# Excel Tips: Part II

By Donna Payne, PayneGroup, Inc.

The trainers at PayneGroup sometimes laugh at me. Providing tips and tricks about software is their domain. However, the last article, which was on Excel tips, generated a lot of traffic to my Inbox. It seems I'm not the only one with math teacher horror stories, or difficulty with math, who then turned to Excel.

So with apologies to our incredible group of trainers at PayneGroup (whom you should sign up to take a class from), here is my latest series of tips, tricks and workarounds for mastering Excel (part 2).

Getting an Ampersand to Appear in the Header or Footer

The first time you type an ampersand in your Excel header or footer and press Enter, you are in for a surprise. Ampersands in names are common and serve to join names or phrases together. For instance, Smith & Jones, AT&T, mergers & acquisitions, the list could go on and on.

In Excel however, if you type this content in the header or footer, you see the results shown in the following figures. In the case of AT&T, the ampersand is a character format placeholder and the T that follows inserts the time. With mergers & acquisitions, the ampersand serves to join (or concatenate) and the symbol disappears entirely.
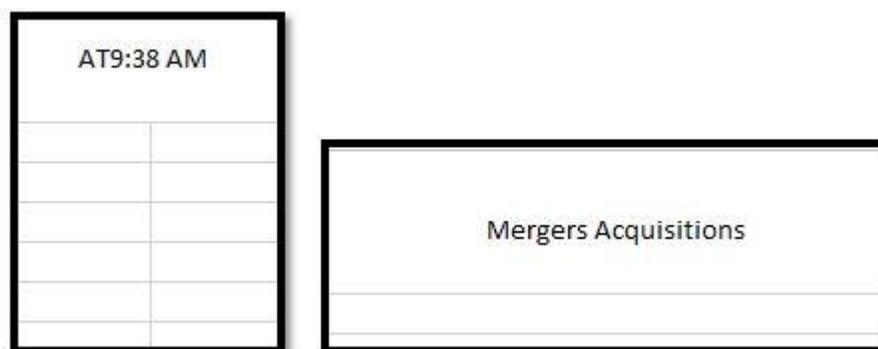
To resolve the issue and have the ampersand appear, within the header or footer, just type two of the symbols. For instance, type **AT&&T or Mergers && Acquisitions.**

Viewing All Worksheets at Once

Sometimes you inherit workbooks that contain numerous worksheets. The worst I've seen is one hundred or so unique worksheets but perhaps it could have been worse since the number of worksheets is only limited by the available memory!

One quick way to see and navigate through every worksheet in the workbook is to right-click on the sheet navigator (left of the first sheet tab within the workbook). Doing this displays a box where you can view, and then select any stored worksheet. This is a much faster, and dare I say better way to move quickly to a page.
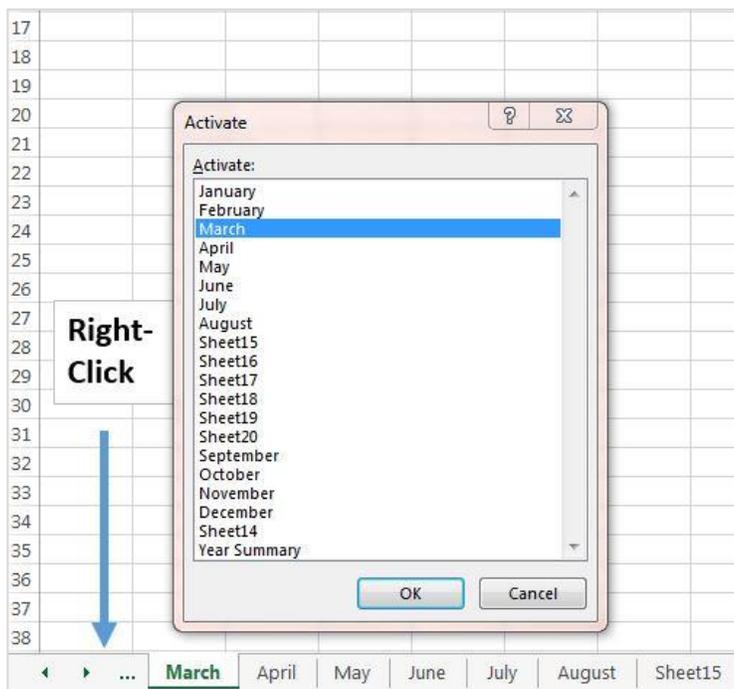
Date, Time, Now, Today...

Shortcuts are extremely useful for inserting the date and/or time into a cell. You can use keyboard shortcuts, or take advantage of some built-in functions. Here are just a few examples:

1. Within a cell, press **Ctrl+Shift+Semicolon**. This inserts the current time.
2. Within a cell, press **Ctrl+Semicolon** to insert the current date.

These values are static and do not change if you update. If you wish to have an updating date or time, use a function instead.

