

“Excel”-ing at Your Job

Formulas/Functions

+ = Addition
- = Subtraction
* = Multiplication
/ = Division

- Begin all formulas with '=':

  =A1+B1+C1

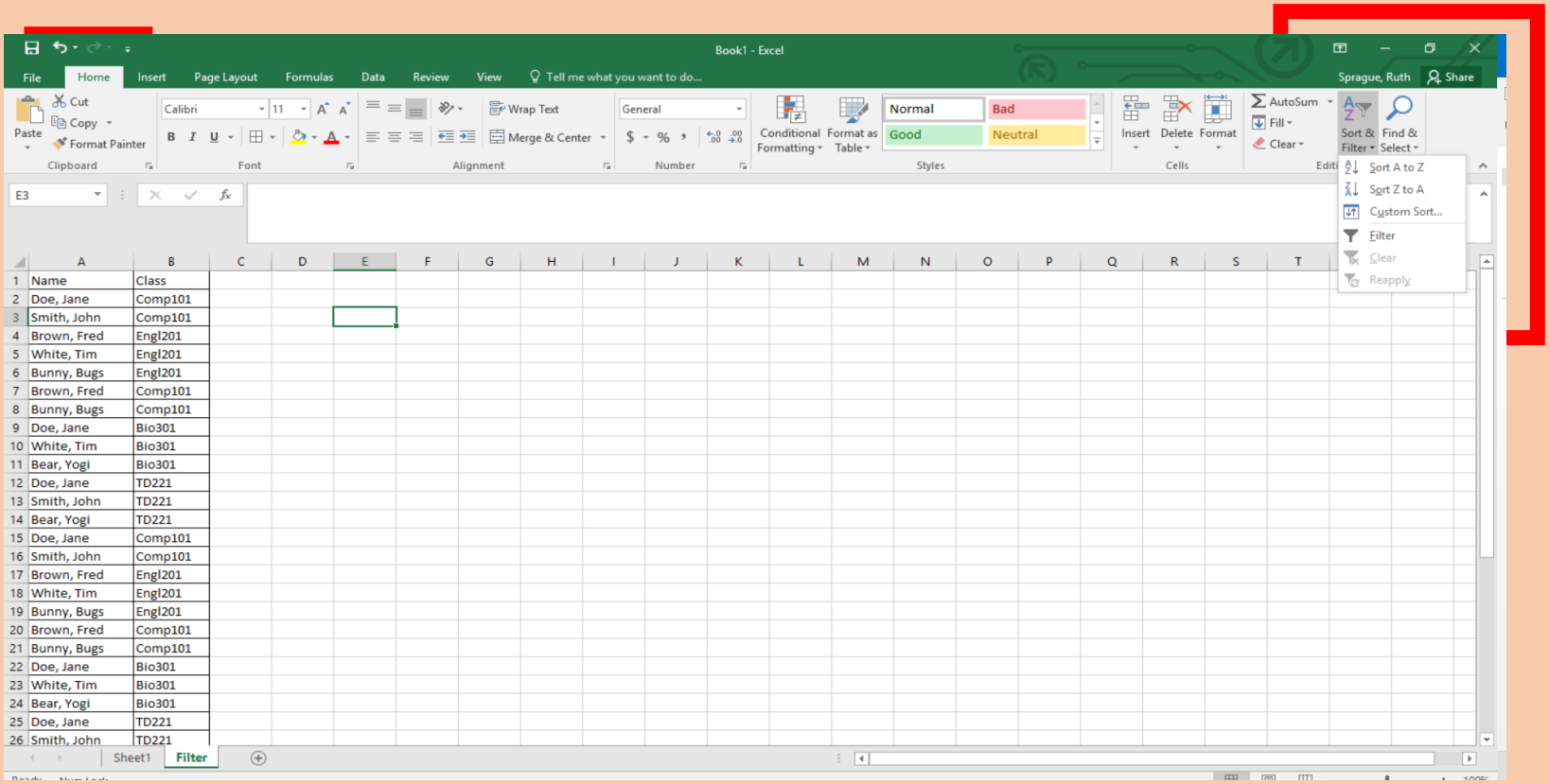
- Use Function:

  =Sum (A1:C1)

Sorting

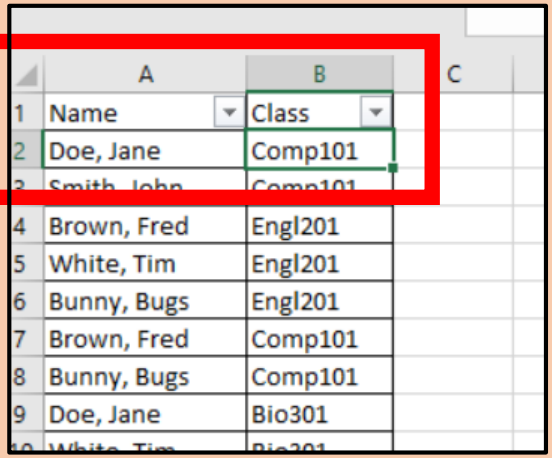
- Select a cell in the column that you want to sort.
- Do NOT select a column when sorting
- Select an area to be sorted
- Simple sorting vs Advanced sorting
- Check that your data has headers

