

Excel Tips August 2021

To find the Excel file for this document go to [EXCEL TIPS PAGE UNDER AUGUST 2021](#)

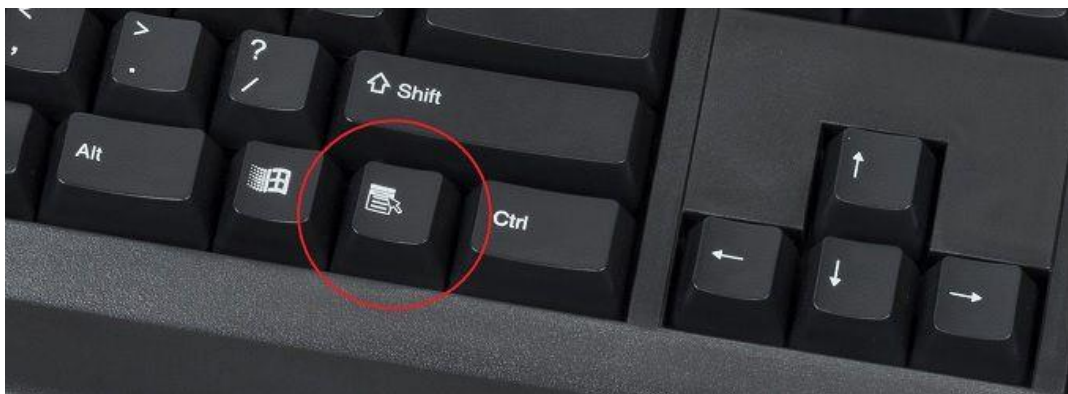
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1 RIGHT-CLICK WITHOUT A MOUSE

There are two ways to Right-Click without a mouse in Excel or any other Windows application:

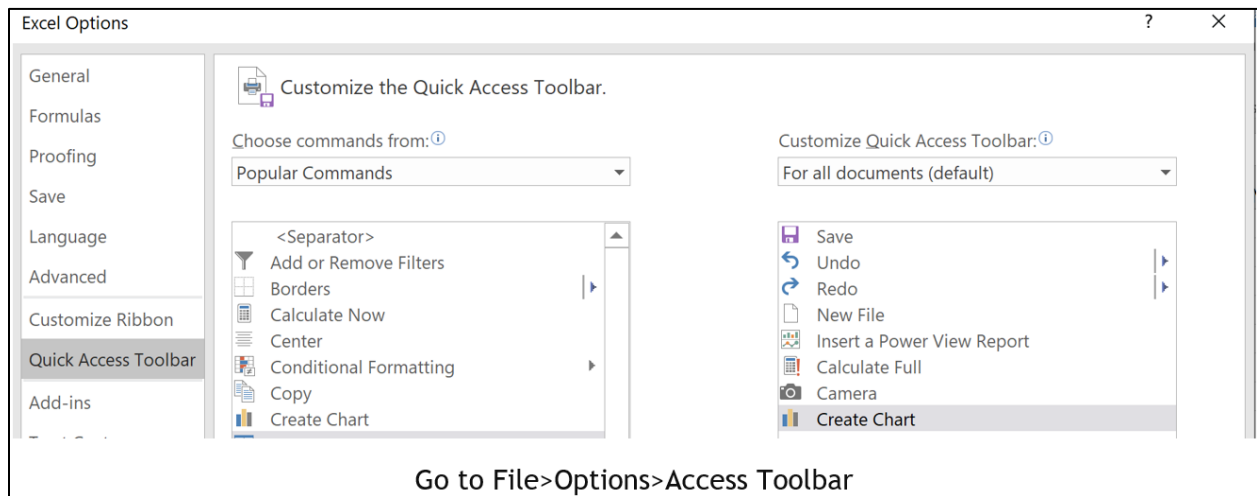
- a) Use Shift+F10
- b) Use the “Right-Click” key of the keyboard (it works anywhere in Windows)



2 THE FASTEST WAY TO CREATE YOUR OWN SHORTCUT KEYS

If you are using a ribbon command frequently, you can access it VERY FAST using the ALT + a-number key.

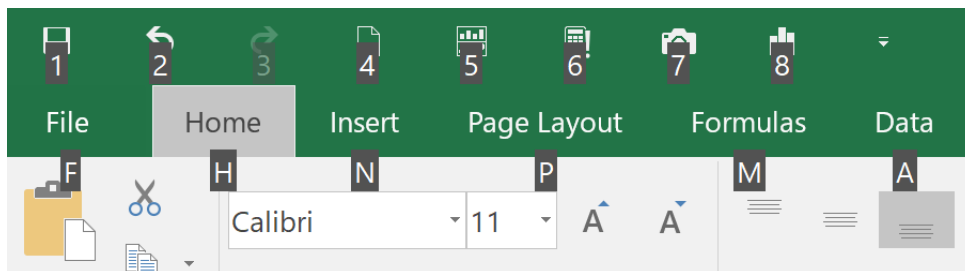
- a) Add the command to the Quick Access Toolbar
- b) Use the ALT key and the number that that you see.



Add any command.

