

Excel Tips May 2024

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Download the [Excel file from here](#).

1. How to Insert a Blank Row between Each Existing Row

If you have a list and you have to insert a blank row between each existing row like double spacing.

Add a new column to the right of your table or data in this example column C;

Use the autofill to create a series of numbers starting with 1 and 2 (see column C: 1,2,3, etc...) to the end of the data.

Copy the number series you created (in this example 1 to 12)

Paste the series below the last number

Now click any single cell within that series and click the AZ sort button on your toolbar (or use Data, Sort)

The entire table will be sorted with the blank rows in between.

Delete the extra column.

	A	B	C
1			
2	Before		
3	Month	Name	temp col
4	Jan	Adi	1
5	Feb	Akiva	2
6	Mar	Arni	3
7	Apr	Avi	4
8	May	Becca	5
9	Jun	Beit_Maafe	6
10	Jul	Brigitte	7
11	Aug	Dorit	8
12	Sep	Eran	9
13	Oct	Flora	10
14	Nov	Haviv	11
15	Dec	Idan	12
16			1
17			2
18			3
19			4
20			5
21			6
22			7
23			8
24			9
25			10
26			11
27			12

	K	L	M	N
	After			
	Month	Name	temp col	
	Jan	Adi	1	
			1	
	Feb	Akiva	2	
			2	
	Mar	Arni	3	
			3	
	Apr	Avi	4	
			4	
	May	Becca	5	
			5	
	Jun	Beit_Maafe	6	
			6	
	Jul	Brigitte	7	
			7	
	Aug	Dorit	8	
			8	
	Sep	Eran	9	
			9	
	Oct	Flora	10	
			10	
	Nov	Haviv	11	
			11	
	Dec	Idan	12	
			12	

2. Keyboard Shortcut to Identify Cells Referenced by A Formula

Excel offers trace dependents in the Formulas ribbon...

However,

if you simply want a quick way to find out which cells a formula refers to, pressing **CTRL + [** (opening bracket) will select the cells that the formula in the active cell directly refers to.

Use the **Tab** key to tab through each cell.

CTRL +] (closing bracket) traces dependents

Once you do it try the tab

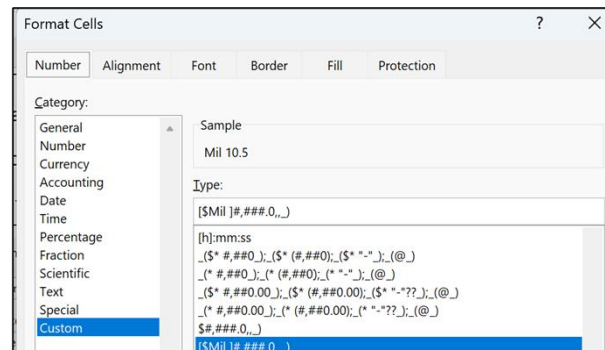
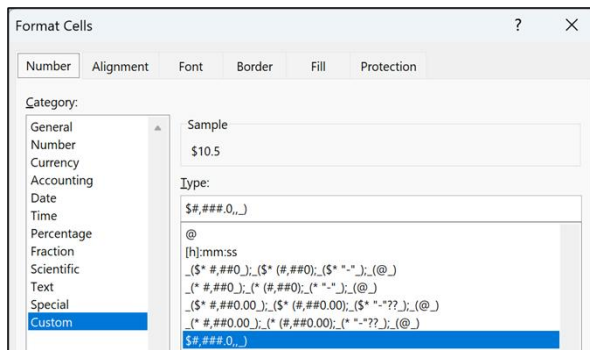
Click on B1 in the Excel file and use **CTRL + [** trace precedents.

3. Format Millions

How do you convert \$10,540,270 to 10.5 million?

Use the custom formatting `[$,###.0,,_)` for \$10.5

Use the custom formatting `[$Mil]#,###.0,,_)` for Mil 10.5



4. Easy to remember useful shortcuts

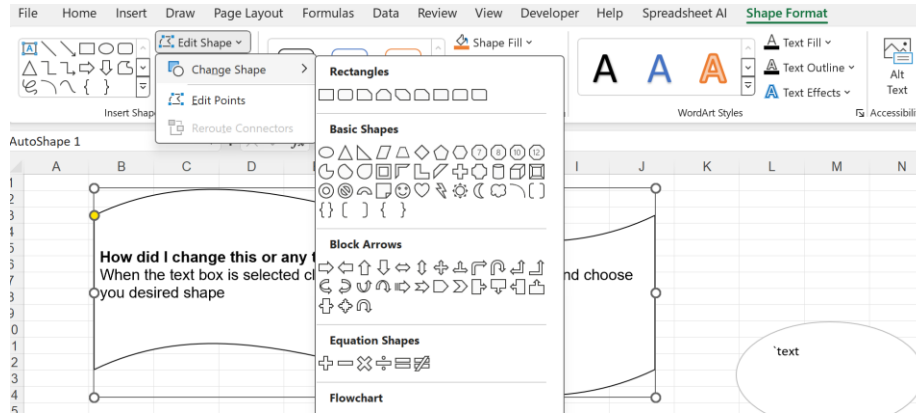
AutoSum	Alt+=
Spell Check	F7
Open Function Window	Shift+F3
Strike through	CTR+5
Select the entire column	CRL + Space
Select the entire row	Shift+Space
Format in comma format	CTR+Shift+!

Try it on the Excel file.

5. Change Textbox shape

How did I change this or any textbox shape?

When the text box is selected click on Edit Shape> Change Shape and choose you desired shape.



6. Check Sign and other signs

To enter a check sign in any cell - type capital P and change the font to Wingdings 2.
If you need a strikethrough in the cell - use CTRL 5.

	A	B	C	D	E	F	G
1							
2	Project	Status			✓	=CHAR(252)	
3	A12	✓			✘	=CHAR(251)	
4	A13	✓			☑	=CHAR(254)	
5	A14	✓			☒	=CHAR(253)	
6	A15						
7	A16	✓					
8	A17	✓					
9	A18						
10	A19	✓					
11	A20	✓					
12	A21	✓					
13	A22	✓					

7. Delete all numbers

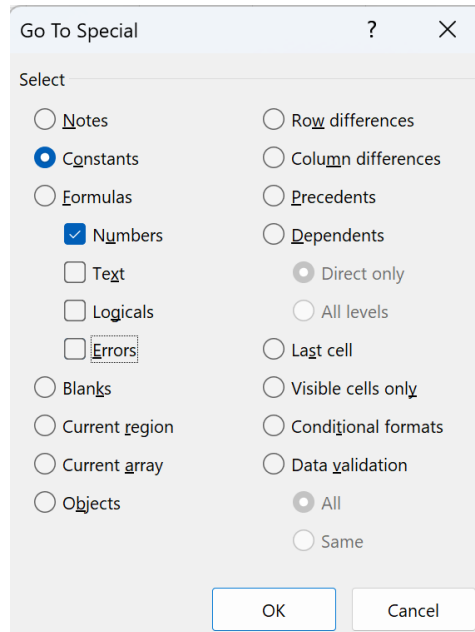
Select the entire sheet (CTR+A)

Select Edit>Go to>Special

On the menu select Constants

Hit the Delete button

All the numbers will be deleted and the formulas will stay intact



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