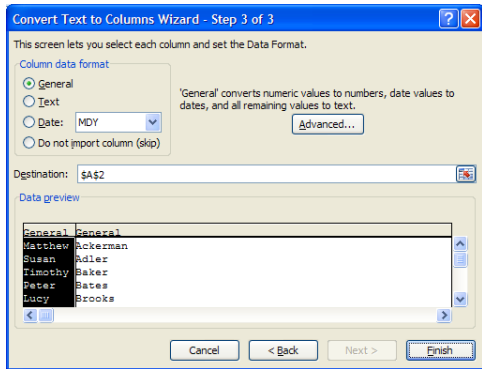
4. In Step 1 of the wizard, determine if the selected data is separated by a character (like a space or comma) or with a certain number of spaces between each field. Click **Next**.



- In Step 2 of the wizard, select the appropriate delimiter. The preview at the bottom will adjust automatically to ensure you that the correct delimiter was selected. If the data is fixed width, click to draw a divider between the data. Click **Next**.



- In Step 3 of the wizard, set the data format of each column if necessary. Also, determine the destination of the 'split' column. Click **Finish**.



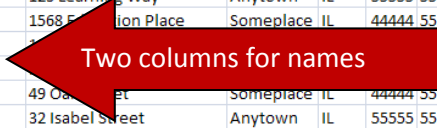
- The spreadsheet went from this:

	A	B	C	D	E	F
1	Name	Street Address	City	State	Zip	Phone
2	Matthew Ackerman	5670 Main Street	Mycity	IL	88888	555-788-3250
3	Susan Adler	123 Learning Way	Anytown	IL	55555	555-123-4567
4	Timothy Baker					555-456-7890
5	Peter Bates					555-678-90123
6	Lucy Brooks					555-654-9870
7	Derek Codson	49 Oak Street	Someplace	IL	44444	555-234-5678
8	Patricia Elliott	32 Isabel Street	Anytown	IL	55555	555-789-0123
9	Andrew Gentry	546 W President Lane	Mycity	IL	88888	555-210-7899
10	Andrea Gilbert	RR 2 Box 170	Mycity	IL	88887	555-210-1234
11	Elizabeth Jackson	8 Illinois Drive	Someplace	IL	44443	555-987-1234



To this:

	A	B	C	D	E	F	G
1	Name		Street Address	City	State	Zip	Phone
2	Matthew	Ackerman	5670 Main Street	Mycity	IL	88888	555-788-3250
3	Susan	Adler	123 Learning Way	Anytown	IL	55555	555-123-4567
4	Timothy	Baker	1568 Learning Place	Someplace	IL	44444	555-456-7890
5	Peter	Bates					555-678-90123
6	Lucy	Brooks					555-654-9870
7	Derek	Codson	49 Oak Street	Someplace	IL	44444	555-234-5678
8	Patricia	Elliott	32 Isabel Street	Anytown	IL	55555	555-789-0123
9	Andrew	Gentry	546 W President Lane	Mycity	IL	88888	555-210-7899
10	Andrea	Gilbert	RR 2 Box 170	Mycity	IL	88887	555-210-1234
11	Elizabeth	Jackson	8 Illinois Drive	Someplace	IL	44443	555-987-1234



Pasting Cell Formats (Not Cell Contents)

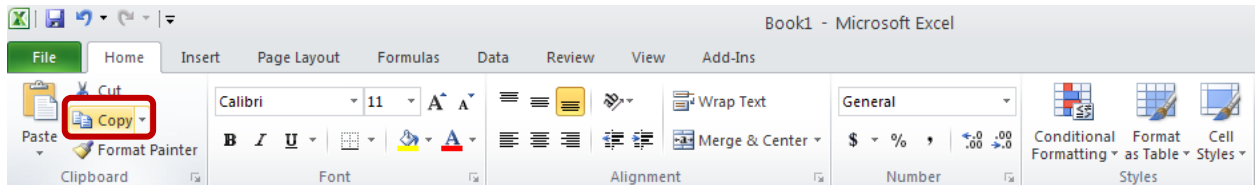
It can be quite time-consuming to reformat cells to make the desired changes. Excel provides two options for easily copying and pasting formats.

