

MOVING AROUND A WORKSHEET

[Home].....Beginning of row
 [Ctrl]+[Home] Cell A1/beginning of sheet
 [Ctrl]+[End]Last cell in occupied range
 [Page Up] Up one screen
 [Page Down]..... Down one screen
 [Alt]+[Page Up]Left one screen
 [Alt]+[Page Down] Right one screen
 [Ctrl]+[G]..... Go to specific cell

SELECTING RANGES OF CELLS

Using the mouse:

Click..... One cell
 Click and dragRange of cells
 Click in first cell, press [Shift]-click in last cell Range of cells
 Press [Ctrl]-click and drag multiple ranges
 Click on row number Whole row
 Click on column letterWhole column
 Click button left of column A.....Entire worksheet
 Selection can be cancelled by clicking in any cell.

ERASING DATA

Clearing cell contents:

- Click the right mouse button in the selected area and choose **Clear Contents**
- OR** Select the cell(s), press **Delete**

Clearing Cell Contents, Formats or All:

Select cell(s)

Choose Edit, Clear, All	Removes contents and formatting
Formats	Leaves contents, removes formats
Contents	Leaves formats, removes contents

USING THE FILL HANDLE

The Fill Handle allows formulae to be copied into the relevant adjacent cells using Relative Cell Referencing.

Copying data using the Fill Handle:

- Select data to copy
- Position the mouse pointer on the Fill Handle. The mouse pointer changes shape to a thin black cross
- Click and drag over adjacent range and release the mouse button
 The Fill Handle can also be used to quickly enter a sequence of numbers, dates and text

Entering a Sequence of Dates Using the Fill Handle:

- Type the first entry of the sequence
- Click and drag the Fill Handle over the required area
- Release the mouse button

ABSOLUTE CELL REFERENCES

Absolute addressing is used when you specify that a cell in a formula is not to vary when the cell is copied or moved. An absolute address is indicated by \$ (dollar) signs prefixing the letter and the number in the cell reference - \$A\$1.

Creating Absolute Cell References:

- Create the formula in the normal way
- Press [F4] whilst selecting the cell to be made absolute
 An absolute reference appears. The [F4] key offers four toggle options when pressed repeatedly, e.g. A\$1, \$A\$1. The "\$" symbol means "fix" so that any part of the cell reference can be absolute
- Complete the formula as normal

SPREADSHEET PRESENTATION

Adjusting Column Widths:

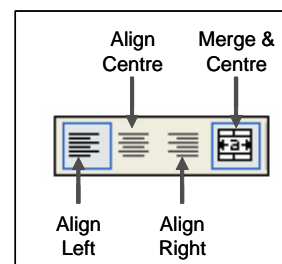
- Select the column(s)
- Position the mouse on the border to the right of the column letter so the mouse pointer changes shape
- Click and drag to increase or decrease the column(s) width
OR
- Position the mouse on the border to the right of the column letter
- Double-click to adjust the width to the longest entry

Modifying the Row Height:

- Select the row(s)
- Position the mouse on the border below the row number so the mouse pointer changes shape to a double arrow
- Click and drag to increase or decrease the row height
OR
- Position the mouse on the border below the row number
- Double-click to accommodate the largest font size

Changing the Alignment of Data:

- Select the required cell(s)
- Choose **Format, Cells**
- Select the **Alignment** tab
- Choose the alignment required, then click **OK**
OR
- Select the required cell(s)
- Click on the required alignment button on the Formatting Toolbar

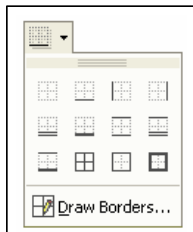


Adding Borders:

- Select the required cell(s)
- Choose **Format, Cells**
- Select the **Border** tab
- Choose the setting required, then click **OK**

OR

- Select the required cell(s)
- Click on the drop down arrow on the Borders button as shown on the right
- Choose the required style

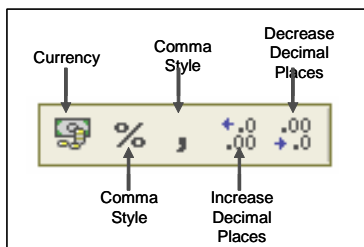


Altering the Number Display:

- Select the required cell(s)
- Choose **Format, Cells** then select the **Number** tab
- Choose the category
- Choose the required options, then click **OK**

OR

- Select the required cell(s)
- Click on the required button



Adding Shading:

- Select the required cell(s)
- Choose **Format, Cells** then select the **Patterns** tab
- Choose the colour required, then click **OK**

OR

- Select the required cell(s)
- Click on the drop down arrow for the Fill Colour as shown on the right.
- Select the required colour



EXCEL TIPS

Quickly fill multiple cells with a value or formula:

- Select a range of cells
- Enter the value or formula
- Press **CTRL+ENTER** to fill the entire range of cells

Moving between worksheets in the same workbook:

- **Move one worksheet to the right**
 - press **CTRL + PAGE DOWN**
- **Move one worksheet to the left**
 - press **CTRL + PAGE UP**

Insert a line break in a cell:

- Press **ALT + ENTER** to start a new line whilst entering or editing text

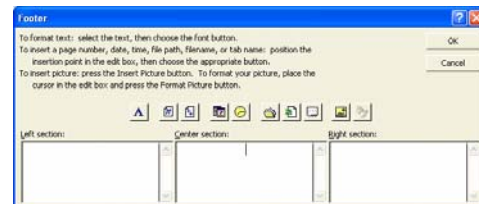
Inserting Page Numbers

- Click the worksheet on which you want to insert page numbers

To insert page numbers on multiple worksheets at the same time, click the first worksheet tab, hold down **CTRL** while clicking the other worksheet tabs.

- From the **View** menu, select **Header and Footer**

- Click **Custom Header** or **Custom Footer**



- Specify where you want the page number to appear by clicking inside the relevant box

- Click the **Page Number** button

- Click **OK**

Edit cell contents:

- Double-click the cell that contains the data you want to edit, or press **F2**
- Make the required changes to the cell contents
- To accept your changes, press **ENTER**. To cancel your changes, press **ESC**

OR

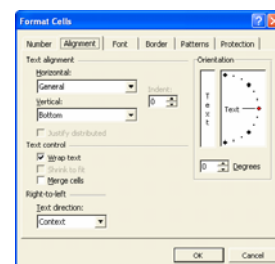
- Select the cell with the data you wish to change
- Click into the **Formula** bar at the point you wish to make the change
- Edit the entry and press **ENTER**

Pasting text into a cell:

- double-click the cell or press **F2** where you want to paste the text
- Right click and select **Paste** or press **CTRL+V**

To wordwrap the text in the cell:

- Select the cell, right click and select **Format Cells**
- Select the **Alignment** tab
- Tick the box "Wrap Text"



Move contents of cell:

- Click in the cell(s) then move your mouse pointer over any border until the mouse pointer changes to a four-headed arrow, left click and drag to it's destination and then release

Copy contents of cell:

- Click in the cell(s) then move your mouse pointer over any border until the mouse pointer changes to a four-headed arrow, left click and hold down the **CTRL** key and drag to it's destination and then release