Filters

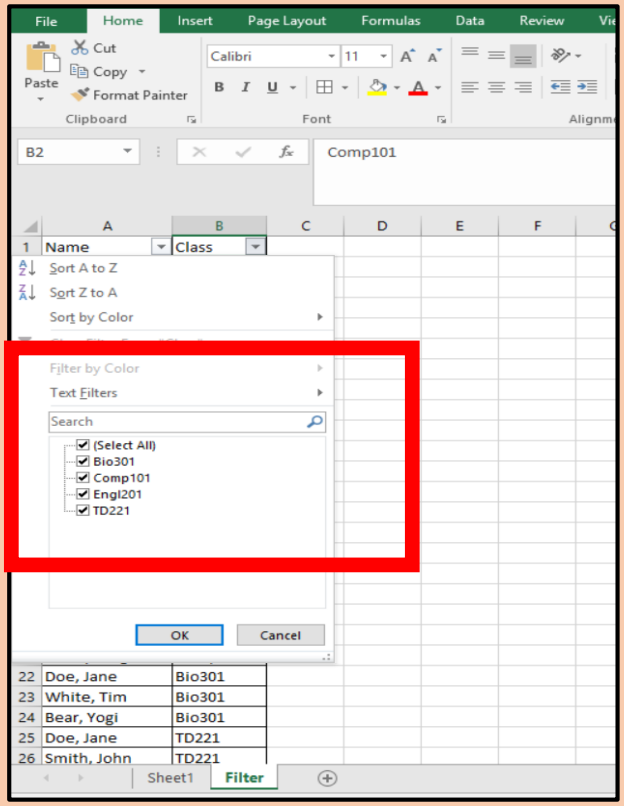


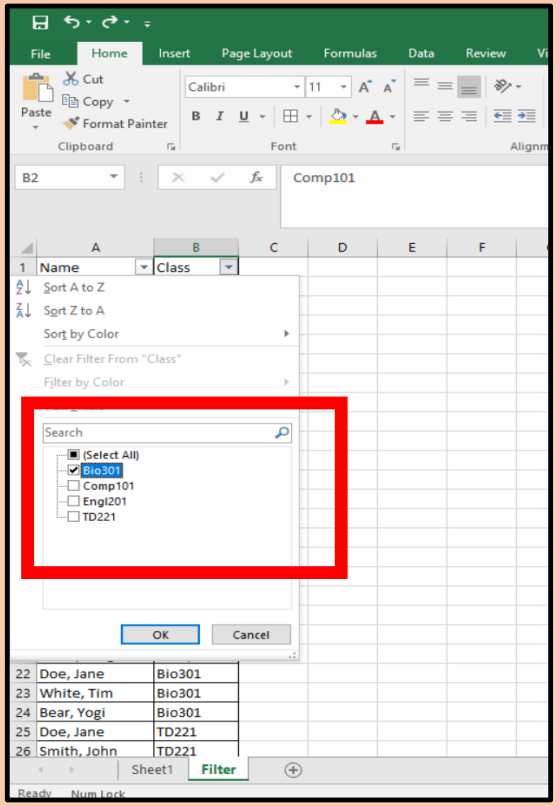
	A	B
1	Name	Class
2	Doe, Jane	Comp101
3	Smith, John	Comp101
4	Brown, Fred	Engl201
5	White, Tim	Engl201
6	Bunny, Bugs	Engl201
7	Brown, Fred	Comp101
8	Bunny, Bugs	Comp101
9	Doe, Jane	Bio301
10	White, Tim	Bio301
11	Bear, Yogi	Bio301
12	Doe, Jane	TD221
13	Smith, John	TD221
14	Bear, Yogi	TD221
15	Doe, Jane	Comp101
16	Smith, John	Comp101
17	Brown, Fred	Engl201
18	White, Tim	Engl201
19	Bunny, Bugs	Engl201
20	Brown, Fred	Comp101
21	Bunny, Bugs	Comp101
22	Doe, Jane	Bio301
23	White, Tim	Bio301
24	Bear, Yogi	Bio301
25	Doe, Jane	TD221
26	Smith, John	TD221

