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

Columns are now transposed - rearranged into rows
1. To perform the auto sum function using shortcut keys, you click the cell that you want your summation figure.....

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

3. You now have your auto sum figure.
To highlight an entire table, you can use a shortcut that is a combination of keys. Select anywhere within the table, then press:

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Ctrl + A
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Table has been completely selected and you can copy or format the entire selected area.
“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.