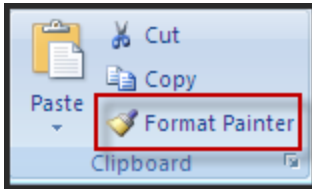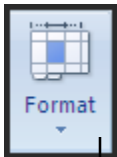# Excel Tips

Format Painter

Home tab —> Clipboard

Copy formatting such as font size, color, fill and 'paint it' on other text, cell, etc.

Format Cells

Home tab —> Cells
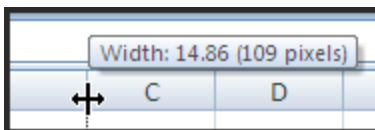
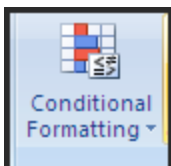Change number to currency, change alignment, font, border, fill, etc.

Format Cells...

Column Width

Double-click between column headings to expand to accommodate contents of cell. Click and hold between columns to see width size.

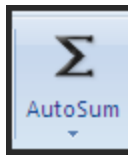Width: 14.86 (109 pixels)

Conditional Formatting

Home tab —> Styles

Use to help you visually explore and analyze data: greater than, less than, in-between, equal to, top 10%, bottom 10%, above average, etc.
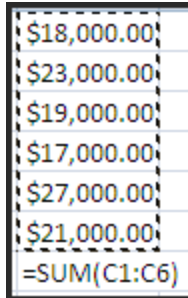
Highlight Cells Rules
Top/Bottom Rules

Simple Formulas

Data tab —> Function Library —> AutoSum

Select the cell under the last number in the column and click the AutoSum command.

Press Enter

$18,000.00
$23,000.00
$19,000.00
$17,000.00
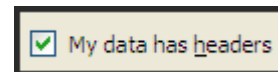$27,000.00
$21,000.00
=SUM(C1:C6)

Sorting Data

Data tab —> Sort and Filter

Put list of names in alphabetical order, order numbers highest to lowest, etc.

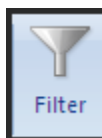Highlight data to sort. Expand selection if needed. Select sort by column.

☑ My data has headers

Filtering Data

Data tab —> Sort and Filter

Allows you to work with a subset of data.

Name   City

Insert Chart

Insert tab —> Charts

Office 2007 does not provide the chart wizard. Create a chart by clicking the chart type from the Insert tab.

Column