

# **Quick EXCEL Tips & Tricks with Video Tutorials**

**Learn Excel Shortcuts  
with Exercise Files**

By

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## Quick EXCEL Tips & Tricks

With Video Tutorials



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## How This Book Can Help You

This Excel guide and its short video tutorials are a life saver! Now you can learn how to use Excel more efficiently with many useful Microsoft Excel tips and tricks in this book and its quick videos. I'll show you how to get your Excel work done faster on either Windows or Mac platform.

Most Excel users are underutilizing Excel because they're not aware of the many keystrokes, shortcuts and techniques that they could be using. Whether you need to create formulas quickly, split data into columns, apply numeric formats, create charts in a flash, or accelerate data entry chores, you can save time by learning some of the many shortcuts, tips and tricks in this book.

There are numerous **useful shortcuts, tips, tricks and exercise files** inside. All these will help you increase your productivity so that you can produce reports in minutes instead of hours. In Chapter 14, I provide a **hassle-free download link for the demo videos and exercise files**.

It is widely agreed that close to 60 percent of Excel users leave 80 percent of Excel untouched. That is, most users do not tap into the full potential of Excel's built-in utilities. Excel remains one of the most underutilized tools in the entire Microsoft Office Suite.

The 14 chapters of this book and its demo videos serve as an exhaustive collection of quick tutorials on Excel shortcuts, tips and tricks. It's very good for beginners and advanced learners alike because it's accompanied with **56 quick HD demo videos**. In these videos, I use a practical approach to simplify everything you need to understand to help you speed up your learning of Microsoft Excel.

Microsoft Excel is a tool is used in virtually all careers and is valuable in both personal and professional settings. For example, you can use it to keep track of medications in a hospital inventory, create a financial plan for retirement, or to do other similar activities accurately and efficiently.

This book and its demo videos are very valuable because they introduce the fundamental and advanced skills necessary to get you started quickly in using Excel. You will discover that the first few chapters or videos alone will make you very productive in a short period of time.

Finally, if you have questions or need further help, you can use the support link I provide in Chapter 14. I will get back to you very quickly.

## **How to Use the Demo Videos & Exercise Files**

You will find the link to download all the 56 demo videos and exercise files in Chapter 14 of this book. The serial/section number of the video you should watch is mentioned in the appropriate section of each chapter. The exercise file you should use for practice is also mentioned at the beginning of each section and video.

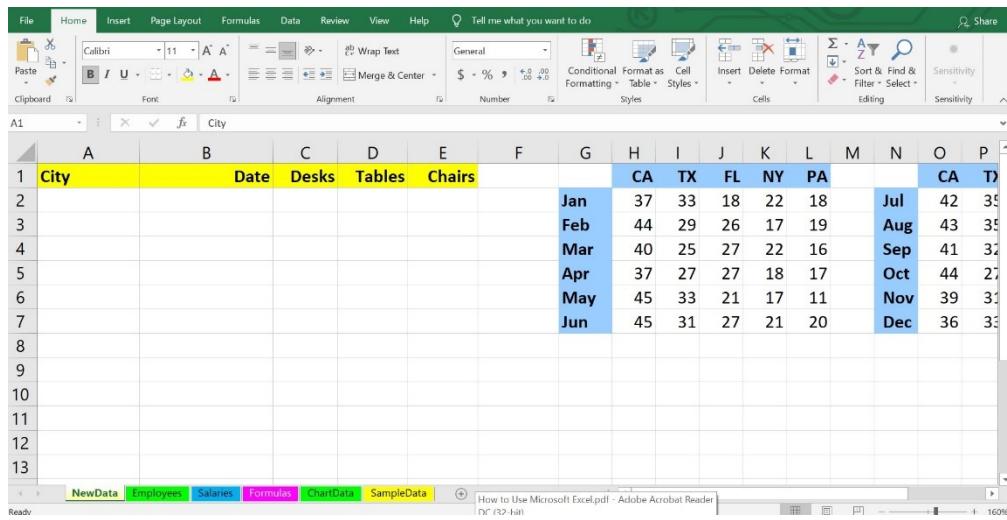
For effective learning and to get good practice, I strongly advise you attempt all the exercises in this book on your own. Practice along as you study each section or watch each demo video on.

