



IT Tips and Tricks #7

It's back to Excel this month! However, a number of the items will work with other programs within the Office Suite.

➤ **To select multiple cells**

Click on the first cell that you wish to select and with the Control key depressed click on the other cells that you wish to select. You can also use the Shift key to select a range of cells

➤ **To enter a 'carriage return' within a cell**

If you want to for instance enter a 5 line address within a single cell, you can do this by entering Alt+Enter, at the end of each line

➤ **To angle text within a cell**

Right click on the cell(s) and from the pop-up menu displayed, select Format Cells. Select the Alignment tab. In the Orientation section, enter the angle required. This can be very useful if you have wide headings but small numbers in the columns

➤ **To apply a series using drag and drop techniques**

Enter a value, such as MONDAY and press Enter.

Move the mouse cursor to the bottom right-hand corner of the selected cell, until the cursor changes to the shape of a black cross; While depressing the left-hand mouse button, drag down the column or across the row. When you release the mouse button, the selected cells will be filled with the series.

➤ **To turn off the gridlines on-screen**

From the Tools menu, choose Options to display the Options dialog box. Select the View tab, untick the Gridlines check box in the Window Options area. Select OK. The gridlines will not appear on the screen. This can be especially useful if you are linking an Excel spreadsheet to a Word document or PowerPoint presentation.

➤ **To turn on the gridlines so that they will be printed**

From the File menu, choose Page Setup to display the Page Setup dialog box. Select the Sheet tab; tick the Gridlines check box in the Print area. Select OK. You can also print the row and column headings – very useful when building or auditing a spreadsheet.

➤ **To increase the number of recently used files displayed in the File drop down menu.**

Click on the Tools drop down menu, and select the Options command.

Select the General tab.

In the recently used file list section, enter the required number of files that to wish to see displayed at the bottom of the file drop down menu