I Added the Create Chart

Now when you click the ALT key a number is assigned to the Quick Access Toolbar icon that you created:



In my example, it is the “8”. I can use the ALT + 8 to access the insert a chart menu.

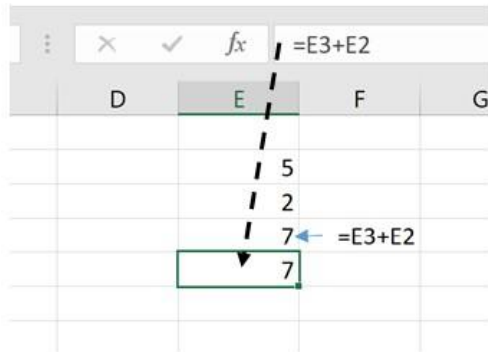
Try to add the Paintbrush to the Quick Access Toolbar - When you hit the ALT it will show up as a single number.

No need to have any other combinations.

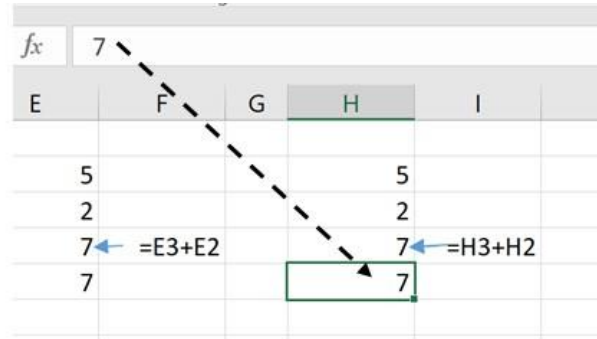
3 THE DIFFERENCE BETWEEN CTRL+” AND CTRL+’ (QUOTATION AND APOSTROPHE)

CTRL+” copies the value from the cell above.

CTRL+’ copies the formula from the cell above.



CTRL+’ Copies the Formula



CTRL+” Copies the Value

4 USING THE AUTOFILL FOR LINEAR REGRESSION

If you are using Excel's forecasting function

FORECAST.LINEAR(x, known_y's, known_x's)

or the older version

FORECAST(x, known_y's, known_x's)

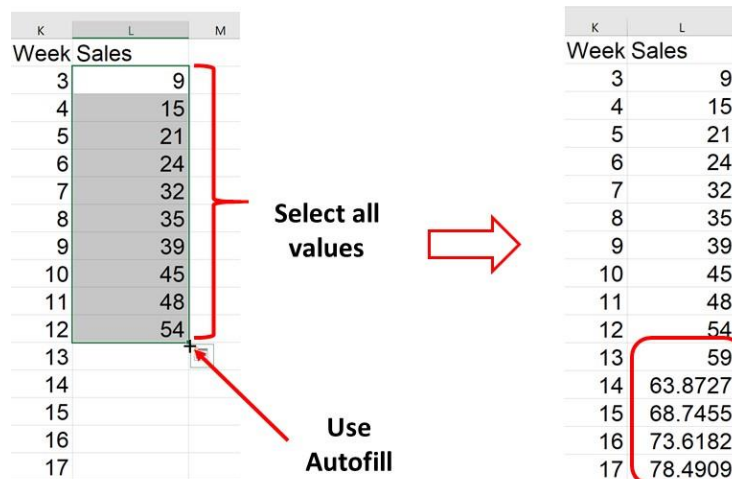
you will find this tip saving time and easy to apply.

When you want to calculate future forecast for additional days, months etc. you use one the above functions.

In the example, I use the function to calculate four additional weeks' demand.

	A	B	C	D	E	F	G	H	I	J
1	Week	Sales								
2	3	9								
3	4	15								
4	5	21								
5	6	24								
6	7	32								
7	8	35								
8	9	39								
9	10	45								
10	11	48								
11	12	54								
12	13	59	=FORECAST.LINEAR(A12,\$B\$2:\$B\$11,\$A\$2:\$A\$11)							
13	14	63.8727	=FORECAST.LINEAR(A13,\$B\$2:\$B\$11,\$A\$2:\$A\$11)							
14	15	68.7455	=FORECAST.LINEAR(A14,\$B\$2:\$B\$11,\$A\$2:\$A\$11)							
15	16	73.6182	=FORECAST.LINEAR(A15,\$B\$2:\$B\$11,\$A\$2:\$A\$11)							
16	17	78.4909	=FORECAST.LINEAR(A16,\$B\$2:\$B\$11,\$A\$2:\$A\$11)							

If the dates are spaced evenly – as I have it on the left column, all you have to do is to use the AUTOFILL. **Microsoft Excel is using linear regression for the autofill.**



5 EXCEL FOR FORECASTING ON YOUTUBE

<https://www.youtube.com/watch?v=9evoeBWenk0&t=652s>

This session is for Excel users that are not trained statisticians. It covers a number of frequently used Excel forecasting techniques. The emphasis is on understanding which tools to apply. It reviews moving-average, exponential smoothing, simple and multi regression. It also demonstrate simple functions, utilizing the Autofill and a chart, using the Data-Analysis ToolPak Add-in for Regressions and demonstrates the Excel Forecast-Sheet feature.