

Note: These tips may not work in exactly the same way in all versions of Excel

How to quickly move between worksheets :

- Press Ctrl PgUp/PgDn to move between the different sheet tabs

How to add up only negative/positive values in a range :

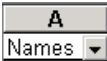

- To add up negative values in the cell range B2:B20 use the formula **=SUMIF(B2:B20,"<0")**
- To add up positive values in the cell range B2:B20 use the formula **=SUMIF(B2:B20,">0")**

How to calculate the number of days in a month :

- If cell A1 contains a date, then use this formula to return the number of days in the month
=DAY(DATE(YEAR(A1),MONTH(A1)+1,1))

How to Filter data :

Filtering is a quick and easy way to temporarily hide rows you do not want displayed.

- Click on a cell in one of your column headings
- Click on Data, AutoFilter to apply a filter to all columns in that row
-or just select one column to apply the filter to that column
- At the top of each column there will now be a downward arrow eg  eg 
- Click on it and you can reduce the data to be displayed
- Click on Data, Filter, Show All to display your original unfiltered list

How to create a formula to COUNT the Filtered data :

- Above any of the column headings, insert the formula **=SUBTOTAL(2,cellrange)**
eg **=SUBTOTAL(2,B2:B100)**


You can also use the following numbers (instead of 2) to represent different formula functions :

| | |
|---|---------|
| 1 | AVERAGE |
| 2 | COUNT |
| 3 | COUNTA |
| 4 | MAX |
| 5 | MIN |
| 9 | SUM |

How to calculate part of a formula :

- Select the portion (equation) of the formula you want to calculate by highlighting it using your mouse
- Press F9 to get the value of the equation you have highlighted
- To restore the original formula, press Esc
- To make the calculated value part of the formula, press Enter

How to double-underline a range of cells:

- Select the cell(s) containing the data you want to double-underline
- Hold down the Shift key and click on the Underline button  on the Formatting toolbar

How to find the last non-empty cell in a row :

- Click on any cell in the row
- Press End + Enter

How to convert rows into columns :

If you have data in rows that you'd rather have in columns, Excel can transpose it for you but you have to copy and paste it to a new location –

- Select the cells
- Select Edit, Copy
- Click on a blank area or new sheet
- Select Edit, Paste Special and tick the Transpose box

How to quickly insert a row or column :

- Highlight the row or column
- Press Ctrl and + to insert a row
- Ctrl and – will delete a highlighted row/column

How to insert/force a new line into text in a cell :

- Press Alt + Enter to start text on a new line

How to copy Page Setup properties from one sheet to another :

- Open the worksheet that contains the correct settings
- Click on File, Page Setup, click on OK
- Open the worksheet you want to copy these settings to
- Click on Edit, Repeat Page Setup (or press Ctrl Y)

KEYBOARD SHORTCUTS

Repeat Last Action
Enter Current Date
Format cell to 2 decimal places
Find Text

F4
Ctrl ; (semi-colon)
Ctrl ! (Exclamation)
Ctrl F

Undo Last Action
Enter Current Time
Format cell to Currency
Go To a cell

Ctrl Z
Ctrl : (colon)
Ctrl \$
F5