Week 1: Toolbox

Keyboard Shortcuts

F3: Brings up the Paste Name dialog box, which lists the named ranges available in your spreadsheet.

F4: Toggle absolute and relative references.

Ctrl+T: Insert Table

Ctrl+F3: Name Manager (Windows only): You can use the Name Manager to create, modify and delete Named Ranges.

Cmd+F3 or Ctrl+L: Define Name (Mac only): These shortcut keys are Mac-specific but the Define Name tool is available on both Windows and Mac. It allows you to create new Named Ranges.

Ctrl+Shift+F3 | Cmd+Shift+F3: Create Names from Selection. If you want to create several named ranges at once you can use the Create Names from Selection tool. First, select the range, including headers, then activate the tool. You can choose where the names come from, usually the Top row or Left column, but you can also use the Bottom row or Right column.

Windows Shortcuts: [Microsoft Office Support pages](#) **| Mac Shortcuts:** [Microsoft Office Support pages](#)

Excel Terminology

Data Validation

This is a method used to reduce the errors entered in your workbook by limiting the data accepted by Excel to the most reasonable outcomes.

Data validation dialog box

This is the box that appears when you go to the data validation tool.

Drop-down List

This is the List that appears next to each cell that contains the List data validation. This shows a predefined list which you have to specify.

Named range

This refers to a cell or a range of cells that have been named something useful.

Lookup List

This is the List that you place somewhere in your workbook that you can refer to in source which appears in the data validation dialog box.

Automated drop-down List

This is a drop-down list that we form by referring to a lookup list (that has been placed in a named range and table). It automatically changes when the lookup list is changed.

Paste Special

By default, when you copy and paste a cell both the contents of the cell and any special characteristics are copied. You can use Paste Special to only paste the contents or some of the original cell's characteristics. For example, you can use Paste Special to paste the Data Validation from one cell to another.

Input Message

This is the message that appears when clicked in a data validated cell which can contain something meaningful to assist a user as to what values are reasonable. This only happens when you have specified one.

Error Message

This is the message that pops up when something outside what is specified in the data validation is entered into the cell.

Specified range

This is a range that is specified by cell references e.g. **B4:B9**.

Conditional formatting

This is a way of formatting a cell or range of cells based on whether they satisfy a specified criterion.