Chapter 5: Data Entry and Editing Shortcuts

Section 1: Accelerate data entry

- Alt+Enter = go to newline
- Excel will automatically suggest options when one option has been used before
- Right click and Select "Pick from Drop-down list" will allow you to pick from previously used data in a column
  - Only usable with text
- Alt+Down-Arrow = Open drop-down list
- Select an area

Section 2: Enter dates and date series efficiently

- Excel will auto fill months when it senses abbreviations
  - This does not apply to "Sept", only 3 letters
- Excel can also do this with full spellings
  - May counts as full spellings of months
- You can do this right to forwards in time or left to go backwards
- Same with down which goes forwards in time and up which goes backwards
- All caps spellings work
- Days of the week work
- In order to stop it from auto incrementing, hold Ctrl
- Remember that Ctrl+';' puts the current day in the selected cell
- Right click and select the area to extend into. This will open up a dialog to Copy days, weekdays, months, etc.
- Illegal dates will float right

Section 3: Enter times and time series efficiently

- Typing times with colons (7:00, 5:45) will create a Data formatted cell
- Type 'a' or 'p' will force it to take the hour
  - '5:00 a' = 05:00:00 AM
  - '5:00 p' = 17:00:00 PM
- Whole hours can be shortened
  - '5 a' = 05:00:00 AM
  - '5 p' = 17:00:00 PM
- Whole hours can be shortened
- Behind the scenes it stores fractions of days
  - Formatting a decimal to Time will make approximate it's time of day
- Highlight a set of 2 times 17 mins apart
  - Smart copy with add 17 mins all the way down the column
- Ctrl+'1' = Format Cells
- Ctrl+Shift+2 = Set Format to Time

Section 4: Use Custom lists for data entry and list-based sorting

- Setup a custom order of values for easy sorting
  - Highlight data for list (Optional)
  - Go to File
  - Options
  - From the left hit Advanced
  - Scroll nearly all the way down to General
  - The last row of this section, hit "Edit Custom Lists..."
  - This opens up all available list
  - If the data is highlighted Click Import
  - If not you can:
    1. Use the cell select tool near the bottom
    2. Type the values in the "List Entries" Box
  - Hit Ok
- Now click in the column you want to sort
- Select the Data Tab
- Click the bigger "Sort" button
- Make sure the column and Sort on are fine
- For Order, click the drop down and hit "Custom List..."
- Selct your newly made custom list and hit Ok
- List is sortered customly!

Section 5: Enhance editing tools

- Double-click a word or select a section of text
- This brings up the mini tool bar for quick text mods
- Home Key goes to the begining of a line
- End Key goes to the end of a line
- Ctrl+Home-Key goes to the begining of a cell
- Ctrl+End-Key goes to the end of a cell