

## Spreadsheets 2 – More Hints and Tips

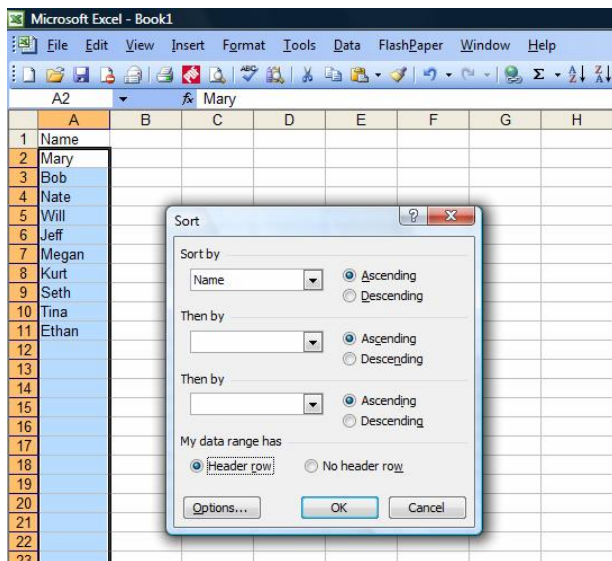
### Freezing Panes

Without the headings, it's hard to keep track of which column or row of data you are looking at. To avoid this problem use the freeze panes to "freeze" certain areas or panes of the spreadsheet so that they remain visible at all times when scrolling to the right or down. Keeping headings on the screen makes it easier to read your data throughout the entire spreadsheet. When you activate Freeze Panes (found in the "Window" menu) in Excel, all the rows *above* the active cell and all the columns *to the left* of the active cell become frozen.

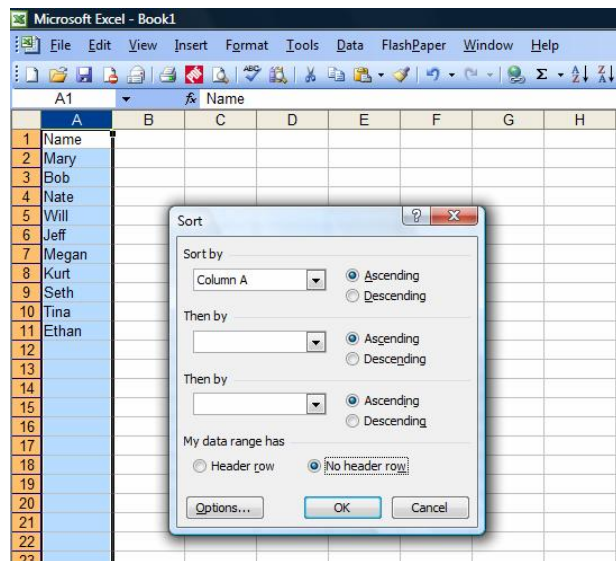
### Sorting

Excel's sort feature is a quick and easy way to sort data in a spreadsheet. The options for sorting your data include:

- Sort in ascending order - A to Z alphabetically or smallest to largest for number data.
- Sort in descending order - Z to A alphabetically or largest to smallest for number data.



Sorting **with** a header row

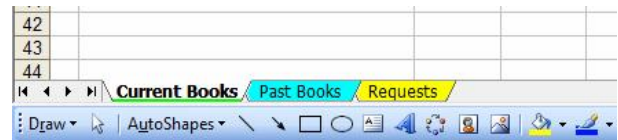


Sorting **with no** header row

### Customizing Worksheet Tabs

Right-clicking on any of the worksheet tabs at the bottom of your spreadsheet allows you to customize them. Two of the most popular options are:

- Rename
- Tab Color



### Printing Options

When printing a spreadsheet you can choose to print just selected areas, a whole sheet or an entire workbook. You can access additional printing options by clicking on Page Setup in the File Menu.

Additional options include:

- Page orientation
- Scaling
- Margins
- Header and footer
- Gridlines
- Row and column headings

## Hyperlinks in Spreadsheets

When typing website or email addresses into a spreadsheet, they will automatically be converted into hyperlinks. If you would like to turn this option off you can do so by finding the AutoCorrect Options in the Tools Menu. Click on the AutoFormat As You Type tab and then uncheck the "Internet and network paths with hyperlinks" box.

## Alternate Row Shading

One way to make your data legible is to apply cell shading to every other row in a range. Excel's *Conditional Formatting* feature makes this a simple task.

1. Select the range that you want to format
2. Choose *Format, Conditional Formatting*
3. In the Conditional Formatting dialog box, select *Formula Is* from the drop-down list, and enter this formula: `=MOD(ROW(),2)=0`
4. Click the *Format* button, select the *Patterns* tab, and specify a color for the shaded rows.
5. Click OK twice to return to your worksheet.

The best part is that the row shading is dynamic. You'll find that the row shading persists even if you insert or delete rows within the original range.

## Display Text in Multiple Lines

When entering text into the cell, press *Alt-Enter* to insert a line break.

When you do so, Excel will automatically apply text wrapping to the cell. To reformat existing cells so they have wrapped text, select the cells and then choose *Format, Cells*. On the Alignment tab, select "wrap text," and click OK.

## Transpose data from a row to a column

After working with the data for a while, you decide you'd rather have the current set of row labels (months) running across the columns. Whatever you do, don't even think about re-keying the data. Just use "transpose" under the Paste Special option.

## Making Charts

Using the "Chart Wizard" tool in Excel can make transforming your data into impressive charts. For step by step instructions visit the following website: <http://tinyurl.com/2ao78f>

### ***Make data in rows and columns easily displayed in chart form!***

Location	January	April	July	October
Acapulco	10	5	208	145
Amsterdam	69	53	76	74
Anchorage	17	13	42.5	52
Dallas	48	87.5	62	118
Glasgow	110	50	61	112
Madrid	39	48	11	53
New York	99	100	115	86
Tokyo	101	121	189	172
Toronto	55.2	65.4	71	63.5

