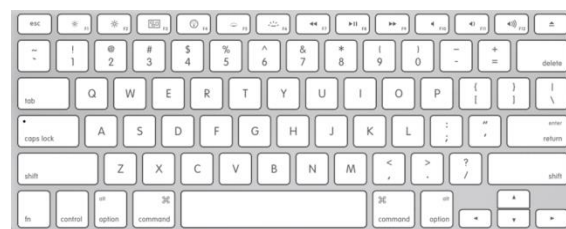




Navigation

Move around your spreadsheet quickly using Excel keyboard shortcuts

- Cmd + Home** Moves to cell "A1" on the worksheet
- Cmd + End** Moves to the last used cell on the worksheet
- Cmd + Up Arrow** Moves to the first row in the current column
- Cmd + Down Arrow** Moves to the last row in the current column
- Cmd + Left Arrow** Moves to the first column in the current row
- Cmd + Right Arrow** Moves to the last column in the current row
- Fn + Cmd + Up Arrow** Moves to the previous worksheet
- Fn + Cmd + Down Arrow** Moves to the next worksheet



Cmd key to hold down while tapping on your Arrow keys to move to the end of a column or Row

Arrow Keys to use whilst holding down the Cmd key

Selection

Highlight entire ranges on your spreadsheets using Excel keyboard shortcuts

- Cmd + Shift + Up Arrow** Highlights to the first row in your column
- Cmd + Shift + Down Arrow** Highlights to the last row your column
- Cmd + Shift + Left Arrow** Highlights to the first column in your row
- Cmd + Shift + Right Arrow** Highlights to the last column in your row



Cmd + Shift key to hold down together while tapping on your Arrow keys to highlight to the end of range

Arrow Keys to use whilst holding down your Ctr + Shift keys

Entering data


- Ctrl + Semi Colon ;** Inserts the current time into the active cell
- Ctrl + Colon :** Inserts the current time into the active cell

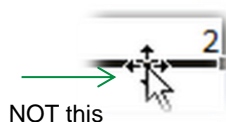
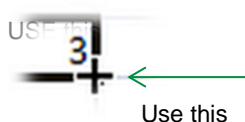
AutoFill

Copy or extend cell entries using Excel's AutoFill feature:

1. Click on the cell that has an entry you wish to copy/extend
2. Hover over the bottom right corner of the cell
3. Wait until your mouse pointer is a thin cross
4. Hold down mouse button and drag in any direction


	Date	Product	Qty	Cost	Amt
1					
2	18-Mar	Paper	20	12.95	273.00
3		Staplers	42	15.95	210.00
4		Pens	44	2.19	438.00
5		Paper	81	12.95	307.00
5		Pens	95	2.19	451.00
7		File Folders	8	4.99	101.00
3		Staplers	25	15.95	360.00
9		File Folders	97	4.99	114.00

 Before you Hold Down mouse button and drag, make sure your mouse pointer looks correct between:



Formulas

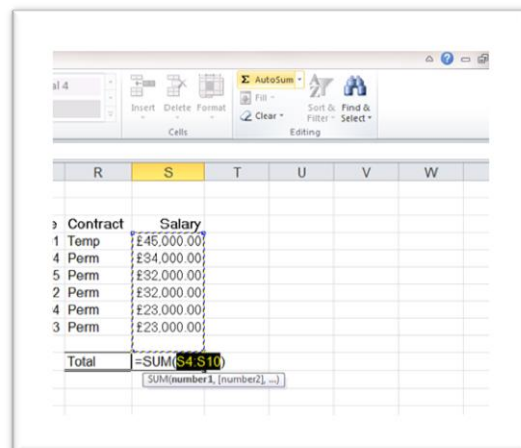
Use the AutoSum feature to create basic formulas quickly

 AutoSum ▾

To add up values quickly:

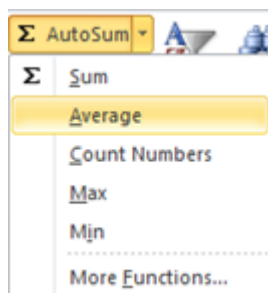
1. Click on the cell where you wish to place the answer
 2. Click on the AutoSum Icon
- N:B Look at where the marching Ants have surrounded**
3. If the marching Ants have selected the right values click the AutoSum icon again to confirm

