



Microsoft Excel: Power User Techniques

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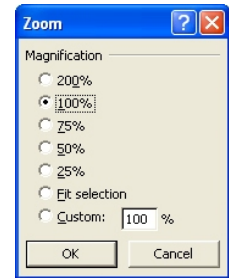
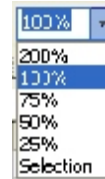
Description: You use Excel, maybe a lot, but you've taught yourself and know there are easier ways to get your job done. Students will invest some time and fill in some holes in their spreadsheet knowledge. Explore things like spreadsheet navigation, keyboard shortcuts, finding the right function, simple "hidden" formulas, application options, easier formatting and much more. Students will also learn about: date and time functions, and auto formatting.

1. Course objectives.
 - a. To provide the class with an exploration of spreadsheet design.
 - b. To develop computer and spreadsheet literacy.
 - c. To address the class' questions.
2. Handouts available in Adobe Portable Document Format (PDF) for download at www.crowleycomputers.com/handouts.htm

1. Spreadsheet navigation

a. View power

- (1) Freeze frame
- (2) Split screen
- (3) Zoom - View menu
 - (a) Does not effect printing
 - (b) Larger % for larger size...
 - (c) Select an area of work and use selection to make it fit onto the screen.



- (4) Full screen from View menu

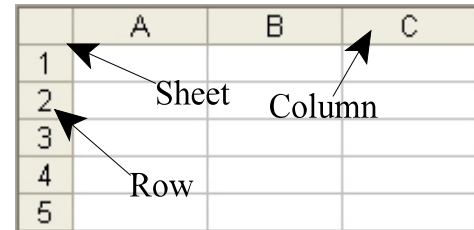
b. Getting around with keyboard acceleration

	Cell	Data block	Scroll screen	Current sheet	Sheet
Left	← / Shift+Tab	Ctrl+←	Alt+PgUp	Home (col A)	
Right	→ / Tab	Ctrl+→	Alt+PgDn		
Up	↑ / Shift+Enter	Ctrl+↑	PgUp	Ctrl+Home (A1)	Ctrl+PgUp
Down	↓ / Enter	Ctrl+↓	PgDn	Ctrl+End (bott rt)	Ctrl+PgDn

c. Selecting

(1) Mouse

- (a) Clicking
 - (i) Cell
 - (ii) Sheet
 - (iii) Row
 - (iv) Column



- (b) Drag for range

- (2) Ranges with Shift
 - (a) Shift+mouse clicks
 - (b) Shift+keystrokes
- (3) Multiple areas with Ctrl
 - (a) Ctrl+mouse clicks
 - (b) Shift+keystrokes
- (4) Combinations

2. Keyboard shortcuts

a. The following instructions will get you the complete keyboard shortcut listing in Excel 2002, other versions will have similar results

- (1) *Help* menu
- (2) *Microsoft Excel Help*
- (3) *Index* page tab
- (4) *Type keywords:* keyboard shortcut
- (5) *Choose a topic:* keyboard shortcuts
- (6) Click *Show All* in upper right hand corner
- (7) Press *Ctrl+P* to print the entire list

