



WANNA BE AN EXCEL 2007 NINJA?



A selection of handy tutorials to help you improve your
MS Excel 2007 skills

By Sharon Sheppard, OutofhoursAdmin



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INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself... originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.

And that's when [OutofhoursAdmin](#) was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my [blog](#).

This ebook is a compilation of all my tutorials from my blog for Microsoft Excel 2007 put together in a handy guide which I hope you will find useful.

And, don't forget if you want an extra pair of hands to help with any of your administration, get in touch by emailing me at sharon@outofhoursadmin.ie or you can connect with me on [Facebook](#), [LinkedIn](#) or subscribe to my [YouTube](#) channel.

Thanks,






Sharon



HOW TO START (& MAINTAIN) A PRODUCTIVE DAY

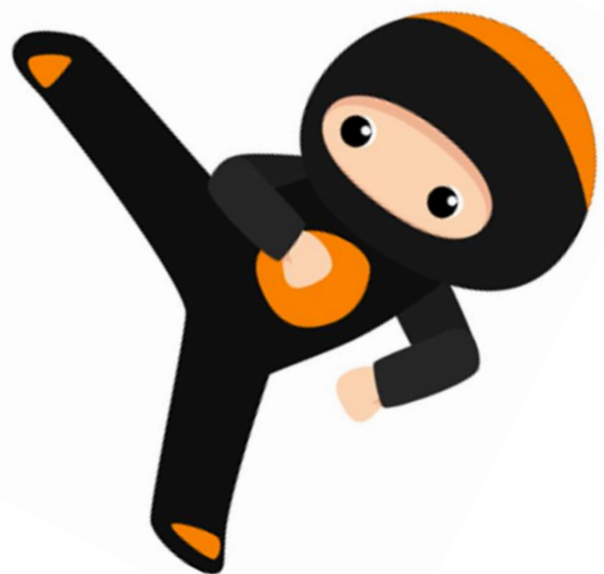
I'm not a morning person! I admit that I struggle for the first couple of hours of the day but being a Virtual Assistant means I'm lucky enough to work from home and schedule work in to fit around my peak times. We're all different and our productivity levels peak at different times during the day (& night) yet the majority of us end up working against our body clock, struggling to be productive at the wrong time.

If your working day isn't flexible enough and you have to work during "off peak" times, how can you maintain the same level of productivity that you have during your peak time? Listed below are a few tips to get you started:-

-  **SLEEP** First things first, make sure you get adequate sleep, again everyone is different – some people can manage on only 5 hours, others prefer 7-8. I know if I have less than 7 then I'm like a tetchy two year old. However many hours you know you need to wake up feeling refreshed, make sure you get that amount!
-  **DRINK** Wipe the smile off your face I'm not talking about alcoholic drink! I'm talking about water! Drink plenty of water throughout the day & keep yourself hydrated.
-  **EAT** Try to eat little and often to keep your energy levels up – it's no good not having breakfast then having a huge lunch to make up for it. How many times have you gone out for lunch, eaten more than usual then just want to curl up & sleep? Little and often is the key!
-  **BREAK** Taking regular breaks will help you to re-focus. Try taking a 10 minute break every hour – it may sound like you'll get nothing done as all you're doing is having breaks, but you'll be surprised at how productive you'll be.
-  **EXERCISE** I admit this is one area that I struggle with – I'm nice and warm in my office and the thought of going for a walk or doing any form of exercise fills me with discontent! However, going for a brisk walk during the day will refresh you and you'll be more focused when you return. I've now started going for a 20 minute walk in the morning before I start my work and it's amazing how much more energised I feel afterwards (especially as I'm not a morning person!)



Microsoft®
Office



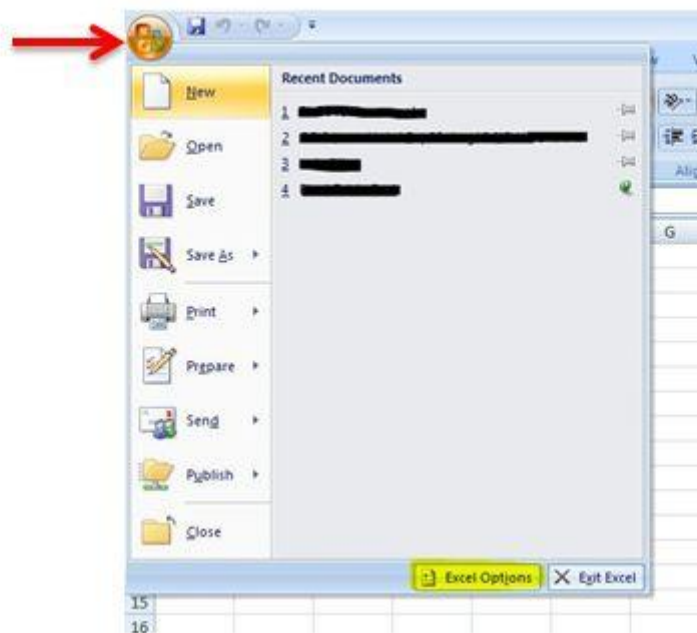


WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel or Word by clients, which is fine (that's what I'm here for). My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it...

The following screen shots are all from using Excel, however the same would also apply if you were in Word or PowerPoint.

Click on the **Microsoft Office** button in the top left corner of the screen, then click **Options**, go to **Resources**...



Alternatively, you can click the **start** button on your desktop & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.



HOW TO SET YOUR DEFAULT LANGUAGE

I used to find it quite frustrating that my spellchecker would underline words which I knew were spelt correctly, it's because my language settings were automatically defaulted to US English, so I changed it.

You can of course change the settings in each application of MS Office individually; this tutorial will show you how to do the whole lot in one go.

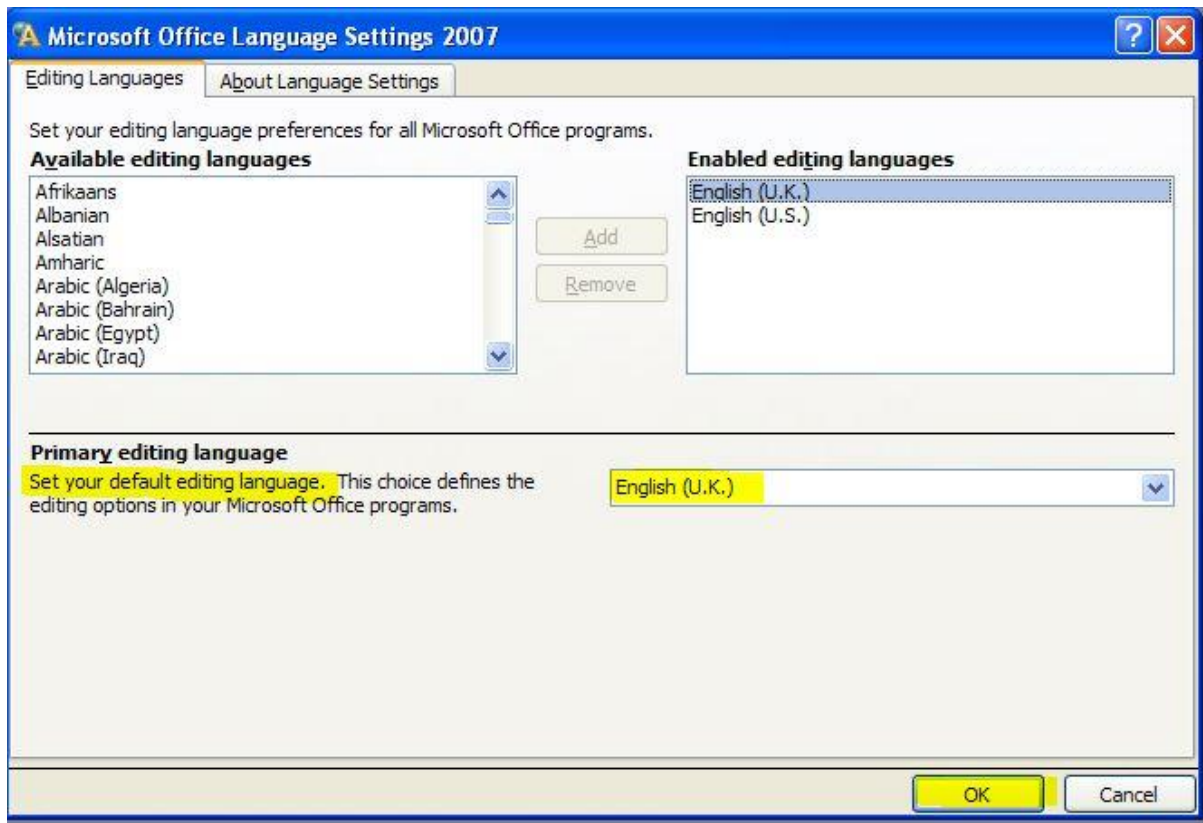
Click on the **Start** button, select **All Programs...**



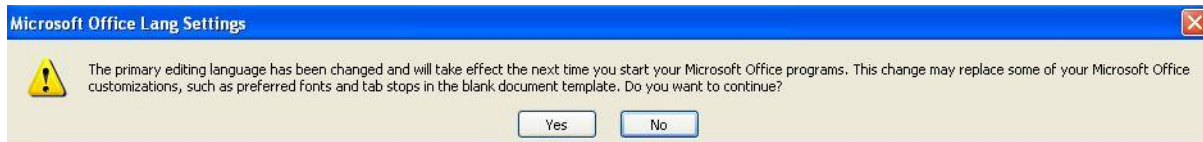
Then choose **Microsoft Office**, **Microsoft Office Tools**, and click on **Microsoft Office 2007 Language Settings...**



On the right side will be a list of enabled editing languages, the language you want needs to be in this list, if it isn't you can add it from the languages available list on the left hand side. This is where you can set your default language – in my case I want it to be English (UK). Select your language as the primary editing language and click OK...



You should then see this message which is basically warning you that you are changing the primary language...



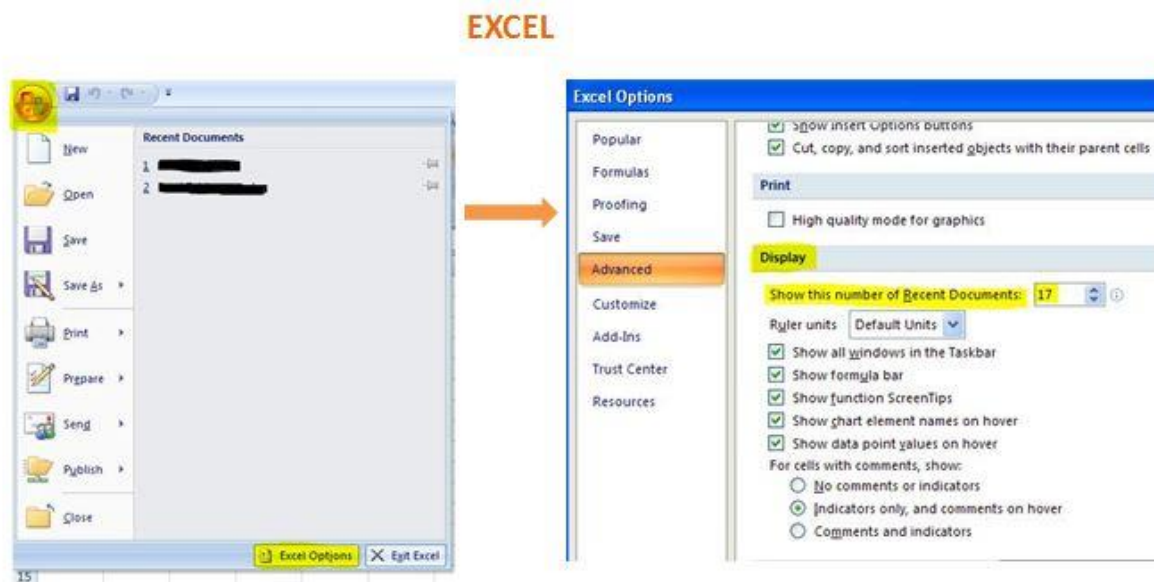
...and that's it! All of your Microsoft Office programs will now be defaulted to your primary language.



HOW TO CUSTOMISE YOUR RECENT FILES LIST

It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

Click on the **Microsoft Office Button**, select **Excel Options**, click on **Advanced** from the menu on the left, scroll down to the **Display** section, change the number of the **Recent Documents** and click **OK...**



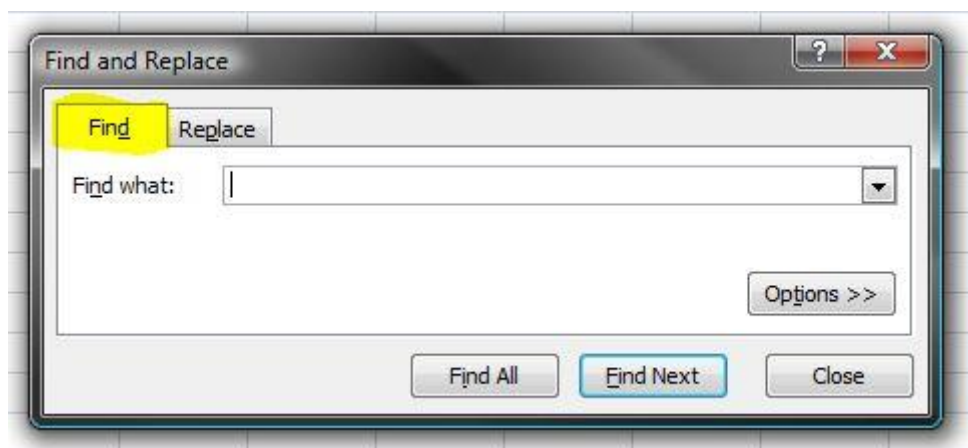




QUICK KEYBOARD TIPS

Below is a list of keyboard shortcuts for Excel, most of which I would use on a regular basis. The majority of them you probably already know of however there are a couple of shortcuts used for formatting which may be useful to know.

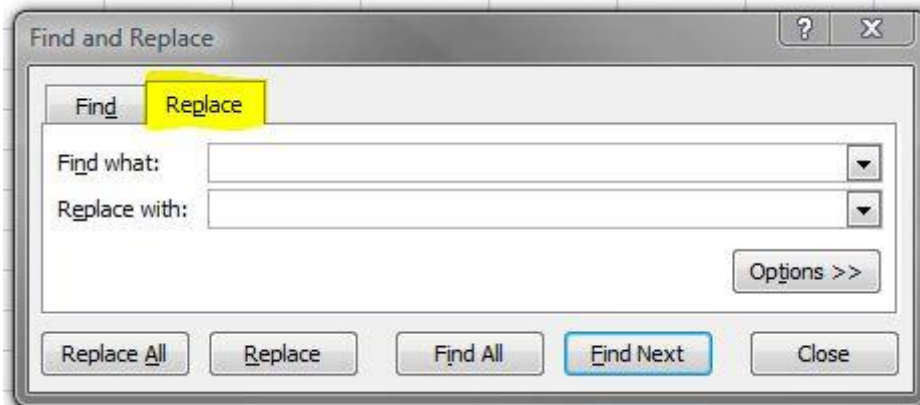
- Ctrl + PgUp** Activates the previous sheet in the workbook
- Ctrl + PgDn** Activates the next sheet in the workbook
- Ctrl + A** Selects the whole worksheet
- Ctrl + B** Makes the selected cells **bold**
- Ctrl + C** Copies the selected cells
- Ctrl + D** Fill down
- Ctrl + F** Displays the Find dialog box



- Ctrl + G** Displays the Go To dialog box

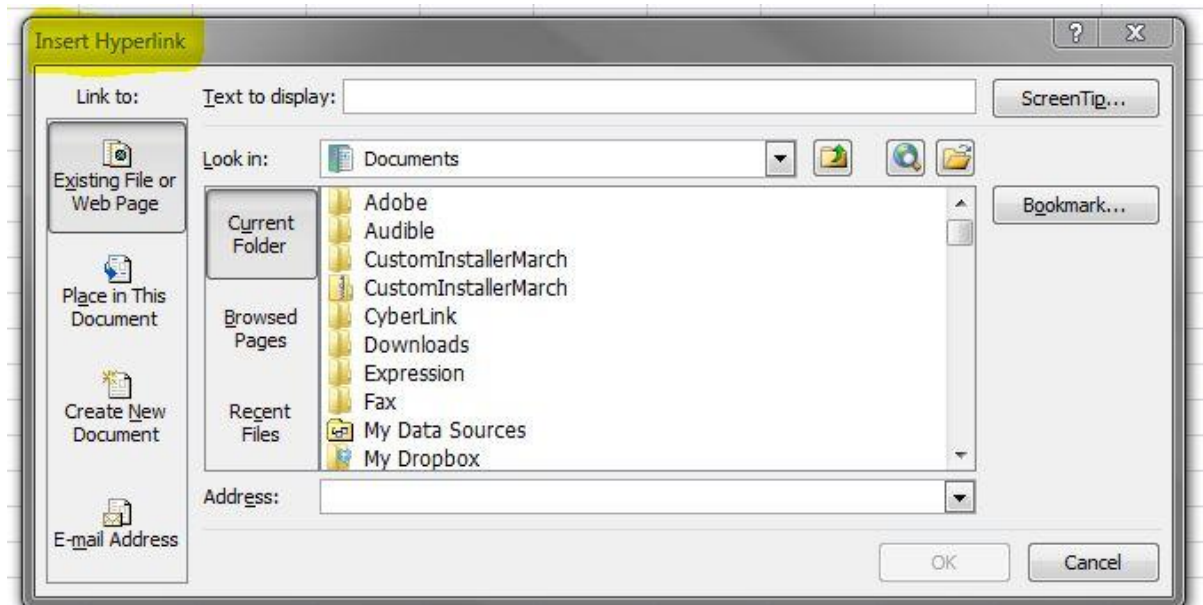


- Ctrl + H** Displays the Replace dialog box



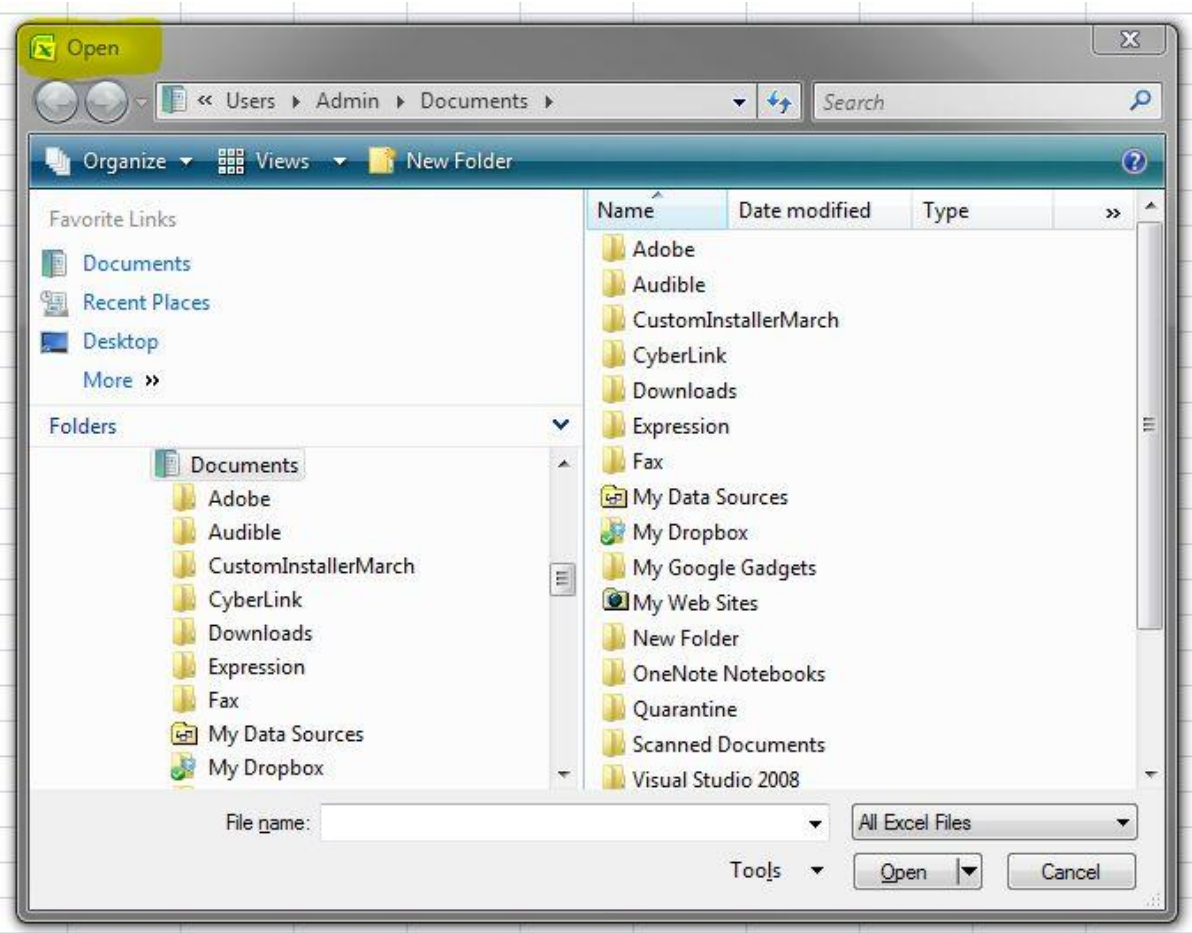
Ctrl + I *Makes the selected cells italic*

Ctrl + K Displays the insert a Hyperlink dialog box

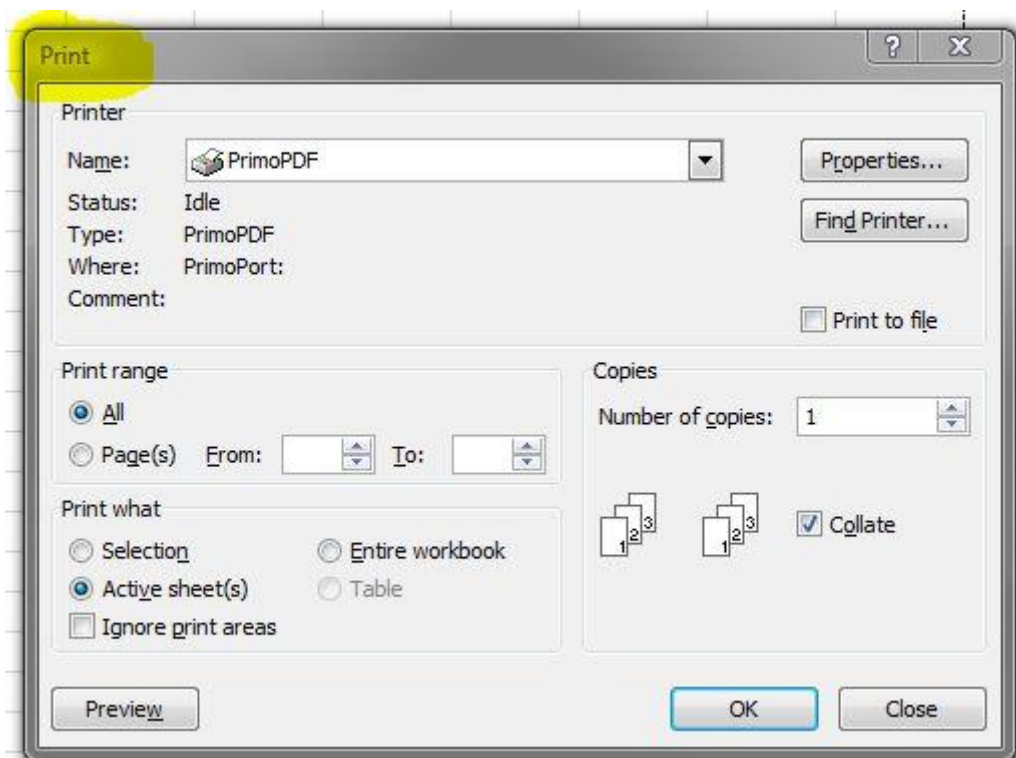


Ctrl + N Creates a new default workbook

Ctrl + O Displays the Open dialog box



Ctrl + P Displays the Print dialog box

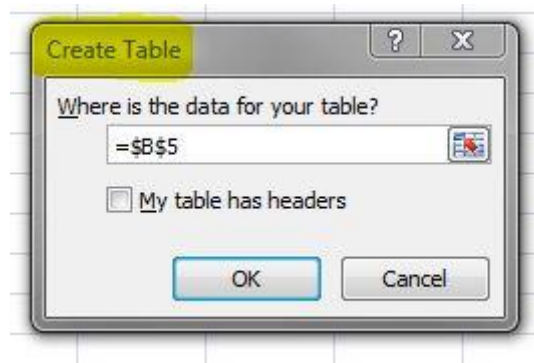


Ctrl + R Fills to the right



Ctrl + S Saves the active workbook

Ctrl + T Creates a new Table



Ctrl + U Underlines the selected cells

Ctrl + V Pastes copied or cut items into the selected cell

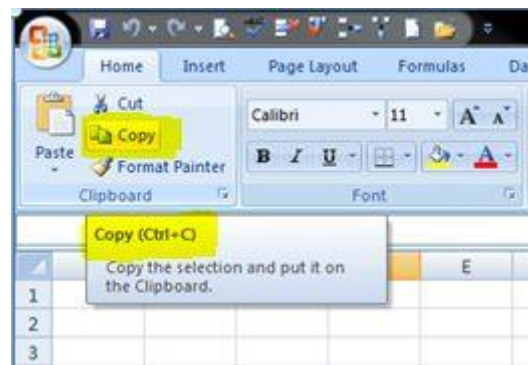
Ctrl + W Closes the active workbook

Ctrl + X Cuts the selected cells

Ctrl + Y Repeats the last repeatable action

Ctrl + Z Undoes the last action

Hovering over the relevant icon in the task ribbon also displays the shortcut keys.





