Excel For Administrators Worksheet

Use the chart below for your notes during our data sheet and data file activities:

| **Task** | **Notes** |
| --- | --- |
| **Name a Tab (Sheet)** | *Right Click on tab>Rename* |
| **Change Font Settings** | *Home>Font>B (Bold), etc..* |
| **Shade Rows, Columns** | *Home>Font>Paint Can….* |
| **Apply Borders** | *Home>Font>Borders Icon….All, Box, etc..* |
| **Select All Data** | *Click anywhere in data. CTRL-A* |
| **Paste Special** | *Home>Clipboard>Paste>Paste Special>123, or Right Click>Paste Special* |
| **Create Sum Formula** | *={Click Cell1} + {Click Cell2}+..etc, or highlight and use summation (Home>Editing>Sigma)* |
| **Left Justify** | *Home>Alignment>Align Left* |
| **Copy Data Down** | *Drag Corner or CTRL-D or Home>Editing>Fill>Down* |
| **Freeze Top Row** | *View>Freeze Panes>Freeze Top Row* |
| **Fill in Sequence** | *Start Sequence and drag lower right handle* |
| **Filters and Sorting** | *Data>Sort & Filter>Filter and Data>Sort & Filter>Sort* |
| **Conditional Formatting** | *Home>Styles>Conditional Formatting* |
| **Format to Print** | *Page Layout>Page Setup>Lower Right Corner Icon>Page and Sheet Tabs* |
| **Expand All Columns** | *Select All Data, double click a bar line between column headings* |
| **Insert Column** | *Right Click Column Heading>Insert* |
| **Concatenate Cells** | *Example: =CONCANTENATE(A2,”, “,A1) for first name and last name in A1 and A2* |
| **Hide Columns** | *Right Click Column Heading>Hide* |
| **Create & Use Pivot Table** | * *Make sure data is in columns with headers.* * *Select all data (CTRL A, not all cells!)* * *Go to Insert Tab>Pivot Table>Pivot Table (or Pivot Chart).* * *Drag fields as needed from Pivot Field List*   + *Set Filters, Column Labels, Row Labels as needed*   + *Values - Value Field Settings to change calculation* * *Also, right click in data columns – Sort, View Details….* |

**ADDITIONAL NOTES**