

Excel Advanced

Review of previous content

Freezing panes: Select the first cell you don't want to freeze (ex: B2 will freeze above and to the left of this cell, so the first row and column) View Tab -> Freeze Panes -> Freeze Panes

Tips:

- If you need to change a record or list of information from horizontal (in one row) to vertical (in one column) or vice versa you can do this with the paste function

Select content -> copy -> select new area -> right click -> paste special -> transpose

- =Sum shortcuts:
 - Select cell below range you want to add -> left click autosum Σ -> Enter
 - Select cell below range you want to add -> Alt key = -> Enter
 - Total at bottom of screen once you select the range
- Be careful when using autosum not to include years (or other data not wanted)
Ex: Column headers 2016 2017 2018 meaning years but could get added
- Use Currency instead of Accounting to get \$7.00 instead of \$ 7.00
- Viewing the Ribbon – Upper right hand corner 
- If you need to clear lots of formatting changes at once:
 - Select the cells whose formatting you want to remove -> Home Tab -> Editing Group -> Clear -> Clear Formats
 - Press Ctrl +Z or use the  if you want to return to undo the clear
- There are lots of keyboard shortcuts to Ribbon Commands using Alt + ____ which are faster to use if you are comfortable with the keyboard
Press and hold the Alt key to see what the commands are

Copying formulas to other SHEETS in a Workbook: ='Sheet Name Here'!A6 [cell name]

Pivot Tables

Help you quickly summarize or aggregate data

Insert -> Tables Group -> Pivot Table -> Check correct data is selected -> Choose location of pivot table -> click 'Ok' -> select data from list

Sharing documents

Use the Cloud to share your documents with others

Or use your network to allow dual editing of a document

Review -> Changes Group -> Share Workbook



Vlookup and Hlookup

Popular functions that return data in a column or row associated with other data in the record, V for vertical, H for horizontal

=Vlookup(leftmost cell it will look for info, select table or range or workbook and sheet, the number of columns over, 0)

=Vlookup(A7, A1:A9, 4, 0)

Good resource: <https://kb.wisc.edu/page.php?id=1237>

Tables and table styles

Select your range of data -> Insert -> Table

This will open up Table Tools and you can choose Styles and make other changes

Filtering

Highlight column heading, click filter, and each section will have filtering options, this will hide undesirable data

Other Resources: Youtube -> “Beginner’s Guide to Excel” by Technology for Teachers and Students

edu.gcfglobal.org

<https://www.excelsupersite.com/excel-formula-basics/>

