

Excel at Excel!

Tips and Tricks



SELECT → Use your cursor to select the first cell, and press and hold while dragging over

NAME	REC	YDS	AVG	LONG	TD
Alex Erickson	33	463	14	45	1
Robert Wheelwright	19	261	13.7	30	3
Austin Traylor	10	156	15.6	38	3
Dare Ogbonwale	14	109	7.8	27	0
Jazz Peavy	10	91	9.1	16	0
Derek Watt	10	83	8.3	27	0
Troy Farnagalli	10	83	8.3	23	1
Jordan Fredrick	5	60	12	22	0
Eric Steffes	2	34	17	19	0
Tanner McEvoy	3	29	9.7	17	0
Ruggie Lowe	1	26	26	26	0
Corey Clement	2	19	9.5	13	0
Austin Rameesh	1	12	12	12	0
Caleb Kinlaw	1	5	5	5	1
Taiwan Deal	1	4	4	4	0
Totals	122	1455	11.5	45	5

With the row highlighted, use the keyboard shortcut to highlight down all the data
• Shift + Control + Down Arrow

Ctrl
Shift
↑
↓

COPY → Select your desired area

NAME	REC	YDS	AVG	LONG	TD
Alex Erickson	33	463	14	45	1
Robert Wheelwright	19	261	13.7	30	3
Austin Traylor	10	156	15.6	38	3
Dare Ogbonwale	14	109	7.8	27	0
Jazz Peavy	10	91	9.1	16	0
Derek Watt	10	83	8.3	27	0
Troy Farnagalli	10	83	8.3	23	1
Jordan Fredrick	5	60	12	22	0
Eric Steffes	2	34	17	19	0
Tanner McEvoy	3	29	9.7	17	0
Ruggie Lowe	1	26	26	26	0
Corey Clement	2	19	9.5	13	0
Austin Rameesh	1	12	12	12	0
Caleb Kinlaw	1	5	5	5	1
Taiwan Deal	1	4	4	4	0
Totals	122	1455	11.5	45	5

Use the keyboard shortcut to copy the data
• Control + C

Ctrl
C

PASTE → Select your destination cell

NAME	REC	YDS	AVG	LONG	TD
Alex Erickson	33	463	14	45	1
Robert Wheelwright	19	261	13.7	30	3
Austin Traylor	10	156	15.6	38	3
Dare Ogbonwale	14	109	7.8	27	0
Jazz Peavy	10	91	9.1	16	0
Derek Watt	10	83	8.3	27	0
Troy Farnagalli	10	83	8.3	23	1
Jordan Fredrick	5	60	12	22	0
Eric Steffes	2	34	17	19	0
Tanner McEvoy	3	29	9.7	17	0
Ruggie Lowe	1	26	26	26	0
Corey Clement	2	19	9.5	13	0
Austin Rameesh	1	12	12	12	0
Caleb Kinlaw	1	5	5	5	1
Taiwan Deal	1	4	4	4	0
Totals	122	1455	11.5	45	5

Use the keyboard shortcut to paste the data
• Control + V

Ctrl
V

COPY FORMULA → Select the cell with the formula you want to copy

TD	TOTAL
40	556
30	3
38	3
27	0
36	0
27	0
22	1
19	0
17	0
26	0
13	0
12	0
5	1
4	0
40	556

Place your cursor over the bottom right corner. It will look like a little black cross. Double click.

TOTAL
556

FILTER → Select all column headers. Use the shortcut to convert them to filters
• Shift + Control + L

NAME	REC	YDS	AVG	LONG	TD
Alex Erickson	33	463	14	45	1
Robert Wheelwright	19	261	13.7	30	3
Austin Traylor	10	156	15.6	38	3
Dare Ogbonwale	14	109	7.8	27	0
Jazz Peavy	10	91	9.1	16	0
Derek Watt	10	83	8.3	27	0
Troy Farnagalli	10	83	8.3	23	1
Jordan Fredrick	5	60	12	22	0
Eric Steffes	2	34	17	19	0
Tanner McEvoy	3	29	9.7	17	0
Ruggie Lowe	1	26	26	26	0
Corey Clement	2	19	9.5	13	0
Austin Rameesh	1	12	12	12	0
Caleb Kinlaw	1	5	5	5	1
Taiwan Deal	1	4	4	4	0
Totals	122	1455	11.5	45	5

Click the gray box to filter your column

Ctrl
Shift
L