

Keyboard Shortcuts

Alt + Page Down	Move right one screen
Alt + Page Up	Move left one screen
Ctrl + 0 (zero)	Hide Columns
Ctrl + Shift +)	Show hidden Columns
Ctrl + 1	Launch Format cells dialog box
Ctrl + 9	Hide rows
Ctrl + Shift + (Show hidden rows
Ctrl + A	Select all (entire block of data)
Ctrl + C	Copy selected cells
Ctrl + Up Arrow	Move to the top of column data
Ctrl + Down Arrow	Move to the bottom of column data
Ctrl + End	Move to the bottom right cell in the used area of a worksheet
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + G	Show Go To dialog box
Ctrl + Home	Move to the top left cell of a worksheet
Ctrl + Left Arrow	Move to the beginning of row data
Ctrl + Right Arrow	Move to the end of row data
Ctrl + N	New workbook
Ctrl + O	Open an existing workbook
Ctrl + P	Print
Ctrl + Shift + \$	Apply Currency formatting
Ctrl + Shift + %	Apply Percent formatting
Ctrl + Shift + 8	Select a range
Ctrl + V	Paste
Ctrl + W	Close workbook
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + ;	Enter the current date
Ctrl + S	Save existing workbook
F1	Help
F11	Create a chart
F12	Save as
F4 or (Ctrl + F)	Repeat
F7	Spell Check
F9	Recalculate worksheets
Page Down	Move down one screen
Page Up	Move up one screen

Managing Multiple Windows

If you find yourself working with many workbooks at once, you can easily arrange how the windows will be displayed on your screen. Click the Arrange all command in the View ribbon.



Tiled Workbooks will be arranged adjacently over the screen area (like tiles).

Horizontal Workbook windows will be arranged lengthways (like long strips) across the screen.

Vertical Workbooks will be arranged lengthways up and down your screen, rather than across.

Cascade Workbooks will be layered one in front of the other, with the title bar of each workbook visible.

Zoom Slider

Use Excel's Zoom feature to change the viewing scale of a work sheet. By default, a workbook opens at 100% zoom. To adjust this, use the zoom slider switch. You can drag the slider with your mouse toward the negative (-) sign to decrease the zoom level, or toward the (+) sign to increase the zoom level:



Using the Total Row

The Total Row is a special Excel component that can automatically calculate certain things in a table for you without having to manually enter formulas:

	620	-229	-21
	750	-460	-65
	880	-691	-109
Total			-26

None Nothing displayed.

Average Average of numerical values in the column.

Count Number of items in the column.

Max Maximum value in the column.

Min Minimum value in the column.

Sum Sum of numerical data in the column.

StdDev Standard deviation for numerical data in the column.

Var Variance of numerical data in the column.

Conditional Formatting



Conditional Formatting ▾

Highlight Cells Rules ▸

Top/Bottom Rules ▸

Data Bars ▸

Color Scales ▸

Icon Sets ▸

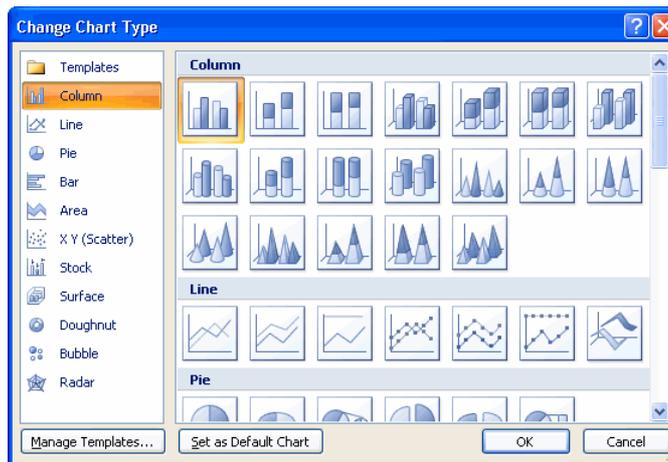
To help make the data easier to read, you can apply different conditional formatting options to a block of data. For example, you can get a quick idea of how sales are going in each division by applying a conditional format – all profit areas will be in black and all loss areas will be in red. The more black you see at a glance, the better the overall report will be!

Highlight some data and then click the Conditional formatting command in the Home ribbon:

- Highlight Cells Rules** This will highlight cells that are greater than, less than, between or equal to values that you can specify.
- Top/Bottom Rules** This option will allow you to highlight the top or bottom numbers or percent in the selected cells.
- Data Bars** Will display colored bars that are indicative of the value in the cell. The higher the value compared to the rest of the data in the group, the 'taller' the data bar.
- Color Scales** Will use different shades of color to represent different values, from low to high.
- Icon Sets** Will use sets of similar icons that will visually indicate a cell's value.

Changing Your Chart Type

Select data and press **F11** to create a chart. To change the chart type, highlight your chart, click the Design ribbon, and then click the **Change Chart Type** command. Select your type/style from the dialogue box:



Creating a Basic PivotTable

1. Select a range of cells containing column and row headers to use and click the PivotTable command in the Insert Ribbon.
2. Choose where to place the PivotTable, either on a new or existing worksheet.
3. A PivotTable list will appear on the right with the names of fields defined by the row and column headers.
4. Place checkmarks beside the fields you want to use in the PivotTable. Excel automatically sorts the data in a way it feels is best.
5. Right-click the PivotTable and add a check mark to "Classic PivotTable Layout" to enable the ability to physically pivot the table fields in the table.

	A	B	C	D	E	F
1		The company				
2		Profit Table				
3	Month	Salesman	Region	Product	Sales	Profit
4	Month 1	A.Smith	Northeast	Type 1	120 \$	240.00
5	Month 1	J.Adams	Southwest	Type 2	270 \$	540.00
6	Month 1	B.Doe	North	Type 3	300 \$	600.00
7	Month 1	M.Parker	Midwest	Type 4	440 \$	880.00
8	Month 1	A.Smith	East	Type 5	390 \$	780.00
9	Month 1	J.Adams	West	Type 6	525 \$	1,050.00
10	Month 2	A.Smith	Northeast	Type 1	204 \$	408.00
11	Month 2	J.Adams	Southwest	Type 2	252 \$	504.00

