A-Z Quick Spreadsheet How-To for most spreadsheets including Open Office, Libre Office, Microsoft Excel To save space these abbreviations are used: T=tab, HT Home Tab, LT Layout Tab, IT Insert Tab, FT File Tab, PLT Page Layout Tab, FT Formulas Tab, DT Data Tab, RT Review Tab, VT View Tab, D Design, F Format, ChDT Chart Design Tab, ChFT Chart Format Tab, TDT Table Design Tab, PDF PDF TAB, **Rtclk**= RIGHT CLICK, **Lclk**= LEFT CLICK, **2xclk** double click, Lclk+HOLD left click and hold, Ctrl Control Key, Alt Alt key, ~ Tildie key Del Delete key,

Absolute reference has a $ in front of one or both parts of cell address which holds that reference absolutely in that position when the cell is copied. The cell references that do not have a dollar sign are called relative references and they change with copied. Cells with both are called mixed references. Type a $ or use f4 in a formula to cycle thru $$, _$, $_ or no $

Accounting number format creates Left Aligned currency, select it from on currency menus

Adjust COLUMN WIDTH click & hold width pointer at right edge of column header, move left to shrink, right to widen 2x click to autofit OR RIGHT CLICK COLUMN HEADER, SELECT COLUMN WIDTH TYPE IN DESIRED WIDTH. ### means too narrow
  on HT in cells group is a choice for column width and row height

ADJUST ROW HEIGHT same as above except use bottom edge of row header
    on HT in cells group is a choice for column width and row height

adjust viewing size ZOOM click on the + or – buttons to zoom larger or smaller at bottom right of screen The **active cell** has a darker boarder around it

To Affect it, first Select it

ALIGN CENTER, Click on Align Center button on HT

AutoCorrect Options is in File, Options, Proofing AutoCorrect, clk on AutoCorrect Options to set new word groups. IS A GREAT TIME SAVER LEARN IT. You can type a saved sentence with only 3 characters.

Auto calculate select any range look at bottom of screen to **see SUM, AVERAGE or COUNT**

autofit column width, double click on right border of column header on HT in cells group

AUTO SUM to sum a range, Click on cell where answer is to go, Click on autosum button (looks like an M on side), select range, hit Enter. on HT.

AVERAGE, Click on cell where answer is to go, Click on autosum down arrow (at right side of autosum button), choose Average, select the range of cells to be averaged, hit Enter. Alt s on HT

BACKGROUND COLOR select cell or range, click down arrow in background color on HT

backup copy, Click on File, Save As, give it a name, choose a location, OK

border, add clk down arrow on border button or Rtclk any cell in range select FORMAT CELLS, clk Border tab, select line thickness first, then color and last select where to put it, OK.

Border remove, clk on down arrow on border icon select No Border or clk on Format, Cells, Border, choose none, OK as above but clk on NONE.

BOLD make/remove bold Click on Bold button or CtrlB on HT

Center in cell, select cell, click center icon on HT

Center data horizontally on page Lclck Launch Page Setup dialog box, Lclck Margins tab, select Horizontally

Charts select first range, if second range is needed hold down Ctrl key while selecting the 2nd select type of chart wanted on Itab

modify chart, right click part to be changed, Click on format (part), make changes, click OK, for special formatting of charts click on chart, then click on ChDT

chart **styles** on ChDT Format tab has chart **styles**

change chart type, click on change chart type button on ChDT, or go to format chart, change **chart type**. on IT and there are many chart options in Charts group

chart title add in MS Lclk on chart Lclk **Add Chart Element** at left of ChDT

Lclk **Add Chart Element** at left of ChDT **to add Title, Data Labels, Legend, Axes, Axis Titles, Data Table, Error Bars, Gridlines, Trendline**

or right click on the title, Click on format Title, or options make changes, click OK

extrude (explode) a piece of pie, click twice slowly on piece to be moved, click and hold lift mouse button and drag outward, let go.

resize chart, Click on chart, click and hold left mouse button on any of the handles, move mouse to resize, let go. Or Lclk ChFT change size in size boxes at right side

move chart Drag it or clk on ChDT on Chart Tools tab at far right is move chart icon

