

Excel Tips

- You can use the keyboard to scroll through the worksheet without changing the active cell by turning on Scroll Lock, which is useful if you need to view another area of your worksheet and then quickly return to your original location. Just press Scroll Lock and use the navigation keys to scroll through the worksheet. When you want to return to the original position (the active cell), press Ctrl+Backspace. Then, press Scroll Lock again to turn it off. When Scroll Lock is turned on, Excel displays Scroll Lock in the status bar at the bottom of the window.
- If your mouse has a wheel, you can use the mouse wheel to scroll vertically. Also, if you click the wheel and move the mouse in any direction, the worksheet scrolls automatically in that direction. The more you move the mouse, the faster the scrolling
- Accessing the Ribbon by using your keyboard
At first glance, you may think that the Ribbon is completely mouse-centric. After all, none of the commands have the traditional underline letter to indicate the Alt+keystrokes. But in fact, the Ribbon is very keyboard friendly. The trick is to press the Alt key to display the pop-up keytips. Each Ribbon control has a letter (or series of letters) that you type to issue the command. You don't need to hold down the Alt key while you type keytip letters.
- If you would like to hide the Ribbon to increase your worksheet view, just double-click any tab. The Ribbon goes away, and you can see about five additional rows of your worksheet. When you need to use the Ribbon again, just click a tab, and it comes back temporarily. To keep the Ribbon turned on, double-click a tab. You can also press Ctrl+F1 to toggle the Ribbon display on and off. The Minimize the Ribbon button (to the left of the Help button) provides yet another way to toggle the Ribbon.
- By default, Excel saves a backup copy of your work automatically every ten minutes. To adjust the AutoRecover setting (or turn it off), choose File ➤ Options, and click the Save tab of the Excel Options dialog box. However, you should never rely on Excel's Auto Recover feature. Saving your work frequently is a good idea.