Option 1:

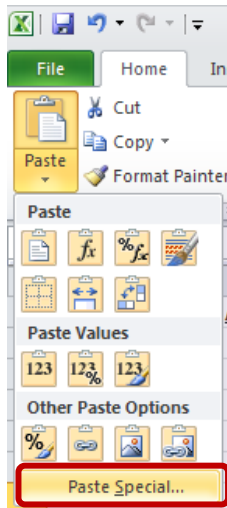
1. Format one cell as desired.
2. Select all the other cells you would like to format (if they are not consecutive cells, use Ctrl to select them one-by-one).
3. Press **F4**.
4. Please note that this only works if no other actions are taken in between these steps. The function of the F4 button is not specific to pasting formats – its function is to repeat the last command or action, which in this case is to format cells a particular way.

Option 2:

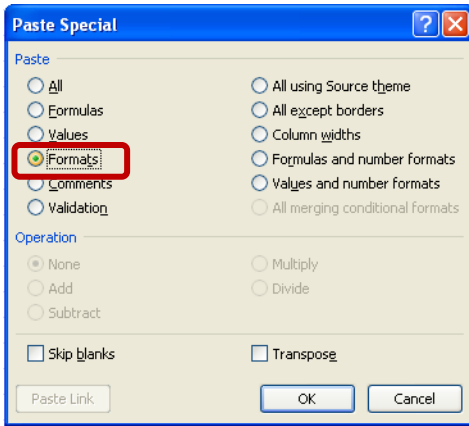
1. If you already have a cell formatted, but other actions have taken place since then, pressing F4 will not work.
2. Instead, select the formatted cell.
3. From the **Home** tab, in the **Clipboard** group, click **Copy**. Or press Ctrl+C.



4. Select all the other cells you would like to format (if they are not consecutive cells, use Ctrl to select them one-by-one).
5. From the **Home** tab, in the **Clipboard** group, click the small **dropdown arrow** under **Paste**. Select **Paste Special**.



6. Select **Formats**. Click **OK**.



Creating Quick Totals

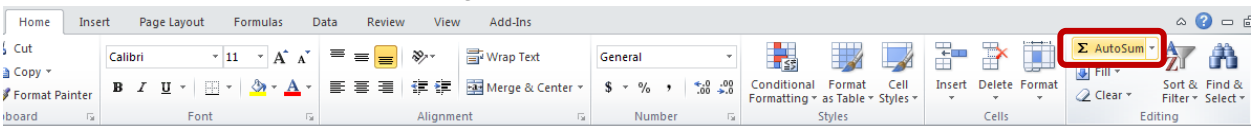
Excel comes with a vast number of built-in functions. Since creating a sum is one of the most popular functions, Excel provides two quick ways to enter the Sum function.

Using the mouse:

1. Select the empty cell next to the group of cells you want to add (usually sums go underneath or to the right).

	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7				

2. From the **Home** tab, in the **Editing** group, click **AutoSum**.



3. Excel looks for a group of adjacent cells to add and enters the formula.

	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7		=SUM(B2:B6)		
8				

SUM(number1, [number2], ...)


- Press **Enter** to accept the formula.

	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7		100		
8				

Using the keyboard:

- Select the empty cell next to the group of cells you want to add (usually sums go underneath or to the right).

	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7				



- Press **Alt + =**.
- Excel looks for a group of adjacent cells to add and enters the formula.

		SUM		
		=SUM(B2:B6)		
	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7		=SUM(B2:B6)		

SUM(number1, [number2], ...)

- Press **Enter** to accept the formula.

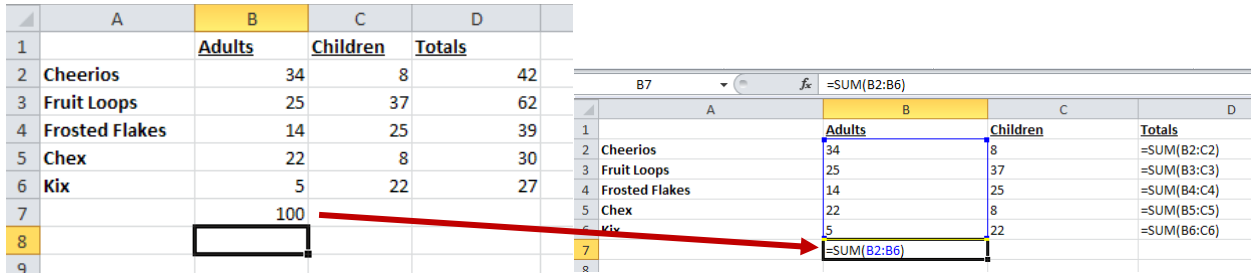
	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27
7		100		
8				

