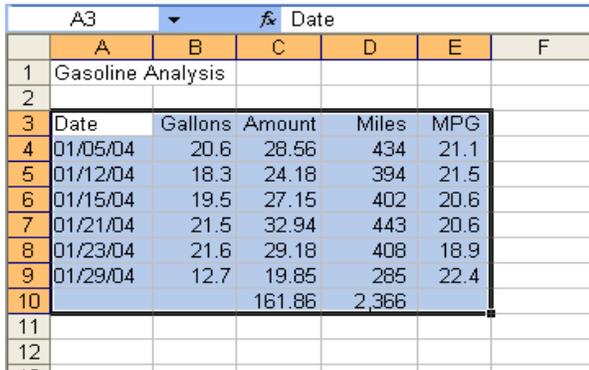


Practical Stuff in Excel

by Dick Evans

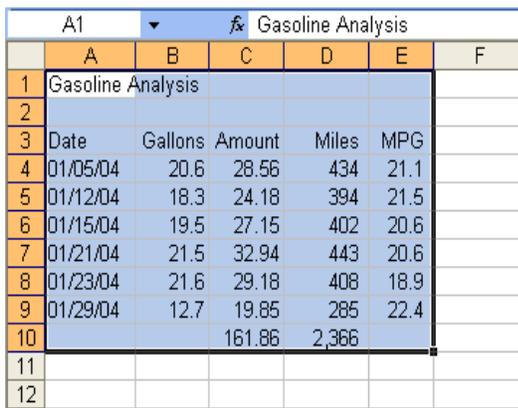
Select only the Active Block



	A	B	C	D	E	F
1	Gasoline Analysis					
2						
3	Date	Gallons	Amount	Miles	MPG	
4	01/05/04	20.6	28.56	434	21.1	
5	01/12/04	18.3	24.18	394	21.5	
6	01/15/04	19.5	27.15	402	20.6	
7	01/21/04	21.5	32.94	443	20.6	
8	01/23/04	21.6	29.18	408	18.9	
9	01/29/04	12.7	19.85	285	22.4	
10			161.86	2,366		
11						
12						

The active block consists of all the adjacent cells surrounding the one selected. Click on any cell, then Ctrl+* and all adjacent cells are selected

