

Quick Tip: What you might not know about Excel 2010

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Filter & DeFilter

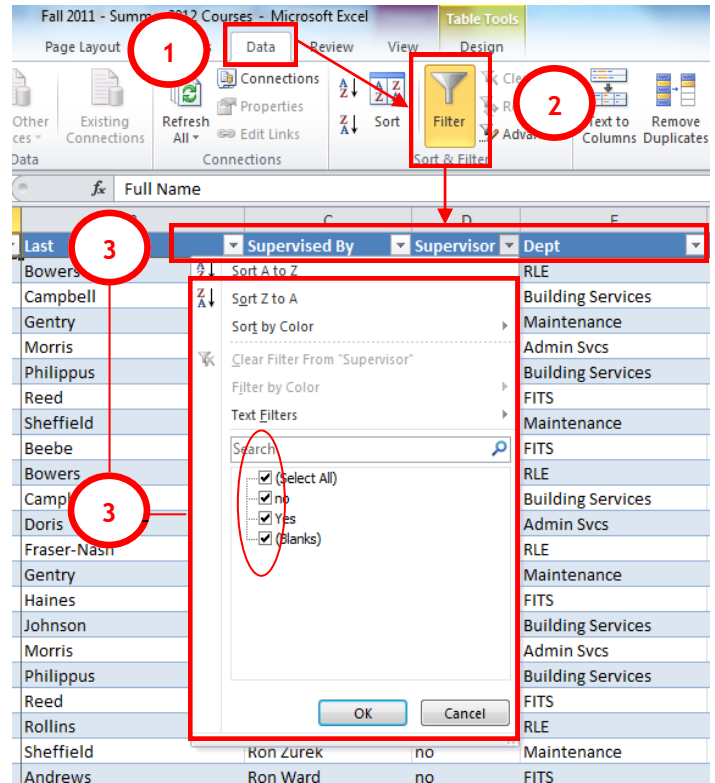
Sometimes it's helpful to see only smaller bits of information on your spreadsheet. Here's a quick way to filter and show what you want.

1. Click on the tab: Data
2. Select the Filter button. A set of down arrows appear in the sheet's first row.
3. Press one of the down arrow keys in the first row and select the criteria to filter the rows

To remove all the filters applied in the excel sheet, do the following:

1. Select any cell in the filtered data.
2. Press **ALT** and keep it pressed until the end of Step 3.
3. Press the keys **D -> F -> S** sequentially.

You will notice that all the filters in your excel spreadsheet are removed!



Rapid Cell Selection

When you have to select a lot of info, try using these shortcuts to do it faster!

1. Press **CTRL+SHIFT+DOWN ARROW** key for selecting all cell values below the current cell.
2. Press **CTRL+SHIFT+UP ARROW** key to select all cell values above the current cell.
3. Press **CTRL+SHIFT+RIGHT ARROW** key for selecting all cell values to the right of the current cell.
4. Press **CTRL+SHIFT+LEFT ARROW** key for selecting all cell values to the left of the current cell.

