

Quick Study[®] COMPUTER

Excel Tips & Tricks



How to Use This Guide

The background color  denotes Beginner Tips,  denotes Intermediate Tips,  denotes Advanced Tips,  denotes Formula Tips, and  denotes Using Lookup Tables.

Excel 2007 has a radically different interface from all previous versions, so anything that is unique to it will be written in green, and anything that is common to all versions prior to 2007 is dark red text, and things that work the same in all of

the versions in black text. Unless otherwise noted, the icons and screen shots will be taken from Excel 2007, as that is the latest version; the icons will be similar in previous versions.

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Beginner Tips

Insert Symbols & Special Characters

Excel (like all Office applications) allows special symbols to be added to a workbook. These include miscellaneous characters, such as: ° (the degree symbol), <, and © (the copyright symbol); math symbols like +, ×, and ÷; and currency symbols, including € (European Community Euro), ¥ (Japanese Yen), and £ (British Pound). Any symbol in any font on the computer can be inserted.

To insert a symbol




- Select the cell where the symbol is to be inserted.
- Edit the cell and place the cursor where the symbol is to be inserted; to place it at the end of any existing text, you don't need to edit the cell first.
- On the **Insert** tab, click **Symbols** .
 - OR**
 - Select **Symbols** from the **Insert** menu.
- Select one of the recently used symbols from the bottom of the dialog box.
 - OR**
 - Select the **Special Characters** tab and select one of the predefined characters.
 - OR**
 - On the **Symbols** tab, select the font with the desired character (if necessary – the default is the characters in the font used for the rest of the text in the cell); scroll through the list of characters and select the desired character.
- Click **Insert**.
- Repeat the above steps, if desired, to insert multiple symbols.
- Click **Close** when finished.

Insert a Comment

Excel provides the ability to insert comments into cells. This provides a convenient way to provide an explanation for the contents of a cell, the reasoning behind a formula, or the assumptions behind a value.



To insert, edit or delete a comment:

- Select the cell where the comment is to be inserted.
 - On the **Review** tab, click **New Comment** .
 - OR**
 - Select **Comment** from the **Insert** menu.
 - OR**
 - Click the **New Comment**  button on the **Reviewing** toolbar.
- A comment window will be displayed; enter the text for the comment.
- When finished, click outside the comment. Once the comment is stored, a red triangle will be displayed .
- To view a comment:**
- Point to the cell that contains the comment and the comment will be displayed, as shown above.

To edit a comment:

- Select the cell and click **Edit Comment** on the **Review** tab.
 - OR**
 - Select the cell and select **Edit Comment** from the **Insert** menu.

To delete a comment:

- Click **Delete Comment** on the **Review** tab.
 - OR**
 - To delete a comment, click the **Delete Comment** button on the **Reviewing** toolbar.
- The red triangle will disappear. No confirmation is required, so be careful.



Sort Data

Columns of data can easily be sorted, making it easy to spot trends, enter data in any order, etc.


To select data to sort:

- Select the range of cells to be sorted – remember to select all related data so that it stays associated (EX: Not just names, but remember to include addresses and phone numbers associated with the names). Entire columns can be selected if desired.
- Place the cursor in the column of data to be sorted (use <Tab> and <Alt><Tab> to move right and left).

To sort data in Excel 2003 or below:

- Select either the **Sort Ascending**  or **Sort Descending**  button to sort by the column the cursor is in, or select **Sort** from the **Data** menu.
- If **Sort** from the **Data** menu was selected, continue with these steps:
 - Specify that the data has column names by clicking **Header Row** or just data by selecting **No header row**.
 - Specify up to three columns to sort by (vertically, from top to bottom in the dialog box). If the header row option was selected, the name of the columns (based on the 1st row) will be available in the drop-down list; otherwise, select by column letter.
 - For each column sorted by, select either **Ascending** (A to Z) or **Descending** (Z to A).
 - For more advanced options, click the **Options** button.
 - If the data in the first column is month or day names, in the **First day sort order** drop-down list, select the appropriate option.
 - If the data should be sorted case sensitive, check the **Case sensitive** box.
 - Click **OK**, then **OK** again to sort the data.

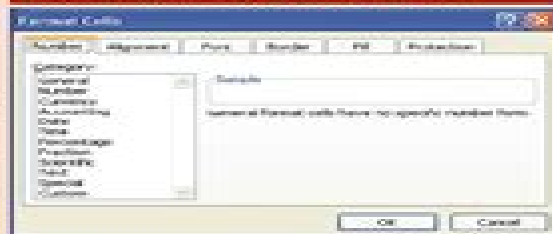
To sort data in Excel 2007:

- On the **Home** tab, click **Sort and Filter**  and select either **Sort A to Z** or **Sort Z to A** to sort by the column the cursor is in or select **Custom Sort** for advanced sorting options.
- If **Custom Sort** was selected, continue with these steps:
 - Specify that the data has column names by checking

My data has headers, or just data by leaving it unchecked.

- Specify as many columns to sort by as needed (more than 90 columns can be specified by clicking **Add Level**. If the header row option was selected, the name of the columns (based on the 1st row) will be available in the drop-down list; otherwise, select by column letter. The order can be changed later by clicking the up and down arrows.
- In the **Sort on** drop-down list for each entry, specify whether to sort on the values of the cells, the cell or first color, or cell icon.
- In the **Order** column, specify **A to Z** or **Z to A** for alphabetic data, **Smallest to Largest** or **Largest to Smallest** for numeric data, or **first or cell color** or **cell icon** (based on the formatting in the selected column). For each of the color and icon options, specify if the color should be on top or bottom.
- If the data should be sorted case sensitive, click **Options**, check the **Case sensitive** box, and click **OK**.
- Click **OK**.

Format Numbers, Dates & Times



Excel offers many options for the display format of numbers. The formatting options include:

- **Number:** This category provides the ability to add a thousands separator comma, specify the number of digits after the decimal point, and the ability to display negative numbers in red, with or without parentheses.
- **Currency:** This category offers an option of how many decimal places to use and offers options for various national currency symbols (placed before or after the number based on the country's standard), as well as displaying negative numbers in red or black.
- **Accounting:** This category offers an option for the number of decimal places and the national currency symbol to use. The way this category varies from **Currency** is that the currency symbols and decimal points are vertically aligned.
- **Date:** This category provides the options available for displaying dates. The locale (country and language) may be specified to display dates in standard formats for that location.

Excel Tips And Tricks Quickstudy Computer

John Hales



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