

The  $\Sigma$  (sum) and  $f_x$  (function) buttons allow the quick insertion of formulas.

Make columns or rows **wider or narrower** by clicking once on and dragging the border of the column or row.

The arrows on the column headings indicate that **Autofilter** is active (see companion tip sheet on using AutoFilter).

Select the entire spreadsheet by clicking on this square.

By using variable names with eight characters, data can be analyzed later using a statistical software package.

One Excel “workbook” can contain multiple “worksheets.” Single-click on the tab at the bottom to move to another worksheet, and double-click on the tab at the bottom to rename a worksheet.

	A	B	C	D	E	F	G	H	I	J
	ID01	Int0 2	Date03	Name04	City06	NEmpl10	EmpSml15	HthPln20	Cess Pg24	Saftey26c
1	0001	sl	8/30/2001	Tjaden Tire Co.	Oshkosh	225	no	don't know	no	very important
2	0002	sl	9/5/2001	Missoni Financial	Oshkosh	150	no	no	no	somewhat important
3	0003	sl	8/13/2001	Reichwald Engraving	Oshkosh	45				
4	0004	sl	9/5/2001	Olson Electronics	Oshkosh	65	no	don't know	no	somewhat important
5	0005	sl	9/10/2001	Chikowski Parts, Inc.	Oshkosh	105	no	no	no	don't know
6	0006	sl	8/13/2001	Emerich Services	Oshkosh	250	no	no	no	very important
7	0007	sl	8/30/2001	Applebee Industries	Oshkosh	350	no	no	no	very important
8	0008	sl	8/30/2001	Fauser Printing	Oshkosh	120	no	no	yes	very important
9	0009	sl	8/31/2001	Three Star Motor Company	Oshkosh	300	no	no	yes	very important
10	0010	sl	8/30/2001	Hertzberg Engineering	Oshkosh	40				
11							yes, but only in			

**Split box** allows you to view column or row headings while scrolling to other parts of your spreadsheet. Click on one of these bars and drag the line to the place you'd like to freeze.

Sometimes it's nice to see all of the data in a cell. Use the Format > Cell > Alignment > **Wrap text** option when you would like to format a cell to show all the data rather than having the data spill across the spreadsheet.