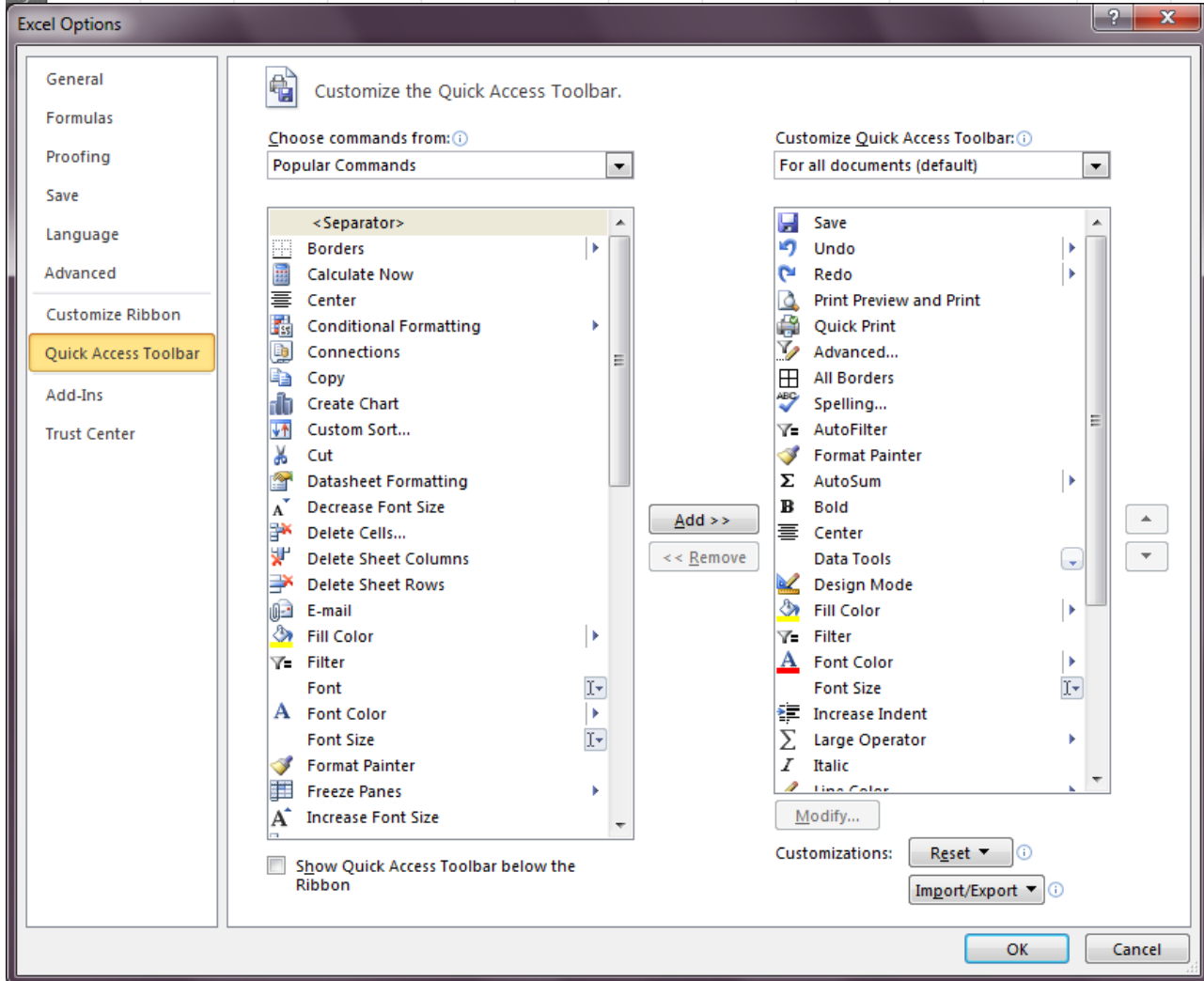
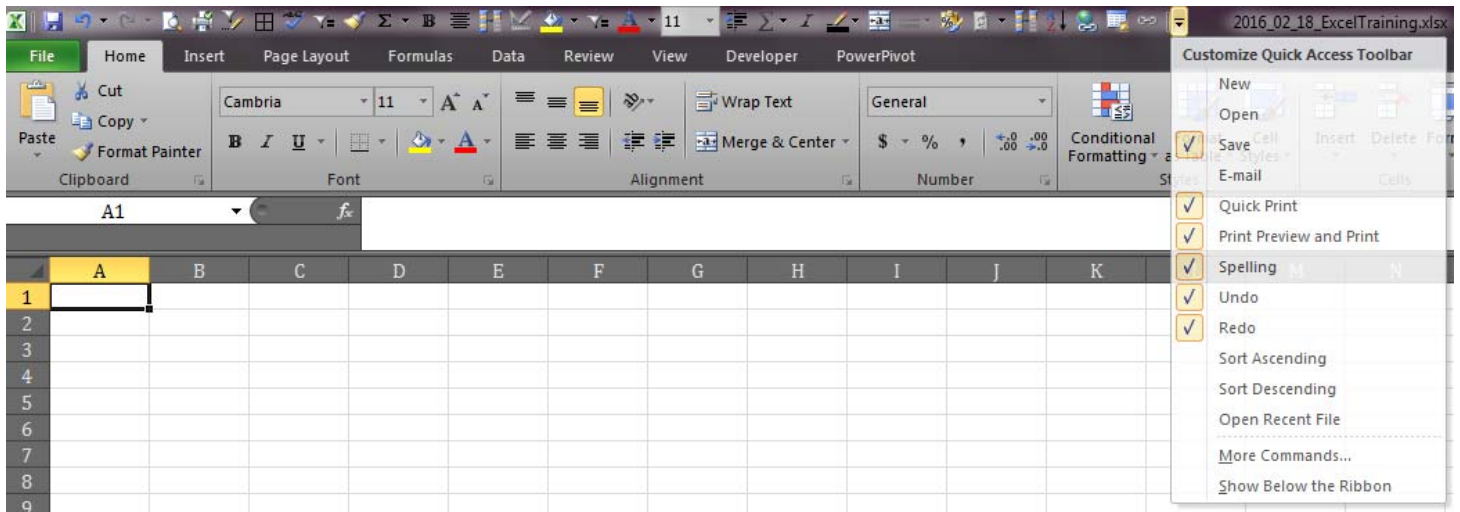


