

Top 10 Tips – Excel Shortcuts

Supplied by: NC Training Services



- 1. How can I insert multiple rows in a spreadsheet?** If you highlight the amount of rows you wish to insert, then when you choose the Insert Rows option Excel will insert the amount of rows highlighted.
- 2. How can I format multiple areas at the same time?** To highlight multiple areas within Excel hold down the Ctrl key whilst highlighting the relevant areas then choose the desired formatting features to be applied to the selected areas.
- 3. How can I quickly set a cell to wrap text automatically?** Pressing Alt and Enter on the keyboard whilst typing will automatically turn on the wrap text feature.
- 4. When copying a formula down how can I control the cursor so it doesn't highlight hundreds of rows?** Rather than dragging down the autofill handle, double click the autofill handle, Excel will instinctively know where to finish as it recognises where your data finishes
- 5. Is there a keyboard shortcut for the AutoSum feature?** Yes there is, Alt and = will AutoSum a list of figures directly above or to the left of your cursor.
- 6. How can I automatically fit my cells data in the correct column widths?** If you highlight the entire spreadsheet then double click on the line between two column headers, as all columns are highlighted they will all be automatically re-sized.
- 7. Is there a way of highlighting all the data automatically within a spreadsheet?** Ensure your cursor is positioned in a cell within the area to be highlighted and press Alt and * on the keyboard, Excel will highlight the current region until it reaches a blank column and row.
- 8. Is there a shortcut for creating a chart within Excel?** If you highlight all the data (including the headings) and press the F11 button on the keyboard a default chart will be created on a separate sheet in your workbook.
- 9. Is it possible to print just one row within a spreadsheet?** If you highlight the data to be printed, from within the Print dialog box there is a 'selection' option – choose this then select OK.
- 10. Is there a way of inserting the date as a formula in Excel so that it updates everyday automatically?** Yes there is, the formula is =today().

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