

Getting Started in Excel Quick Guide

File	Pin Workbooks and Folders - Pin frequently used Workbooks and Folders - File Tab → Open, Save, Save As → Recent		Save As - Change file type or print to PDF - File Tab → Save As
	AutoRecover/AutoSave - Loose less work if you crash - File Tab → Options → Save → AutoRecover		Quick Access Toolbar - Put most used buttons at the very top of Excel - File Tab → Options → Quick Access Toolbar
Home	Transpose - Change long to wide or wide to long - Home Tab → Clipboard → Paste Special → Transpose OR - Paste selection → Paste Options → Transpose		Values Only - Remove any background formulas/formatting - Home Tab → Clipboard → Paste Special → Values Only OR - Paste selection → Paste Options → Values Only
	Autofit Row Height/Column Width - Fits height or width to selected columns/rows - Home Tab → Cells → Format → Autofit Row/Column Height		Fill Color/Font Color - Fill cells/change font with a color - Home Tab → Font → Fill Color/Font Color OR - Select cells → Right Click → Fill Color/Font Color - Note: Create dummy variables from colored cells/columns for analysis
	Wrap Text - Make large amounts of text fit better - Home Tab → Alignment → Wrap Text	Merge & Center - Combine cells into a larger cell - Home Tab → Alignment → Merge & Center	Format Painter - Copy formatting from one cell to another - Home Tab → Clipboard → Format Painter
	Format Cells - Change the way front-end values are displayed (e.g. decimals, date formats, percentage) - Home Tab → Number → Arrow box OR - Home Tab → Number → Dropdown shortcuts OR - Select cell(s) → Right Click → Format Cells OR - Home Tab → Cells → Format → Format Cells		Highlight Cells Rules - Home Tab → Styles → Conditional Formatting → Highlight Cells Rules Numbers: Highlight numbers greater than/less than/between/equal to a value Text: Highlight cells that contain certain text Duplicates: Highlight duplicate values (numbers or text)
	Format as Table - Defined Table area with special formatting and filters automatically applied - Home Tab → Styles → Format as Table OR - Insert Tab → Tables → Table - Note: Proceed with caution, Alternative: Data Tab → Filter		Sort & Filter (from Home Tab) - Sort or filter an area using a point and click interface - Home Tab → Editing → Sort & Filter - Note: Proceed with caution, Alternative: Data Tab → Filter
Insert	Pivot Tables - Useful for quick frequencies and summaries - Select Area → Insert Tab → Tables → Pivot Table → Select Range, Choose location → Select variables, Edit design		
	Charts - Summarize data in a snapshot - Column Types: Clustered column, stacked column, 2-D Line, Combo: Clustered Column – Line, Pie		
Page Layout	Margins, Orientations, Size, Print Area, Breaks - Useful if you're going to print the spreadsheet or print to PDF - Page Layout Tab → Page Setup		Print Titles - Handy for big tables printed over multiple pages - Page Layout Tab → Page Setup → Print Titles
Data	Filter - Apply to top row of data to apply filters to every column in the data range - Data Tab → Sort & Filter → Filter - Note: You must pay attention to what area of the spreadsheet is selected when applying. If not all columns are selected, rows will be broken and analyses will be impacted		Sort - Sort data using a point and click interface - Data Tab → Sort & Filter → Sort - Note: Sort is available when Filters are applied as well
	Refresh All - Use to refresh data, especially for Pivot Tables if you added columns or rows or formulas that need refreshed - Data Tab → Queries and Connections → Refresh All		Data Validation - Add dropdowns and other validation tools to selected cell(s) - Select cell where you want the dropdown → Data Tab → Data Tools → Data Validation → Settings → Validation Criteria → Allow → List
	Remove Duplicates - Remove duplicates from a spreadsheet based on whatever variables are selected - Data Tab → Data Tools → Remove Duplicates - Note: Excel doesn't tell you which rows were removed, only how many total were deleted		
Review	Comments - Allows you to add a comment to cells - Review Tab → Comments - Note: Full track changes and spell check are not really available in Excel. Consider pasting text-heavy items into Word to uses these.		
View	Workbook Views (Normal, Page Break Preview, Page Layout) - Allows you to toggle between views of a workbook - View Tab → Workbook Views		Freeze Panes - Freeze row(s) at the top and column(s) on the left so that as you scroll through the document, the headings are always visible - View Tab → Window → Freeze Panes