# Quick Start: MS Excel Worksheet
## Tips & Tricks from Tom G
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**TRANSTAR**
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## To select multiple cells
- Click on the first cell that you wish to select and with the Control key depressed click on the other cells that you wish to select

## To enter a 'carriage return' within a cell
- If you want to for instance enter a 5 line address within a single cell, you can do this by entering Alt+Enter, at the end of each line

## To select the entire worksheet
- Click on the intersection of the rows and columns

## To insert a comment in a cell
- Right click on the cell and from the pop-up menu displayed, select the Insert Comment command.

## *To insert a row or column*
- *Select a row or column, then right click on the row or column to display a pop-up menu.*
- *From the pop-up menu, select either Insert Row or Insert Column.*

## *To hide a row or column*
- *Select a row or column, then right click on the row or column to display a pop-up menu.*
- *From the pop-up menu, select Hide.*

## To word wrap text within a cell
- Right click on the cell(s) and from the pop-up menu displayed, select Format Cells.
- Select the Alignment tab.
- Click on the Wrap text check box.

## To angle text within a cell
- Right click on the cell(s) and from the pop-up menu displayed, select Format Cells.
- Select the Alignment tab.
- In the Orientation section, enter the angle required.

## *To rename a sheet tab*
- *Double click on the tab that you wish to rename.*
- *Enter the new name and press the Enter key.*

## *To insert a new worksheet within a workbook.*
- *Right click on the workbook tab that you wish to insert a new worksheet before.*
- *From the pop-up menu displayed select the Insert command.*

## *To delete a worksheet within a workbook.*
- *Right click on the workbook tab that you wish to insert a new worksheet before.*
- *From the pop-up menu displayed select the Delete command.*

## To reorder worksheets within a workbook
Drag and drop the tabs to the left or to the right, as required.

### To apply a series using drag and drop techniques
- Enter a value, such as MONDAY and press Enter.
- Move the mouse cursor to the bottom right-hand corner of the selected cell, until the cursor changes to the shape of a fine cross-hair.
- While depressing the left-hand mouse button, drag down the screen.
- When you release the mouse button, the selected cells will be filled with the series.

### To entering data into a cell it is the same as in the cell above it
Position the active cell just below a cell containing data.
Press Ctrl +' (apostrophe) and the contents of the cell above are copied to the cell.

### To format AutoShape objects
Double click on the AutoShape that you wish to format. This will display the Format AutoShape dialog box, which contains four tabs, Colors and Lines, Size, Protection and Properties.
Select the required options and then click on the OK button to close the dialog box and apply your selections.

### To widen columns automatically to best fit.

| Activity | Shortcut Keys |
|---|---|
| Select the current column | CTRL+SPACEBAR |
| Select the current row | SHIFT+SPACEBAR |
| *Move to the beginning of the worksheet* | *CTRL+HOME* |
| *Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1* | *CTRL+END* |
| *Move to end of the row* | *CTRL+right arrow* |
| *Move to end the column* | *CTRL+ down arrow* |
| *Select from current cell to last cell on worksheet.* | *Hold SHIFT down, press END once, press HOME* |
| Select all (when you are not entering or editing a formula) | CTRL+A |
| Copy | CTRL+C |
| Paste | CTRL+V |
| Undo | CTRL+Z |
| Save | CTRL+S |
| Print | CTRL+P |

**Click the Link for More Help**

- Video (2:15) - How to Use Shortcuts for MS Excel

- Video (7:31) – 25 Useful Excel Tips & Shortcuts