# **Excel Tips & Tricks**

# Highlighting the whole worksheet

• Click on the cell in the upper left corner of the spread sheet located between row 1 and column A

	A2	- (		$f_{x}$	John			
¢	А	В	С		D	E	F	-
1	Hist Name	Last Name	Grade	Scho	ol			
2	John	Doe	12	leffe	erson City High School			
3	Jane	Doe	9	Simo	onsen Ninth Grade Center			
4	Bob	Smith	12	Jeffe	erson City High School	Clic	:K	L
5	Fran	Jones	10	Jeffe	erson City High School	Her	e	L
6	Jenny	Smith	11	Jeffe	erson City High School			
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### All the cells and columns will be highlighted light blue

	A1		•	<i>f</i> <sub>∞</sub> First Name	
Ф	А	В	С	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	
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# Expanding all columns and rows at once

• Highlight the whole spreadsheet using the steps above

	A1 -				$f_{x}$	First	Name		
🗗 A B		С	D	E		F			
	1	First N	Last Na	Grade	School				
	2	John	Doe	12	Jefferson	City	High S	chool	
	3	Jane	Doe	9	Simonsen	Nin	th Gra	de Center	
	4	Bob	Smith	12	Jefferson	City	High S	chool	
	5	Fran	Jones	10	Jefferson	City	High S	chool	
	6	Jenny	Smith	11	Jefferson	City	High S	chool	
I	7								

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

A1			-		$f_x$	<i>f</i> <sub>≪</sub> First Name			
	А	В	↔	С	D		E	F	
1	First N	Last	Na G	rade	School				
2	John	Doe		13	Jefferson	City	High S	chool	
3	Jane	Doe		9	Sinonsen	Nin	th Gra	de Center	
4	Bob	Smit	h	12	Jefferson	City	High S	chool	
5	Fran	Jone	s	10	Jefferson	City	High S	chool	
6	Jenny	Smit	h	11	Jefferson	City	High S	chool	
7									

• Double click once you receive the cross hair courser.

		A1		•	(	<i>f</i> ∗ First	Name	
	А	В	╋	С	D	E	F	
1	First N	Last	u c	ade	School			Double
2	John	Doe		12	Jefferson	City High S	chool	Click
3	Jane	Doe		9	Simonsen	Ninth Gra	de Center	
4	Bob	Smit	h	12	Jefferson	City High S	chool	
5	Fran	Jone	s	10	Jefferson	City High S	chool	
6	Jenny	Smit	h	11	Jefferson	City High S	chool	
_								

All Columns are now expanded

	А	В	С	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

	А	В	С	D	
1	First Name	Last Name	Grade	School	
2	John	Coe	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			-10 C		
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• Click on the Format Painter Button ( **Format Painter** )on the Home Menu.

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	А	в	С		D	E
1	First Name	Last Name	Grade	School		
2	John	Doe	12	Jefferson City I	High School	
3	Jane	Doe	9	Simonsen Nint	h Grade Center	
4	Fran	Jones	10	Jefferson City I	High School	
5	Bob	Smith	12	Jefferson City I	High School	
6	Jenny	Smith	11	Jefferson City I	High School	
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• When the format painter has been selected the cell will show a dotted line around it and your courser

will display a paint brush beside it. ( 🗘 🌢 )

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	А	В	С		D
1	First Name	Last Name	Grade	School	
2	John	Doe	12	Jefferson City	High School
3	Jane	Doe 🖓 🏛	9	Simonsen Nint	h 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
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• Select the cells you want to form using your courser.