Filters

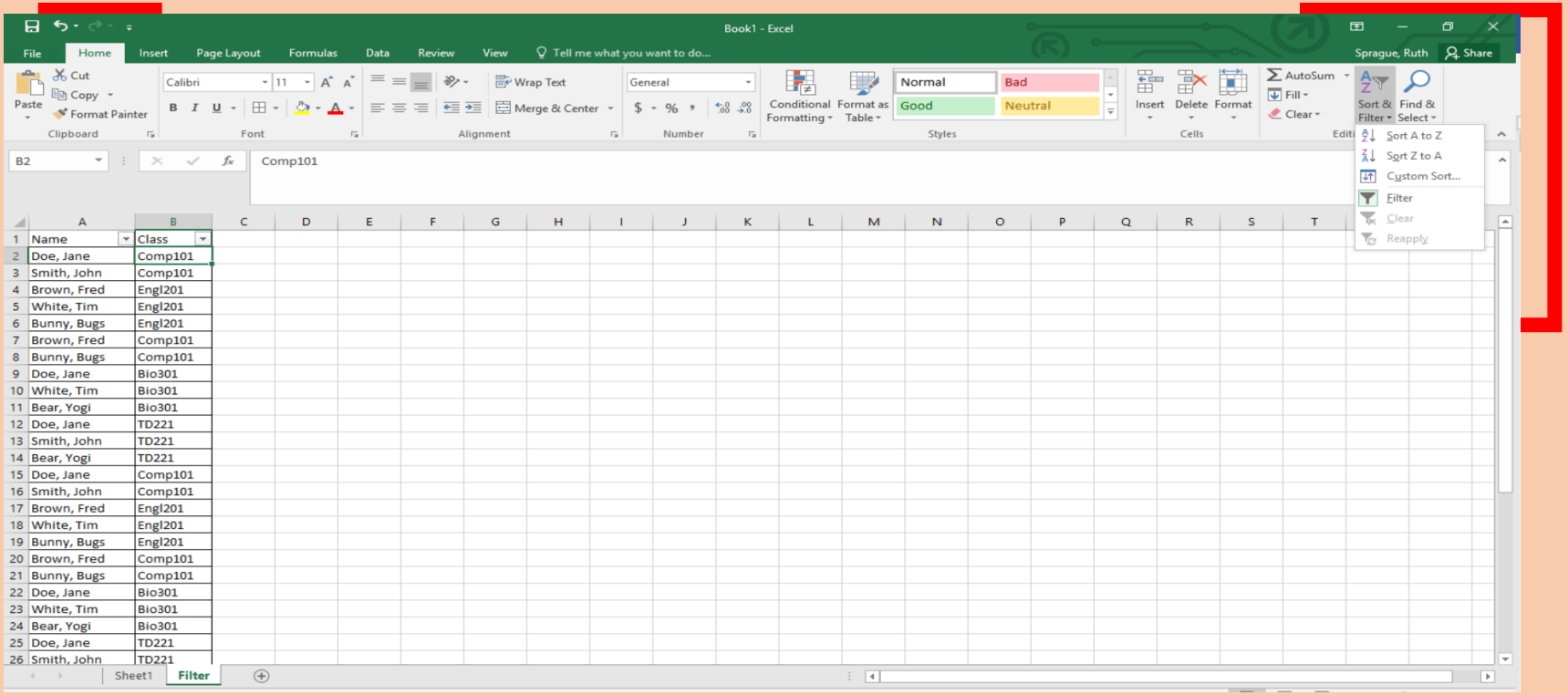


	A	B	C
1	Name	Class	
2	Doe, Jane	Comp101	
3	Smith, John	Comp101	
4	Brown, Fred	Engl201	
5	White, Tim	Engl201	
6	Bunny, Bugs	Engl201	
7	Brown, Fred	Comp101	
8	Bunny, Bugs	Comp101	
9	Doe, Jane	Bio301	
10	White, Tim	Bio201	



