EXCEL TIPS AND TRICKS

VOLUME 1.2

From the Editor:

This is the third edition of Viking Air's tips and tricks for Excel and I hope you are enjoying reading them as much as I am writing them. We did run into some hiccups this past month with our classroom sessions but our intentions are to maintain the weekly schedule (so long as the training room is available). We have some cool stuff to share today so read on. Enjoy and comments are always welcome.

Kevin Larsen

HOT KEYS

Ctrl + S — This command will save your document. This one may seem simple and you probably know it but if used habitually it will help prevent lost data and it's faster than moving your mouse to the save icon.

Ctrl + Page Up — This command allows you to move between worksheets (tabs) within the same document. You can also use page down to move in the other direction.

Alt + = — This command creates a formula to sum all of the cells above.

Ctrl + Shift + = — This command lets you insert a new column or row (you get to pick).

Ctrl + ~ — This command switches between showing all of the formulas on your worksheet to all of their given values. This is handy when trying to learn a spreadsheet someone else created.
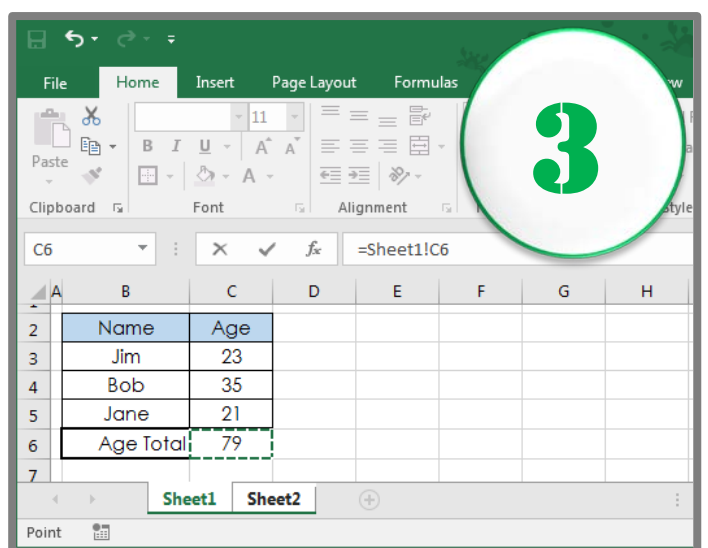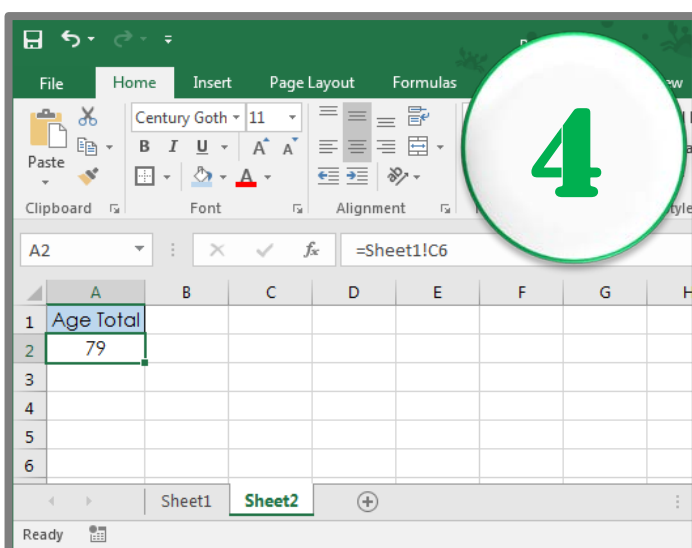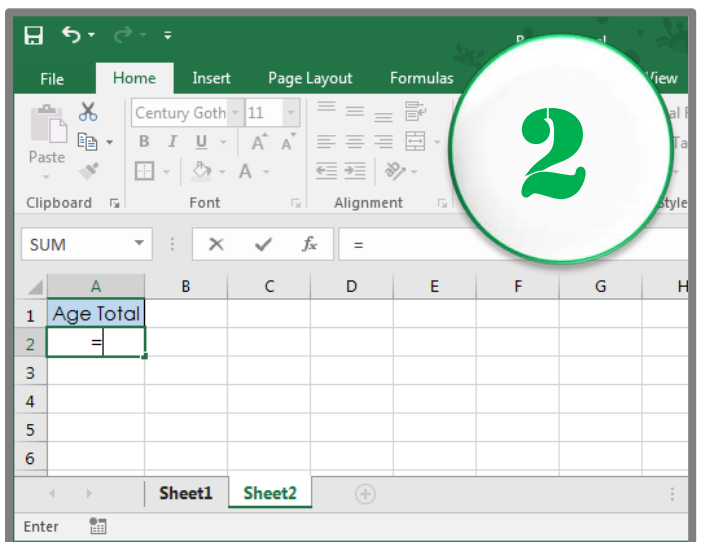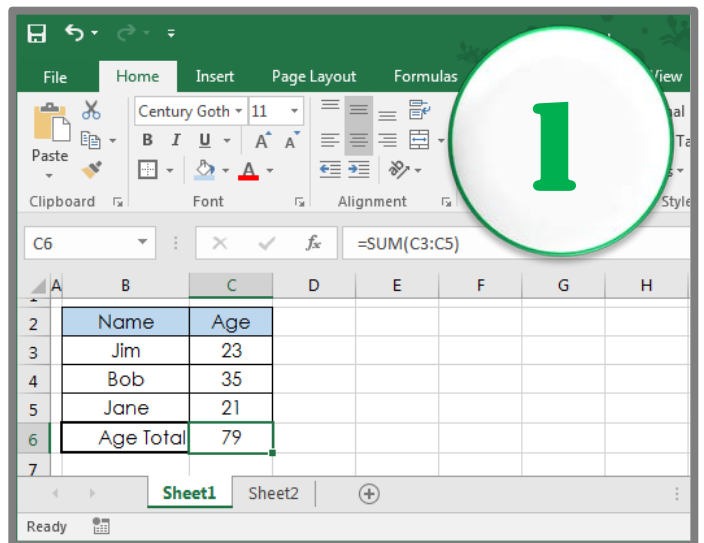
LINKING WORKSHEETS:

Say you had a formula that adds up the results of a column on **Sheet1** and you wanted to carry over that result into a cell on **Sheet2**. This is how you do it.

STEP 1. In this example we are wanting to transfer the "Age Total", which is a sum of the ages above it.

STEP 2. Click once in the cell on **Sheet2** (where you want the resulting amount to be displayed from Sheet1). Type = (an equals symbol just left of the backspace key)

STEP 3. Now click on the **Sheet1** tab and click once on the cell that has the total.

STEP 4. Now Press the **Enter** Key on your keyboard. Now wasn't that easy?

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LINKING WORKSHEETS NOTES:

The method mentioned on the previous page can be typed directly into the destination cell so long as you know the name of the sheet and the cell references.

The syntax is as follows: **=SheetName!CellReference**

Our example used: **=Sheet1!C6**

Expanding on this **HANDY** feature, you can also use this method to link cells from different Work Books (or different Excel files). If you are using mouse clicks to transfer the value, you simply have to have both Work Books open and as opposed to selecting the cell on the source Work Sheet (STEP 3), you would select the cell in the source Work Book.

The syntax is as follows: **=[FileName.xlsx]SheetName!CellReference**

Whether you are linking works sheets in one work book or linking different work books together, you can use the methods above as they are but you can also use this type of reference in all other formulas that are used to manipulate your data. I have put some examples below; have a look at them and see if you can figure out what they are doing:

=VLOOKUP(CONCATENATE(Q5,CS3),'Lookup Table'!A1:B20000,2,FALSE)

=COUNTIFS(NCM!X:X,Sheet2!B2,NCM!Y:Y,"CGY",NCM!Z:Z,"CGY")

=WEEKNUM(NoFilter!A14+61)

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TRAINING

Viking's Training department is happy to anounce that we now have a ticket system for Excel support. Simply email your question, big or small, to **excel@vikingair.com** and we will get you an answer right away. We are still having our lunchtime training sessions on Thursdays in the Training rooom from 12:00-1:00PM unless the room is booked for other purposes. Please see Wendy B. for any special requests for training.

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