Showing Formulas (Not Formula Results)

Most of the time, when we are working in Excel, we want Excel to calculate the formulas for us and display the result. However, sometimes we may want to actually see the formula

displayed. For example, if we are troubleshooting a formula or want a printout of the formula syntax.

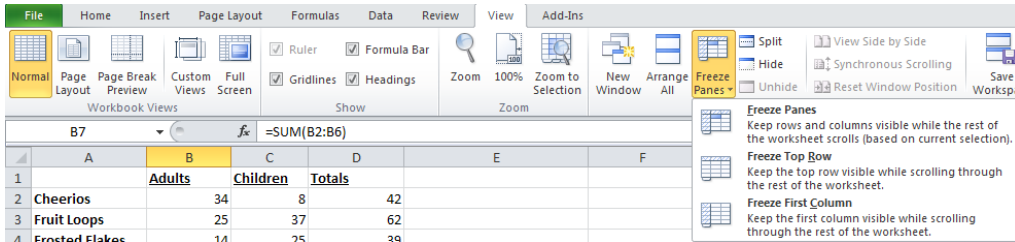
To show formulas in the spreadsheet, press **Ctrl + ~** (the tilde button is next to the '1' button on a standard keyboard). This is a toggle command, so press **Ctrl + ~** again to return to seeing the formula results.



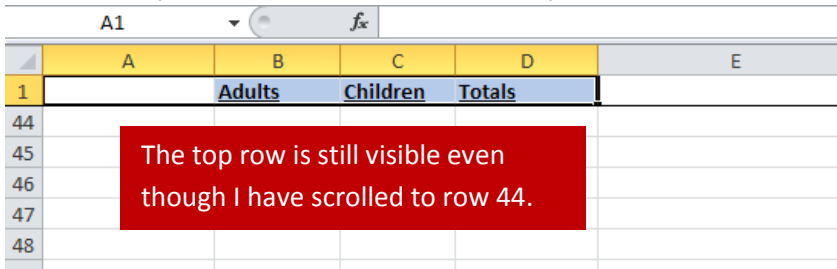
Freezing Column Headings

Scrolling through a large spreadsheet can become confusing once you lose sight of the header row. To lock the header row in place while you scroll,

1. From the **View** tab, in the **Window** group, click **Freeze Panes**.



2. From here, you can choose to freeze the top row, the first column, or a customized set of rows/columns (based on your current selection).
3. Now when you scroll, the top row is always visible.

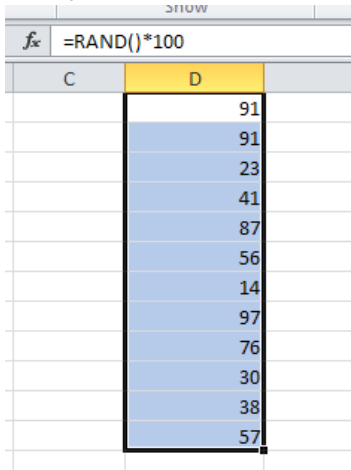


Generating Random Numbers

To generate a number between 1 and 100,

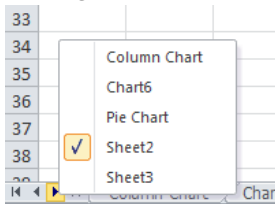
1. Type **=RAND()*100**.

2. Use the fill handle to quickly populate as many cells with random numbers as needed. To use the fill handle, click the cell, move your pointer over the lower-right corner of the cell until it turns into a black plus sign, and drag it horizontally or vertically across the cells you wish to populate. The cells can then be formatted as desired.



Navigating Between Multiple Tabs in a Worksheet

- To move one worksheet to the right, press **Ctrl + Page Down**.
- To move one worksheet to the left, press **Ctrl + Page Up**.
- Or, right-click on the navigation buttons and select the desired worksheet.