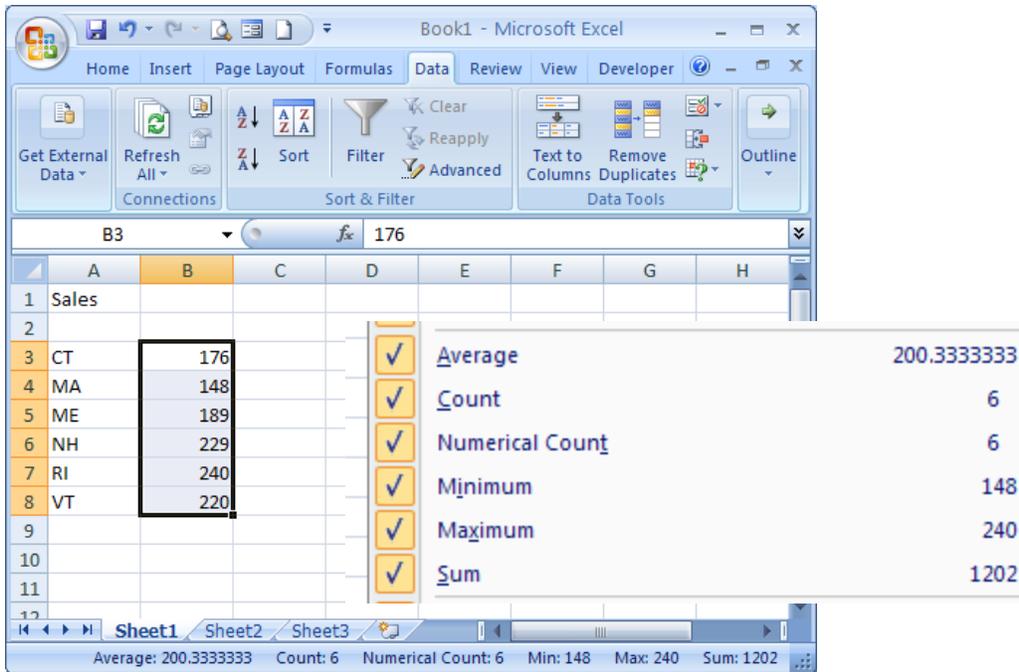
Selecting the Entire Sheet



	A	B	C	D	E	F
1	Gasoline Analysis					
2						
3	Date	Gallons	Amount	Miles	MPG	
4	01/05/04	20.6	28.56	434	21.1	
5	01/12/04	18.3	24.18	394	21.5	
6	01/15/04	19.5	27.15	402	20.6	
7	01/21/04	21.5	32.94	443	20.6	
8	01/23/04	21.6	29.18	408	18.9	
9	01/29/04	12.7	19.85	285	22.4	
10			161.86	2,366		
11						
12						

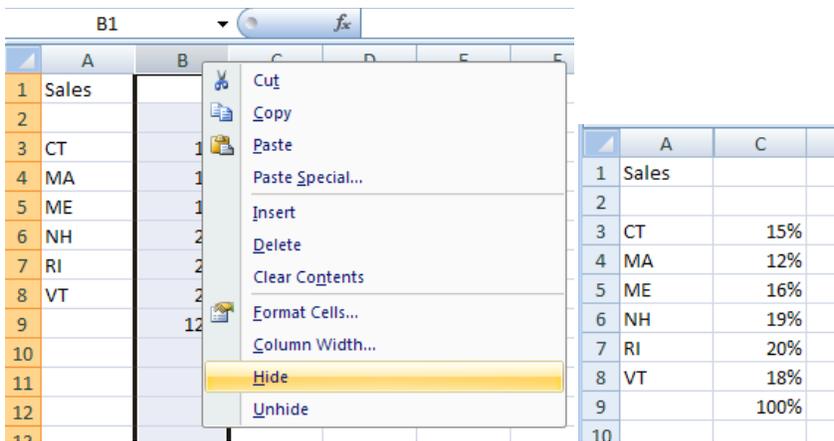
This differs from the previous slide. Use this method to select the entire worksheet-- the area that is in use, not all the cells in the worksheet. Ctrl+Home to select A1, then Shift+Ctrl+End

Using the AutoCalc Feature



Right-click on the status bar and turn on the numerical functions desired. Then the selected data will be counted, summed, averaged, and more in the status bar—a good way to check formulas