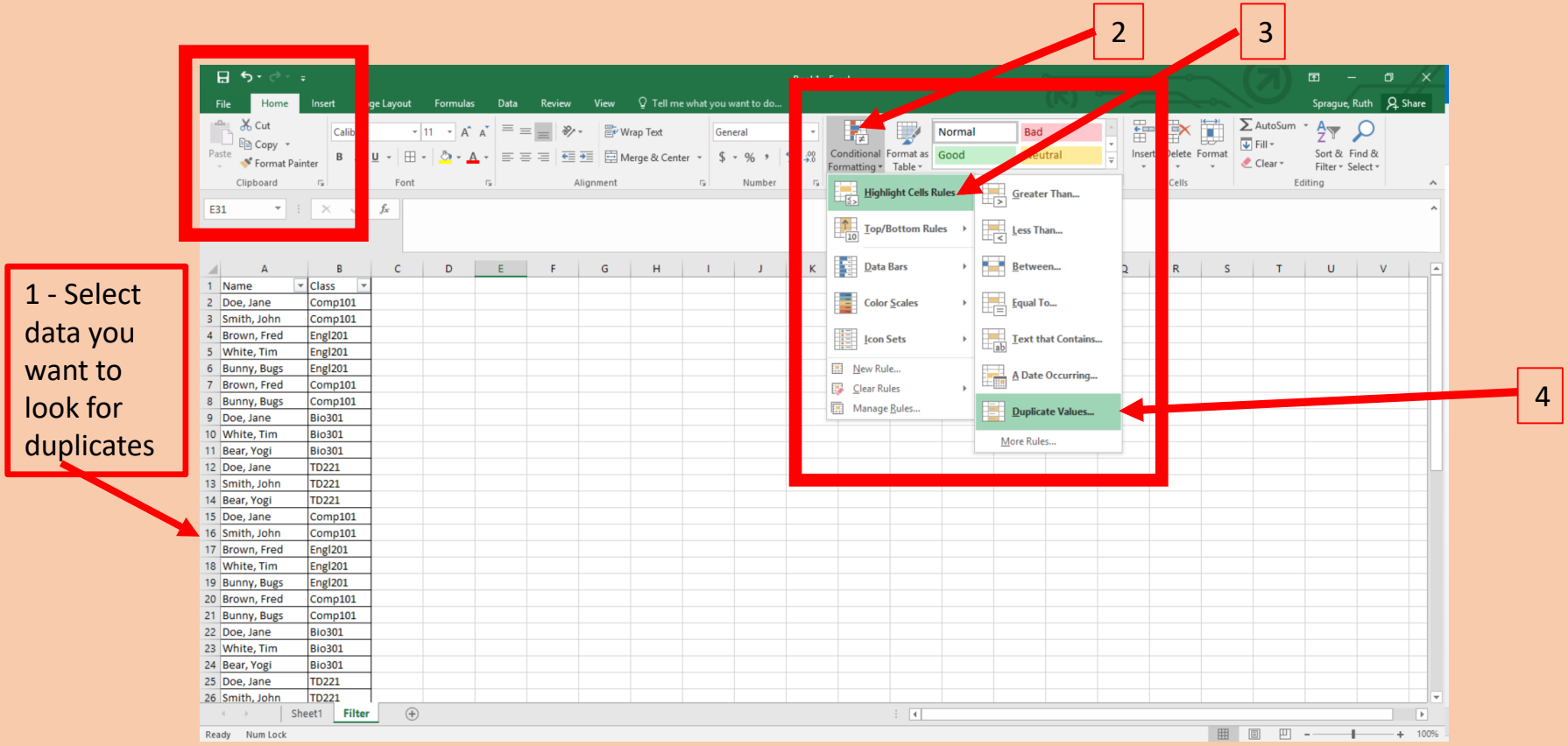


Filters

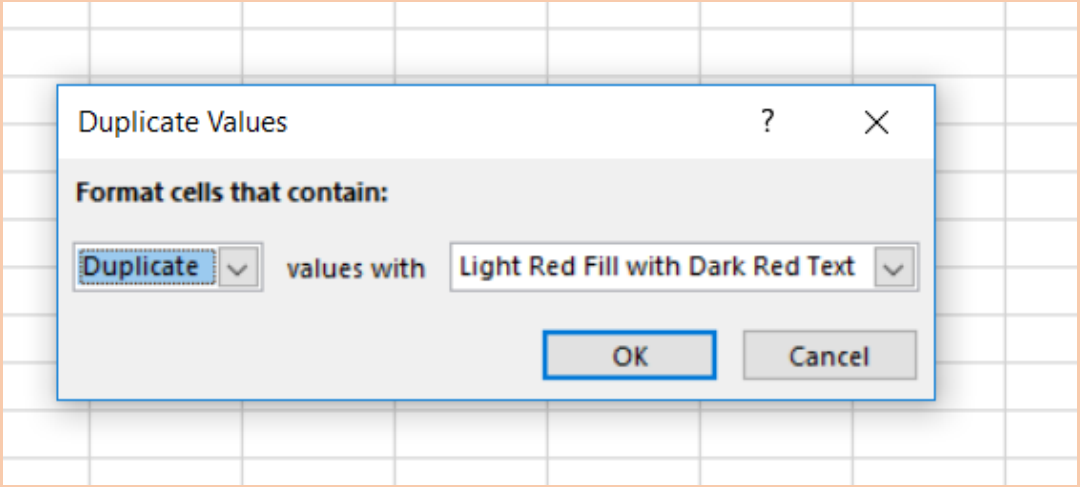


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1	Name	Class