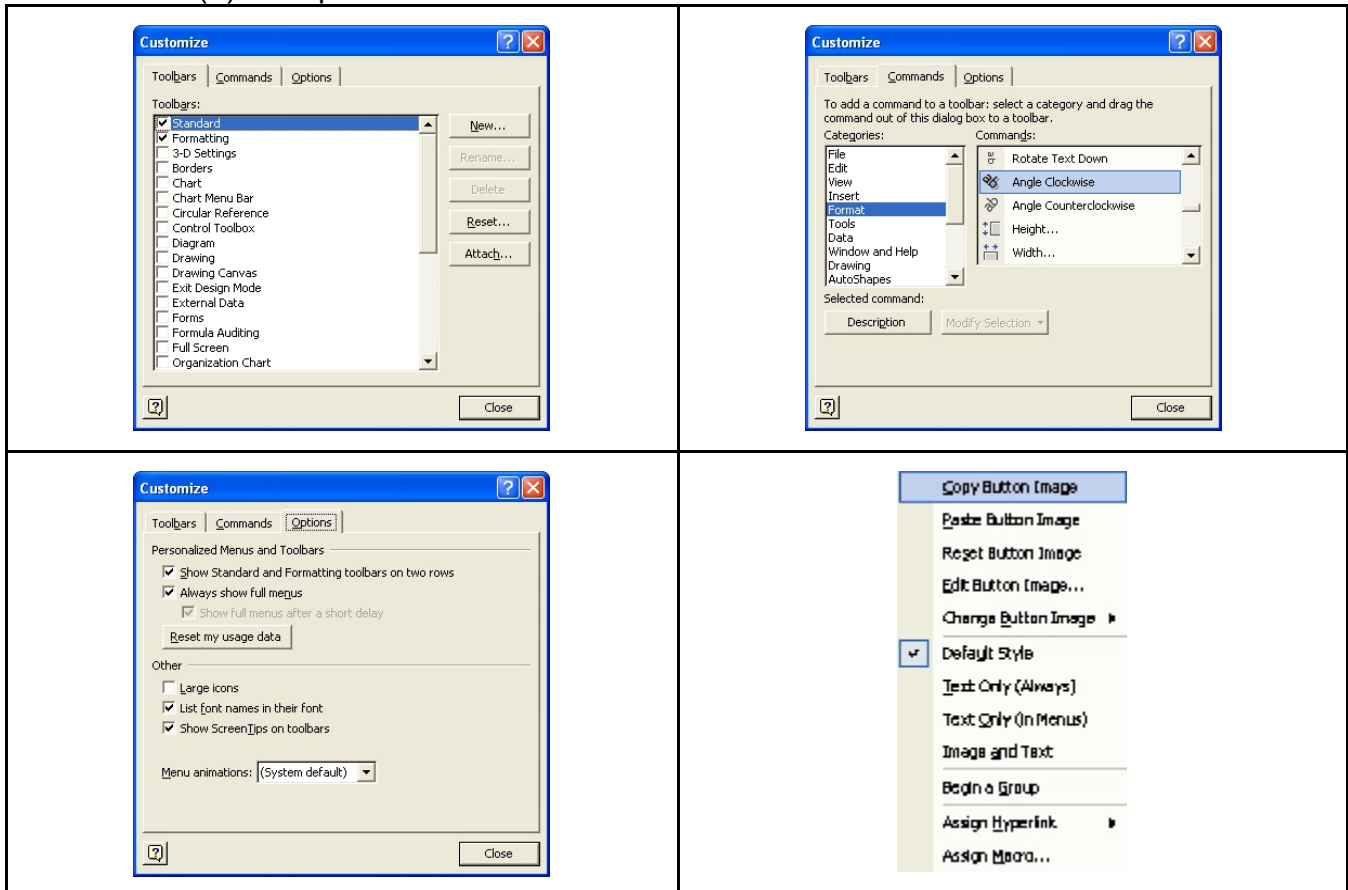
b. Check the right hand side of menu

c. Cheat sheet

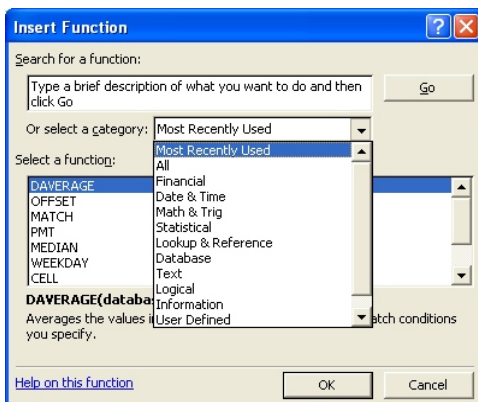
d. Right+click is simulated by shift+F10 or right click key

