1. **Push-Pin:** To "pin" documents to the recent documents list so they always appear, just click on the push-pin to the right of the document name.
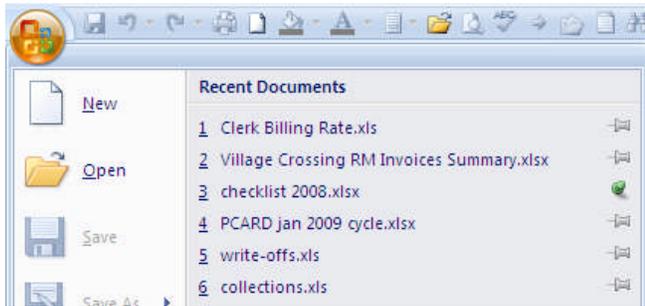
By clicking on the sideways pin….

….it "pins" the document to the recent documents listing so the file is always one click away!

2. **Go To Special…:** To select just certain cells (i.e. blank cells, formulas, etc) use this function. It is helpful if you want to format all of the constants a specific way or if you have a lot of rows hidden and want to format just those that are showing.

Step 1) Highlight the area where you want to select only specific cells

All the data is collapsed so only the subtotals are visible on the screen

	Cost	PY Depr	CY Depr	NBV	Classification
1	City of Oconomowoc				
2	Fixed Asseet Listing by Class				
3	2008				
4					
5	Cost	PY Depr	CY Depr	NBV	Classification
9	82,000.00	-	-	82,000.00	ART & HIST TREASURES Total
18	644,215.20	228,991.80	62,115.85	353,107.55	BUILDING IMPROVEMENT Total
47	6,462,287.21	4,031,553.16	170,185.54	2,260,548.51	BUILDINGS Total
65	3,925,024.15	-	-	3,925,024.15	CONSTRUCTION IN PROG Total
194	37,206,692.42	11,167,129.06	992,430.18	25,047,133.18	INFRASTRUCTURE Total

Step 2) On the Home Ribbon,
Click on the drop-down under Find & Select, choose Go To Special…
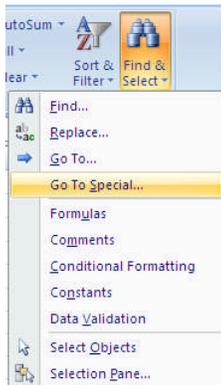
Step 3) Select the option you want. For this example, we want visible cells only
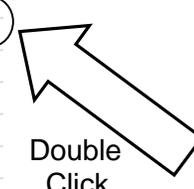

Step 4) Now only the visible cells are highlighted and we can easily add the lines to the subtotals

Top & bottom lines were added to all visible cells to distinguish subtotals
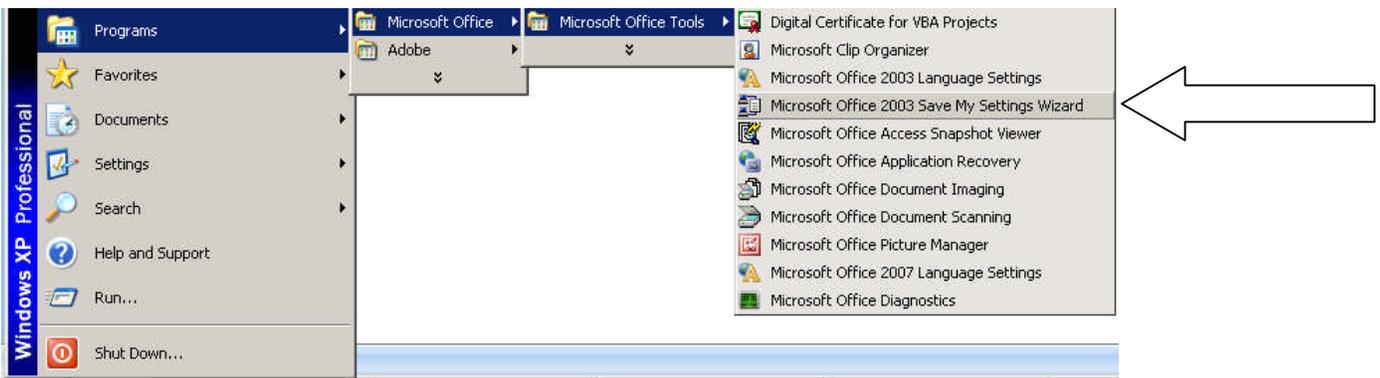
All art & hist assets were expanded to show the lines only were done on the subtotals

