

*To help you understand the layout of the procedures and the simplicity of the instructions, I have included one small section from the book for you to review.*

*The first addresses the problem of having to rearrange your columns. The second is a sampling of the keyboard shortcuts that are listed.*

*Lorraine*

### **Sorting Horizontally (Reordering columns)**

One of the major considerations when deciding what sequence you will use to enter your fields is the knowledge of how you will receive the data. If you are expecting the information to be given to you on a form that has the information in this sequence:

- ♦ First Name
- ♦ Last Name
- ♦ Department
- ♦ City of residence

Then you probably would design your worksheet with the fields listed in this order. If not, you will have to tab around too much to enter the data.

In spite of all of the careful planning that you do, someone is going to give you a stack of information that is in a different order. Not to worry! You can rearrange the fields of your database as many times as you wish and never lose your data. Here is how you accomplish that.

Using this worksheet as the example:

	A	B	C	D
4				
5	<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>City</b>
6	Doris	Tyson	Sales	Raleigh
7	Barbara	Burns	Technology	New York
8	Tanya	Carr	Administration	Brooklyn
9	Therman	Jackson	Sales	Ashville
10	John	McPhee	Advertising	Yancyville
11	Charles	Forsythe	Administration	Detroit
12	Carolyn	Rooks	Technology	Newberry
13	Myra	Brown	Human Resources	Columbia
14	Ed	Reynolds	Technology	White Plains
15	Doris	Rooks	Sales	Las Vegas

You are prepared to enter data that will be given to you in this sequence. But what do you do if the data comes from different people in different sequences? What do you do if the sheet one person gives has the information in the following sequence:

- ♦ Department

- ♦ Last Name
- ♦ First Name
- ♦ City

To make data entry easy, I recommend you rearrange your columns by sorting. To do so, simply follow these procedures.

### Procedure

1. Make sure there is a blank row above your column headings.
2. In that blank row number your columns in the sequence that you wanted them to appear for the data you are getting ready to enter.
3. Click **Data** on the menu bar.
4. Click **Sort**.
5. Click **Options**.
6. On the **Sort Options** dialog box select **Sort left to right**.
7. Click **OK**.
8. Click **OK**.

	A	B	C	D
4	3	2	1	4
5	<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>City</b>
6	Doris	Tyson	Sales	Raleigh
7	Barbara	Burns	Technology	New York
8	Tanya	Carr	Administration	Brooklyn
9	Therman	Jackson	Sales	Ashville
10	John	McPhee	Advertising	Yancyville
11	Charles	Forsythe	Administration	Detroit
12	Carolyn	Rooks	Technology	Newberry
13	Myra	Brown	Human Resources	Columbia
14	Ed	Reynolds	Technology	White Plains
15	Doris	Rooks	Sales	Las Vegas



This might be a good time to go back to the sort options window and reset the **Sort top to bottom**. Otherwise you might get some strange results on your next sort.



Be sure there is a blank row above the numbers that you type in to determine the field sequence.

## Keyboard shortcuts

There are numerous keyboard shortcuts. Here are some of the ones that I personally find most useful. A full list can be found in the Excel help screens.

Description	Shortcut
Convert a calculated value into a fixed value	<ul style="list-style-type: none"> <li>♦ Click in the cell</li> <li>♦ Click in the formula bar</li> <li>♦ Press F9</li> </ul>
Convert time from 24 hour military time to AM or PM	Ctrl + Shift + @
Insert Time	Ctrl + Shift + ;
Move to the beginning of the worksheet	Ctrl + Home
Move to the end of the worksheet	Ctrl + End
Opens the format cell dialog box	Ctrl + 1

<b>Description</b>	<b>Shortcut</b>
Repeat the entry that is in the cell above	Ctrl + "
Select a column	Ctrl + Space Bar
Show/Hide formulas	Ctrl + '

Note – Do not type the plus symbol. It is used here to indicate more than one key is being held down at the same time.

**Many more shortcuts are listed in this chapter of the book.**