

# LEARN *from* EXPERIENCE








## MICROSOFT EXCEL TIPS AND TRICKS #2

Being self taught in Excel is very difficult because you miss the basic foundation concepts. In missing these crucial steps to learning Excel we open ourselves up to the possibilities of making mistakes. Mistakes CANNOT be made in Excel. When we are using Excel, we are dealing with numbers. When we are dealing with numbers, we are dealing with money. And, when we make mistakes with money, people, businesses, and lives can be affected.

The following are a few concepts in Excel that are imperative to understand:

### 1) Mouse Pointers

Know what the mouse pointers are doing:  
Why do they change & when do they change?

EXCEL MOUSE POINTERS	
	Select Cells & Range of Cells (A1:B7)
	Select Columns & Rows
	Resize Columns & Rows
	Select and Edit Text
	Autofill/Series Feature
	Move Feature
	Copy Feature

### 4) $\Sigma$ - The Autosum Feature

#### WHY & HOW!

If you understand the following concept and use the following steps EVERY TIME you use the autosum feature, you will never make a mistake!

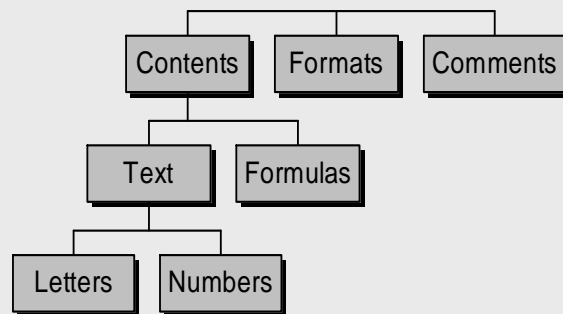
Only use the autosum button so you never have to type in =sum(

Follow these steps EVERY TIME:

- 1) **CLICK!** the autosum
- 2) **LOOK!** (at the marching ants)
- 3) **SELECT!** (correct range if needed)
- 4) **ENTER!** (never enter using autosum)

### 2) What Can A Cell Contain?

Know that everything in a cell must fall into one category:



\*There is only one way to clear formats from a cell - Edit/Clear/Formats.

### 3) Basic Formulas

Know that all formulas, in which a function is used, will follow 1 exact syntax.

=FUNCTION(REFERENCE
SUM
AVERAGE
MIN
MAX
COUNT (counts <b>numbers</b> )
COUNTA (counts <b>contents</b> )

### 5) Autofill

Remember to use all of Excel's (and Windows') wonderful time saving tools to make you more efficient. Autofill allows you drag the bottom corner of a *selection* in any direction to continue a series. 1st try your name and then drag a pattern of 1 & 2 and then 1 & 3

Also try:

feb, April, SATURDAY, tue, Item 1, Quarter 1, Qtr 1, Q1, 4/3/07 or make your own list with Tools/Options!