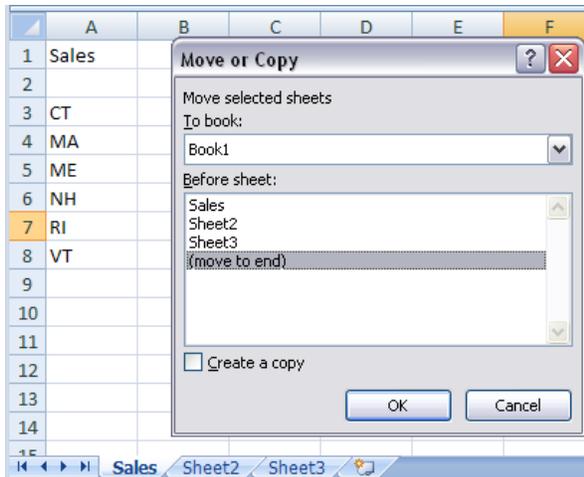
Hiding Columns and Rows



Select the row(s) or column(s) you want to hide, then Right-click > Hide

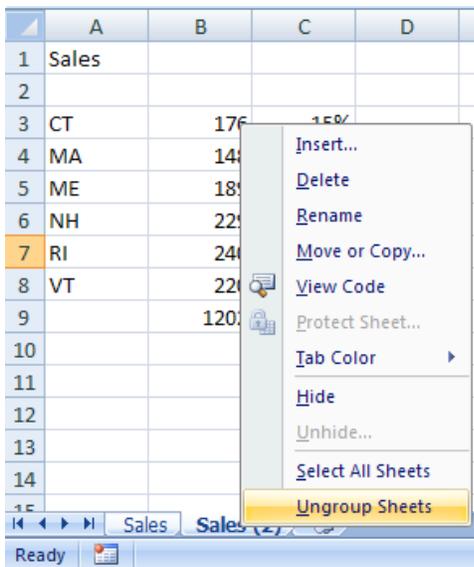
To unhide, select the columns (rows) before and after, then right-click > Unhide

Copying Sheets



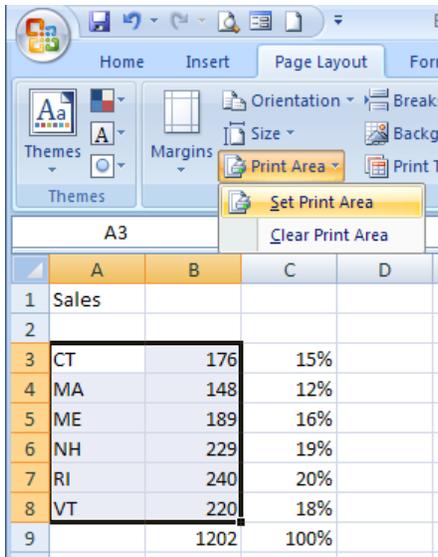
Right-click on the worksheet tab > move or copy. Then from the Move or Copy dialog box, check Create a copy and select where the copy should go – workbook and before which existing sheet

Formatting Multiple Sheets



Right-click on any sheet tab > select all sheets Or Ctrl+click the tab you want to group together (shift/click works also) Then whatever formatting you apply to one sheet, applies to all of them. Right-click any sheet tab > ungroup sheets to remove the grouping

Using a Print Area

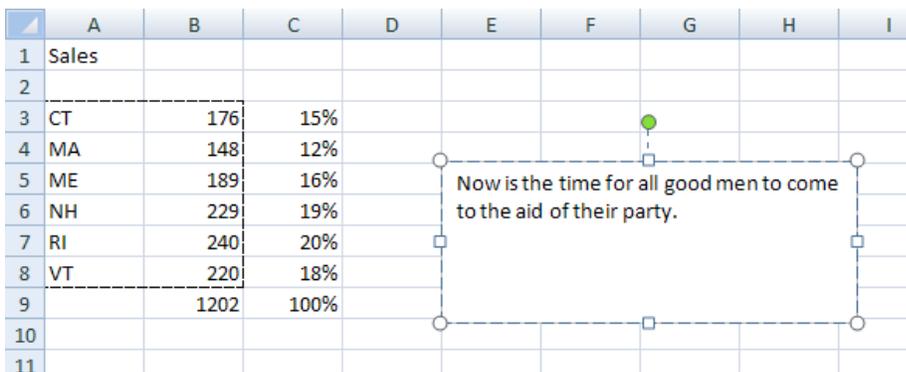


Select the area to be printed, then Page Layout > Print Area > Set Print Area, The selected area is surrounded with a dotted-box

