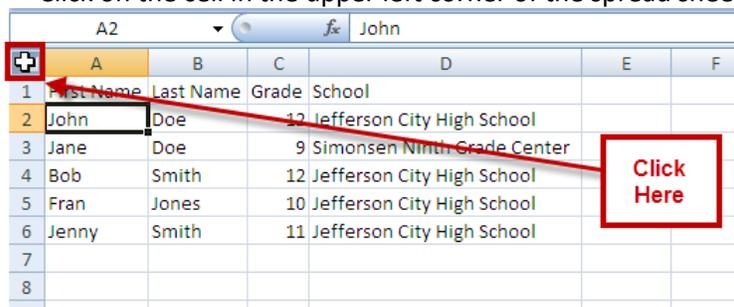


Excel Tips & Tricks

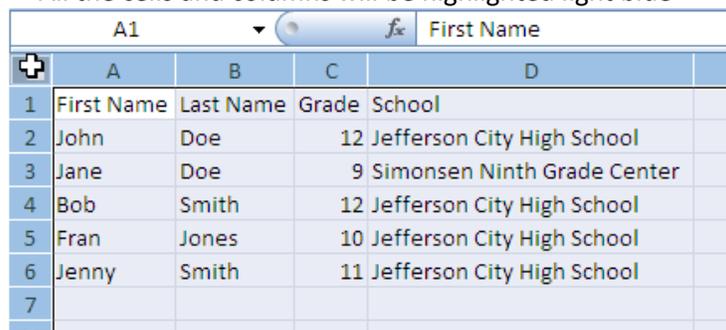
Highlighting the whole worksheet

- Click on the cell in the upper left corner of the spreadsheet located between row 1 and column A



	A	B	C	D	E	F
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City High School		
3	Jane	Doe	9	Simonsen Ninth Grade Center		
4	Bob	Smith	12	Jefferson City High School		
5	Fran	Jones	10	Jefferson City High School		
6	Jenny	Smith	11	Jefferson City High School		
7						
8						

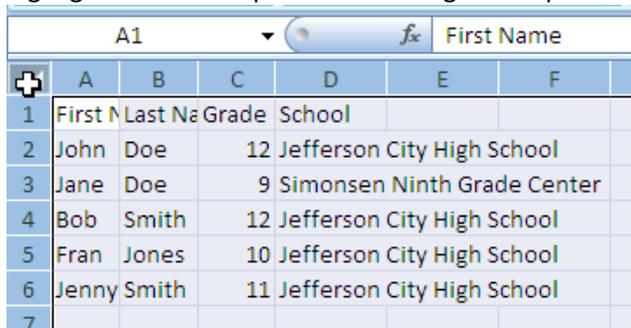
- All the cells and columns will be highlighted light blue



	A	B	C	D	E	F
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City High School		
3	Jane	Doe	9	Simonsen Ninth Grade Center		
4	Bob	Smith	12	Jefferson City High School		
5	Fran	Jones	10	Jefferson City High School		
6	Jenny	Smith	11	Jefferson City High School		
7						

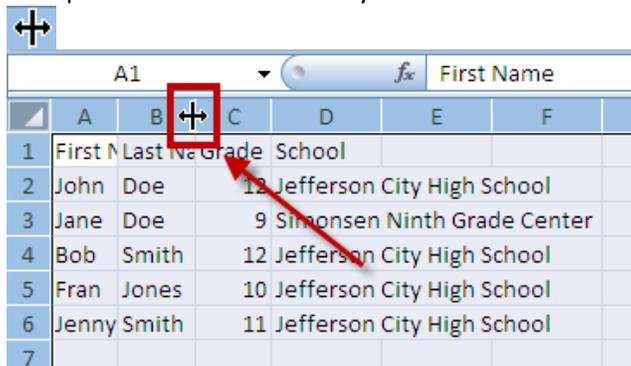
Expanding all columns and rows at once

- Highlight the whole spreadsheet using the steps above



	A	B	C	D	E	F
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City High School		
3	Jane	Doe	9	Simonsen Ninth Grade Center		
4	Bob	Smith	12	Jefferson City High School		
5	Fran	Jones	10	Jefferson City High School		
6	Jenny	Smith	11	Jefferson City High School		
7						

- To expand the columns move your cursor between any of the columns until it turns to the cross hair.