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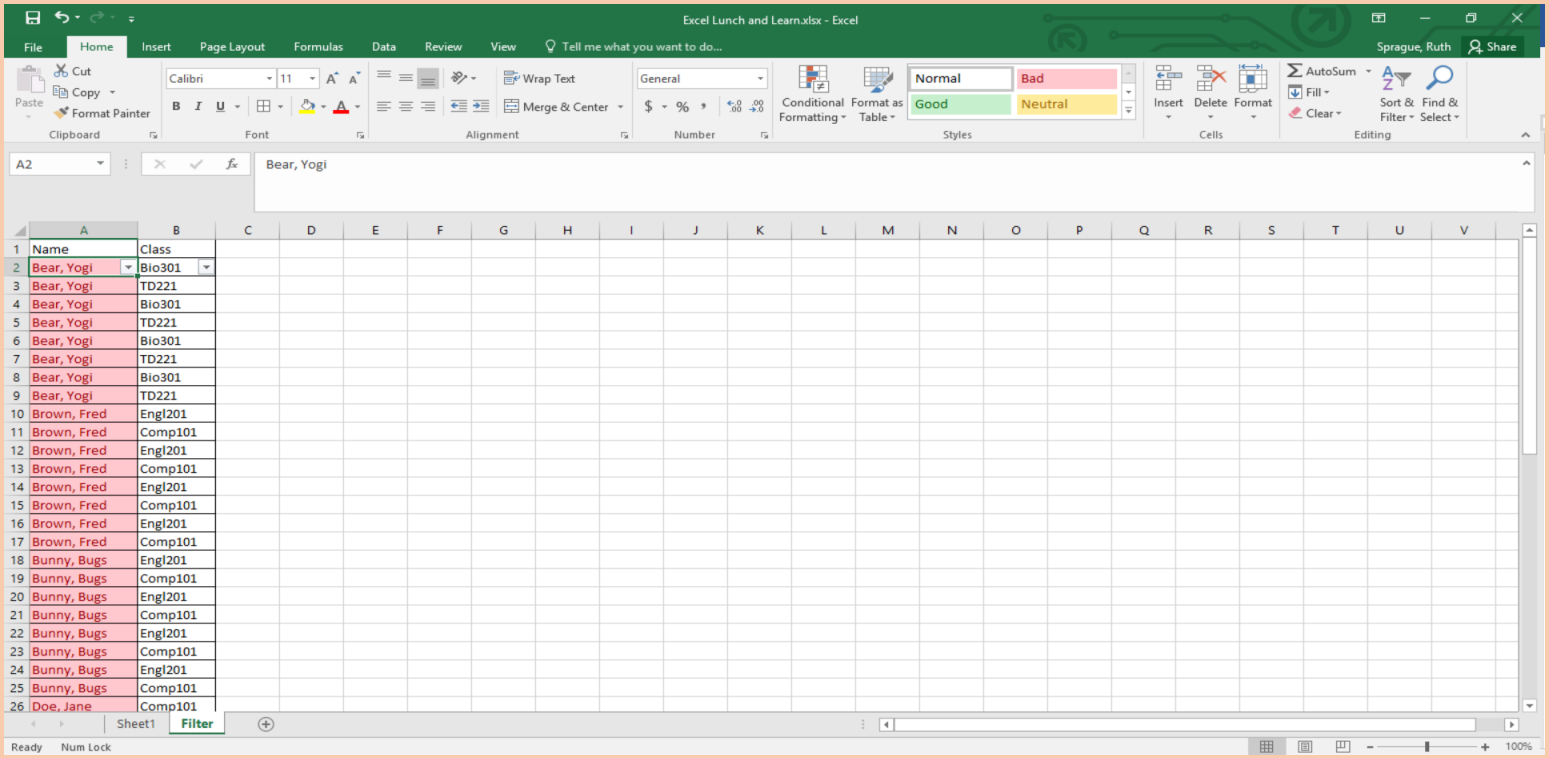
Finding Duplicate Values



