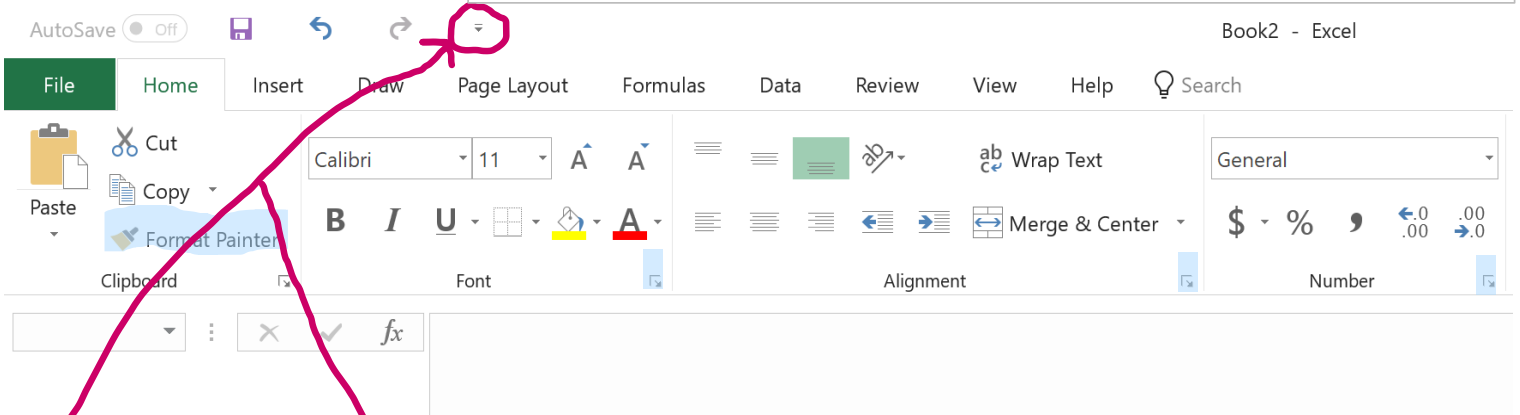


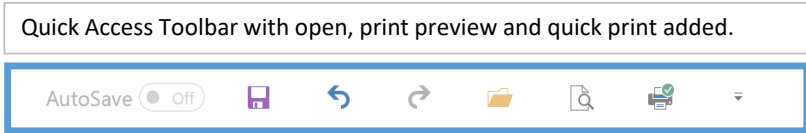
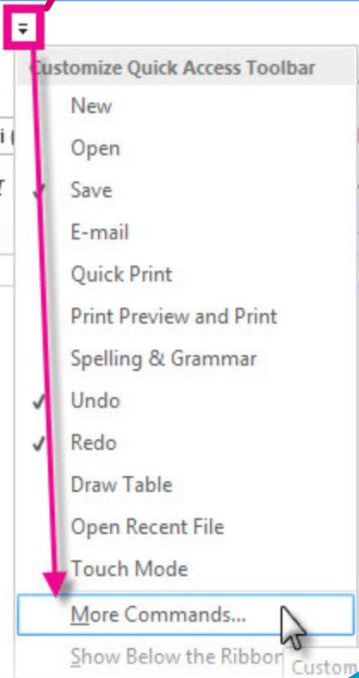
Excel Quick Reference Guide

Quick Access Toolbar and Home Tab

Most of the formatting functionality is contained on this tab. Note that each section is separated by a faint line. Note also that sections have a callout arrow at the bottom right of each section for additional functionality.

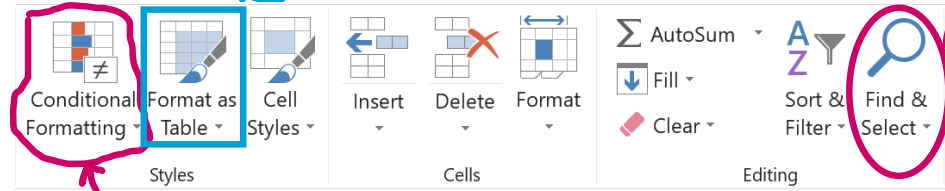


The Excel default is to show save, undo and redo on the quick access toolbar. Many other items can be docked on the quick access toolbar to enhance use.



Format as a table puts the data into a table. The table can then be formatted, filtered, sorted and so on for ease of data manipulation.

Find and select can be used to find specific information as well as to find and replace data elements. It is important to remember to highlight the column or row where you want to find and/or replace the data.



