



# 8 secrets in Excel

## Select rows or columns ..... 1

**Rows:** Select any cell in the row, then press Shift+Space

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Long Rolls	\$ 304.03	\$ 502.01
3	<b>Biscuits</b>	<b>\$ 2,080.83</b>	<b>\$ 1,099.20</b>
4	Scones	\$ 4,504.42	\$ 6,003.20

**Columns:** Select any cell in the column, then press Ctrl+Space

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Long Rolls	\$ 304.03	\$ 502.01
3	Biscuits	\$ 2,080.83	\$ 1,099.20
4	Scones	\$ 4,504.42	\$ 6,003.20

## Insert or delete a column or row ..... 2

**Insert:** Select the column or row then press Ctrl+Shift++  
**Delete:** Select the column or row then press Ctrl+-

	A	B	C
1	Product	Qtr 1	Qtr 2
2	<b>Long Rolls</b>	<b>\$ 304.03</b>	<b>\$ 502.01</b>
3	Biscuits	\$ 2,080.83	\$ 1,099.20

## Move or copy a column or row..... 3

**Move:** Select the column or row, then press Ctrl+X  
**Copy:** Select the column or row, then press Ctrl+C

Select the destination, then press Ctrl+V

	A	B
1	Product	Qtr 1
2	Long Rolls	\$ 304.03
3	Biscuits	\$ 2,080.83
4	Scones	\$ 4,504.42
5	Muffins	\$ 1,089.01

## AutoSum shortcut ..... 4

Press Alt+= at the end of a column or row of data

	A	B
1	Product	Qtr 1
2	Long Rolls	\$ 304.03
3	Biscuits	\$ 2,080.83
4	Scones	\$ 4,504.42
5	Muffins	\$ 1,089.01
6		=SUM(B2:B5)

## Add or average cell values ..... 5

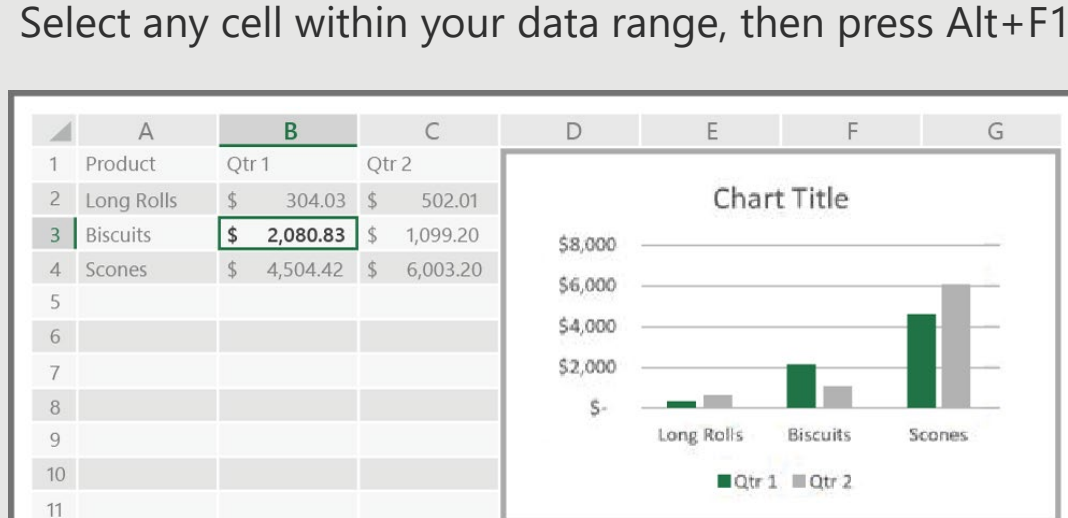
Select any range of cells with values, then look in the Status bar at the bottom of the screen for details

Product	Qtr 1	Qtr 2
Long Rolls	\$ 304.03	\$ 502.01
Biscuits	\$ 2,080.83	\$ 1,099.20
Scones	\$ 4,504.42	\$ 6,003.20

Average: \$1,590.02    Count:2    Sum: \$3,180.03

## Add a chart with Alt+F1 ..... 6

Select any cell within your data range, then press Alt+F1



## Adjust columns to fit data ..... 7

Double click the column separator

	A	B	C	D
1	Product	Qtr 1	Qtr 2	Total
2	Long Rolls	\$ 304	####	####
3	Biscuits	\$ 2,080	####	####
4	Scones	\$ 4,504	####	####
5	Muffins	\$ 1,089.01	####	####

## Add a line break ..... 8

Press Alt+Enter to add a new line of text to the same cell

2nd quarter 2019
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