HOW TO USE FORMAT PAINTER

There is an icon on the toolbar in MS Office applications that is a little gem.

It saves so much time when typing / formatting spreadsheets. It's the **Format Painter** icon.

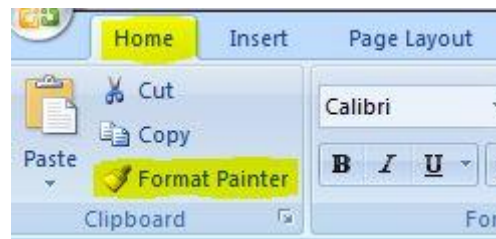
What does it do?

Basically it does exactly what it says... it paints (copies) the format of a selected area and applies it to another (hover over the icon and it will give you a description of what it does).



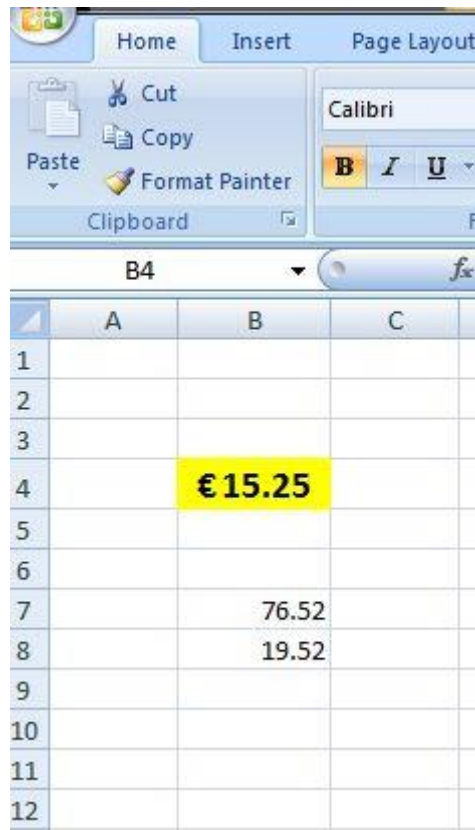
Where do I find it?

You'll find this icon in the **Home** section of the ribbon, in the **Clipboard** group.

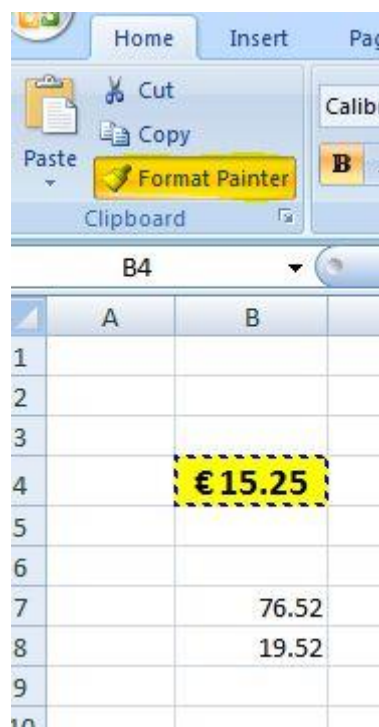


Below is an example of what it can be used for in Excel.

The Format Painter will work with cells as well as text, so if you have a cell that is formatted as shaded, bold, currency or whatever type of number formatting you have, by clicking the Format Painter icon and then clicking the cell you want to change, it will automatically re-format that cell to be identical.



For example, you want the two cells containing "normal" numbers to be formatted the same as the "price" cell, so click on cell B4, go to Format Painter, then highlight cells B7 and B8 together, let go of the mouse and it will automatically re-format to be the same.





If you want multiple places within the spreadsheet to be changed, **double-click** the Format Painter icon.

Personally, I think Format Painter is a tool that is really under-used, which is a shame as it's so handy for quick formatting.



Ninja Note:

To close Format Painter either press the **Escape** key or click on the Format Painter again.



HOW TO VIEW SPREADSHEETS SIDE BY SIDE

When using Excel, if you're anything like me, the chances are that you'll have more than one spreadsheet open at the same time. Whether it's because you're copying & pasting from one workbook to another, or looking up data from another spreadsheet, it's actually quite time-consuming (& annoying!) clicking from one workbook to another.

Below is a step by step guide to viewing 2 spreadsheets side by side.

Open the spreadsheets as normal, then go to **View** tab in the ribbon at the top of the page.

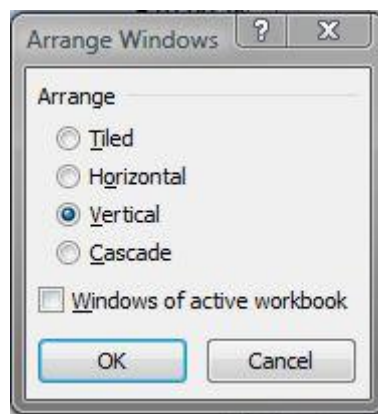
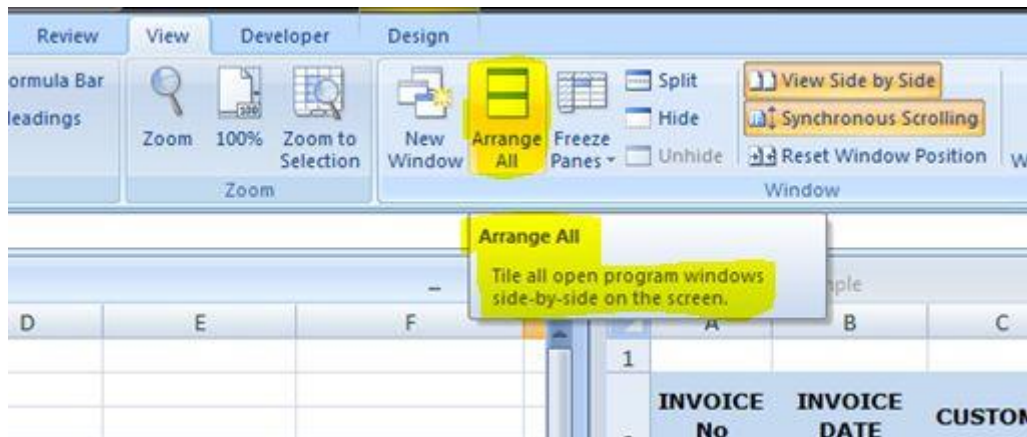


The simplest way is to click on **View Side by Side**, which then arranges the spreadsheets side by side. You'll notice that when you scroll in one of the spreadsheets, the other moves at the same time – if you don't want this to happen, click **Synchronous Scrolling** (under the **View Side by Side** button), and they can now each be moved independently.

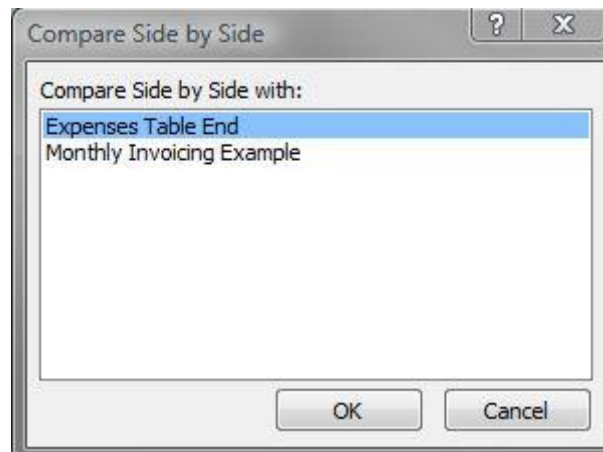


Monthly Invoicing Example					
	A	B	C	D	E
1					
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate
3	101	04-Oct-10	J. Bloggs	12	€ 100.00
4	102	04-Oct-10	A. Nother	25	€ 100.00
5	103	04-Oct-10	P. Smith	9	€ 100.00
6	104	04-Oct-10	S. Jones	16	€ 100.00
7	105	01-Nov-10	J. Bloggs	15	€ 100.00
8	106	01-Nov-10	A. Nother	30	€ 100.00
9	107	01-Nov-10	P. Smith	4	€ 100.00

If you don't want them to be shown vertically side by side, then you can choose how you want to arrange them by clicking **Arrange All**. This brings up a menu for you to choose how you want to arrange the windows i.e. vertically, horizontally, tiled etc.



If you have more than 2 spreadsheets open and want to view 2 of them side by side, it will ask you which other spreadsheet you want to compare it with, when you click on the **View Side by Side** button. Select which other spreadsheet you want to look at.



That's it! I hope you found it useful – it's one of those tools that come in handy. It's easy to set up and use and I find it invaluable with spreadsheet work.



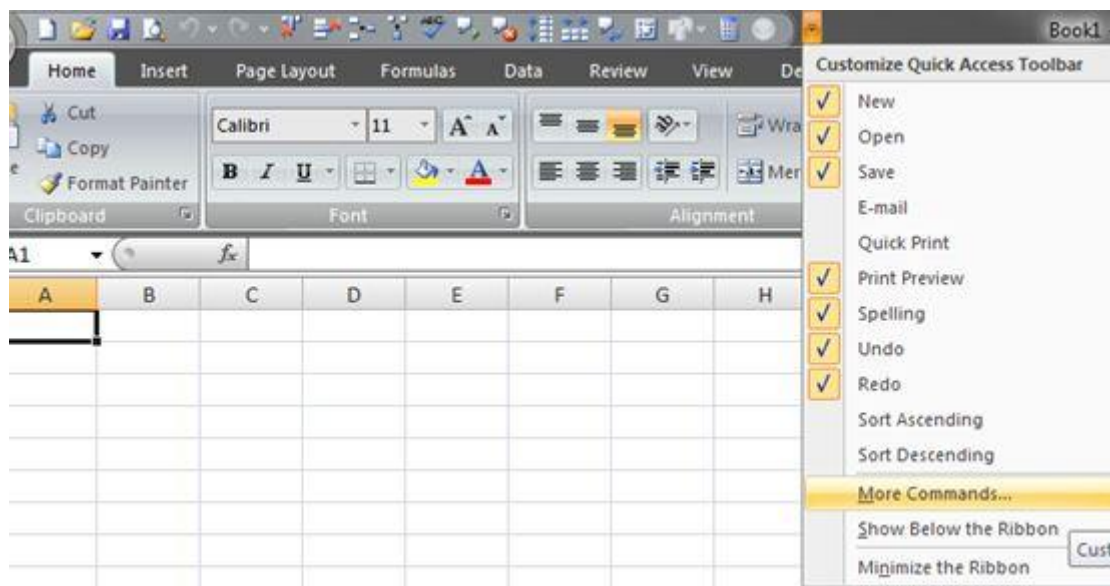
HOW TO VIEW A CALCULATOR

Whenever I want to know the answer to a calculation I usually type in a formula (I usually always have a spreadsheet open somewhere on my laptop!), but sometimes only a calculator will do.

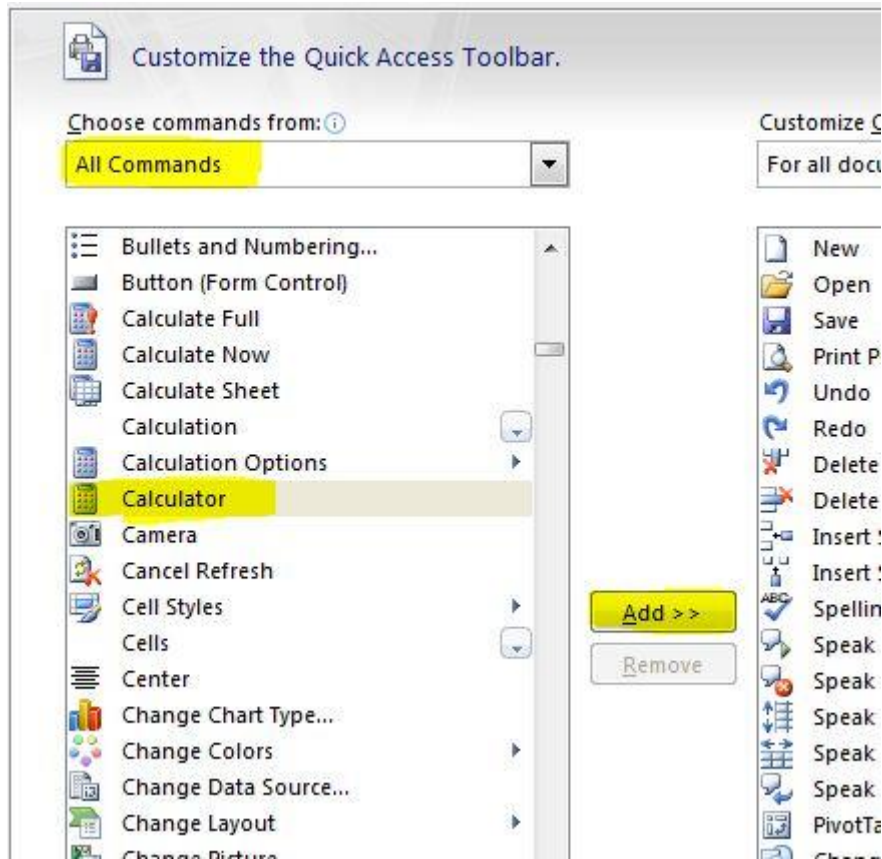
So, what do you do if you haven't got one nearby? Of course there's the option of going to the start button, typing in calculator and opening one through Windows. But, did you know the same feature is also available in Excel? Once it's added to your toolbar, you can access it with one click of the mouse.

It's actually hidden by default, so in order to access it you'll need to add it to your toolbar.

Click on the drop down arrow to the right of the **Quick Access Toolbar** and select **More Commands**.



Then under **Choose commands from:** click **All Commands**, then scroll down to **Calculator**, click **Add** and **OK**.



The icon will now appear on the **Quick Access Toolbar**...



Click on the icon to view the calculator – you can even view a scientific, statistics or programmer type of calculator!



Now you have a calculator at your fingertips.



HOW TO MOVE QUICKLY BETWEEN SHEET TABS

Below is a shortcut to move to different sheet tabs within the workbook, which you may not already know.

To move to the next sheet on the right press **Ctrl+PageDown...**



To move to the next sheet on the left press **Ctrl+PageUp...**

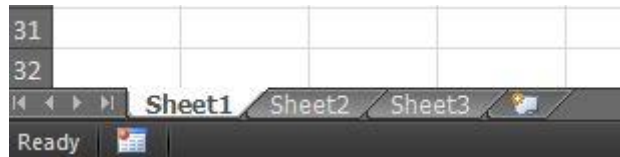


Short and sweet but it saves all that mouse clicking!



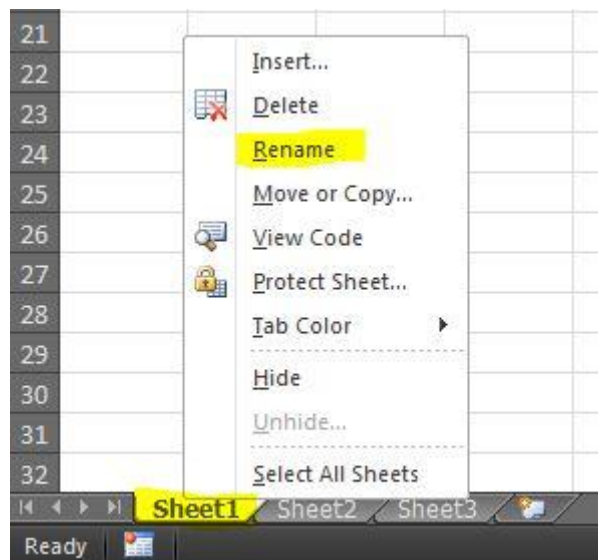
HOW TO RENAME SHEET TABS

When you first open an Excel spreadsheet, you'll see that the sheet tabs are automatically named Sheet1, Sheet2, Sheet3 etc along the bottom of the screen...



You can change the name of these sheets so they're relevant to the information contained within each spreadsheet. For example, you could have a sheet called "Sales" which contains all of your sales invoicing data, another one could be called "Purchases" which obviously contains all of your expenses, and so on.

To rename the individual sheets, all you have to do is right click on the name to bring up a menu, and select **Rename**. You can also use this menu for deleting the sheet, changing the tab colour, hiding the sheet etc...



This will highlight the "Sheet1" ready for you to overwrite with your required name, press return once you've finished. Then repeat with the rest of the sheets...



Another (quicker) way of renaming sheets is to double-click the sheet name, so the name becomes highlighted, type in the required name and press return.

If you find you've run out of worksheets and want to add more to the file, click on the last sheet tab which has the new sheet icon on it...



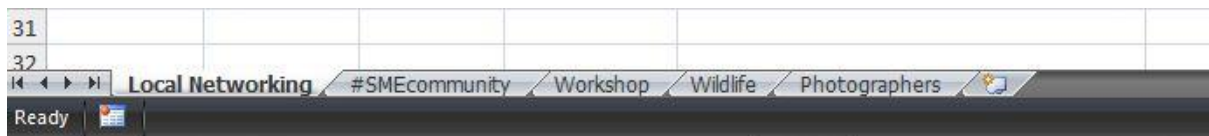
Ninja Note:
To quickly insert a new sheet
press **Shift+F11**



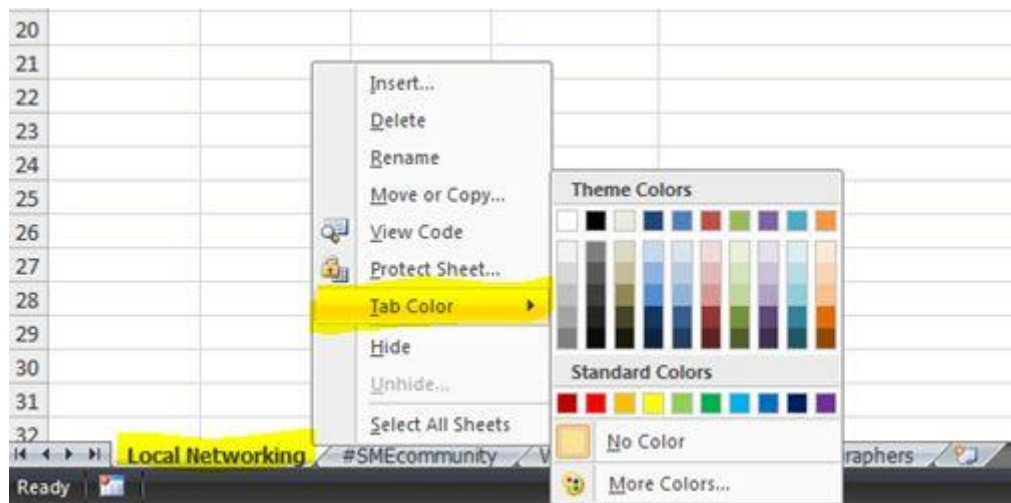
HOW TO CHANGE THE SHEET TAB COLOUR

When you're working with many spreadsheets within one workbook, you might find it easier to apply different colours to the sheet tabs. For example I have a workbook containing all my contacts from various networking events – each group is in a separate sheet and, purely for aesthetic reasons, I've decided to make them look colourful.

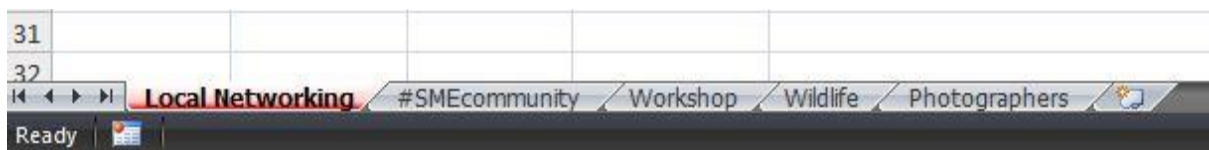
You'll see below my different sheet tabs all looking boring & grey...



To change colour, all we have to do is right click on the tab name, select **Tab Colour** and choose which colour we like...



You'll notice that it doesn't actually look like it's coloured the tab very well – this is because when the sheet is active the text appears underlined in that colour.



As soon as we move onto a different sheet, the tab will become a block colour...

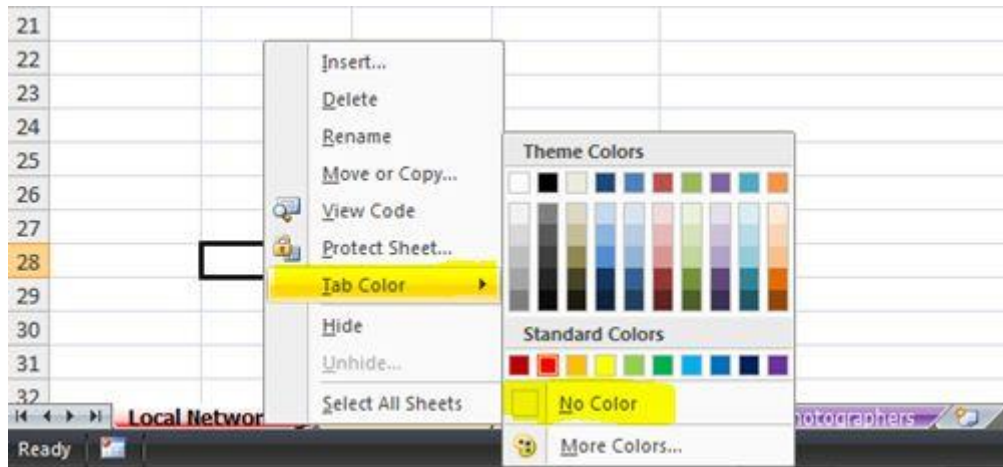


Then repeat the process for the other tabs...





To remove the colours, all you have to do is right click on the sheet tab name, select **Tab Colour** and choose **No Colour**, and the tab will change back to the default colour.



Of course, colour coding tabs is also useful if, for example, you're checking through worksheets – you can colour ones that you've checked in green and ones that you haven't in red etc. It's not just to make them look pretty!



