EXCEL TIPS AND TRICKS

VOLUME 1.1

From the Editor(s):

This is the second edition of Viking Air's tips and tricks for Excel. Our initial launch has been well received so we are going to keep going strong in our efforts to improve everyone's Excel skills. We still encourage everyone to review what we are sharing to see if you can add them to your tool box. In this letter we have brought you some new hotkeys and one very strong formula for those who work a lot with names and titles. Enjoy and comments are always welcome.

Kevin Larsen

HOT KEYS

Ctrl + Home — This command will move you to the first cell in a worksheet (A1). It doesn't matter where you selected last, it will always take you home.

Alt + Enter — This command allows you to start a new line when you are already typing information in a cell. Pressing multiple times will create blank lines between entered data.

Ctrl + ; — This command enters the current date into the selected cell.

Ctrl + Shift + ; — This command enters the current time into the selected cell.

Ctrl + 1 — This command opens the "Format Cells" dialog box. Most of the options found here are in the ribbon at the top of your screen but this hotkey gives you quicker access to more options than what you can find in the ribbon.

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FORMULA: CONCATENATE

CONCATENATE is a formula used in Excel to join text strings from more than one cell together into one cell. You can also add spaces, punctuation, other words or text to the final text string as well. A good example of this would be if you had a list of men's first names in one column and their last names' in another and you wanted to create a column where each cell contained "Mr.", their first name and their last name as well as the appropriate spaces between the title and the first and last names. This formula may be changing to CONCAT in future versions of Excel.
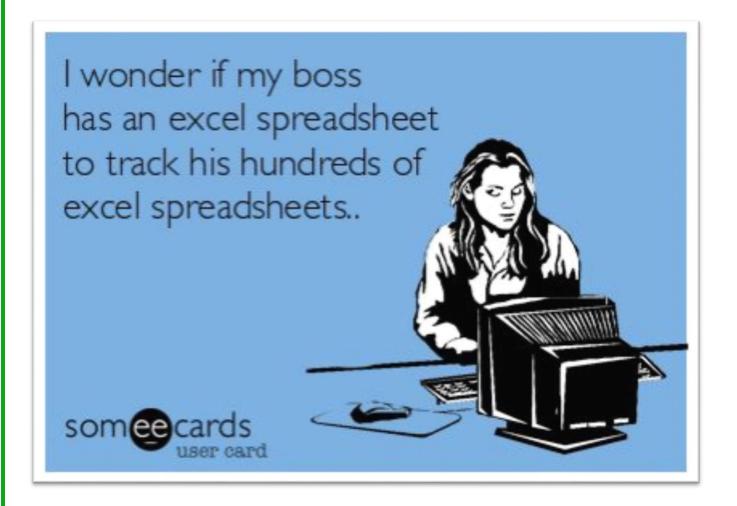
Formulas Syntax:

CONCATENATE(text 1, [text 2], …)

Argument Name	Description
text 1	This is the first text value to join. The item can be a text value, a number, or a cell reference.
text 2	This is the additional text items to join. You can have up to 255 items and a total of 8192 characters.

	A	B	C	D
	Last Name	**First Name**	**Formula**	**Result**
1				
2	Larsen	Kevin	=CONCATENATE("Mr. ",B2," ",A2)	Mr. Kevin Larsen
3	Sanz	Nathan	=CONCATENATE(A3,", ",B3)	Sanz, Nathan
4	Couch	Tim	=CONCATENATE("Mr. ",B4," ",A4, " YEAH TIM!!")	Mr. Tim Couch YEAH TIM!!

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TRAINING

Viking's Training department has been hosting and Excel training session on Thursdays from 12:00 to 1:00pm every week and it has been great. If you have any questions about something you would like to do in Excel or maybe something you are stuck on, please sign up for one (or more) of these sessions. They will continue to be presented by an experienced Excel user and be dedicated to making you faster and more efficient in Excel in an open learning and sharing environment. Please see Wendy B. for availibility and locations.

EXCEL HAHA

I wonder if my boss has an excel spreadsheet to track his hundreds of excel spreadsheets..

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