

16 Essential Tips In Excel

In the course of learning computer office, you should also accumulate yourself a number of tricks necessary to help the process work faster, which you may not have been trained through school or courses.

1. Change the font specified

So when you revisit Excel, you don't have to change your font

1. Go to Office Button -> select Excel Option -> Popular
2. In the Use this Font box, select the frequently used font and press 'ok'

2. Select the time to automatically save the Excel file and Save the file to the desired folder automatically

1. Go to Office Button -> select Excel Option -> select Save
2. Check the 'Save autorecover information every' box to choose the time to automatically save your posts
3. Enter the address for saving the file to 'AutoRecover file location'.



3. Make the image hidden behind the text page (watermark) as in Word

To hide an image behind text in Excel unlike in Word is to use the Text Wrapping function that we will perform on Header and Footer

Go to Insert -> select Header & Footer -> Choose Picture then insert an appropriate image.

To change the size of the picture choose Format Picture, then adjust the size of the picture accordingly

4. Show cells in formula without showing results

Press CTRL + `key

5. Print in Excel does not print in horizontal and vertical lines of cells

1.Select Page Layout -> select Print Titles

2.The Page Setup window opens -> select the Sheet tab -> uncheck the Gridlines check box -> click OK

6. Default setting of Excel when using dates is: 02 numbers of the day, 02 numbers of the month and 04 numbers of the year .

1. You close Excel is working again
2. Press the Start button -> select Settings -> select ControlPanel
3. The ControlPanel window opens and you double click the left mouse button of the icon Regional and Language Options
Now, the RegionalOptions tab -> Customize button appears
4. The Customize RegionalOptions window opens -> select the Date tab -> you will see the section Short date format -> change the content in it as follows
dd / mm / yyyy
5. Press Apply -> click OK

7. Copy data one row converted into one column in Excel:

1. You highlight the row you want to move.
2. Put the cursor in the position you want to move and right-click the location -> select Paste Special.
3. Check the Transpose area -> click OK

8. Type chemical formulas such as CO₂

- 1-First you keep typing CO₂ as usual.
- 2-You blacked out No. 2 -> right click on the number 2 just blackened it.
- 3-Select FormatCells -> check the Subscript box -> select OK

9. I have 2 documents: * Text 1 I left the page horizontally * Text 2 I left the page vertically Now I want to put these two pages into one document only. What should I do without losing my intention to rotate horizontally, vertically?

First you open both documents, then follow these steps:

1. Highlight text 2 to copy everything to text 1
2. Return to text 1, move the cursor to the beginning of the data page in text 2
3. Select Insert menu -> Break .
4. In the Break window:
 - * Choose Section break types
 - * Check the Next page> OK
5. After you have broken two text sections, place the cursor at the top of the data page in text 2
 - * Click on File
 - * Select Page Setup . -> Select Margins -> Select Orientation to reset horizontal or vertical rotation -> OK

10. Perform the hand-fill drag to automatically copy the formula in the upper line but indicate the result of the upper line?

1. You select Office Button -> Excel Options -> select Formulas and tick Automatic -> OK

11. Number zero before a number range (eg numbering) in Excel

Before you type the number you mark single quotes (') and then type the string of numbers -> and then Enter (the sign (') will lose only the string

For example, type '0466836337

12. Increase the Sheet automatically in Excel

Normally in an Excel file when starting to open there are always 3 sheets assigned, now want to change the number of sheets needed

1. You choose Office Button -> Excel Options -> Popular
2. At 'Include this many sheets' we select the required number of sheets

13. Sort in Vietnamese in Excel:

In Excel there is no support for the Vietnamese alphabetical arrangement.

If you want to organize it, you need to install a support program like: VietKeyOFFICE

When VietKeyOFFICE is installed in Excel's menu bar, a VietKey button will appear and you will arrange in that function.

14. Open Excel File when losing word password:

When you forget the password of an Excel or Word file, you must install an application to search for passwords such as PasswareKit, AvancedOffice PasswordRecovery . There is no such function in the Microsoft OFFICE suite.

15. Want to make a newline right in an Excel cell you're editing

Press the key combination Alt + Enter

16. Switch to the Sheheet with the keyboard

You press Ctrl - PageUp to change to the previous page

Ctrl - PageDown to change to the next page

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