# 1. Seven Significant Shortcuts

## 1.1. How to Enter Data or Formulas in Non-adjacent Cells Simultaneously

- Video 1.1 & Exercise File Ch01.xlsx (NewData worksheet)

Fig. 1.1.1 shows a worksheet called *NewData*. I'm going to enter some city names in column A.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	City	Date	Desks	Tables	Chairs		CA	TX	FL	NY	PA			CA	TX	
2						Jan	37	33	18	22	18		Jul	42	35	
3						Feb	44	29	26	17	19		Aug	43	35	
4						Mar	40	25	27	22	16		Sep	41	32	
5						Apr	37	27	27	18	17		Oct	44	27	
6						May	45	33	21	17	11		Nov	39	31	
7						Jun	45	31	27	21	20		Dec	36	33	
8																
9																
10																
11																
12																
13																

Fig. 1.1.1: *NewData* worksheet

But I'm going to repeat the names. For example, in cells A2 and A3, I'm going to put in the city name **Boston**. I also need to put in Boston in cells A7 and A11. So, rather than typing this once and then copying it multiple times, I'm going to select non-adjacent cells. This is a real time saver at different times when you use Excel. Follow these 5 steps:

1. With the Ctrl key held down, highlight cells **A2** and **A3**
2. Click cell **A7**
3. Either let go of Ctrl key or keep it held down and click cell **A11**
4. Let go of Ctrl key and type **Boston**
5. Press **Ctrl + Enter**

The same information (Boston) goes into all the four cells at the same time as shown in Fig. 1.1.2.

A	B	C	D	E	F	G	H	I	J
1	City	Date	Desks	Tables	Chairs		CA	TX	FL
2	Boston					Jan	37	33	18
3	Boston					Feb	44	29	26
4						Mar	40	25	27
5						Apr	37	27	27
6						May	45	33	21
7	Boston					Jun	45	31	27
8									
9									
10									
11	Boston								
12									

Fig. 1.1.2: NewData worksheet updated with city name Boston in Cells A2, A3, A7 and A11

The same thing happens with numbers. Repeat the above 5 steps to enter number **10** in cells **C3, C4, D6, E9** and **E10**. See Fig. 1.1.3.

A	B	C	D	E	F	G	H	I	J
1	City	Date	Desks	Tables	Chairs		CA	TX	FL
2	Boston					Jan			
3	Boston			10		Feb			
4			10			Mar			
5						Apr			
6				10		May			
7	Boston					Jun			
8									
9					10				
10					10				
11	Boston								
12									

Fig. 1.1.3: NewData worksheet updated with number 10 in Cells C3, C4, D6, E9 and E10

This approach also works with formulas when you've got parallel-type situations. For example, let's say we want the totals on the cells in columns **H** through **L** (see Fig. 1.1.1), and also want the totals on the cells in columns **O** through **S**.

First, scroll the worksheet to the left using the scroll bar at the bottom of the page. Then follow these steps as illustrated in Fig. 1.1.4:

1. Hold down the **Ctrl** key and highlight cells **H8, I8, J8, K8** and **L8** (1)
2. Repeat step 1 for cells **O8, P8, Q8, R8** and **S8** (2)
3. Click the **AutoSum** button (3) on the top right side of the Home tab, or use the keystroke

shortcut **Alt + =**

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Tables	Chairs			CA	TX	FL	NY	PA			CA	TX	FL	NY	PA	
			Jan	37	33	18	22	18		Jul	42	35	22	20	17	
			Feb	44	29	26	17	19		Aug	43	35	23	17	16	
			Mar	40	25	27	22	16		Sep	41	32	20	17	12	
			Apr	37	27	27	18	17		Oct	44	27	28	24	12	
	10		May	45	33	21	17	11		Nov	39	31	19	19	11	
			Jun	45	31	27	21	20		Dec	36	33	26	19	11	
				248	178	146	117	101			245	193	138	116	79	

Fig. 1.1.4: NewData worksheet showing cells H8, I8, J8, K8, L8 and O8, P8, Q8, R8, S8 highlighted

The result is shown in Fig. 1.1.5.

