

# BEGINNER EXCEL WITH TABLES

## 1 ADJUST COLUMN WIDTH



See the entire column header with a simple click. Hover between columns or go to Format-->AutoFit Column Width

## 2 WRAP TEXT



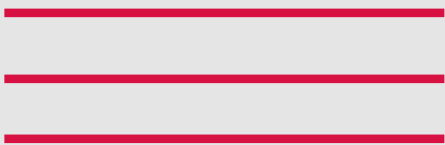
See everything in the cell at once by forcing limiting the column width. Select a row or column(s) and click on Wrap Text in the Alignment area.

## 3 ADJUST FORMULA BAR



Need to focus on one cell to edit the text? Hover & drag to drop down the formula bar to see everything in the cell.

## 4 ADD LINES



Add lines of text into a cell by using Alt + Enter.

## 5 SORT & FILTER



Sort Columns by using Sort-->Sort A to Z and filter your results by using Filter-->on all cells or using a selected column.

## 6 ADD & RENAME SHEETS



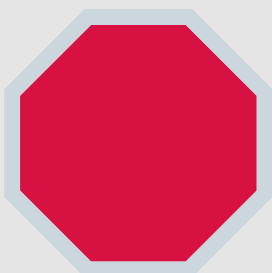
Click the lower plus sign to add an additional worksheet and double click the Sheet name to edit or rewrite it.

## 7 TOTAL ROW

**=SUM**

This is automatically calculated when your data is transformed into a table. It can also easily be removed.

## 8 FREEZE PANES



Like seeing the top row of cells regardless of where you're at on the page? Find the View tab and select Freeze Panes.

## 9 PRINT GRIDLINES



Want the lines to show up when you print your Excel sheet? Go to File-->Print-->Page Setup-->Sheet--> and check Gridlines

## \* SAVE AS .XLSX