

14 Excel tips to help you work faster

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Accountants have a lot of work to do and to save, shorten their working time, fast operation is very important. With the following 14 excel tips will help the handling of work on excel of accounting people is much faster

1. Numbered

–Instead of having to manually number numbers from 1- n numbers take you a lot of time, numbering with tables created with a number of columns and numbers is very simple, you just need:

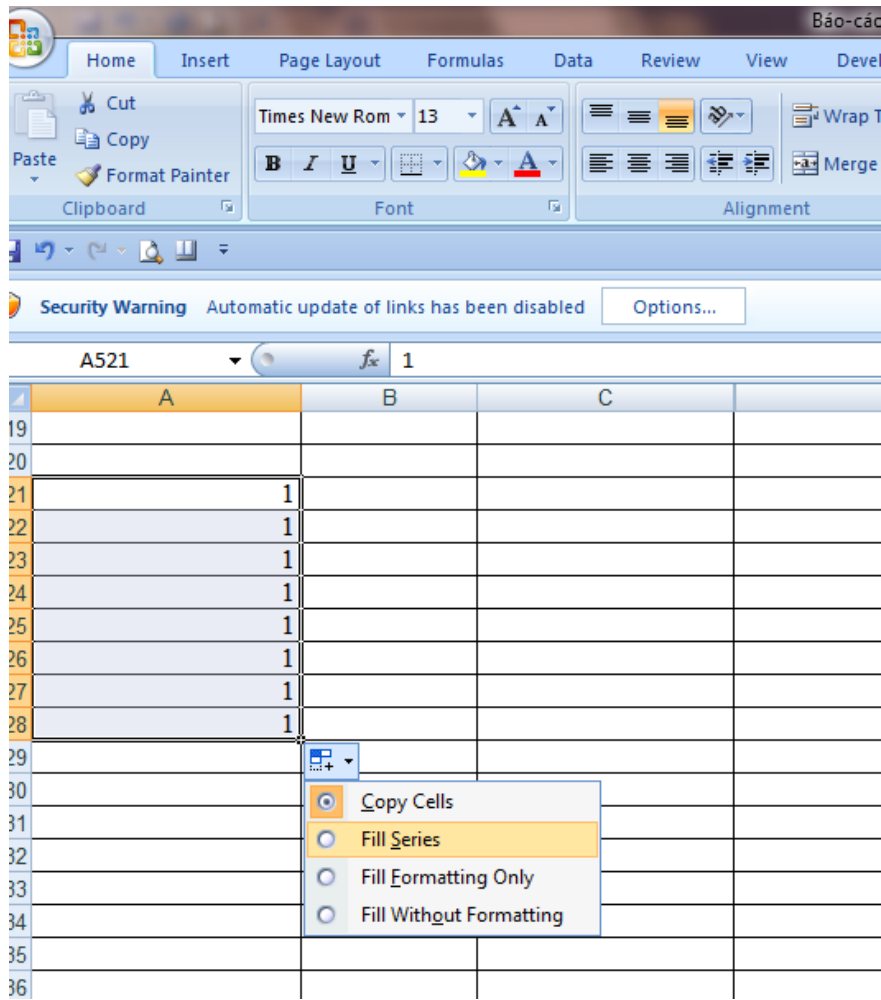
- + Enter the number 1 in the first row
- + Enter the number 2 in row 2



=> Select the numbered area and left-click on the position of the '+' number will automatically fill the table.

- Or you:

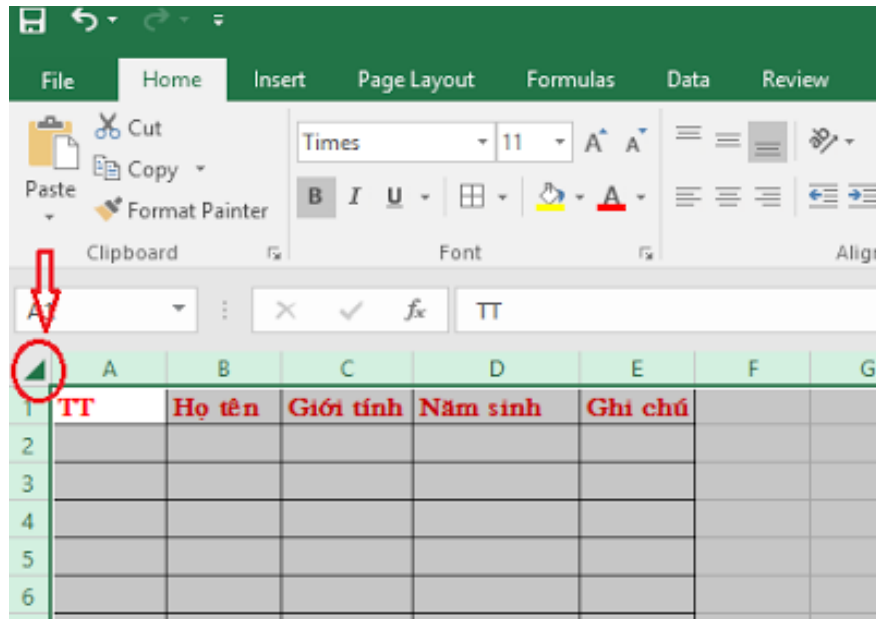
- + Enter the number 1 in the first row
- + Then place the mouse cursor at the end of cell soos1 and when the '+' appears, drag down, there will appear a small grid table Auto Fill Options - select Fill Series



- In the absence of a board, the steps are as above, but instead of double-clicking on the '+' symbol, we hold and hold the left mouse button and drag it to an arbitrary position.

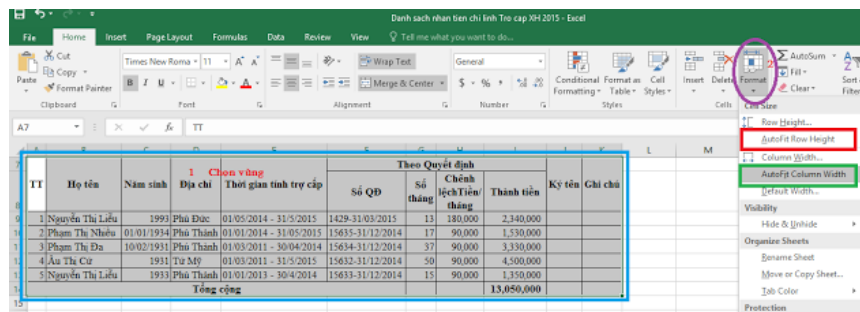
2. Select all data

- In addition to the familiar **Ctrl + A** key , you can perform a mouse click on this location



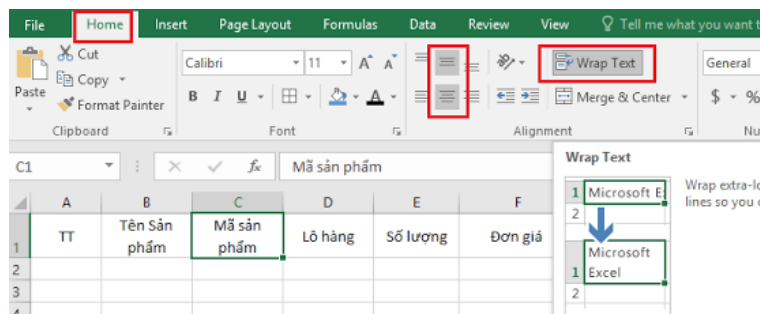
3. Automatically adjusts columns and rows to fit snugly

- Right on the Home bar you select Format - select Auto Fix Row and Auto Fix Column to automatically align between text and cells.



