EXCEL TIPS AND TRICKS

VOLUME 1.0

From the Editor(s):

This is the first in hopefully many editions of Viking Air's tips and tricks for excel. This letter will be distributed to all Viking employees in an effort to grow our company skills in the world of excel. We encourage everyone to take a moment to review what we are sharing to see if you can add them to your tool box. This letter will focus on what we, the editors, use on a regular basis or any request that have come from you, the reader.

Kevin Larsen

HOT KEYS

Ctrl + A — This command will select all of the cells around the cell you last selected. it will only select up to blank rows and/or columns.

Ctrl + ↑ — This command moves you to the top of the column you are in or the next empty cell above. This works for all arrow directions.

Ctrl + Shift + ↑ — This command selects the cell you are in and all of the cells above it, up to the top of the spreadsheet or up to the next blank cell. It works the same with the down arrow except that it selects the cells below down to the bottom of the spreadsheet or up to the next blank cell. Use the left and right arrows to do the same for selecting cells in a row. Try them out!

Shift + Space — This command selects the entire row of cells that you are currently in. This is a really quick way to highlight rows without having to scroll back to the left-most column.

FORMULA: VLOOKUP

VLOOKUP is a formula used in Excel to match returns the corresponding value in the same row in the specified column. A good example of this is when look up a person's phone number knowing what their name is in a phone book; you read down the list of names until you find the name and then move your finger to the right to find the associated phone number.

Formulas Syntax:

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Argument Name	Description
lookup_value	This is the value you want to look up (i.e. this would be the person's name in the phone book example). Note: this value must be located in the left most column of the **table_array**. For example, if the **table_array** spans B2:D7 then the **lookup_value** must be located in column B. The **lookup_value** can be a value of a cell reference.
table_array	This is the range of cells in which VLOOKUP will search for the **lookup_value** and return the value you are after (i.e. this would be the phone book page).
col_index_num	This is the column number, starting with 1 for the left-most column of the **table_array**, that contains the return value (if the phone book had names in column A and phone numbers in column B, then the **column_index** would be 2 to return the phone number).
range_lookup	This is an optional logical value, **TRUE** or **FALSE** that specifies whether you want VLOOKUP to find the exact match or an approximate match to the **lookup-value**. • **TRUE**: assumes that the first column in the **table_array** is sorted numerically or alphabetically and will then search for the closest value. This is the default method if you don't specify one. • **FALSE** searches for the exact value in the first column. This is the most commonly used method.

Formula	Return Value
=VLOOKUP(A1,B2:D4,2,FALSE)	Anne
=VLOOKUP("Akers",B2:D4,3,FALSE)	5/2/1981
=VLOOKUP("Bill",B2:D4,3,FALSE)	#N/A (this was returned because the value could not be found)

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TRAINING

If you have questions about something you would like to do in Excel or maybe something you are stuck on, Viking's training department is arranging Excel training sessions. Currently these sessions are going to be held over the lunch hour (12:00-1:00pm) where you can bring your lunch and questions to an experienced Excel user and have them answered. These sessions are intended to be an open learning and sharing environment and everyone is welcome; please see Wendy B. for availibility and locations.

EXCEL HAHA

Thank you for calling to say that you have faxed an excel spreadsheet back to me..... with your hand written notes.

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user card

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