

Tips for the Month



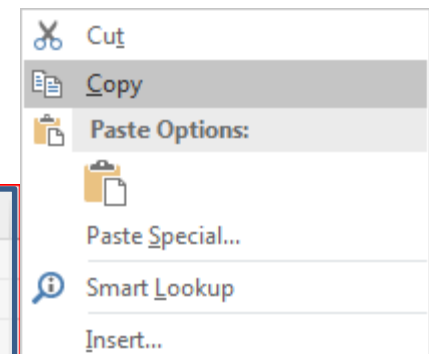
- Highlight Cells and use Copy, Paste, Transpose Columns into Rows
- Shortcut to Using “Alt” + “= ” to get your auto sum function
- “Ctrl” + “A” allow you to highlight an entire table, so that you may copy or delete the entire table
- “Ctrl” + arrow key allows you to leap to the end of your current data set.

Highlight Cells and use Copy, Paste, Transpose to Columns into Rows

- Worksheets with data in columns can be rotated or rearranged in rows.
- To perform this alteration, you highlight the cells, next copy the cells.....

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

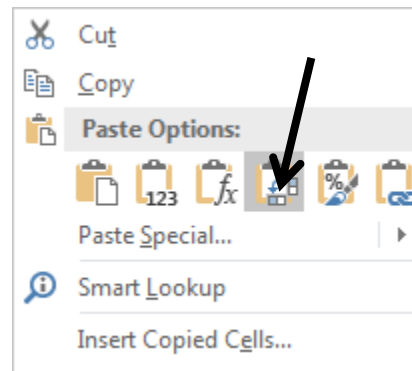
	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				



Highlight Cells and use Copy, Paste, Transpose to Columns into Rows

- ...then paste the cells selecting the transpose to columns and “Viola”, you have quickly switched the data from columns to rows. You can also use this function to switch from rows to columns.

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				



Columns are now transposed - rearranged into rows

F	G	H	I	J	K	L	M
Name	Anna	Antoinett	Chris	Hayley	Linda	Marilyn	Valarie
Age	28	32	33	31	40	32	44
Amount	\$ 125.00	\$ 50.00	\$ 64.00	\$ 21.00	\$ 843.00	\$ 58.00	\$ 60.00

Use Alt to Perform Auto sum Function

1. To perform the auto sum function using shortcut keys, you click the cell that you want your summation figure.....

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

2. Then you press the Alt key and the plus equal key at the same time.

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9			=SUM(C2:C8)	

3. You now have your auto sum figure

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9			\$1,221.00	

Shortcut to Highlight Entire Table

- To highlight an entire table, you can use a shortcut that is a combination of keys. Select anywhere within the table, then press:

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

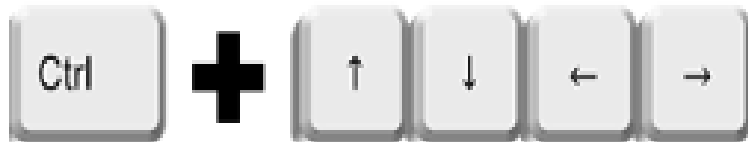
Ctrl + A

- Table has been completely selected and you can copy or format the entire selected area

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

“Ctrl” + arrow key allows you to leap to the end of your current data set.

- Arrow keys are used to move around your spreadsheet.
- You can leap to the edges of your spreadsheet by pressing the Ctrl key plus the arrow key.



	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
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8	Valarie	44	\$ 60.00	
9				