


Excel: Productivity Boosting Shortcuts

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Contents

- Shortcuts
- Named References
- Tables
- Data Validation
- Conditional Formatting

Download the files: excel-university.com/proformative



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Examples


- Keyboard Shortcut Basics.xlsx



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Recap

- Arrow keys
 - Shift = extend
 - Ctrl = jump
- Edit a cell: F2
- Cycle cell reference styles: F4
- Formula fill down: double-click fill handle
- Cycle sheets: Ctrl +PageUp / PageDown



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Named References

- Named References.xlsx




Review

1. Which name would be rejected by Excel:
 - a) Commission Rate
 - b) CommissionRate
 - c) Commission_Rate
 - d) Commission
2. Selecting a name from the Name Box will:
 - a) Add the name
 - b) Edit the name
 - c) Delete the name
 - d) Navigate to the name



Additional Resources


- Excel University Blog Post
 - excel-university.com/blog



The screenshot shows a blog post from Excel University. The main heading is "Tag Archives: Named References". Below this, there is a sub-heading "Simulate Structured References in Named Ranges" and a small table with data. The table has columns for "Name", "Refers to", and "Scope". The "Name" column contains "Table1", "Table2", and "Table3". The "Refers to" column contains formulas like "=Table1[[#All]]". The "Scope" column contains "Table1", "Table2", and "Table3".

Recap

- Type a name into the Name box
- Use Name Manager to add/edit/delete
 - Formulas > Name Manager



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Tables



The image shows an Excel table with a 'Summary' row and a 'Sales' table. The 'Summary' row contains 'Total Sales' with the formula '=SUM(C16:C23)'. The 'Sales' table has an 'Amount' column with values: \$55,872, \$16,729, \$11,640, \$96,922, \$11,556, \$82,120, \$25,101, \$67,771, \$10,000, and \$5,000.

Summary	
Total Sales	=SUM(C16:C23)

Sales	
	Amount
	\$55,872
	\$16,729
	\$11,640
	\$96,922
	\$11,556
	\$82,120
	\$25,101
	\$67,771
	\$10,000
	\$5,000


Examples

- Tables.xlsx




Additional Resources

- Excel University blog post
– Table Total Row



Recap

- Store data in tables
 - Tables *auto-expand*
 - Insert > Table
 - Ctrl+T




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Examples

- Data Validation.xlsx



Additional Resource


- Excel University Blog Post
– excel-university.com/blog



The screenshot shows a blog post from Excel University. The title is "Data Validation Alert Styles". The content discusses how to customize the look and sound of data validation alerts in Excel. It mentions that by default, alerts have a yellow background and a bell icon. The post provides instructions on how to change these settings through the Data Validation dialog box, specifically the "Alert Style" tab. It lists options for background color, border, and sound. The "Alert Style" tab is highlighted in the screenshot.

Recap

- Data Validation
 - Control what users type into cells
 - Drop-down
 - Data > Data Validation



The icon shows a small white notepad with a red pencil resting on it. The notepad has some faint, illegible text on it.

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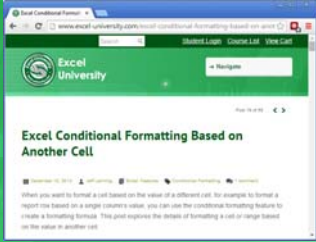
Examples

- Conditional Formatting.xlsx




Additional Resource

- Excel University Blog Post
– excel-university.com/blog




Additional Resource

- Excel University Articles
– excel-university.com/articles



Recap

- Conditional formatting
 - Formats a cell based on the value of the cell
 - Home > Conditional Formatting



Shortcuts

Named References

Tables

Data Validation

CONDITIONAL FORMATTING

Thank You!

- Blog: excel-university.com/blog
- Articles: excel-university.com/articles
- LinkedIn: linkedin.com/in/jefflenning