If the Ants have not surrounded the values you wish to total up, simply use your mouse to highlight the correct cells and then click back on the AutoSum icon to confirm



To count number or calculate mean averages:

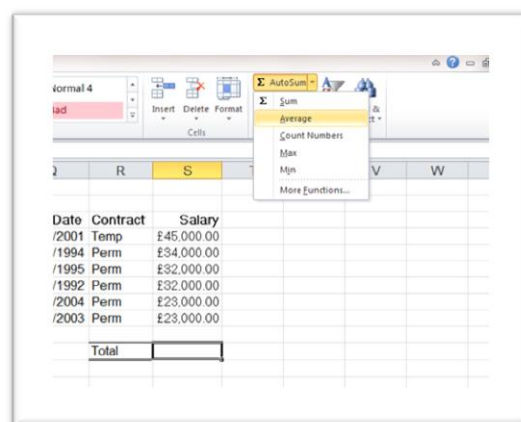
1. Click on the cell where you wish to place the answer
2. Click on the little down-arrow to the right of AutoSum
3. Choose the calculation you wish to use (E.G. Average)



N:B Look at where the marching Ants have surrounded

4. If the marching Ants have selected the right values click the AutoSum icon again to confirm

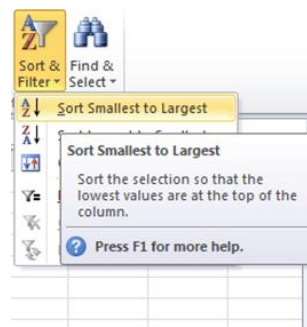
If the Ants have not surrounded the values you wish to total up, simply use your mouse to highlight the range of cells you wish to calculate on



Sorting data

Re organise the record in your datalist with 3 clicks:

1. Click once into the column you wish to sort the list by
2. Click on your Data Tab
3. Click on either Sort A-Z or Z-A





Add buttons from the Ribbon onto your Quick Access Toolbar (top left of your screen:

Simply Right Click over any button on the Ribbon and choose Add to Quick Access bar

This way things you want do are only always a single click away – top left of your screen.



Click on this Down Arrow and choose *More Commands* → then change *Popular Commands* to *All Commands* and double click on button you want to add to the Toolbar tapping on your Arrow keys to move to the end of a column or Row

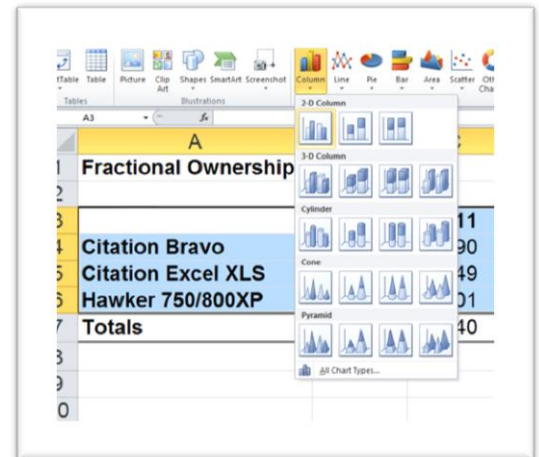
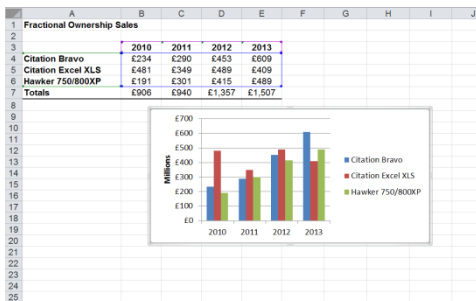
Creating Charts

Create a chart to visually represent your data sets:

1. Highlight the data you wish to represent in a chart
2. Click on your Insert Tab at the top on your Ribbon

Click on the chart type you want E.G. Column

A chart will be placed on your spreadsheet next to your data



Click on *Chart Tools* in green at top of your screen once chart has been selected

Changing features on your chart

Create a chart to visually represent your data sets:

1. Click on your chart – *Chart Tools* appears top of screen
2. Use buttons across the 3 tabs of the *Chart Tools* to make changes to your chart features

