

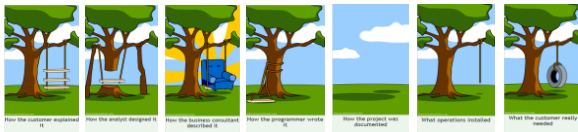
Excel Tips

Rachael Wright &
Dotti Davidson



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



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