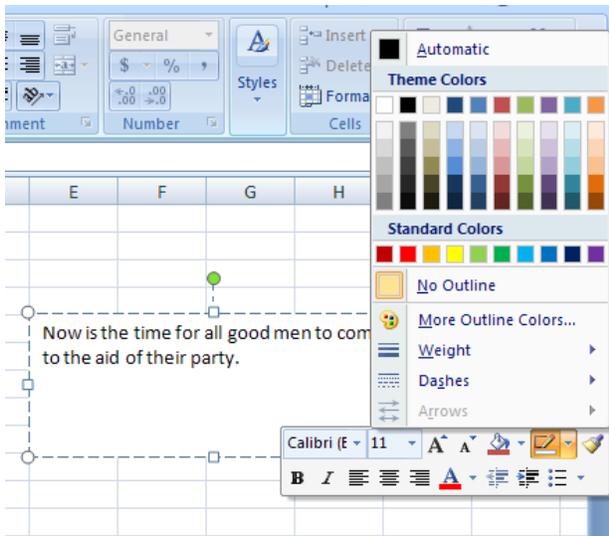
Ctrl+F2 to Print Preview and see that only the cells within the print area are being printed

To remove Page Layout > Print Area > Clear Print Area

Word Wrapping In Excel

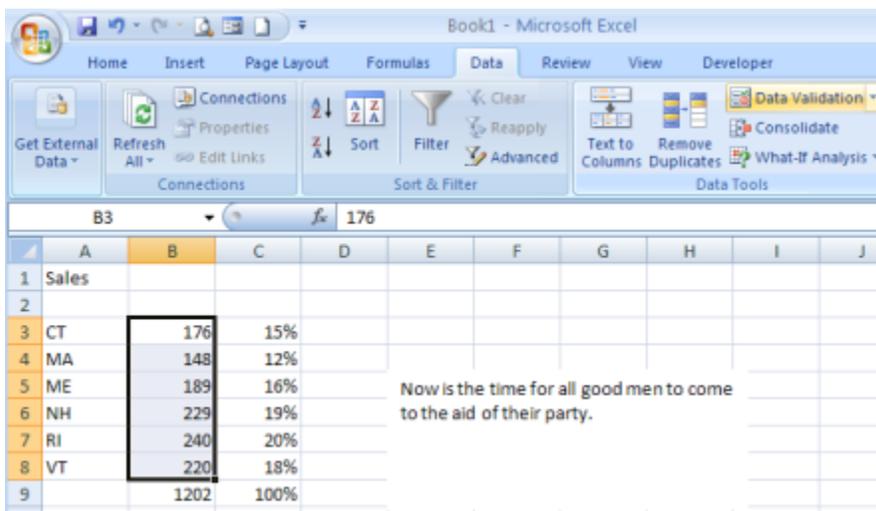


Insert > Text > Text box, then draw the box on the worksheet. When you drop the mouse, the insertion point is positioned in the top left of the box and you may begin typing. Your typing will be word wrapped within the text box.

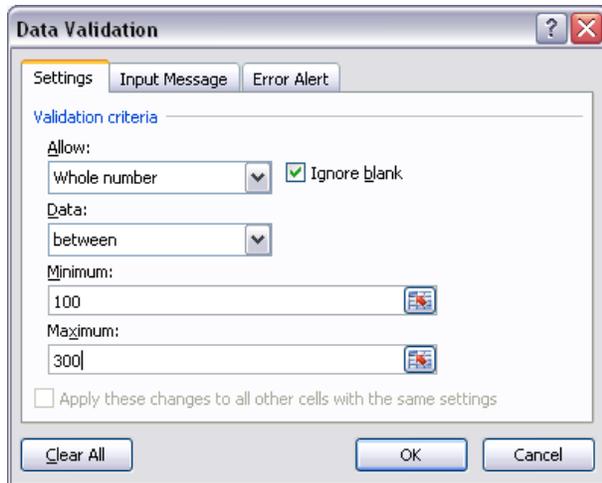


To remove the lines around the box, right-click in the box, pull down the drawing tool (to the right of the paint bucket), and select No Outline