Finding Duplicate Values

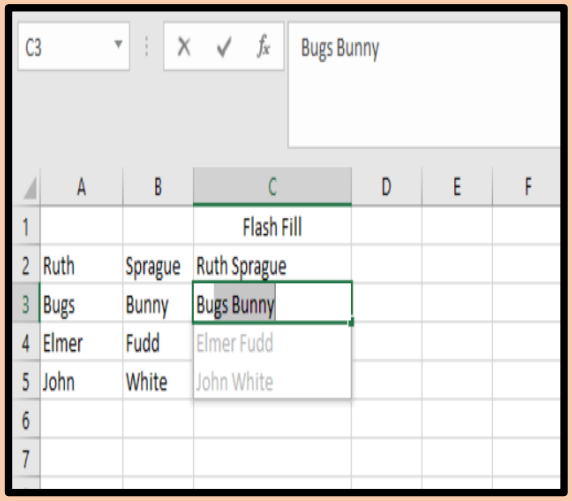


Finding Duplicate Values

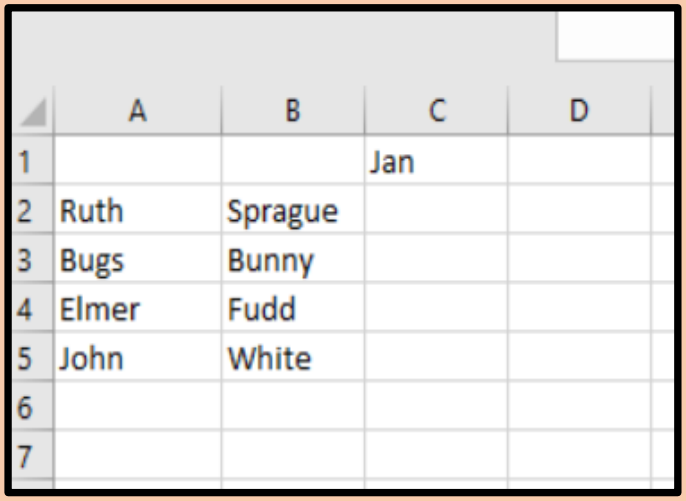


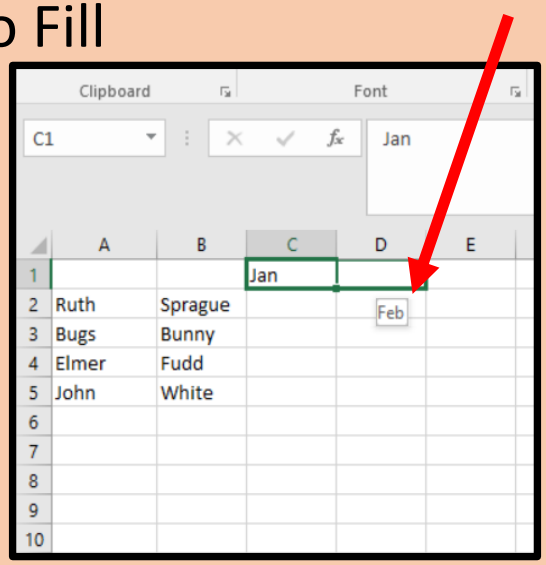
Fill/Auto Fill/Flash Fill

Flash Fill

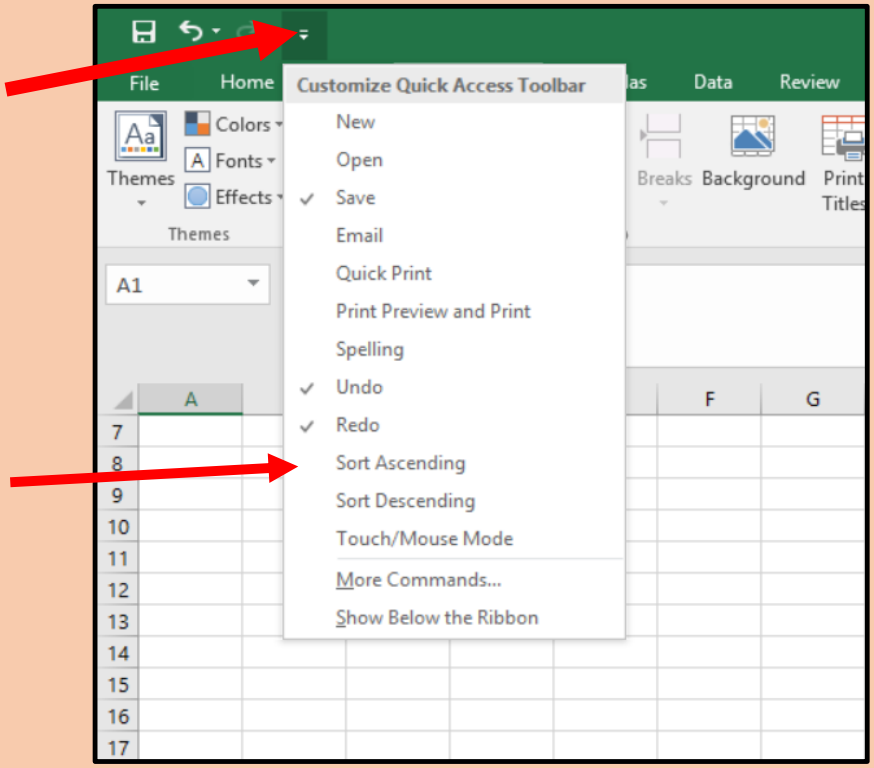