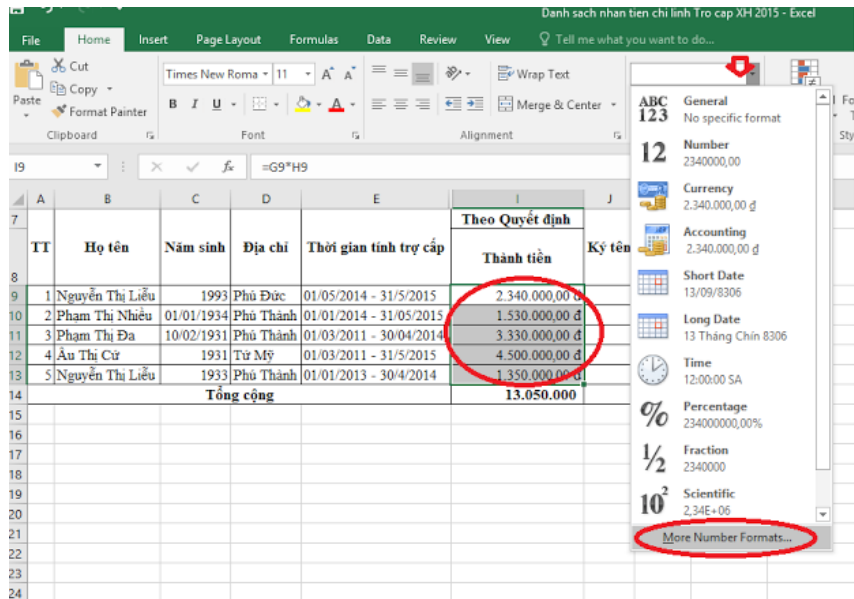
4. Automatically adjust the text to fit the cell, jump the text to fit the cell

With the trick to using Wrap Text, the text that doesn't fit in the cell automatically jumps down

