

Excel

Create a Quick Chart

This will allow a user to create a quick graph with a push of a button. To create quick charts within Microsoft Excel, click anywhere within your data and push F11. This will provide you with a quick chart of your data.

Switching Rows and Columns

This tip provides a way to switch information from rows to columns and vice-versa. Data from the top row of the copy area appears in the left column of the paste area, and data from the left column appears in the top row.

1. Select the cells that you want to switch.
2. Click Copy.
3. Select the upper-left cell of the paste area. The paste area must be outside the copy area.
4. Click the arrow to the right of Paste and then click Transpose. Text String Functions – Left - This tip provides a way to extract the left most character from a text value in a cell. Formula: =Left(text,num_chars) Text is the text string that contains the characters you want to extract. Num_chars specifies the number of characters you want LEFT to extract.
 - Num_chars must be greater than or equal to zero.
 - If num_chars is greater than the length of text, LEFT returns all of text.
 - If num_chars is omitted, it is assumed to be 1

Example:

Cell A1: Sale Price

Formula: =LEFT(A1,4)

Description: First four characters in the first string (Sale)

Text String Functions – Middle

This tip provides a way to extract a specific number of characters from a text string, starting at the position you specify, base on the number of characters you specify.

Formula: =MID(text,start_num,num_chars)

Text is the text string that contains the characters you want to extract. Start_num is the position of the first character you want to extract in text. The first character in text has start_num 1, and so on. Num_chars specifies the number of characters you want RIGHT to extract.

- If start_num is greater than the length of text, MID returns ""(empty text).
- If start_num is less than the length of text, but start_num plus num_chars exceeds the length of text, MID returns the characters up to the end of text.
- If start_num is less than 1, MID returns the #VALUE! error value.
- If num_chars is negative, MID returns the #VALUE! error value.
- If num_bytes is negative, MIDB returns the #VALUE! error value.

Example:

Cell A1: Tulsa, OK 74105

Formula: =MID(A1,8,2)

Description: Two characters from the string above, returning the value 'OK'



Trim Function

This tip provides a way to remove all spaces from text except for single spaces between words.

Use TRIM on text that you have received from another application that may have irregular spacing.

Example:

Cell A1 = " Microsoft Excel "

Formula: =Trim(A1)

Description: Removes leading and trailing spaces from the text. 'Microsoft Excel'

Concatenate Function

This tip provides a way to join several text strings into one text string.

Use **CONCATENATE** to join several text strings into one text string.

Example:

Cell A1 = 'Tulsa'

Cell B1 = 'OK'

Cell C1 = '74105'

Formula: =CONCATENATE(A1, "", B1, "", C1)

Description: Joins the text 'Tulsa, OK 74105'

Eight Timesaving Excel Shortcuts

1. To enter the current date into the active cell, press [Ctrl];]
2. To enter the current time, press [Ctrl][Shift];]
3. To enter or edit a cell comment in the active cell, press [Shift][F2]. Deselect the cell when done. A red mark in the upper right corner of the cell indicates that comment is present. Hovering over the cell will recall/display the comment.
4. To quickly copy the contents of a cell to the cell directly to the right, select the cell that will receive the copy, then press [Ctrl][R]. If the cell contains a formula, the formula is copied, with the references adjusted relatively.
5. To copy the contents from a cell directly above the active cell, press [Ctrl][D]. If the cell contains a formula, the formula is copied, with the references adjusted relatively.
6. To copy the contents from a cell directly above the active cell, press [Ctrl][']. If the cell contains a formula, this shortcut makes an identical copy of that formula rather than adjusting the cell reference relatively.
7. Pressing [Ctrl][Shift]['] also copies the contents from the cell directly above the active cell. However, if the cell contains a formula, the result of the formula is copied rather than the formula itself.
8. An easy way to view all formulas in a worksheet without having to select the cell containing it is to press [Ctrl][~]. Press the shortcut again to switch back to the Normal View.