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<u>**W**HAT's New?</u>

Quick Tips in Excel

No need to do further digging to find all of the goodies that excel has to offer. Here are some Quick Tips to help you out with Microsoft Excel.

Read below to know more..

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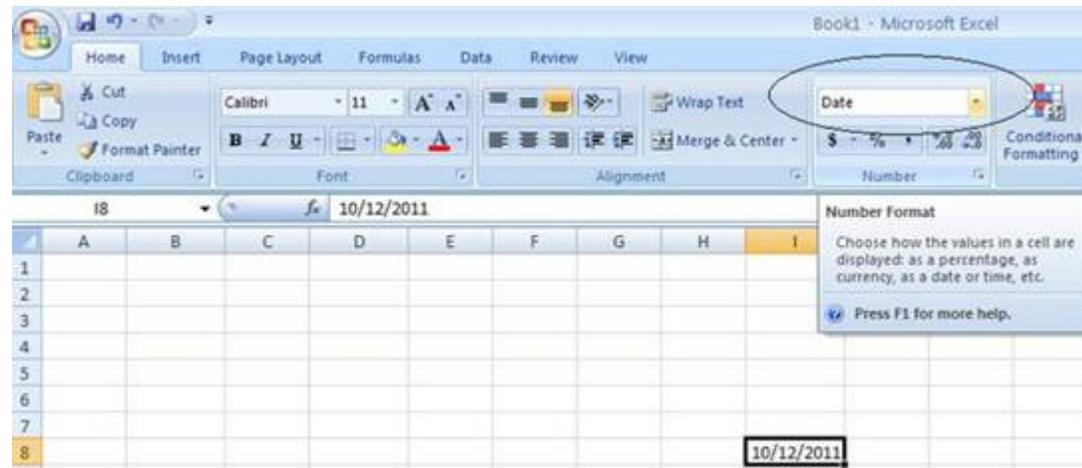<Back   Next>

OK   Cancel

Quick Tips in Excel

1. **Inserting Today's Date**
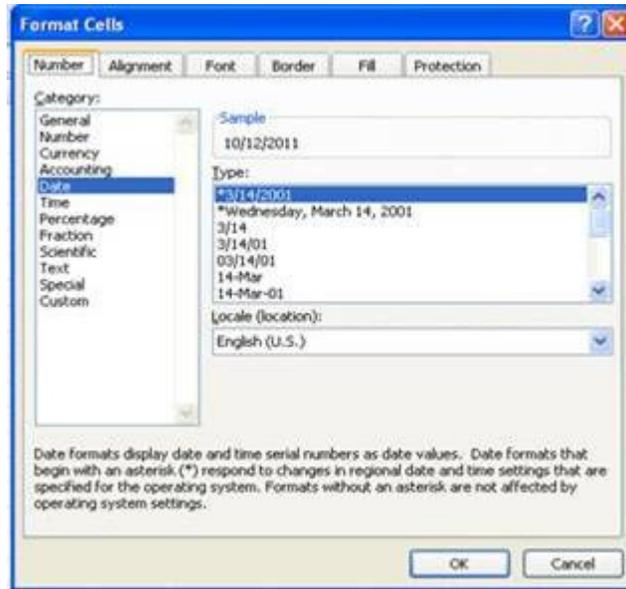   - To insert today's date press **Ctrl+;** (semicolon) in the selected cell.

   - To change the date format, click the drop-down list of *Date* at the Home Tab.
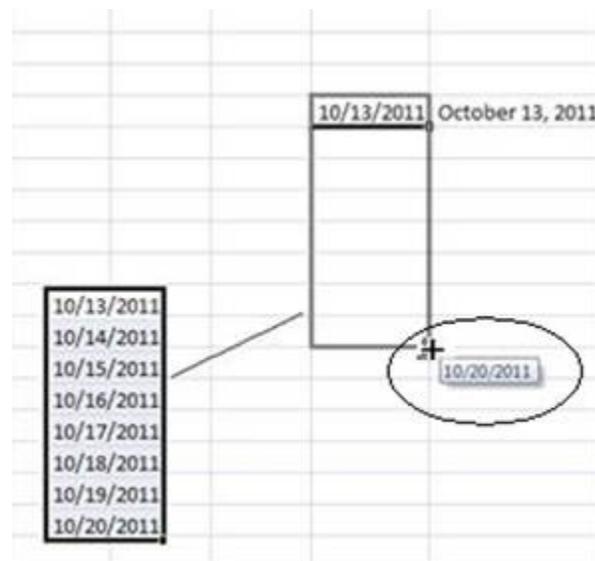
- In the drop-down list, select *More Number Formats..* and the Format Cells box will appear. Choose your desired date format.
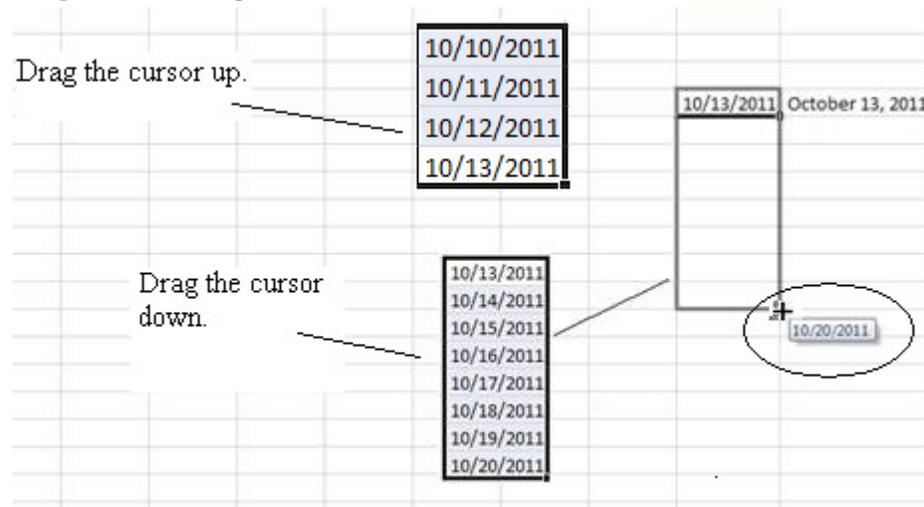
Sample:

| | 10/12/2011 | October 12, 2011 |
| | 10/24/2011 | October 24, 2011 |

- You could also insert dates before and after the date today without typing them individually.
- Select the cell containing the date today.
- Place the mouse cursor on the bottom right of the cell until the cursor changes to a black arrow (See image below).

- Drag it down or up

Drag the cursor up.

| 10/10/2011 |
| 10/11/2011 |
| 10/12/2011 |
| 10/13/2011 |

10/13/2011   October 13, 2011

Drag the cursor down.

| 10/13/2011 |
| 10/14/2011 |
| 10/15/2011 |
| 10/16/2011 |
| 10/17/2011 |
| 10/18/2011 |
| 10/19/2011 |
| 10/20/2011 |

10/20/2011

2. **Insert Current Time**
   - To insert the current time press **Ctrl+Shift+: (Colon)**

3. **Quick Charts**
   - To create quick **charts**, click anywhere within your data and press **F11**.