

Microsoft Office products have multiple ways of doing tasks. The more you use Excel, you'll learn additional tricks that can save you time, improve your workflow and find the way that works best for you.

Selecting Cells

Adjacent Cells

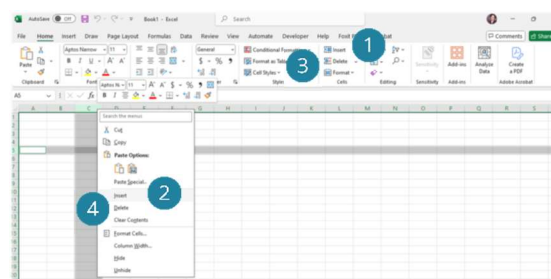
- Click and drag your mouse across the cells you want to select
or
- While holding **Shift** on your keyboard, click the first and last cell in the range you want to select
- A **range** is any cell(s) you're referencing

Non-Adjacent Cells



- While holding **Ctrl** on your keyboard, click on the individual cells you want to select

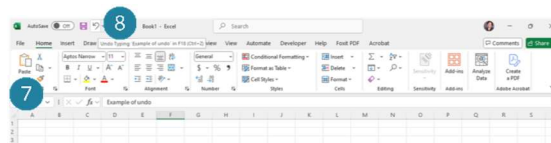
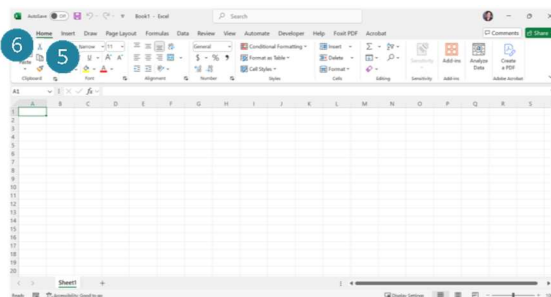
Inserting and Deleting Rows and Columns

- To insert, select a row or column
- Go to the Home tab, in the Cells group, click **Insert**
or
- Right click the row or column and click **Insert**
- The new row or column will be added before the one you selected
- To delete, select a row or column
- On the Home tab in the Cells group, click **Delete**
or
- Right click a row or column and click **Delete** to remove it



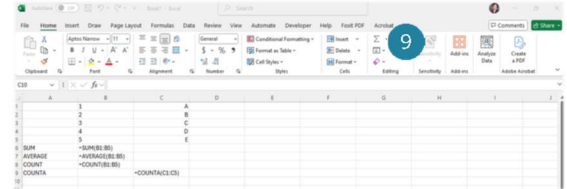
Cut, Copy, Paste and Undo

- Copying** duplicates data from one location to another without removing it from the original cells
 - To copy, select the cells, columns or rows you want to copy
 - Using the copy function in the clipboard group on the home tab
or
 - Right clicking and selecting **Copy**  **Copy**
- Cutting** removes data from one location so it can be moved to another
 - To cut, select the cells, columns or rows you want to cut
 - Using the cut function in the clipboard group on the home tab
or
 - Right clicking and selecting **Cut**  **Cut**
- Pasting** places data you've previously cut or copied into a new location
 - To paste, move to the new location where you want the data placed
 - Click the paste function in the clipboard group on the home tab
- Undo** is a feature that allows you to reverse your most recent action
 - To undo an action, click the back arrow at the top of the page
 - This area of the page is called the **Quick Access Toolbar**



Basic Formulas (AutoSum, AVERAGE, COUNT, COUNTA)

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 - **AutoSum** adds numbers in a range
 - To AutoSum, select the cell where you want the calculation performed
 - Click the **Sigma** icon and press **Enter**
- **AVERAGE** calculates the mean of the numbers in a range
 - Select the cell where you want the calculation performed
 - Click the down arrow next to the Sigma icon and select **Average**
 - Press Enter
- **COUNT** returns the quantity of cells that contain a numeric value
 - Select the cell where you want the calculation performed
 - Click the down arrow next to the Sigma icon and select **Count Numbers**
 - Press Enter
- **COUNTA** returns the quantity of non-empty cells
 - Select the cell where you want the calculation performed
 - Type **=COUNTA()**
 - Using your keyboard or your mouse, select the range of cells you want to calculate
 - Press Enter



Sorting, Filtering and Freezing Panes

- **Sorting** allows you to organize your data
 - To sort, select your table
 - On the Data tab, in the Sort and Filter group, click **Sort**
 - In the Sort dialogue box, ensure **My data has headers** is checked
 - In the **Sort by** box, select which column you want to sort by first
 - Click OK
- **Filtering** allows you to quickly analyze your data
 - To filter, select your table
 - On the Data tab, in the Sort and Filter group, click **Filter**
 - Click the down arrow on the column you want to filter and specify what data you want visible
 - Click OK
 - To clear the filter, click Clear on in Sort and Filter group
- **Freeze Panes** allows you to keep headers visible as you scroll
 - To freeze panes, on the View tab, click the down arrow next to **Freeze Panes**
 - You can freeze the top row (row 1) or the first column (column A)
 - **or**
 - By selecting any cell, you can freeze the row above and the column to the left by selecting Freeze Panes

