Top 5 Tips and Tricks for Microsoft Excel Users

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What is Microsoft Excel?

Excel is one of the best applications available on the market for creating spreadsheets to crunch numbers and generate reports as well as storing and administering data. This software first appeared on the scene back in 1987, and since then it has grown to become one of the most popular pieces of software for home or business users alike.

Whether you are a beginner, or you already have some skills, Microsoft Excel is an extremely helpful tool to master. In order to make the most out of this powerful software you'll need learn to use it like a pro. I've put together a list of unique tips that covers the basics and can greatly help you take advantage of some of Excel's features.

1. Master the Shortcuts

Learning some keyboard shortcuts can help you save precious time. Even though most computer users today cannot imagine navigating without a mouse or at least a touch-pad, you can save a great deal of time by using only the keyboard. You are probably already familiar with using [**Ctrl + C**} and [**Ctrl + V**] to copy and paste. Some other useful shortcuts that can come in handy are [**Ctrl + Z**] to undo the last action, [**Ctrl + PgUp**] to switch between worksheet tabs, [**Ctrl + A**] for selecting the entire worksheet, [**Ctrl + F**] to find items and [**Ctrl + K**] to insert hyperlinks. Here is a complete list of Excel keyboard shortcuts from Microsoft itself.

https://support.office.com/en-us/article/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f?ui=en-US&rs=en-US&ad=US

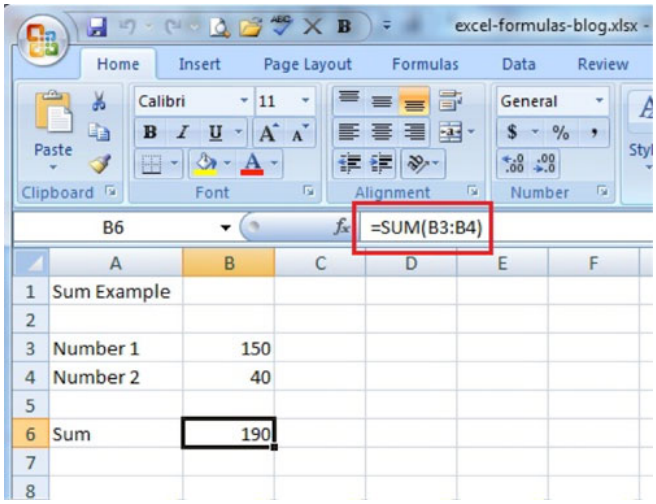
Did you know? *The first mouse ever used was invented in 1964 by Douglas C. Englebert 2 decades before it would ship with the first Apple Macintosh computers.*

2. Filter your Results

If you have a large spreadsheet with a lot of information on it, using the Auto filtering feature is the smartest thing you can do. To do that, select the column header for the data you would like to filter, click "*Data* > *Filter*" from the menu bar to enable auto filtering for that column. You can then click one of the small boxes and filter the results according to your own needs.

3. Calculate the Sum

Using shortcuts to calculate the sum of an entire column or range of cells can save you a great deal of time, especially if you use Excel regularly. Instead of manually entering the formula, simply use the shortcut [**Alt + =**] after you have selected the first empty cell in the column (the one located at the end of the numbers). After you execute this command, press [**Tab**] and Excel shows you the result.



4. Display Formulas

With just a single keystroke, you can toggle between Excel's standard normal display and the display mode, which shows you the formula as it appears in the system. The keyboard shortcut is [**Ctrl + ~**]. Press this combination once when you are in a spreadsheet and Excel will display formulas instead of the results of these formulas.

5. Manage Page Layout

You'll want to be sure your printouts look as good as they do displayed onscreen, so you'll need to know how to manage page layout. You'll find these options by clicking the Page Layout tab. Consider playing around with options like page numbering, columns, and page borders to see how they work, then branch out.

The Bottom Line

If you want to make your life easier, and possibly impress everyone in your office, all you must do is to learn these basic Excel skills. But keep in mind that regardless of your level of expertise, there is always something new you can learn about this powerful tool. Whatever you do, try to continually improve your Excel skills, it can not only help you with your day to day task but it may even lead to new opportunities in the future.

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