	A	B	C	D	E	F
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City High School		
3	Jane	Doe	9	Simonsen Ninth Grade Center		
4	Bob	Smith	12	Jefferson City High School		
5	Fran	Jones	10	Jefferson City High School		
6	Jenny	Smith	11	Jefferson City High School		
7						

- Double click once you receive the cross hair cursor.

	A	B	C	D	E	F
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City High School		
3	Jane	Doe	9	Simonsen Ninth Grade Center		
4	Bob	Smith	12	Jefferson City High School		
5	Fran	Jones	10	Jefferson City High School		
6	Jenny	Smith	11	Jefferson City High School		
7						

- All Columns are now expanded

	A	B	C	D
1	First Name	Last Name	Grade	School
2	John	Doe	12	Jefferson City High School
3	Jane	Doe	9	Simonsen Ninth Grade Center
4	Bob	Smith	12	Jefferson City High School
5	Fran	Jones	10	Jefferson City High School
6	Jenny	Smith	11	Jefferson City High School
7				

Format Painter

- Click on the formatted cell

	A	B	C	D
1	First Name	Last Name	Grade	School
2	<i>John</i>	Doe	12	Jefferson City High School
3	Jane	Doe	9	Simonsen Ninth Grade Center
4	Fran	Jones	10	Jefferson City High School
5	Bob	Smith	12	Jefferson City High School
6	Jenny	Smith	11	Jefferson City High School
7				
8				

- Click on the Format Painter Button ( Format Painter) on the Home Menu.

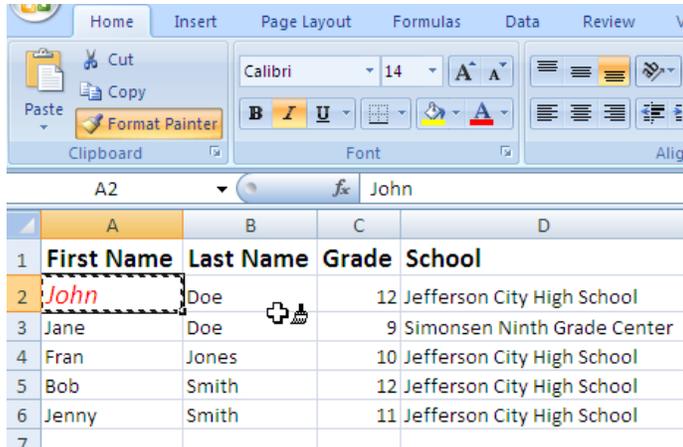
Home Insert Page Layout Formulas Data Review View

Cut Copy **Format Painter** Paste

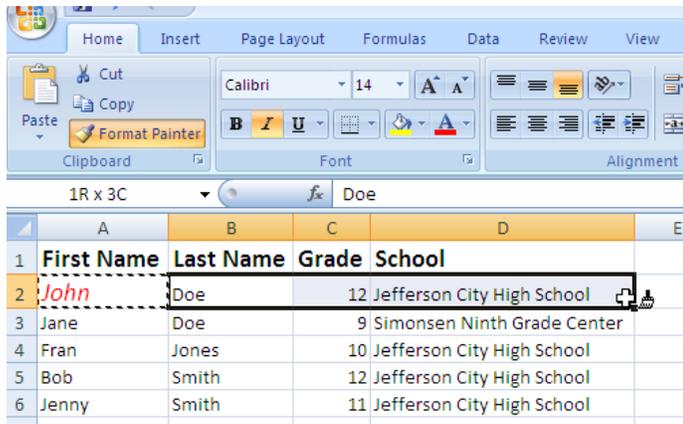
Calibri 14 **B** *I* U Font Alignment

	A	B	C	D
1	First Name	Last Name	Grade	School
2	<i>John</i>	Doe	12	Jefferson City High School
3	Jane	Doe	9	Simonsen Ninth Grade Center
4	Fran	Jones	10	Jefferson City High School
5	Bob	Smith	12	Jefferson City High School
6	Jenny	Smith	11	Jefferson City High School
7				

