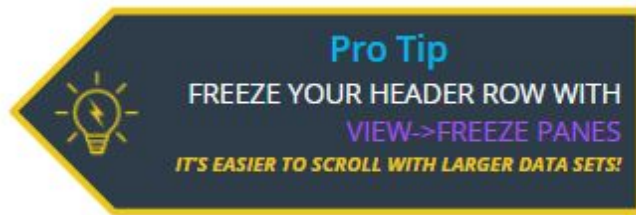


# Pro Tips



Pro tips like these can be found throughout the lessons on Excel spreadsheets. They generally provide tips on ways to increase efficiency when working with spreadsheets as well as some pointers on best practices. If you are a beginner, you may not be too concerned about saving a few keystrokes here and there, but as you work more with spreadsheets, you may want to come back to some of these... so here they are!

Create a new spreadsheet	File>New>Blank Spreadsheet
Add sheets button, rename sheet	Rename sheets with more descriptive titles
Clicking formula bar	Highlights all the cells being used in the formula
Customize menu commands	File>Options>Customize Ribbon
Press F1	For Help
Customize quick access toolbar	File>Options>Quick access toolbar
Open a context menu	By right-clicking
Undo, Redo	Ctrl+Z, Ctrl+Y (or Cmd for Mac)
Copy, Cut, Paste	Ctrl+C, Ctrl+X, Ctrl+V (or Cmd on Mac)
Press F4	Toggles from Relative to Absolute addressing
Save Data	Ctrl+S (or Cmd for Mac)
Enter a formula by typing directly into cell beginning with "="	Faster and more direct
Click tab to accept autocomplete suggestions	Found in formulas and functions when typing
To display the formula of one cell in another	Use the FORMULATEXT() function
Freeze your header or other row	View>Freeze panes

To fill a long column	Copy the top cell Ctrl+C, select to the bottom cell with Shift+Left-Click, then paste Ctrl+V
Use Named Ranges for Lookup Tables	To reduce errors



