

Excel Tips

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Excel Terms

- Knowing the proper names of excel elements will help you:
 - Find information on how to use the tools you need
 - Avoid miscommunication
 - Delegate excel based tasks effectively



How the customer explained it



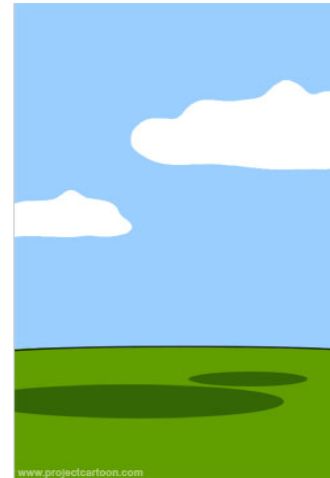
How the analyst designed it



How the business consultant described it



How the programmer wrote it



How the project was documented



What operations installed



What the customer really needed

Where to Start

- Open your workbook
 - Recent workbooks
 - Pinning a workbook
- Name it and save it!
 - Prevention of data loss
- Entering your data
 - Format before you start
 - How to enter data
 - Auto fill

TIP: Ctrl + S = save



Working With Data

- How to sort
- Data manipulation
 - Text to columns
 - Remove duplicates
 - Filter
 - Hide

TIP: ctrl + c = copy

ctrl + v = paste

Charts

- How to create a chart
- Types of charts
- Formatting charts

TIP: F11 is the keystroke shortcut to put highlighted data into a chart

Formulas

- How to manually build a formula
 - Start with an equals sign
 - Order of operations (Please Excuse My Dear Aunt Sally)
 - Auto fill
 - Absolute referencing
 - Functions in excel

TIP: holding the ctrl key while selecting a data range allows you to select data that is non-sequential

Formatting

- Column width
- Row height
- Merge & Center
- Fill

TIP: use pre-designed style templates

Resources

- Fred Pryor Seminars
 - Unlocking the Secrets of Excel
- YouTube
- [Microsoft Office Support](#)
- The Excel Bible by Dr. Stephen Covey