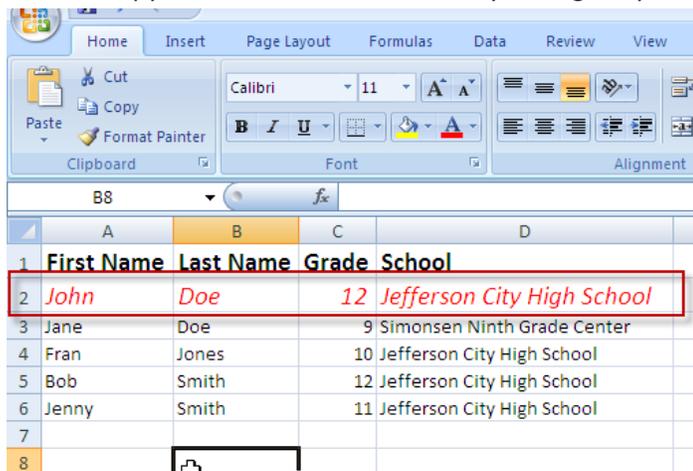
- When the format painter has been selected the cell will show a dotted line around it and your cursor will display a paint brush beside it. ()



- Select the cells you want to form using your cursor.



- This will copy the format of the cell/cells you originally select and paste it to the cell/cells you choose

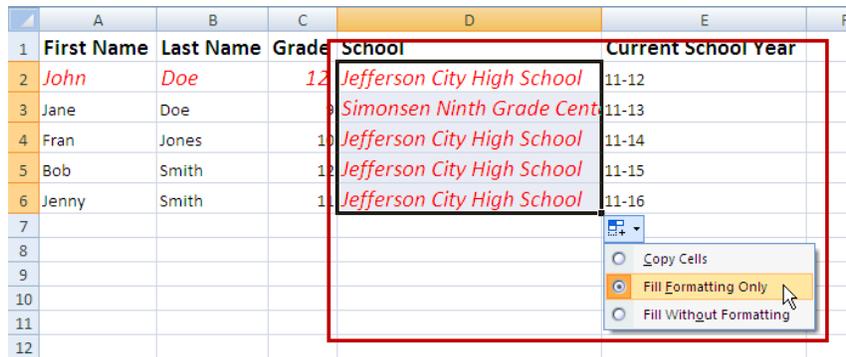


Auto Fill

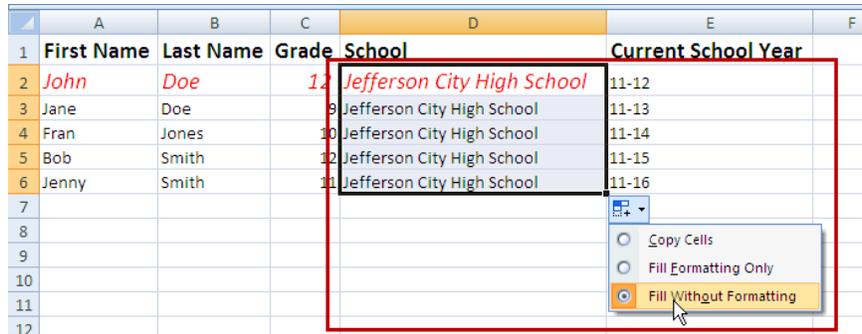
- Select the cell with the information you want to fill

	A	B	C	D	E
1	First Name	Last Name	Grade	School	Current School Year
2	John	Doe	12	Jefferson City High School	11-12
3	Jane	Doe	9	Simonsen Ninth Grade Center	
4	Fran	Jones	10	Jefferson City High School	
5	Bob	Smith	12	Jefferson City High School	
6	Jenny	Smith	11	Jefferson City High School	
7					

- Fill Formatting Only will copy the formatting and paste it to the cells that have been filled



- Fill Without Formatting copies the contents of the cell selected but does not copy the formatting

