

Excel Tips, Tricks & Shortcuts

Reorganizing Data

- ◆ Shortcuts You May Already Know
- ◆ Working with Duplicated Lists
- ◆ Text to Colum
- ◆ Concatenating
- ◆ Revealing Formulas

Custom Toolbars, buttons and Macros

- ◆ Custom Toolbars

Formatting

- ◆ Special Formats
- ◆ Custom Formats
- ◆ Formatting Dates
- ◆ Additional Accelerator Keys
- ◆ Conditional Formatting
- ◆ Conditional Number Formatting

Copying and Filling

- ◆ The Fill Handle
- ◆ Custom Lists

The Tools/Options Command

- ◆ The Tools/Options Command
- ◆ Hiding or Formatting Zeros
- ◆ New Workbook Settings
- ◆ Creating a Switchboard

Clean Up

- ◆ Cleanup

Appendix A: Examples of Well-known Shortcuts

Appendix B: Labels

Appendix C: Hiding Columns/Rows

Appendix D: Inserting and Deleting Cells

Appendix E: Additional Shortcut Keys

Appendix F: Formatting Zeros

Appendix G: Compare Side by Side

Appendix H: Shortcut Keys