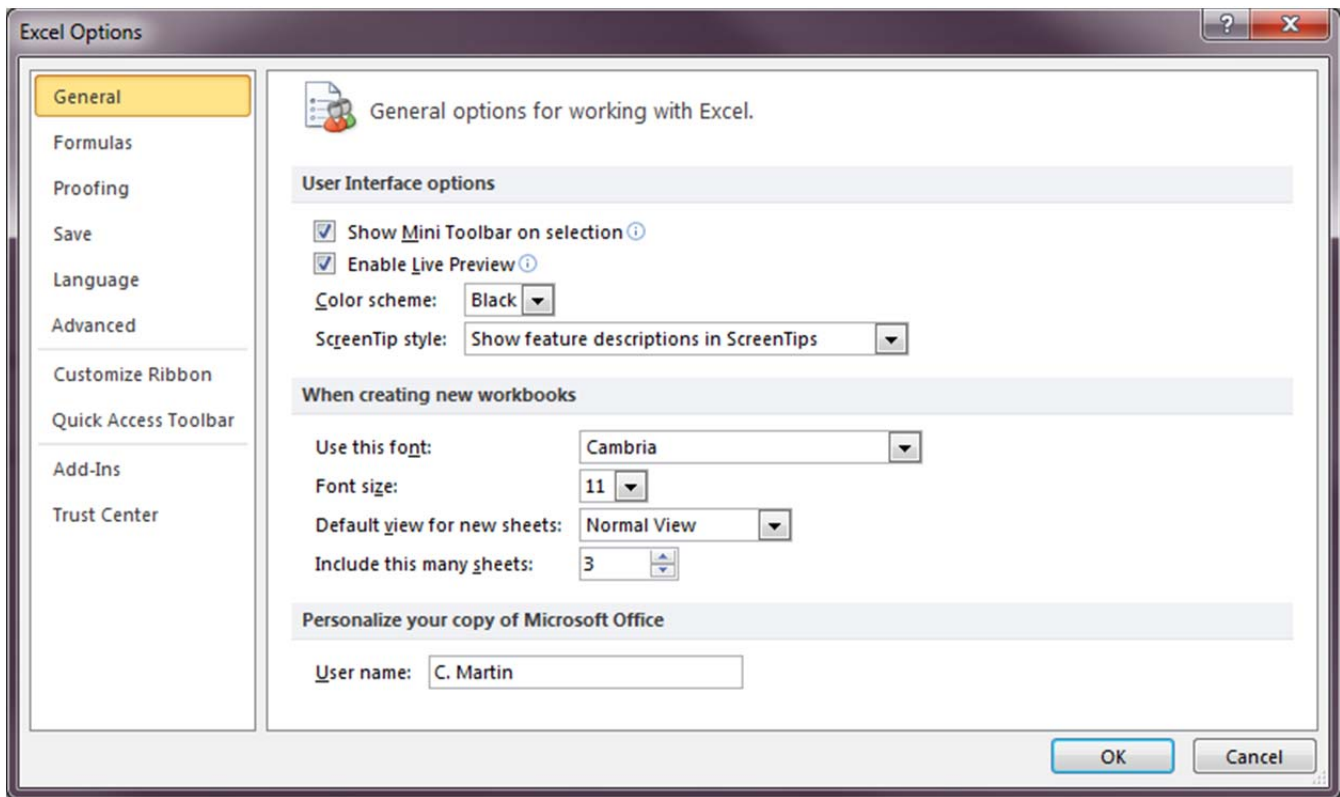
# Microsoft Excel: Tips, Tricks & Best Practices

