Microsoft Excel Tips

Hide Rows And Columns

Select the rows or columns that you want to hide, then right-click on them and select **Hide**. To show hidden rows or columns, select the two adjacent rows or columns, then right-click and select **Unhide**.

Select Rows Of Cells

Ctrl + shift + Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell. Or if the next cell is blank, it extends the selection to the next nonblank cell.

Text To Columns

To split data which is separated by characters like spaces or commas, firstly select the range of data to convert. On the **Data** tab, click **Text to Columns**. In Step 1, click **Delimited**, and then choose the relevant **Delimiters** in Step 2. You will then be able to separate your data into multiple columns.

Transpose Data

To transpose data from columns to rows or vice versa, first copy the selected cells. Then on the **Home** tab, click the arrow below **Paste**, and select **Transpose**.

Conditional Formatting

Select a group of cells, then on the **Home** tab, click the arrow next to **Conditional Formatting**. You will see numerous options which allow you to apply colours and styles to the selected cells based on their contents.

Useful Shortcuts

Ctrl + ; to insert today's date.

Ctrl + Shift + : to insert the current time

Ctrl + Shift + # to change format of a date

Ctrl + 0 to hide the current column

Ctrl + 9 to hide the current row

Ctrl + PageUp or **PageDown** to shift between the sheets in the currently open workbook

F2 to edit the currently selected cell

Shift + F10 to open the right-click menu for the current cell

Shift + F3 to open the formula builder