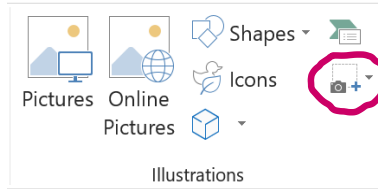
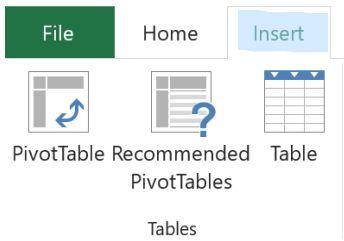
Conditional Formatting is extremely helpful in identifying specific data elements. This can be used to find duplicates, cells containing specific letters, numbers or characters, values between set limits and etc. The identified cells are colored based on the users preference. The data can then be sorted or filtered based on color.

The display window can be increased to show large data elements by clicking the chevron at the right of the window.

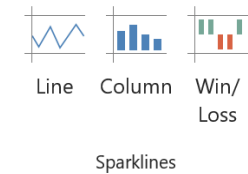
Excel Quick Reference Guide

Insert Tab

The insert tab is used to insert tables, pivot tables, charts, shapes, text boxes, screen clippings and so on. Note that each section is separated by a faint line and that some sections have the callout arrow at the bottom right and some sections do not.



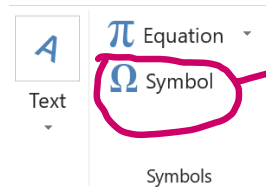
Screen clipping or a simple screenshot.



Tiny charts in a single cell. Sparklines work great in dashboards to show data trends.



Used with Pivot Tables to selectively display data

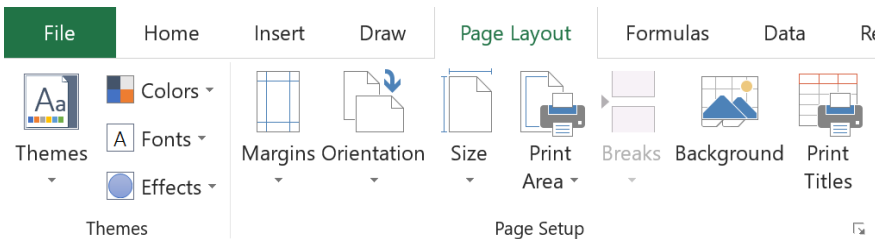


Common Symbols

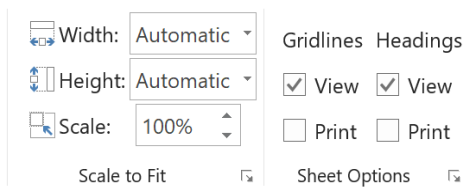
≤	≥
✓	±
↑	✕

Page Layout Tab

Setting a theme is a great way to incorporate color into a spreadsheet or workbook.

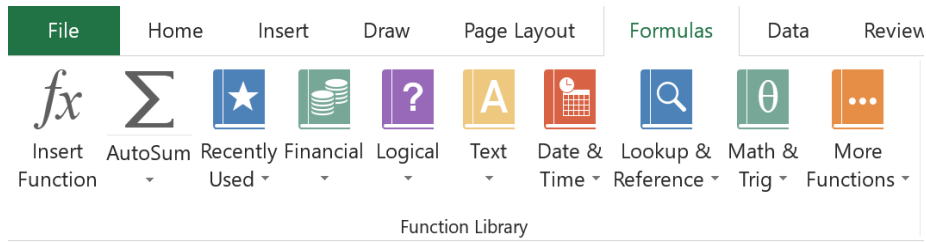


Page Layout - Page Setup is where a column or row can be set to repeat on each page.