Line Breaks in a Cell

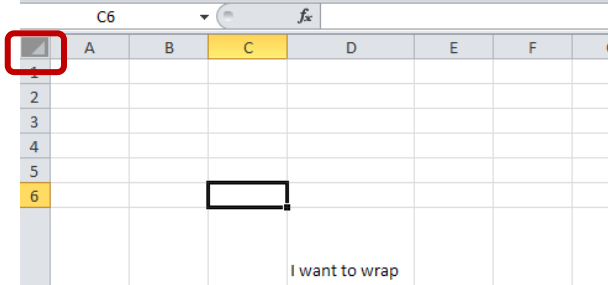
In most other Office programs, to move the cursor to the next line, you press the Enter key. However, in Excel you end up in the cell below when you press Enter.

To insert a line break in a cell, press **Alt + Enter** to start a new line while you are typing or editing data.



Select the Entire Worksheet

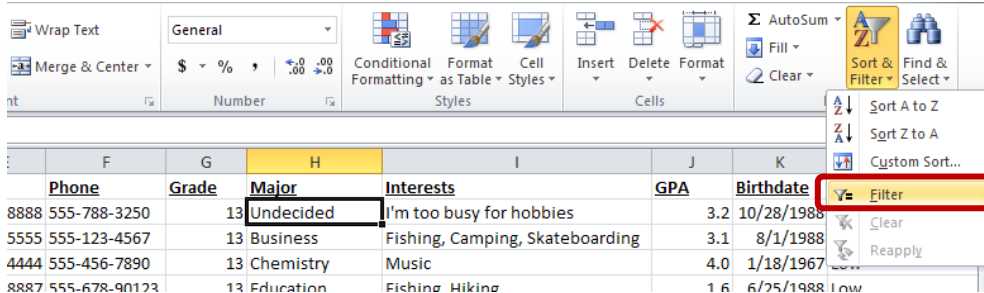
To select an entire worksheet, click the little gray box in the top-left corner of the sheet (the space above the row numbers and to the left of the column letters).



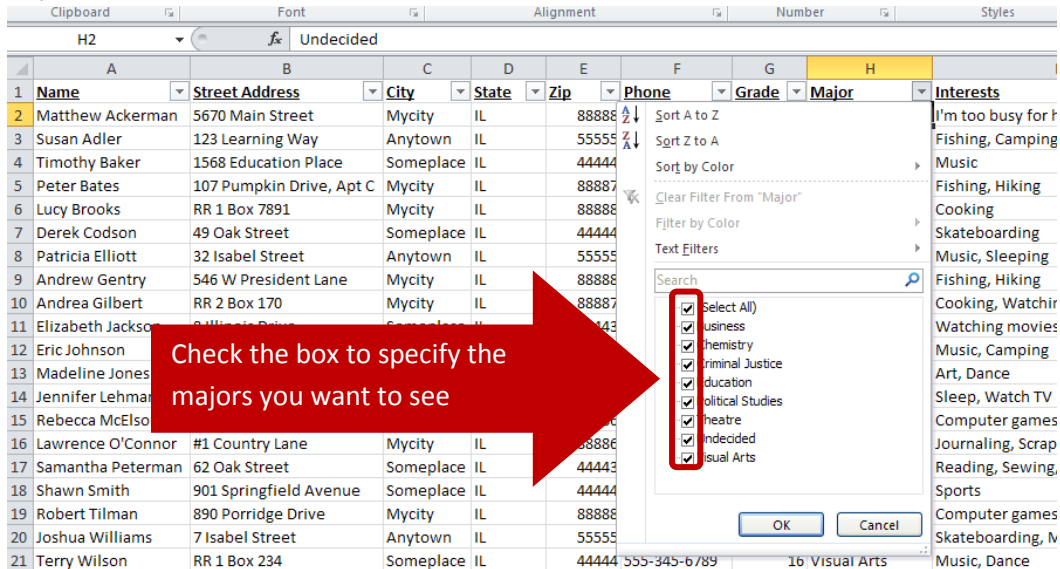
One-Click Data Mining

Excel comes with an AutoFilter tool that allows you to quickly filter data in a spreadsheet.

