Excel at Excel!

Tips and Tricks

UWCAT Compensation Administration Tool

SELECT → Use your cursor to select the first cell, and press and hold while dragging over → → 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 → → Use the keyboard shortcut to copy the data • Control + C → Ctrl / C →

PASTE → Select your destination cell → → Use the keyboard shortcut to paste the data • Control + V → Ctrl / V →

COPY FORMULA → Select the cell with the formula you want to copy → → Place your cursor over the bottom right corner. It will look like a little black cross. Double click. → →

FILTER → Select all column headers. Use the shortcut to convert them to filters • Shift + Control + L → → Ctrl / Shift / L → Click the gray box to filter your column →