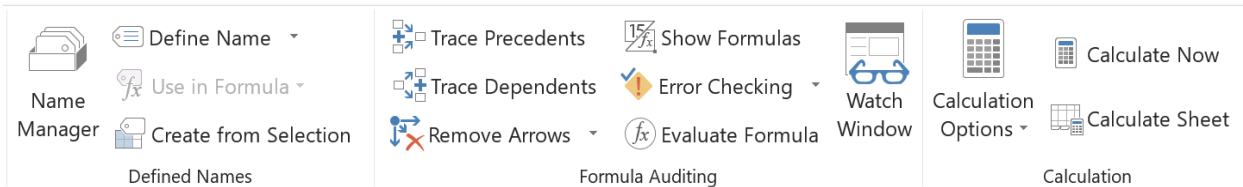


Excel Quick Reference Guide

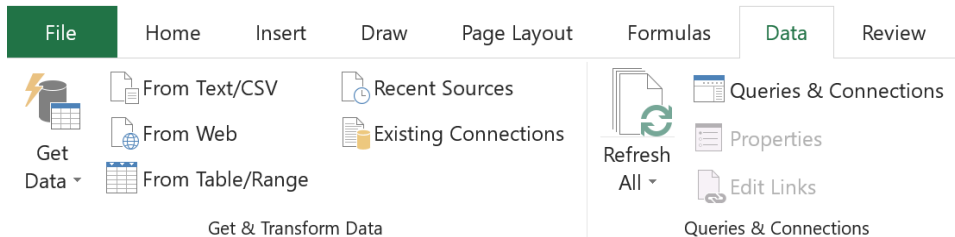
Formulas Tab



Common Formulas:
=Text(cell,"format")
=Mod(Row(),2)=0
=concatenate(cell,cell,cell)
=sum(cell:cell)
=sum(cell+cell+cell)

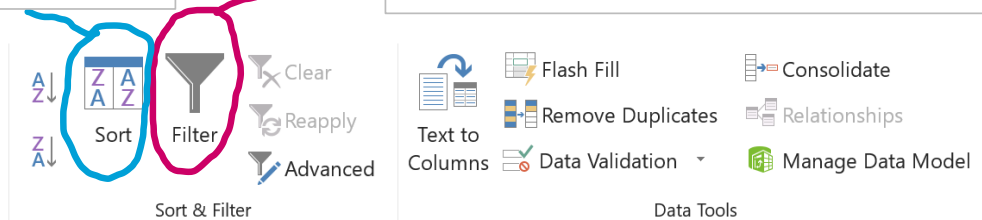


Data Tab

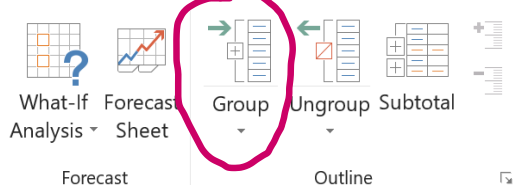


Custom sort A to Z, Z to A, by cell or font color.

Allows user to selectively display data by qualifying the data within one or more columns.



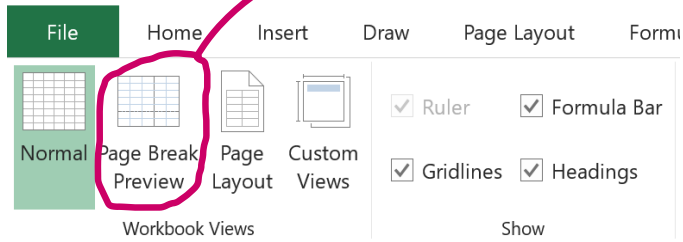
Group data and selectively hide or display data as needed.



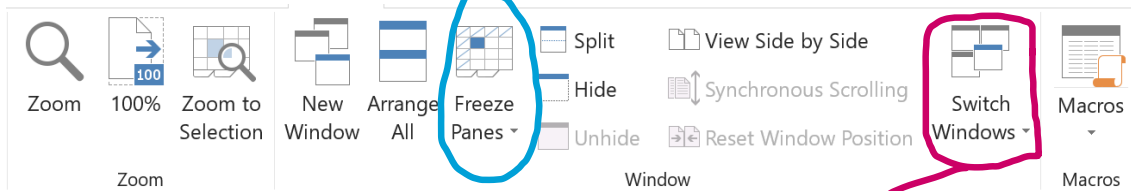
Excel Quick Reference Guide

View Tab

Page Break Preview shows how the pages will print - the lines can be moved to allow more or less area to print.



Freeze panes is a tool used to visualize large amounts of data in a more manageable view.



Allows the user to toggle between Excel Workbooks

Hot Keys:

Control C	Copy	Shift Space	Select Entire Row
Control V	Paste	Control Space	Select Entire Column
Control B	Bold	F1	Help
Control I	Italics	Control Home	To Cell A1
Control X	Cut	Control End	To last cell
Control Z	Undo		
Control Y	Redo		
Control ↓	Moves to last row of data		
Control A	Select All		
Control F	Find		
Control H	Replace		
Control S	Save		
Control P	Preview and Print		