

Tips, Tools and Tricks

(Selected topics presented in APEC 4501 in recent years)

Placing images in comment cells

Freezing rows and columns, freezing titles

Putting a secondary axis on a graph

Lookup functions

Match and Index functions

Pivot Tables

Sort and Filter

External queries

Matrix multiplication

Autofilter

Recording macros

Formulas - copy and paste special

Wrap text

Protecting sheets, ranges, and workbooks

Hyperlinks

Moving and copying spreadsheets

Use of templates for B/S and I/S

XIRR functions

Refining graph formats

Data validation w/range names

Conditional formatting

Solver and Goal Seek

Random number generator

Using the format painter

Using the Mid text function

Watch boxes

Flow charts using textboxes and auto shapes

Conditional formatting