

# Week 3: Toolbox

## Keyboard Shortcuts



**Ctrl+Enter** -- Finish Editing and stay in the cell.

When you are typing in a cell, if you press Enter you will move to the next cell down or Tab to move to the next cell to the right. To finish editing but stay in the same cell you can use Ctrl+Enter instead.

**F3** -- Paste Name

When you are writing a formula, if you cannot remember the Named Range that you are trying to use, the Paste Name dialog can help by displaying a list of all the names defined in the workbook.

**Ctrl+F3** -- Name Manager (Windows only)

You can use the Name Manager to create, modify and delete Named Ranges.

**Cmd+fn+F3** -- Define Name (Mac only):

The shortcut key is Mac-specific but the Define Name tool is available in both Windows and Mac. It allows you to create new Named Ranges.

**Ctrl+Shift+F3. Mac: Cmd+Shift+fn+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.

**Ctrl+Shift+Arrows** -- Select to the edges of the data

To easily select large data ranges you can use Ctrl+Shift and the arrow key in the direction you want to select. Continue to hold down Ctrl+Shift and use another arrow to select in another direction.

## Terminology



## Named Ranges

Named Ranges are a way to give a memorable name to a single cell or range of cells. You can then use this Named Range in formulas where it functions like an absolute cell reference. It can also make your formulas more readable because the name has more meaning than a cell reference. For example, **=N4\*Pension\_Rate** is more meaningful than **=N4\*\$P\$2**.