HOW TO DISPLAY COMMENTS

Comments are a very useful feature in Excel especially if the spreadsheet is being viewed by a number of people. They are a way of informing people of specific formulas or tasks. For example if you have a cell which contains a certain date, you can add a comment explaining what this date is, or how you arrive at this date etc.


But first, how do you know if a comment is actually in a worksheet to begin with? If you see a red triangle in the top right corner of a cell, this means there is a comment attached to that particular cell. So in the example below, cell B4 contains a comment...

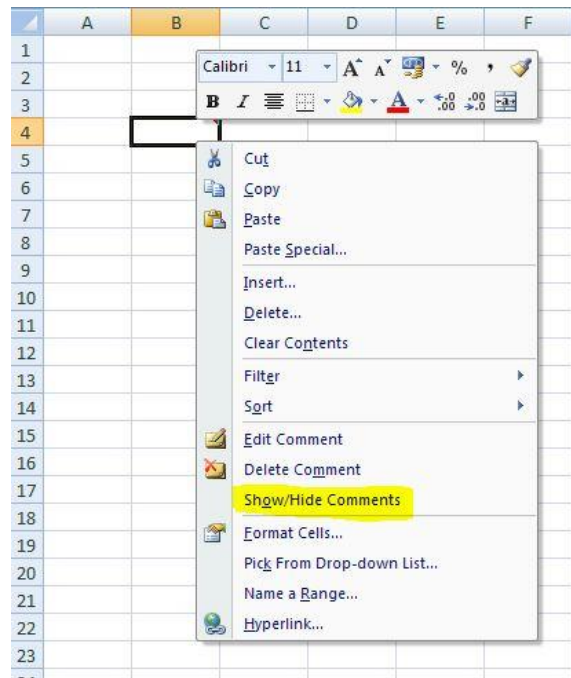
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				

If you hover over that cell, a comment/text box will appear telling you the name of the author of the comment and the actual text itself...

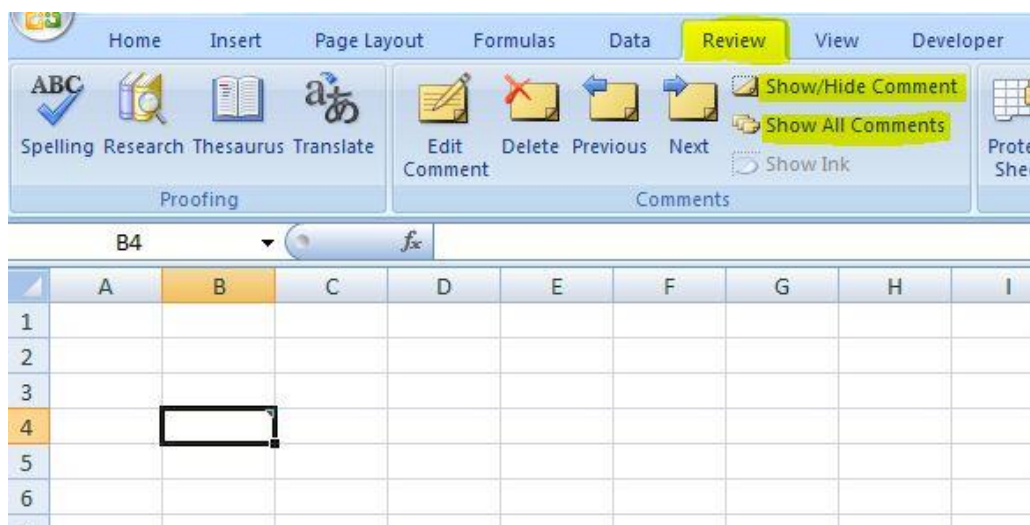
	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					

By default the actual comment text box is hidden, if you want to keep the comments displayed on the screen there are a couple of ways to do this...

-  **Method 1:** Right click on the cell that contains the comment and choose **Show/Hide Comments...**



- 👤 **Method 2:** Go to the **Review** tab on the ribbon and choose either **Show/Hide Comment** (for that particular cell) or **Show All Comments...**



To hide the comment, repeat either of the above methods.



Ninja Note:

To quickly insert or edit a comment press Shift+F2

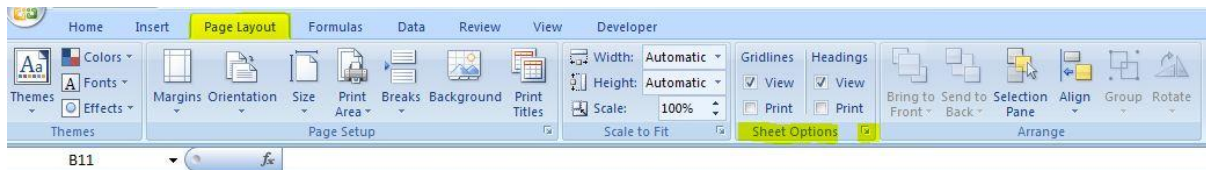


HOW TO PRINT COMMENTS

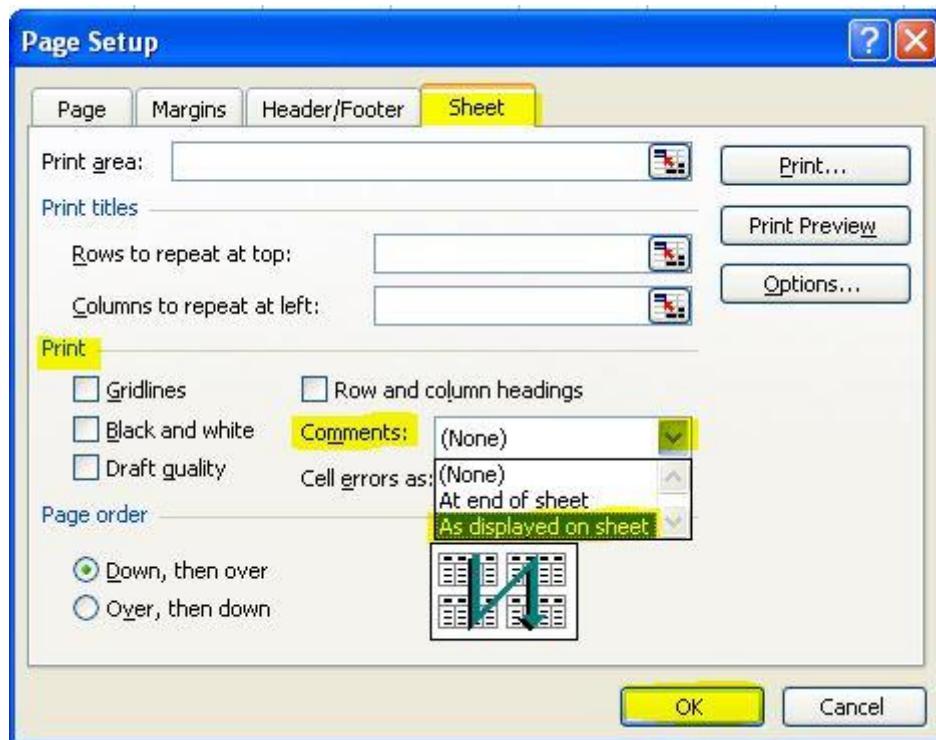
This tutorial is for when you have a printed hard copy of a spreadsheet which contains comments. How can you see the comments? There are 2 ways of printing the comments; you can either print them as they appear in the worksheets, or you can print them at the end of the page.

 **To print them as they appear in the sheet.**

Firstly click on **Page Layout** in the ribbon, go to the **Sheet Options** group (4th section along) and click on the dialog box launcher (in the bottom right corner)...



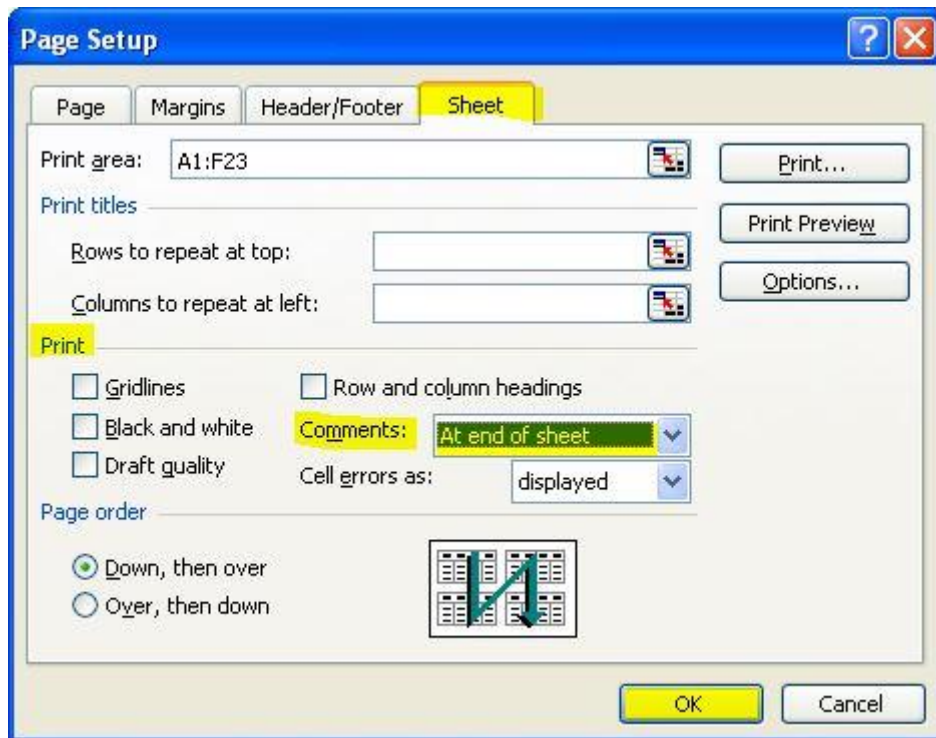
Click on the drop down arrow next to **Comments**, select **“As displayed on sheet”**, and click **OK**...



Then view in print preview or go straight to print.

 **To print them at the end of the sheet.**

Follow the above steps, but choose **At end of sheet** when clicking on the drop down arrow...



This will insert the comment on the last page of the printed documents and will reference the cell that the comment is in...



Again, print as normal.

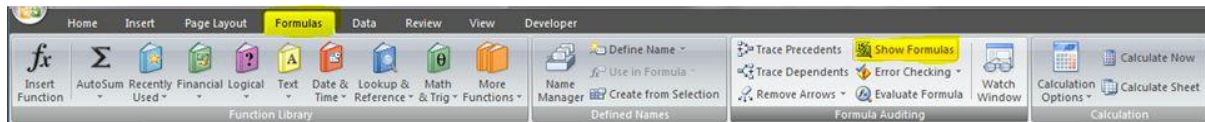


HOW TO SHOW FORMULAS

I often receive spreadsheets from my clients that either they or someone else has started off, it can be a little confusing trying to suss out where the information has come from e.g. is it a formula or a link from another worksheet etc.

Rather than go into every cell individually to see if a formula appears in the formula bar, an easier way is to show all formulas.

Go to the **Formulas** tab in the ribbon, and click on **Show Formulas** in the **Formula Auditing** section.



The example below shows what looks like text and numbers, if you show formulas, you'll see 2 of the columns actually contain formulas...

BEFORE

copy typing	Copy Typing	4	No
spreadsheets	Spreadsheets	10	Yes
invoicing	Invoicing	18	Yes
social media updates	Social Media Updates	7	No

AFTER

copy typing	=PROPER(B4)	4	=IF(D4>=10,"Yes","No")
spreadsheets	=PROPER(B5)	10	=IF(D5>=10,"Yes","No")
invoicing	=PROPER(B6)	18	=IF(D6>=10,"Yes","No")
social media updates	=PROPER(B7)	7	=IF(D7>=10,"Yes","No")



Ninja Note:

You can also use the keyboard shortcut **Ctrl+`** to show formulas.

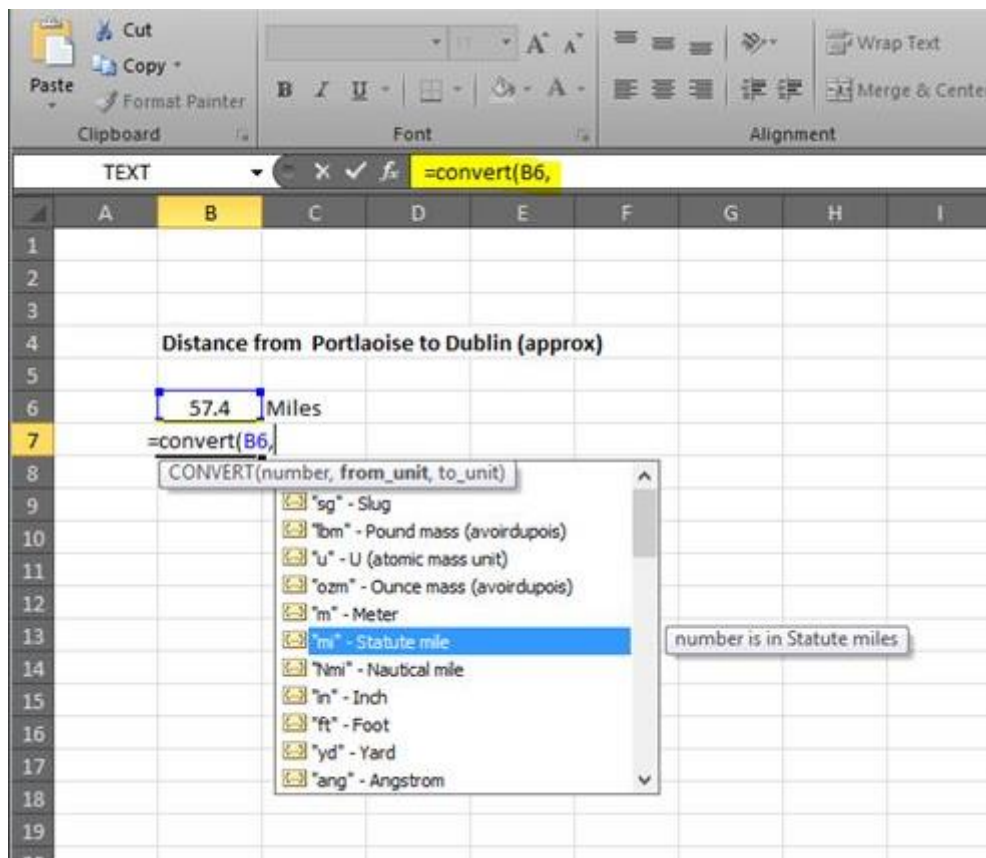


HOW TO CONVERT MEASUREMENTS

This is a handy formula that I think everyone should know! How many times have you seen something measured in miles & you want to know the kms (or vice versa)? One way is to quickly go on to the internet & “google” the answer, however if you don’t have access to the internet at that time then you can do the conversion quickly & easily in Excel...

This example shows the approximate distance from Portlaoise to Dublin city centre in miles. To convert the distance into kms, we use the “convert” formula...

=convert(number, “from” , “to”) eg from miles to kms / from g to kg etc.



You’ll see in the above image I’ve typed **=convert(B6,** cell B6 is where the number I want to convert is located, a list of measurements then appears & we select (double click) on the one we want – in this example miles.

Next we type a comma, and the same list of measurements appears for us to choose which one we want to convert it to. You’ll notice that kilometre is not listed so we manually type “km” as per the image below...



	A	B	C
1			
2			
3			
4		Distance from Portlaoise to Dublin (approx)	
5			
6		57.4	Miles
7		=CONVERT(B6,"mi","km")	KMs
8			

TIP: A couple of things to remember – the list of measurements is not complete. In addition to the basic units, there are also multiplier options which apply mostly to the metric measurements. For example ‘m’ is the abbreviation for metre and ‘k’ is the multiplier prefix for ‘kilo’ or x 1000 – put the two together to get ‘km’ the CONVERT abbreviation for kilometre. Also the formula will only work if there are quotation marks around the “from” and “to” units.

And that’s it! A simple way to convert measurements using Excel. For a longer list of measurements which can be used click [here](#).



HOW TO USE LEFT, RIGHT AND MID FUNCTIONS

I was with a client the other day and noticed they had downloaded information from their accounting software into Excel. They were retyping data that was already there because they wanted the information in separate columns. I showed them a quick and easy way of doing this by using formulas...

Let's say we have a list of invoices downloaded into Excel, each cell contains the invoice number (4 digits), the customer code (also 4 digits) and the due date (5 characters including the "-")...

	A	B
1	INVOICES	
2	1244SSHE13-10	
3	1245SSHE27-10	
4	1246SSHE05-11	
5	1247SSHE17-11	
6	1248SSHE17-11	
7	1249SSHE18-11	
8	1250SSHE24-11	
9	1251SSHE25-11	
10		
11		
12		

Invoice number

Customer code

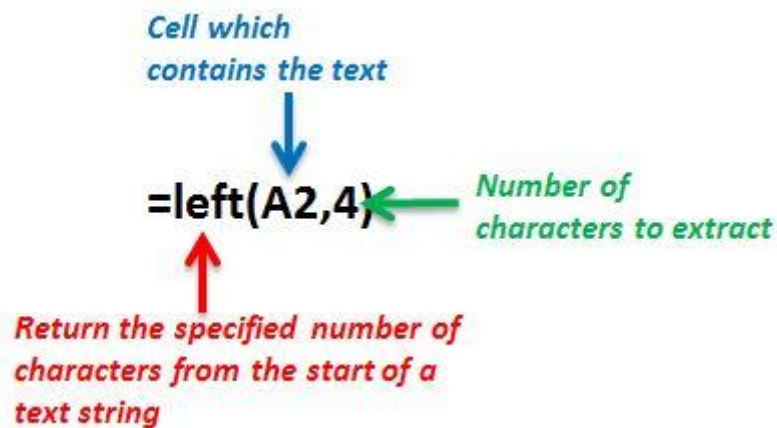
Due date

In order to have these 3 elements in separate columns, we need to use the **Left**, **Mid** and **Right** functions.

Firstly click on the cell where you want the first section of data to appear. In this example we want column C to contain the invoice numbers, column D to have the customer codes and column E to contain the due dates.

So, in cell C2 we need to type in the following formula:-

	A	B	C
1	INVOICES		
2	1244SSHE13-10		=LEFT(A2,4)
3	1245SSHE27-10		
4	1246SSHE05-11		
5	1247SSHE17-11		
6	1248SSHE17-11		
7	1249SSHE18-11		
8	1250SSHE24-11		
9	1251SSHE25-11		
10			
11			

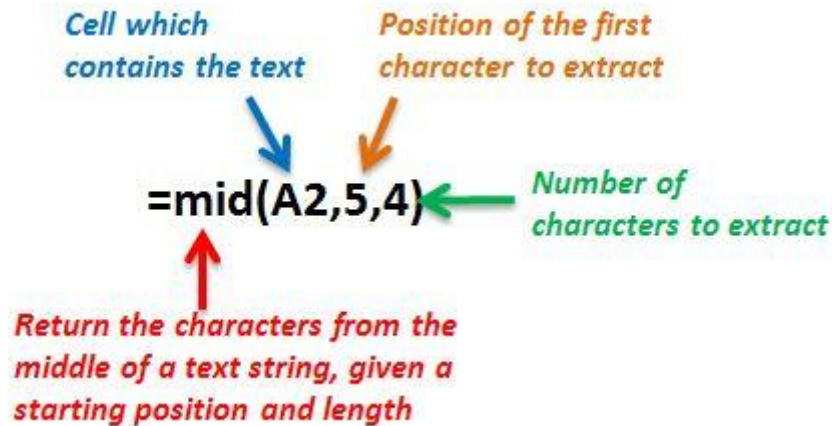


This formula is then copied down to the end of the list, so column C contains the invoice numbers...

	A	B	C
1	INVOICES		
2	1244SSHE13-10		1244
3	1245SSHE27-10		1245
4	1246SSHE05-11		1246
5	1247SSHE17-11		1247
6	1248SSHE17-11		1248
7	1249SSHE18-11		1249
8	1250SSHE24-11		1250
9	1251SSHE25-11		1251
10			
11			

Next we want to do the same for the customer code, but this isn't at the start of the text, this is in the middle of the text – for this we use the **Mid** formula. Click on cell D2 and type the following...

	A	D
1	INVOICES	
2	1244SSHE13-10	=MID(A2,5,4)
3	1245SSHE27-10	
4	1246SSHE05-11	
5	1247SSHE17-11	
6	1248SSHE17-11	
7	1249SSHE18-11	
8	1250SSHE24-11	
9	1251SSHE25-11	
10		
11		

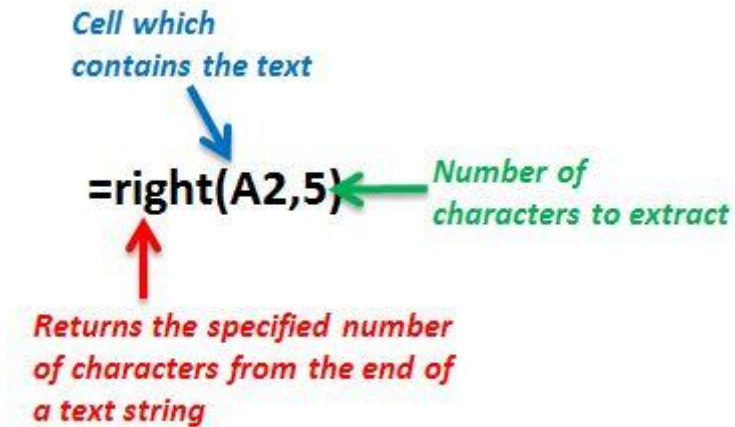


This formula is then copied down to the end of the list, so column D contains the customer codes...

	A	B	C	D	E
1	INVOICES				
2	1244SSHE13-10		1244	SSHE	
3	1245SSHE27-10		1245	SSHE	
4	1246SSHE05-11		1246	SSHE	
5	1247SSHE17-11		1247	SSHE	
6	1248SSHE17-11		1248	SSHE	
7	1249SSHE18-11		1249	SSHE	
8	1250SSHE24-11		1250	SSHE	
9	1251SSHE25-11		1251	SSHE	
10					

Next we want to do the same for the due date, again this isn't at the start or middle of the text, this is at the end of the text, and for this we use the **Right** formula. Click on cell E2 and type the following...

	A	E
1	INVOICES	
2	1244SSHE13-10	=RIGHT(A2,5)
3	1245SSHE27-10	
4	1246SSHE05-11	
5	1247SSHE17-11	
6	1248SSHE17-11	
7	1249SSHE18-11	
8	1250SSHE24-11	
9	1251SSHE25-11	
10		
11		



Again, the formula is then copied down to the end of the list, so column E contains the due dates...

	A	B	C	D	E	F
1	INVOICES					
2	1244SSHE13-10		1244	SSHE	13-10	
3	1245SSHE27-10		1245	SSHE	27-10	
4	1246SSHE05-11		1246	SSHE	05-11	
5	1247SSHE17-11		1247	SSHE	17-11	
6	1248SSHE17-11		1248	SSHE	17-11	
7	1249SSHE18-11		1249	SSHE	18-11	
8	1250SSHE24-11		1250	SSHE	24-11	
9	1251SSHE25-11		1251	SSHE	25-11	
10						
11						

And that's it – 3 quick and easy formulas to help you save a bit of time.



HOW TO CHANGE '+' NUMBERS TO '-' NUMBERS

You know when you have a really long list of numbers that has taken you a fair amount of time to input, and then you suddenly realise they should all be negative numbers, and your stomach sinks?! Well, this is a quick guide on how to change them in one go, without having to retype them.