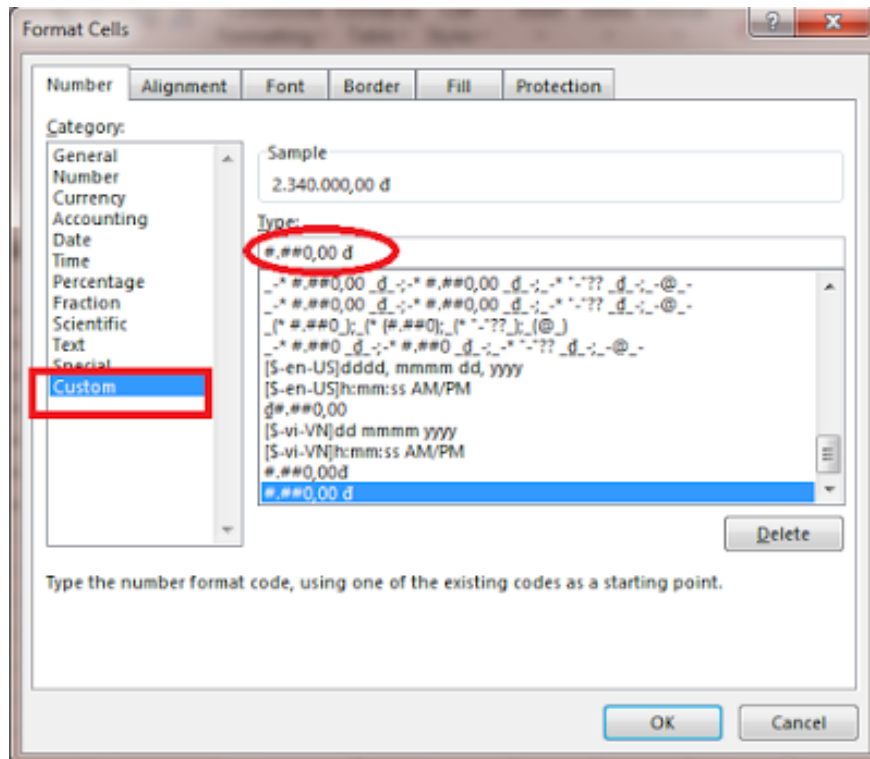


5. Insert the letter 'd' as the unit 'dong' to the right of the amount

- Select the required columns



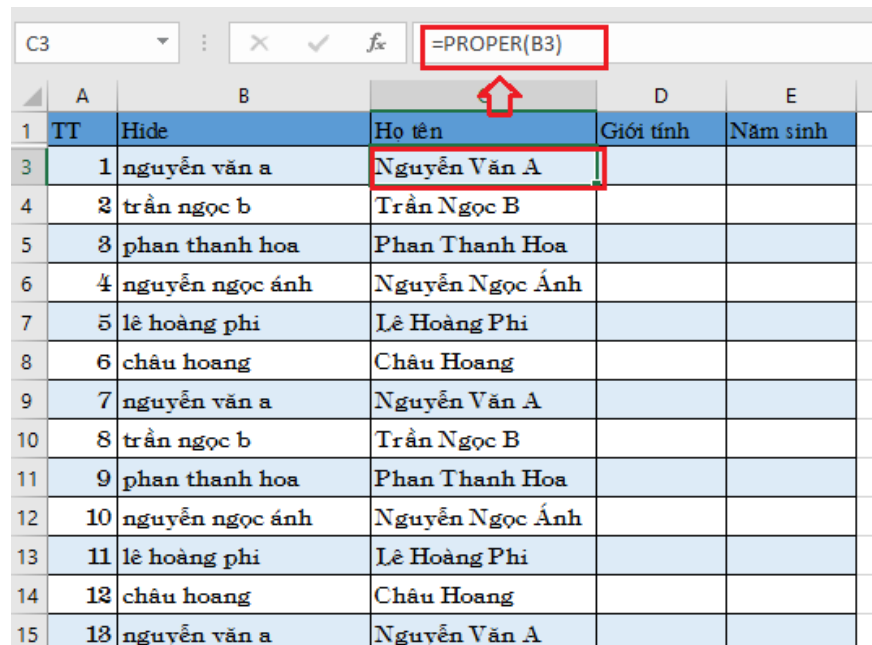
Please adjust according to the symbol characters for money



6. Automatically capitalize the first character

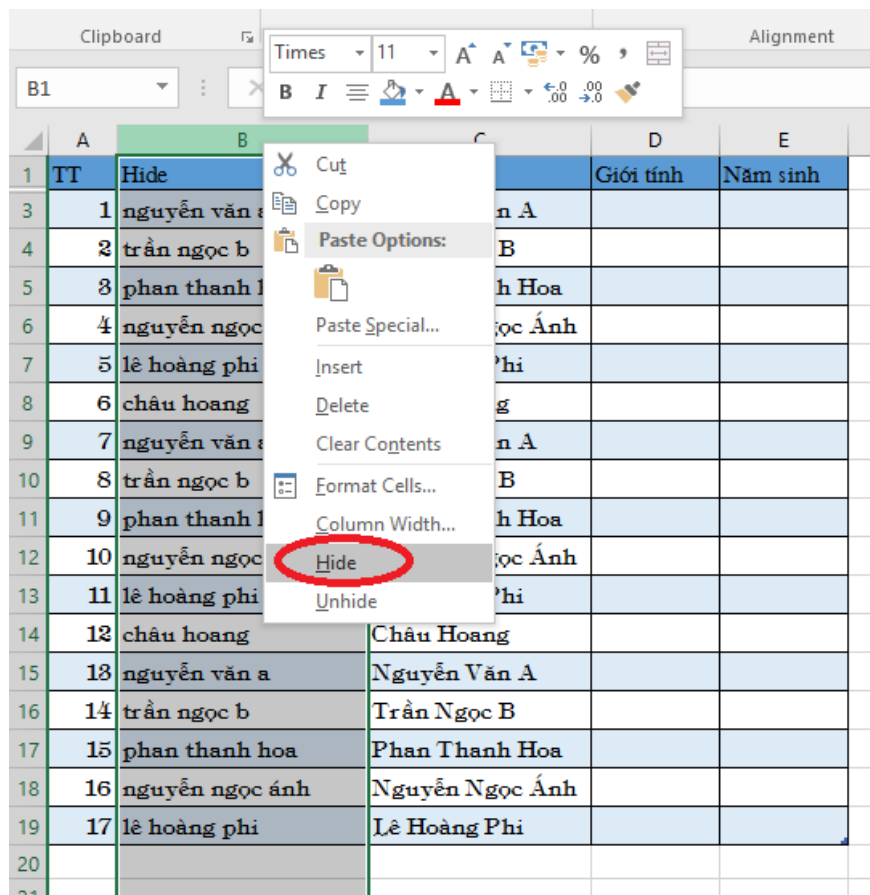
- First, you create a column named 'Hide' for example, the purpose of creating this column is to enter data and hide it. You enter normally without the first capital letter

- Next, you add a Name column and use the **Proper** function to capitalize the first character, the results as shown below