	Cost	PY Depr	CY Depr	NBV	Classification
1	City of Oconomowoc				
2	Fixed Asseet Listing by Class				
3	2008				
4					
5	Cost	PY Depr	CY Depr	NBV	Classification
6	5,000.00	-	-	5,000.00	ART & HIST TREASURES
7	22,000.00	-	-	22,000.00	ART & HIST TREASURES
8	55,000.00	-	-	55,000.00	ART & HIST TREASURES
9	82,000.00	-	-	82,000.00	ART & HIST TREASURES Total
18	644,215.20	228,991.80	62,115.85	353,107.55	BUILDING IMPROVEMENT Total
47	6,462,287.21	4,031,553.16	170,185.54	2,260,548.51	BUILDINGS Total
65	3,925,024.15	-	-	3,925,024.15	CONSTRUCTION IN PROG Total
194	37,206,692.42	11,167,129.06	992,430.18	25,047,133.18	INFRASTRUCTURE Total

3. **Auto fill formulas for block of data:** Oftentimes we want to copy a formula down for the entire block of data. Normally we just select the auto-fill box and drag to the last cell where we want to copy the formula. A better way: just double-click on the auto-fill box and it will copy all the way to the end of the data (Note: This trick only works if there are no blank rows or intermittent blank cells to the left of the data

Before

2	Fund	Per Report	Per G/L	Variance
3	Fund 100	154,251	149,006	5,245
4	Fund 204	5,846	5,692	
5	Fund 205	2,548	2,548	
6	Fund 403	485,548	536,802	
7	Fund 404	90,548	90,496	
8	Fund 408	525,420	525,420	

After

2	Fund	Per Report	Per G/L	Variance
3	Fund 100	154,251	149,006	5,245
4	Fund 204	5,846	5,692	154
5	Fund 205	2,548	2,548	-
6	Fund 403	485,548	536,802	(51,254)
7	Fund 404	90,548	90,496	52
8	Fund 408	525,420	525,420	-

Double Click

4. **Save my settings:** It takes awhile to customize our settings so they are just how we want. If you're worried about your computer crashing or if you get a new computer, you can save your settings on a flash drive.

Windows XP Professional

Programs	Microsoft Office	Microsoft Office Tools	Digital Certificate for VBA Projects
Favorites	Adobe		Microsoft Clip Organizer
Documents			Microsoft Office 2003 Language Settings
Settings			**Microsoft Office 2003 Save My Settings Wizard**
Search			Microsoft Office Access Snapshot Viewer
Help and Support			Microsoft Office Application Recovery
Run...			Microsoft Office Document Imaging
Shut Down...			Microsoft Office Document Scanning
			Microsoft Office Picture Manager
			Microsoft Office 2007 Language Settings
			Microsoft Office Diagnostics

5. **File name:** An easier way than putting in a footer with the file name is to add it to the last line of your document. In the cell, just type =CELL("filename"). The directory and file name will change as the document is moved.

B15   fx   =CELL("filename")

A	B	C	D	E	F
	Accrued Interest on CD's				
	12/31/2008				
			Interest	Days	Accrued
		Principal	Rate	Accrue	Interest
General Fund					
ISB					
1/24/2008		$500,000	4.10%	343	$19,264.38
($500000 * 4.1% * 343/365)					
Subtotal				343	$19,264.38
G:\DATA\Sarah\YEAREND\2008\[cd interest.xls]cd int					

Type this formula in the cell…..

…..to get this

6. **Multiple If Statements:** An easier way to build an IF statement on two variables is by using AND/OR.
   =IF(AND(range1criteria1,range2criteria2),xxx (then),xxx (else))

   Formula 1 =IF(AND(B2>20000,A2="DPW"),"approved","review")

   Formula 2 =IF(OR(B2<5000,A2="Finance"),"approved","review")

Dept	Amount Requested	Formula 1	Formula 2
Finance	15,000	review	approved
Finance	5,000	review	approved
DPW	25,000	approved	review
DPW	10,000	review	review
DPW	150,000	approved	review
Clerk	15,000	review	review
Planning	42,500	review	review
Econ	1,000	review	approved
Econ	250,000	review	review

7. Move the cell selected to the bottom of a block of data:

1979 GMC UTILITY DUMP TRK #55	7,915.00
1980 GMC UTILITY DUMP TRK #39	10,482.00
1980FORDL8000 DMP/PLW/SNDR #52	
1981 FORDL8000 DMP/PLW/SNDR#54	
1982 GMC 1 TON DUMP TRUCK #36	
1985 FORD DMP/PLW/SNDR TRK#51	
1990IHC2554DMP/PLW/SNDR/WNG#58	
1990 FORDL8000 DMP/PLW/SNDR#50	
1984 FORDF700 FLAT BD&DMP #70	
1992 DODGE B150 VAN #101	
1996 FORD DUMP/PLW/SNDR #57	
2000 INTERNTL DMP/PLW/SNDR #56	
2002 FRGHTLNR DMP/PLW/SNDR#47	
2003 GMC UTIL DUMP TRK #41	
2004 STERLING DMP TRK W/PLW#48	
2004GMC PICKUP W/PWR LFT GT#71	
2004GMC PICKUP W/PWR LFT GT#84	
'05 FREIGHTLINER DMP TRK W/PLW	
2007 Sterling Cab&Chassis #49	
2006 Dump w/ Plow & Wing #53	
1994 Chevrolet 3500 #21	
1992 Dodge Dakota #73	
	47,38_,_87
	63,19_,_.19
	25_,_8.00
	63,221,374.19

