

Advanced Features of Microsoft Excel

Tricks within a single worksheet

Special Cell Formatting

Number Formats

- Format → Cells, [Number] tab
- 11 different built-in formats, plus the ability to make your own

Wrapped Text

- Format → Cells, [Alignment] tab
- Gives you the ability to put a lot of information into one cell without "spilling over" into an adjacent cell

Merged Cells

- Format → Cells, [Alignment] tab
- Combine two or more cells "together" and simulate one "big" cell

Page Setup

- [Page] tab
 - Portrait / Landscape orientation
 - Shrink to fit 1 page or manually adjust the size
- [Margins] tab
 - Set margins for all four sides of the page
 - Center the sheet vertically or horizontally on the page
- [Header/Footer] tab
- [Sheet] tab
 - Print area
 - Print titles
 - Gridlines

Replicating cell contents

Fills

- Edit → Fill
- Used for single items, or items in a pre-defined series (time or numeric)

Using the Fill Handle (instead of the Edit menu)

Screen Manipulation

Split Screens

Frozen Panes

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Web Pages

Creating a Table on the Web

- Select table area
- File → Save As HTML
- Follow the wizard, then open the file in Netscape!

Tricks with multiple worksheets

Linked cells

- Press =, then click sheet tab, then click cell, then press Enter

"Named" cells

- Insert → Name → Define
- Use the "Name" instead of the Range to make formulas easier

Lookup Tables

- VLookup is the most common function

Sorting cells

- Data → Sort