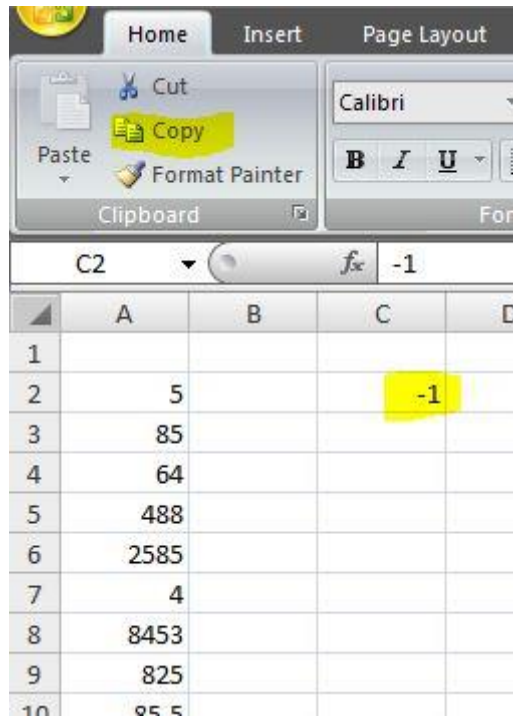
Below is a list of random unformatted positive numbers.

	A	B	
1			
2	5		
3	85		
4	64		
5	488		
6	2585		
7	4		
8	8453		
9	825		
10	85.5		
11	69		
12	12588		
13	5860		
14	26		
15	42		
16	5828		
17	268.1		
18	258		
19	8159		
20	128		
21	41		
22	200		
23	5820		
24	86		
25			

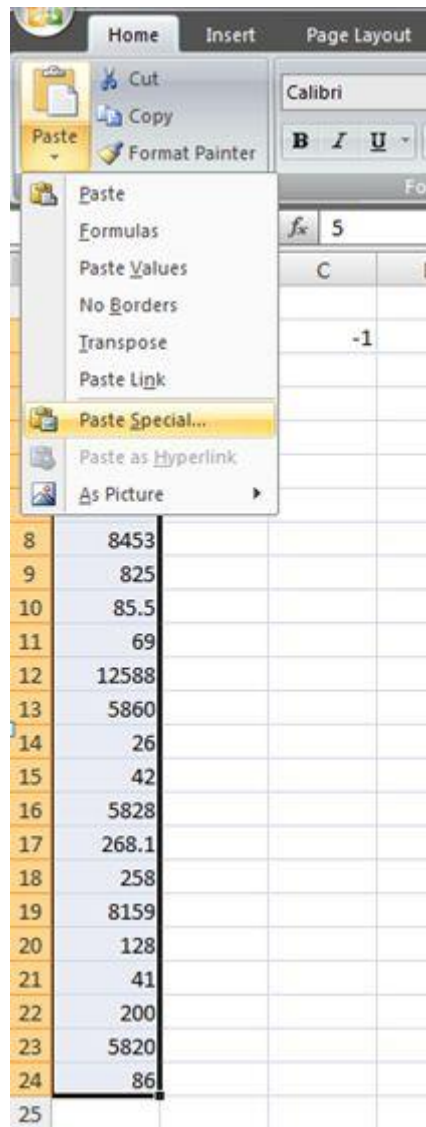
In order to change them all to negative numbers, type -1 in a blank cell...

	A	B	C	D
1				
2	5		-1	
3	85			
4	64			
5	488			
6	2585			
7	4			
8	8453			
9	825			
10	85.5			

Select that cell, go to the **Home** tab on the ribbon and click **copy** (or press **ctrl+c**)...

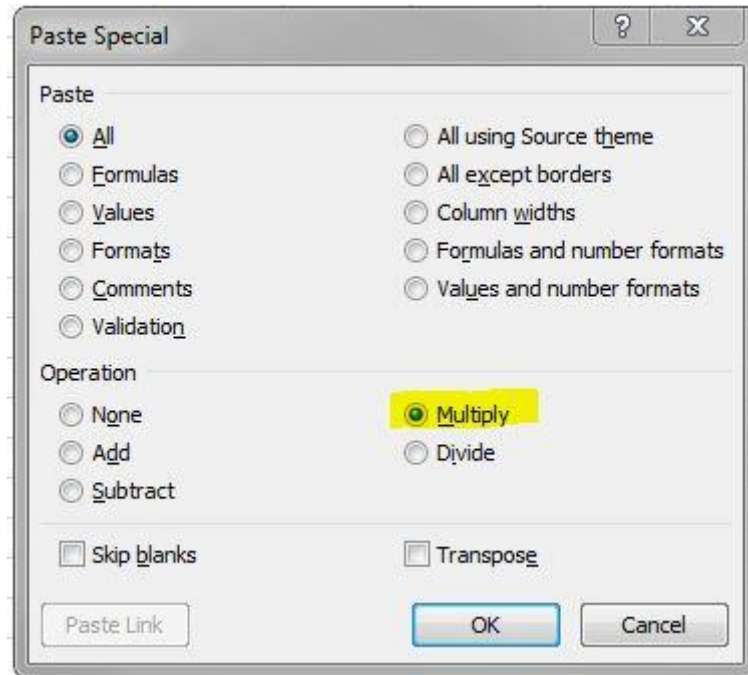


Highlight the list of numbers, and click **Paste Special...**

**Ninja Note:**

Press **Ctrl+Alt+v** after copying to also open the paste special dialog box.

Choose **Multiply** from the dialog box that appears and click **OK...**



And all of the numbers within the highlighted area change to negative numbers.

	A	B	C
1			
2	-5		
3	-85		
4	-64		
5	-488		
6	-2585		
7	-4		
8	-8453		
9	-825		
10	-85.5		
11	-69		
12	-12588		
13	-5860		
14	-26		
15	-42		
16	-5828		
17	-268.1		
18	-258		
19	-8159		
20	-128		
21	-41		

You can then delete the cell containing -1 if you wish.



HOW TO CHANGE TEXT CASE

Have you ever re-typed a list in Excel because it was in the wrong text case? Next time, use formulas to change the text case... it saves so much time!

If, for example, Column A contained text which was a mixture of upper and lowercase letters – it might look a bit messy, it may only be your shopping list, but it still doesn't look right!

	A
1	
2	apples
3	bananas
4	Pears
5	bag of Sugar
6	washing up liquid
7	newspaper
8	large Envelopes
9	multipack crisps
10	
11	

So you want to tidy it up a bit and have all words begin with a capital letter. Go into the next blank cell and use the formula “**proper**” to change it:-

	A	B
1		
2	apples	=PROPER(A2)
3	bananas	
4	Pears	
5	bag of Sugar	
6	washing up liquid	
7	newspaper	
8	large envelopes	
9	multipack crisps	
10		

Then use the autofill handle (bottom right corner of the cell) and drag the formula down to the end of your list (or copy & paste the formula down, whichever you prefer). This then duplicates your list in proper text i.e. capital letter at the start of every word.



Ninja Note:

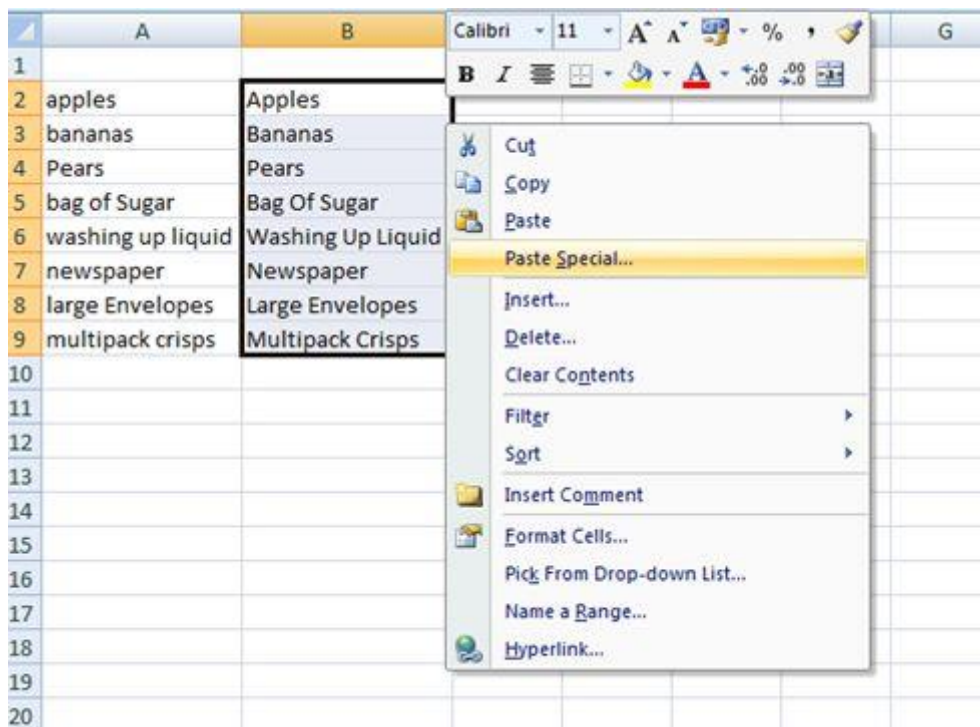
Double click the autofill handle & the formula will automatically copy down to the last row of the list.



	A	B
1		
2	apples	Apples
3	bananas	Bananas
4	Pears	Pears
5	bag of Sugar	Bag Of Sugar
6	washing up liquid	Washing Up Liquid
7	newspaper	Newspaper
8	large Envelopes	Large Envelopes
9	multipack crisps	Multipack Crisps
10		
11		

Of course, now when you delete the text in column A, everything in column B disappears! This is because it still contains a formula linking to the text in column A. To rectify this, you need to paste special the cells.

Highlight the text in column B (all cells which contain a formula), click **Copy** (or press Ctrl+C), then **right click** the mouse and select **Paste Special...**

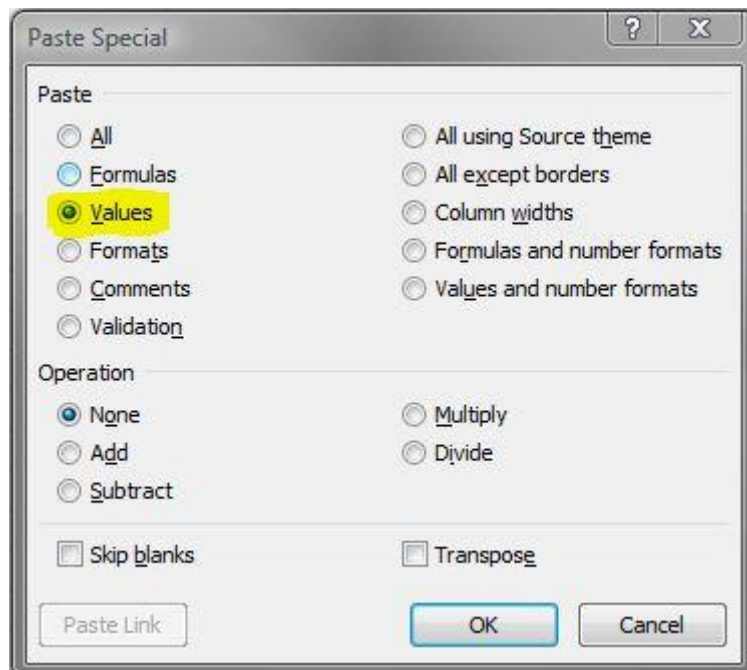


Ninja Note:

Press Ctrl+Alt+v after copying to also open the paste special dialog box.



This will open another menu where you can choose how you want to paste the cells. You want to get rid of the formulas and just keep the actual value/text of the cell, so click on **Values** and press **OK**.



You'll then notice that column B, which had the formula in, now contains the correct text – and you can now delete everything in column A

	A	B	
1			
2		Apples	
3		Bananas	
4		Pears	
5		Bag Of Sugar	
6		Washing Up Liquid	
7		Newspaper	
8		Large Envelopes	
9		Multipack Crisps	
10			

The same method applies if you want the text all in capitals, or all in lower case – the only change is the formula.



For **CAPITALS**, use:-

	A	B
1		
2	apples	=UPPER(A2)
3	bananas	=UPPER(A3)
4	Pears	=UPPER(A4)
5	bag of Sugar	=UPPER(A5)
6	washing up liquid	=UPPER(A6)
7	newspaper	=UPPER(A7)
8	large Envelopes	=UPPER(A8)
9	multipack crisps	=UPPER(A9)
10		
11		

Then **copy** and **paste special values** as before.

	A	B
1		
2		APPLES
3		BANANAS
4		PEARS
5		BAG OF SUGAR
6		WASHING UP LIQUID
7		NEWSPAPER
8		LARGE ENVELOPES
9		MULTIPACK CRISPS
10		
11		

For **lowercase**, use:-

	A	B
1		
2	apples	=LOWER(A2)
3	bananas	=LOWER(A3)
4	Pears	=LOWER(A4)
5	bag of Sugar	=LOWER(A5)
6	washing up liquid	=LOWER(A6)
7	newspaper	=LOWER(A7)
8	large Envelopes	=LOWER(A8)
9	multipack crisps	=LOWER(A9)
10		



Again **copy & paste special values** as before.

	A	B	
1			
2		apples	
3		bananas	
4		pears	
5		bag of sugar	
6		washing up liquid	
7		newspaper	
8		large envelopes	
9		multipack crisps	
10			

And that's it! Hopefully it will save you time, instead of having to type things out again!



HOW TO INSERT BULLET POINTS INTO A SPREADSHEET

This is one of those little nuggets that you might not realise you need to know, but will end up using it all the time now that you know!

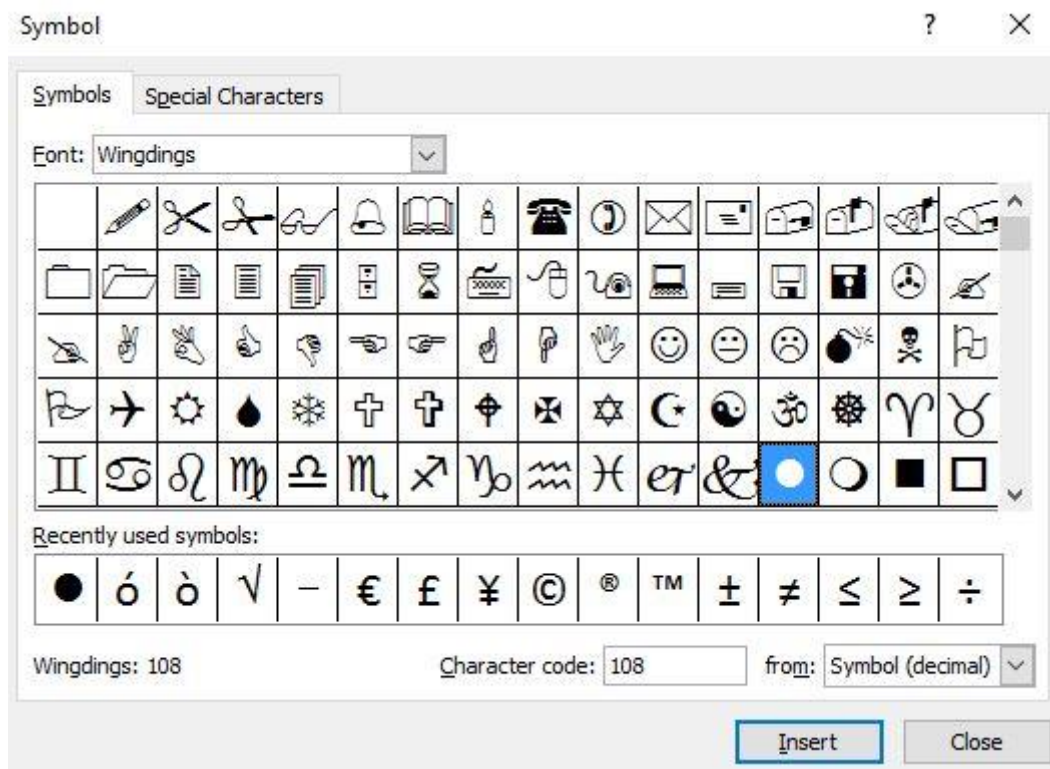
Excel doesn't have a button for inserting bullet points like in Word, however there are a couple of ways to add them...

Method 1

Make sure your cursor is in the cell where you want the bullet point to appear, then go to the **Insert** tab on the ribbon and click **Symbol** over on the right hand side...



This opens the Symbols dialog box, click on **Font** and choose the font you'd like to use... **Wingdings** and **Webdings** are generally good ones for different types of bullet points...



Choose the symbol you want to use, click **Insert** and **Close** and the symbol will appear.

Method 2

If you want to use the standard filled in circle and hollow circle as bullet points then a much quicker way is to type the following:

- **Alt+7** gives you the small black circle. To change the colour you can go to the **Home** tab and select the font colour you'd like to use.



- **Alt+9** gives you the hollow circle. Again you can change the colour as above.



Ninja Note:

You must use the numeric keypad for the above keyboard shortcuts to work.



HOW TO HIDE / UNHIDE A WORKSHEET

When working in a spreadsheet there may be a time when you don't necessarily want to see all of the sheets. For example, one of the sheets may contain the lists that are being used for the drop down data, which you don't need to see. Hiding the sheet will have no effect on any formulas or references and data contained in that sheet can still be used in other worksheets.

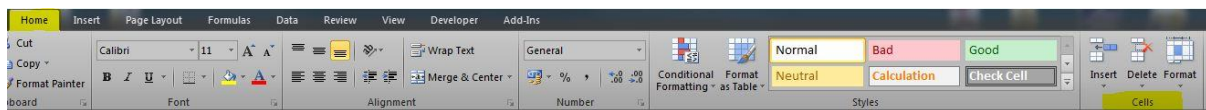
In my example I have 3 sheets called Sales, Purchases and Lists. I want to hide the Lists worksheet.

Method 1 – the ribbon way

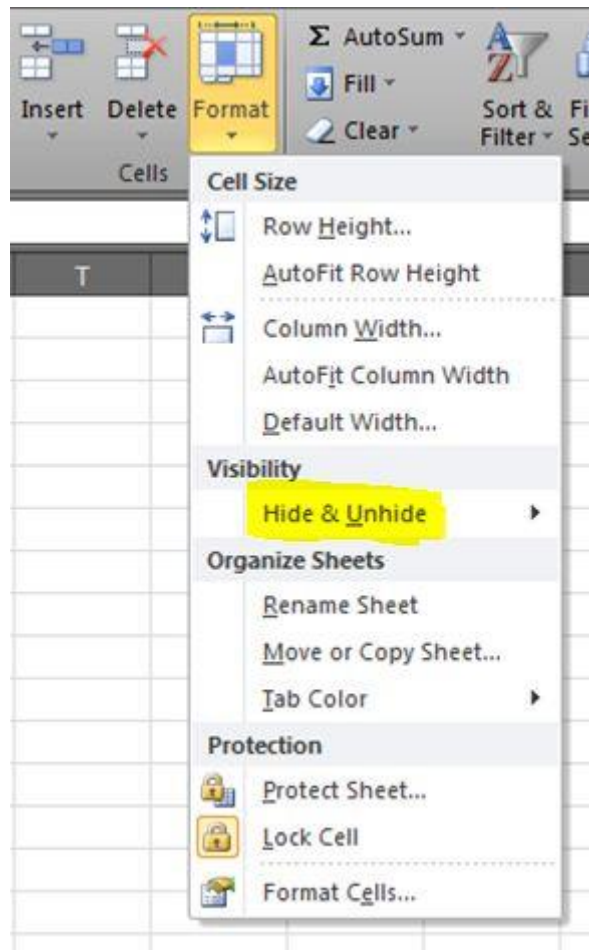
Make sure you're in the worksheet you want to hide (if you're not then click on the tab of the worksheet you want to hide)...



Click on the **Home** tab in the ribbon, and go to the **Cells** section...



Click on the **Format** drop down arrow, and choose **Hide & Unhide** in the **Visibility** section...



Then select **Hide Sheet** to hide the current worksheet...

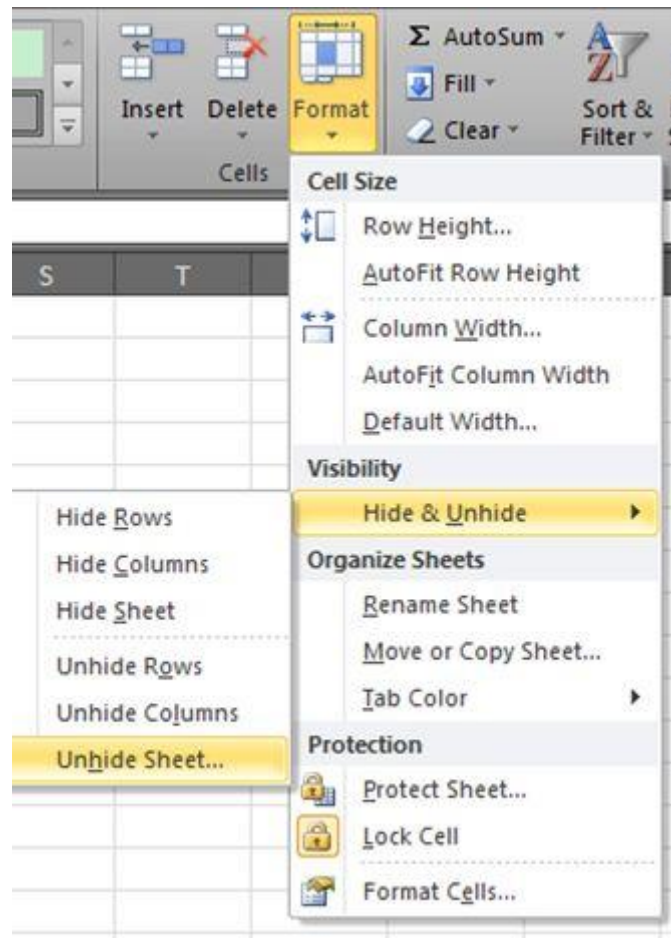


The worksheet will now be hidden...

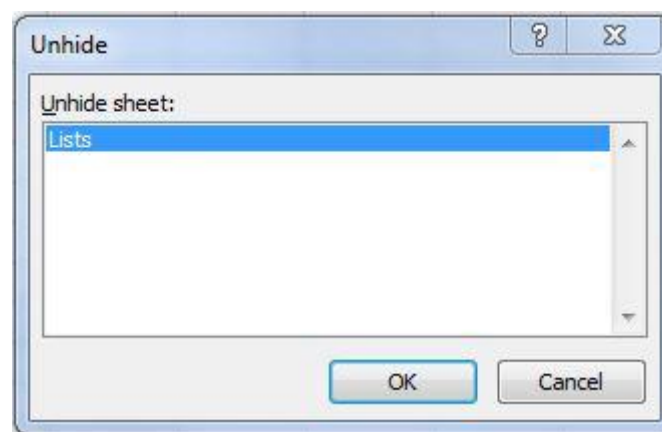


If you want to hide more than 1 worksheet, click on the first worksheet you want to hide, then hold down **Ctrl** and click on the tabs of the other worksheets you want to hide and follow the above steps.

To unhide any hidden worksheets go to **Cells** section on the **Home** tab of the ribbon, click on **Format**, choose **Hide & Unhide** and select **Unhide Sheet...**



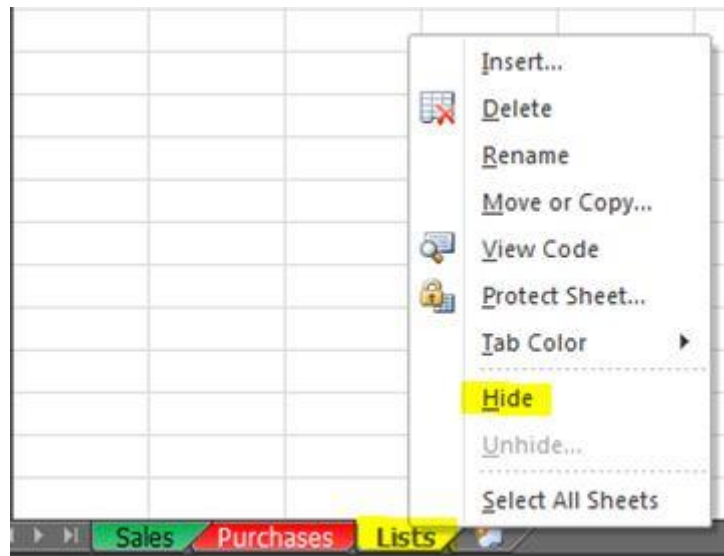
This will open up a dialog box listing all worksheets that are currently hidden, select the sheet that you want to unhide and click OK...



