

# 5 QUICK TIPS TO SAVE YOU TIME AND FRUSTRATION FOR EXCEL AND GOOGLE SHEETS

YOUR **EXCEL** TUTOR *and*



SHAWN WASHBURN  
ENGINEERING YOUR BUSINESS

# #1 – Add a new line in-cell with ALT+ENTER

 Watch the video

For Excel or Google Sheets

**Issue:** You want to add a new line of text in a cell on-the-fly without wrapping it.

Sometimes you want to add a new line in a cell



If you use Wrap Text, it will at least make sure your text stays contained. 



But what if you want  
Text that  
Looks like this?



That's when you need ALT+ENTER.  
Let's see how it works...

First line of text [ALT+ENTER]	
Second line of text [ALT+ENTER]	
Third line of text	

At the end of each line, hit **ALT+ENTER** to create a new line within the cell

*For Excel for Mac: use OPTION+COMMAND+ENTER*

*For Google Sheets: ALT+ENTER*

## Examples...

Production Hours (1st shift)	Weekly Amount (\$)	Distance (ft)
---------------------------------	-----------------------	------------------

**BONUS TIP:** This also works on sites like Facebook to add a new line without posting

# #2 – Use named cells to simplify formulas

 Watch the video

For Excel only

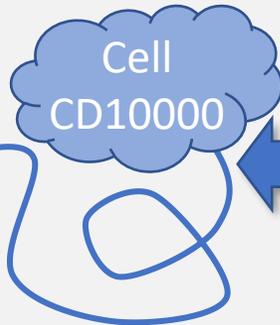
**Issue:** You want an easier way to refer to cells in formulas and to keep a large file better connected

	A	B
1		
2	10	
3	12	
4		

M	N
	=A2+A3

In this example, we have several formulas that need to refer to cells A2 and A3.

	A	B
1		
2	10	
3	12	
4		



We may also have a large file and want an easy way to get back to these cells easily

By naming these cells, we can easily refer to them in formulas as well as finding them from anywhere in the file. Let's see how...

	A	B
1		
2	10	

- 1 Select the cell you want to name
- 2 Click in the Name Box and change the cell name (A2) to a name of your choice (no spaces). In this case, "in". You can also do the same for a range of cells.

	A	B
1		
2	10	
3	12	
4		
5		

M	N
	=in+out

Now, just type the cell name when creating formulas. Even if you move those cells, the formula will find them.

AF806	
in	
out	
805	way out there
806	
807	
808	

No matter where you are in your file, you can select those saved cells from the drop-down and go right to them

# #3 – Streamline Data Entry With Custom Formatting

 [Watch the video](#)

For Excel or Google Sheets (slightly different)

**Issue:** You want to enter phone numbers or data with units in formulas more consistently, efficiently and error-free

(888) 555-1212
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Entering phone numbers like this can be cumbersome and inconsistent.

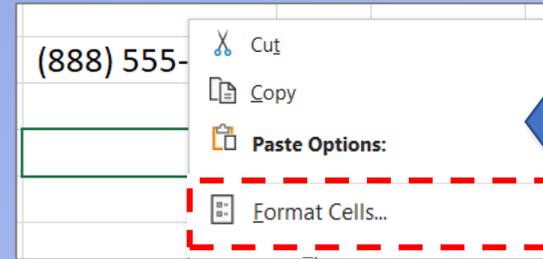
	Qty	
25 in	2	=E5*F5
12 hrs	3	#VALUE!

Also, trying to mix numbers and units/suffixes won't work in formulas...

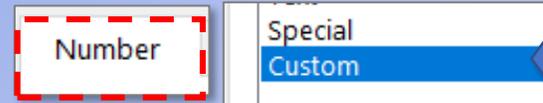
25	in	2	50 in
12	hrs	3	36 hrs

...and using extra cells for units can be a pain.

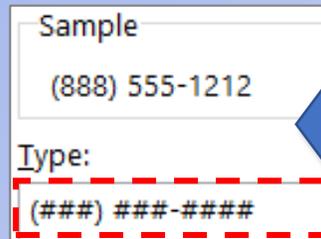
The solution is utilizing Custom Formatting. Let's see how it's done...



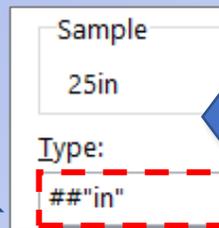
For phone numbers or units, right-click and select **Format Cells**



Select the **Number** tab and then select **Custom**



For phone numbers, enter **(###) ###-####** in the Type area to convert 10 digits to a phone number



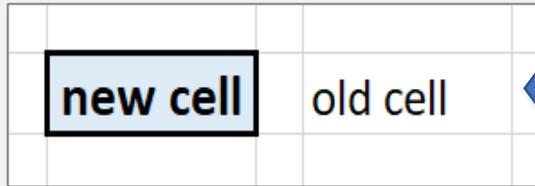
For numbers with units, enter **##"in"** or **##"hr"**, etc to add suffixes to your numbers.

