EXCEL WORKSHOP TIPS & REMINDERS

1-Click ‘Select All’

You might know how to select all by using the Ctrl + A shortcut, but few know that with only one click of the corner button, as shown in the screenshot below, all data will be selected in seconds.

Creating charts

To create a chart, enter data into Excel with column headers, then select **Insert > Chart**. Excel 2013 even includes a Recommended Charts section with layouts based on the type of data you’re working with. Once the generic version of that chart is created, go to the Chart Tools menus to customize it. Don’t be afraid to play around in here—there are a surprising number of options.

Use formulas and operators to do calculations

In addition to doing pretty complex calculations, Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data.

- To add, use the + sign.
- To subtract, use the - sign.
- To multiply, use the * sign.
- To divide, use the / sign.

You can also use parenthesis to ensure certain calculations are done first. In the example below (10+10)*10, the second and third 10 were multiplied together before adding the additional 10. However, if we made it (10+10)*10, the first and second 10 would be added together first.

Use the Formulas tab to look up functions you’re not sure about.
TECH UP
Upgrade Your Computer Skills

RESOURCES

FalconAid
Daytonastate.edu/falconaid
386.506.4243

Academic Support Center
Daytonastate.edu/ASC
386.506.4217

Library
Daytonastate.edu/library
386.506.3518

DSC-UCF Writing Center
Daytonastate.edu/CWC
386.506.3297

Tech Up Research Guide
Researchguides.daytonastate.edu/TechUp