## Tips:

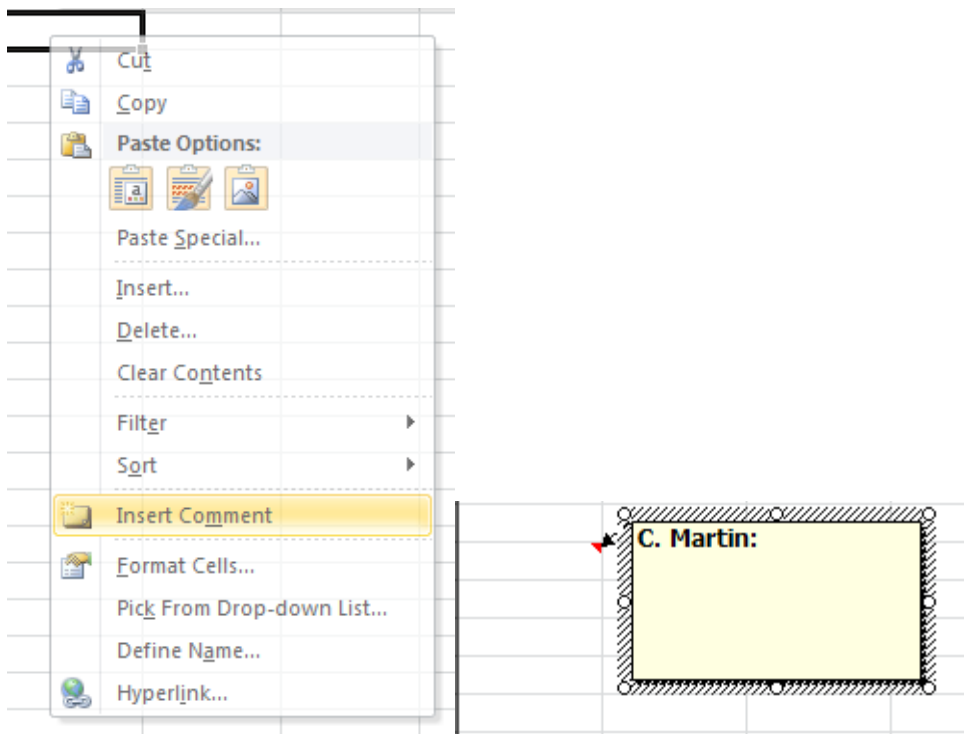
- Quick Access Toolbar:
  - Select "More Commands"



- Personalize:
  - Select “General”



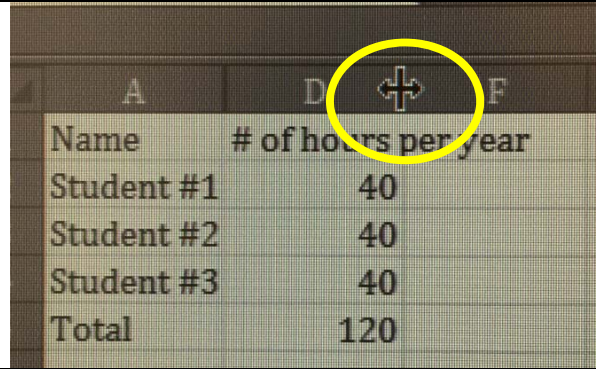
- Insert Comment:
  - Select Cell, Right Click, “Insert Comment”



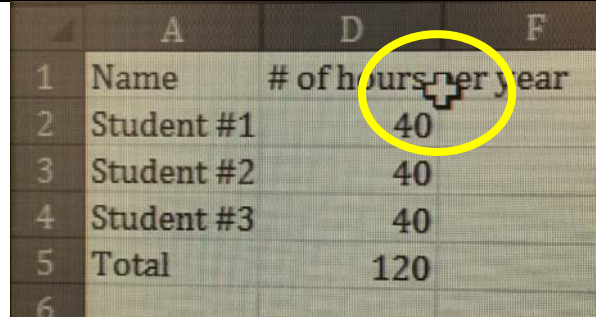
**Tricks:**

- Auto-fit Columns & Rows:

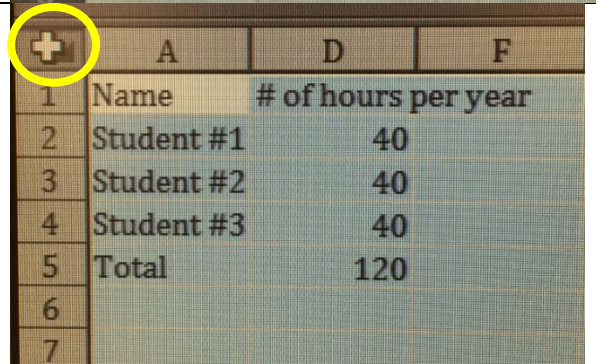
Hover over row heading to the right of column to auto fit (cross-hair pointer) and double left click:



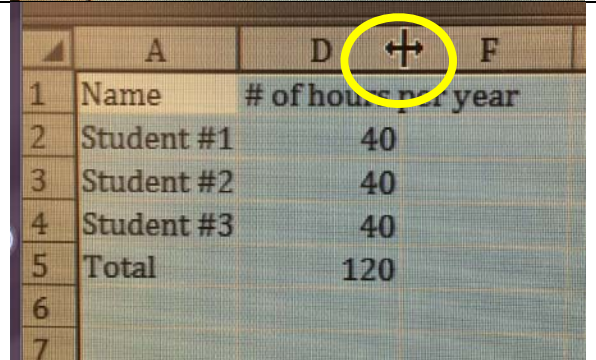
Example of pointer not in correct place, this will not work:



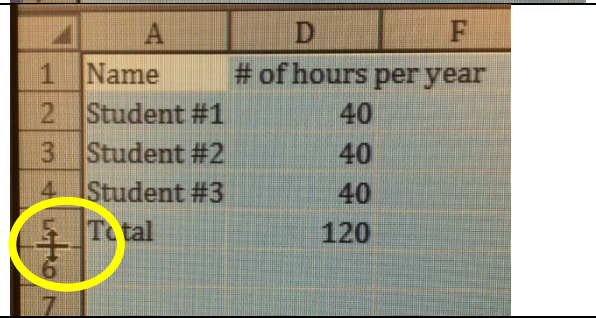
Select all rows, columns & cells on a worksheet (or Ctrl + a):



With the entire worksheet selected, you can auto-fit all columns at the same time. (Hover and double left click.)

