

Microsoft Excel 2007 Tips Sheet

Beginning Data Retrieval in the IUIE

Sorting

1. Highlight desired area to sort by click-hold and dragging the mouse
2. Go to the data tab
3. Click the **Sort** button (see image below)



4. Set parameters (sort by X, sort on Y, order small to large OR large to small)

Filtering

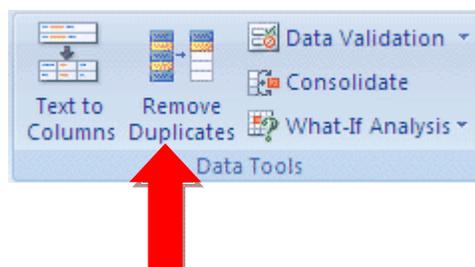
1. Go to the data tab
2. Click the **Filter** button (see image below)



3. Each column will have a small box on the left of it. Clicking this box will bring a drop down bar of all the contents of that column. Simply select or deselect those fields you wish to see.

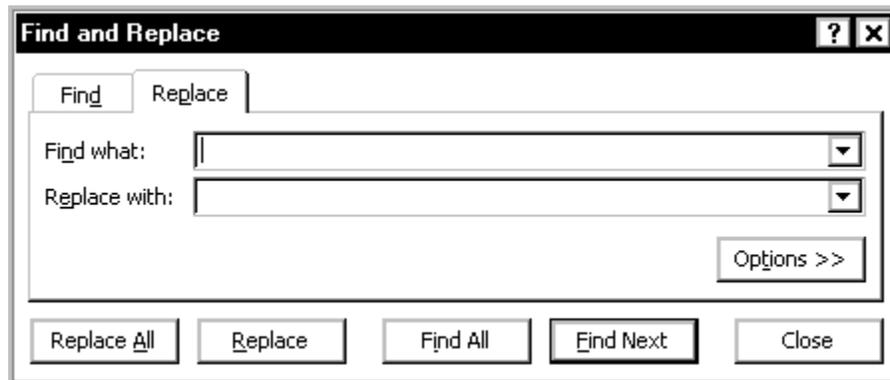
Remove duplicates

1. Go to the data tab
2. Click the **REMOVE DUPLICATES** button (see image below)



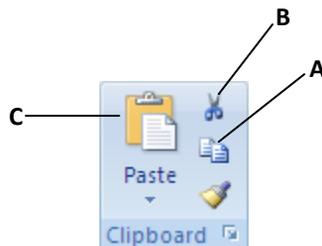
Find and Replace

1. Make sure individual rows and/or columns are not highlighted
2. Go to the home tab
3. Click the **REPLACE** button



Copy/Cut and Paste

1. Select the data you want to copy/cut
2. Go to the home tab
3. Select copy (see "A" below) or cut (see "B" below)



4. highlight the area where you want to place the data
5. select the paste button (see "C" above)
6. There are many options for pasting data. By clicking the arrow below paste, the user is given the option "paste special". Selecting paste special brings up a box (image on next page) giving the user options on how they want to paste their data (e.g. formulas will copy over actual formulas, whereas values will only copy the number or data element sans the formula).

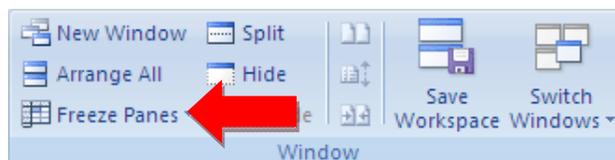


Insert column/row

1. Right click on a column letter or row number
2. Select "insert"

(Un)freezing

1. Select the row after the one you want to freeze (e.g. I want to freeze row 1, so I will highlight row 2)
2. Go to the view tab
3. Click **FREEZE PANES** (see image below). You are also given the option to freeze the first column or first row.



4. To unfreeze the data selected go back to **FREEZE PANES** and select **UNFREEZE PANES**.

(Un)hiding

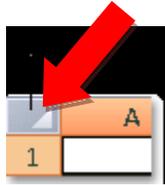
1. Highlight the columns/rows you want to hide
2. Go to the view tab

3. Click the **HIDE** button

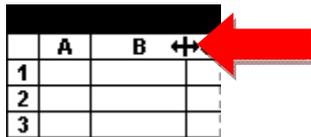


Adjusting column/row width

1. To select all the cells, click the **SELECT ALL** button (see image below)



2. You can also adjust columns/rows by dragging the cross bar to the desired height or width (see image below)



Saving in compatibility mode:

When downloading a file from the IUIE, excel automatically attempts to save the file as a "tab delimited" file. Unless you plan to use the data in a statistical program or database, you probably will not use a tab delimited file. We will need to change this to "Excel Workbook" or "Excel 97-2003 Workbook". Rename the file and save.

* A file that is saved as "Excel 97-2003 Workbook" is compatible with both Microsoft Excel 2003 and 2007.

Helpful Keyboard Shortcuts:

Copy – ctrl and "c"

Paste – ctrl and "v"

New worksheet – ctrl "n"

Bold – ctrl "b"

Italicize – ctrl "i"

Underline – ctrl "u"

Select all data – ctrl "a"

Save – ctrl "s"

Print – ctrl "p"