Double clicking here…..
   (middle of the bottom edge)

…..will bring you here
   (last filled cell in the column)

8. Custom Lists: Often times multiple spreadsheets will contain the same list (i.e. Funds or Departments). To avoid re-typing the same list over and over again, a custom list can be set-up.

Step 1) Select the list you want to save

Step 2) Click on the Office Icon, Excel Options

Step 3) Under the Popular Category, click on Edit Customer Lists

Step 4) Click on Import to upload the list

Step 5) Click ok, click ok

Step 6) Now if you type any item in the list you can auto-fill the remaining list items

	A	B
1	Finance	
2		
3		
4		
5		
6		
7		
8		
9		
10		Econ Dev
11		

auto-fill entire list

	A	B
1	Finance	
2	Clerk	
3	Police	
4	Fire	
5	DPW	
6	Library	
7	Park & Rec	
8	Planning	
9	Econ Dev	
10		
11		

9. **Paste Special – Transpose:** This feature is helpful if you have a column of data and want to make it a row or vice versa.
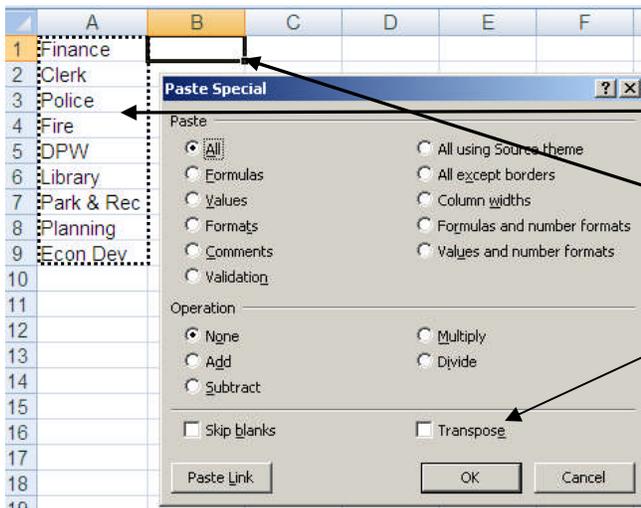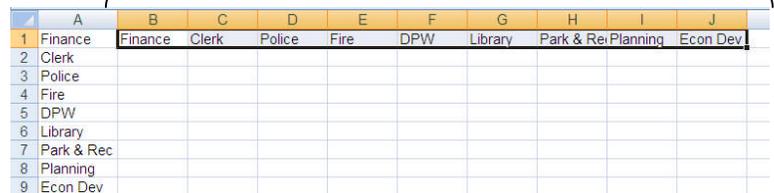


Step 1) Copy the information to be transposed

Step 2) Select the left most (top most if going from horizontal to vertical) location where the information should be copied (these cannot overlap)

Step 3) Paste Special, Transpose, Ok

Step 4) The data will copy in the opposite direction

10. **Auto Correct:** This was actually not learned from Mr. Excel but is another great tip learned recently that works in both Excel and Word. Auto correct is most helpful for those words/phases that are typed repeatedly. Once set-up, only the shorthand version needs to be entered and Microsoft will convert it into the full text.
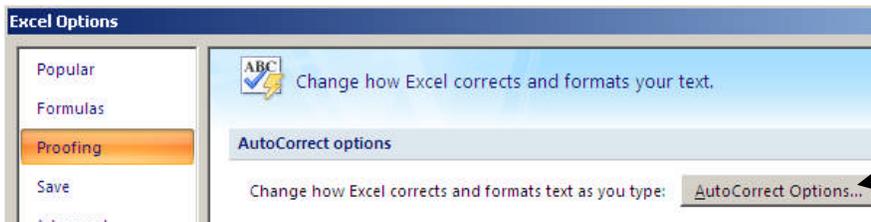
Step 1) Click on the Office Icon, Excel Options (see Tip #8 above for a screen shot)

Step 2) Under the Proofing Category, click on AutoCorrect Options…

Step 3) Type in the shorthand version and the full version of the phrase

Step 4) Click Add

Step 5) Any time you type the shorthand version and hit enter, the entire phrase will be written-out