Tips-n-Tricks for Excel

Format Cells	**Highlight area | Right-click in highlighted area | Select Format Cells**
Filter	**Select first row | Home | Editing Section | Sort & Filter | Filter**
Remove Duplicates	**Computer: Highlight area | Data | Data Tools | Remove Duplicates | Select column that may contain duplicate information** **User: Highlight area | Home | Styles | Conditional Formatting | Highlight Cells Rules | Duplicate Values | OK**
Quick Count	**Right-click on Status Bar | Check Count | To use it: highlight data | look on status bar to see count**
Quick Sum	**Right-click on status bar | Check Sum | To use it: highlight data | look on status bar to see sum**
Find a Particular Item in a Spreadsheet	**Home | Editing | Find & Select | Find | Enter data to be found**
Split Text Into Two (or more) Columns	**Highlight column | Data | Data Tools | Text to Columns | Follow Wizard**
Repeat Rows or Columns on Every Sheet	**Page Layout | Page Setup | Print Titles | Rows to repeat at the top: or Columns to repeat at left:**
Page Set Up – Print to One Page	**Page Layout | Page Setup dialog launcher | Fit to:**
Print Gridlines	**Page Layout | Page Setup dialog launcher | Sheet Tab | Check Gridlines option**
Show/Hide Formulas	**Ctrl + ` (tilde key located left of 1 key)**
Join Two Cells	**=Concatenate (first cell reference, " ", second reference)**
Sum of Cells	**Home | Editing | ∑ (AutoSum key)**

Subtotals	**Data | Outline | Subtotal**
Import Data from a Spreadsheet While Matching on a Single Field	**=VLookup(What to look for, Where to Look, What column to return, True[near match] or False[exact match])** **Example: =VLookup($A:$A,Sheet2!$A:$E,1,FALSE)**
Highlight Every Other Row	**Highlight area** **Conditional Formatting** **Manage Rules** **New Rule** **Use formula to determine which cells to format** **=Mod(row(),2)=0** **Set format** **OK** *** =0 means even rows** ***=1 means odd rows** ***,2 means every 2nd row** ***,3 means every 3rd row**
Relative reference	**=(a4:a8)**
Absolute reference	**=(a4:a8)**
Mixed reference	**=(a4:a8)**
Rand function	**Returns an evenly distributed random real number greater than or equal to 0 and less than 1.**
RandBetween function	**Returns a random number between the numbers you specify.**
Find & Replace	**Ctrl + H**
Copy | Paste Special | Transpose	**Highlight data, then click in cell where you want data placed. Next, copy | paste special | transpose – and this will change the data from vertical to horizontal or horizontal to vertical**
Trim()	**Use the =trim() function to remove extra spaces from data** **Click in blank cell, enter the formula =trim(A:A) and tap enter {where A:A is the column of data that contains your extra spaces you want to remove}**
Flash fill	**Use flash fill to automatically fill your data based on a pattern you determine. (Ctrl + E)**

Quick Total	**Highlight the row directly beneath your data then press the Alt + = keys and this will give you the totals of the column(s).**
Ctrl + Enter	**This allows you to enter the same data into several cells at the same time. Highlight the cells where you want the data to appear, type the data, then click Ctrl + Enter.**
Custom Lists	**Use this feature to add your own custom list(s). For example: your schools or teachers. Options	Advanced	General	Edit Custom Lists**
Move column data	**Highlight column you want to move, then hold Shift key and drag to position you want it to move to**
Double-space	**To quickly double-space your data, add row numbers to your existing data, copy these numbers down so that you have two full copies. Then sort on the row numbers. Delete column of row numbers.**
QAT	**Quick Access Toolbar – by default this is located at the top of your window. To add icons to it, right-click in the toolbar and select Customize Quick Access Toolbar. Find items in the left to add to your QAT – select the item, click the add button, then click OK.**
Jump from one tab to another	**To quickly move from one tab to another, right-click in the lower left corner of your excel window (on the arrows) select the tab you want to move to and click the OK button. (Keyboard shortcut: Ctrl + PageUP/PageDown)**
Group tabs	**To group tabs together, click on the first tab, then hold down CTRL button and continue clicking on the rest of the tabs you want included in the group.**
Make changes to same cells on grouped tabs	**Once you have your tabs grouped, make changes to any of the tabs that are grouped together. When you do this, you are making the same changes to all grouped tabs.**
Add emoji to spreadsheet	**Hold down the windows key and click the semicolon button. Select the emoji you want and see it added to your spreadsheet.**
IF vs. SWITCH	**Sample IF statement:** =IF(C2=1,"Poor",IF(C2=2,"Below Average", IF(C2=3,"Average",IF(C2=4,"Good",IF(C2=5,"Excellent","Not Rated"))))) *English: If C2 = 2 then return Poor or else if C2 = 2, return Below Average or else if C2 = 3, return Average or else if C2 = 4, return Good or else if C2 = 5, return Excellent, otherwise return Not Rated.* **Same statement with SWITCH:** =SWITCH(C2, 1,"Poor",2,"Below Average",3,"Average",4,"Good",5,"Excellent","Not Rated") *English: If C2 = 1, return Poor, if it =2, return Below Average, if it = 3, return Below Average, if it = 4, return Average, if it = 5 return Excellent otherwise return Not Rated.*