The worksheet has now reappeared.

Method 2 – the mouse way

As above, make sure you're currently in the worksheet that you want to hide, then **right click** on the sheet name – in this example it's Lists, and select **Hide...**



And that's it, Lists becomes hidden! To unhide, again **right click** the mouse on any sheet name, and choose **Unhide**. A dialog box listing all worksheets that are currently hidden will open, select the sheet that you want to unhide and click **OK**.

**Ninja Note:**

You could also use the following keyboard shortcut to hide sheets: **Alt+o+h+h**

To unhide use: **Alt+h+o+u+h**



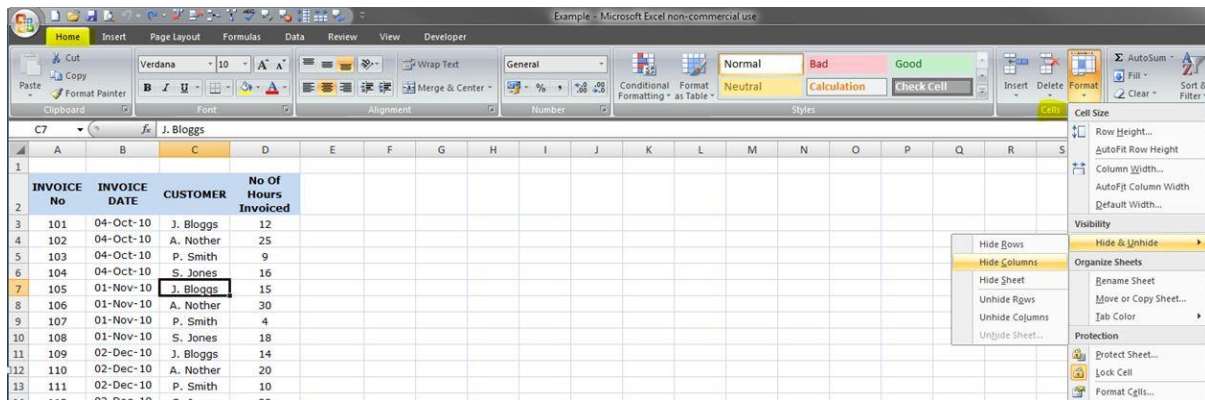
HOW TO HIDE COLUMNS AND ROWS

If you have a lot of data in a spreadsheet and you only want to focus on a certain area, it's sometimes useful to hide the columns and/or rows that you don't want to see. There are 3 different ways of doing this, all of them quick and easy.

To hide columns...

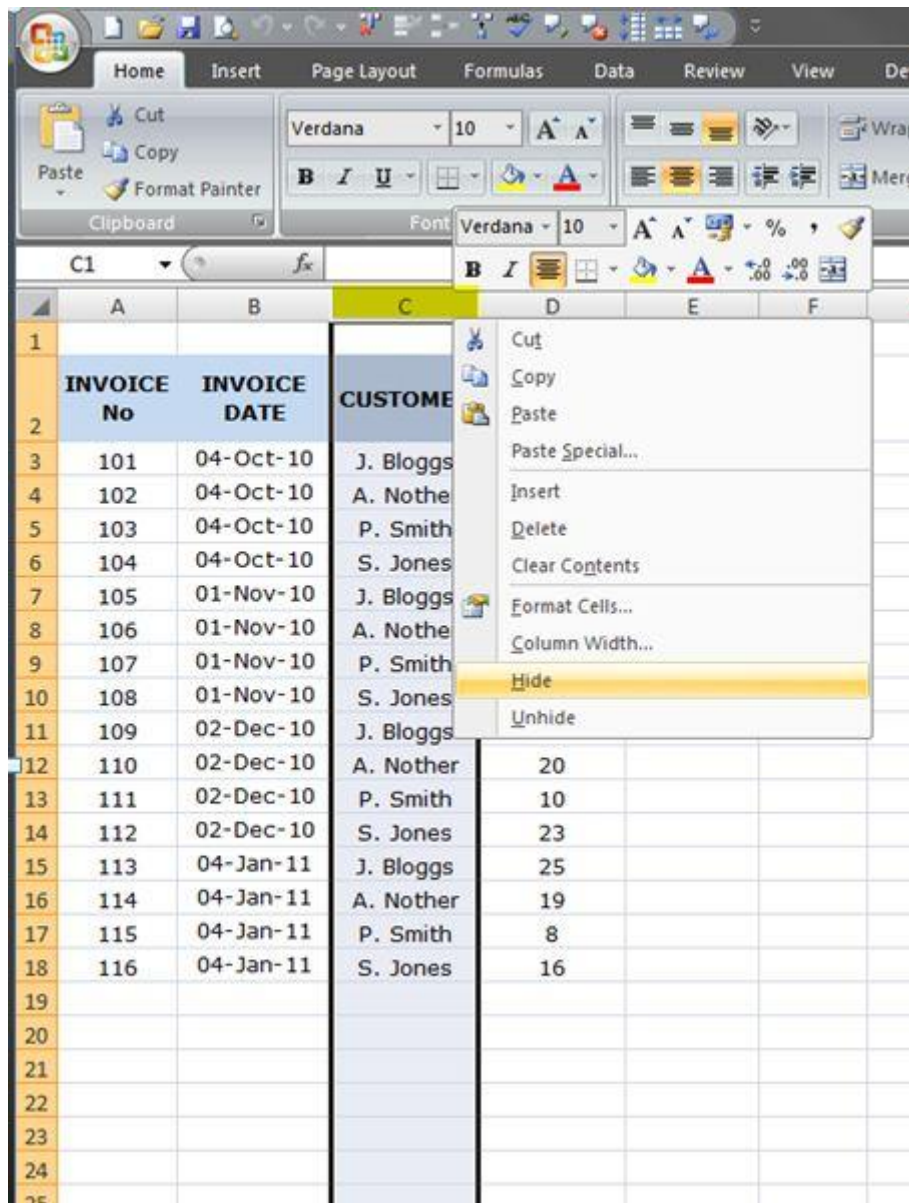
1) The Ribbon Way

Click on a cell in the column that you want to hide. Make sure you're on the **Home** tab in the Ribbon – go to the **Cells** section – click on **Format** and choose **Hide & Unhide – Hide Column**.



2) The Mouse Way

Select the whole column by clicking on the column header (A, B, C etc) of the column you want to hide – **right click** – select **Hide**.



3) The Keyboard Way

Select a cell in the column you want to hide – press **Ctrl+0**.

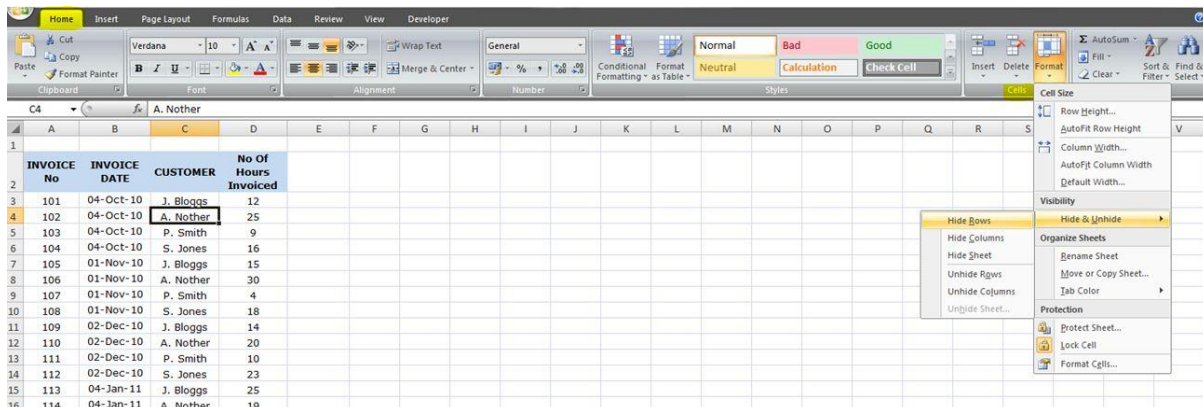


To hide rows...

1) The Ribbon Way

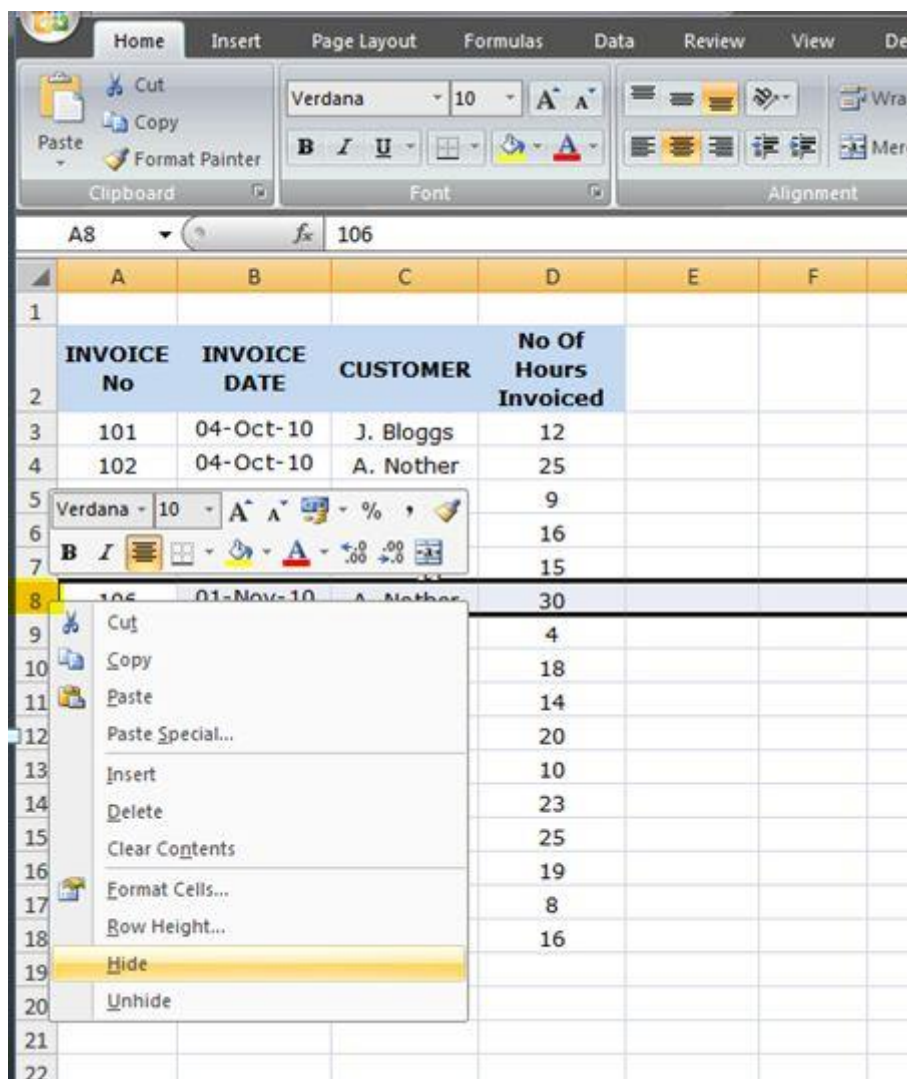


As before, click on a cell in the row that you want to hide. Make sure you're on the **Home** tab in the Ribbon – go to the **Cells** section – click on **Format** and choose **Hide & Unhide – Hide Row**.



2) The Mouse Way

Select the whole row by clicking on the row header (1, 2, 3 etc) of the row you want to hide – **right click** – select **Hide**.





3) The Keyboard Way

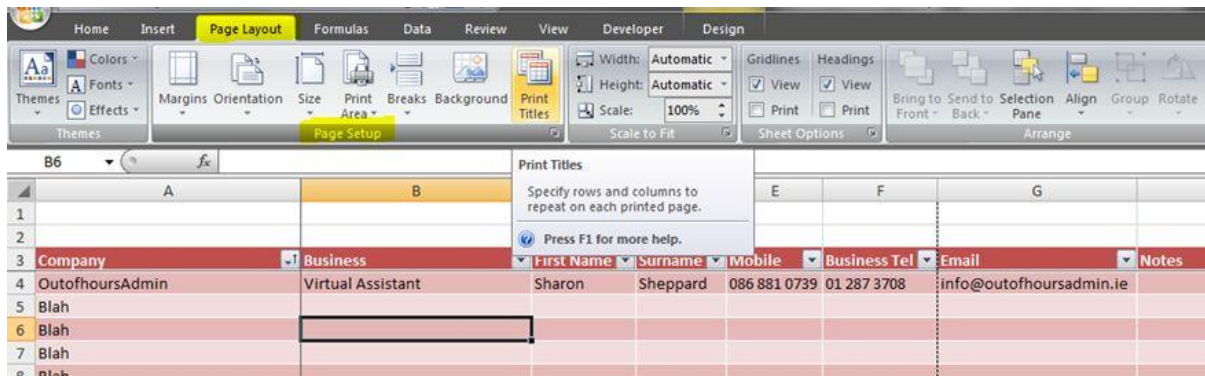
Select a cell in the row you want to hide – press **Ctrl+9**.



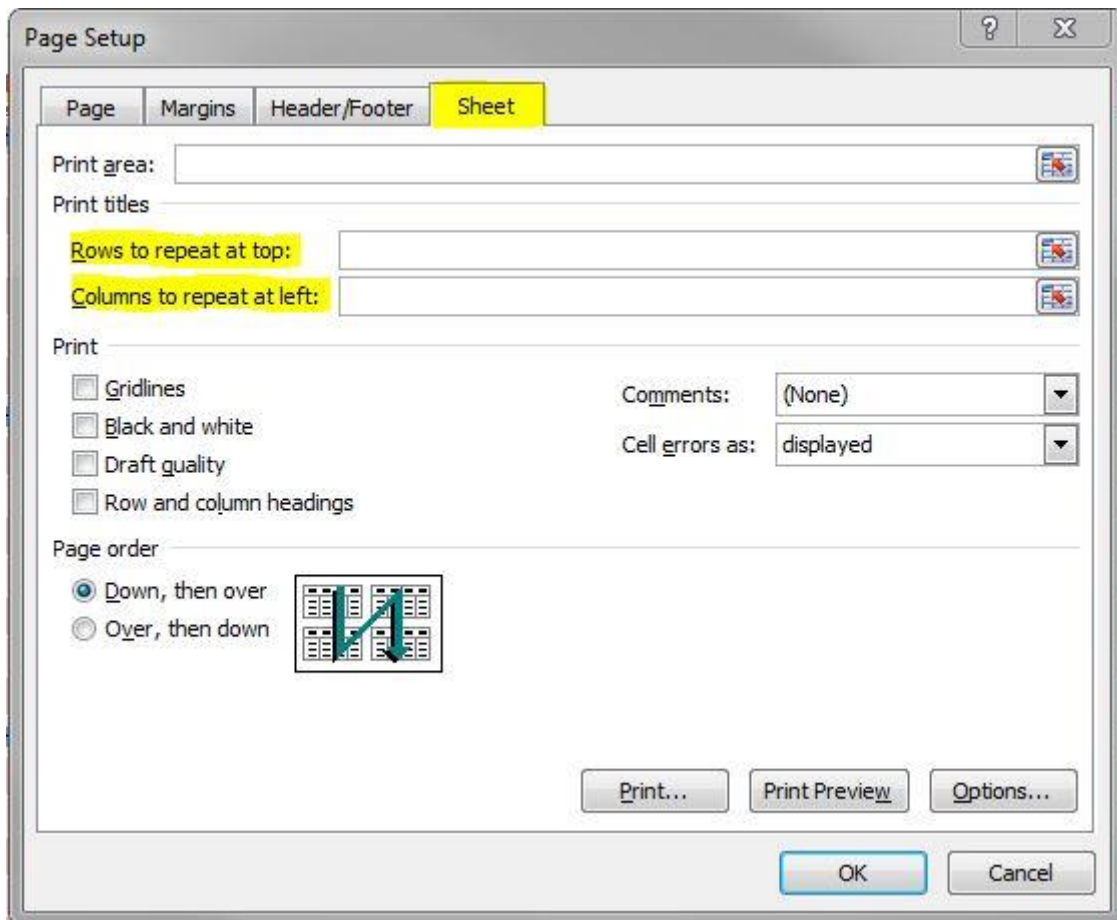
The same methods go for unhiding columns/rows:

To unhide a column – select a range of cells to the left and right of the hidden column, choose any of the methods above but select **unhide** instead of hide. With the keyboard shortcut press **Ctrl+Shift+0** to unhide.

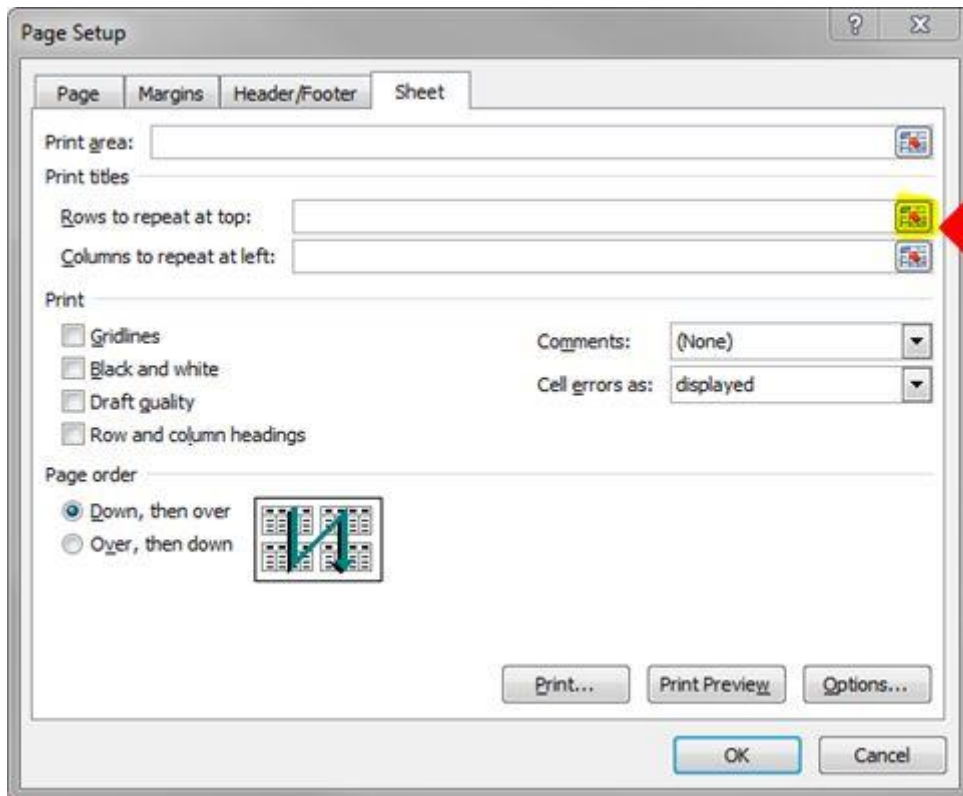
To unhide a row – select a range of cells above and below the hidden row, and again select **unhide** when using the above methods, or **Ctrl+Shift+9** if using the keyboard shortcut.



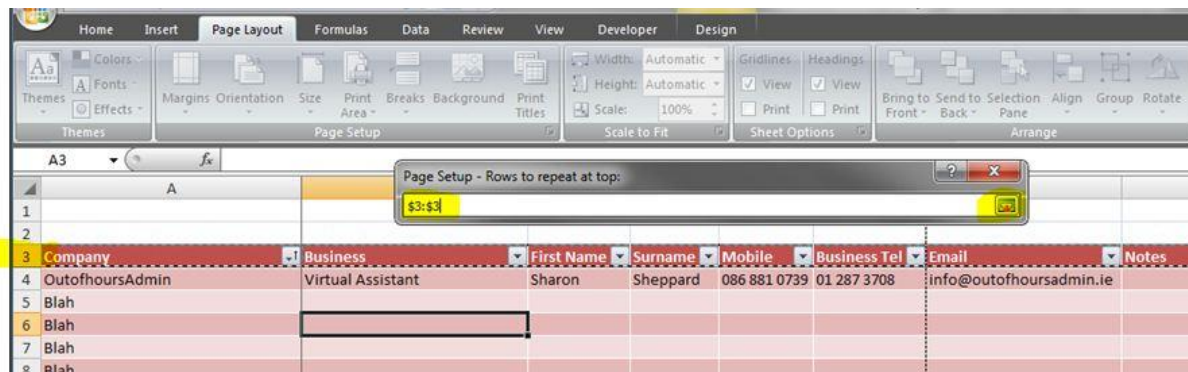
A dialog box opens where you can choose the rows to repeat at top and/or columns to repeat at left...



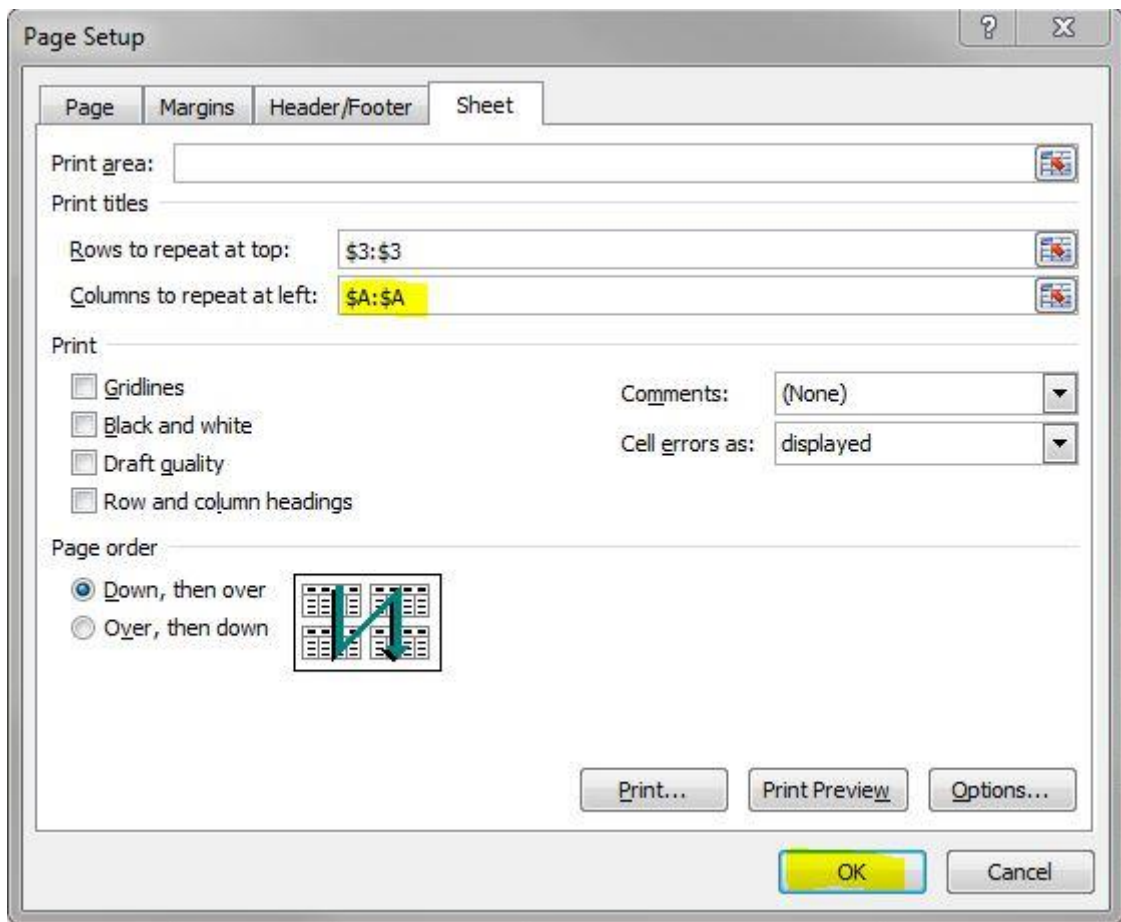
Click on the little box (technical term) on the right...