## Ninja Tip of the Week



Want to see all the named ranges you have created in your table? Simply zoom out to less than 40%.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pushpin HR Database														Contributi
2															
3	Emp	Last	First	Gender	Email	Date of Birth	Years of Service	Department	Location	Floor	Extension	Last Rate	Next Rate	Annual Salary	Pension
4	E1001	Carol	Jae	M	jae.carol@pushpin.com	1/02/2001	16.4	Executive	01-North 2321	01	2321	22/03/2017	22/03/2018	\$101,400.00	\$9,126.00
5	E1003	Chung	Eric	M	eric.chung@pushpin.com	27/02/2001	16.4	IT	03-West 2796	03	2796	27/12/2016	27/12/2017	\$70,300.00	\$6,327.00
6	E1004	Flanderr	Daniel	M	daniel.flanderr@pushpin.com	11/09/2002	14.9	Sales	02-North 2639	02	2639	9/09/2016	9/09/2017	\$59,400.00	\$5,192.00
7	E1110	Berry	Adam	M	adam.berry@pushpin.com	22/04/2004	12.6	Customer	02-West 2018	02	2018	5/05/2017	5/05/2018	\$59,200.00	\$5,328.00
8	E1134	Ferris	Mary	F	mary.ferris@pushpin.com	15/07/2005	12.6	Sales	03-North 2392	03	2392	16/09/2016	16/09/2017	\$68,900.00	\$5,661.00
9	E1150	Fillara	Suran	F	suran.fillara@pushpin.com	27/01/2006	11.5	Customer	02-West 2279	02	2279	18/09/2016	18/09/2017	\$58,000.00	\$5,256.00
10	E1162	Carlton	Barbara	F	barbara.carlton@pushpin.com	22/03/2006	11.3	Sales	02-West 2699	02	2699	31/03/2017	31/03/2018	\$59,200.00	\$5,328.00
11	E1172	Fernandez	Nicholas	M	nicholas.fernandez@pushpin.com	27/11/2006	10.1	Accounting	02-North 2372	02	2372	10/09/2016	10/09/2017	\$51,000.00	\$4,644.00
12	E1180	Bacota	Stevie	M	stevie.bacota@pushpin.com	11/04/2008	9.8	Sales	02-West 2655	02	2655	11/05/2016	11/05/2017	\$59,200.00	\$5,238.00
13	E1186	Camuntz	Janet	F	janet.camuntz@pushpin.com	26/04/2008	9.9	Customer	02-West 2286	02	2286	15/10/2016	15/10/2017	\$55,800.00	\$5,022.00
14	E1192	Khan	Mikael	M	mikael.khan@pushpin.com	12/10/2009	7.6	Sales	02-North 2294	02	2294	15/07/2016	15/07/2017	\$55,500.00	\$4,995.00
15	E1198	Chu	Elizabeth	F	elizabeth.chu@pushpin.com	11/09/2010	7.4	IT	01-West 2425	01	2425	24/11/2017	24/11/2018	\$61,400.00	\$4,356.00
16	E1203	Choir	Samantha	F	samantha.choir@pushpin.com	21/02/2011	6.9	Sales	02-West 2962	02	2962	7/09/2017	7/09/2018	\$59,200.00	\$5,370.00
17	E1207	Sang	Natarsha	F	natarsha.sang@pushpin.com	19/06/2011	6.1	Sales	02-North 2573	02	2573	1/07/2016	1/07/2017	\$59,000.00	\$5,040.00
18	E1211	Choudri	Uma	F	uma.choudri@pushpin.com	26/03/2012	5.3	Human	01-North 2134	01	2134	10/02/2017	10/02/2018	\$52,300.00	\$4,138.00
19	E1215	Dariota	Tina	F	tina.dariota@pushpin.com	22/09/2012	4.9	IT	01-North 2358	01	2358	9/10/2016	9/10/2017	\$51,700.00	\$4,552.00
20	E1216	Dick	Bat	M	bat.dick@pushpin.com	22/09/2012	4.7	IT	01-North 2086	01	2086	27/11/2016	27/11/2017	\$49,000.00	\$4,404.00
21	E1221	Chaffin	Sally	F	sally.chaffin@pushpin.com	1/05/2012	4.2	Customer	03-West 2537	03	2537	6/12/2016	6/12/2017	\$45,100.00	\$4,069.00
22	E1224	Chaffin	Jim	M	jim.chaffin@pushpin.com	22/05/2014	2.1	Facilities	03-West 2432	03	2432	10/02/2017	10/02/2018	\$42,100.00	\$3,798.00
23	E1227	Baller	Jim	M	jim.baller@pushpin.com	11/09/2014	2.0	Accounting	02-North 2618	02	2618	10/04/2017	10/04/2018	\$42,300.00	\$3,652.00
24	E1230	Bui	Cherrie	F	cherrie.bui@pushpin.com	21/09/2014	1.9	Sales	02-North 2694	02	2694	5/01/2017	5/01/2018	\$43,700.00	\$3,794.00
25	E1232	Bott	Connor	M	connor.bott@pushpin.com	12/11/2014	1.7	Sales	02-West 2347	02	2347	22/04/2017	22/04/2018	\$43,600.00	\$4,274.00
26	E1235	Clark	Anna	F	anna.clark@pushpin.com	16/12/2014	1.3	Accounting	03-West 2601	03	2601	27/02/2016	27/02/2017	\$51,500.00	\$5,245.00
27	E1237	Zhang	Aanya	F	aanya.zhang@pushpin.com	29/12/2014	1.2	Sales	02-North 2793	02	2793	19/05/2016	19/05/2017	\$49,500.00	\$4,405.00
28	E1239	Farrert	Leighton	M	leighton.farrert@pushpin.com	26/10/2015	2.3	Sales	02-North 2284	02	2284	4/03/2016	4/03/2017	\$56,300.00	\$5,058.00
29	E1241	Dannell	Alexandra	F	alexandra.dannell@pushpin.com	12/02/2015	1.9	Accounting	03-West 2082	03	2082	16/09/2016	16/09/2017	\$54,900.00	\$4,941.00
30	E1243	Martinez	Carlar	M	carlar.martinez@pushpin.com	12/02/2015	1.9	Human	03-West 2764	03	2764	20/04/2017	20/04/2018	\$47,900.00	\$4,311.00
31	E1244	Stapler	Peter	M	peter.stapler@pushpin.com	13/11/2015	1.7	Sales	02-North 2654	02	2654	30/06/2016	30/06/2017	\$49,300.00	\$4,464.00
32	E1245	Senamo	Rodhya	F	rodhya.senamo@pushpin.com	16/11/2015	1.6	Sales	02-North 2260	02	2260	12/07/2016	12/07/2017	\$58,000.00	\$3,204.00
33	E1246	Ellis	Mark	M	mark.ellis@pushpin.com	2/01/2016	1.5	IT	03-West 2482	03	2482	6/04/2016	6/04/2017	\$50,500.00	\$5,265.00
34	E1248	Biti	Yvette	F	yvette.biti@pushpin.com	15/01/2016	1.5	Sales	02-West 2589	02	2589	14/04/2017	14/04/2018	\$51,400.00	\$4,626.00
35	E1249	Sanderz	Sean	M	sean.sanderz@pushpin.com	17/12/2016	1.0	Human	03-West 2765	03	2765	15/07/2016	15/07/2017	\$46,000.00	\$3,474.00
36	E1250	Gaur	Phaebe	F	phaebe.gaur@pushpin.com	17/12/2016	0.6	Sales	02-North 2910	02	2910	19/06/2016	19/06/2017	\$40,200.00	\$3,645.00
37	E1252	Wang	Moi	F	moi.wang@pushpin.com	10/10/2019	7.5	Executive	01-West 2783	01	2783	23/06/2016	23/06/2017	\$96,400.00	\$5,676.00
38	E1253	Clark	Elizabeth	F	elizabeth.clark@pushpin.com	19/05/2017	0.1	Customer	02-West 2414	02	2414	16/12/2016	16/12/2017	\$27,000.00	\$2,330.00