On the Excel 2010 worksheet, select the Formulas tab.

Select **AutoSum Button** (note: The button may look slightly larger based on your resolution.)

- **Sum**
  Adds the cells indicated in the formula
- **Average**
  Averages the values in the cells indicated in the formula
- **Count**
  Counts the number of values in the cells indicated in the formula
- **Maximum**
  Returns the maximum value in the cells indicated in the formula
- **Minimum**
  Returns the minimum value in the cells indicated in the formula
- **More Functions …**
  Open the Insert Function window.
  Note: The Insert Function search can be opened by clicking the insert function button.

**Tip:** The AutoSum button is also available on the Home tab > Editing group.

**Formula Bar**

- **Cancel**
- **Enter**
- **Formula**
- **Insert Function**

**Tip:** Formulas always begin with an = sign.
Adding AutoSum to the Quick Reference Toolbar

The Quick Reference Toolbar is a toolbar that you can customize with your most frequently used commands. Use the drop-down box to add helpful commands or buttons to the toolbar.

To Customize:
- Click the drop-down menu
- Select More Commands
- Choose Commands from: Formulas Tab
- Select AutoSum

AutoFill to Extend a Formula
- Select the cell that contains the formula you want to fill into adjacent cells
- Drag the fill handle across the cells that you want to fill.

Tip: To View all formulas on a worksheet at the same time Press CTRL+`
To return, press CTRL ` again.

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Formula Hierarchy
Remember the expression “Please Excuse My Dear Aunt Sally” to learn the order of operations.

<table>
<thead>
<tr>
<th>Please</th>
<th>Excuse</th>
<th>My</th>
<th>Dear</th>
<th>Aunt</th>
<th>Sally</th>
</tr>
</thead>
<tbody>
<tr>
<td>P= Parentheses,</td>
<td>E= Exponents,</td>
<td>M= Multiplication, D= Division, A= Addition,</td>
<td></td>
<td></td>
<td>S= Subtraction</td>
</tr>
</tbody>
</table>

Grave accent mark is in the upper left-hand corner of the keyboard.
Using the Status Bar
Why struggle with creating formulas? Answers are located at the bottom of the worksheet is the status bar. Select the data and Excel analyzes the data and shows you the results on the informative status bar.

| Average: $23,000.00 | Count: 3 | Sum: $69,000.00 |

Freeze Panes or Lock Rows/Columns
Use this tip to keep an area of a worksheet visible while you scroll to another area on the worksheet.

**Example:** You may want to keep the header row visible.

- To lock rows, select the row or column.
- On the View Tab, Window Group, select Freeze Panes

Select from choices: Freeze Panes, Freeze Top Row, Freeze First Column.

To unfreeze, go to the freeze panes button and select unfreeze panes.

**Note:** A solid line indicates that a row or column is frozen.

Move or Copy Worksheets using the Ribbon
Make sure the worksheet is open in the same instance of Excel.

**Note:** You cannot move or copy worksheets between separate instances on Excel.

- Select the worksheet from the workbook containing the sheet(s) you want to copy.

- On the **Home** tab in the **Cells** Groups, select **Format.**

- Under the Organize Sheets, click Move or Copy Sheet.
  **Note:** You may also rename a sheet and change the tab color.
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- Select location option and then make sure the Create a copy box has a check mark. **Example:** (move to end).

- Click OK.

**Other methods to Copy or Move worksheets**

- **Tip:** You may also copy the worksheet by right-clicking on the sheet label, select Move or Copy to see the Move or Copy window.

- **Tip:** You may also copy the entire sheet by using the Select All button in the top left corner, right-click and select copy. Open the worksheet to paste the copy into, right-click and select paste.
Paste Special Features in Excel 2010-Creating a link

- Select and copy the cells. Select the worksheet and the cell(s) you wish to paste the linked information. Use the Home Tab > Paste More Options (down arrow) > Paste Special

- Paste Link-Allows you to create an absolute reference to the copied cell or range in the new location.

Filters
Filters allow you to select data types that you would like see while filtering out data that does not meet your criteria. Filters work best when your data has column headings.

- Select the data tab

- Select Filter
• Using the filter arrows in your columns you can select what data to see by leaving a check mark in the box next to the value. To hide the value uncheck the corresponding checkbox.

Removing Duplicates

Remove Duplicates allows you to select criteria that when met by more than one row of data will remove the extra data. For example, if you have a mailing list you can select columns First Name, Last Name, Address, Zip code and if there are multiple rows on the list where a person signed up more than once with the same information the extras will be removed.

• Select the Data tab.

• Select the data with the duplicates to be removed.

• Select Remove Duplicates

• Select the columns that you want to be checked for duplication.

• Press OK and excel will remove all rows that have duplicate information. Remember, the row must meet all the criteria set. If it only meets, for example 1 of 2, it will not be removed.
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Pivot Tables
Pivot tables are a useful way to condense and filter large sets of data down to an easier to manage table.

• Click the insert tab.

• Click the pivot table button

• Select your data range or location and whether you want it to appear on a new worksheet or the same worksheet. The below example will open the pivot table on a new worksheet.

• Click the OK button.

• The new sheet opens with the table located in the cells and a field list on the right.
• Column headings will populate the “Choose fields to add to report:” list. The listed fields can be dragged to one of 4 areas and placed. This will automatically put them into the table.
  
  o Report Filter: Lists fields that the report uses as a filter
  o Column labels: X axis labels of the report, contains data that will be represented in all rows in the column.
  o Row Labels: The Y axis labels of the report, contains the categories of data represented in the rows.
  o Values: The data that populates the criteria of the Rows and Columns. See below for an example of a pivot table set up.

The following example is based off the following data example:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Hourly Rate</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install</td>
<td>100</td>
<td>$65.00</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>Support A</td>
<td>35</td>
<td>$20.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Install</td>
<td>13</td>
<td>$65.00</td>
<td>$845.00</td>
</tr>
<tr>
<td>Support A</td>
<td>25</td>
<td>$20.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Training</td>
<td>135</td>
<td>$40.00</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Install</td>
<td>50</td>
<td>$65.00</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>Training</td>
<td>100</td>
<td>$40.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Support B</td>
<td>354</td>
<td>$35.00</td>
<td>$12,390.00</td>
</tr>
</tbody>
</table>
The pivot table was created using the following fields:

![PivotTable Field List](image)

The fields were placed in the following areas:

![Drag fields between areas below](image)

The above field placements created a simple pivot table that shows a total sum of hours for each service and the sum of the total charges for each service:

![Pivot Table](image)