

Copy and Paste in Word or Excel

Move or copy text and graphics

Move or copy a single item

1. Select the item you want to move or copy.
2. Do one of the following:
 - To move the item, click Cut on the Standard toolbar



- To copy the item, click Copy on the Standard toolbar.



3. If you want to move or copy the item to another document, switch to the document.
4. Click where you want the item to appear.
5. Click Paste on the Standard toolbar.



6. To determine the format of the items that are pasted, click an option on the Paste Options button that appears just below your pasted selection.

Copy Formatting

1. To copy formatting from one area of your document to another area, select the formatting that you want to copy to another area.
2. Click on the Format Painter tool on the Standard toolbar.



3. Drag your cursor with the format painter brush over the area of the document that you would like reformatted.

Note: Double-clicking on the Format Painter tool will keep it selected until you click on it to deselect it.

Printing in Excel

Print a Selected Area of a Worksheet

1. On the **View** menu, click **Page Break Preview**
2. Select the area that you want to print
3. On the **File** menu, point to **Print Area**, and then click **Select Print Area**

Note that when you save the document, your print area selection is also saved

Add, Delete, or Move Page Breaks

1. On the View Menu, click **Page Break Preview**
2. Do one of the following:
 - View Page Breaks – Manually inserted page breaks appear as solid lines. Dashed lines indicate where Microsoft Excel will break pages automatically.
 - Move a Page Break – Drag the page break to a new location. Moving an automatic page break changes it to a manual page break.
 - Insert Vertical or Horizontal Page Breaks – Select a row or column below or to the right of where you want to insert a horizontal or vertical page break, right-click, and then select **Insert Page Break**.
 - Remove Page Breaks – Drag the page break outside of the print area. To remove all manual page breaks, right-click on any cell of the worksheet and then click **Reset All Page Breaks**.

Keyboard Shortcuts

General

- Open a Workbook = <Ctrl> + <O>
- Create New = <Ctrl> + <N>
- Save = <Ctrl> + <S>
- Preview and Print = <Ctrl> + <P>
- Help = <F1>
- Run Spell Check = <F7>
- Calculate Worksheets = <F9>

Editing

- Cut = <Ctrl> + <X>
- Copy = <Ctrl> + <C>
- Paste = <Ctrl> + <V>
- Find = <Ctrl> + <F>
- Select All = <Ctrl> + <A>

Formatting

- Bold = <Ctrl> +
- Italics = <Ctrl> + <I>
- Underline = <Ctrl> + <U>

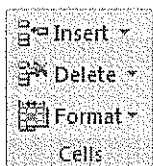
Navigation

- Move Between Cells = Use arrow keys
- Right One Cell = <Tab>
- Left One Cell = <Shift> + <Tab>
- Down One Cell = <Enter>
- Up One Cell = <Shift> + <Enter>
- Up One Screen = <Page Up>
- Down One Screen = <Page Down>
- To Cell A1 = <Ctrl> + <Home>
- To Last Cell = <Ctrl> + <End>

Hiding or Unhiding Rows or Columns

Hide a Row or Column

1. Select the rows or columns that you want to hide.
2. On the **Home** tab, in the **Cells** group, click **Format**.



3. Under **Visibility**, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns**.

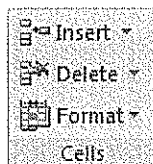
Note: You can also right-click a row or column (or a selection of multiple rows or columns), and then click **Hide**.

Display a Row or Column

1. Do one of the following:
 - Select the row above and below the rows that you want to display or select the columns adjacent to either side of the columns that you want to display.

Note: You can also select the hidden row or column by using the **Go To** dialog box. On the **Home** tab, under **Editing**, click **Find & Select**, and then click **Go To**. In the **Reference** box, type **A1**, and then click **OK**.

2. On the **Home** tab, in the **Cells** group, click **Format**.



3. Under **Visibility**, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns**.

Computer Skills – Filtering Data in Excel



The purpose of the Computer Skills – Filtering Data in Excel tip sheet is to provide end users with the ability to manipulate data exported from the Enterprise Data Warehouse and the PELICAN EI Reports module to best meet their needs.

General Instructions

To filter data in excel, please follow the instructions below:

1. Click on the cell or row that you would like to filter
2. Navigate to the Data menu
3. Point to Filter, and then click AutoFilter

Example: Filtering for ITF Waiver Status on the MA & ITF Waiver Eligibility Report

1. Run the MA & ITF Waiver Eligibility Report, request report results in MicroSoft Excel
2. Click on the #14 on the left side of the document to highlight the table's title row (see screen shot below)

MA & ITF Waiver Eligibility Report									
County/Joinder: WESTMORELAND									
SC Entity:									
Minimum Delay %:									
ITF Waiver status:									
Last Name	First Name	DOB	MCI	County	MA Eligible	ITF Waiver Status	Status	Developmental	%Delay
FLANDER	JOE	10/20/2006	290322031	Allegheny	Y	Ineligible	Active with	Communication	42%
FLANDER	JOE	10/20/2006	290322031	Allegheny	Y	Ineligible	Active with	Cognitive	15%
FLANDER	JOE	10/20/2006	290322031	Allegheny	Y	Ineligible	Active with	Social &	85%

3. Naviate to the Data Menu
4. Point to Filter, and then click AutoFilter – at this time, all of the columns in the title row will be able to filter for the various data in their columns
5. To show only the children with “enrolled” ITF Waiver Status, simply click on the ITF Waiver drop down menu and select “enrolled” from the options listed

Last Name	First Name	DOB	MCI	County	MA Eligible	ITF Waiver Stat	Status	Developmental	%Delay
LARA	FABULOUS	09/08/2006	420319985	Allegheny	Y	Enrolled	Referred	Cognitive	80%
ALDERSON	CARL	02/16/2007	530324768	Westmoreland	Y	Enrolled	Active with	Cognitive	96%
ALDERSON	CARL	02/16/2007	530324768	Westmoreland	Y	Enrolled	Active with	Cognitive	58%
DOWNING	STEPHANIE	10/02/2007	530326953	Westmoreland	Y	Enrolled	Active with	Cognitive	86%
DOWNING	STEPHANIE	10/02/2007	530326953	Westmoreland	Y	Enrolled	Active with	Communication	64%
DOWNING	STEPHANIE	10/02/2007	530326953	Westmoreland	Y	Enrolled	Active with	Adaptive	64%
DOWNING	STEPHANIE	10/02/2007	530326953	Westmoreland	Y	Enrolled	Active with	Physical	71%

Sorting Data in Excel

General Instructions

1. Select a column of alphanumeric data in a range of cells, or make sure that the active cell is in a table column containing alphanumeric data.
2. On the **Home** tab, in the **Editing** group, and then click **Sort & Filter**.



3. Do one of the following:
 - To sort in ascending alphanumeric order, click Sort A to Z.
 - To sort in descending alphanumeric order, click Sort Z to A.