

EXCEL 2007/2010

Time Saving Tips & Tricks

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INTRODUCTION

Excel is a very powerful program. It is nearly impossible to know everything about Excel. This Excel Tips & Tricks guide addresses some popular spreadsheet features and shortcuts available that can have a great impact on your use of Excel.

Learn some useful techniques on controlling the worksheet views, working with ranges, changing text alignment/angle, converting text to columns and a very useful function - text function.

CONTROLLING THE WORKSHEET VIEW

Here are a couple of techniques that will help you to view your workbook / worksheets in different ways.

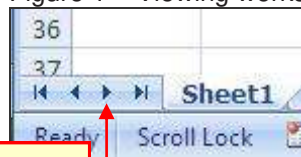
Quickly View ALL Sheets in a Workbook

Often a workbook will contain many more sheets than can be viewed all at once on the worksheet bar.

To **view a list of all worksheets in a workbook**:

1. Right Click on arrows in the workbook window at the bottom left corner. (see figure below)

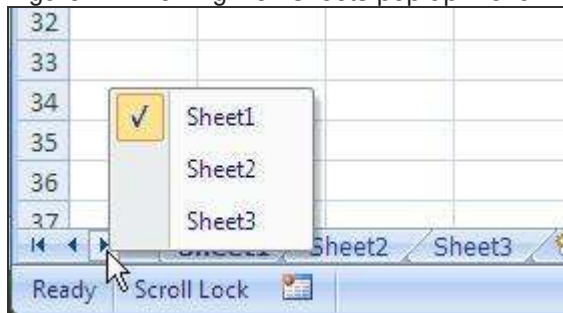
Figure 1 – Viewing worksheets in a workbook



Right-Click arrow to view list of worksheets in workbook.

2. A list of all worksheets in the workbook will appear in a pop-up box. (see figure 2)

Figure 2 – Viewing worksheets pop up menu



3. Select a worksheet by clicking on it from the list.

Viewing Worksheets in Multiple Windows

Sometimes, you may want to view two different parts of a worksheet simultaneously or perhaps to make it easier to reference a distant cell in a formula or examine more than one sheet in the same workbook. You can accomplish either of these actions by opening a new view to the workbook, using one or more additional windows. Multiple windows make it easier to copy information from one worksheet to another from within a large worksheet.

To create and display a new view of the active workbook:

1. From the **View** Tab, in the **Window** group, select the **New Window** command button.
 - Excel displays a new window with the active workbook. Notice the text in the windows' title bars i.e. *Excel_Class Files.xls:2* and *Excel_Class Files.xls:1*. Excel helps you keep track of the windows by appending a colon and a number to each window.
 - Each view window is independent of the others. In other words, scrolling to a new location in one window does not cause scrolling in the other window(s).

Tip : If the workbook window is maximized when you create a new window, you may not notice that Excel has created the new window, but if you look at the Excel title bar you'll see that the workbook title has :2 appended to the name. Select **the View Tab, in the Window group, click the Arrange All command button.** and choose one of the options in the Arrange Windows dialog box to display the open windows.

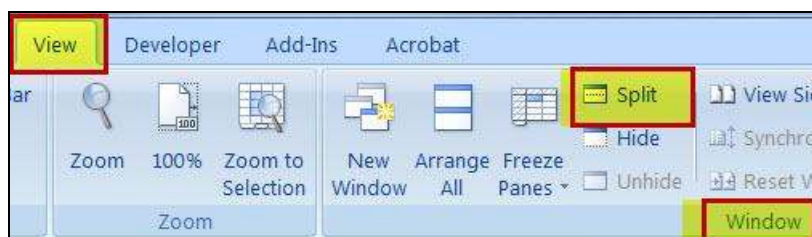
Closing additional windows

You can close the additional windows when you no longer need them. Clicking the **Close** button on the active window's title bar closes the active window but does not close the other windows.

Splitting the Worksheet Window into Panes

If you prefer not to clutter your screen with additional windows, Excel provides another option for viewing multiple parts of the same worksheet. The ability to split the view window can come in very handy when you are working with large data sheets. Double clicking the horizontal split bar, splits the window above the active cell.

1. To split the workbook window from the **View** tab in the **Window** group, select the **Split** command.



Excel will split the current window into 4 sections as seen in the figure below.

- Place your mouse cursor in the middle of the split. When it turns to a plus sign with arrows, hold the right mouse button down and drag the split pane to desired split.

	A	B	C		J	K	L	M	N
1	Account	Account Name	Account Category	Fund	Project	Year	Date	Budgeted	Pre Encumbered
2	607009	Equipment Capital Outlay		320	4SCI_REPL_GROUP	2011	7/1/2011	0.000	0.000
3	607809	Cap Outlay Equip Under 5k		320	4SCI_REPL_GROUP	2011	7/1/2011	0.000	0.000
4	305002	Fund Balance-Continuing Approp		409		2011	7/30/2011	-20043.710	0.000
5	602001	Work Study-On Campus		409		2011	7/30/2011	0.000	0.000
6	305002	Fund Balance-Continuing Approp		409		2011	8/3/2011	-471481.680	0.000
7	602001	Work Study-On Campus		409		2011	8/6/2011	0.000	0.000
8	305002	Fund Balance-Continuing Approp		409		2011	8/25/2011	-3492.000	0.000
9	305002	Fund Balance-Continuing Approp		409		2011	9/9/2011	-4692.000	0.000
10	305002	Fund Balance-Continuing Approp		409		2011	9/26/2011	-16715.700	0.000
11	602001	Work Study-On Campus		409		2011	10/1/2011	0.000	0.000
12	305002	Fund Balance-Continuing Approp		409		2011	10/15/2011	-74165.130	0.000
13	602001	Work Study-On Campus		409		2011	10/31/2011	0.000	0.000
3575	601303			485		2011		0.000	0.000
3576	603001			485		2011		3143.620	0.000
3577	603003			485		2011		585.300	0.000
3578	603004			485		2011		7934.620	0.000
3579	603005			485		2011		8613.900	0.000
3580	603011			485		2011		42.720	0.000
3581	603012			485		2011		735.200	0.000
3582	603013			485		2011		132.850	0.000
3583	603014			485		2011		15.300	0.000
3584	660002			485		2011		0.000	0.000
3585	660003			485		2011		0.000	0.000

Cursor shown in the middle of the split pane. Changes to a plus sign with arrows.

- To view different areas of the worksheet in the horizontal panes, select the vertical scroll bar at right to move the area up or down.
- To adjust the split view windows, drag the horizontal or vertical split box to the desired row/column position.

Removing Split Windows

- To remove horizontal panes, double-click the horizontal split bar.
- To remove vertical panes, double-click the vertical split bar.

Keeping Column or Row headings in view using Freeze Panes

Most worksheets are set up with row or column headings. It is easy to lose track of just where you are when you scroll to a different location in the worksheet. Excel provides a handy solution to this problem, **Freeze Panes**. This keeps the headings visible while you are scrolling through the worksheet.

Freeze panes prevent the row or column headings from scrolling out of view as you navigate the worksheet. Frozen panes are indicated by a line below a row and a line to the right of a column.

	A	B	C	D	E
1	Account		Fund	Dept	Program
2	607009		32008	99997	9999
3				99997	9999
4				10046	1137
5				10046	1137
6	305002		40901	10049	9999
7	602001		40901	10049	9999

Freeze Pane line indicating a frozen row

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