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İ		А	В	С	D		E
	1	First Name	Last Name	Grade	School		
	2	John	Doe	12	Jefferson City High	School 🖧	<b>L</b>
	3	Jane	Doe	9	Simonsen Ninth Gr	ade 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	
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• This will copy the format of the cell/cells you originally select and paste it to the cell/cells you choose

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	А	В	С	D	
1	First Name	Last Name	Grade	School	
2	John	Doe	12	Jefferson City Hig	h School
3	Jane	Doe	9	Simonsen Ninth Grad	le Center
4 Fran Jone		lones	10	Jefferson City High School	
	11011	somes		/ 0	1001
5	Bob	Smith	12	Jefferson City High So	chool
5 6	Bob Jenny	Smith Smith	12 11	Jefferson City High So Jefferson City High So	chool
5 6 7	Bob Jenny	Smith Smith	12 11	Jefferson City High So Jefferson City High So	chool chool

## **Auto Fill**

• Select the cell with the information you want to fill

	А	В	С	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					

In the bottom right corner of the selected cell is a black box, hover your mouse over that black box until your courser turns to cross hairs. ++



• Double Click when you receive the cross hairs and the cells below will populate

	А	В	С	D	E	F
1	First Name	Last Name	Grade	School	<b>Current School Year</b>	
2	John	Doe	12	Jefferson City High School	11-12	
3	Jane	Doe	9	Simonsen Ninth Grade Center	11-13	Ś
4	Fran	Jones	10	Jefferson City High School	11-14	
5	Bob	Smith	12	Jefferson City High School	11-15	
6	Jenny	Smith	11	Jefferson City High School	11-16	
7						<b></b>
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• If the cells don't fill correctly you have several different fill options to choose from after you fill your

cells. Click on the symbol at the bottom right corner of your selected cells.

	А	В	С	D	E	F	G	Н	
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	11-13				
4	Fran	Jones	10	Jefferson City High School	11-14				
5	Bob	Smith	12	Jefferson City High School	11-15				
6	Jenny	Smith	11	Jefferson City High School	11-16				
7									
8						O CODY	Cells		
9						C EULC			
10						Fill <u>2</u> 6	nes		
11						O Fill <u>F</u>	ormatting On	ly	
12						O Fill W	ith <u>o</u> ut Forma	atting	
13					L				

### o Copy Cells will fill the cells with a copy of the data in the selected cells

	Α	В	С	D	E	F	G	Н
1	First Name	Last Name	Grade	School	Current School Year			
2	John	Doe	12	Jefferson City High School	11-12	1		the
3	Jane	Doe	9	Simonsen Ninth Grade Center	11-12		All Cells are	uie
4	Fran	Jones	10	Jefferson City High School	11-12		same	
5	Bob	Smith	12	Jefferson City High School	11-12			
6	Jenny	Smith	11	Jefferson City High School	11-12			
7						<b>-</b>		
8							Copy Cells N	
9							copy cens	5
10						0	Fill Series	
11						0	Fill <u>F</u> ormatting On	ly
12						0	Fill With <u>o</u> ut Forma	itting
12						_		

#### • Fill Series will fill the cells in a series (cells that contain numeric values)

	А	В	С	D	E	F	G	Н	
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	11-13				
4	Fran	Jones	10	Jefferson City High School	11-14				
5	Bob	Smith	12	Jefferson City High School	11-15				
6	Jenny	Smith	11	Jefferson City High School	11-16				
7						<b>.</b>			
8						O CODV	Cells		
9						0 000			
10						C FIII 26	ines		
11						O Fill Ed	ormatting On	ly	
12						O Fill W	ith <u>o</u> ut Forma	atting	
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o Fill Formatting Only will copy the formatting and paste it to the cells that have been filled

	Α	B	С	D	E	F
1	First Name	Last Name	Grade	School	Current School Year	٦
2	John	Doe	12	Jefferson City High School	11-12	
3	Jane	Doe		Simonsen Ninth Grade Cent	11-13	
4	Fran	Jones	10	Jefferson City High School	11-14	
5	Bob	Smith	12	Jefferson City High School	11-15	
6	Jenny	Smith	1	Jefferson City High School	11-16	
7					<b>-</b>	
8					O Copy Cells	1
9					Eill Formatting Only	1
10						
11					Fill Without Formatting	
12						

