

Working in Excel

An illustration showing two men in business attire. One man is pointing at a computer monitor while the other looks on. They are sitting at a desk with a laptop and a desktop monitor.

To Move Within a Worksheet

To select any cell, click it.

To move one cell to the right, press **Tab**.

To move one cell to the left, press **Shift+Tab**.

To move one cell down, up, right, or left, use the arrow keys.

To move to the first column of the worksheet, press **Home**.

To move to cell A1, press **Ctrl+Home**.

To move down in the worksheet, press **PgDn**.

To move up in the worksheet, press **PgUp**.

To move to any cell, on the Edit menu, click **Go to** and then type the cell number (J1).

To Adjust Column Widths

1. Click the A Column Header and drag across to the last column to select the columns in your worksheet.
2. Move your pointer to the border between any two-column headers until the pointer changes to a double arrow.
3. Double-click and the columns will automatically adjust to the width of the longest text.

To Use AutoFit

1. Select the row.
2. On the main menu, click on **Format**.
3. Click **Column**.
4. Click **AutoFit Selection**.



To Format Rows and Columns

Select the row or column to be formatted and use the Formatting toolbar.

To Alphabetize

1. Select all of the words to be alphabetized, along with their accompanying data.
2. On the **Data menu**, click **Sort**.
3. On the drop-down menu, under **Sort by**, click **Column A** and then click **Ascending**.
4. Click **OK**.

To Password Protect a Workbook

1. On the file menu, click **Save As**.
2. On the Save As dialog box that opens, click on the **Tools menu**.
3. Click **General Options**.
4. On the **Password to open box**, type a password.
5. Click **OK**.
6. A **Reenter password to proceed box** appears. Type your password again.
7. Click **OK**.
8. Click **Save**.

To Justify Text in Rows

1. Select cell A2.
2. On the Formatting Toolbar, click on **Merge and Center**.
3. Select cells B8 through the last cell containing data.
4. On the Formatting Toolbar, click **Align Right**.

To Change Cell Indent

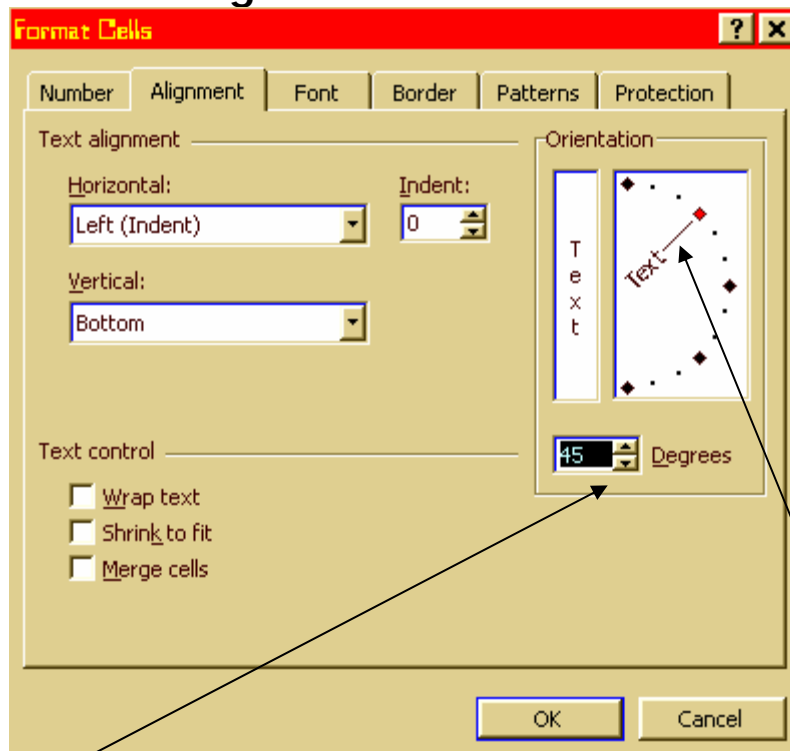
Select cells. On the Formatting Toolbar, click **Increase Indent**. (Click again if more is needed.)

To Hide Columns

1. Click the column header to select the column.
2. On the Format menu, point to **Column** and click **Hide**.
3. You can “unhide” your column by clicking **Column** on the Format menu, and then **Unhide**.

To Rotate Text in Rows

1. Click the header for the row.
2. On the Format menu, click **Cells**.
3. Then click the **Alignment** tab.



4. Type 45 in the **Degrees** box or drag the **Orientation bar** to 45°.
5. Click on the **Border** tab.
6. Click **Outline** and **Inside**.
7. Click **OK**.

To Enter Commas

Select the cells and click on the **Comma Style** button on the formatting toolbar.

To Change Decimal Places

Select the cells and click on the **Decrease Decimal button**. Click once for each decimal place that needs to be removed. To add decimal places, click on the **Increase Decimal button**, one click for each decimal place you want to add.