

# Top Ten Excel Tips



Streamlining your workflow

1

**Know the layout of Excel**

- Browse through the Ribbon to see the full scope of functions available
- Take note of tool tips as you work - they're there to help you learn
- Note the different ways of inputting data into cells

2

**Get to know the anatomy of your workbook:**

Like a regular book, a Workbook can contain multiple sheets.

These can be used to good effect to reference content for calculations, keeping your main sheet as a clean information and graphic layout

3

**Move quickly around the worksheet**

- Use your cursor arrow keys to move one cell at a time
- Use the scroll bar to drag up/down, left/right
- See the View>The Freeze Frames option to see headings in larger docs

4

**Learn some Keystrokes:**

- F1 opens the help section. Type in a keyword to see the dynamic list of options, F2 to see your formulas
- Ctrl-C, Ctrl-V = Copy, Paste or Ctrl-X, Ctrl-V to Cut, Paste, Ctrl\_Z, Ctrl-Y to Undo, Redo actions
- Ctrl-F to find data in your sheet - and the option to then use the Replace option

5

**Quickly enter data into adjacent cells using**

- The drag handle from a cell or range of cells having started a pattern of data
- Double click the Drag handle when you already have data in the sheet to fill to the end of the data set
- Ctrl-D to fill down from the cell above, Ctrl-R to fill right from the left hand cells

6

**Test and prove the concept first.**

Use a formula with numbers that you know the answer to - If the calculation doesn't turn out as your thought it would - remember how Excel needs the formula broken down (see Point 8 below)

7

**Bless My Dear Aunt Sally**

When writing your formulas, remember that Excel needs to have the maths broken down using brackets to organise mathematical operators & the order in which they're calculated: **Brackets, Multiplication, Division, Add, Subtract.**

8

**Beware of how Excel deals with time and use the appropriate Date, Hour, Minute, Second options available**

9

**Customise the views for the information your looking for with the Filter and Sort options**

10

**Use formatting options to clearly read your data including headings, cell borders, align and colour content... whatever makes it clear to read**