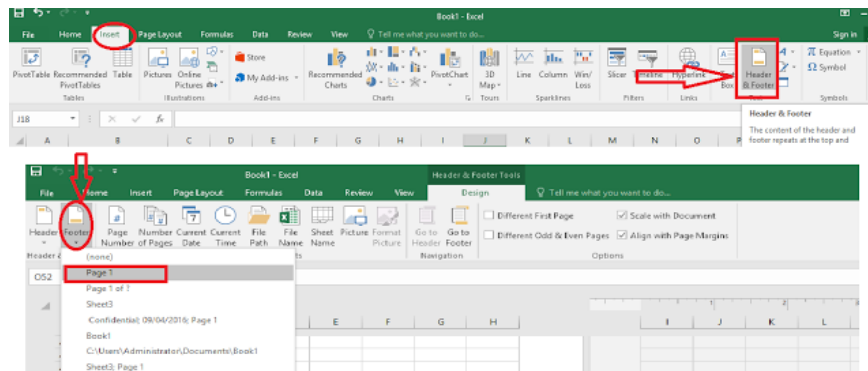
	A	B	C	D	E
1	TT	Hide	Ho tên	Giới tính	Năm sinh
3	1	nguyễn văn a	Nguyễn Văn A		
4	2	trần ngọc b	Trần Ngọc B		
5	3	phan thanh hoa	Phan Thanh Hoa		
6	4	nguyễn ngọc ánh	Nguyễn Ngọc Ánh		
7	5	lê hoàng phi	Lê Hoàng Phi		
8	6	châu hoang	Châu Hoang		
9	7	nguyễn văn a	Nguyễn Văn A		
10	8	trần ngọc b	Trần Ngọc B		
11	9	phan thanh hoa	Phan Thanh Hoa		
12	10	nguyễn ngọc ánh	Nguyễn Ngọc Ánh		
13	11	lê hoàng phi	Lê Hoàng Phi		
14	12	châu hoang	Châu Hoang		
15	13	nguyễn văn a	Nguyễn Văn A		

- And finally, select the 'Hide' column and right click and select 'Hide' to hide this column, that's it. Now only the TT column, Full name, Gender and year of birth are left.



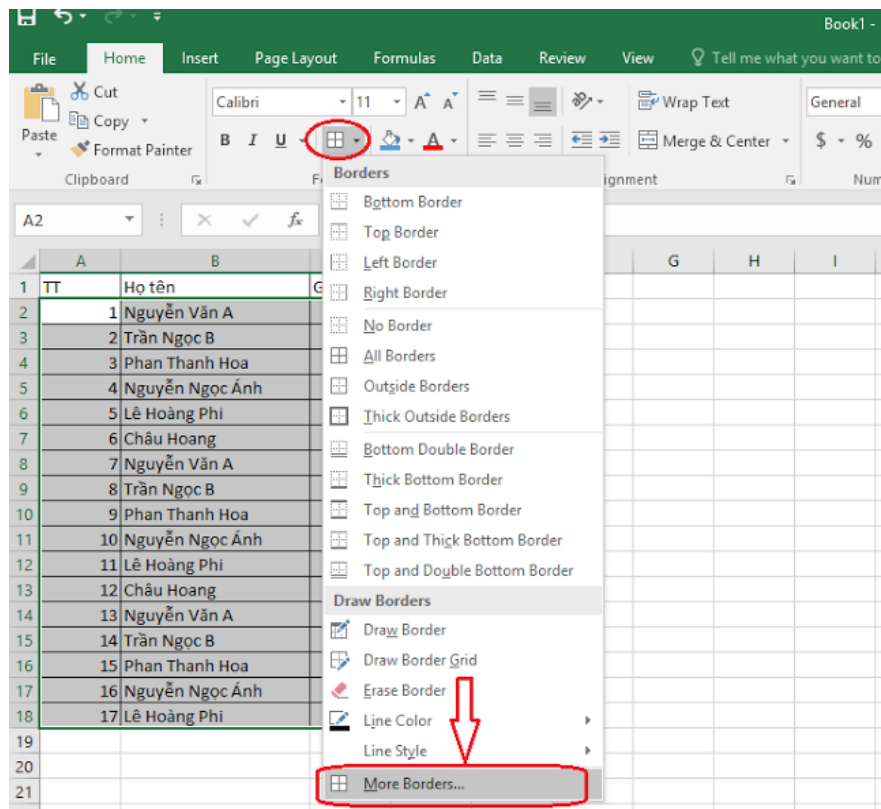
7. Excel page numbering

You will have many templates for page numbering in Excel with the simple steps below.