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

		Α	В	С	D	E	F
	1	First Name	Last Name	Grade	School	Current School Year	_
	2	John	Doe	12	Jefferson City High School	11-12	
	3	Jane	Doe	9	Jefferson City High School	11-13	
4	4	Fran	Jones	10	Jefferson City High School	11-14	
	5	Bob	Smith	12	Jefferson City High School	11-15	
	6	Jenny	Smith	11	Jefferson City High School	11-16	
1	7						
- 1	8					O Copy Cells	
9	9					O Sill Formatting Only	
1	LO					C Fill Formatting Only	
1	11					Fill Without Formatting	
1	12			L		Ŋ	

## Sort

• Highlight the whole worksheet using the steps above

	А	В	С	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
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• Under the Home Menu click on Find & Sort > Custom Sort

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1	First Name	Last Name	Grade	School										7=	<u>F</u> ilter
2	John	Doe	12	Jefferson City High School										W.	Clear
3	Jane	Doe	9	Simonsen Ninth Grade Center										7.	Reapply
4	Bob	Smith	12	Jefferson City High School										64	
5	Fran	Jones	10	Jefferson City High School											
6	Jenny	Smith	11	Jefferson City High School											

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

	A2	- (	0	<i>f</i> ∗ John											
	А	В	С	D	E	F	G	Н	- I	J	K	L	М	N	
1	First Name	Last Name	Grade	School		P									1
2	John	Doe	12	Jefferson City High School		SOL									
3	Jane	Doe	9	Simonsen Ninth Grade Center		Add Leve		te Level	Copy Lev	el 🚯 🕸	Options.		My data	has headers	
4	Bob	Smith	12	Jefferson City High School			Л=	Л			л <i>-</i>			_	ı.
5	Fran	Jones	10	Jefferson City High School		Column			Sort On			Order			
6	Jenny	Smith	11	Jefferson City High School		Sort by		~	Values		*	A to Z		*	
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• Choose what option you would like to sort your data on

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1	First Name	Last Name	Grade	School												
2	John	Doe	12	Jefferson City High School		Sort										
3	Jane	Doe	9	Simonsen Ninth Grade Center		Add 🖓	Level	X Del	ete Level	Copy Leve		Options.	]	My data	has headers	Г
4	Bob	Smith	12	Jefferson City High School											_	E
5	Fran	Jones	10	Jefferson City High School		Column				Sort On			Order			E
6	Jenny	Smith	11	Jefferson City High School		Sort by	Last N	lame	*	Values		×	A to Z		~	Г
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• Choose what Order you want to sort your data in

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	А	В	С	D	E	F	G	н	1	J	K	L	М	N	
1	First Name	Last Name	Grade	School		-						1			Ň
2	John	Doe	12	Jefferson City High School		SOL									
3	Jane	Doe	9	Simonsen Ninth Grade Center		Add L	evel X Del	ete Level	Copy Lev	e 🔒 🖣	Options.		My data	has headers	ſ
4	Bob	Smith	12	Jefferson City High School											
5	Fran	Jones	10	Jefferson City High School		Column			Sort On		_	Order			
6	Jenny	Smith	11	Jefferson City High School		Sort by	Last Name	¥	Values		*	A to Z		Y = 1	
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10															
11															
12															
13													ок	Cancel	L
14															

• Click Ok

	А	В	С	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								
7												

# **Auto Filter**

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

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1	First Name	Last Name	Grade	School												7=	Eilter
2	John	Doe	12	Jefferson City High School						-						K	Clear
3	Jane	Doe	9	Simonsen Ninth Grade Center												7	Reapply
4	Fran	Jones	10	Jefferson City High School												-12×	
5	Bob	Smith	12	Jefferson City High School													
6	Jenny	Smith	11	Jefferson City High School													

• 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

- 6						
		А	В	С	D	E
	1	First Nan 💌	Last Nan 💌	Gra	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					
1	-					

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

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1	First Nan •	Last Nan	• Gra(=	School												and the second se	- Y-	<u>F</u> ilter
2	John	Doe	12	Jefferson City High Sch	ool								_				X	Clear
3	Jane	Doe	9	Simonsen Ninth Grade	Center								-				8	Reapply
5	Bob	Smith	12	Jefferson City High Sch	ool												- C	(cuppig
7																		