Shortcuts and Tips for Navigating Through a Spreadsheet

1. When using a formula that you wish to extend to multiple cells, select the cell containing the formula and use the black square on the bottom right corner to drag down to the remaining cells or you can double-click the black square to quickly apply the formula.

2. Clicking the top left square above the numbered rows allows you to select all the data in a worksheet. Double clicking between two columns while the entire worksheet is selected allows you to autosize each column, using the longest word in the column as a guide. This is an easy way to format the entire sheet at once instead of applying changes individually.

3. You can change the format of numbers by clicking the drop-down menu above the $ icon and the increasing/decreasing decimal icons and picking the format that is most appropriate for your data. Using the two buttons increasing decimal and decreasing decimal, you can easily control how many decimal places numbers display in your worksheet. You can also choose the “More Number Formats” for more options on how to format data.
4. You can wrap text in a cell by clicking on the **Wrap Text** icon in the **Home** ribbon in the **Alignment** chunk. This allows you to preserve the column width as it brings the text below but still in the same cell.

5. If you wish to copy a set of numbers that have been calculated with a formula, but do not wish to copy the formula along with it, you can copy the data and choose **Paste Special** instead of the normal Paste option. In the Paste Special options, you can choose to copy the data as **values** only, or even **values and source formatting** so that the formulas are not copied as well.

6. If you would like to rearrange data from columns into rows or vice versa, you can “**transpose**” data in Excel. This can be done by copying the original, right-click to select **Paste Special** then at the bottom, right-hand corner of the dialog box that appears, there is the option to transpose. You can also choose to transpose the data after it has been copied and pasted by selecting the data and selecting “Paste Special” again.