

Intermediate Microsoft Excel

Ferguson Library
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Welcome to Intermediate Microsoft Excel

By the end of this class, you will be able to complete the following skills in Microsoft Excel 2016 and Microsoft Excel 365:

- Use shortcuts to navigate and modify worksheets
- Sort and filter data
- Use VLOOKUP and HLOOKUP to look up information in your table
- Use basic conditional formatting to highlight specific data
- Use templates for specific projects

Exercises

1. Use shortcuts to navigate and change data
 - Select all the players on the Cincinnati Reds and use **Ctrl+B** to make them bold
 - Select all the players on the New York Mets and use **Ctrl+I** to make them italicized.
 - Use **Ctrl+F** to find a player named *Josh Fogg*
 - Use **Ctrl+H** to replace all instances of *360,000* with *365,000* (*Be careful here!*)
 - Select all the players on the San Francisco Giants and use **Ctrl+C** to copy them to the clipboard
 - Use **Ctrl+V** to paste the San Francisco Giants information into Sheet2
2. Manage the data that is displayed using sorting and filtering
 - Sort the list of players alphabetically by salary (*Sort by salary and then sort by name*)
 - Filter the list of players by position
3. Use VLOOKUP to easily find the salary and position of a player
 - In an open space to the right of your data, enter Name, Salary, and Position in separate rows
 - In the column next to Salary use the VLOOKUP function to look up the salary of a name typed in above
 - In the column next to Position use the VLOOKUP function to look up the position of a name typed in above

Check your work by typing in the following names:

Piazza, Mike

Lidge, Brad

Valent, Eric

Baker, Jeff

4. Highlight data using conditional formatting to create basic rules

Highlight all the salaries that are above \$500,000 green

Highlight all the salaries that are below \$400,000 red

Highlight all the salaries between \$400,000 and \$500,000 yellow

Sort the list of players by the salary cell color

Highlight all the second baseman positions with a color of your choice

Create a new line and enter:

Team: Stamford Geese

Name: Smith, John

Salary: 375,000

Position: Second Baseman

Note that the salary and position columns will be highlighted their appropriate color

Change John Smith's salary from 375,000 to 1,000,000. Note that the salary column will change colors to fit the rule you made

5. Explore Excel templates designed for various projects

Open the *Personal Monthly Budget* template in Sample Templates from the New File menu

Explore the template – change values in some of the boxes and see the effects

Example: Change the value of the Projected or Actual Cost of the Mortgage and see the Difference change

Example: Change one of the values in Projected or Actual Incomes and see the Balance and total change

Fill in some of the other empty boxes on the budget and see how it affects the Balance area on the top right

Insert a line below *Income 1* to the right of “Actual Monthly Income”. Type in *Income 2* and enter a value. Notice the areas that change.

Keyboard Shortcut Reference

Ctrl Key Shortcuts

Key	Description
Ctrl+PgDn	Switches between worksheet tabs, from left-to-right.
Ctrl+PgUp	Switches between worksheet tabs, from right-to-left.
Ctrl+Shift+&	Applies the outline border to the selected cells.
Ctrl+Shift_	Removes the outline border from the selected cells.
Ctrl+Shift+~	Applies the General number format.
Ctrl+Shift+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
Ctrl+Shift+%	Applies the Percentage format with no decimal places.
Ctrl+Shift+^	Applies the Scientific number format with two decimal places.
Ctrl+Shift+#	Applies the Date format with the day, month, and year.
Ctrl+Shift+@	Applies the Time format with the hour and minute, and AM or PM.
Ctrl+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Ctrl+Shift+:	Enters the current time.
Ctrl+Shift+''	Copies the value from the cell above the active cell into the cell or the Formula Bar.
Ctrl+Shift+Plus (+)	Displays the Insert dialog box to insert blank cells.

Ctrl+Minus (-)	Displays the Delete dialog box to delete the selected cells.
Ctrl+;	Enters the current date.
Ctrl+`	Alternates between displaying cell values and displaying formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
Ctrl+1	Displays the Format Cells dialog box.
Ctrl+2	Applies or removes bold formatting.
Ctrl+3	Applies or removes italic formatting.
Ctrl+4	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough.
Ctrl+6	Alternates between hiding and displaying objects.
Ctrl+8	Displays or hides the outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+0	Hides the selected columns.
Ctrl+A	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected cells.

Ctrl+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Ctrl+E	Adds more values to the active column by using data surrounding that column.
Ctrl+F	Displays the Find and Replace dialog box, with the Find tab selected. Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action. Ctrl+Shift+F opens the Format Cells dialog box with the Font tab selected.
Ctrl+G	Displays the Go To dialog box. F5 also displays this dialog box.
Ctrl+H	Displays the Find and Replace dialog box, with the Replace tab selected.
Ctrl+I	Applies or removes italic formatting.
Ctrl+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
Ctrl+L	Displays the Create Table dialog box.
Ctrl+N	Creates a new, blank workbook.
Ctrl+O	Displays the Open dialog box to open or find a file. Ctrl+Shift+O selects all cells that contain comments.
Ctrl+P	Displays the Print tab in Microsoft Office Backstage view.

	Ctrl+Shift+P opens the Format Cells dialog box with the Font tab selected.
Ctrl+Q	Displays the Quick Analysis options for your data when you have cells that contain that data selected.
Ctrl+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Ctrl+S	Saves the active file with its current file name, location, and file format.
Ctrl+T	Displays the Create Table dialog box.
Ctrl+U	Applies or removes underlining.
	Ctrl+Shift+U switches between expanding and collapsing of the formula bar.
Ctrl+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.
	Ctrl+Alt+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
Ctrl+W	Closes the selected workbook window.
Ctrl+X	Cuts the selected cells.
Ctrl+Y	Repeats the last command or action, if possible.
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry that you

Function Keys

Key	Description
F1	Displays the Excel Help task pane.
	Ctrl+F1 displays or hides the ribbon.
	Alt+F1 creates an embedded chart of the data in the current range.
	Alt+Shift+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
	Shift+F2 adds or edits a cell comment.
	Ctrl+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab, Defined Names group, Define Name).
	Shift+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible.
	When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.

Ctrl+F4 closes the selected workbook window.

Alt+F4 closes Excel.

F5 Displays the **Go To** dialog box.

Ctrl+F5 restores the window size of the selected workbook window.

F6 Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (**View** menu, **Manage This Window, Freeze Panes, Split Window** command), F6 includes the split panes when switching between panes and the ribbon area.

Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon.

Ctrl+F6 switches to the next workbook window when more than one workbook window is open.

F7 Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range.

Ctrl+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.

F8 Turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection.

Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.

Ctrl+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.

Alt+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.

F9

Calculates all worksheets in all open workbooks.

Shift+F9 calculates the active worksheet.

Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

Ctrl+F9 minimizes a workbook window to an icon.

F10

Turns key tips on or off. (Pressing Alt does the same thing.)

Shift+F10 displays the shortcut menu for a selected item.

Alt+Shift+F10 displays the menu or message for an Error Checking button.

	Ctrl+F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range in a separate Chart sheet.
	Shift+F11 inserts a new worksheet.
	Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the Save As dialog box.

Further Study and Practice



The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit:

https://infotrac.gale.com/itweb/stampl_main?db=UDEMYY

Suggested Courses:

- Excel at Work – Complete MS Excel Mastery Beginner to Pro
- Microsoft Excel – Advanced Excel Formulas & Functions
- Microsoft Excel – Excel from Beginner to Advanced