Then choose the row you want to repeat – in this example we want to repeat the table headers so it will be row 3.



Click back on the “small box” and it will take you back to the dialog box, repeat the same method for choosing a column to repeat, for example column A, and click OK...



You'll not notice any difference on the actual spreadsheet, but if you now go back to print preview, you should see that the table header and the 1st column are now repeated on each page – below is page 3 in print preview...

Company	Email	Notes	Comments
OutofhoursAdmin	info@outofhoursadm.in.ie		
Blah			
Blah			
Blah			
Blah			
Blah			
Blah			
OutofhoursAdmin	info@outofhoursadm.in.ie		
Blah			

And that's how you repeat rows / columns when printing.



HOW TO FREEZE ROWS AND COLUMNS

Don't you hate it when column headings in a table in Excel disappear when you scroll down? How are you supposed to remember which information goes in which column of the table? Well, you can freeze the row so it's always visible.

Below is an example of a table that you might use to input all those business cards you collect from networking.

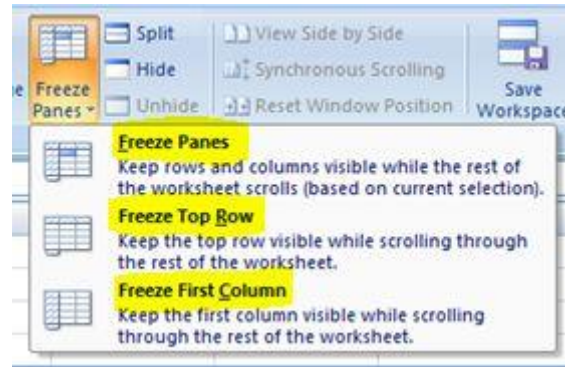
	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5	Company	Business Type	First Name	Last Name	Address 1	Address 2	Address 3	Address 4	Email	Business Phone	Mobile Phone
6	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739
7											
8											
9											
10											
11											
12	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739
13											
14											
15											
16											
17											
18											
19											
20	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739
21											
22											
23											
24											
25											
26											
27	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739
28											
29											
30											

You'll notice as you scroll down that the whole table moves down. This is no good if your table is hundreds of rows long, so how do you get the headings to always show at the top of the page?

Firstly, go to **View** in the ribbon and click on **Freeze Panes** (in the **Window** section)

The screenshot shows the Excel 2007 ribbon with the 'View' tab selected. The 'Freeze Panes' option is highlighted in the 'Window' group. Below the ribbon, the spreadsheet is visible with the first row (row 5) highlighted in blue, indicating it is the pane to be frozen.

This will bring up the following menu...



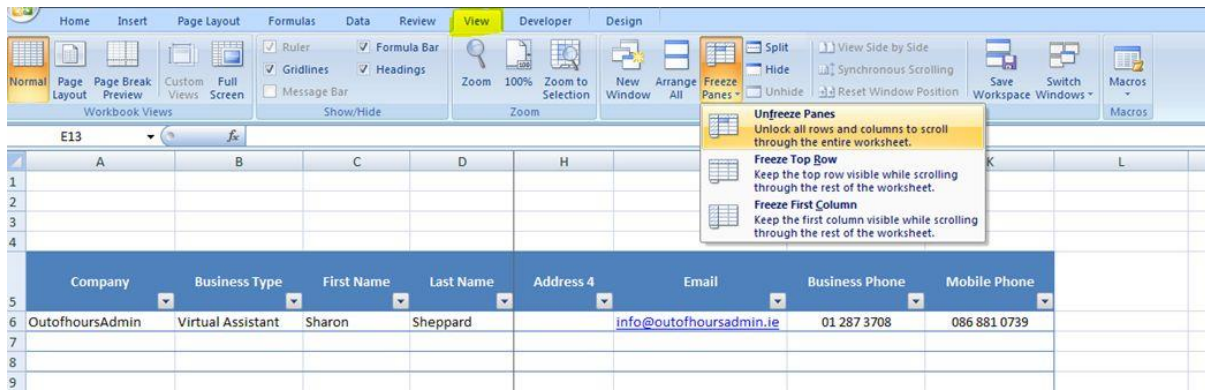
Freeze Panes – This freezes the rows above and columns to the left of the cell you’ve selected. For example, if I click on cell E13 in the table and select Freeze Panes, you’ll notice a line has appeared between columns D and E, and between rows 12 and 13.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5	Company	Business Type	First Name	Last Name	Address 1	Address 2	Address 3	Address 4	Email	Business Phone	Mobile Phone	
6	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739	
7												
8												
9												
10												
11												
12	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739	
13												
14												
15												
16												
17												
18												
19												
20	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard	Greystones	Ireland			info@outofhoursadmin.ie	01 287 3708	086 881 0739	

When you scroll down, all rows above 13 are still showing... scroll right and all columns to the left of column E are still visible. Below is an example showing how columns have jumped from D – H, and rows have jumped from 12 – 34 after scrolling.

	A	B	C	D	H	I
1						
2						
3						
4						
5	Company	Business Type	First Name	Last Name	Address 4	Email
6	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard		info@outofhoursadmin.ie
7						
8						
9						
10						
11						
12	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard		info@outofhoursadmin.ie
34						
35						
36						
37	OutofhoursAdmin	Virtual Assistant	Sharon	Sheppard		info@outofhoursadmin.ie
38						
39						

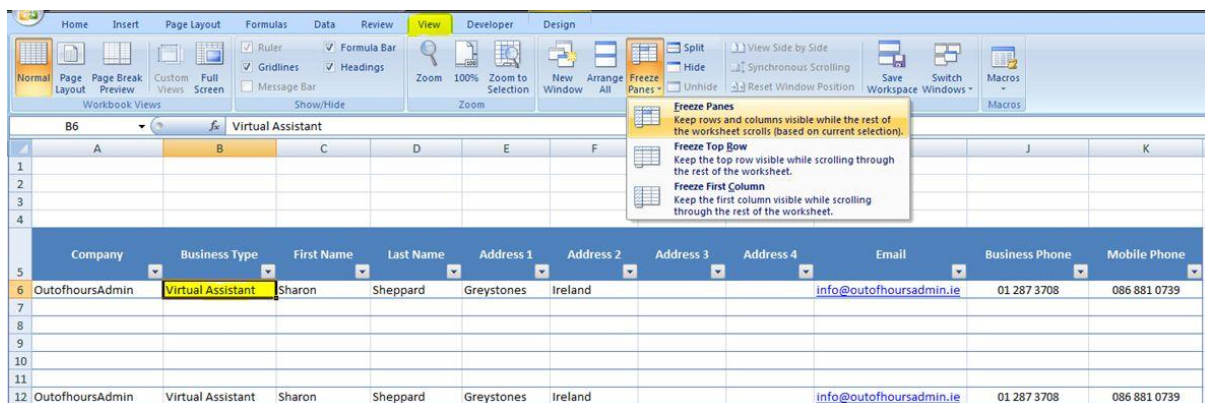
To undo the frozen panes at any time, click back on **Freeze Panes** (on the **View** tab in the ribbon), and you’ll see there is now an option to **Unfreeze Panes**. Click this and it all returns to normal.



Freeze Top Row / Freeze First Column – These 2 options do exactly what they say. Click on **Freeze Top Row**, and it freezes the very first row of the spreadsheet, no matter what cell you're currently in. Click on **Freeze First Column**, and again it freezes the very first column which is visible on the spreadsheet (usually column A, unless that column is hidden).

Neither of these 2 options is any good for our table as it would still mean the column headings would move when we scroll down.

I want to be able to see the column headings when I scroll down, and the Company Name if I scroll over to the right, so click on cell B6, and select **Freeze Panes**.



Now scroll down and right to see if it's worked... and that's how to freeze rows / columns.



HOW TO INSERT AUTOFILTER

When you have a list of data in Excel, one of the most useful things you can do is add the Autofilter option. By adding this feature, it enables you to sort and filter the information contained within the table / list.

Let's take this example of an invoice list. The first thing to do is make sure your list has column headers e.g. invoice number, date etc...

Click anywhere within the list and you can either...

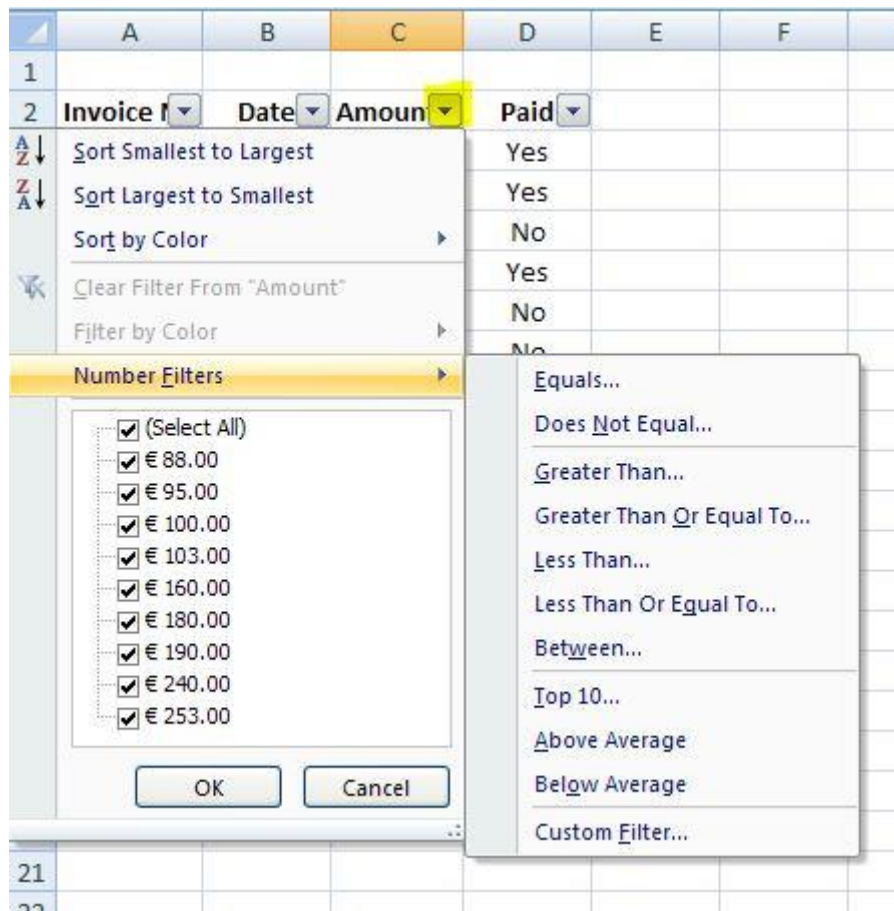
a) go to **Data** tab on the ribbon and click **Filter**

	A	B	C	D	E	F	G	H	I	J
1										
2	Invoice No	Date	Amount	Paid						
3	1001	05-Jun	€ 100.00	Yes						
4	1002	05-Jun	€ 160.00	Yes						
5	1003	06-Jun	€ 190.00	No						
6	1004	07-Jun	€ 240.00	Yes						
7	1005	10-Jun	€ 103.00	No						
8	1006	15-Jun	€ 85.00	No						

or b) go to the **Editing** section in the **Home** tab and click **Sort & Filter – Filter**.

It doesn't really make any difference which way you choose.

Click on a filter arrow of one of the columns and you'll see there are more options for your filtering...



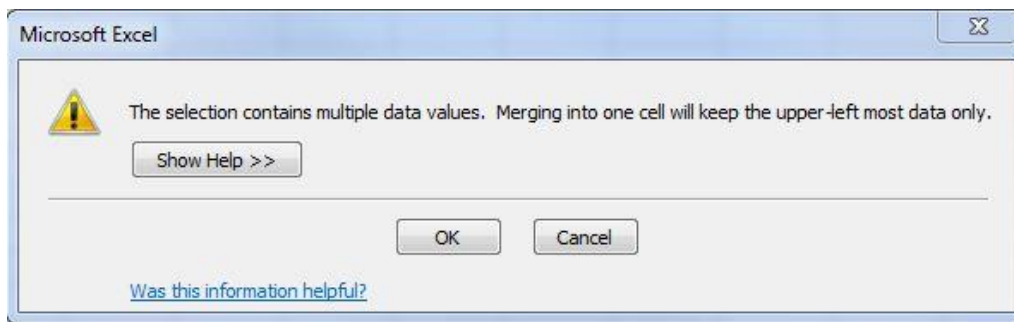
And if the filter option that you want isn't there, you can still set your own criteria by clicking on **Custom Filter...**

Personally once I have a list typed out, the first thing I do is apply an autofilter, it makes the sorting and viewing of data so much quicker and easier.



HOW TO MERGE CELLS WITHOUT LOSING DATA

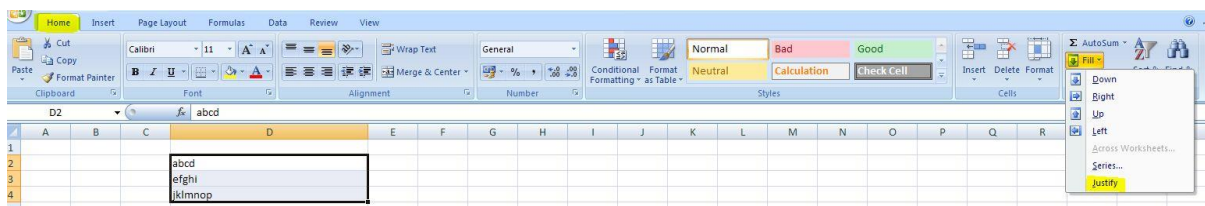
How many times have you tried to merge 2 cells together in Excel only to have this message appear?



It's so frustrating... so, I thought I'd share with you how to do it without losing any of the data.

Firstly highlight the cells that contain the data you want to merge, increase the width of the column so it will be wide enough for all the data to fit in.

Click on the **Home** tab on the ribbon, go to the **Editing** group, click on the **Fill** drop down arrow and choose **Justify...**



Ninja Note:

Make sure the column is widened first otherwise it won't work!

	A	B	C	D	E	F
1						
2				abcd efghi jklmnop		
3						
4						



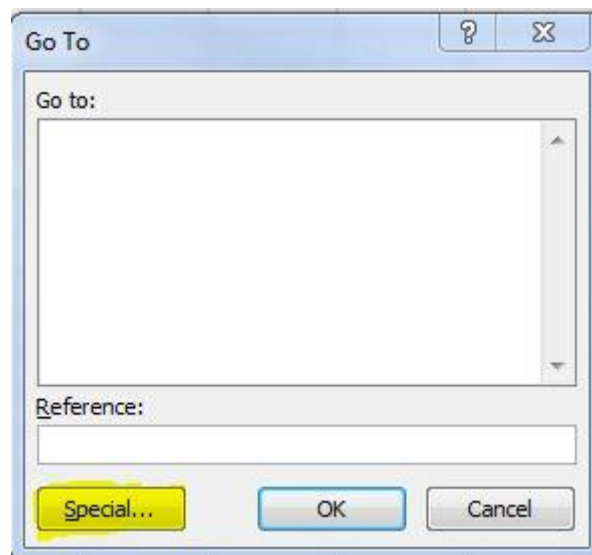
HOW TO DELETE BLANK ROWS QUICKLY

There are times when your spreadsheet will have blank rows within a list of data, and going through line by line to manually delete them is not an option – below is a quick and easy way of deleting these blank rows all at once.

Firstly highlight one of the columns within your list from the top to the bottom...

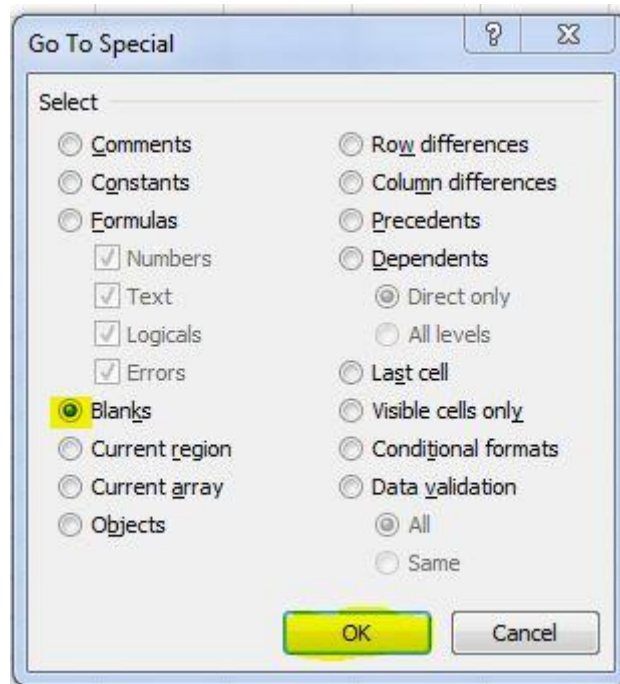
	A	B	C	D	E
1					
2		Service	Hours		
3		Invoicing	1.00		
4		Newsletters	2.50		
5					
6		Proofreading	0.75		
7		Spreadsheet Maintenance	3.00		
8		Mileage	0.75		
9					
10		Formatting Documents	3.00		
11		Presentations	1.25		
12		Social Media Updates	3.00		
13		Research	5.25		
14		Data Entry	1.50		
15					
16		Word Processing	1.00		
17		Surveys	1.75		
18					

Then, press **F5** or **Ctrl+g** which will open the **Go To** dialog box, and click on **Special...**





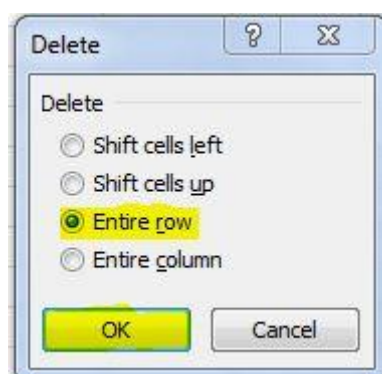
Click on **Blanks**, then **OK...**



This will highlight the blank cells within the list...

1			
2		Service	Hours
3		Invoicing	1.00
4		Newsletters	2.50
5			
6		Proofreading	0.75
7		Spreadsheet Maintenance	3.00
8		Mileage	0.75
9			
10		Formatting Documents	3.00
11		Presentations	1.25
12		Social Media Updates	3.00
13		Research	5.25
14		Data Entry	1.50
15			
16		Word Processing	1.00
17		Surveys	1.75
18			

Then press **Ctrl+minus (-)** to bring up the delete options, select **Entire Row...**





...and the blank rows will be deleted...

	A	B	C	
1				
2		Service	Hours	
3		Invoicing	1.00	
4		Newsletters	2.50	
5		Proofreading	0.75	
6		Spreadsheet Maintenance	3.00	
7		Mileage	0.75	
8		Formatting Documents	3.00	
9		Presentations	1.25	
10		Social Media Updates	3.00	
11		Research	5.25	
12		Data Entry	1.50	
13		Word Processing	1.00	
14		Surveys	1.75	
15				

And that's it – a really quick and easy way of removing blank rows.



HOW TO CREATE A DROP-DOWN LIST

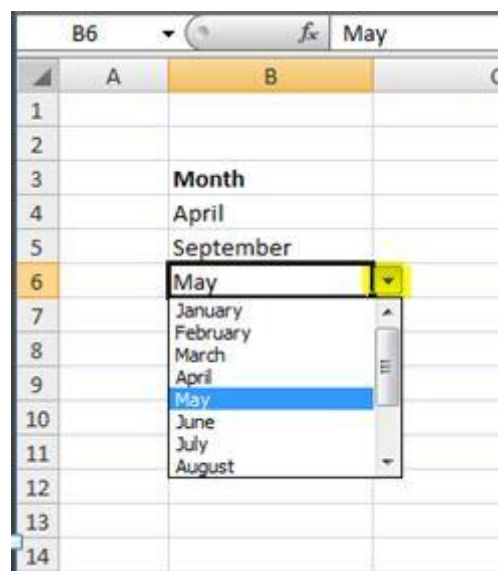
This tutorial is going to show you how to create a drop-down list in Excel. I think it's one of those features that everyone should know how to do – it saves time and is very useful.

It uses a function called **Data Validation**, which basically means users can only input data which is valid, data which you have specified.

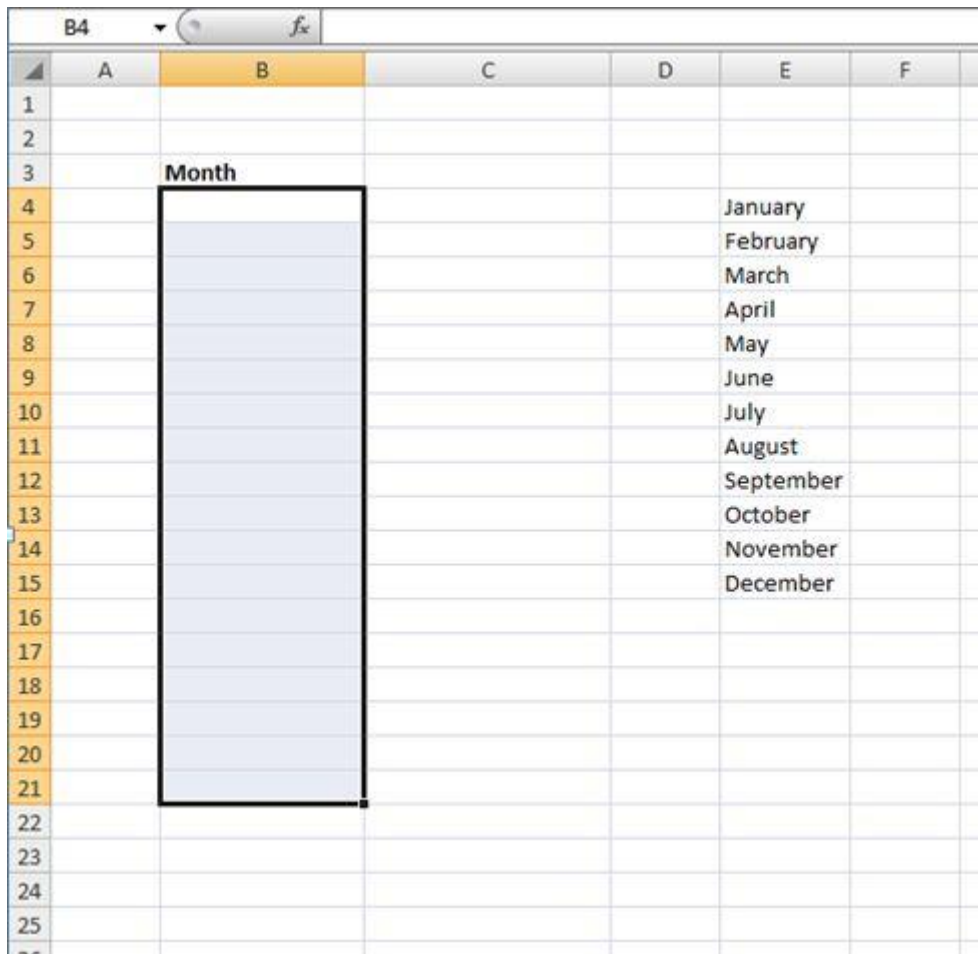
Part 1 shows how to create a basic list using data contained in the same worksheet. Part 2 shows the data being contained in a different worksheet to the list.