3. Toolbars

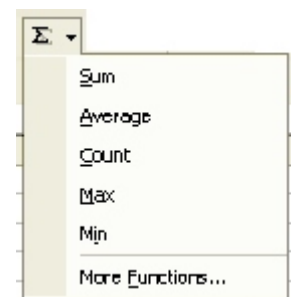
- a. Select displayed toolbars by View, Toolbars... or right+click on toolbars
- b. Standard and Formatting toolbars are normally displayed
- c. Tools, Customize...
 - (1) Toolbars allows the creation of custom toolbars and resetting corrupted toolbars
 - (2) Commands
 - (a) Select Category, drag command onto toolbar as desired.
 - (b) Drag unused buttons off toolbars
 - (3) Options - see below



- (4) Right click on button for shortcut options
Please reset toolbars before leaving!

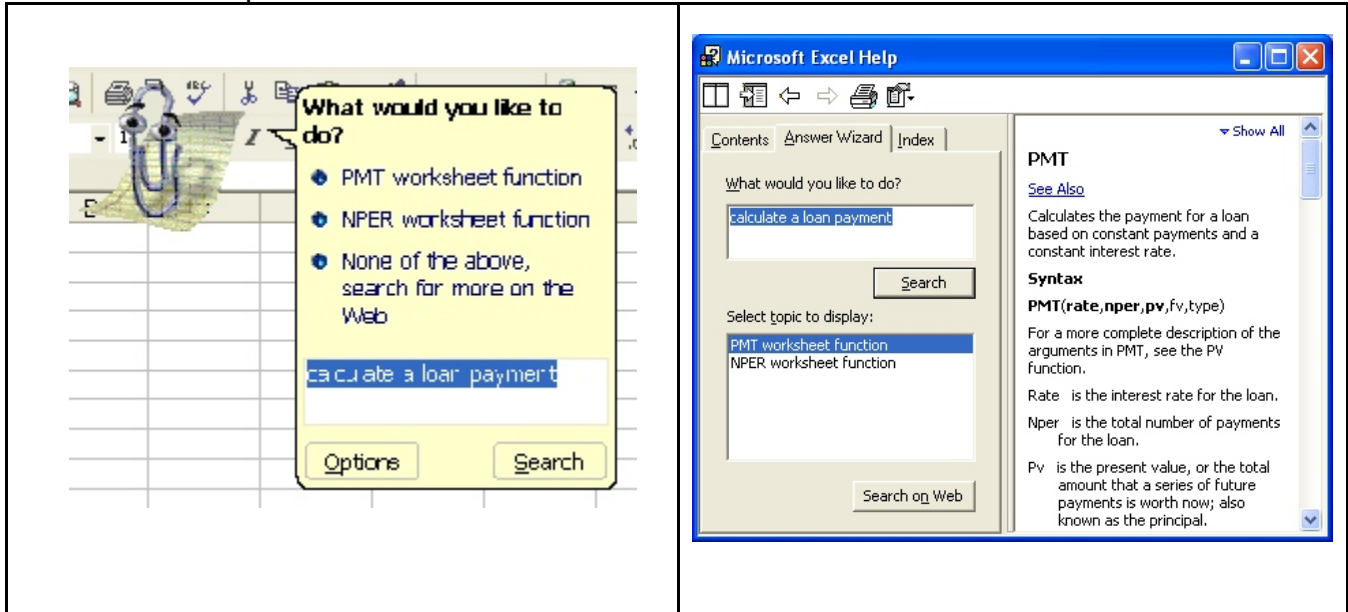


4. Finding the right function
 - a. Excel 2002 has autoaverage, autocount...
 - b. Insert Function, Paste Function or Function Wizard
 - (1) Use *Search* and *Go* button to