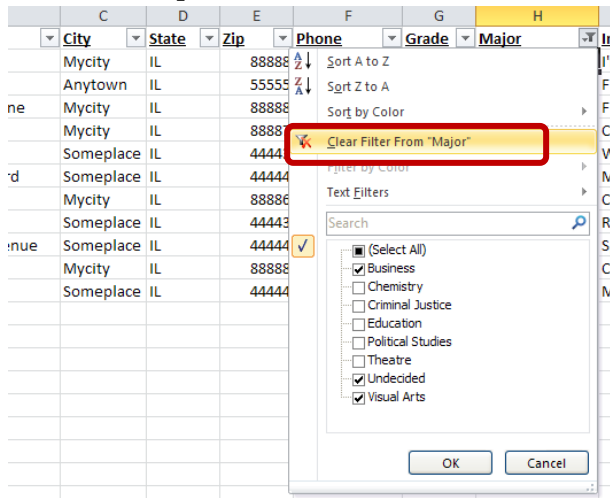
1. From the **Home** tab, in the **Editing** group, click **Sort & Filter**. Then click **Filter**.



2. This adds dropdown arrows to each of the items in the header row. You can now click any of those dropdown arrows to select a value on which to filter the data.

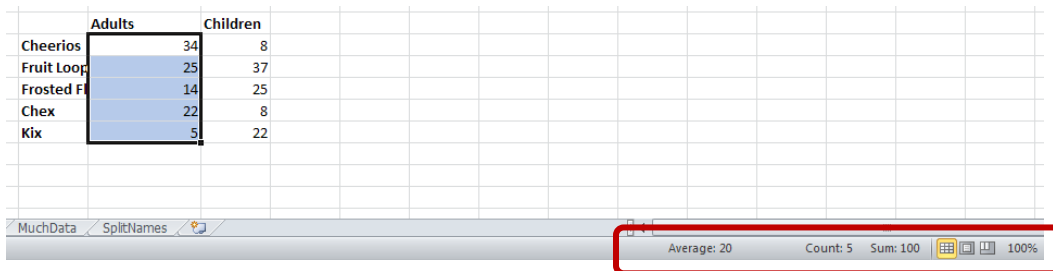


3. Click the dropdown arrow and choose **Clear Filter From** to remove the filter.

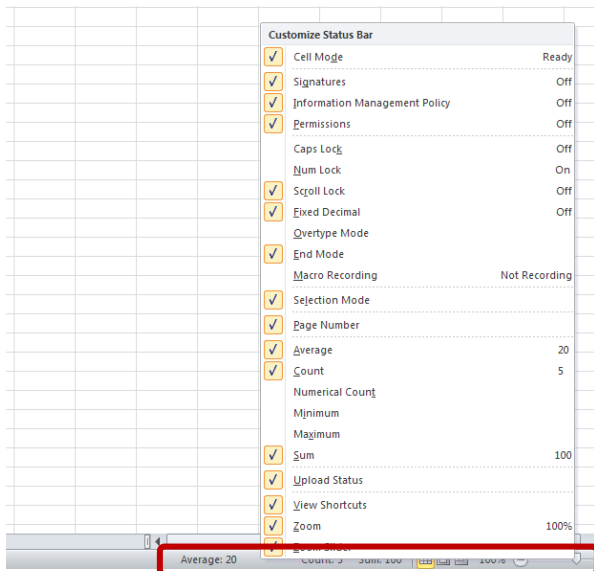


Take Advantage of the Status Bar

When a group of cells are selected, the status bar displays some common calculations, such as sum, average, maximum, etc.



To change the calculations that appear in the status bar or to see additional calculations, **right-click the status bar** and make the desired selections.



Making a Timestamp

Excel's NOW function, =NOW(), displays the date and time. If you just want to see the date, use the TODAY function, =TODAY(), instead.

However, these functions automatically update whenever the worksheet is recalculated or opened, which is not helpful if you want to keep track of when you added new data to your worksheet.

To insert a fixed date into a cell (a date that you do not want to change):

- Press **Ctrl + ;** (semicolon) for the date
- Press **Ctrl + :** (Shift + semicolon) for the current time