

Excel Tips and Tricks

Customizing the Quick Access Toolbar (QAT)

- Add buttons to the QAT using the drop-down arrow
- Add more buttons to the QAT using More Commands...

Command	Description
AutoFormat	Old way of auto formatting
Calculator	Manual calculations
Camera	Performs a Paste Special as Picture with 1 click

- Reorder the buttons on the QAT (New, Open, Save, Undo, Redo...)
- Add more buttons to the QAT (Right-click on ribbon → Add to Quick Access Toolbar)
- Decide whether QAT should be above/below ribbon using drop-down arrow
- Hide/Show the Ribbon (Double-clicking on any tab)

Excel Tips and Tricks

- Keyboard Commands

Command	Description
Control+Home	Moves you to cell A1 (or the top)
Control+End	Moves you to the bottom
Control+;	Inserts date
Control+` (below the ESC)	Show all formulas
Control + A	Select cells all around
Control+arrow	To jump around in a column
Shift+Control+arrow	To highlight as you jump in a column
F5 or Ctrl+G	Goto command (Goto Special also)

- Selecting Text
 - Click & Shift+Click
 - Name box
 - Click & Shift+Ctrl+End
- Multiple Worksheets
 - Right-click on arrows to use sheet list
 - Right-click on tab to see sheet commands
 - Drag & drop to move sheets
 - Ctrl+ drag & drop to copy sheets

Top 5 Commands

- AutoFill (black plus sign in lower right corner of cell) (Instant Autofill- 2 click plus sign!)
- AutoFit when combined with Select All (2 click between any 2 columns)
- AutoSum (AutoAverage, AutoCount, etc.)
- AutoFormat (use AutoFormat button we added to QAT)
- Undo (File-Options...Save tab – autosave options)

Newer Features in Excel

- FlashFill (used to automatically separate or join columns)
- Quick Analysis button (appears in bottom corner of selected cells)
- Sparklines (A chart within a cell!)
 - Insert new column at end and call it “Trend”
 - In first cell of new column → Insert – Sparkline – Line...
 - Select data range
 - Notice new SparkLine Tools Design tab

Quick Charting

- Select cells (data and labels)
- Press F11 or Insert – Chart...
- Then Select Quick Layout, Color, and Style
- Then use buttons on chart for the rest!