

# A FEW COOL THINGS IN MICROSOFT EXCEL & WORD

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# MS EXCEL

## TODAY FUNCTION

=today()

Returns the serial number of the current date (the serial number is the date-time code used by Excel for date and time calculations.) This function is useful when you need to have the current date displayed on a worksheet, regardless of when you open the workbook.

A1		fx =TODAY()	
	A	B	C
1	2/5/2013		
2			

You can also calculate intervals. For example, if you know that someone was born in 1972, you might use the following formula to find that person's age as of this year's birthday:

=YEAR(TODAY())-1972

This formula uses the TODAY function as an argument for the YEAR function to obtain the current year, and then subtracts 1972, returning the person's age.

fx =YEAR(TODAY())-1972	
	B
	41

## PROPER FUNCTION

=proper(text)

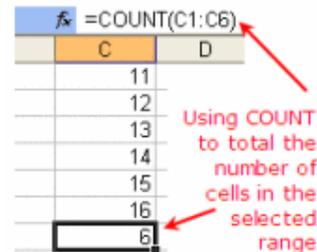
Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.

B1		fx =PROPER(A1)	
	A	B	
1	this is a TITLE	This Is A Title	
2	2-cent's worth	2-Cent'S Worth	
3	76BudGet	76Budget	
4			

## COUNT

The COUNT function is one that can be used when you need to total the number of cells in a selected range that contain numbers. It ignores empty cells or those contain text.

The syntax for the COUNT function is: **=COUNT( Range )**



## COUNTA

The COUNTA function counts the number of cells that are not empty in a range

**=COUNTA(value1, [value2], ...)**

Course	Course Description	Meth
<b>January Totals: Class Count: 5</b>		
Excel	Let's Create a Spreadsheet	Hand:
Excel	Formulas & Functions	Hand:
Excel	Let's Create a Spreadsheet	Hand:
Excel	Formulas & Functions	Hand:
pdfDocs		Over:
pdfDocs		Over:
PowerPoint	Tips & Tricks, including new features of 2010	Over:
PowerPoint	Getting Started with PowerPoint	Hand:
PowerPoint	Getting Started with PowerPoint	Hand:
PowerPoint	Custom shapes, animation, templates	Hand:
PowerPoint	Custom shapes, animation, templates	Hand:
Outlook	Beyond the Inbox	Over:
Outlook	Beyond the Inbox	Over:
pdfDocs - Binders		Over:
<b>February Totals: Class Count: 11</b>		

## COUNTIF

You can count cells that meet a specific criterion.

In this example, only the Pen orders will be counted.

1. Select the cell in which you want to see the count (cell A12 in this example)
2. Type an equal sign (=) to start the formula
3. Type: COUNTIF(
4. Select the cells that contain the values to check for the criterion. In this example, cells A1:A10 will be checked
5. Type a comma, to separate the arguments

6. Type the criterion. In this example, you're checking for text, so type the word in double quotes: "Pen" *Note: upper and lower case are treated equally*

7. Hit the Enter key. The completed formula is: **=COUNTIF(A1:A10,"Pen")**

The result will be 4, the number of cells that contain "Pen"

	A	B	C	D
1	Item	Qty		
2	Pen	5		
3	Pencil	9		
4	Binder	9		
5	Pen	6		
6	Pen	15		
7	Binder	12		
8	Pencil	10		
9	Binder	6		
10	Pen	11		
11				
12	=COUNTIF(A1:A10,"Pen")			
13	COUNTIF(range, criteria)			

### USING AUTOFILL TO CREATE A SERIES

The easiest method for entering repeating or incrementing data is to use Excel's AutoFill feature.

To create a series of labels, numbers, or dates, select two or more cells (to establish a pattern for the series) and look for the fill handle, a tiny black square located in the lower-right corner of the active cell or of a selected range of cells.

When you position the cell pointer over the fill handle, the cell pointer changes to a plus sign (+), indicating that the AutoFill feature is enabled. Click the fill handle and drag it over the cells you want to fill with information.

Numbers

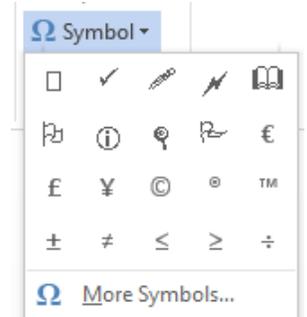
Weekdays

Dates

# MS WORD

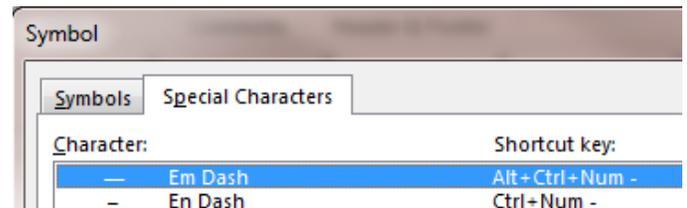
## INSERT SYMBOLS

1. Click where you want to insert the symbol.
2. On the Insert tab, in the Symbols group, click Symbol.
3. Do one of the following:
  - a. Click the symbol that you want in the drop-down list.
  - b. If the symbol that you want to insert is not in the list, click More Symbols. In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.
4. Click Close.



## INSERT A SPECIAL CHARACTER

1. Click where you want to insert the special character.
2. On the Insert tab, in the Symbols group, click Symbol, and then click More Symbols.
3. Click the Special Characters tab.
4. Click the character that you want to insert, and then click Insert.
5. Click Close.



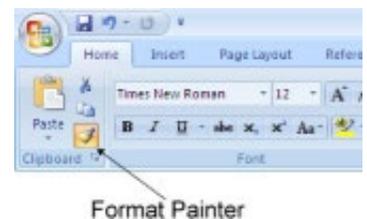
## QUICKLY COPY FORMATTING WITH THE FORMAT PAINTER

Word offers a quick way to copy formatting from one item to another. It's called the Format

Painter , and it might be the most helpful toolbar button you've never used.

You can copy the format of selected text and paste the copied attributes to a 'target' selection. Simply select the text, double click the Format Painter on the Home tab (it then remains active until you press Esc or click the button again).

Note the paintbrush that stalks your cursor as you move it. When you select your target text, the copied formatting is applied as soon as you release the mouse button.



## SHORTCUTS FOR TYPING ACCENT MARKS IN MICROSOFT WORD

All you need to do is press **Ctrl and the accent symbol** you want over the word. Release the key combination and type the letter to be accented, and there it is.

For example, if you want to type an **é**, press **Ctrl ´**, and then release the keys. Type the letter e and it will show up with the dash above it. If you need an **ñ**, hold down **Ctrl Shift `** (this is because the ~ is above the `), so you will need to use the Shift key, as well). Release that key combination and type the letter n. No more searching through symbols!

## SELECTING TEXT – USING THE MOUSE

To select	Do this
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Entire document	Ctrl-A

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