

EXCEL TIPS
OZARKS CHAPTER AGA
2017

by: Justin Hill
Greene County Treasurer
417-868-4084

Golden Rules of Excel:

Rule 1 It is more important to know what Excel can do, than it is to know how to do it

Rule 2 When in doubt, Right Click

Tip 1 Use ' to indicate text instead of formatting "2017"

Tip 2 Shortcut: Ctrl+1 pulls up the format cells dialogue box
Center across selection

Tip 3 Add Snip tool to task bar
Start Menu - Search for "Snip" - Right click & pin to task bar

Tip 4 Move quick access toolbar closer to workspace by right clicking

Tip 5 Add personal favorites to quick access toolbar from other menus
For example, autofilter & e-mail command

Tip 6 Remove formula auditing (green triangles)
File - Options - Formulas - Disable background checking

FORMATTING & DUPLICATING WORKSHEETS

- Tip 1 Color code data entry cells for end user
- Tip 2 F4 applies last format
 - But what if we have more than one format to copy (highlight and center)
- Tip 3 Double click format painter to enter format painter "mode"
- Tip 4 Select non-adjacent cell by holding down Ctrl, apply all formats at once
- Tip 5 Hold Ctrl while dragging tab over to create a copy of this worksheet
- Tip 6 Select multiple tabs to work in all of them simultaneously
 - Be careful to unselect as soon as you are thru (especially before saving)
- Tip 7 Alt= to autosum
- Tip 8 Current date, =today()

Quarterly Departmental Report for Quarter: 1

<u>Month</u>	<u>Beginning</u>		<u>Waste</u>	<u>Sold</u>	<u>Ending</u>	
	<u>Inventory</u>	<u>Production</u>			<u>Inventory</u>	
Jan	13	135	7	100	41	
Feb	41	128	3	113	53	
Mar	53	97	0	121	29	

Signature of Preparer

Date

BIG DATA

(Open spreadsheet with big data)

- Tip 1 Alt + Tab to toggle between multiple open windows
- Tip 2 Use Window key & arrows to quickly resize multiple workbooks
- Tip 3 Old Zoom shortcut, Hold down Ctrl while using mouse scroll wheel
- Tip 4 New zoom feature in lower right hand corner
- Tip 5 Freeze panes with hidden rows at top
- Tip 6 New 2013 Flash Fill Feature
 - Replaces Text to Columns
 - Replaces Concatenation

OTHER TIPS

Tip 1 Excel will automatically insert decimals for you...if you want

File Options

Advanced

Tip 2 Manually hide a few rows

Now try to cut and paste

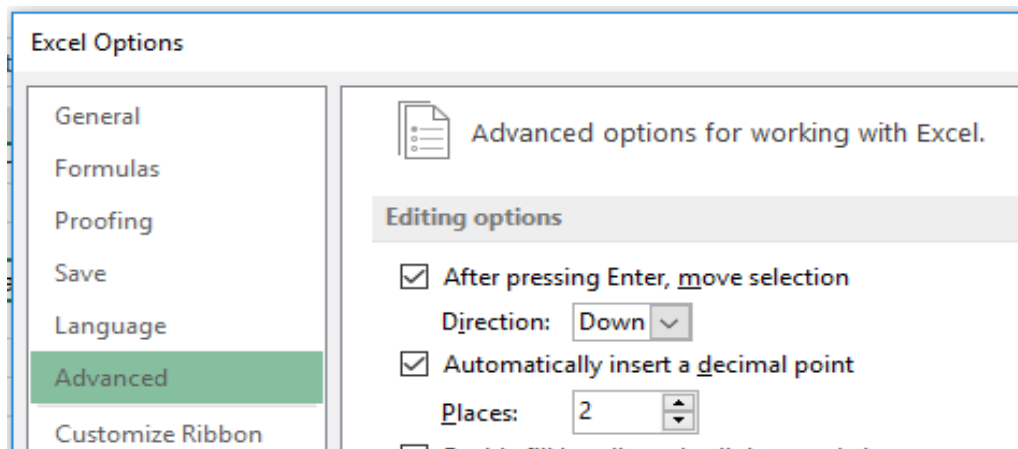
Select visible cells only with F5 Special

Shortcut is Alt ;