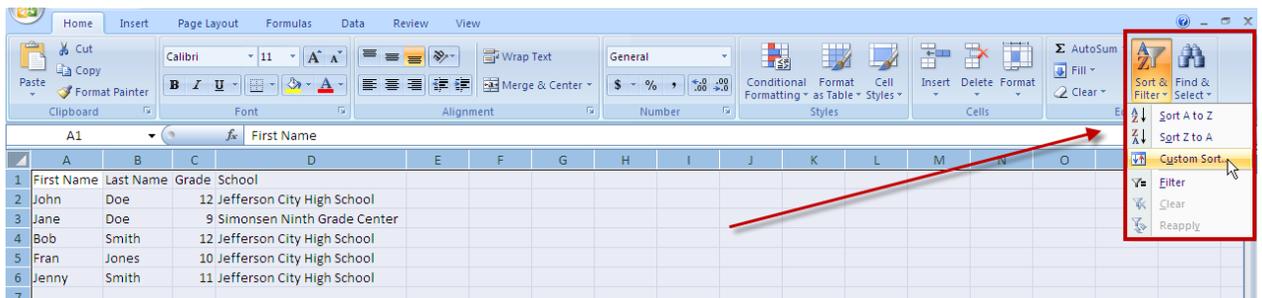


Sort

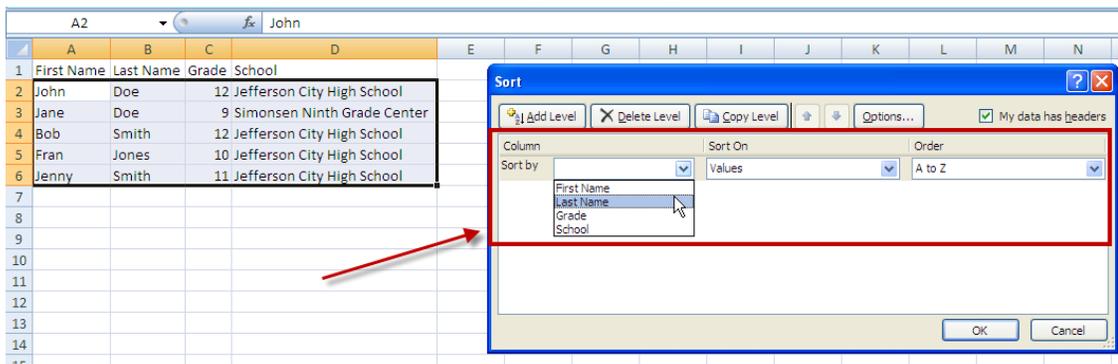
- Highlight the whole worksheet using the steps above

	A	B	C	D
1	First Name	Last Name	Grade	School
2	John	Doe	12	Jefferson City High School
3	Jane	Doe	9	Simonsen Ninth Grade Center
4	Bob	Smith	12	Jefferson City High School
5	Fran	Jones	10	Jefferson City High School
6	Jenny	Smith	11	Jefferson City High School

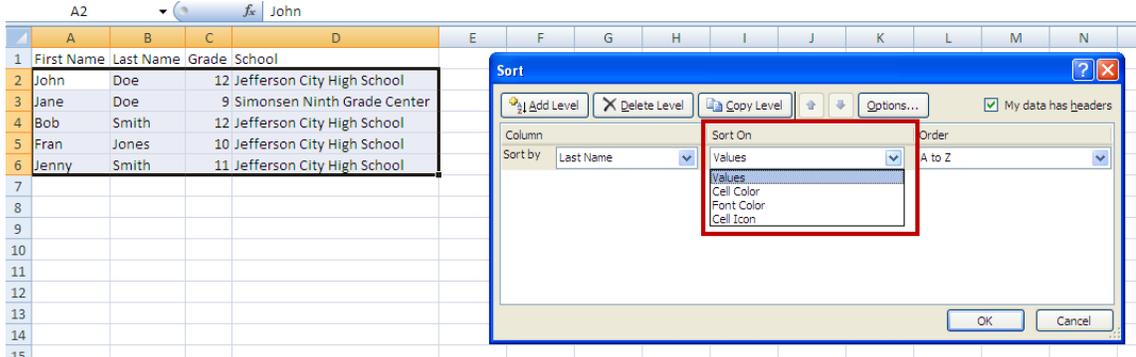
- Under the Home Menu click on Find & Sort > Custom Sort



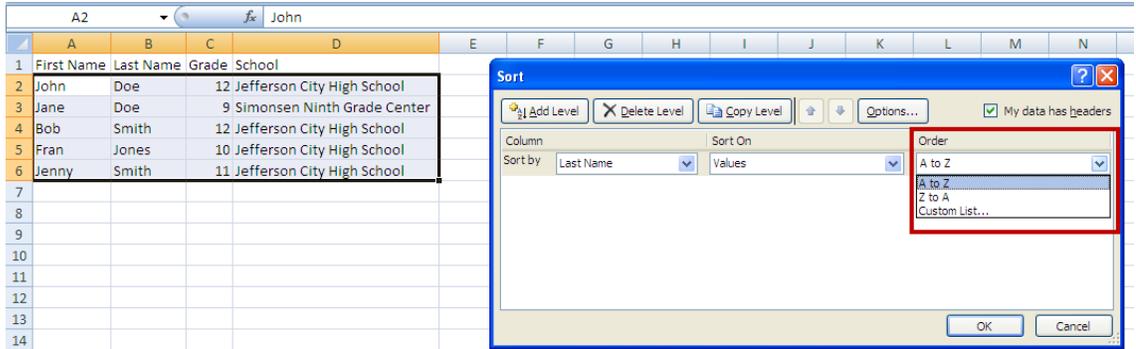
- Choose which column you would like to sort your data by