8. Draw arbitrary lines

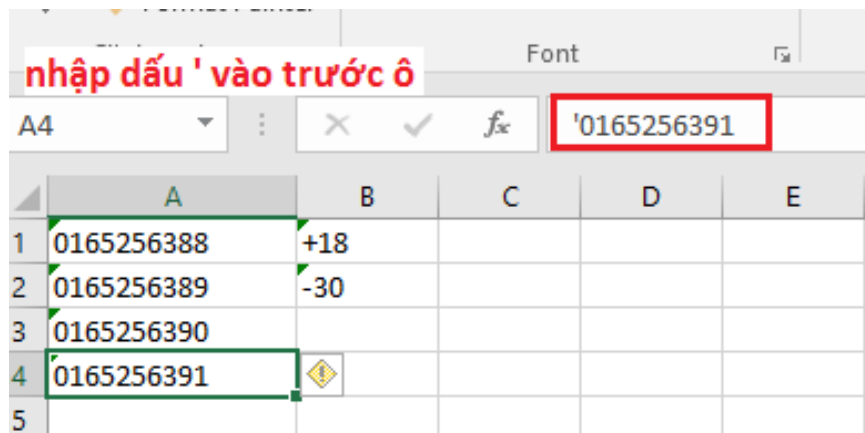
- Choose the table to be framed



Implement grid options

9. Enter your phone number, = sign, + sign, - sign in the board

- Use the feature to convert the format to text format by entering the ' before entering information 0



Use the format conversion feature to enter text format by entering the ' before entering 0 information

10. Pair string, or data

Use '&' to make concatenation

TT	Họ tên	Quốc tịch	Năm sinh	TH
1	Nguyễn Văn A	- Việt Nam	1990	Nguyễn Văn A- Việt Nam - 1990
2	Trần Ngọc B	- Việt Nam	1986	Trần Ngọc B- Việt Nam - 1986
3	Phan Thanh Hoa	- Việt Nam	1984	Phan Thanh Hoa- Việt Nam - 1984
4	Nguyễn Ngọc Ánh	- Việt Nam	1943	Nguyễn Ngọc Ánh- Việt Nam - 1943
5	Lê Hoàng Phi	- Việt Nam	1982	Lê Hoàng Phi- Việt Nam - 1982
6	Châu Hoang	- Việt Nam	1992	Châu Hoang- Việt Nam - 1992
7	Nguyễn Văn A	- Việt Nam	1990	Nguyễn Văn A- Việt Nam - 1990
8	Trần Ngọc B	- Việt Nam	1986	Trần Ngọc B- Việt Nam - 1986
9	Phan Thanh Hoa	- Việt Nam	1984	Phan Thanh Hoa- Việt Nam - 1984
10	Nguyễn Ngọc Ánh	- Việt Nam	1943	Nguyễn Ngọc Ánh- Việt Nam - 1943
11	Lê Hoàng Phi	- Việt Nam	1982	Lê Hoàng Phi- Việt Nam - 1982
12	Châu Hoang	- Việt Nam	1992	Châu Hoang- Việt Nam - 1992
13	Nguyễn Văn A	- Việt Nam	1990	Nguyễn Văn A- Việt Nam - 1990
14	Trần Ngọc B	- Việt Nam	1986	Trần Ngọc B- Việt Nam - 1986
15	Phan Thanh Hoa	- Việt Nam	1984	Phan Thanh Hoa- Việt Nam - 1984
16	Nguyễn Ngọc Ánh	- Việt Nam	1943	Nguyễn Ngọc Ánh- Việt Nam - 1943
17	Lê Hoàng Phi	- Việt Nam	1982	Lê Hoàng Phi- Việt Nam - 1982