Adding Data Validation



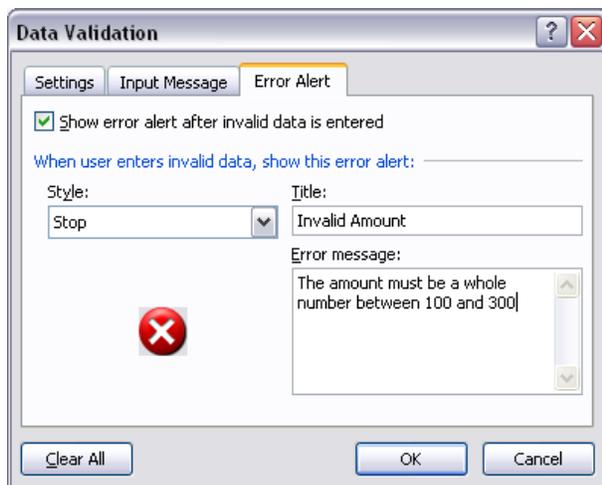
Select the column or cells to apply validation rules, then Data > Data Tools > Data Validation.



Set the parameters for the values in the cells.



When you select a cell that has validation a screen tip can appear



If the data entered does not fit the rules, an error box appears and the data is not accepted

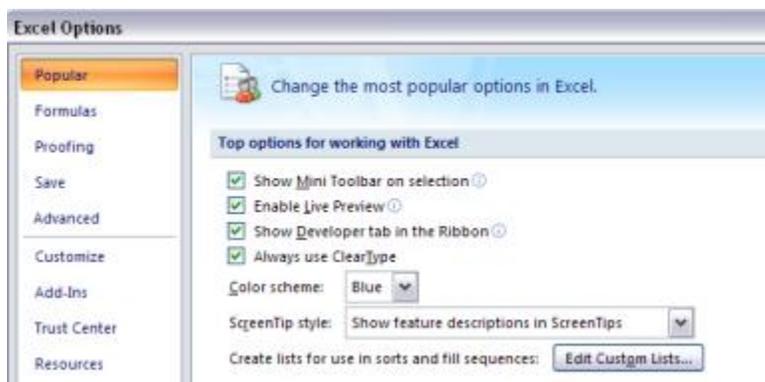
When all Data Validation is set, Click OK

Create Your Own AutoFill

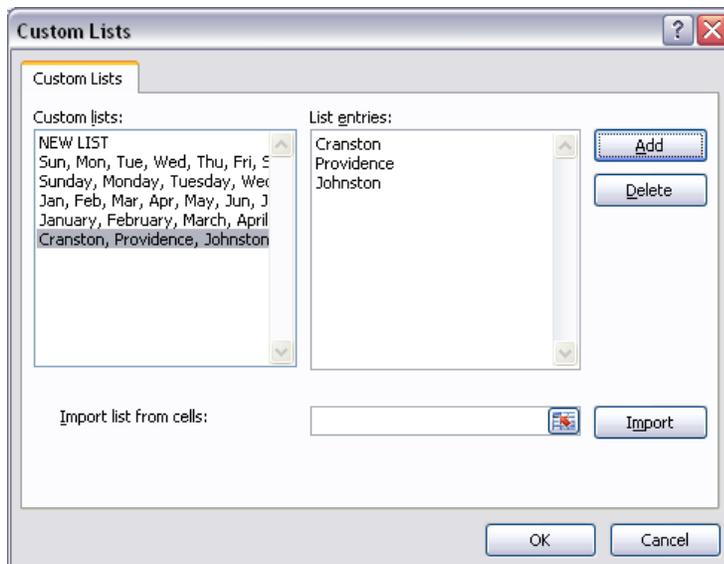
AutoFill is something that we use to fill a series of weekdays, months, dates, etc. But we can create our own. Perhaps we have a number of branch locations, we could create a custom autofill that includes all their names. Then we could type first and autofill the rest.



Office > Excel Options



Edit Custom Lists...



Under List entries, type Cranston, then press Enter. Key and Enter the rest, then Add, and OK. Try it out and notice that you can start with any of the items and it will fill in the rest

9		1202	100%
10			
11	Cranston		
12	Providence		
13	Johnston		
14			

Navigation: Sales Sales (2)