1. Within a cell, type **=Now()** and press Enter. This inserts the date and time. To change the format of the date and time, display the Format Cells dialog box by either right-clicking on the cell, or clicking the Quick Launcher icon on the Home tab, in the Number group. m/d/yyyy h:mm will show as a

single digit for the month and day (unless the day is two digits), and four digits for the represented year. In other words, 11/5/2014. Add more m's and d's to spell out the month and day name.

2. Within a cell, type **=Today()** and press Enter. This inserts the current date.

Toggle Formulas and Results

To toggle between displaying the underlying formula and the resulting value, just press **Ctrl+~** (which is just to the left of the 1 key on the keyboard).

Transpose Data Orientation

Sometimes you'll want to change the data that you have in rows to be in columns instead. No need to recreate or do a lot of cutting and pasting,; instead use the transpose functionality within Paste Special.

1. Type some text into adjacent cells. The following figure shows an example of sample data.

Original Layout									
	Word for Law Firms classes	Excel	Master Series	Styles Workshop	OneNote	Office 365	Surface W	Mastering Equations for Patent Applications	s Offered
January	4	1	4	1	0	2	5	0	17
February	1	0	5	1	1	6	2	1	17
March	10	3	4	1	0	3	0	0	21

2. Select the range of cells and Copy (Ctrl+C).
3. Click in a different, empty location on the worksheet.
4. On the Home tab, in the Clipboard group, click the arrow for Paste and then click Paste Special.
5. Select the option: Transpose and then OK. The result is shown in the next figure.

|	January	February	March
Word for Law Firms classes	4	1	10
Excel	1	0	3
Master Series	4	5	4
Styles Workshop	1	1	1
OneNote	0	1	0
Office 365 Classes	2	6	3
Surface Workshop	5	2	0
Mastering Equations for Patent Applications	0	1	0
Classes Offered	17	17	21

Say Cheese - the Built-In Camera Tool

One of the best features in Excel, but also the least known, is the Camera tool. By default, it doesn't appear on any menu or toolbar; however, it can quickly be added. The camera tool takes a picture of the selected data. A link exists so whenever the underlying data changes, it also reflects in the picture. Here's how it works.

1. Click the down arrow at the end of the Quick Access toolbar and click More Commands.
2. Change the Choose Commands from drop-down to show All Commands.

3. Find the Camera tool and click Add. Close the dialog box by click OK.
4. Select a range of data on the worksheet.
5. Click the camera tool.
6. Drag over a location to place the 'picture' that you just took.
7. Change at least one of the values in the original data. Note that it also changes in the linked picture. This tool is especially handy when you are presenting charts as part of a report or presentation.

Quick Math

You don't need to create a formula to see calculations. Just select the numerical data and look at the Status bar. By default, you'll see the Sum, Average and Count of what is selected. To see more options, right-click on the Status bar and enable additional options (such as Minimum or Maximum). To work with non-contiguous values, click the first cell, then hold Ctrl when clicking additional cells.
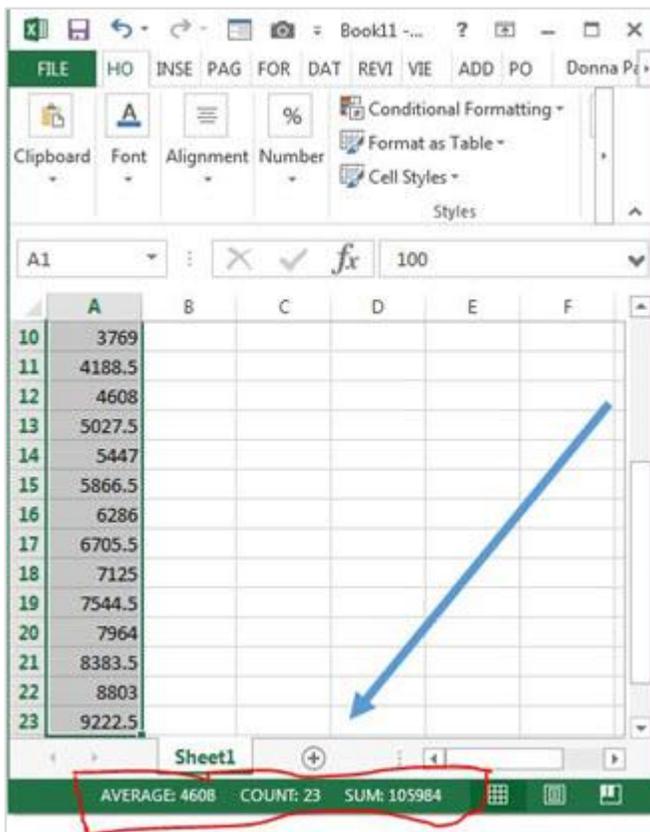
About the Author

Donna Payne is the founder and CEO of PayneGroup (www.thepaynegroup.com). She and the company have authored 13 books on Microsoft Office, develop globally used products and offer training and professional services worldwide. Payne is the recipient of the Thought Leader of the Year Award (2013)

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If you enjoy learning the tips and tricks of Excel, or any other application for that matter, please give our [training and professional services](#) department a shout. They offer exceptional training. I personally vouch for every single one of them.