

Excel Power User: Session 1

Written and Presented by: Jeff Lenning CPA CITP

Shortcuts

- Arrow keys navigate
 - Shift = Extend
 - Ctrl = Jump
- Edit a cell:F2
- Cycle reference styles: F4
- Formula fill down: double-click fill handle
- Cycle sheets: Ctrl+PageUp/PageDown
- *Note: shortcuts may not work in all Excel versions, including Excel for Mac, VM, RDP, etc.*

Named References

- Type a name into the Name Box
- Friendly name that refers to a cell, range, or other item
- Use Formulas > Name Manager to add/edit/delete names

Tables

- Store data in Tables since they auto-expand
- Structured table references: *TableName[ColumnName]*
- Insert > Table (Ctrl+T)

Data Validation

- Control what users can type into cells
- Ensure data is consistent
- Excel accepts valid entries; rejects invalid entries
- Data > Data Validation

Conditional Formatting

- Formats a cell based on the value of the cell
- Adds graphical element to reports
- Excel continuously monitors cell values; updates formatting
- Home > Conditional Formatting

Resources

- Excel files containing all examples and formulas presented: excel-university.com/calcpa
- Blog posts: excel-university.com/blog
- LinkedIn: [linkedin.com/in/jefflenning](https://www.linkedin.com/in/jefflenning)