Chart Data Labels Rtclk data bar or line, select add Data Labels

format data labels, right click data label. Select option on Format Data Series pane at right`

axis create Rtclk chart, on Chart Tools tab clk on Format tab, at top left select axis

Add a primary vertical axis Lclk chart Lclk Add Chart Element

Format axis, Rclk axis change option on Format tab at right

Apply Chart style Lclk chart select style from ChDT

Move the legend or most chart elements, Clk and drag

data labels to the best fit position change font size

Change fill color Rtclk object to be filled, Lclk fill, choose type and color

filters Lclk Chart Filters Icon at right side

Set the value axis major point Rtclk axis format axis set units in pane on right side

Display axis units in millions Rtclk axis format axis set units in pane on right side

Select category number format with 1 decimal place

Apply color two Lclk chart

fill the chart area, Rtclk chart, format chart area, pick solid or gradient and color

circular reference. Very bad when a formula refers to the cell the formula

COMMA FORMAT, Click on , button This gives currency format without the $ on HT

CLEAR CONTENTS OF CELL OR RANGE To clear a cell select it OR ENTIRE RANGE hit delete or hit clear contents button on HT far right side bottom left icon in Editing group has several choices

Change column width drag sizing icon at top right of column or Rtclk column header select column width. Select several columns to change all at same time.

Conditional formatting in on HT, Styles group, Conditional Format. Select range, clk on HT, select options conditional formatting, data bars pick color

Create a new conditional formatting rule on HT go to conditional formatting, select new rule, select use a formula, type formula in formula box, Note after making formula be sure to click on the Format button and set up the format wanted. The formula for values that sold for less than 70% of the sale price is =E2<=70%

Copy, cut, and paste, select cell or range, Click on cut or copy button, clock in place where wanted, click on Paste button. on HT. Or EASIER use Ctrl x for Cut, Ctrl c for Copy, Ctrl v for Paste.

Note **Ctrl drag** a selection copies it to new location.

Copy with fill handle, On cell or range to be copied hold down left mouse button down on black square at bottom right of cell, move mouse in direction and over cells to be filled. Trick double click fill handle to copy down list. OR on HT in Editing group fill icon (middle left icon)

Copy worksheet Rtclk sheet tab, select copy click copy box.

Fix mistakes or edit cells type correction in formula bar then hit Enter

COUNT, same as above except choose Count Numbers. Also Alt c on HT

COUNTA, Click on cell where answer is to go, Click on autosum down arrow, choose Count, select range, hit Enter, hit up arrow, add an **A** to count in the formula bar hit Enter. on HT

COUNTB counts the blank cells F9 updated sheet time, date

CtrlHome goes to top left **CtrlEnd** to the right of area used, home to Left, End to right

Currency number format

Date Ctrl; types current date Note dates are stored as a number 1 is Jan 1 1900

also TODAY also gives date.

DATE formula gives code for any date typed in

change date format Clck on Format, Cells, Number tab, Date, select format wanted, OK

Change number of decimal places

Decimal, **Increase** Click on increase decimal button (to right of comma button) on HT

Decimal Decrease Click on decrease decimal button (to right of comma button) on HT

delete/Insert rows, Rtck row header at far left, choose insert or delete. Row inserted above row

on HT in cells group clk down arrow to insert or delete cells, rows, columns or sheet

delete/Insert columns, Rtlck column header at top, choose insert or delete
    on HT in cells group clk down arrow to insert or delete cells, rows columns or sheet

delete/Insert cells, Rtclck cell, choose insert or delete choose which direction to shift
    on HT in cells group clk down arrow to insert or delete cells, rows columns or sheet

Enter text or numbers, just type them in if mistake is made hit ESC to erase retype & Enter

EDIT To edit a cell after entering it there are 3 ways 1 click on cell type correction in formula bar, or Hit F2 key, or double click in cell. Note when you are editing many other features are unavailable. Tap Enter

fill color select item, Lclk fill color down arrow on HT select color.

