TEN BEST EXCEL QUICK TIPS

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1: Instant chart

Quickly and easily create a new chart by simply highlighting the required data and hitting [F11]. And boom, that’s it.

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2: Access ribbon shortcuts

Hold down the [Alt] key to view the shortcuts in the menu ribbon at the top of Excel. This will show the various shortcut keys for each menu, allowing you to quickly navigate the menus using the keyboard alone.

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3: Print preview

We all know that printing from Excel can sometimes be hit and miss. So make sure you are printing exactly what you want by utilising Print Preview. Use [Crtl] [P], to quickly preview your print and define exactly what you want printed.

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4: Quick table total without even writing a formula

Once you've created a well-formatted Excel table, you can easily add another row that totals the table columns above—no equation needed. To add a total row to your Excel table, simply click inside the table and press [Ctrl] [Shift] [T]. Excel automatically places the total row, and adds the proper formatting, all in one foul swoop.

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5: Best pivots for your data

A great top tip in Excel 2013 and 2016, Excel will suggest the best pivots for you on any data. Simply click inside your data, then on the Insert ribbon (click the Insert tab to view) choose the 'recommended pivots' command. This will give you a collection of pivots to pick from that best work with your data.

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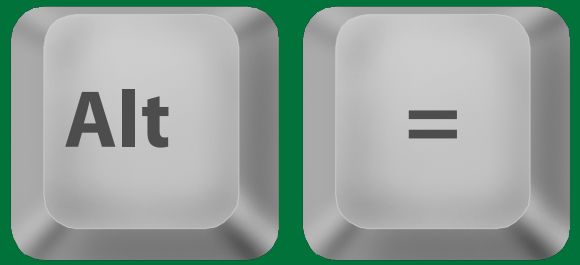
6: Auto SUM

This is a great way to sum up the total values of a column of numbers. Autosum will also sum up rows, but it always takes from above first then looks to the left. Just a note of caution though as Excel may include values such as dates when totalling your figures. If this does happen, simply edit the formula to exclude the date cells.



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7: Format Cells

Quickly access the cell properties by clicking [Ctrl] [1]. If you need to change the alignment, font, border or other properties of a cell, just use this shortcut.

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8: Insert more cells

One of the most frequent requirements when working in Excel, is to add more cells. A quick and easy way to achieve this us to press [Ctrl] [Shift] [+] to bring up the insert cell dialogue box, which allows you to shift cells right, down or insert entire rows or columns.

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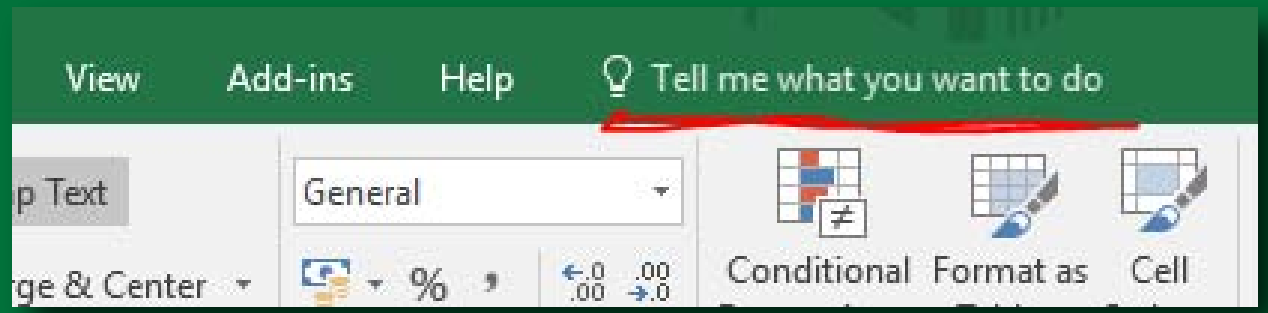
9: Insert whole Row or Column

The [Ctrl] [Shift] [+] shortcut will give you the Insert Cells Dialogue, but an even quicker way to **insert a whole** row, is to right click on the appropriate row number (far left) and left click insert. And that's it, now you have a new row of cells. Same works for **inserting columns** by right clicking on the column letter at the top of the sheet, and clicking insert again.

10: Tell me what you want to do

And last but not least is the ‘tell me what you want to do’ feature that has been recently added to Excel. Basically you just type what you are looking for and Excel will show display the results below for you to click on. This saves you having the remember where every feature is in Excel.



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