G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	CA	TX	FL	NY	PA			CA	TX	FL	NY	PA	
Jan	37	33	18	22	18		Jul	42	35	22	20	17	
Feb	44	29	26	17	19		Aug	43	35	23	17	16	
Mar	40	25	27	22	16		Sep	41	32	20	17	12	
Apr	37	27	27	18	17		Oct	44	27	28	24	12	
May	45	33	21	17	11		Nov	39	31	19	19	11	
Jun	45	31	27	21	20		Dec	36	33	26	19	11	
	248	178	146	117	101			245	193	138	116	79	

Fig. 1.1.5: NewData worksheet showing totals updated in cells H8, I8, J8, K8, L8 and O8, P8, Q8, R8, S8

Supposing that instead, I want to know what the **median** values are on the cells in columns **H** through **L**, and on the cells in columns **O** through **S**.

First, I will get rid of these totals in Fig. 1.1.5 by simply pressing **Ctrl + Z** to **undo** my last action. Feel free to press **Ctrl + Z** as many times as you want to **undo** your previous steps. Now, if we want to highlight these two groups of columns again, it makes no difference which group we highlight first.

Supposing I want to know what the median value is in the active cell O8. See Fig. 1.1.6.

Fig. 1.1.6: NewData worksheet showing how to get the medians in cells H8, I8, J8, K8, L8 and O8, P8, Q8, R8, S8

Follow these steps:

1. Acting as if you only want to add up the data in column O8 alone, type =**median(** in cell O8. This step is indicated by **1**
2. With your left mouse button held down, highlight cells O2 through O7 to select them. This step is indicated by **2**. Your selection is accepted when **O2:O7** appears right after **median(** inside cell O8
3. Press **Ctrl + Enter**

If I had pressed only **Enter**, I'd only have one total in **cell O8**, but as I pressed **Ctrl + Enter**, I have the medians in all of these cells. That's really handy. See Fig. 1.1.7.

F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
		CA	TX	FL	NY	PA			CA	TX	FL	NY	PA	
Jan		37	33	18	22	18		Jul	42	35	22	20	17	
Feb		44	29	26	17	19		Aug	43	35	23	17	16	
Mar		40	25	27	22	16		Sep	41	32	20	17	12	
Apr		37	27	27	18	17		Oct	44	27	28	24	12	
May		45	33	21	17	11		Nov	39	31	19	19	11	
Jun		45	31	27	21	20		Dec	36	33	26	19	11	
		42	30	26.5	19.5	17.5			41.5	32.5	22.5	19	12	

Fig. 1.1.7: NewData worksheet showing the medians in cells H8, I8, J8, K8, L8 and O8, P8, Q8, R8, S8

You may see ##### in cells in Excel when a column is not wide enough to show all of the cell contents. Formulas that return dates and times as negative values may also show as #####. See Fig. 1.1.8.

G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	CA	TX	FL	NY	PA			CA	TX	FL	NY	PA	
Jan	37	33	18	22	18		Jul	42	35	22	20	17	
Feb	44	29	26	17	19		Aug	43	35	23	17	16	
Mar	40	25	27	22	16		Sep	41	32	20	17	12	
Apr	37	27	27	18	17		Oct	44	27	28	24	12	
May	45	33	21	17	11		Nov	39	31	19	19	11	
Jun	45	31	27	21	20		Dec	36	33	26	19	11	
	#####	#####	#####	#####	#####			#####	#####	#####	#####	#####	#####

Fig. 1.1.8: NewData worksheet showing ##### in cells H8, I8, J8, K8, L8 and O8, P8, Q8, R8, S8 because of insufficient space

To widen your columns and to show cell contents in full, double-click the right edge of the column header, or drag it slightly to the right side up to the width you want, as shown in Fig. 1.1.9.



Fig. 1.1.9: Cell A1 is being widened by dragging the right edge of the column header (A)

Alternatively, you can make the contents of Excel cells smaller by doing the following:

1. Click **Home** and then click  next to **Alignment** (1)
2. Check the **Shrink to fit** box in the **Format Cells** dialog box (2).