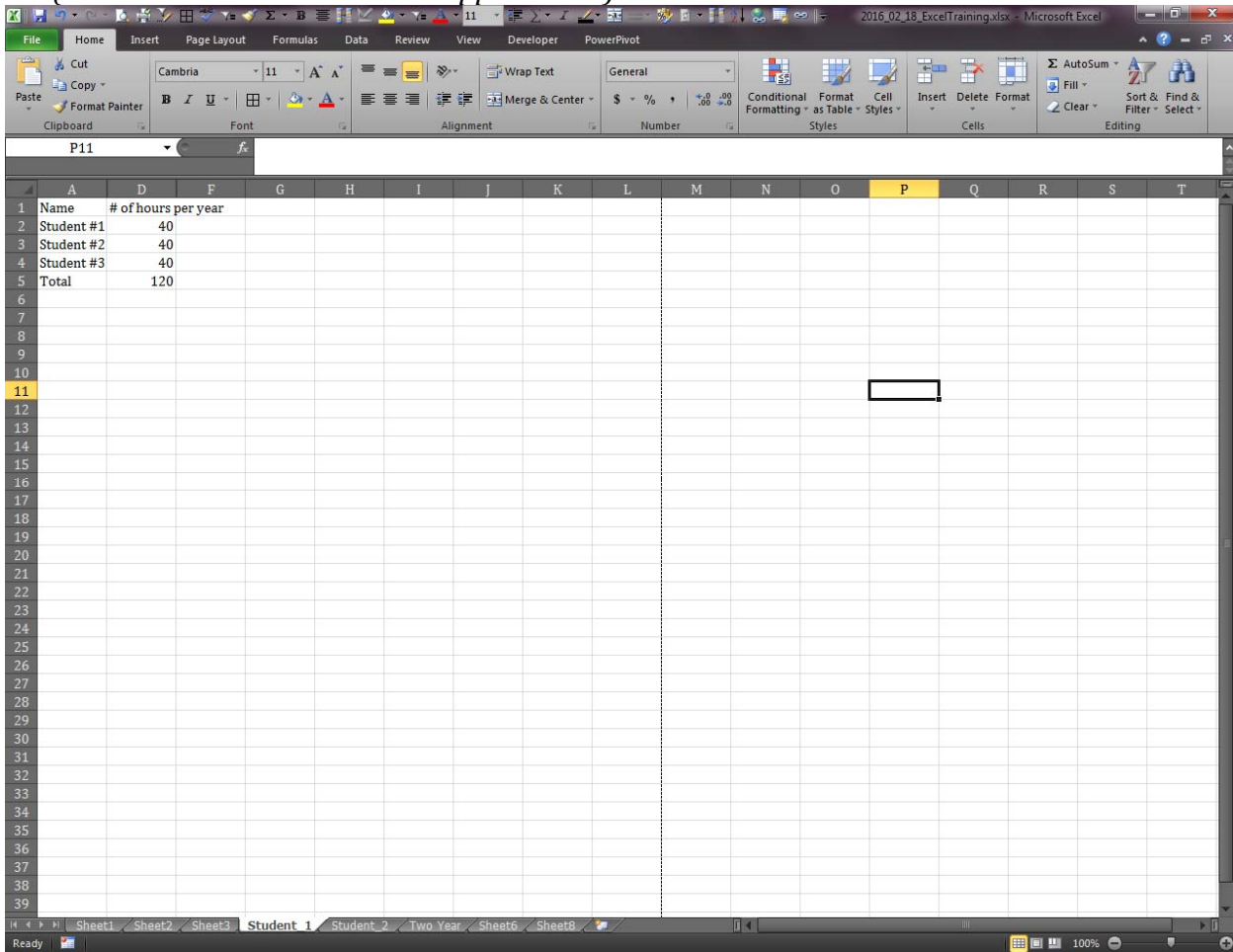


With the entire worksheet selected, you can auto-fit all rows at the same time. (Hover and double left click.)