# #4 – Using Format Painter to Copy and Paste styles

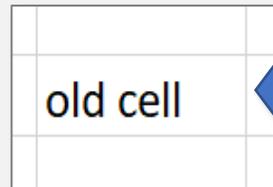
 [Watch the video](#)

For Excel or Google Sheets

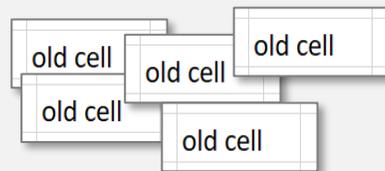
**Issue:** You want an easier way to make one cell look and act like another



If you wanted to make the “old cell” look like the new cell...

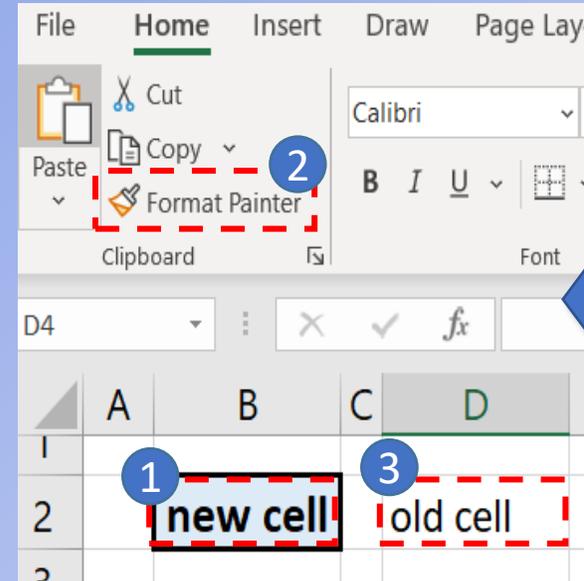


...you’d need to select the old cell and add borders, change background, change alignment, font size and more.



And most likely, you’re going to have **a lot** of cells to change

The solution is utilizing the Format Painter to make your life easy. Let’s see how it works...



- 1 Select the cell you want to copy from.
- 2 Click on **Format Painter**. (If you have multiple, separate cells to paste to, **DOUBLE-CLICK** Format Painter).
- 3 Select the cell(s) that you want to paste the formatting to

**NOTE:** Format Painter will copy over things like cell color, text color, borders, alignments and even conditional formatting.

It will not copy formulas, values, etc.

# #5 – Using Spin Button to problem solve

 Watch the video

For Excel only

**Issue:** You want an easier way iterate through different scenarios, values, days, etc.

Length	Width	Area
2	3	6

If you wanted to see results for various Lengths and Widths...

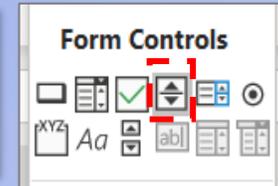
Length	Width	Area
2	3	6

...you'd have to change Length and Width one at a time to see results

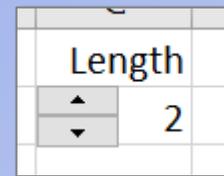
If you've got a lot of variations to check out (numbers, days, etc), that can take a while

The solution is using a Spin Button to allow for quick changes. Let's check it out...

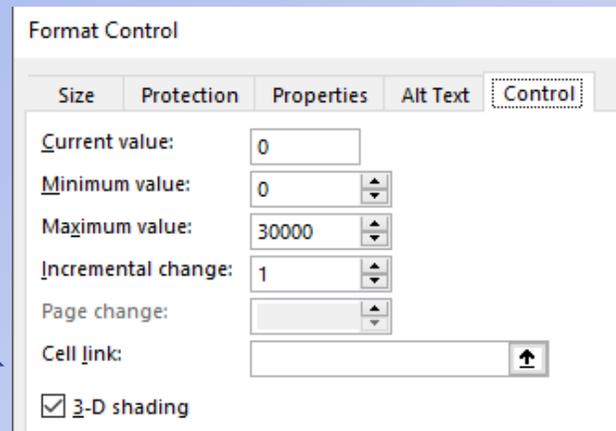
Right-click the Ribbon, select **Customize Ribbon** and turn **Developer** tab on.



On Developer tab, select **Insert** and Spin Button icon



Place the Spin Button in a cell, right click and select **Format Control**



Format Control

Size Protection Properties Alt Text Control

Current value: 0

Minimum value: 0

Maximum value: 30000

Incremental change: 1

Page change:

Cell link:

3-D shading

**Cell Link:** click button and select cell.  
**Min / Max value:** Set upper and lower  
**Incremental:** Select incremental value