

THE GLOBAL CHILDREN'S FUND INC



4897 Buford Hwy, Ste 222
Atlanta, GA 30341-3669

Phone: (770) 696-1189 Fax: (770) 696-1587
Website: <http://www.theglobalchildren.org/>
Email: LocThaiCPA@gmail.com

EXCEL TIPS

1. SUM function: Hold the Alt key down and press the “=” key.
2. Minimize/Maximize Ribbon: Ctrl + F1
3. Format cell dialog box: Ctrl + 1
4. Same data on selected range: Type the entry then press Ctrl + Enter
5. Insert comment: Shift + F2
6. Selecting range: Shift + arrow keys OR Shift + PgUp or PgDown
7. Selecting row from current cell to column A: Shift + Home
8. Selecting whole row: Shift + Space Bar
9. Words on separate lines within a cell: Alt + Enter (Insert a line break)
10. Press Alt key once, you will see options of Alt with many letters and numbers appeared on ribbon icons and tabs.
11. Access to Formulas shortcuts: Alt + M
12. Paste special values: Alt h v v (Do not hold the keys down)
13. Paste special values & numbers: Alt h v a
14. Paste special formulas: Alt h v f
15. Inserts the current date into a cell as a date entry: Ctrl + ; (semicolon)
16. Takes you to the top left of the visible worksheet: Ctrl + Home
17. Selects the sheet to the left: Ctrl + PgUp
18. Selects the sheet to the right: Ctrl + PgDown
19. Switches between open files: Ctrl + Tab
20. Selects the whole column: Ctrl + Space Bar
21. Hides rows: Ctrl + 9
22. Hides columns: Ctrl + 0
23. Bold format: Ctrl + b
24. Copy: Ctrl + c
25. Copy the selected cells down. Select the cell and the range you want to copy to: Ctrl + d
26. Find: Ctrl + f
27. Find and replace: Ctrl + h
28. Inserts a hyperlink: Ctrl + k
29. Print: Ctrl + p
30. Save: Ctrl + s
31. Paste: Ctrl + v
32. Undo: Ctrl + z
33. Excel Options dialog box: Alt f t
34. Page setup dialog box: Alt p s p

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35. Toggles sheet gridlines Alt w v g
36. Macro Security dialog box Alt l a s
37. Edit current cell F2
38. Go To dialog box F5
39. Repeat the last action F4
40. Calculate the current workbook F9
41. Save As F12
42. Grouping selected rows or columns Shift + Alt + right arrow
43. Remove grouping Shift + Alt + left arrow
44. AutoFit – To change width & height to fit contents of the column or row: Double clicking on the row or column double-headed arrows will apply AutoFit
45. AutoSum: To insert the SUM function Click on the Greek letter sigma
46. Select visible cells only Alt + ; (semicolon)
47. Format Painter icon (Home Ribbon tab): It's used to copy format of a cell or range, then apply it to other cell or range.
48. Clear all the formats and start again Clear icon at Editing Tab
49. Wrap Text to the next line to fit text into the cell Alt h w
50. Hyperlink: Select cell to insert hyperlink. Click on Cell Styles drop down list. Then pick Hyperlink style. Right click on the cell. Then pick hyperlink option to insert hyperlink
51. Turn off gridlines to make reports look cleaner on screen: Uncheck the Gridlines option on the View Tab
52. The 3D SUM function: =SUM(a:z!L7) This will sum up cell L7 in every sheet from a to z inclusive. Both sheets a and z are blank, so that they do not affect the calculation. Sheets a and z are placeholder sheets. You can move other sheets in and out of the SUM range.
53. The IF function. Example: =IF(A1=B1, "OK", "Error") (This means if A1 equals B1 (Logical Test). Then display the text OK (True Action). If not, display the text Error (False Action). The formula is: IF(Logical Test, True Action, False Action).
More examples: =IF(A1, SUM(B1:B9), SUM(C1:C9))
=IF(A1="Yes", B1="No", C=9)
54. AND(Logical Test1, Logical Test2,...) = TRUE only when every Logical Test is TRUE
55. OR(Logical Test1, Logical Test2,...) = TRUE when any of Logical Test is TRUE
OR(A1 = {1,2,3}) = TRUE if A1 has the value 1, 2 or 3
OR(A1 = {"a", "b", "c"}) = TRUE if A1 has the text a, b or c
56. Ways to join text together: CONCATENATE(A1, " ", B1) = A1&" "&B1
57. The TEXT function. Assuming cell A1 contains 1/7/13
TEXT(A1, "mmm yy") = Jul 13
TEXT(A1, "mmmm yyyy") = July 2013
TEXT(A1, "dd/mm/yy") = 01/07/13
58. The LEN function returns the number of characters, including spaces: LEN(Text)