Part 1

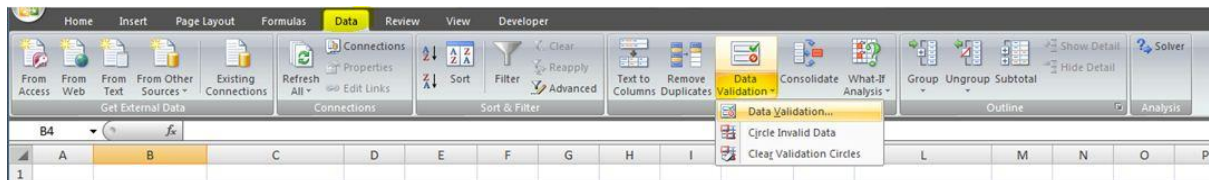
In this example, we have a column with the heading **Month**, only months of the year can be input into this column so we need to set up a drop-down list specifying the months of the year, this way the user can only input what's included in the list.



To set this up we first need to type the list, in this case the months of the year. Then highlight the column or area where we want the drop-down list to appear...



Next, we go to the **Data** tab on the ribbon and select **Data Validation...**

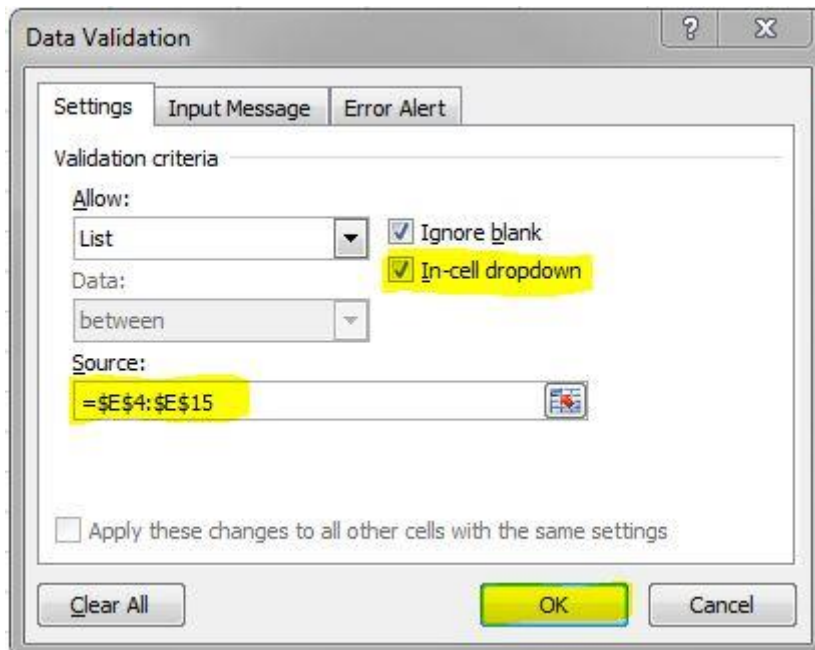


This will open a dialog box where we enter the criteria for the data. Select **List** on the drop-down arrow where it says **Allow...**

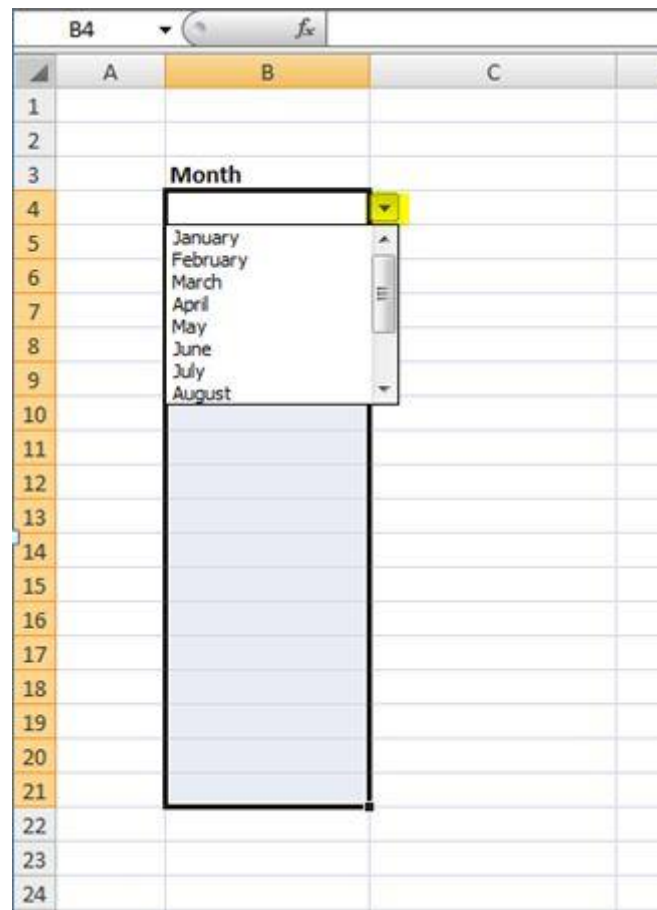




Another option then appears where we specify the range that contains the items (in this example it's the list of the months in cells E4:E15). Make sure **In-cell** drop-down is ticked and click **OK...**



You'll notice a little drop-down arrow has now appeared to the right of the first cell in the highlighted area. If we click on the arrow, the list of months should appear for us to select from...





And that's how to create a drop-down list. This example had the list of months in the same worksheet as the cell that contains the drop-down.

Part 2

If we want our list to be in a different worksheet then we would have to provide a name for the range that contains the list.

For example **Sheet 1** is where we want the drop-down selection to be, and **Sheet 2** (called **Lists**) is where the list is located.

	A	B
1		
2		
3		Month
4		
5		
6		

	A	B	C	D
1				
2				
3		January		
4		February		
5		March		
6		April		
7		May		
8		June		
9		July		
10		August		
11		September		
12		October		
13		November		
14		December		
15				

We want to name our range "**Months**", so highlight the list of months, select **Formulas** tab on the ribbon and click **Define Name**. Type in the name and you'll notice the **Refers to** box already has the range in there (because we highlighted the months first), click **OK**.



The screenshot shows the Excel 2007 interface with the **Formulas** ribbon selected. The spreadsheet displays a list of months from January to December in column B. A **New Name** dialog box is open, showing the following details:

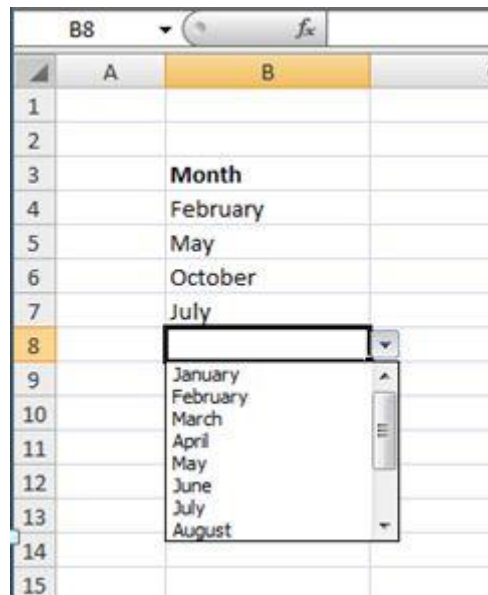
- Name:** Months
- Scope:** Workbook
- Refers to:** =Lists!\$B\$3:\$B\$14

Go back into **Sheet 1** and highlight the area where we want the drop-down to appear, select the **Data** tab in the ribbon and **Data Validation**. Choose **Allow List** (the same as in Part 1), type in **=Months** in the **Source** box, and click **OK**...

The screenshot shows the **Data Validation** dialog box with the **Settings** tab selected. The configuration is as follows:

- Validation criteria:** Allow: List
- Data:** between
- Source:** =Months
- Options:** Ignore blank, In-cell dropdown
- Apply to other cells:** Apply these changes to all other cells with the same settings

And the drop-down arrow will appear containing the months...



And that's it! There are other options for data validation i.e. text length, date, time etc, but the drop-down list is, in my opinion, one of the easiest and most useful to know.



HOW TO CONDITIONALLY FORMAT A CELL

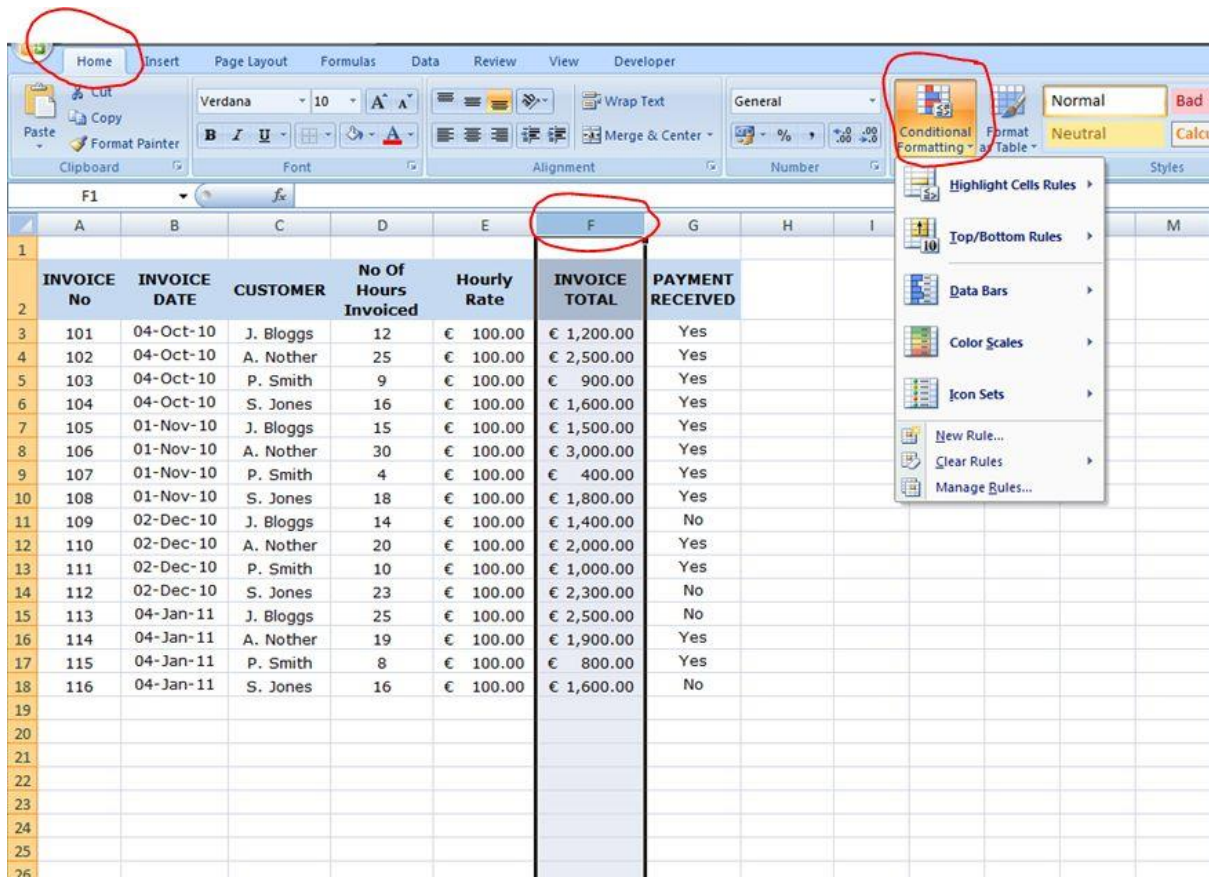
Conditional formatting is used when you want to change the appearance of a cell depending on certain conditions; for example, if you have a table showing sales, you may want to pick out the values over a certain amount, with conditional formatting you can set the cells to automatically be a different colour.

Below is a step by step guide on how to do it.

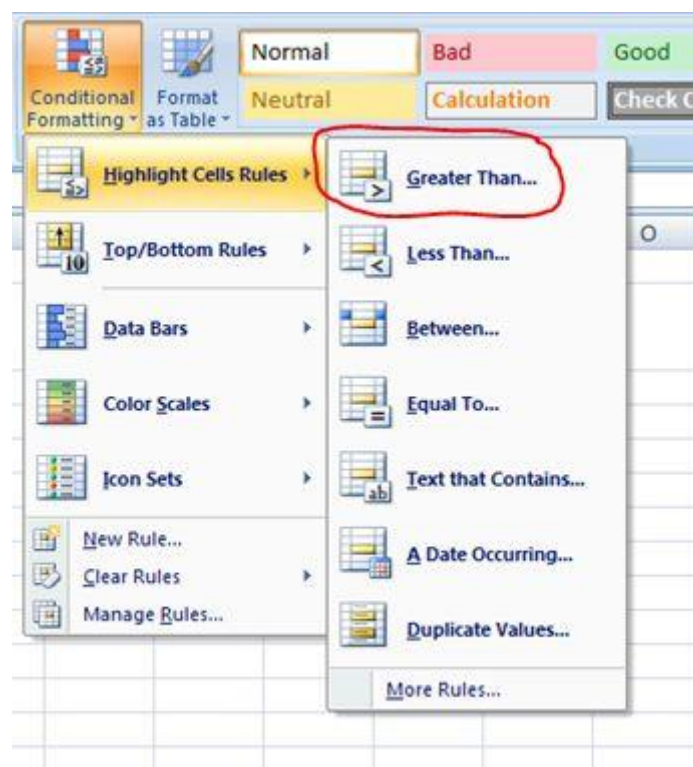
The following spreadsheet shows monthly invoicing amounts...

	A	B	C	D	E	F	G	H
1								
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes	
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes	
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes	
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes	
7	105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes	
8	106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes	
9	107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes	
10	108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes	
11	109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No	
12	110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes	
13	111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes	
14	112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No	
15	113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No	
16	114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes	
17	115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes	
18	116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No	
19								
20								

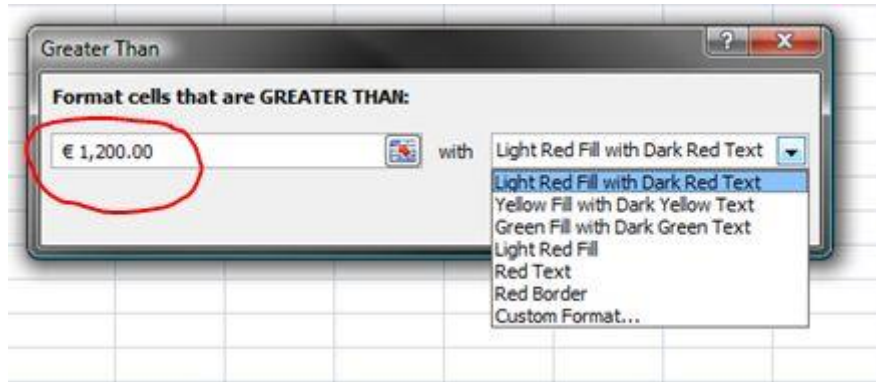
Let's say we want to see all **total invoiced amounts over €1200**, firstly we need to highlight the **Invoice Total** column, then in the **Home** tab, select **Conditional Formatting**, this will drop down a menu where we can choose to highlight cell rules, top/bottom rules, data bars, colour scales, icon sets.



We need to click on **Highlight Cells Rules** and select **Greater Than...** as we want to set a condition to show cells with a greater value than €1200.



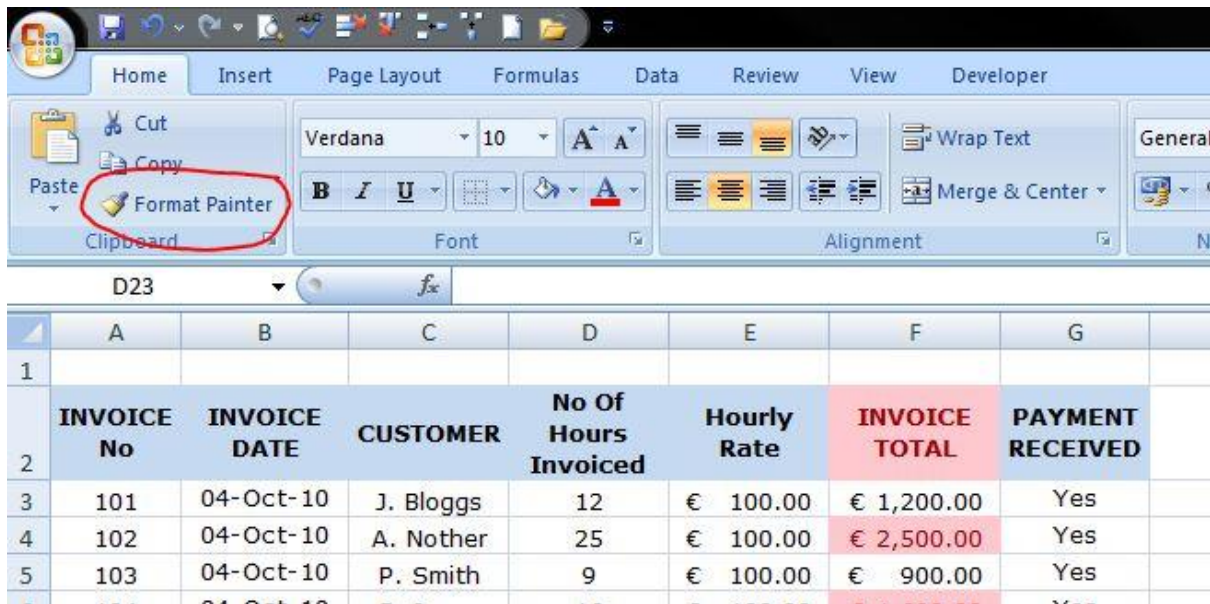
This will open a dialog box asking us to enter the value we wish the cell to be greater than (i.e. €1200), we then select the colour formatting we want the cells to undertake.



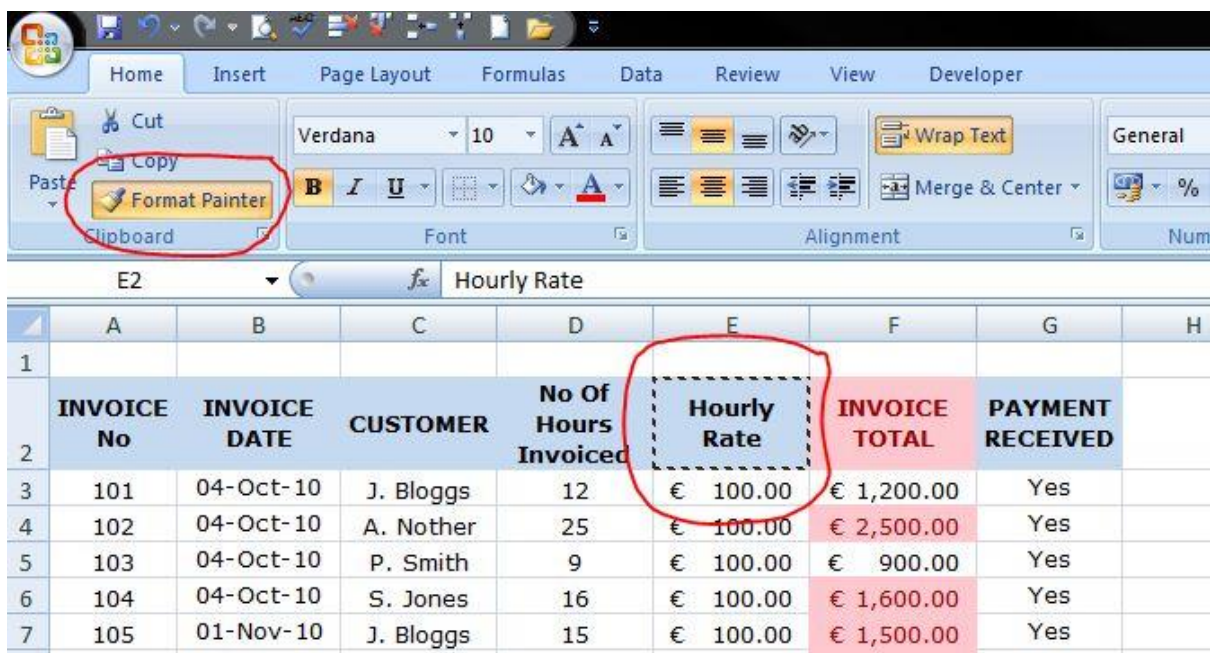
Once we have chosen the colour and clicked okay, all of the cells over €1200 within the Invoice Total column will now be a different colour. And, because the whole column was selected to begin with, it means any future amounts entered on this spreadsheet will automatically have the same formatting.

	A	B	C	D	E	F	G
1							
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes
7	105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes
8	106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes
9	107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes
10	108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes
11	109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No
12	110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes
13	111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes
14	112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No
15	113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No
16	114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes
17	115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes
18	116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No
19							

Another thing you may have noticed is that the Invoice Total column header also changed colour. To change this back again a simple way of copying a format from one cell to another is **Format Painter**. This icon is located in the **Clipboard** section of the **Home** menu.



To use this we first click on the cell whose format we want to copy – we'll be copying the Hourly Rate header cell. Then click the **Format Painter** icon and you'll notice a flashing dotted line appear around the cell we selected.

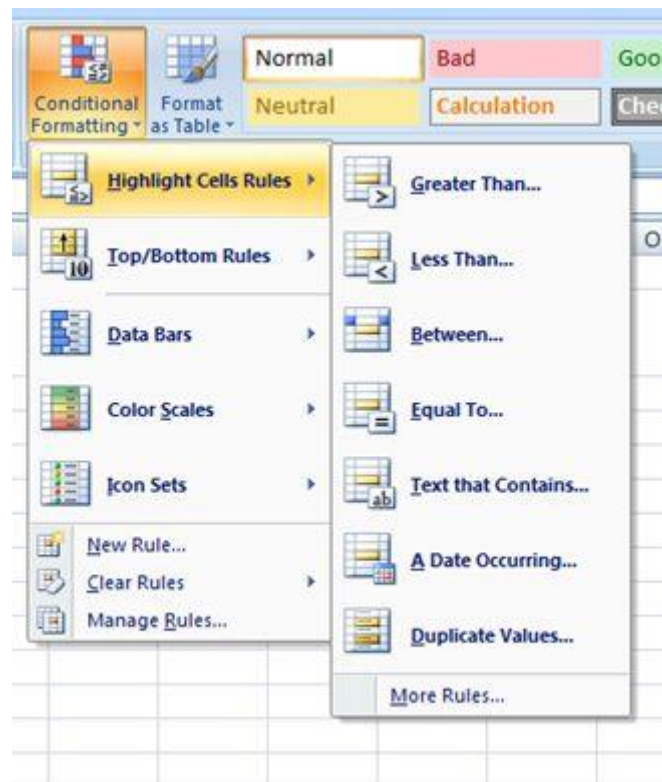


Then, click on the cell we want to be pasted and the format changes immediately.

	A	B	C	D	E	F	G	H
1								
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes	
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes	
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes	
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes	



Other format conditions we can choose are **Less Than, Between, Equal To** – these work in the same way as the **Greater Than** rule. We can also choose cells which has Text that Contains, Date Occurring (i.e. yesterday, last month etc), or Duplicate Values.

