

Adding a Shortcut for Wrapping Text

Step 1: Adding the Style Box to the Formatting Toolbar:

1. Right-click one of the toolbars, and select Customize.
2. Select the Commands tab, and then select Format.
3. Drag the Style icon from the Customize dialog box to the Formatting toolbar, and drop it next to the Font Size box (or anywhere else you choose).
4. Click Close.

Step 2: Adding Wrapped Text to the Style Box:

1. Enter text into a cell in the sheet, and press Ctrl+1.
2. Select the Alignment tab, select the Wrap text checkbox, and click OK.
3. In the Style box, enter the text WrapText.
4. To use the Wrap text shortcut, select a cell, and then select Wrap text from the Style box.



Reducing the Workbook Size for Quick Sending via E Mail

To reduce the workbook size:

1. Press Ctrl+End to find the last cell in the used area within the sheet. In the screenshot, the last cell is E17.
2. Find the last cell containing data in the sheet. In the screenshot, the last cell containing data is cell C11.
3. Delete all the rows between the cells containing data to the row of the last cell in the used area. In the screenshot, the rows to delete are 12:17.
4. Delete all columns to the right of the column of the last cell containing data, up to the column of the last cell in the area used. In the screenshot, the columns to delete are D:E.
5. To quickly delete the rows, select the first row to delete (row 12 in the screenshot), press Ctrl+Shift+Down Arrow. To quickly delete the columns, select the first column to delete (column D in the screenshot), and press Ctrl+Shift+Right Arrow, press Shift+F10 and from the shortcut menu, press Delete.
6. Repeat the steps above for each sheet in the entire workbook.
7. Press Ctrl+S to save the file.

click to enlarge image

	A	I
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	

Separating First and Last Names Without Using Formulas

To separate first name and last names:

1. Select Column A or the range of cells containing the list of names.
2. From the Data menu, select Text to Columns.
3. In Step 1 of 3, select Delimited.
4. In Step 2 of 3, select the Space checkbox.
5. In Step 3 of 3, in the Destination box, select cell B1, and then click Finish.

click to enlarge image



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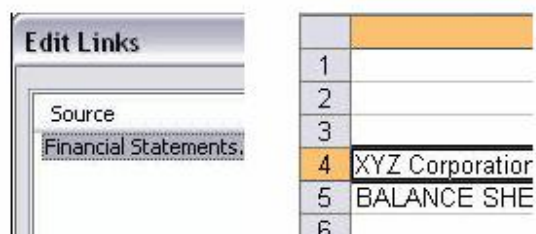
Recovering Data from a Corrupted Workbook That Cannot Be Opened

Tip from - F1 Get the Most out of Excel! The Ultimate Excel Tip Help Guide

To recover data from a corrupted workbook:

1. Add a new workbook, and save it using the name of the corrupted workbook, but in a different folder than the original (in the screenshot, the workbook name is Financial Statements.xls).
2. Change the new sheet names to those in the corrupted workbook (try to remember all of them), and then save the workbook.
3. Add a new workbook. In cell A1 of the first sheet, insert a linked formula to cell A1 in the newly created workbook (steps 1 and 2).
4. Copy the formula to all cells covering the data area (as you remember it to be) in the first sheet of the corrupted workbook.
5. Repeat steps 3 and 4 for all sheets, and then save and close the new workbook.
6. Change the linked source address. From the Edit menu, select Edit Links, and then click Change Source.
7. Locate the corrupted workbook, select it and then close the Edit Links dialog box.
8. Check the result. If the data appears in the new workbook, copy all cells in each sheet and paste them back as values.

click to enlarge image



Saving Filtering Criteria

Tip # 267 from - **F1 Get the Most out of Excel! The Ultimate Excel Tip Help Guide**

To save filtering criteria, use Custom Views:

Step 1: Add the Custom Views icon to the toolbar

1. Place the mouse over one of the toolbars, right click, and select Customize from the shortcut menu.
2. Select the Commands tab.
3. From Categories, select View and drag the Custom Views icon to the Menu bar.

Step 2: Save the filtering criteria

1. Select a cell from the column containing the criteria you want to Filter with.
2. Click the AutoFilter icon:
 - To quickly filter a List, add the AutoFilter and Show All icons to the Standard toolbar: Place the mouse arrow on one of the toolbars, right-click, and select Customize from the shortcut menu.
 - In the Customize dialog box, select the Commands tab.
 - From Categories, select Data, and from the Commands box, drag the AutoFilter and Show All icons to the Standard toolbar.
 - Click Close.
3. Type any text criteria you want into the Custom Views box and click twice to save.
4. Repeat the previous step and save as many filtering criteria as needed from any sheet within the workbook.

Note: Save as many filtering criteria in Custom Views as needed.

