

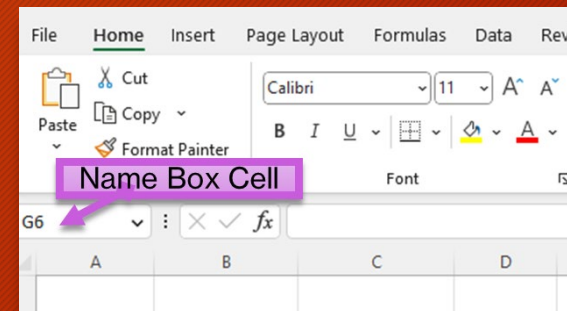


Excel Tips & Shortcuts

Lecturer: Mark Gillan

Moving around a spreadsheet

- **PgDn** key is for Page Down to jump scroll downwards per page within the sheet
- **PgUp** key is for Page Up to a faster scroll jump per page
- **Ctrl + Arrow** Keys to jump across or down
- **Ctrl + End** key to jump to the end of a table (last row and column)
- **Ctrl + F** to find content within the sheet or whole workbook
- **Ctrl + G** allows a quick means to move to a cell reference
- **Named box cell** showing the current cell reference can be used to navigate through the sheet by clicking once to select, input a cell reference and hit the enter key to be taken there immediately



Selecting cells and ranges

Shift + Arrow Right key selects cell by cell across a row (maintaining selection)

Shift + Arrow Down key selects cell by cell down a column

Combination of arrow keys as above, selects greater ranges

Home > Editing > Find & Select is also handy, including the Go To Special ... To select 'Blank' cells, To move to 'Last Cell' in a table

Ctrl + Shift + End keys selects all cells from current position to end cell of the table. Commencing from first cell will select all cells in the range to the end cell of the table

Freezing panes

Headings and important information might be required to be visible at all times, irrespective of scrolling to another area of the worksheet

It is possible to freeze rows or columns, to lock them in place

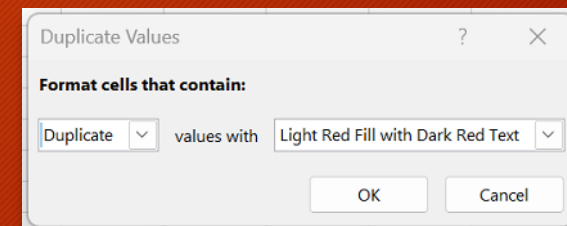
View > Freeze Panes > Freeze First Column
Or

View > Freeze Panes > Freeze Panes

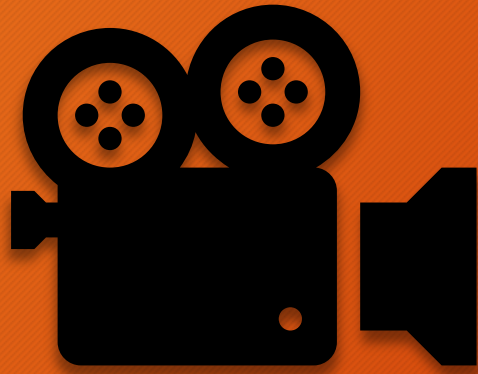
[Video Tutorial Click Here](#)

Find and Remove Duplicates

- Duplicate data can be useful; be careful as to whether it is an unwanted duplicate causing double data for no purpose
- Conditional formatting can highlight cells containing possible duplicates
- *Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values*
- Observing possible duplicates assists with decision making and whether to delete
- Excel can automatically remove instances of duplicates
- Make a backup of original data before editing or removing data
- *Data > Remove Duplicates*
- Note: Do NOT use outlines or subtitles prior to removing duplicates



Handy Functions in Formulae



- **SUM** totals a range of cells
[*Video Tutorial click here*](#)
- **SUMIF** totals values in a range that meet a specified criteria
[*Video Tutorial click here*](#)
- **AVERAGE** provides an arithmetic mean across a range of cells
- **COUNTIF** is a statistical function, counting the number of cells that meet a specific criteria. In other words: Where do you want to look? What do you want to look for?
[*Video Tutorial click here*](#)
- **COUNTA** is similar, counting the number of cells in a range that are not empty. Consider the differences between count functions
- **NOTE:** Click on 'Help for this function' within Excel provides an example of use, explanation and some additional assistance

Sorting and Filtering

- **Sorting data in a table:**
- One of the most common tools for data management. You can sort a table by one or more columns, by ascending or descending order, or even a custom sort

[Video Tutorial click here](#)

Home > Sort & Filter Or Data > Sort

- **Filtering data in a table:**
- Has built in comparitors such as 'greater than' and 'top 10' to temporarily hide some data in a table, to you can focus on the data you want to see

[Video Tutorial click here](#)

Data > Filter

Pivot Tables

Table	Use clean, tabular data for best results
Organise	Organise data fields into columns
Unique	Make sure all columns have a unique non-blank field header
Avoid	Avoid double rows of headers or merged cells
Format	Format data as a table
Insert	Insert > PivotTable
Watch	<u>Watch a video tutorial by clicking here</u>
Edit	Change Pivot Tables to best suit your own analysis needs