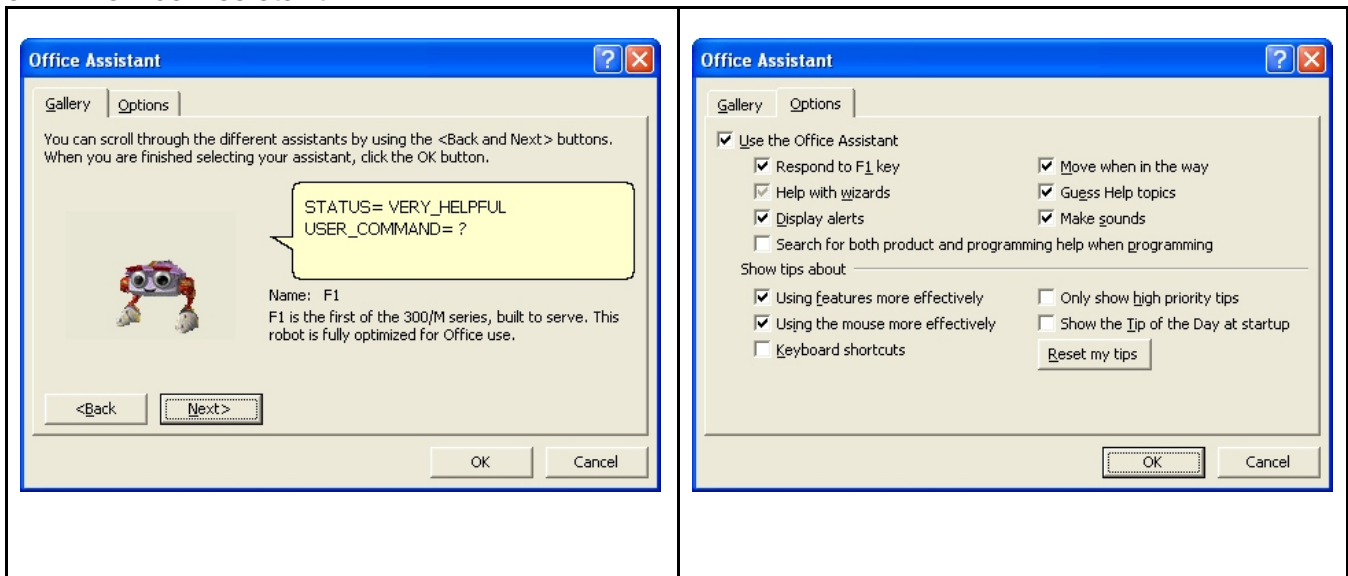


describe "what" you want

- c. Browse *Categories*
- d. *Recently used* category contains the functions you've been using, or most used functions if you're new to Insert Function
- e. Help from Answer Wizard



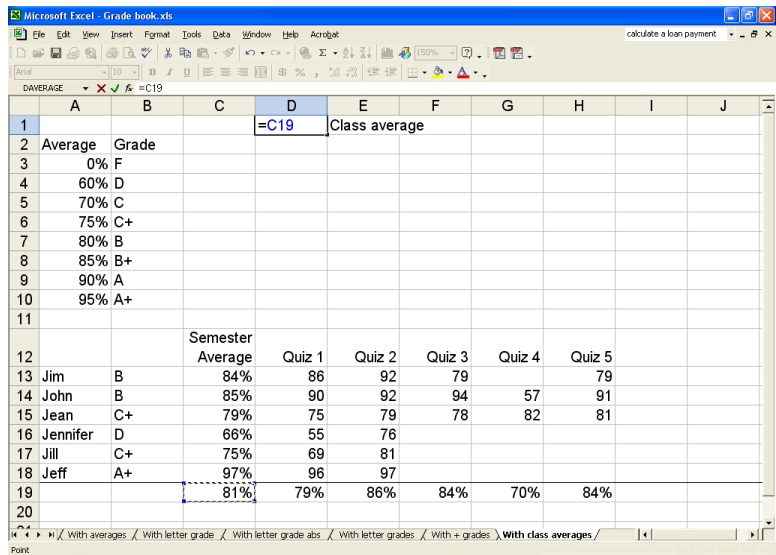
5. Office Assistant



6. Unknown formulas

- a. World's easiest unknown formula

Grade book.xls!With class averages



- b. & concatenates text!
- c. Dates

- (1) Dates are counted, day 1 is January 1, 1900, unless you're on a Macintosh, where it is January 1, 1904.
- (2) The creation of January 13, 2004 from 37,999 is a calculation based on the number of days in each month and correct calculation of leap years – remember the Y2K scare?
- (3) Dates can be used in mathematical formulas!