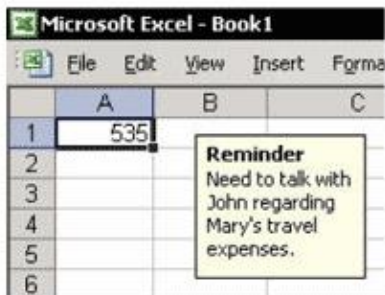
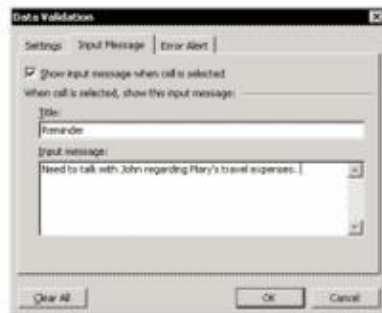
	invoice	
1	Number	Date
2	101	10/1
11	111	10/1
24	124	04/1
30	130	10/1
40	140	10/1

Using the Validation Input Message as a Cell Comment

Tip # 74 from - **F1 Get the Most out of Excel!**

To use the **Validation Input Message** as a cell Comment:

1. Select a cell and from the **Data menu**, select **Validation**.
2. Select the **Input Message** tab.
3. Fill the two text boxes Title and Input message.
4. Click **OK**.



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Today's Tip

Selecting a Column(s) or Row(s) Using Keyboard Shortcuts

To select Column(s) or Row(s) Using Keyboard Shortcuts:

To select a column(s), select a cell or several cells in a sheet, and press Ctrl+Spacebar.

To select a row(s), select a cell or several cells in a sheet, and press Shift+Spacebar. To continue selecting columns or rows, press Shift+Arrow keys.

	A	B
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	

Changing the Indentation in a Cell

To indent text in cells, for example, for a list of expenses under each department:

1. Select the list of expenses below each division, for example, select cells A2:A6 (a group of expenses for Department 1).
2. Click the Increase Indent icon on the Formatting toolbar several times, until you reach the desired indentation.

OR

1. Select A2:A6 and then press Ctrl+1.
2. Select the Alignment tab, and in the Indent box, change the number of characters to indent.
3. Click OK.



	A
1	Department 1
2	Wages
3	Office Exp.
4	Car Exp.
5	Telephone

Selecting cells that only contain Text in Microsoft Excel

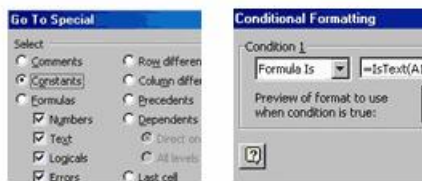
By selecting cells that only contain text, you can distinguish between cells containing different types of data, which allows you to delete, fill or lock cells by type.

Technique 1

1. Press **F5**, or choose **Edit, Go To...**
2. In the **Go To** dialog box, click **Special**.
3. In the **Go To Special** dialog box, select **Constants**.
4. Click **OK**.

Technique 2 - Conditional Formatting

1. Select the data area.
2. From the **Format** menu, select **Conditional Formatting**.
3. In Condition 1, select **Formula Is**.
4. In the **Formula** Box, enter the formula `=Istext(A1)`.
5. Click **Format...**, choose any format from the **Format Cells** dialog box, and click **OK**.
6. Click **OK**.



Reversing Strings

Problem:

Converting the full names in column A, formatted "LastName, FirstName" into names formatted "FirstName LastName".

Solution:

Use the RIGHT, LEFT, LEN and FIND text category functions, as follows:
`=RIGHT(A2,LEN(A2)-FIND(" ",A2)-1)&" "&LEFT(A2,FIND(" ",A2)-1)`

See screenshot for a sample

	A
1	Full Name
2	Seinfeld, Jerry
3	Bush, George
4	Jordan, Michae
5	Bowie, David
6	

Adding a Combo Box

Step 1: Defining two Names to be used in a Combo Box:

1. Add a list of months to a new sheet, select cell A2, and then press **Ctrl+Shift+Down Arrow** to select the list.
2. Press **Ctrl+F3** and define the Name MonthsList.
3. Select cell B2, press **Ctrl+F3** and define the Name MonthSelectionNumber..

Step 2: Adding a Combo Box:

1. In the sheet where the report is being created, place the mouse arrow over any toolbar, right click, and then select **Forms** from the shortcut menu.
2. Click the **Combo Box** icon. The cursor changes into a cross.
3. Select a cell in the sheet, and draw the shape of the **Combo Box**. When you are finished, a **Combo Box** appears.
4. Select the **Combo Box** you just created and make sure you are in edit mode (see the small circles in the screenshot below).
5. Right-click, and select **Format Control** from the shortcut menu.
6. Select the **Control** tab.
7. In the **Input Range** box, type the previously defined Name, **MonthsList**.

- In the Cell Link box, type the defined Name, MonthSelectionNumber.
- Select the 3-D shading checkbox, and click OK.

See screenshot for a sample



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