

# Chapter 8: Operational Shortcuts

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## Section 1: Insert, delete, hide, and unhide columns and rows

- Home tab / Cells Group
- Insert Column to the left of another
  - Right click a column, Insert. Inserts a column to the left
- Similar with a row above
- On a group you select to insert
  - Helps not alter a multi table sheet
  - Select a group, RMB, Insert
    - Shift cells down to insert row
    - Shift cells right to insert column
- Delete does the opposite
  - Select cells, RMB, Shift cells up
- Hide also stops printing from seeing hidden cells
- Unhide
  - RMB, Unhide
  - Double LMB
  - Multi-unhide, select all the columns or rows to unhide, RMB, unhide
- Sometimes the column is acutally just too thin and unhide will not work
- If the width is adjust to  $\leq 0$  then the column will be auto hidden

## Section 2: Realign imported text

- Home Tab / Editing Group / Fill / Justify
- Select a group of cells to realign the text into
  - Big long string of text, select 3 (example) cells, Justify will try and width cap it to the width of the 3 cells
  - Afterwards selecting then cells (now multiple) to the right further (blanks of the right) will let justify recalculate the alignment again
- LIMIT OF 255 CHARACTERS
  - Then it removes spaces, does include spaces in the 255 sum

## Section 3: Select and manipulate blank cells

- Home Tab / Editting Group / Find & Select / Go To Special / Blanks
  - Selects only blanks cells
  - If an area is selected it will only select in that area
- You can use formulas to conditionally do operations based on if a cells is blank of not
  - You can do the simple: `=IF(H2="", $M$1, $N$1)*J2`
  - Or the more complicated, but easier to read: `=IF(ISBLANK(H2), $M$1, $N$1)*J2`

## Section 4: Collapse and expand detail with ungroup buttons

- Feature called "Outline"

- Expand and collapse data
- Data tab / Outline group / Group button / Down arrow / Auto Outline
  - Pops the screen into a more easily controllable set of data
- Ctrl+'8' = Hide Outline Frame
- To clear it go to Ungroup / Clear Outline

## Section 5: Create double-spaced or triple-spaced printouts

- Remember you can hide and unhide rows and columns
- Bottom right near the zoom level bar, click the "Page Break Preview"
  - Slide the right most blue bar to the left to stop print additional rightward tables
  - The dashed lines are assumed breaks
- Quick way of double spacing is to highlight the whole sheet and change the height of a row. This changes all rows to be the height of the changed row.
  - Ctrl+'Z' = Remove the double spacing