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59. The SUBSTITUTE function: SUBSTITUTE(Text, Old Text, New Text, option Instance Number) This function allows you to change one text string into another text string. It's like Find & Replace function.
Example: SUBSTITUTE(A1, "-", "") This will remove all hyphens in cell A1
60. First day of the month: DATE(YEAR(A1), MONTH(A1), 1)
61. Last day of the month: DATE(YEAR(A1), MONTH(A1)+1, 0)
62. Select All: Ctrl + A shortcut, or click on the top left corner button where A1 is.
63. Move one column of data: Select the column and move the pointer to the border, after it turns to a crossed arrow icon, drag to move the column to where you want then release it.
64. Transpose data from a Row to a Column: Copy the area you want to transpose, move the pointer to a blank location. Then Go to Home→Paste→Transpose
65. Transforming the Case of Text: UPPER(cell) or LOWER(cell)
66. Input value leading with 0: Add a single quote mark ahead of the first zero: '00012345
67. Rename a Sheet with a double click, then you can rename it directly
68. Ctrl + Shift +Arrow will extend the current selection to the last nonblank cell in that direction
69. Double click to copy down: To copy a formula or value down the length of your data set, you don't need to hold and drag the mouse all the way down. Just double click the tiny box at the bottom right-hand corner of the cell
70. Use shortcuts to quickly format values: For a number with two decimal points, use Ctrl + Shift + !. For dollars use Ctrl + Shift + \$. For percentages it's Ctrl + Shift + %. The last two should be pretty easy to remember
71. COUNTIF(Range, Criteria) CountIF will count the number of times a value appears in a selected range.
=COUNTIF(A:A,B1) It will count how many times the value in cell B1 appears in column A
=COUNTIF(A:A, ">0") It counts how many positive numbers there are in column A
=COUNTIF(A:A, False) It counts the number of False entries in column A.
72. Generate random values with RAND: You can use RAND() function to generate a random value between 0 and 1. DO not include any inputs, just leave the parentheses empty. New random values will be generated every time the workbook recalculates. You can force it to recalculate by hitting F9.
73. Create a PivotTable to analyze worksheet data:
- Make sure your data has column headings or table headers, and that there are no blank rows.
 - Click any cell in the range of cells or table.
 - Click **Insert > Recommended PivotTables**.
 - In the **Recommended PivotTables** dialog box, click any PivotTable layout to get a preview, and then pick the one that shows the data the way you want.
 - Click **OK**. Excel places the PivotTable on a new worksheet and shows the **Field List** so you can further rearrange the PivotTable data as needed.

