Excel Basics Tips & Tricks
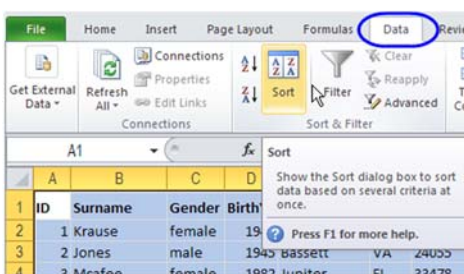
MY MOST USED (NON FORMULA) TRICKS

Autofill- Double click the + symbol on the bottom right of a cell

Paste Values- Cop data > Paste Special > Paste Values

Transpose Data- Copy data > Past Special > Transpose

Highlight All- CTRL+A

Spellcheck- F7

Format Painter- Double click on Format Painter to use as many times as you like. Press ESC when done

Hide Sheets- Right click to hide a sheet you don't want others to see
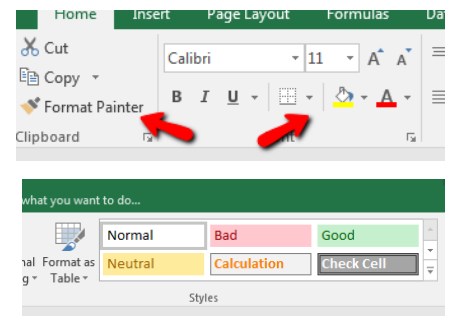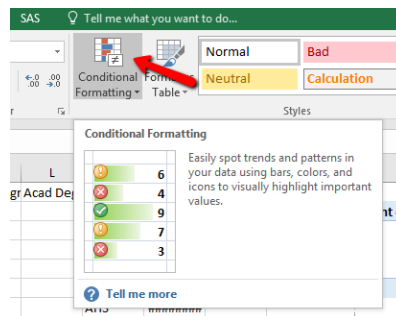
Freeze Header Row- Go to View > Freeze Paines

Hoonuit (CCCC online PD) Excel Topics

- Excel 2016
- 3D Mapping Tool
- Pre-Assessment
- Pivot Tables
- Statistical Analysis
- Charting
- Evaluating Data
- Protecting your Spreadsheets
- Frequently Used Formulas and Functions
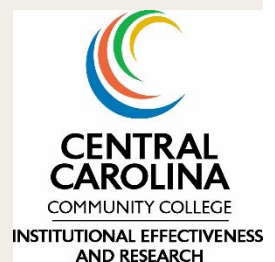
Sorting made easy!

Format like a pro!

Please call for additional help
Or
GOOGLE ☺

► ► ►

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CENTRAL CAROLINA COMMUNITY COLLEGE
INSTITUTIONAL EFFECTIVENESS AND RESEARCH

# Excel Intermediate Tips & Tricks

MY MOST USED (NON FORMULA) TRICKS

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Freeze Header Row- Go to View > Freeze Paines

Formulas you'll love!

Vlookup- Need data from another sheet? Match it with a unique identifier (student ID)

=vlookup(lookup value, table array, col index number, range lookup)
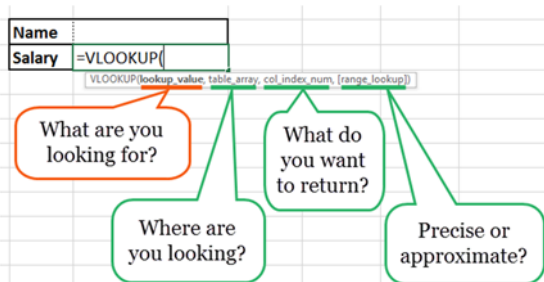
Absolute Reference- Using excel to do simple math? Just type type = and then the forumal *Example: =(A2*B2)/D5*
Need to use the forumal multiple times but always keep D5? Hit F4 to make D5 an absolute reference

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IF- =if(logical test, value if true, value if false)
Example: if(C2<D3, 'TRUE', 'FALSE')- checks to see if the value of C3 is less than the value of D3. IF true, the value is 'True' otherwise it returns 'False'

Nested Forumals- You can nest formulas together to make them more powerful
Example: =if(and(A2>1.99,A2<3.0,"between 2 and 3","check")

Concatenate- =concatenate(String A, String B, …)
OR simply use & =(A2&A3&A4) *Hint: If you want to include a space use quotation with a space in between (=A2&" "&A3)*

Please call for additional help
Or
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► ► ►

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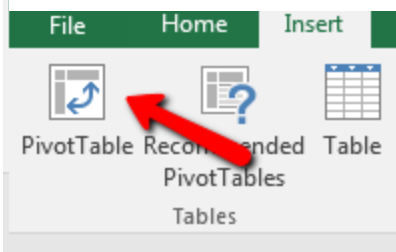smascitelli@cccc.edu

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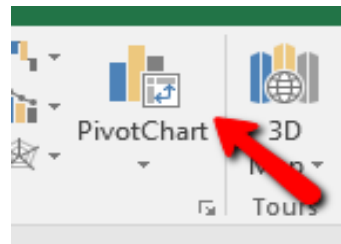
Excel Dashboards in 10 Steps

Step 1- Check your data (any blanks that need to be corrected?)

Step 2- Change Codes to words (F and T—more easily understood as "First-year" and "Transfer")
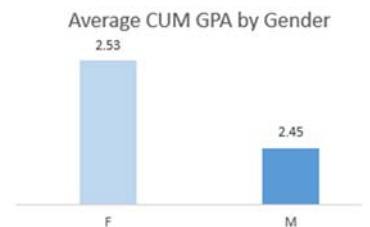
Step 3- Insert and name Pivot Table
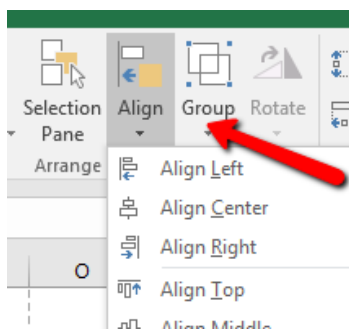

Step 4- Insert and name Pivot Chart

a. Right click and hide field buttons
b. Remove axis and lines
c. Format

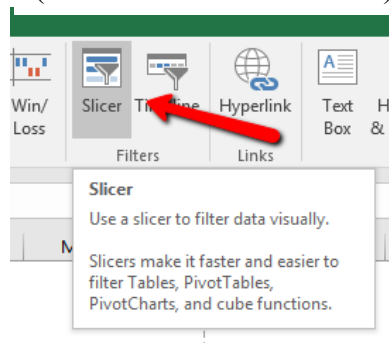**Step 5-** Copy pivot chart to dashboard sheet

Step 6- Repeat 3-5 for all charts you want on your dashboard

Step 7- Align your charts using format tab

Step 8- Insert Slicers (one at a time or all at once)

Slicer
Use a slicer to filter data visually.

Slicers make it faster and easier to filter Tables, PivotTables, PivotCharts, and cube functions.

Step 9- Connect charts and slicers
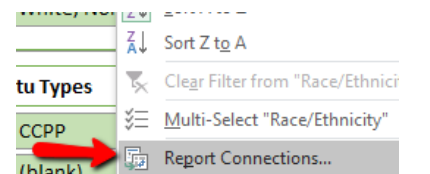
Step 10- Format your dashboard sheet!

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