

## **Tips and Tricks for Excel**

(or all those neat little things Chuck showed us...)

### **Conditional Formatting**

Format – Conditional Formatting...

You can change the way cells look based on whether or not they meet certain conditions. You can set up to 4 formats.

### **Paste Special**

If you want to paste a value and not a formula - Edit – Paste Special. (We wanted to enter the value of a formula from one sheet into a cell in another worksheet.)

### **Formula Auditing**

View – Toolbars – Formula Auditing



In some versions of Office, View – Toolbars – Customize – Auditing

Remember – the arrows will print if they are visible on your screen.

### **Select and Fill**

To select cells all in a row – select the first one – hold down the Shift key – select the last one. All the cells in between will be selected.

Fill Down – Ctrl+D

Fill Right – Ctrl+R

### **Absolute vs. Relative Cell References**

A1 – Relative cell reference

\$A\$1 – Absolute cell reference

When you copy formulas – a relative cell reference will change as the formula is moved around the worksheet. An absolute cell reference will not. You can mix and match...\$A1 or A\$1 are valid.

### **Formulas**

Formulas are always indicated in a cell by the =.