Step Up Your Game in Excel

Are you gunning for a raise or a promotion? Perhaps you just want to stand out for job security. Either way, this can be done by impressing your boss, but how?

Well, you could use Excel. Excel is a very robust program; there's a lot to learn. We are not going to discuss everything you can do with Excel here, but you will learn a few methods to improve your efficiency and maybe get some attention as well.

- **Hiding Information**: Did you know that you can hide columns, rather then deleteing them, when printing a spreadsheet? This can come in handy, for instance, if the spreadsheet has confidential information such as salary. In order to hide rows or columns, click the associated number or letter of the row or column to highlight it, then right-click on the highlighted row or column and select the Hide option. It is possible to Unhide a row or column in the same manner once you have printed or exhibited your spreadsheet.
- **Timestamping**: You can attach a fixed date and time to your Excel spreadsheets utilizing your computer's "Ctrl" key. To do this, hold Ctrl as you press the semicolon key. For the current date and time simply hold down the Ctrl and Shift keys while pushing the semicolon.
- **A Better-Looking Spreadsheet**: Give your spreadsheet a fresh look by employing Excel's Themes option. You can find this in the Excel Ribbon, at the top. Click it, and you will be given a huge selection of fonts, and color schemes that you can apply to your spreadsheet. It's also possible to design your own!
- **Tracking Trends**: This is only applicable if you have a more recent version of Excel. The feature is called Sparklines and with it you can create charts that show trends in the information in your spreadsheet. One way this can be used is to easily and quickly figure out how many software bundles your company's salespeople sold in the first quarter of 2011.
- **Conditional Formatting**: This lets you format only specific cells, you can select a criteria, and any cells that fall within it will be a certain color. This feature can be helpful to get a quick visual read of your spreadsheet.

"Tech Talk" is authored by Chamber member John Kalli, CEO of Trinity Worldwide Technologies, and will cover important technical topics that we believe can help our members/readers. Typical topics can range from being alerted to possible threats, to learning how to get the most out of your system/network and learning about new technologies, software and online offerings. More specifically, our goal is to provide you with the knowledge that can save you time, money and potential disaster. Trinity is a Microsoft Certified Partner, Microsoft Small Business Specialist and has vast experience in all realms of computer networking, security, installation and more. If you have a suggestion for a topic or would like to submit a question for possible inclusion in a future column, please contact John at JKalli@trinityww.com. To inquire about their services and to see if you qualify for a no cost, no obligation assessment of your business' technology, you can reach them at 732-780-8615 or visit them at www.trinityww.com.