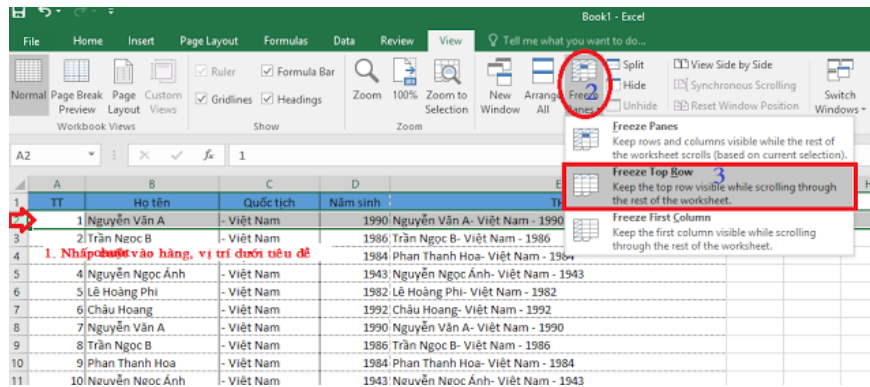
Use '&' to make concatenation

If you want to create spaces, put spaces within quotes.

Ex: & " &

11. Hang title always on top (top)

- Using this trick makes it easy to track all information beyond the page to match the title



Result: The title is always at the top when you scroll down

TT	Họ tên	Quốc tịch	Năm sinh	TH
19	Trần Ngọc B	- Việt Nam	1943	Trần Ngọc B- Việt Nam - 1943
20	Phan Thanh Hoa	- Việt Nam	1982	Phan Thanh Hoa- Việt Nam - 1982
21	Nguyễn Ngọc Ánh	- Việt Nam	1992	Nguyễn Ngọc Ánh- Việt Nam - 1992
22	Lê Hoàng Phi	- Việt Nam	1990	Lê Hoàng Phi- Việt Nam - 1990
23	Châu Hoang	- Việt Nam	1986	Châu Hoang- Việt Nam - 1986
24	Nguyễn Văn A	- Việt Nam	1984	Nguyễn Văn A- Việt Nam - 1984
25	Trần Ngọc B	- Việt Nam	1943	Trần Ngọc B- Việt Nam - 1943
26	Phan Thanh Hoa	- Việt Nam	1982	Phan Thanh Hoa- Việt Nam - 1982
27	Nguyễn Ngọc Ánh	- Việt Nam	1984	Nguyễn Ngọc Ánh- Việt Nam - 1984
28	Lê Hoàng Phi	- Việt Nam	1943	Lê Hoàng Phi- Việt Nam - 1943

12. Print according to options

- Print only the selected location (highlighted)

+ Select the text you want to print

TT	Họ tên	Năm sinh	Địa chỉ	Thời gian tính trợ cấp	Số QĐ	Số tháng	Chênh lệch Tiền/ tháng	Thành tiền	Ký tên	Ghi chú
1	Nguyễn Thị Liễu	1993	Phủ Đức	01/05/2014 - 31/5/2015	429-31/03/2015	13	180,000	2,340,000		
2	Phạm Thị Nhiều	01/01/1934	Phủ Thành	01/01/2014 - 31/05/2015	5635-31/12/2014	17	90,000	1,530,000		
3	Phạm Thị Đa	10/02/1931	Phủ Thành	01/03/2011 - 30/04/2015	15634-31/12/2014	37	90,000	3,330,000		
4	Phạm Thị Cừ	1931	Từ Mỹ	01/03/2011 - 31/5/2015	15632-31/12/2014	50	90,000	4,500,000		
5	Nguyễn Thị Liễu	1933	Phủ Thành	01/01/2014 - 30/4/2014	15633-31/12/2014	15	90,000	1,350,000		
Tổng cộng								13,050,000		

The screenshot shows the 'Print' dialog box in Microsoft Excel. The 'Print Selection' option is selected and highlighted with a red box. A red arrow points to the 'Settings' button, and another red arrow points to the 'Print Selection' option in the dropdown menu. A preview of the data table is shown on the right.

Go to File / print and choose Print Selection

+ Go to File / print and select Print Selection or press Ctrl + P

13. Edit the data in the cell

- Use the F2 key to edit data directly in the cell



14. Delete the available data in the table

Some of you use the Backspace key, but this key only deletes the letter of a cell, wants to delete all the data you want in the table, use the 'DELETE' key or right-click and select 'Clear Content'.



Using the 'DELETE' key deletes existing data in the table

Hopefully the above tips will bring useful computer manipulations for you

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