



## IT Tips and Tricks #8

Once again, we have some more Excel items for you!

- **To select the entire worksheet**  
Click on the intersection of the rows and columns (at the top left of the spreadsheet)
- **To insert a comment in a cell**  
Right click on the cell and from the pop-up menu displayed, select the Insert Comment command. They are then viewed by "hovering" the mouse pointer over the cell. Comments can be very useful to explain what a formula does or where data has come from.
- **To insert a row or column**  
Select a row or column, then right click on the row or column to display a pop-up menu. From the pop-up menu, select either Insert Row or Insert Column.
- **To hide a row or column**  
Select a row or column, then right click on the row or column to display a pop-up menu. From the pop-up menu, select Hide. To unhide, select the rows/columns either side of the hidden one, right click and select unhide.
- **To display a Close All command on the File drop down menu**  
Depress the Shift key, when you click on the File drop down menu. A special Close All option will be displayed. (In word, this also changes Save to Save All)
- **To word wrap text within a cell**  
Right click on the cell(s) and from the pop-up menu displayed, select Format Cells. Select the Alignment tab. Click on the Wrap text check box.
- **To rename a sheet tab**  
Double click on the tab that you wish to rename. Enter the new name and press the Enter key.
- **To insert a new worksheet within a workbook.**  
Right click on the workbook tab that you wish to insert a new worksheet before. From the pop-up menu displayed select the Insert command.
- **To delete a worksheet within a workbook.**  
Right click on the workbook tab that you wish to insert a new worksheet before. From the pop-up menu displayed select the Delete command – BEWARE, this cannot be undone!
- **To reorder worksheets within a workbook**  
Drag and drop the tabs to the left or to the right, as required.