Excel 2010 – Intermediate

Advanced Formatting

1. Freeze Panes –
   a. Click on View Tab – Freeze Panes – choose what row or column you want to keep in view as you scroll.

2. Wrapping text –
   a. Copy and Paste or type data into cell
   b. Click on Wrap Text icon on Home tab
   c. Inserting a line break in a cell – ALT + Enter

3. Creating list for auto fill – File Tab – Options – Advanced – General (at end of list) – Edit Custom Lists
   a. Add a list by typing in the series.
      i. Click on Add to type in an additional list – Press enter after each column entry.
      ii. When finished click on Add to add the list
      iii. You can edit lists you add by choosing them, typing in additional entries
      iv. When finished click on Add, then OK.
   b. Add a list from already created columns
      i. Highlight columns you want to add to auto fill list
      ii. File Tab – Options – Advanced – General – Edit Custom Lists
      iii. In the “Import list from cells” you cell range should be filled in – click on Import button
      iv. You can also select a cell reference by pressing on the blue button on the far right of the box. This takes you to your spreadsheet. Then highlight the cells with the series entries you want to add and click again on the box to return to the custom lists box and press on Import, then OK.
   c. Add a list created from an advanced filter
      i. Click on column with data you want to use for a list
      ii. Click on Data Tab – Filter – Advanced
      iii. Click on Copy to another location
      iv. Click on Copy To box and enter a column number to the far right of your data or another sheet
      v. Click on Unique records only, then click OK
      vi. Check in the Copy to location and you will see your data

4. Removing Hyperlinks
   a. Removing existing hyperlinks
      i. Click on a cell below or to the right of the hyperlink.
      ii. Then move the cursor with the arrow keys up to the cell where the hyperlink is located. If more than one hyperlink, press on Shift key and move arrow up or down to include the additional hyperlinks you want to eliminate.
      iii. Once selected, hover mouse over selection and right click, choose “remove hyperlink” from sub menu.
   b. Changing Excel default handling of hyperlinks
      i. Click on File Tab – Options – Proofing – Auto Correct Options button – AutoFormat as you type tab.
      ii. Uncheck box titled “Internet and Network paths with hyperlinks”.
      iii. Click OK and OK again.

5. Adding Headers and Footers
   a. Click on Page layout – dialog box icon
   b. Click on Header and Footer tab to add custom header or footer
   c. Click on Sheet Tab and select “rows to repeat at top” for column headings to show on all pages.

6. Conditional Formatting - overview

Text to Columns

Split names, sort by last name column to put names with only two fields filled and move last name from middle name to last name.

1. Splitting Data from one column to several columns
   a. First insert blank columns to the right of the column that you want to split. If you do not insert blank columns for the data split, Excel will overwrite whatever is in the columns to the right with your split data.
   b. Highlight the column and rows of data you want to split
   c. Click on DATA-Text to Columns, a dialog box will appear
   d. Delimited – uneven line of data
      i. Click on Next and choose the delimiter character (try several options or type in your delimiter)
Click on Next, Excel will show you how it will split the data given your criteria, you may also change the data type of the columns in this screen

Click on Finish and data will be split into columns and entered in the blank columns

e. Fixed Width- all data has the same length of characters
   i. Click on Next, Excel will put lines between the data to show how it will be put into columns
   ii. Double click on a line that you do not want
   iii. Click and drag a line to move it to where you want the split
   iv. Click once to add a line where you want a split

**Text Functions**

1. CONCATINATE – Adds two or more columns of data into one column  Example: =Concatenate(A1,” “, C1,” “,B1)
2. LOWER – Changes all text in cell to lower case  Example:=Lower(A1)
3. UPPPER – Changes all text in a cell to UPPPER CASE Example: =Upper(A1)
4. PROPER – Changes all text in a cell to Proper Case (First Initial Capitalized) Example: =Proper(A1)
5. TRIM – Removes all extra spaces in a cell Example: =TRIM(concatenate(A1,” “,C1,” “,B1))

**Filtering Data (advanced)**

1. Add rows to top of spreadsheet (highlight 6 rows, right click and click on Insert)
2. Copy Headings to first row (highlight headings, Hold down Ctrl key, move cursor to top center of cell where it becomes a small+, hold down left mouse button and drag to first row)
3. Decide on columns you want to use for filtering criteria and enter criteria under those columns
   Example: All Judges from
   California Court of Appeal Second Appellate District, Division Two
   Minnesota Court of Appeals
   Wyoming (WY)
4. Click in data area – then on Data Tab – Filter Advanced
5. Click in Criteria area of popup window and highlight the column name and criteria entered, then click OK

**Sort by Custom List, Cell Background or Font Color**

1. On Home Tab click on Sort & Filter – Custom Sort
2. Select any column and add as many sort levels as colors you want to sort by
3. In the Sort on column, select custom list, cell color (background color) or font color NOTE: Icon is if you used Conditional Formatting – Icon Sets

**Finding duplicate Records**

**Simple**: Data Tab – Remove Duplicates (does not show you what it deleted, only the # of duplicates it deleted)

**Complex**: Use IF Function to search and identify duplicates for you to decide your next action

1. Insert a new column to the left of column A
2. Enter a column heading
3. Long formula to identify columns of data to use for seeking a match  =IF(and(b2=B3,c2=c3,d2=d3),”Dup”,“Unique”)
   a. Press Enter after entering parameters of function
   b. Double click on cell handle to copy formula down all rows with data
4. Array formula to identify all columns of data  =IF(and(b2:l2=b3:l3),”Dup”,“Unique”)
   a. Press Ctrl+Shift+Enter for function
   b. Double click on cell handle to copy formula down all rows with data

**Complex – Simplified**

1. Click in data area of spreadsheet
2. Click on Data Tab – Filter – advanced
3. Click on Copy to another location
4. Click on Copy To box and enter a column number to the far right of your data or another sheet
5. Click on Unique records only, then click OK
6. Check in the Copy to location and you will see your data minus the duplicates. (Double click on the bottom of the cell to go to the bottom of entered data to see how many records you now have.