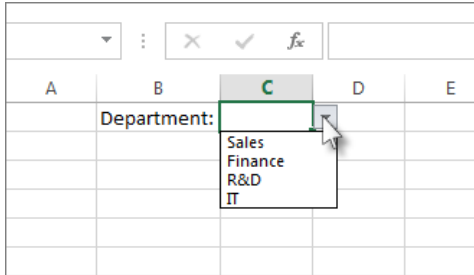
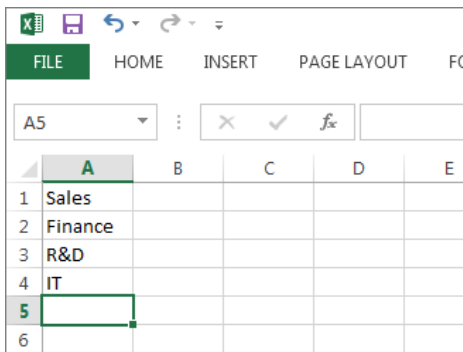


Sheet #1 Elements of Excel: Create a drop-down list

Provide a more efficient worksheet by using drop-down lists in a cell where your customers can make a yes or no choice, pick a date from a calendar, or pick from another list you insert. Someone using your worksheet clicks an arrow, and then clicks an entry in the list.

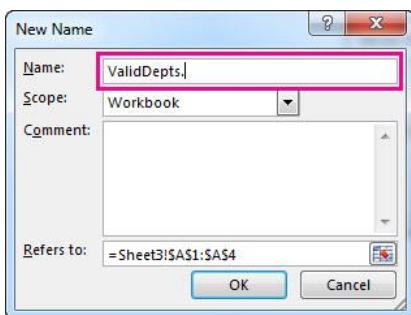


1. On a new worksheet, type the entries that you want to appear in your drop-down list. The entries should be in a single column or row without any blank cells, like this:

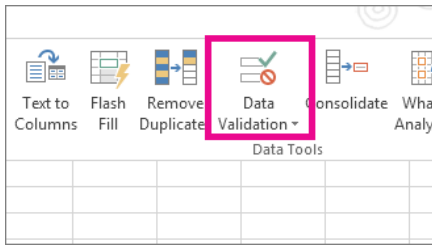


TIP Now is a good time to Sort our data in the order you want it to appear in your drop-down list.

2. Select all of your entries, right-click, and then click **Define Name**.
3. In the **Name** box, type a name for your entries, for example, **ValidDepts**, and then click **OK**. Be sure your name doesn't have any spaces in it. This name won't show up in your list, but you need to name it so you can link it to your drop-down list.

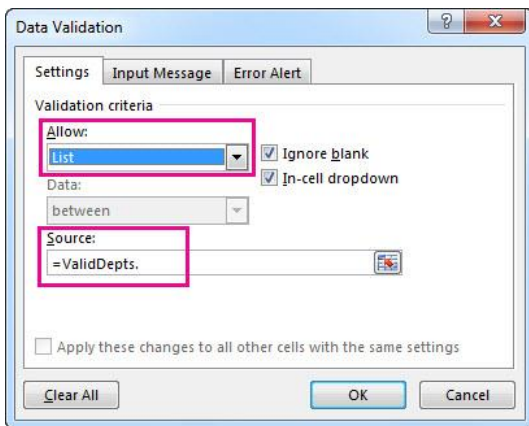


4. Click in the cell in the worksheet where you want the drop-down list.
5. Click **Data >Data Validation**.

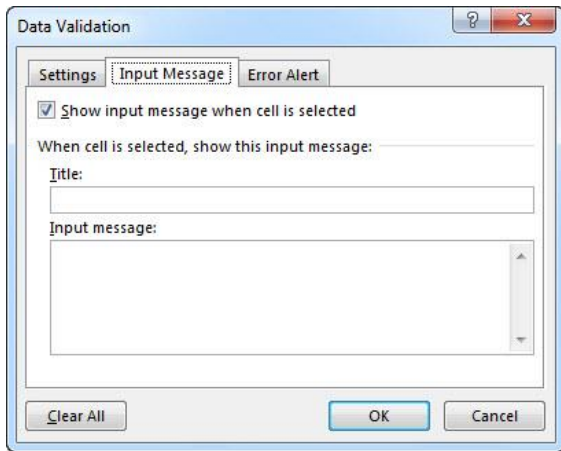


TIPS Can't click **Data Validation**? Here are a few reasons why that might happen.