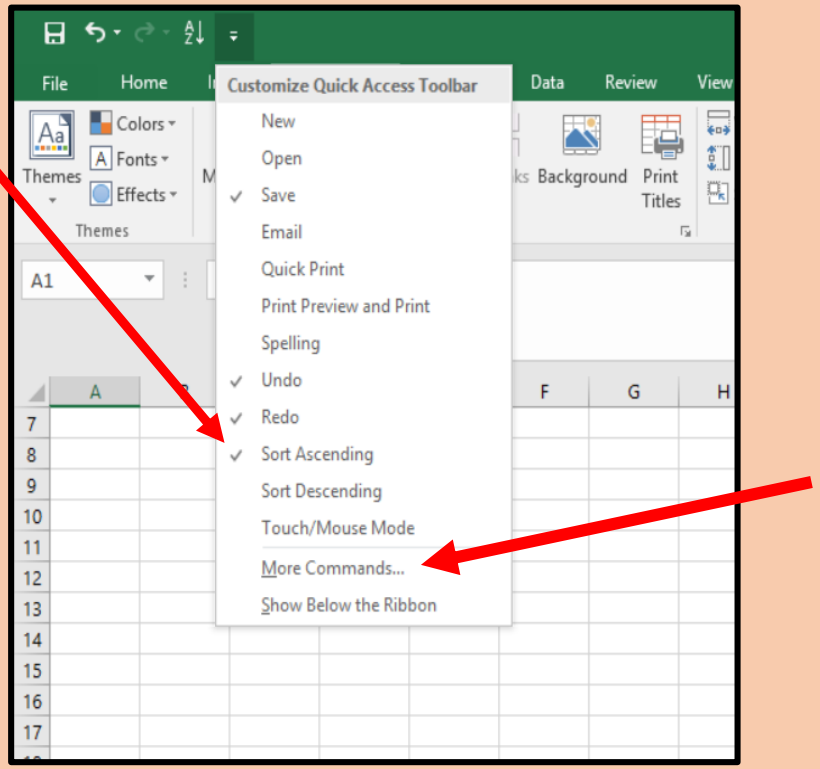
Auto Fill



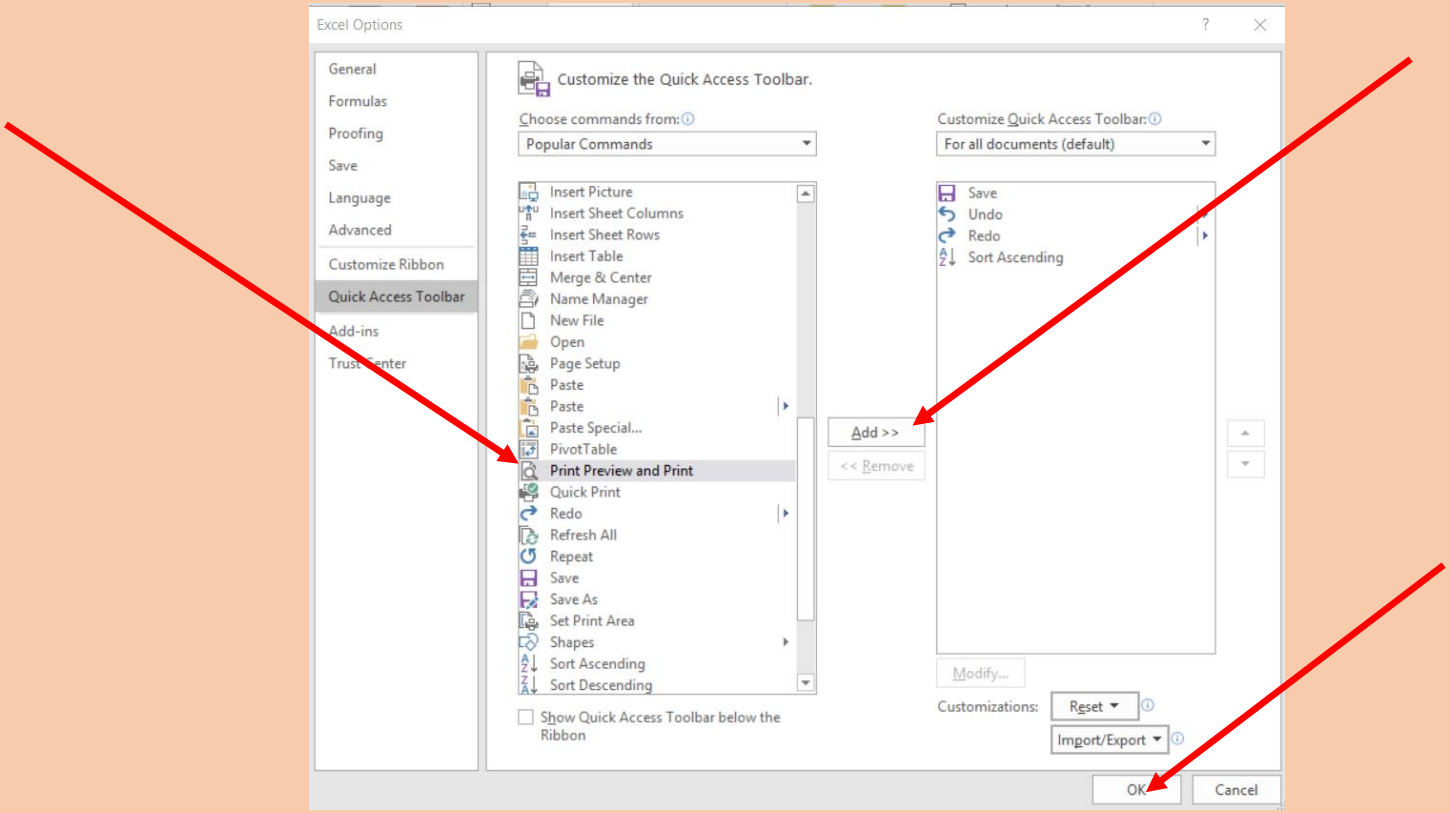


Adding shortcuts to Quick Access Toolbar

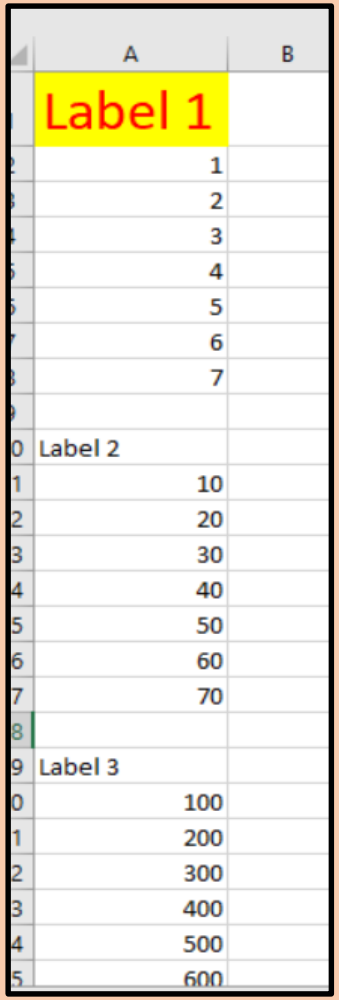




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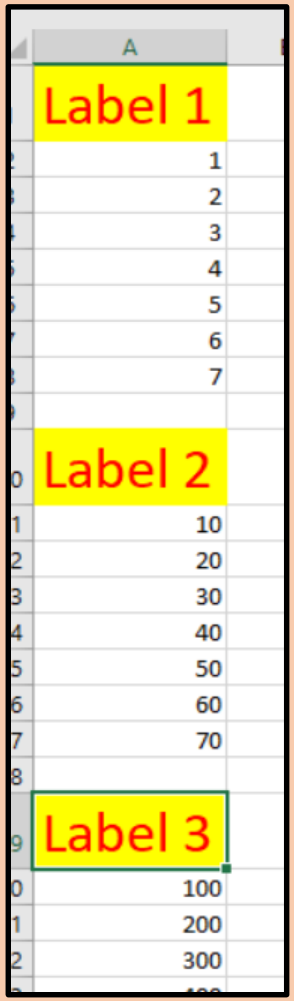