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|--|-------------------------------|
| 74. To minimize or maximize the Ribbon: | Ctrl + F1 |
| 75. Select the entire row | Shift + Space |
| 76. Select the entire column | Ctrl + Space |
| 77. Undo last action (multiple levels) | Ctrl + z |
| 78. Redo last action (multiple levels) | Ctrl + y |
| 79. Copy contents of selected cells | Ctrl + c |
| 80. Cut contents of selected cells | Ctrl + x |
| 81. Paste content from clipboard into selected cell | Ctrl + v |
| 82. If data exists in clipboard: Display the Paste Special dialog box | Ctrl + Alt + v |
| 83. Start a new line in the same cell | Alt + Enter |
| 84. Delete text to the end of the line | Ctrl + Delete |
| 85. Insert current date | Ctrl + ; (semicolon) |
| 86. Insert current time | Ctrl + Shift + : (colon) |
| 87. Hide the selected rows | Ctrl + 9 |
| 88. Unhide any hidden rows within the selection | Ctrl + Shift + 9 |
| 89. Hide the selected columns | Ctrl + 0 (zero) |
| 90. Unhide any hidden columns within the selection | Ctrl + Shift + 0 (zero) |
| 91. Alternate between displaying cell values or cell formulas | Ctrl + ` (grave accent) |
| 92. Group rows or columns | Alt + Shift + Right Arrow |
| 93. Ungroup rows or columns | Alt + Shift + Left Arrow |
| 94. Alternate between hiding and displaying objects | Ctrl + 6 |
| 95. Apply Currency format with two decimal places | Ctrl + Shift + \$ |
| 96. Apply General number format | Ctrl + Shift + “ |
| 97. Apply Percentage format with no decimal places | Ctrl + Shift + % |
| 98. Apply Date format with the day, month and year | Ctrl + Shift + # |
| 99. Apply Time format with the hour and minute, AM or PM | Ctrl + Shift + @ |
| 100. Apply Number format with two decimal places, thousand separator and minus sign for negative values. | Ctrl + Shift + ! |
| 101. Apply Scientific number format with two decimal places | Ctrl + Shift + ^ |
| 102. Apply outline border from cell or selection | Ctrl + Shift + & |
| 103. Remove outline border from cell or selection | Ctrl + Shift + _ (underscore) |
| 104. Start a formula | = (equal sign) |
| 105. Insert AutoSum formula | Alt + = |
| 106. Display Insert Function dialog box | Shift + F3 |
| 107. Calculate the active worksheet | Shift + F9 |
| 108. Display Control menu for Main Excel window | Alt + Space |
| 109. Close Excel | Alt + F4 |
| 110. Open File | Ctrl + o |
| 111. Save the active file with its current properties | Ctrl + s |

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112. Display the Save As dialog box F12
113. Print File Ctrl + p
114. Display Excel Help task pane F1
115. Display the Spelling dialog box F7
116. Display the Thesaurus dialog box Shift + F7
117. Display the Macro dialog box Alt + F8
118. Open the Visual Basic Editor to create Macros Alt + F11
119. How to create Macros:
- Click on Tools→Macro→Record New Macro
 - Type in a name for the Macro, and perform all the steps you want to record
 - Click the stop Recording button when done.
120. Creating Macros using VBA (Visual Basic for Applications)
- Click on Tools→Macro→Macros...
 - A window will appear. Type a Name under Macro Name and click Create
 - A VBA editor will appear and you can code and debug your macro
 - You can also paste in code from macros that other people have created.
121. Making a Button for your Macro:
- Choose Tools→Customize→Click the commands tab
 - In the categories list, click Macros
 - Drag the custom button or custom menu item to the desired spot on a toolbar
 - Right-click the button or menu item, and choose Assign Macro. Select the macro you want, and then click OK and close
 - When the button is clicked, Excel will run the macro.
122. Insert non-keyboard symbols:
- Click the Insert tab, and in the Symbols group, click Symbol.
 - The Character Map will appear.
 - Select your desired symbol and click Insert to put it in your worksheet.
123. To convert a value in binary format to octal (base 8) format. The syntax for BIN2OCT is as follows: =BIN2OCT(number, places)
124. MOD formula: This mathematical formula follows the same principle in regular math – it returns the remainder after the number is divided by the divisor. The result has the same sign as the divisor. The syntax for MOD is really simple: =MOD(number, divisor) where: number is the number that you wish to find the remainder of after dividing.
125. FV formula: FV is a financial formula in Excel that returns the future value of an investment based on periodic, constant payments and a constant interest rate. This can be useful if you are composing financial records regarding insurance payments or loans. The syntax for the FV formula is as follows: =FV(rate,nper,pmt,[pv],[type])

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