- Drop-down lists can't be added to tables that are linked to a SharePoint site. Unlink the table or remove the table formatting, and then try step 5 again.
 - The worksheet might be protected or shared. Remove the protection or stop sharing the worksheet, and then try step 5 again.
6. On the **Settings** tab, in the **Allow** box, click **List**.
 7. In the **Source** box, type and equal sign (=), immediately followed by the name you gave your list in step 3. For example, **=ValidDepts.**

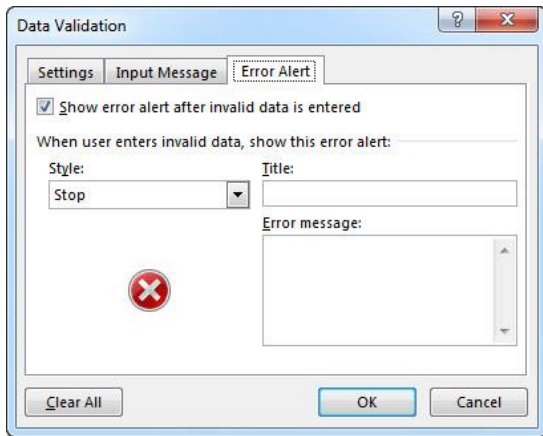


8. Check the **In-cell dropdown** box.
9. If it's OK for people to leave the cell empty, check the **Ignore blank** box.
10. Click the **Input Message** tab.
11. If you want a message to pop up when the cell is clicked, check the **Show input message when cell is selected** box, and type a title and message in the boxes (up to 225 characters). If you don't want a message to show up, clear the check box.





12. Click the **Error Alert** tab.

13. Check the **Show error alert after invalid data is entered** box, pick an option from the **Style** box, and type a title and message. If you don't want a message to show up, clear the check box.



Not sure which option to pick in the **Style** box?

- To show a message that doesn't stop people from entering data that isn't in the drop-down list, click **Information** or **Warning**. Information will show a message with this icon  and Warning will show a message with this icon .
- To stop people from entering data that isn't in the drop-down list, click **Stop**.

NOTE If you don't add a title or text, the title defaults to "Microsoft Excel" and the message to: "The value you entered is not valid. A user has restricted values that can be entered into this cell."

Working with your drop-down list

After you create your drop-down list, make sure it works the way you want. For example, you might want to check to see if the cell is wide enough to show all your entries.

If the list of entries for your drop-down list is on another worksheet and you want to prevent users from seeing it or making changes, consider hiding and protecting that worksheet. For more information about how to protect a worksheet, see [Lock cells to protect them](#).

If you decide you want to change the options in your drop-down list, see [Add or remove items from a drop-down list](#).

To delete a drop-down list, see [Remove a drop-down list](#).

To see a video about how to work with drop-down lists, see [Create and manage drop-down lists](#).

Sheet #2 Tips and Tricks: Common Commands for Excel

Workbook Actions

CTRL-S Save the Current workbook (under its current name).

F12 Save the Current workbook as a different name.

CTRL-O Open an existing workbook.

CTRL-N Open a new workbook.

CTRL-W Close the current workbook.

Copying and Pasting

CTRL-C Copies the current selected cell or range of cells.

CTRL-V Pastes from the clipboard, into the current selected cell or range of cells.

CTRL-D Fills down:

 If a single cell or cells in a single row are selected:

- copies the contents from the row above the selected range, into the selected range.
- if cells in more than one row are selected:
- copies the contents from the top row of the selected range, into all other rows of the selected range.

For examples, see the [Excel Copy & Paste](#) page.

CTRL-R Fills to the right:

 If a single cell or cells in a single column are selected:

- copies the contents from the column to the left of the selected range, into the selected range.

 If cells in more than one column are selected:

-
- copies the contents from the first column of the selected range, into all other columns of the selected range.
- For examples, see the [Excel Copy & Paste](#) page.
-

CTRL-Z Undo the last action.

Selecting Cells

CTRL - Left Mouse Button Selects multiple cells.
I.e. to select more than one cell (or range), first use the mouse to select on the first cell (or range), then press the CTRL key and use the mouse to select further cells or ranges.

SHIFT - Left Mouse Button Selects all cells between (and including) the previous active cell and the cell that is currently being clicked in.
I.e. to select a range, first use the left mouse key to click on a cell (or row or column) at the start of the range, then press the Shift key and select the cell at the end of the range.

SHIFT ↓ Moves the current selected range down a row.

SHIFT ↑ Moves the current selected range up a row.

SHIFT → Moves the current selected range right by one column.

SHIFT ← Moves the current selected range left by one column.

CTRL-SHIFT ↓ Selects all cells below the current selection, up to the edge of the current data region.

CTRL-SHIFT ↑ Selects all cells above the current selection, up to the edge of the current data region.

CTRL-SHIFT → Selects all cells to the right of the current selection, up to the edge of the current data region.

CTRL-SHIFT ← Selects all cells to the left of the current selection, up to the edge of the current data region.

CTRL-Spacebar Selects the whole of the current column(s).

SHIFT-Spacebar Selects the whole of the current row(s).