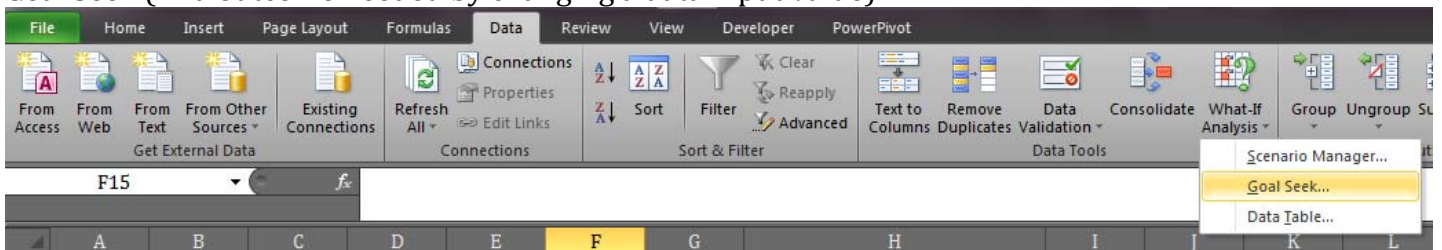


- Screen Shot: select window name, Alt + PrtScn (to copy), Ctrl + v (to paste):

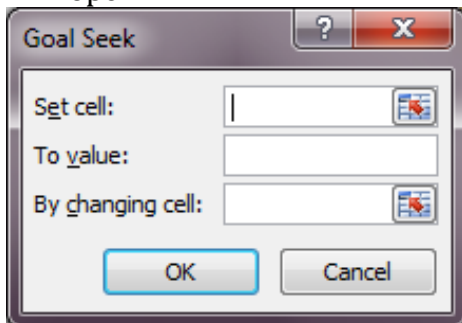
*(This works with all windows applications)*



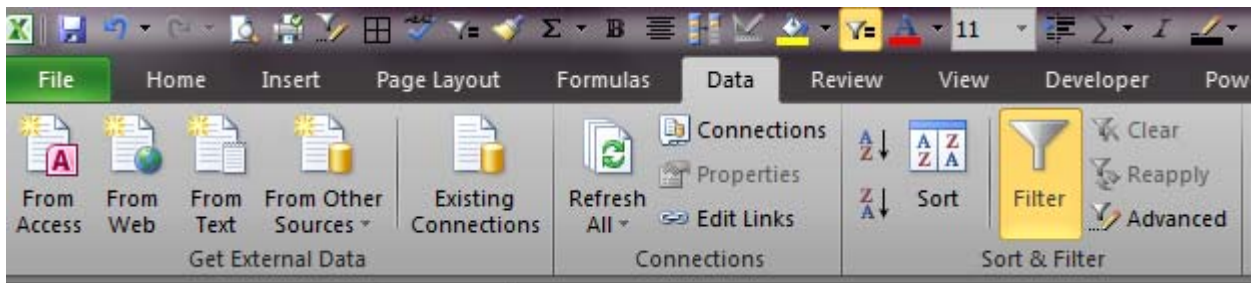
- Goal Seek (find outcome needed by changing a data input value)



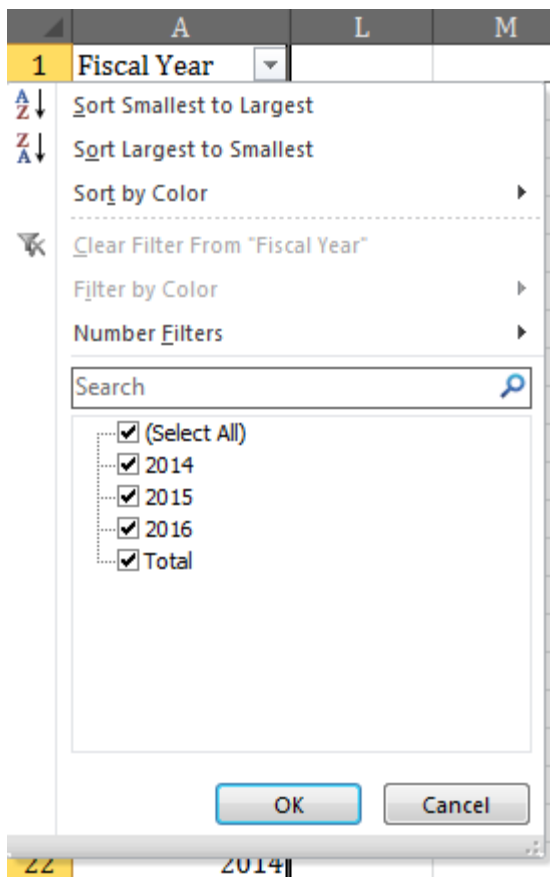
Will open:



- Filter

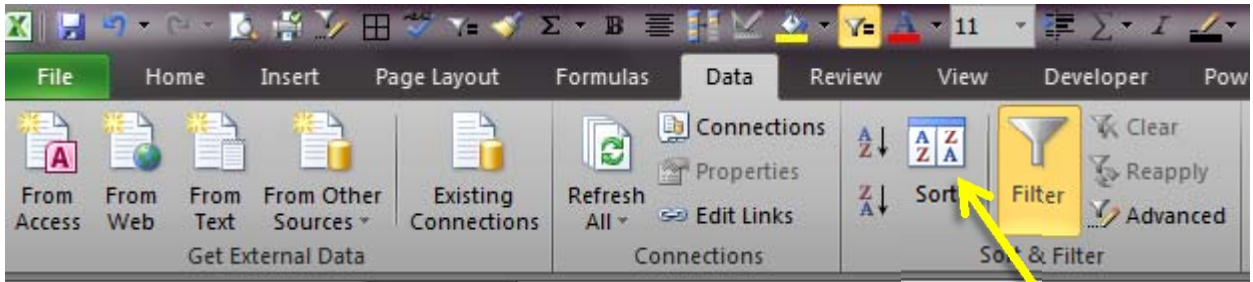


- Select entire worksheet to apply filter to all columns
- Select a column to apply filter to one column
- Then click on “Filter” from the toolbar
- To use filter, select arrow down box, then check/uncheck items to filter on (check) or hide (uncheck), and select “OK”:

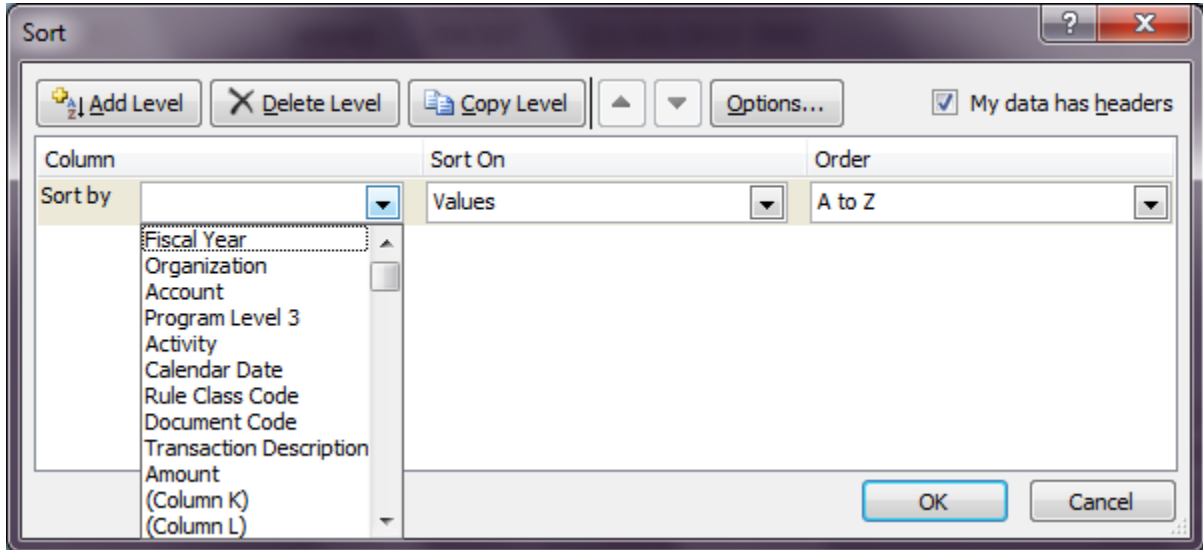


- To remove filter, Check (Select All), or select worksheet or column and click on “Filter” from the toolbar to deselect filter option

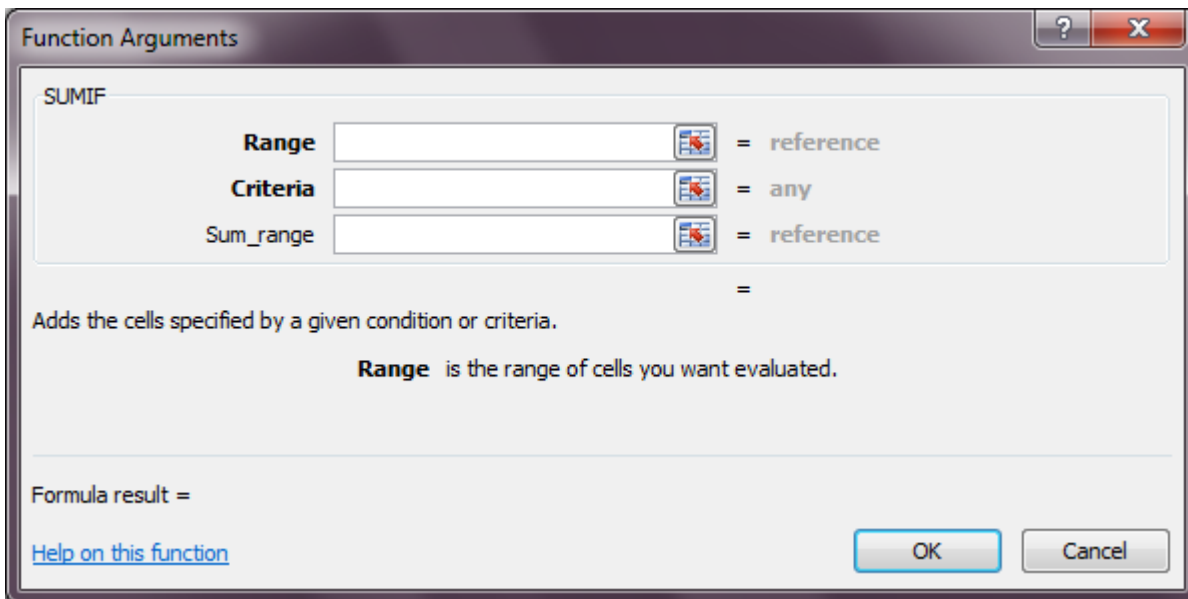
- Sort



- Select entire worksheet (in most cases), click on one of 3 sort option from toolbar. This option provides the most flexibility and will open the following where you can sort on multiple columns:

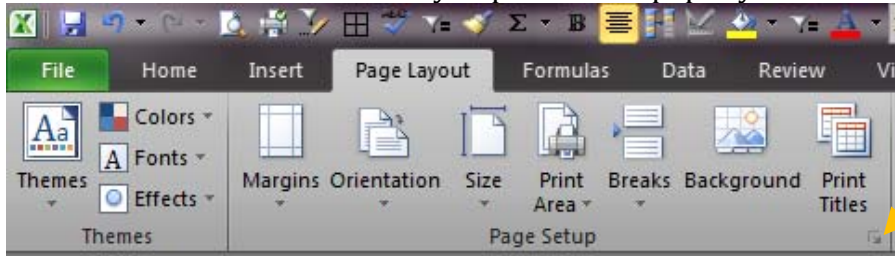


- Sumif

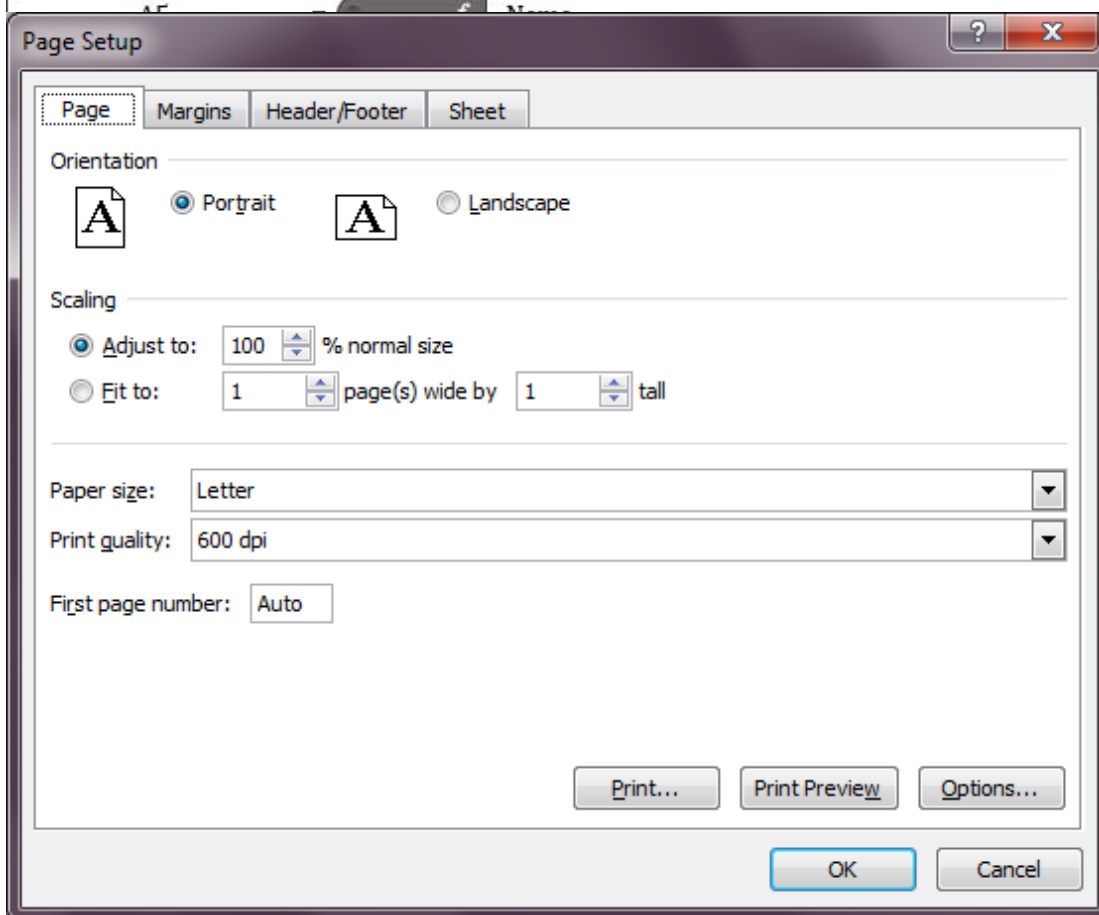


## Best Practices:

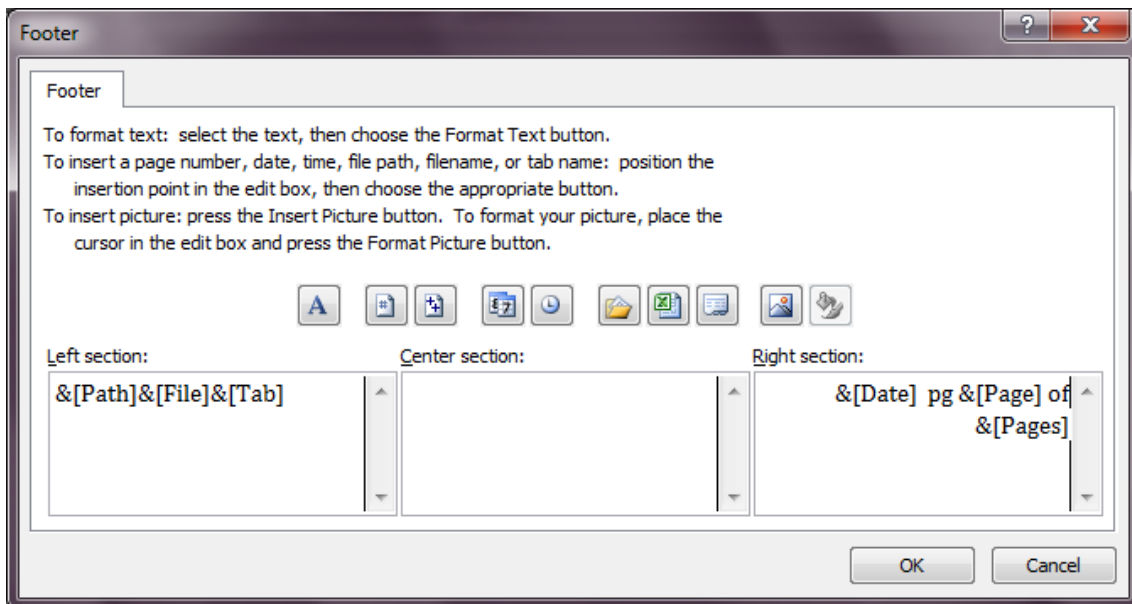
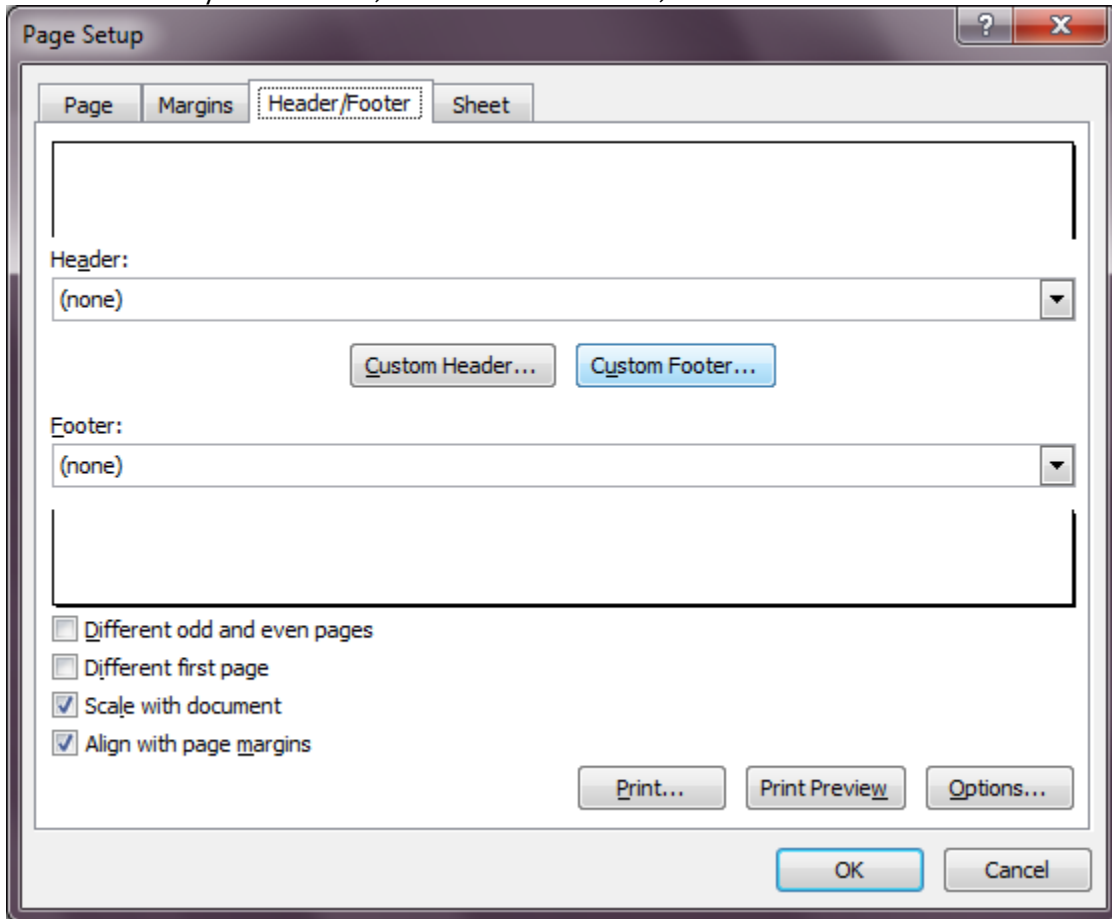
- File Name, footer, and print setup:
  - Include the name of dept. or center in the **file name** and version if the data is going through many scenarios. (This is extremely important when submitting your data to someone who is collecting it from many departments or centers.) (i.e. SoS\_Biol\_StudentFcst\_v1.xlsx)
  - **Name the worksheet tab** (select tab, right click, rename) (i.e. StudentFcst)
  - **Insert Footer:** include the file path and the current date. (This is an easy reminder of where the file is stored and what date you printed the paper you are looking at.)



SELECT HERE  
FOR MORE  
PAGE SETUP  
OPTIONS  
BELOW



- Select “Header/Footer” tab, then Custom Footer, and OK:





- **Format the worksheet for the best printing image** before completing the file and saving it or emailing it out to another colleague (Use Print Preview to check: file, print, or shortcut on quick access toolbar)
- You can also auto-fit before printing