- Choose what option you would like to sort your data on



- Choose what Order you want to sort your data in

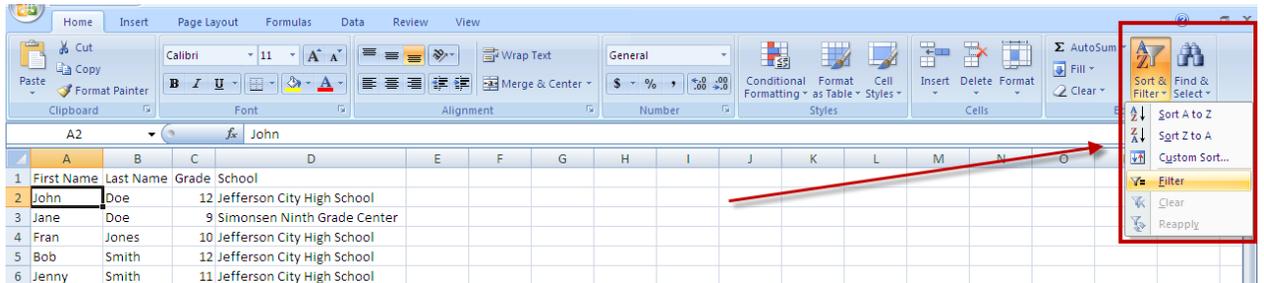


- Click Ok

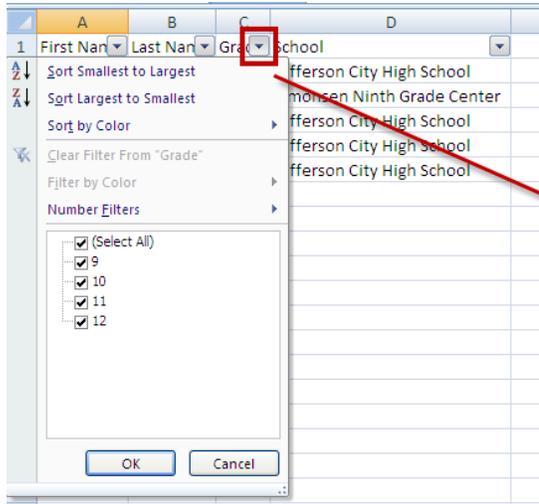
	A	B	C	D
1	First Name	Last Name	Grade	School
2	John	Doe	12	Jefferson City High School
3	Jane	Doe	9	Simonsen Ninth Grade Center
4	Fran	Jones	10	Jefferson City High School
5	Bob	Smith	12	Jefferson City High School
6	Jenny	Smith	11	Jefferson City High School

Auto Filter

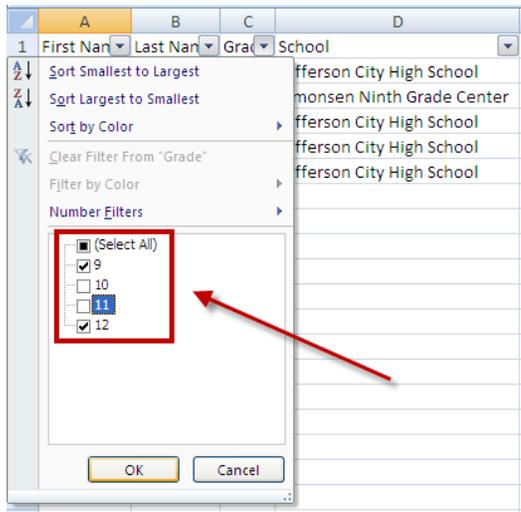
- Under the Home menu click on Sort & Filter > Filter



- To filter your data by a certain value click on the drop down arrow  next to the column you want to filter



- Select the value/values you would like to filter by unselecting the box then click OK



- This filter will only display the records who have a grade of 9 or 12

	A	B	C	D	E
1	First Name	Last Name	Grade	School	
2	John	Doe	12	Jefferson City High School	
3	Jane	Doe	9	Simonsen Ninth Grade Center	
5	Bob	Smith	12	Jefferson City High School	
7					

- To remove the filters click on Sort & Filter > Clear

