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Welcome to the Tech-Talk Database ([www.tech-talk.com](http://www.tech-talk.com)). Login in with your organization's member username and password. Enrich your skills with these basics to create spreadsheets that impress others.

## TECH-TALK WEBINAR: DATABASE AND TIPS

### TECH HERO – PART 1: Simple Tricks in Excel

1. **AN EXCEL "LOOK A LIKE"**. A .CSV file looks just like an Excel spreadsheet. Always SAVE it AS a .xls or .xlsx file to keep all the formatting.
2. **HIDE COLUMNS/ROWS**: Tucking data out-of-sight temporarily.  
<https://www.tech-talk.com/excel-hide-columns-and-rows.html>
3. **RESIZE COLUMNS / ROWS** – You can drag, double-click, and do all at once.  
<https://www.tech-talk.com/excel-quick-column-adjustments.html>
4. **REPEAT HEADERS**: Use the "freeze pane" feature to see headers as you scroll around.  
<https://www.tech-talk.com/excel-freeze-panes.html>
5. **INDENT**: Moving text to the right so it is not close to the line.  
<https://www.tech-talk.com/excel-use-the-indent-feature-in-lists.html>
6. **SORT COLUMNS**: Different ways to arrange data.  
<https://www.tech-talk.com/excel-sorting-columns.html>
7. **SORT BY COLOR**: Now you can arrange data that has been color-coded.  
<https://www.tech-talk.com/excel-sort-by-color.html>
8. **HIGHLIGHT DATA**: Cursor in first cell. Hold Ctrl and Shift keys down, press the down arrow. Still holding Ctrl and Shift, press the right arrow. Release.
9. **FORMAT AS TABLE**: Instant formatting for entire sheet. In HOME, STYLES section, click on "Format As Table". Choose the look you want.

**BONUS: TEXT TO COLUMNS**: Separating a lot of text into individual columns. Split first and last names.  
<https://www.tech-talk.com/excel-advanced-text-to-column-options.html>

Welcome to the Tech-Talk Database ([www.tech-talk.com](http://www.tech-talk.com)). Login in with your organization's member username and password. Use these basics formula tricks to create effective spreadsheets.

## TECH-TALK WEBINAR: DATABASE AND TIPS

### TECH HERO – PART 1: Basic Formula Techniques

1. **CREATING A FORMULA.** Basic rules of putting a formula in a cell.  
<https://www.tech-talk.com/excel-creating-formulas.html>
2. **WHAT'S THE FORMULA?** Faster, safer way to view the formula construction.  
<https://www.tech-talk.com/excel-seeing-your-formula.html>
3. **COPYING FORMULAS:** Automate formula creation down a column in one sweep.  
<https://www.tech-talk.com/excel-copying-formulas.html>  
<https://www.tech-talk.com/excel-formulas-down-the-line.html>
4. **FIXING FORMULA PROBLEMS:** What do you do when the formula area gives you errors?  
<https://www.tech-talk.com/excel-fixing-formula-and-data-problems.html>
5. **FORMATTING FIXING PROBLEMS:** What to do when the formula area gives you errors?  
<https://www.tech-talk.com/excel-formatting-fixes-problems.html>

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## TECH-TALK WEBINAR: DATABASE AND TIPS

### TECH HERO – PART 1: Formatting Professional-Looking Word Docs

1. **PAGE BORDERS:** Change the color and width.  
<https://www.tech-talk.com/word-framing-a-page.html>
  
2. **CONTROL + M:** Scoot text to the right, or back to the left ... fast and easy.  
<https://www.tech-talk.com/shift-paragraphs.html>
  
3. **DROP CAPS:** Add a touch of class with a professional publishing trick.  
<https://www.tech-talk.com/word-drop-caps.html>
  
4. **ADD LINES:** Grey lines can do wonders for a document.  
<https://www.tech-talk.com/word-making-magic-with-lines.html>
  
5. **MISBEHAVING BULLETS:** When bullets and formatting goes awry, this fixes it.  
<https://www.tech-talk.com/word-take-control-of-misbehaving-bullets-numbering.html>
  
6. **ADJUST BULLET INDENTATION:** Knowing how to move these three settings helps.  
<https://www.tech-talk.com/word-adjusting-bullet-indentation.html>
  
7. **LINE BETWEEN COLUMNS:** A sophisticated touch that makes your message look polished.  
<https://www.tech-talk.com/word-be-clever-add-a-line-between-columns.html>