	A	B	C	D
1	1/13/2004	90	=A1+B1	4/12/2004
2	3/11/2004	3/11/1996	=A2-B2	2,922

- (4) The “appearance” of the date is a function of its formatting. Format a date as a number and you’ll end up with something in the upper 30,000s.

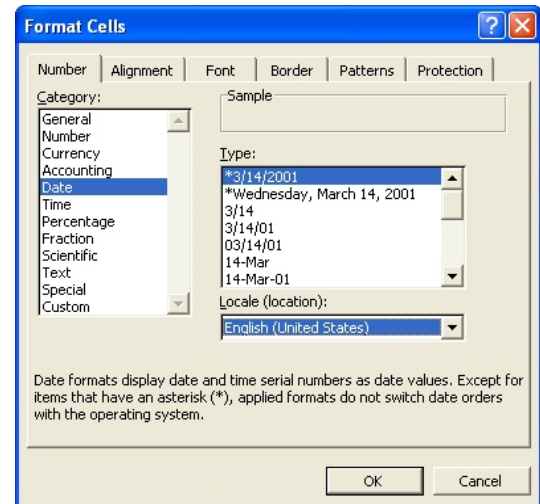
d. Time

- (1) Time is the decimal side on a date!

12:00 AM	-	1/13/04 12:00 AM	37,999.00
6:00 AM	0.25	1/13/04 6:00 AM	37,999.25
12:00 PM	0.50	1/13/04 12:00 PM	37,999.50
6:00 PM	0.75	1/13/04 6:00 PM	37,999.75

e. Date / time functions to explore

- (1) NOW(), TODAY()
- (2) DATE(year,month,day)
- (3) DAY(serial_number), MONTH(sn), YEAR(sn)
- (4) NETWORKDAYS(start_date,end_date,holidays)



7. Cut / Copy / Paste

- a. Accessible by toolbar, right+click Shortcut menu, Edit menu and Ctrl+X / Ctrl+C / Ctrl+V

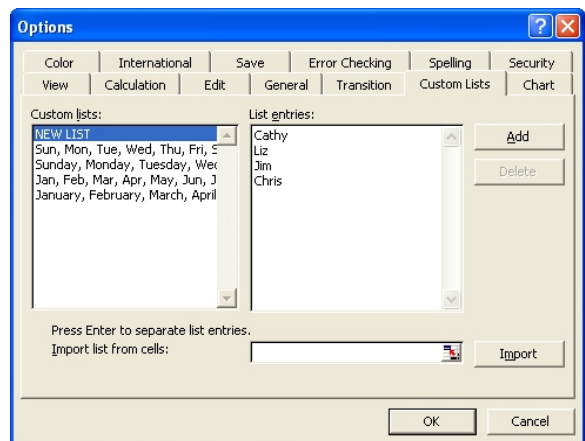
- b. Four steps:
 - (1) Select object
 - (2) Cut (to move) or Copy (to copy)
 - (3) Select new location
 - (4) Paste
- c. Paste Special from Edit menu or right+click
Shortcut menu
 - (1) Formulas: pastes only formulas
 - (2) Values: pastes only values
 - (3) Formats: pastes only formats
 - (4) Transpose: rotates horizontal and vertical axis
 - (5) Paste Link: creates = formula!

