Excel Tips & Tricks

The following provides information on using various features and functionality in Microsoft Excel 2010.

Excel Resources

- For various Excel training videos, visit LyndaCampus at: http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml

- For documentation and online training, visit the Microsoft Excel page at: http://office.microsoft.com/en-us/excel-help/training-courses-for-excel-2010-HA104039038.aspx

- Google “Excel 2010”

Copying Formulas
The fill handle is the black box in the lower right-hand corner of the cell or range. Place the mouse pointer over the fill handle. The pointer turns into a cross-hair icon. Click and hold the cross-hairs and drag down to copy the formula:

![Copying Formulas](image1)

Auto Calculate
Select two or more cells with numbers in them. The sum displays in the status bar in the bottom right-hand corner of the worksheet.

![Auto Calculate](image2)

Additional Options
For more status bar options, right click in the status bar: Select or deselect the options you want displayed in the status bar.
Best Fit
Use best fit to ensure a column is as wide as the widest item in the column. Best fit can be used for one column or multiple columns as a time. Place the mouse pointer between two columns. The pointer turns into a double arrow, double click to size the column.

Date and Time Stamp
- To enter a date stamp in a cell, select the cell and click Ctrl ; (the control key and semi-colon key).
- To enter a time stamp in a cell, select the cell and click CTRL Shift ; (the control key and shift key and semi-colon key).

Quick Chart
Select the data to be included in the chart. Click F11:

Fill Series
- To auto fill cells with text (for example days or months), enter the word in the desired cell. Place the mouse pointer over the fill handle. Hold down the mouse key and drag to the desired location (across or down). Release the mouse:
- For numbers, enter the starting two numbers in the desired cells (for example; 1, 2, or 5, 10). Select the cells and place the mouse pointer over the fill handle. Hold down the mouse key and drag to the desired location (across or down). Release the mouse:

Note: When auto filling numbers, more than one number must be entered in more than one cell for Excel to understand the fill sequence. A single number in a single cell will only repeat that number.
### Move or Copy Worksheet

- **To move a sheet** click the desired sheet and drag it to the desired location in the worksheet tabs and release the mouse:

  ![Move Worksheet](image1)

- **To copy a sheet**, click the desired sheet. Hold down the control key (**CTRL**) and drag it to the desired location in the worksheet tab and release the mouse:

  ![Copy Worksheet](image2)

### Quick Sheet Renaming

Rather than selecting a sheet and right clicking to rename, simply double click on the desired sheet and type the new name:

![Quick Rename](image3)

**Note**: Worksheet titles may be up to 31 characters and spaces.
**Move a Worksheet to Another Workbook**

To move or copy a worksheet(s) to another workbook, make sure the target workbook is open.

- Select the desired worksheet you want to move. Click **Format** in the **Cells** group in the ribbon:

  ![Format Button]

- Select **Move or Copy** from the drop-down list:

  ![Move or Copy Dialog]

- The **Move or Copy** dialog box displays:

- Select the desired Excel document where the worksheet will be copied or moved to from the **To Book** drop-down list:

  ![To Book List]

- The worksheets for the selected document automatically display in the **Before sheet** field:

  ![Before Sheet Field]

- Select the sheet in the desired location. Click **OK** to move. To copy click the **Create a copy** check box to copy the sheet to the new location: ![Create a Copy Check Box]. Click **OK** to copy.
View Two Different Workbooks at Once

- Open both workbooks. Click the View tab above the ribbon in any open workbook:

  ![View tab](image)

  - Select View Side by Side in the Windows group in the ribbon:

  ![View Side by Side](image)

  - Both workbooks display:

  ![Workbooks side by side](image)

  - To arrange the workbooks differently, select Arrange All in the Windows group in the ribbon:

  ![Arrange All](image)

  - Select the desired arrangement from the Arrange Windows dialog box: Click OK.
**Multiple Selections**

- Select multiple cells or ranges hold down the **CTRL** key and click on the desired cells.

- To select the entire worksheet without dragging, click the top right box between the top row and top column of the sheet.