Then cut and paste

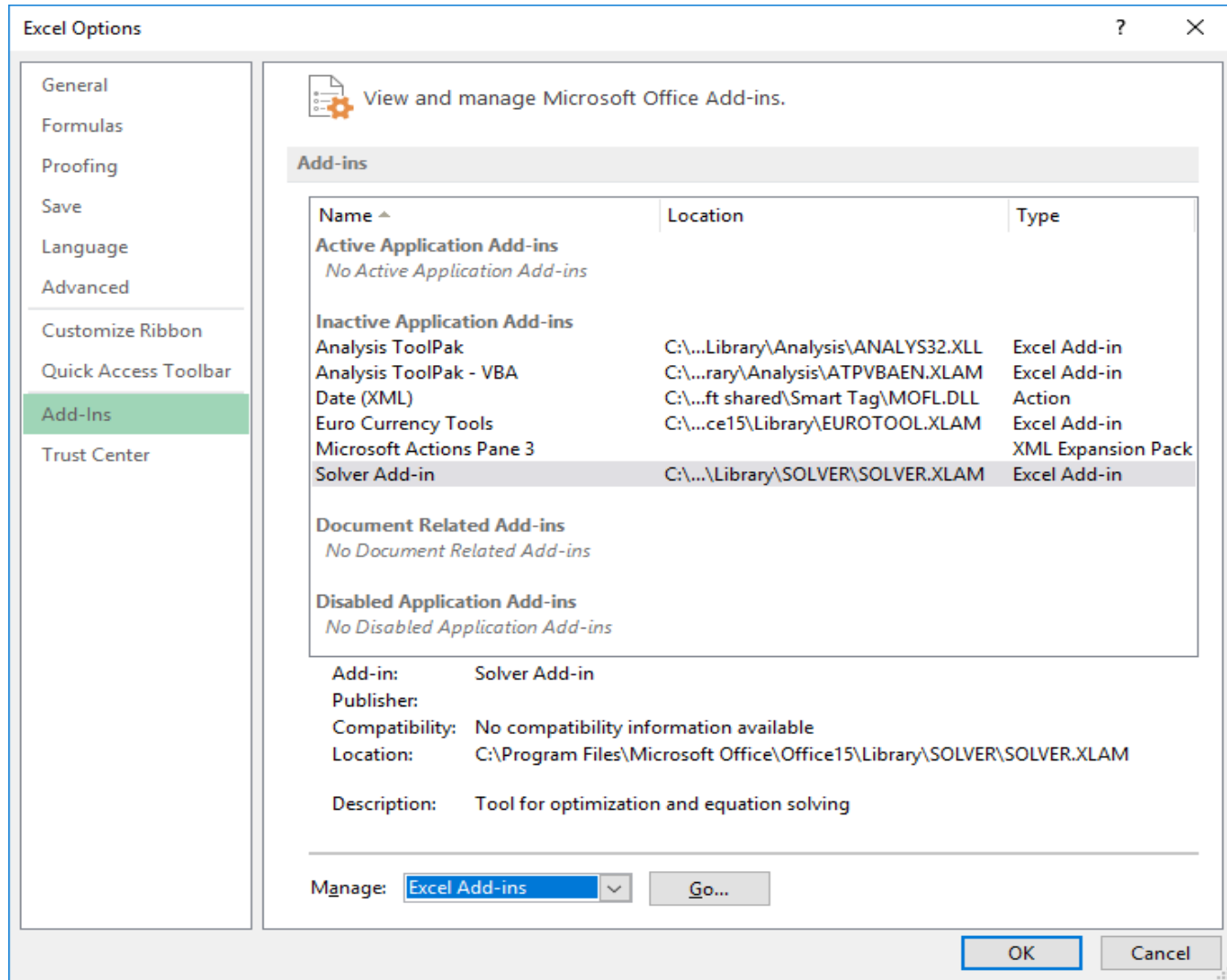
Tip 3 Cut, Paste Special, Transpose

Ours
Mine
Yours
Theirs
We
Them
Us
All
None
Me
You
Its



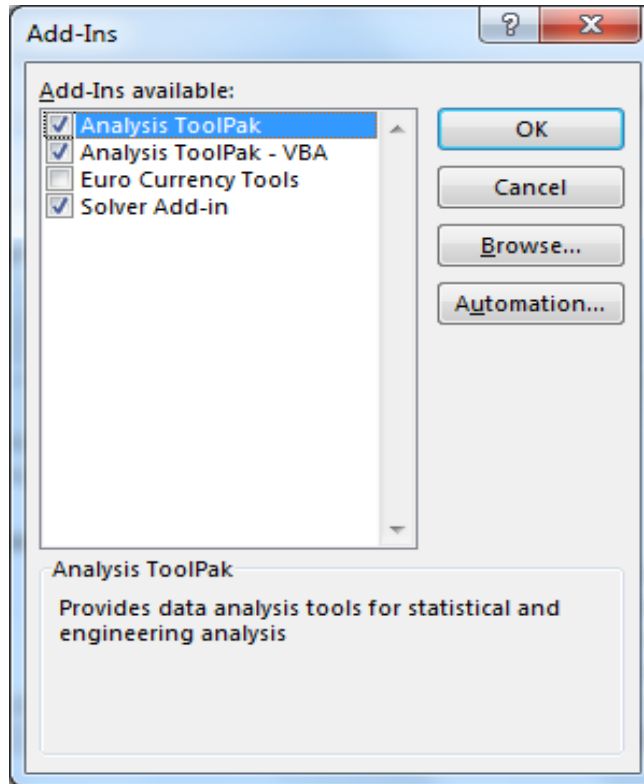
ACTIVATE ADD-INS

File, Options, Add-Ins



Click Go...

Select Add-Ins
Click OK



Your new tools are now on the "DATA" menu



SOLVER

<u>Date</u>	<u>Check#</u>	<u>Description</u>	<u>Amount</u>	This Check?	Test
03/22/17	1234	Juror #1	61.19		0
03/22/17	1235	Juror #2	79.64		0
03/22/17	1236	Juror #3	79.72		0
03/22/17	1237	Juror #4	71.43		0
03/22/17	1238	Juror #5	64.68		0
03/22/17	1239	Juror #6	61.81		0
03/22/17	1240	Juror #7	54.99		0
03/22/17	1241	Juror #8	68.39		0
03/22/17	1242	Juror #9	40.87		0
03/22/17	1243	Juror #10	57.19		0
03/22/17	1244	Juror #11	47.72		0
03/22/17	1245	Juror #12	74.13		0
03/22/17	VOID	3 Jurors Refused Payment	(208.76)		<u>0</u>

- 1 Use Solver to figure out which 3 checks were voided
- 2 Make sure the Solver Add-In is active (see previous tab)
- 3 Select the Data menu and click solver
- 4 Set objective cell as F16 with a value of 208.76
- 5 By changing cells E:4 - E:15
- 6 Specify rules that column E must be an integer of 1 or less
- 7 Solve
- 8 Brag to your friends

s but can't be zero