

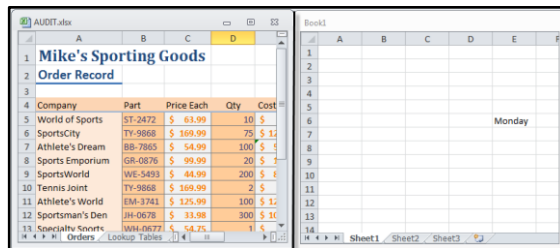
Microsoft Excel Tips and Tricks

Lately, I have been receiving more inquiries about Excel issues than any other Microsoft Application. As a result, I have put together a few Excel 2010 tips to help users be more effective and efficient.

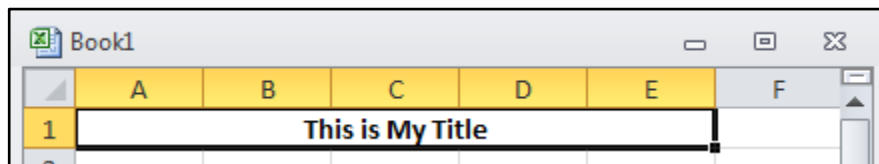
Fill handle – Type in the word Monday in any cell and hold the Ctrl key and press the Enter key. Move your mouse to the lower right corner of the cell and look for a black cross (+). Hold the left mouse button down and drag down or across to the right. This will duplicate the cell label to Monday, Tuesday, Wednesday, etc. Try this feature with dates, month names, and related labels.



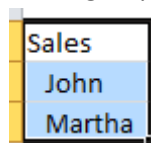
View Multiple Spreadsheet files – Open two excel files. Click the “View” ribbon tab then click the following: Arrange All→Tiled→OK. This will arrange the spreadsheet files on a single view.



Merge and Center – This feature will allow you to position the title in the centered across multiple cells. First, type in your title in cell A1 (example: This is My Title). Second, select (highlight) the cells by clicking in cell A1 and hold the left mouse button down while dragging across to cell E1. Third, press the Merge and Center button located in the Home ribbon tab in the Alignment ribbon group.



Indent within a cell – This feature will make your labels appear more organized. For example, in cell A2 type the word “Sales.” Next, in cell A3 & A4 type the words “John” & “Martha”. Select the words John and Martha. Then, press the “Increase Indent” command located in the Home ribbon tab in the Alignment ribbon group, or press the keyboard combination (hold down Ctrl+Alt then press Tab.)



Custom Views – This feature will allow you to define a specific screen layout to view at a later time. Adjust your screen by selecting the area you want to view. View ribbon tab→Zoom to Selection→Custom Views→Add→MyView. You will always be able to remember that view layout. To

