



8 secrets in Excel

Select rows or columns 1

Rows: Select any cell in the row, then press Shift+Space

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Long Rolls	\$ 304.03	\$ 502.01
3	Biscuits	\$ 2,080.83	\$ 1,099.20
4	Scones	\$ 4,504.42	\$ 6,003.20

Columns: Select any cell in the column, then press Ctrl+Space

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Long Rolls	\$ 304.03	\$ 502.01
3	Biscuits	\$ 2,080.83	\$ 1,099.20
4	Scones	\$ 4,504.42	\$ 6,003.20

Insert or delete a column or row 2

Insert: Select the column or row then press Ctrl+Shift++
Delete: Select the column or row then press Ctrl+-

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Long Rolls	\$ 304.03	\$ 502.01
3	Biscuits	\$ 2,080.83	\$ 1,099.20

Move or copy a column or row..... 3

Move: Select the column or row, then press Ctrl+X
Copy: Select the column or row, then press Ctrl+C

Select the destination, then press Ctrl+V

	A	B
1	Product	Qtr 1
2	Long Rolls	\$ 304.03
3	Biscuits	\$ 2,080.83
4	Scones	\$ 4,504.42
5	Muffins	\$ 1,089.01

AutoSum shortcut 4

Press Alt+= at the end of a column or row of data

	A	B
1	Product	Qtr 1
2	Long Rolls	\$ 304.03
3	Biscuits	\$ 2,080.83
4	Scones	\$ 4,504.42
5	Muffins	\$ 1,089.01
6		=SUM(B2:B5)

Add or average cell values 5

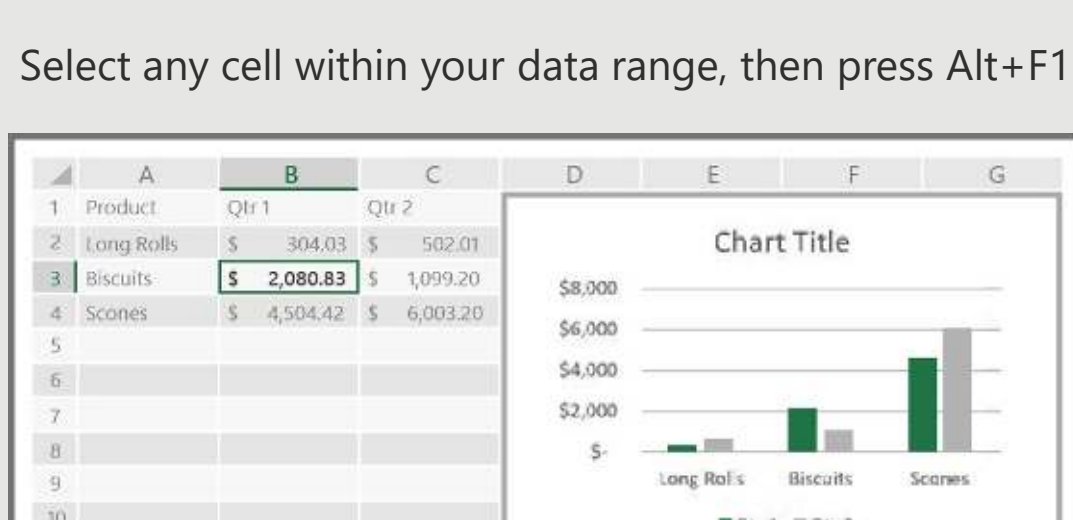
Select any range of cells with values, then look in the Status bar at the bottom of the screen for details

Product	Qtr 1	Qtr 2
Long Rolls	\$ 304.03	\$ 502.01
Biscuits	\$ 2,080.83	\$ 1,099.20
Scones	\$ 4,504.42	\$ 6,003.20

Average: \$1,590.02 Count:2 Sum: \$3,180.03

Add a chart with Alt+F1 6

Select any cell within your data range, then press Alt+F1



Adjust columns to fit data 7

Double click the column separator

	A	B	C	D
1	Product	Qtr 1	Qtr 2	Total
2	Long Rolls	\$ 304	####	####
3	Biscuits	\$ 2,080	####	####
4	Scones	\$ 4,504	####	####
5	Muffins	\$ 1,089.01	####	####

Add a line break 8

Press Alt+Enter to add a new line of text to the same cell