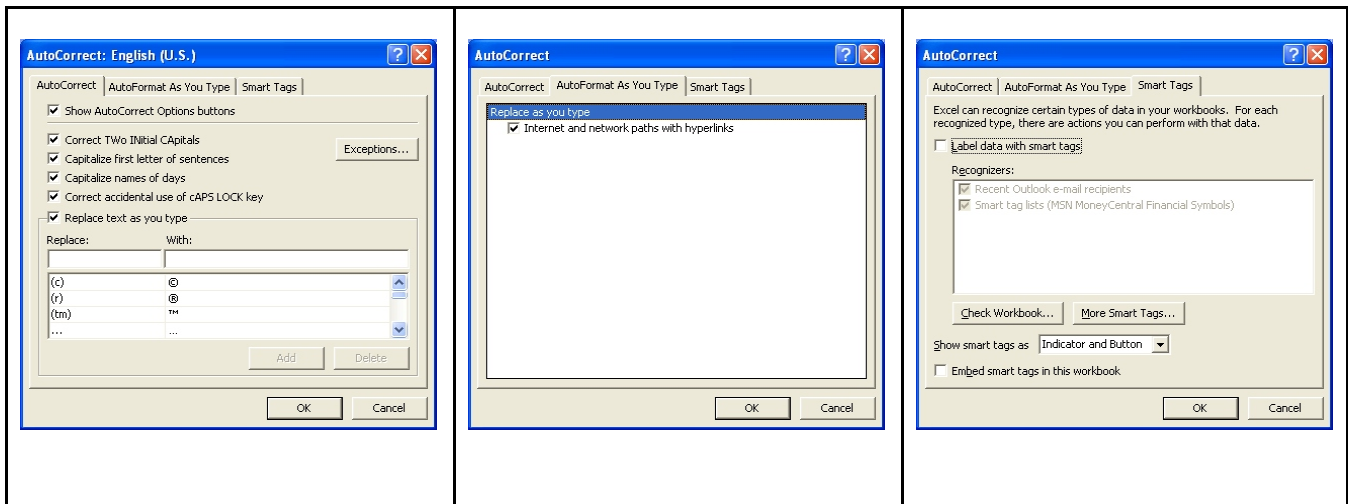
Funding Universities.xls!Data



8. Application options: Tools, Options

- a. View
 - (1) Startup task pane
 - (2) Windows in taskbar
- b. Calculation
 - (1) 1094 date system – for Macintosh compatibility
- c. Edit
 - (1) Fixed decimal
- d. General
 - (1) Recently used file list
 - (2) Sheets in new workbook
 - (3) Standard font
 - (4) Default file location
- e. Transition
- f. Custom Lists
 - (1) Create Autofill lists!
- g. Chart
- h. Color
- i. International
- j. Save - AutoRecover
- k. Error checking
- l. Spelling
 - (1) AutoCorrect





m. Security

- (1) Password to open
- (2) Password to modify
- (3) Macro security

9. Format Painter - like cut/copy/paste but only copies format!



Monthly weather averages.xls!Degree formatting

a. One shot:

- (1) Select formatted cell(s)
- (2) Click format painter button
- (3) Select cell(s) to format

b. To format multiple ranges

- (1) Select formatted cell(s)
- (2) Double+click format painter button
- (3) Select cell(s) to format
- (4) Keep selecting cell(s) to format!
- (5) Click the format painter to turn it off

10. Autoformat

a. In older versions of Excel be sure to select the data you

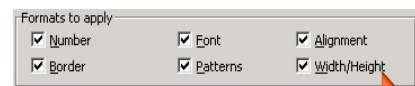
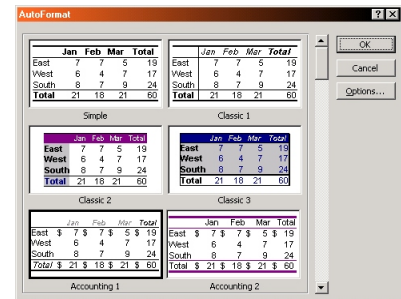
Grade book.xls!With class averages

want to autoformat, or selecting and formatting all the cells will take quite some time!

b. In all versions, be sure NOT to select the entire sheet.

c. Format, Autoformat

d. All changes can be overridden with options or matting later.



for