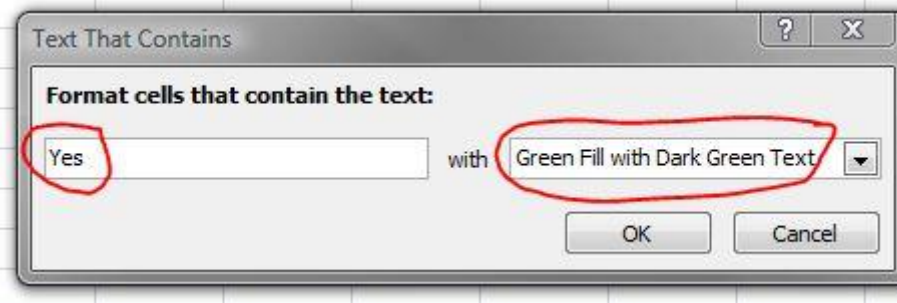


Let's choose **Text that Contains** as another example. All invoices where payment has been received we want the **Yes** to be **shaded in green** so, we highlight the **Payment Received** column, go to **Conditional Formatting**, select **Highlight Cells Rules** and **Text that Contains...**

	A	B	C	D	E	F	G	H	I
1									
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED		
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes		
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes		
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes		
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes		
7	105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes		
8	106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes		
9	107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes		
10	108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes		
11	109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No		
12	110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes		
13	111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes		
14	112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No		
15	113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No		
16	114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes		
17	115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes		
18	116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No		
19									
20									
21									
22									
23									
24									
25									
26									
27									



Type in the text that the cell must contain in order to be formatted (i.e. **Yes**) and choose the colour that we want the cell to change to (i.e. green)



All the cells within that column that contain the text **Yes** will now change to **green**. Again, because the whole column was selected, it means future entries will automatically be formatted the same way. You'll notice the column header didn't change this time, this is because it didn't contain the relevant text (i.e. Yes)

	A	B	C	D	E	F	G
1							
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes
7	105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes
8	106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes
9	107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes
10	108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes
11	109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No
12	110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes
13	111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes
14	112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No
15	113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No
16	114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes
17	115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes
18	116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No
19							
20							
21							
22							
23							

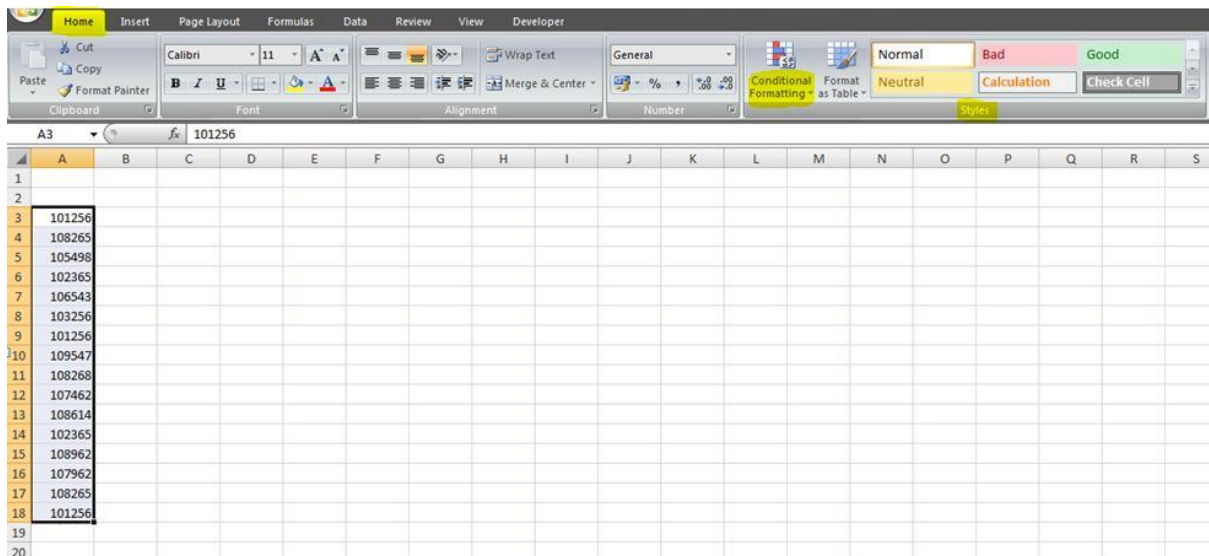
I hope this has been helpful to anyone who doesn't know much about formatting cells – of course, there are many more formatting rules and options which I haven't covered yet. This was a basic example to get you started!



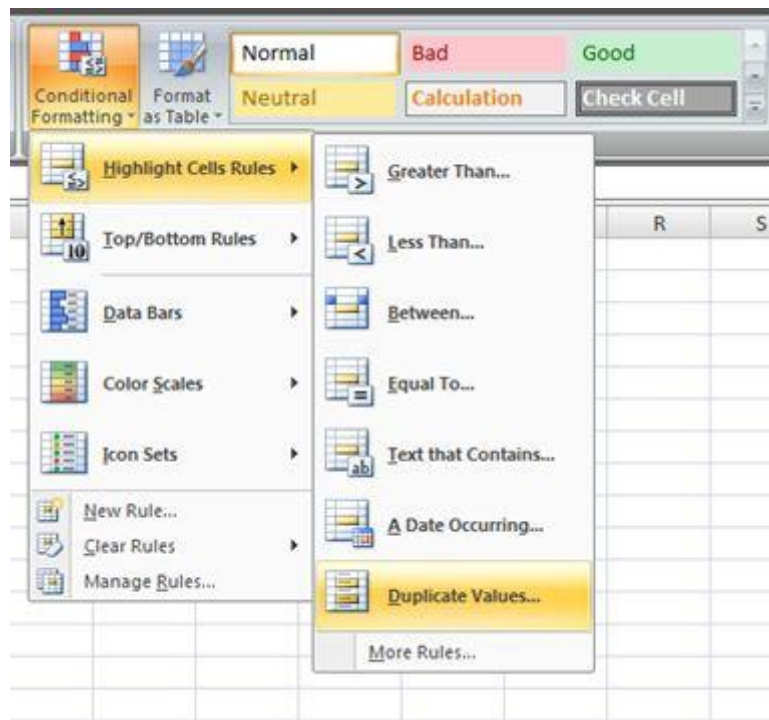
HOW TO IDENTIFY DUPLICATE DATA USING CONDITIONAL FORMATTING

Whenever we have a large list of values (whether it's numbers or text), there is always a risk of duplication. This tutorial shows you how to use conditional formatting to identify any duplicated data by highlighting it...

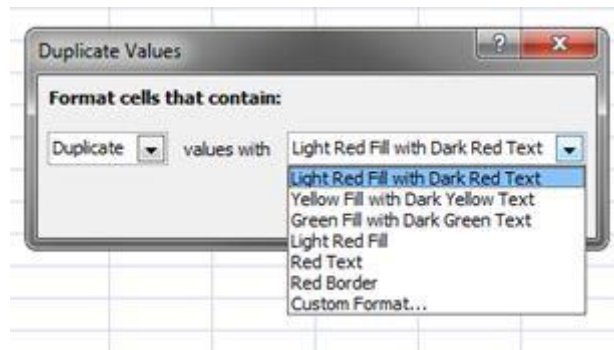
The example below shows a random list of numbers. The first thing to do is highlight the section you want to check, and click on **Conditional Formatting** which is in the **Styles** section in the **Home** tab of the ribbon...



Next click on **Highlights Cells Rules**, and choose **Duplicate Values...**



A dialog box will open where you can then choose how your cells will be highlighted...



Click **OK**, and you'll see that all cells containing duplicate values are now highlighted...

	A	B	C	D
1				
2				
3	101256			
4	108265			
5	105498			
6	102365			
7	106543			
8	103256			
9	101256			
10	109547			
11	108268			
12	107462			
13	108614			
14	102365			
15	108962			
16	107962			
17	108265			
18	101256			
19				
20				
21				

And that's it! A quick and easy way to identify duplicate values. The formatting will remain in the cells you have chosen, so as soon as you change any of the duplicated values the formatting will automatically update.



HOW TO REMOVE DUPLICATE VALUES

Imagine you have a long table containing contact details. How do you know that the data you have in there isn't duplicated?

There is an easy way of checking and removing any duplicate data without having to manually go through the list yourself.

Firstly click anywhere within the table, then make sure you're in the **Data** tab.

	A	B	C	D	E
1					
2					
3	Name	Contacted	Date		
4	J. Bloggs	Yes	10/10/2011		
5	S. Sheppard	Yes	25/06/2011		
6	A. Nother	No	22/06/2011		
7	P. Smith	Yes	08/10/2011		
8	R. Jones	Yes	07/10/2011		
9	H. Bloggs	Yes	15/08/2011		
10	A. Sheppard	No	29/09/2011		
11	S. Smith	No	14/09/2011		
12	T. Jones	No	19/09/2011		
13	J. Bloggs	No	08/09/2011		
14	M. Martin	Yes	14/06/2011		
15	L. Patel	No	16/07/2011		
16	D. Burton	Yes	30/06/2011		
17	K. Riley	No	01/08/2011		
18	J. Bloggs	No	19/07/2011		
19	P. Smith	Yes	06/10/2011		
20					
21					

There are a couple of ways to deal with duplicated data, it all depends whether you want to hide it or remove it. Also, you must remember that, in order for Excel to recognise it as duplicate data, the information has to be identical – for example J. Bloggs and J Bloggs would not be classed the same as the full stop is missing. It has to be the same!

HIDE

To hide any duplicates, go to the **Sort & Filter** section of the **Data** tab, and click **Advanced**.



	A	B	C	D
1				
2				
3	Name	Contacted	Date	
4	J. Bloggs	Yes	10/10/2011	
5	S. Sheppard	Yes	25/06/2011	
6	A. Nother	No	22/06/2011	
7	P. Smith	Yes	08/10/2011	
8	R. Jones	Yes	07/10/2011	
9	H. Bloggs	Yes	15/08/2011	
10	A. Sheppard	No	29/09/2011	
11	S. Smith	No	14/09/2011	
12	T. Jones	No	19/09/2011	
13	J. Bloggs	No	08/09/2011	
14	M. Martin	Yes	14/06/2011	
15	L. Patel	No	16/07/2011	
16	D. Burton	Yes	30/06/2011	
17	K. Riley	No	01/08/2011	
18	J. Bloggs	No	19/07/2011	
19	P. Smith	Yes	06/10/2011	
20				
21				
22				

A new dialog box will open, and your table will automatically be highlighted as the **List range**. Tick the **Unique records only** box, and leave the "Filter the list, in-place" ticked, and press **OK**.

Advanced Filter

Action

Filter the list, in-place

Copy to another location

List range: \$A\$3:\$C\$19

Criteria range:

Copy to:

Unique records only

OK Cancel

This basically instructs Excel to show the unique data only in the same place as the existing table i.e. get rid of any duplicated entries. You'll notice that J. Bloggs in row 13 is now hidden and the table is only showing unique information.

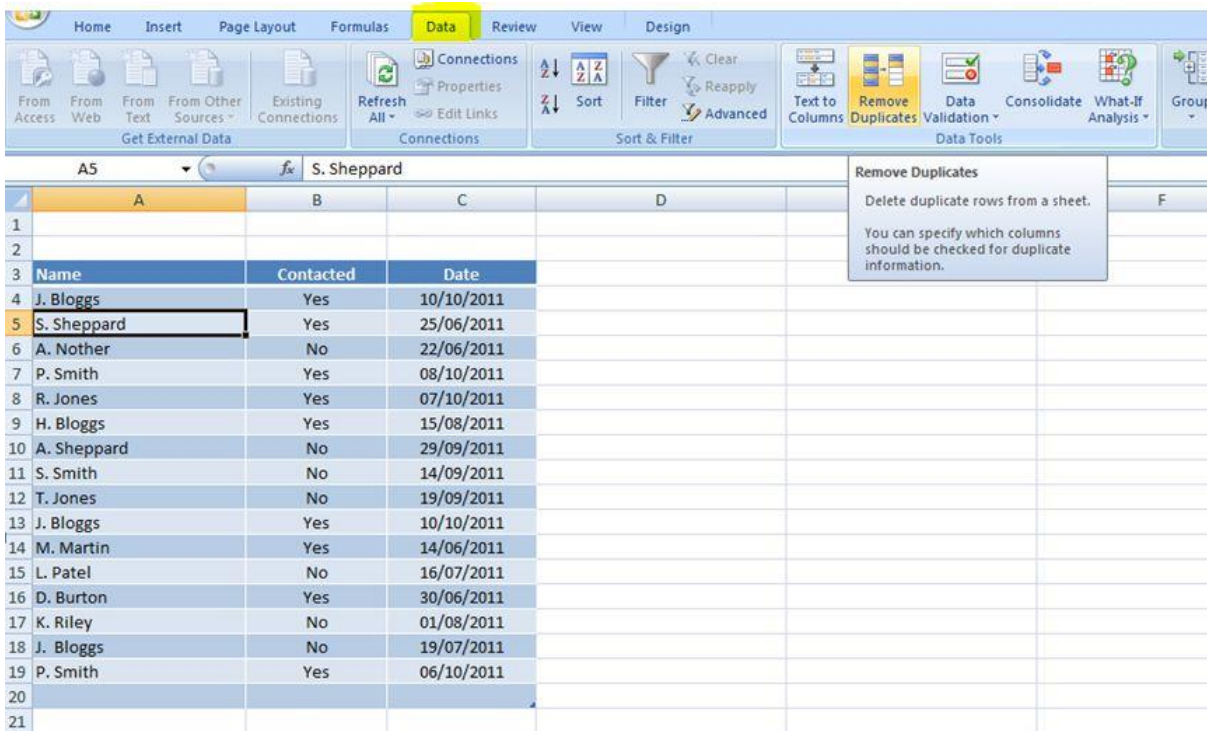


	Name	Contacted	Date
4	J. Bloggs	Yes	10/10/2011
5	S. Sheppard	Yes	25/06/2011
6	A. Nother	No	22/06/2011
7	P. Smith	Yes	08/10/2011
8	R. Jones	Yes	07/10/2011
9	H. Bloggs	Yes	15/08/2011
10	A. Sheppard	No	29/09/2011
11	S. Smith	No	14/09/2011
12	T. Jones	No	19/09/2011
14	M. Martin	Yes	14/06/2011
15	L. Patel	No	16/07/2011
16	D. Burton	Yes	30/06/2011
17	K. Riley	No	01/08/2011
18	J. Bloggs	No	19/07/2011
19	P. Smith	Yes	06/10/2011
20			
21			

REMOVE

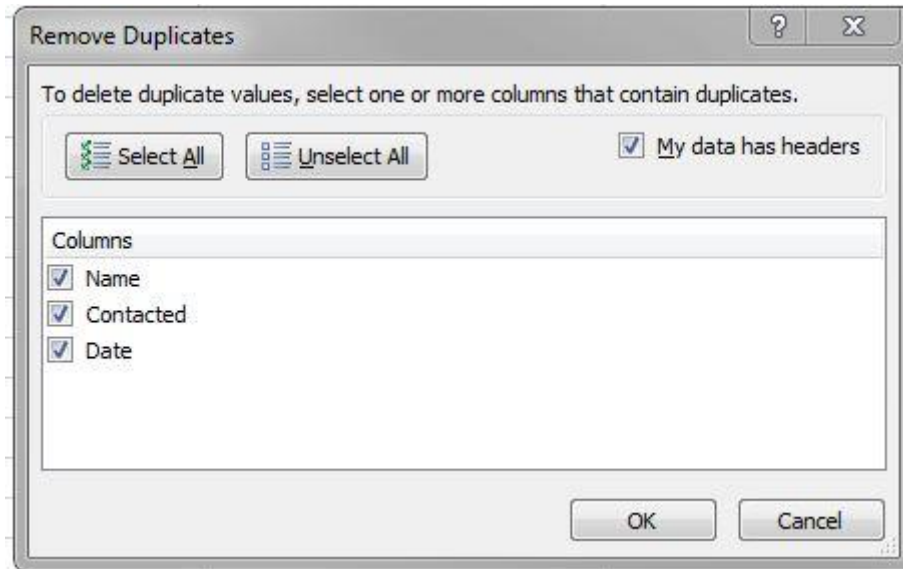
To completely remove the data, Excel 2007 has a feature called (surprisingly) **Remove Duplicates**.

Again, this is in the **data** tab of the ribbon, make sure you've selected any cell within the table and click **Remove Duplicates**.

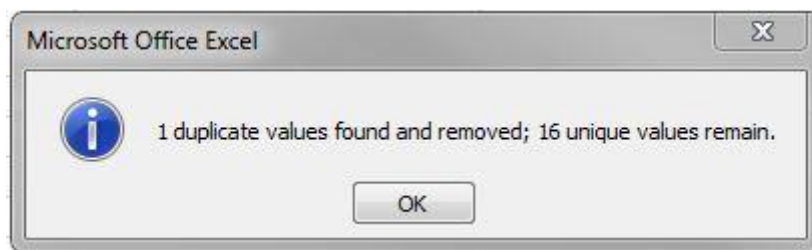


The screenshot shows the Excel 2007 ribbon with the 'Data' tab selected. The 'Remove Duplicates' button in the 'Data Tools' group is highlighted. A dialog box titled 'Remove Duplicates' is open, displaying the table data and instructions: 'Delete duplicate rows from a sheet. You can specify which columns should be checked for duplicate information.' The dialog box has three columns with checkboxes: 'Name', 'Contacted', and 'Date', all of which are checked.

This opens a new dialog box where you can select which columns you want included in the search for duplicates. In this example, we'll leave all selected, and click **OK**.



Immediately, if there any duplicates, another alert will come up saying how many duplicate values were found and removed.



And you'll notice that J. Bloggs in row 13 has been completely removed.

	Name	Contacted	Date
3			
4	J. Bloggs	Yes	10/10/2011
5	S. Sheppard	Yes	25/06/2011
6	A. Nother	No	22/06/2011
7	P. Smith	Yes	08/10/2011
8	R. Jones	Yes	07/10/2011
9	H. Bloggs	Yes	15/08/2011
10	A. Sheppard	No	29/09/2011
11	S. Smith	No	14/09/2011
12	T. Jones	No	19/09/2011
13	M. Martin	Yes	14/06/2011
14	L. Patel	No	16/07/2011
15	D. Burton	Yes	30/06/2011
16	K. Riley	No	01/08/2011
17	J. Bloggs	No	19/07/2011
18	P. Smith	Yes	06/10/2011
19			
20			

One more thing to bear in mind when removing duplicates is that Excel removes the displayed information, and not what is necessarily shown in the formula bar. For example, the date may be displayed as 10/10/2011 in one cell and 10-Oct-11 in another, although it's the same date, they are displayed differently therefore Excel won't recognise them as being duplicates.



HOW TO REPEAT A COMMAND

The majority of us know about the repeat command in Excel, where you press **Ctrl+Y** and it will repeat the last single action we did...

For example, the table below has cell A6 filled in red.

	A	B	C	D
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				
14				

This was the last action that was done, so if we click on a different cell (C11 for example), and press **Ctrl+Y**, that cell will also fill in red.

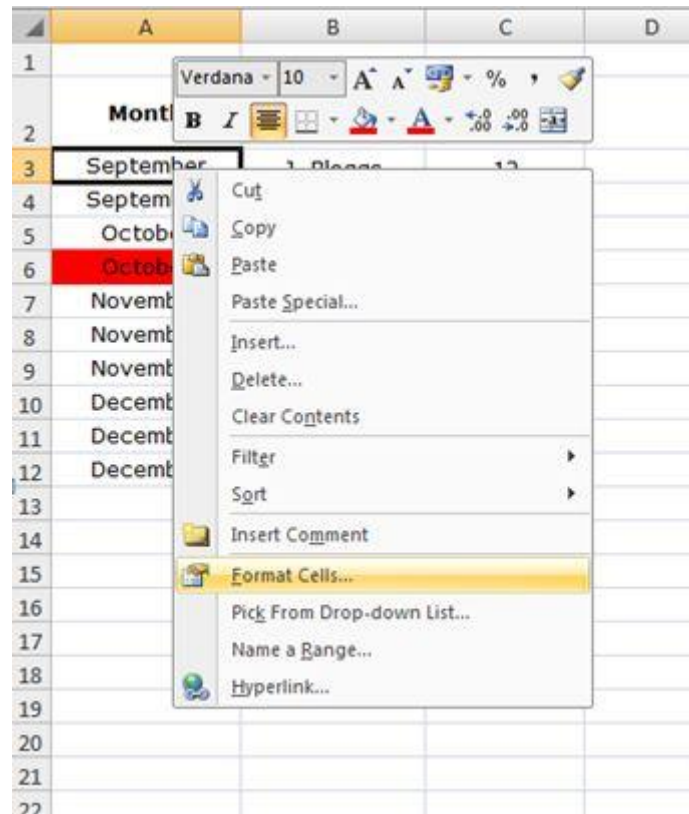
	A	B	C	D
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				

But, what happens if we carry out lots of formatting in a particular cell and want to repeat the formatting for other cells?

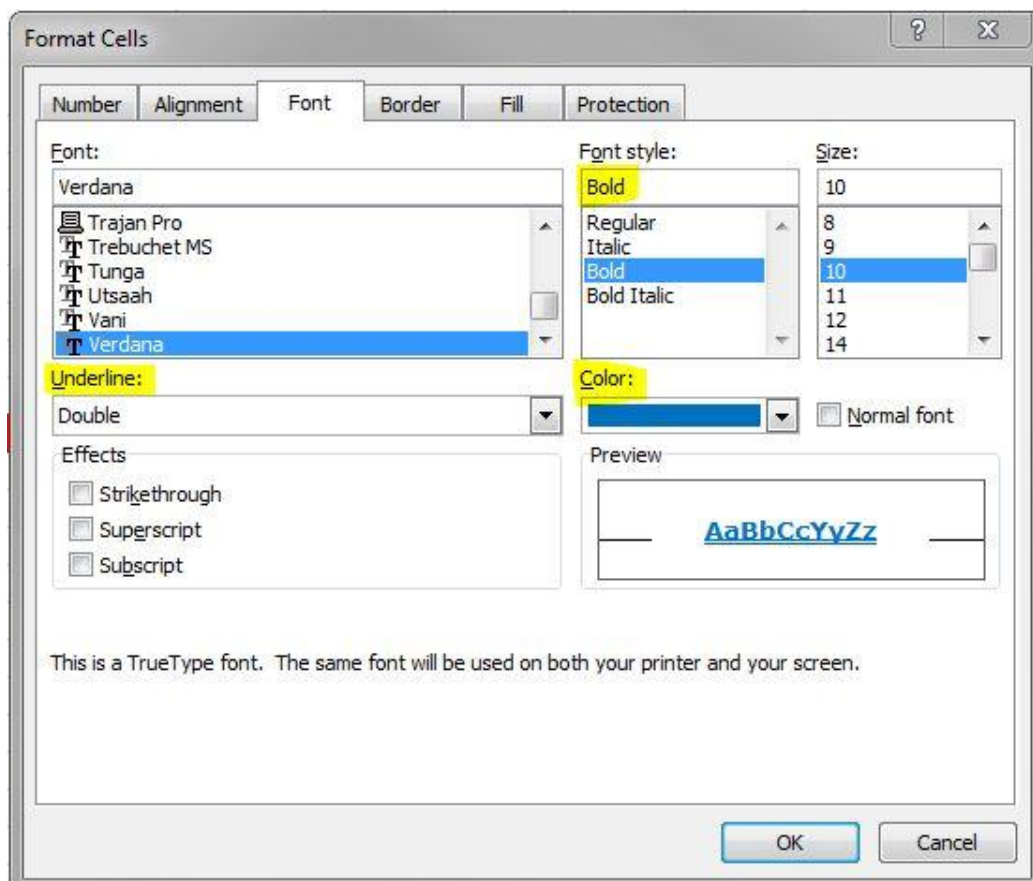
Pressing **Ctrl+Y** will only repeat the **last single action** carried out, so if we bold a cell, make the text blue and underline it, the last single action would be the underline.



In order to repeat all the formatting as a single action, we need to go into format cells. If we **right click** on the cell where we want to apply the formatting, and select **Format Cells...**



We can then carry out the formatting in one go...





Click **OK**, and the cell changes. If we then go to a different cell and press **Ctrl+Y**, all the formatting is repeated.

	A	B	C	D
1				
2	Month	Client	No of Hours Worked	
3	<u>September</u>	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	<u>A. Nother</u>	20	
13				

So, there we have it, all changes made in the **Format Cells** feature are counted as **one repeatable action**.



Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

Unfortunately I won't be adding any more tutorials for MS Excel 2007, however please keep checking back on my [blog](#) for any other tutorials that might come in handy.

If you find you need any help with MS Office, feel free to contact me via [OutofhoursAdmin](#).

Thanks again,

Sharon