Format Painter



	A	B
	Label 1	
2	1	
3	2	
4	3	
5	4	
6	5	
7	6	
8	7	
9		
10	Label 2	
11	10	
12	20	
13	30	
14	40	
15	50	
16	60	
17	70	
18		
19	Label 3	
20	100	
21	200	
22	300	
23	400	
24	500	
25	600	

Change this to this

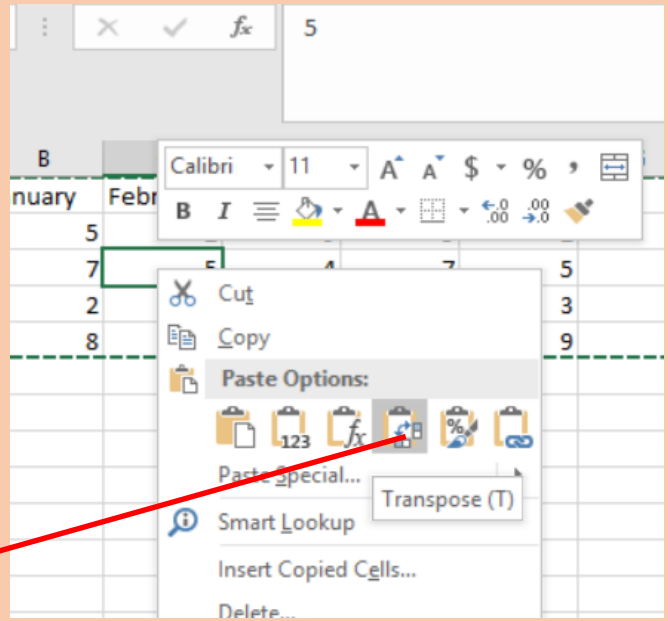


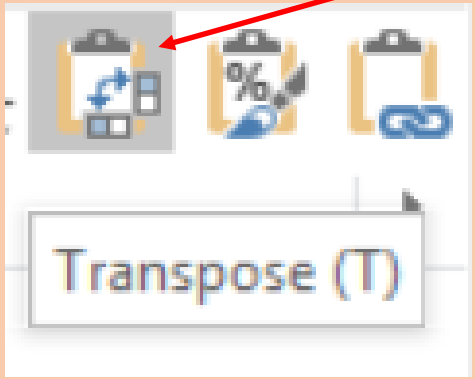
	A
	Label 1
2	1
3	2
4	3
5	4
6	5
7	6
8	7
9	
10	Label 2
11	10
12	20
13	30
14	40
15	50
16	60
17	70
18	
19	Label 3
20	100
21	200
22	300

Transpose columns to rows

	A	B	C	D	E	F	G
		January	February	March	April	May	June
	Beans	5	2	9	5	2	9
	Corn	7	5	4	7	5	4
	Tomatoes	2	3	8	2	3	8
	Grapes	8	9	2	8	9	2

	Beans	Corn	Tomatoes	Grapes
January	5	7	2	8
February	2	5	3	9
March	9	4	8	2
April	5	7	2	8
May	2	5	3	9
June	9	4	8	2





Text to Columns (Splitting full name or email)

1. Highlight column to be split
2. Data tab, ‘Text to Columns’
3. Delimited – Ex. Use @ for email splits and space for name splits

Freeze Panes

- Do you have a large spreadsheet that you can't see the column headers or the row labels when you are deep in the spreadsheet?.....

- FREEZE PANES is the answer

Maximizing print options for large workbooks

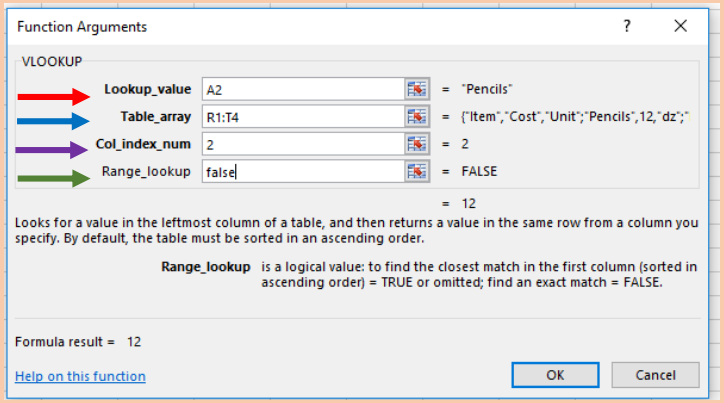
- Page Layout, Page Setup, Fit to:
- Printing selection – to print only what you want
- Margins on the print preview screen
- Make font smaller

VLookup

Example: Order forms (order on one area, cost table on the other)
Names and emails on one area and names and addresses on the other

	A	B	C	D
1	Item	#	Cost	Total
2	Pencils	2		
3	Paper	3		
4	Notebook	5		

R	S	T	U
Item	Cost	Unit	
Pencils	$ 12.00	dz	
Paper	$ 5.00	case	
Notebook	$ 20.00	each	



=VLOOKUP(A2,R1:T4,2,FALSE)

1. Lookup Value = Value that is in both areas/sheets in 1st area
2. Table Array = Area where you are looking data up
3. Column Number = Column that you want to put in 1st area
4. Range Lookup = False to only pull exact matches

Misc

- **Selecting cells quickly –Shift/click**
- **Repeating a format – F4**
- **Relative addressing – A1 vs A1**