

Go To... Special... (F5 then Alt s)

As with many Excel processes, there are at least two ways to get to the "Go To" dialogue box.

Press the F5 key

OR

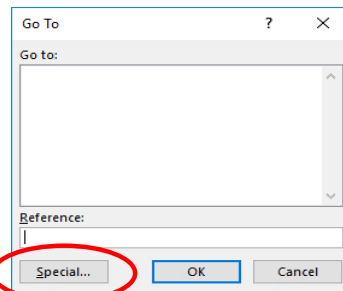
Use Ctrl+G

Elements of the "Go To" dialogue box:

Go to: This section will contain Named Ranges and other Objects (Tables, Charts etc.). You can double click on an item in the "Go to:" section and Excel will move the cell indicator to that location.

Reference: This box is a quick way to move to a location if you already know the cell reference or Named Range.

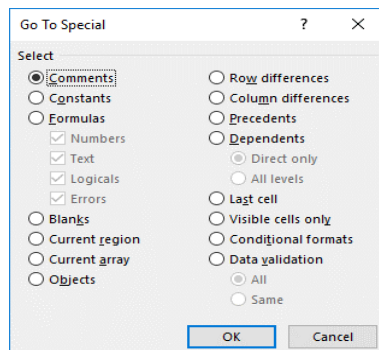
Special This is where the power lies...



Save Your Life Tip!

The reference listed in the "Reference:" box and at the top of the "Go to:" section is always going to be the last location you moved from using the "Go To" dialogue box. This comes in handy when you're working in a large worksheet and need to get back to where you were previously working.

From the Go To dialogue box, when you hit the "Special..." button you'll be lead to another dialogue box that contains a number of option buttons. For the purposes of this demonstration, we will cover just the "Blanks" and the "Visible cells only".



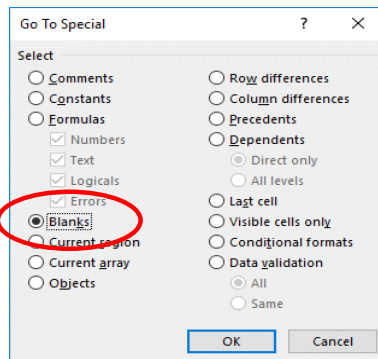
Blanks (F5, then Alt s k)

When you select this option for a given range, Excel will highlight only those cells that are blank.

This comes in quite handy when receiving reports/data that require contiguous data for processing.

Highlight the range that includes both data-filled cells and blank cells.

Press the F5 key, then press Alt s k. Or you can press F5, then with your mouse press the "Special..." button then select the option button for "Blanks".



Excel highlights only those cells that are blank. At this point, you can fill the cells as you see fit.

Save Your Life Tip!

After Excel highlights the blank cells, input the text or formula that you want to see in all the blank cell then hit Ctrl+Enter and all the highlighted cells will be populated with the contents of the initial cell.

Sample Table

Premium Type	Member Name	Member ID
Continuation	Simpson, Marge	888888800
Premium Adjustment	Krabappel, Edna	888888801
Premium Adjustment	Flanders, Ned	888888802
Premium	Nahasapeemapetilon, Apu	888888803
Premium	Brockman, Kent	888888804
Premium	Bouvier, Selma	888888805
Premium	Burns, Charles M.	888888806
Premium	Largo, Dewey	888888807
Premium Adjustment	Largo, Dewey	888888807
Premium	Mann, Otto	888888808
Premium	Lumpkin, Lurleen	888888809
Premium	Smithers, Waylon	888888813
Premium	Spuckler, Cletus	888888823
Premium	Syzlack, Moe	888888841
Premium	Tatum, Drederick	888888867
Premium	Wiggum, Ralph	888888885

Visible Cells Only (F5, then Alt s y OR Alt+;)

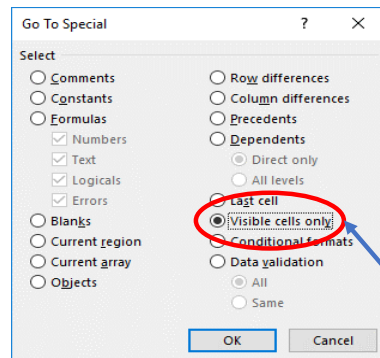
When you select this option for a given range, Excel will highlight only those cells that are visible.

This comes in quite handy when pulling data from tables that have hidden rows and/or columns.

Highlight the visible range that you wish to copy.

Press the F5 key, then press Alt s y. Or you can press F5, then with your mouse press the "Special..." button then select the option button for "Visible cells only".

OR... the keyboard combo of Alt + ; (the semicolon) will select the visible cells of a highlighted area.

**Sample Table**

Property	Name	Vision	Dental	Vol Life and AD&	ER Exp
2008	Cooper, Betty	6.60	44.08	0.00	56.11
2008	Lodge, Veronica	2.20	44.08	0.00	47.16
2008	Cooper, Winnie	0.00	0.00	0.00	17.55
2008	Andrews, Archie	6.84	94.44	0.00	41.38
2009	Jones, Jughead	0.00	0.00	0.00	30.61
2009	Arnold, Kevin	2.20	10.44	0.00	48.08
2009	Mantle, Reggie	0.00	0.00	0.00	15.49
2009	Blossom, Cheryl	2.20	10.44	0.00	53.94
2009	Cooper, Betty	0.00	0.00	0.00	11.02
2009	Lodge, Veronica	2.20	10.44	0.00	39.62
2011	Cooper, Winnie	13.26	94.44	19.50	53.33
2011	Andrews, Archie	2.20	10.44	0.00	44.40
2011	Jones, Jughead	0.00	0.00	0.00	9.60
2011	Arnold, Kevin	2.20	10.44	0.00	45.53
2011	Mantle, Reggie	0.00	0.00	0.00	10.54
2027	Blossom, Cheryl	0.00	0.00	0.00	28.31
2027	Cooper, Betty	6.84	60.74	0.00	44.86
2027	Lodge, Veronica	13.26	60.74	23.00	57.74
2027	Cooper, Winnie	6.60	0.00	0.00	32.32
2136	Andrews, Archie	2.20	10.44	0.00	43.00