CTRL-A	Selects all cells in the current worksheet.
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Find and Replace

CTRL-F	Find (i.e. opens the find and replace dialog box with the 'Find' Tab selected).
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CTRL-H	Find & Replace (i.e. opens the find and replace dialog box with the 'Replace' Tab selected).
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SHIFT-F4	Repeat the last Find request.
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Selecting & Inserting Worksheets

SHIFT-F11	Insert a new worksheet into the current workbook.
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ALT-SHIFT-F1	Insert a new worksheet into the current workbook.
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CTRL-PageDown	Move to the next worksheet in the current workbook.
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CTRL-PageUp	Move to the previous worksheet in the current workbook.
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SHIFT-CTRL-PageDown	Select the current worksheet and the next worksheet (if repeated, causes further sheets to be selected also).
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SHIFT-CTRL-PageUp	Select the current worksheet and the previous worksheet (if repeated, causes further sheets to be selected also).
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Workbook Actions

CTRL-S	Save the Current workbook (under its current name).
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F12	Save the Current workbook as a different name.
-----	--

CTRL-O	Open an existing workbook.
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CTRL-N	Open a new workbook.
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CTRL-W	Close the current workbook.
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Inputting Data

CTRL - ;	Inserts the current date into a cell.
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CTRL - :	Inserts the current time into a cell.
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Formatting Data

CTRL-B Toggles bold on/off.

CTRL-U Toggles underline on/off.

CTRL-I Toggles italic on/off.

Excel Zoom

ALT-V Z Brings up the Excel Zoom dialog box.

Sheet #3: Text to Columns

What if you want to split out information that's in one cell into two different cells? For example, maybe you want to pull out someone's company name through their email address. Or perhaps you want to separate someone's full name into a first and last name for your email marketing templates.

Thanks to Excel, both are possible. First, highlight the column that you want to split up. Next, go to the Data tab and select "Text to Columns." A module will appear with additional information.

First, you need to select either "Delimited" or "Fixed Width."

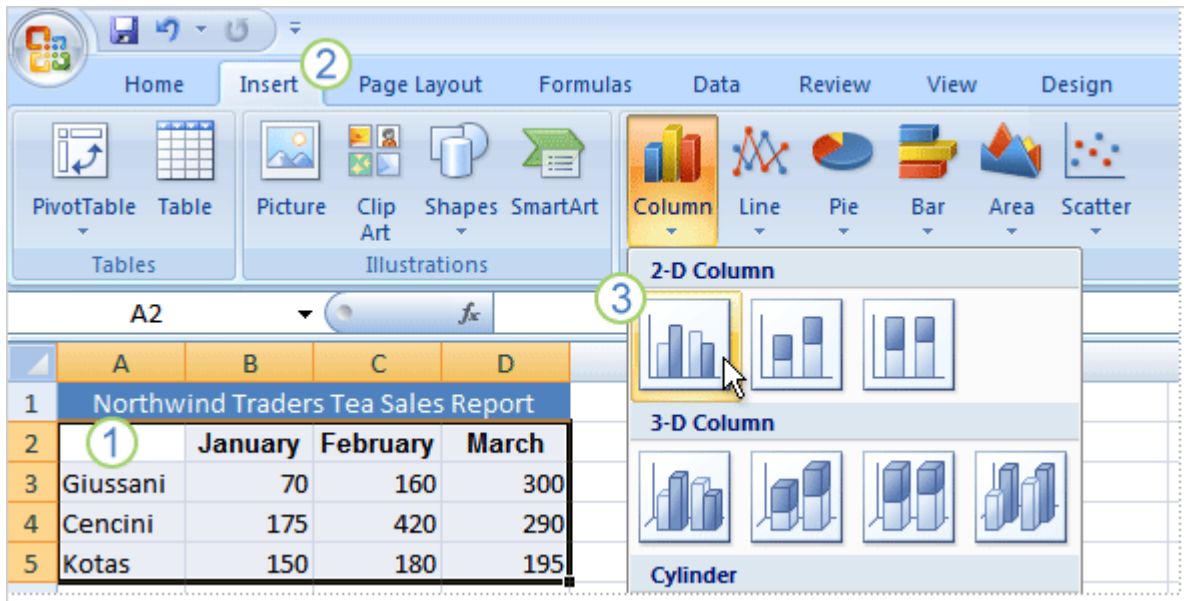
- "Delimited" means you want to break up the column based on characters such as commas, spaces, or tabs.
- "Fixed Width" means you want to select the exact location on all the columns that you want the split to occur.

In the example case below, let's select "Delimited" so we can separate the full name into first name and last name.

Then, it's time to choose the Delimiters. This could be a tab, semi-colon, comma, space, or something else. ("Something else" could be the "@" sign used in an email address, for example.) In our example, let's choose the space. Excel will then show you a preview of what your new columns will look like.

When you're happy with the preview, press "Next." This page will allow you to select Advanced Formats if you choose to. When you're done, click "Finish."

Sheet #4 Graphs, Chart, Formulas



Create a chart by clicking a chart type in the **Charts** group on the **Insert** tab.

Here's a worksheet that shows how many cases of Northwind Traders Tea were sold by each of three salespeople in each of three months. You need a chart that shows how each salesperson compares against the others, month by month for the first quarter of the year.

1. Select the data that you want to chart, including the column titles (January, February, March) and the row labels (the salesperson names).
2. Then click the **Insert** tab, and in the **Charts** group, click the **Column** button. You could select another chart type, but column charts are commonly used to compare items and will get your point across.
3. After you click **Column**, you'll see a number of column chart types to choose from. Click **Clustered Column**, the first column chart in the **2-D Column** list. A ScreenTip displays the chart type name when you rest the pointer over any chart type. The ScreenTip also provides a description of the chart type and gives you information about when to use each one.