Top 6 Tips for Excel

NDP recently held a hands-on workshop facilitated by the Sydney Microsoft Store on the Fundamentals of Excel. We want to share some of the handy tips we learned to make your Excel experience a breeze.

Note: Some steps / features may slightly vary depending on the Excel version you have.
The below steps are applicable for Excel 2013.

Here are our Top 6 Tips:

1. Adding charts / maps

Using charts or graphs is a great way to display data in a visual way, which can aid people in analysing them. Excel has a variety of charts / graphs / maps, which are suitable for presentations.

Example:
You want to present the below data as a chart.

Team	Pie Lovers	Members
Hungry	11	16
Choosy	3	25
Tasters	7	12
Healthy	4	11
Grazers	10	15
Foodies	27	27

• Select the entire table and go to the **Insert** tab.

• Select the chart type from the **Charts** command. In this example, we are selecting **Column > 2-D Column > Clustered Column.**

• Under the **Design** tab, you can also change the colour scheme in the **Chart Styles, Commands** group; or change the layout under the **Chart Layouts** commands group.

Notes:
• If the **Design** tab is not visible, click on the chart you're modifying. This example is **Layout 1.**

• If you change the data in your table, your chart will also adjust accordingly.

Number of Pie Lovers per Team
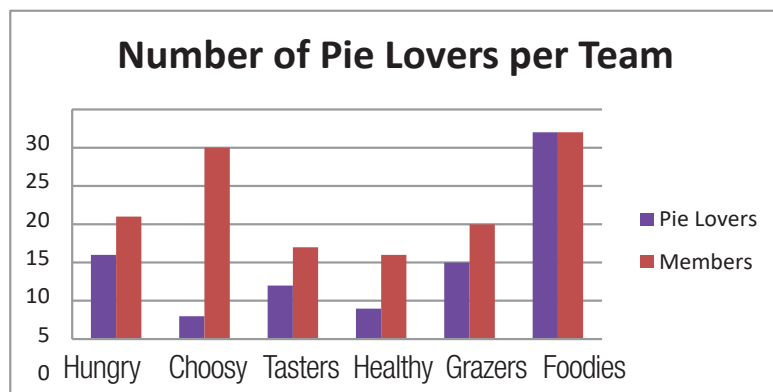
2. Sending your file as an attachment

If you are currently working on an Excel workbook, and planning to email the file as an Excel / PDF attachment or a link, save time by skipping a few steps.

• Under the **File** tab, click on **Save & Send**.

• Choose from the list of options such as **Send as Attachment, Send a Link,** or **Send as PDF.** This will automatically open your Outlook and attach your file.

3. Wrapping Text / Merge and Formatting Cells

If like us, you used to select the cells, right-click, and select "Format Cells" from the pop-up window to merge cells or wrap text, **STOP** and take a step back.

Did you know that there are shortcuts for these commands under the **Home** tab?

You can use the **Wrap Text**, **Merge & Centre, Merge cells, Unmerge cells** and **Merge Across** commands all from the **Alignment** commands group.

4. Translating words via Excel

Similar to Microsoft Word, Excel also has built-in spell check, thesaurus and translation functions.

Example: You want to translate certain words to another language.

• Select the word you want to translate.

• Under the **Review** tab, click on the **Translate** command under the **Proofing** group. The Translation panel will appear on the right-hand side of the Excel workbook.

• Select the language you're translating to. You will need Internet access for this function. When you're satisfied with the translation, select **Insert.**

5. Calculating total sum, average and number count

Put your calculators away.

You can perform these functions using the **AutoSum** icon from the:

• **Formulas** tab via the **Function Library** commands group; or

• **Home** tab via the **Editing** commands group.

TIP: You can perform these functions via these two methods:

Option 1

• Highlight the cells of data you want to add / average / count, and ensure you also leave a blank cell at the end for the answer.

• Click on the command you need.

Option 2

• Select a blank cell anywhere on the worksheet, where you want to display the answer.

• Select the function you want to perform; then highlight the cells of data; and press **Enter.**

6. Checking the Documents for Accessibility

It is important to ensure your Excel document can be easily read by people with vision disabilities. To do this, you need to use the **Accessibility Checker**. You can access this function via two tabs:

• For **older** Excel versions, under the **File** tab, go to **Info**. Click on **Check for Issues** button, then select **Accessibility Checker.**

• For **newer** Excel versions, under the **Review** tab in the **Accessibility** commands group, click on the **Accessibility** icon.

The **Accessibility Checker** panel will appear on the right-hand side of your screen, and advise you of the **Inspection Results**. Click on the listed issues to display additional information on why they need to be fixed.