FONT or font size, Click on Format Cells, Font or font icon on toolbar on HT

FONT COLOR click down arrow on font color icon on home tab

format numbers Click on Format, Cells, Number tab, select the format, OK. Rtclk format cells, Number tab, select format wanted.   on HT many options using icons

freeze panes set and remove Click on cell to right and just below where panes are to be, Click on Window freeze/unfreeze   on VT at middle right click on Freeze Panes, select option wanted

GOTO Type address to go to in name box to go to that cell. Type c23 hit enter and that becomes active cell. This is faster than the goto box accessed by CtrlG

Gridlines, print clk on PLT, Gridlines in Sheet Options group

HEADER/FOOTER add On PLT click on More button on Page Setup, clk on Header/Footer tab, select option. Click on View, Header Footer, Click on custom header, fill in window, OK.   on PLT clk More Button on Page Setup group, clk Header/Footer use auto header down arrow or clk on CUSTOM HEADER or FOOTER which have three sections. To add date click on the date button

Headings, view or print clk on PLT then Headings in sheet Options group

sheet name code, file name code or other codes just Lclk on code wanted.

help, Click on Help on menu bar or f1

hide and unhide columns or rows, select either row or column header, right click it, choose hide or unhide on HT in cells group is a choice to hide and unhide

IF see help for example =IF(the test, what to do if true, what to do if false,)

indent increase or decrease indent button on HT in Alignment group

LEFT ALIGNED CURRENCY, Click on $ button or select **accounting** format on HT

margins, Click on File, Page Setup, Margins Tab, type in numbers, OK

MAX same as above except choose Max. Alt m   on HT

MIN, same as above except choose Min   Alt i   on HT

MEDIAN finds midpoint value

Merge & **Center data on page** clk PLT, clk page Setup More button, clk Margins Tab, select centering at bottom

To **move a cell or range** select it then drag the boarder of that cell or range. Or Ctrl+x clk on new location Ctrl+v

move chart, Lclk & hold on chart, move mouse in direction to be moved, let go at location where wanted.

Move worksheet Rtclk sheet tab, select where to move to

NAVIGATION is done with the arrow keys, tab key tab and shift-tab, page up & down, arrows go one cell in direction, PageUp/Down moves a screen height

NOW gives current date and time.

open new blank worksheet, Click on New button at far left.

open a saved file, Click on File, Open, choose file, OK

order of precedence/operations "Please Excuse My Dear Aunt Sally" things are done in following order Parentheses, Exponents, Multiplication or division, Addition or Subtraction

page break preview. clk VT clk on page break preview

insert a page break to a row. While in page break preview, Rt clk at where break wanted and select Insert Page Break.

page ORIENTATION, Click on File, Page Setup, Page Tab, select Portrait or Landscape, OK or clk PLT, clk

Orientation or RT clk CELL format cells, select alignment wanted with down arrow

page number addfollow above directions type the word Page where wanted, click on + icon, OK

add total number of pages, follow above directions type space of space after word page, click on the + icon, OK

Paste special. transposes or paste data into selected formats. see features in help. on HT

percent format Click on % button on HT

PMT (Rate is interest rate also divide this by 12, Nper is number of payments if in years add *12, PV is present value also known as price, leave other boxes blank) on FT in Financial section

print part of a worksheet, Select area to be printed, Click on File, Print, choose selection, OK

print preview, Click on Print preview button To show or print formulas use the switch Ctrl`

adjust print size, Click on File, Page Setup, Page Tab, in scaling section type in percentage number, OK. on HT adjust font size or on PLT adjust scale in Scale to fit group.

Print two noncontiguous ranges select 2nd one by holding down Ctrl key.

print worksheet, Click on File, Print, OK. shows print preview at right side.

Rename Sheet Rtclk sheet tab clk on Rename, Type in new name.

Create a named range Select a range type name in Name box located at left of Formula bar.

Go to named range Click down arrow in Name box select range name

row height, right click row header, choose Row height on HT in cells group

Scaling Scale to a percentage. On PLT adjust percentage in Scale to Fit group

SEPARATE LINE IN CELL To place long label on separate line hit AltEnter to force another line.

create a range name select every cell in the range, type its name in the name box at top left.

