

## Tips, hints & short-cut keys contd!

Most users of **Excel** only utilise a fraction of the program's capabilities. This fact sheet highlights some tips and techniques to help you get the most from your spreadsheets.

### Insert blank column or row

Inserting a blank column or row in your worksheet is very easy in Excel. All you need to do is right click on the column or row where you want the new column/row to appear below and choose 'Columns' or 'Rows' from the Insert menu. Excel adjusts your worksheet so the new column or row appears as directed.

If you prefer not use the menus, or the mouse, you can use a **keyboard shortcut** to insert a column or row. All you need to do is select the column or row that you want the new column or row to appear below, then, press **Ctrl++** (that's **Ctrl** and the **plus sign** at the same time). Excel adjusts your worksheet so the new column or row appears as directed.

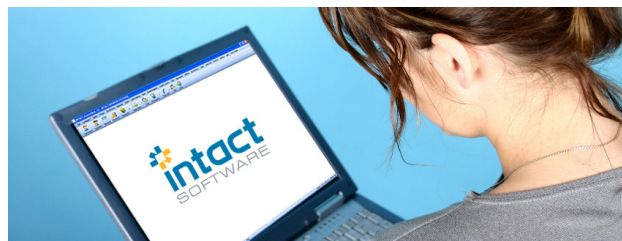
### Quickly hide and unhide rows and columns

Use the keyboard shortcut 'Ctrl+9' to hide selected rows and 'Ctrl+0' (zero) to hide selected columns. The good thing about this shortcut is that you do not need to select entire rows or columns. For example, select B3:D3 then press 'Ctrl+0' to hide columns B to D.

'Ctrl+Shift+9' unhides rows and 'Ctrl+Shift+0' unhides columns.

### Copying Formulae Quickly

There is quick way of copying a formula down a column. All you have to do is double click on the black 'autofill' handle in the right hand corner of a cell.



### Quick Zoom IN & OUT

If you zoom in and out of your documents quite a bit, you may get tired of using the 'Zoom' control on the toolbar. If you have a mouse with a wheel, you can use this trick...hold down the Ctrl key as you turn the small wheel. Each click up or down increases or decreases the zoom factor by 15%.

You can use this method of zooming for any magnification between 10% and 100%. If you want to zoom over 100%, you must use the 'Zoom' control on the toolbar, or use the 'Zoom option' from the 'View' menu.

If you like this feature so much and you want to use it all the time, you can instruct Excel to always use the mouse wheel to zoom. Follow these steps:

- Choose 'Options' from the 'Tools' menu.
- Select the 'General' tab.
- Select the 'Zoom On Roll with IntelliMouse' check box.
- Click OK.

If you are using **Excel 2007**, you should follow these steps:

- Click the 'Office' button, then click 'Excel Options'.
- Click the advanced option at the left of the dialog box.
- In the 'Editing' area, select the 'Zoom On Roll with IntelliMouse' check box.
- Click on OK.

Now you can zoom by rolling the mouse wheel, or scroll through the worksheet by holding down the Ctrl key as you turn the wheel.

## Shortcut for accessing recently opened files

To get into recently opened Excel files without using your mouse, hold down 'Alt + F' to open the File menu.

Recently opened files are listed down the bottom of the File menu - type in the number next to the file you wish to open and it should appear on your screen.

## Create Charts with One keystroke

- Select your data.
- Press F11.
- You have a graph.

## Number format shortcut

Ctrl+Shift+! applies the number format, with two decimal places.

## Freeze Rows and Columns to keep labels displayed

You can freeze rows and columns in your worksheet so they don't move.

This allows you to keep row and column labels displayed on your screen as you move through a large worksheet.

Click below and/or to the right of the cell(s) you want to freeze. (NB. Excel freezes ALL the rows above and ALL the columns to left of the selected cell)

Click on the 'Windows' menu and select 'Freeze Panes'.

Lines appear in your worksheet. The required rows and columns are frozen and remain on your screen as you move through your worksheet.

To unfreeze rows and columns, click on 'Window' menu and select 'Unfreeze Panes'.

## 10 Other Shortcut Keys in Excel

- CTRL + Z = Undo
- CTRL + C = Copy
- CTRL + V = Paste
- CTRL + A = Select all cells
- CTRL + PageDown = Move to next sheet
- CTRL + PageUp = Move to previous sheet
- CTRL + N = Open new workbook
- CTRL + F11 = Insert new worksheet
- CTRL + SHIFT + HOME = Select from active cell to cell A1
- CTRL + SHIFT + END = Select from active cell to last cell in range

