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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 essential basics and special techniques to create spreadsheets that impress others with their professional sophistication.

## TECH-TALK DATABASE

### BASIC ESSENTIALS

1. **RESIZE COLUMNS / ROWS** – You can drag, double-click, and do all at once.  
<https://www.tech-talk.com/excel-quick-column-adjustments.html>
2. **REPEAT HEADERS:** Use the “freeze pane” feature to see headers as you scroll around.  
<https://www.tech-talk.com/excel-freeze-panes.html>

### FORMULA TIPS

3. **WHAT'S THE FORMULA?** Faster, safer way to view the formula construction.  
<https://www.tech-talk.com/excel-seeing-your-formula.html>
4. **COPYING FORMULAS:** Automate formula creation down a column in one sweep.  
<https://www.tech-talk.com/excel-copying-formulas.html>
5. **REPEAT FORMULA:** Automate formula creation down a column in one sweep.  
<https://www.tech-talk.com/excel-formulas-down-the-line.html>

### SPECIAL TRICKS

6. **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>
7. **BULLETS:** Three ways to use bullets within a cell.  
<https://www.tech-talk.com/excel-3-ways-to-add-bullets.html>
8. **COLOR ALTERNATE ROWS**  
<https://www.tech-talk.com/excel-shade-alternate-rows-automatically.html>

## TECH-TALK DATABASE

For More Go to: Search, then Search by Topic, “Tech: Excel”

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

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## TECH-TALK DATABASE

### CHARTS/GRAPHS

10. **RECOMMENDED CHARTS:** Which type of graph should you use?  
<https://www.tech-talk.com/excel-recommended-charts.html>
11. **CREATE A CHART:** Quickly changing spreadsheets into colorful graphs.  
<https://www.tech-talk.com/excel-create-a-chart.html>
12. **RESIZING:** Getting rid of unwanted white space within a chart.  
<https://www.tech-talk.com/excel-resizing-charts-to-eliminate-white-space.html>
13. **CHANGE HOW CHART LOOKS:** You can edit the font, colors, style and more.  
<https://www.tech-talk.com/excel-change-how-your-chart-looks.html>
14. **INSERT EXCEL CHART IN WORD OR PPT DOCUMENT:** Show a picture of data analysis.  
<https://www.tech-talk.com/excel-insert-a-chart-into-a-document.html>

## TECH-TALK DATABASE

15. **SORT COLUMNS:** Different ways to arrange data.  
<https://www.tech-talk.com/excel-sorting-columns.html>
16. **SORT BY COLOR:** Now you can arrange data that has been color-coded.  
<https://www.tech-talk.com/excel-sort-by-color.html>
17. **SORT WITH GRAPHICS IN A CELL:** Use these special tricks so that the images sort.  
<https://www.tech-talk.com/excel-how-to-sort-with-graphics-in-a-cell.html>

## TECH-TALK DATABASE

18. **HIDE COLUMNS/ROWS:** Tucking data out-of-sight temporarily.  
<https://www.tech-talk.com/excel-hide-columns-and-rows.html>

## TECH-TALK DATABASE

19. **PIVOT TABLE:** It's easier than you think to set up auto analysis of data.  
<https://www.tech-talk.com/scavenger-hunts>