SAVE Click on File (FT), Save As, fill in name, choose location, or quicker use **Ctrl+s**

Save with new name or place or type File, Save As, select place, type and give it a name

adjust **size of print on pape**r adjust scaling on PLT Scale or on File, Print, Settings, Scaling

<u>scroll thru ribbons</u> **by clicking at right side of ribbon and using mouse wheel**

SET LEFT ALIGNED CURRENCY, Click on $ button or select **accounting** format on HT

SET RIGHT ALIGNED CURRENCY, Click on Format, Cells, Number Tab, Currency, make any additional selections, OK on HT

sort, select range of cells to be sorted, Click on Sort button on DT

pick **advanced sort** to sort by multiple fields

Sparkline presents a condensed simple visual illustration of data On IT click line, column, or Win/loss in sparklines group. Dialog box opens. Type in cell references or collapse and select, Enter or select range where the sparkline is to appear if other than active cell. Change design on design tab. on IT in sparklines group. Sparkline,Options are on Sparkline Design Tab <u>High</u> Point, <u>Low</u> Point, Negative Points,First Point, Last Point, Markers, Sparkline Color,Marker Color

Apply style clk on HT, then Cell styles

Table Convert data to a table DT, clk on From Text icon in Get External Data Group

create a data table Click in range, Insert, Table, set range, OK.

Add total row Design Tab, clk Total Row

Apply table style Lclk in table, on TDT, Lclk Table Styles more button select Table style

Table Design tab has following options Table Name, Resize Table, Properties, Pivot Table, Remove Duplicates, Convert to Range, Insert Slicer, Export, Refresh, Header Row, Total Row, Banded Rows, First Column, last Column, Banded Columns, Filter Button, Table Styles

Remove duplicate records, Lclk in table Lclk Remove Duplicates on TDT

Sort a table in alphabetical order use down arrow at header

An a second level to sort Lclk in table, on DT click Sort, Lclk add Level, set order

Repeat field names on all pages

Convert a worksheet data to a table, Select range Lclk Table on IT

name a table Lclk in table, type name in Table Name box on TDT

Add a. total row clk in table clk total row on TDT

Sum in a column in a table, turn on total row, Lclk on total down arrow select Sum

Filter the data Lclk sort arrow at top of column

Create a custom color sort. Select a range, clk on HT, clk on Sort & Filter in Editing Group, select custom Sort, select options

text color Select text, Lclk text color down arrow select color

Time CtrlShift; types time. same as **Ctrl+:**

repeat titles. On PLT clk Print Titles button or more button on Page Setup group, clk on Sheet Tab, fill in rows to repeat at top or column

Total Lclk in cell where formula wanted Lclk AutoSum button

Trendline select chart, click Trendline in analysis group, select linear Trendline select which data to use in dialog box. Save. click on a chart, click DT, click on add chart element trendline

Underline Select item, Lclk on U icon on HT

viewing size, Click on zoom down arrow at bottom right or window, type in percentage wanted, hit Enter. at bottom right adjust slider to zoom in or out

VLOOKUP see example in help =VLOOKUP(search criterion, array, index, sort order) The first argument is what is being searched for. The second argument is the address of the range, the third item is column the answer is in Usualy 2, the last argument is either False which give exact answer, or True gives close answer

wrap text press **AltEnter** where text is to be dropped also can be done with a check mark in alignment dialog box or uncheck it to turn it off   Rtclk, format cells, alignment select wrap box

format a number to general, Click on Format, Cells, Number Tab, click on General, OK

undo/redo, Click on Undo or Redo button near top left or Ctrl z

—---- Create a c**heck book**, Left to right cell headers in row 1 are column a date, column b check number, column c for what,   column d amount of check, column e deposit, column f balance.

Row 2 at the far right in the balance cell F2 enter a starting balance.

Row 3 at the far right in the balance cell F 3 make a formula that takes the amount from the above balance F2 adds any deposit in E3, subtracts any check in D3. Use the fill handle to copy it down.

Formula for <u>calc the retail price</u> =B5*C5+B5 or B5+B5=C5   Sale price =D5-D5*E5 **Profit** margin formula =(F5-B5)/F5   …………………………………………..