Tips for Working in Excel (2010)

How to Insert a Column/Row:

- Click on the number or letter on the side or top of the spreadsheet where you want the new row or column to be (i.e. the new row goes in *above* the one you highlight). This will highlight the entire row or column.
- Click on the Home tab in the toolbar at the top of the screen and select Insert. Choose Insert Sheet Rows or Insert Sheet Columns.

How to Freeze Cells:

- Highlight the row or column *below* or *to the right of* those that you want to freeze by clicking on that number or letter.
- Click on the View tab along the top and select Freeze Panes → Freeze Panes to freeze where you have highlighted. There are also options to freeze the top row or first column.
- To undo, click on the View tab and select Freeze Panes → Unfreeze Panes.

How to Sort Data:

- Highlight all of the data that you want sorted (alphabetized or put in numerical order).
- Click on the Data tab along the top and select Sort.
- You can sort your data by one or more categories (columns). Use the drop-down menus to choose how to sort your data.
  - Choose Ascending for A to Z or smallest to largest; choose Descending for Z to A or largest to smallest.
- In the top right corner of the Sort box, check the box next to My data has headers if you have included labels/titles in the first row.

How to Enter a Formula:

- Click on the cell that you want the formula to go in.
- Type an equals sign, followed by the formula. Add, subtract, multiply, and divide using +, -, *, and /. Click on the cell that you want in the formula (i.e. =A1*A2).
- You can use functions such as SUM and AVERAGE by clicking on the *fx* button (next to the formula bar) or the ∑ button (under the Home tab in the top toolbar).
- Use the functions the same way as hand-entered formulas. Type in =, pick the function, then enter or highlight the cell range you want included (i.e. =SUM(A1:A6)).
- To copy a formula into other cells, highlight the cell it is in and drag it by the bottom right corner.
  - When you drag a formula, it automatically updates any cell references accordingly.
  - To lock the cell references so they don't change, type $ in front of the letter and number of the cell reference. (=SUM($A$1:$A$6) will stay =SUM($A$1:$A$6) if moved)