

Advanced Excel® Tips & Tricks

15 AWESOME SHORTCUT KEYS

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ALT + E + S : Paste Special dialogue	CTRL + 9 : Hide selected rows
ALT + = : Sum adjacent cells above	CTRL + 0 : Hide selected columns
F2 : Edit selected cell	CTRL + D : Fill Down
F4 : Repeat last command	CTRL + E : Flash fill
F5 : Go To dialogue	CTRL + H : Find and Replace dialogue
CTRL + ` : Toggle between formula and value	CTRL + T : Convert adjacent data to an Excel Table
CTRL + 1 : Format Cell Dialogue	CTRL + [←,→,↑,↓] : Go to next empty cell in a direction
CTRL + SHIFT + [←,→,↑,↓] : Select adjacent cells in a direction	

10 EXTREMELY USEFUL TIPS

Prefix numbers with ' to preserve leading zeros	Use Named Ranges to make formulas easier to read
To display an & in the header, type twice (&&)	Quickly count unique values in column using pivot table
Double-Click Format Painter to allow formatting multiple non-adjacent cells	Use & between strings to concatenate (make reading formulas easier)
Use Sparklines with merged cells to create quick charts with automatic conditional formatting	Use Select and Find/Go To Special/Select Objects to select all images (then delete, move or hide as needed)
Use Paste Special/add (0 must be in clipboard) to convert numbers stored as text to numbers	To resize all columns to fit data - CTRL+A and double click column border in heading (also works with rows)

POWERFUL BUT UNDERUTILIZED FUNCTIONS

Index/Match	Aggregate
<p>Syntax: Xlookup(lookup_value, lookup_array, return_array, [if_not_found],[match_mode],[search_mode])</p> <p>Xlookup is V-lookups younger, Millennial brother. Xlookup is more flexible as it can look at columns to the left or right of the source column. It also allows you to enter custom text when a match is not found. In addition, It allows you to start from either the top or bottom of a list for your search.</p>	<p>Syntax: Aggregate(Funct#, options, Array, [k])</p> <p>Aggregate is the Mercedes Benz of array formulas. It can perform 19 different functions on an array of data including statistics based ones such as multiple versions of STDEV, VAR, PERCENTILE, and QUARTILE. It's flexible enough to allow you to ignore hidden rows, error values or a combination. This is very helpful when your calculation is dependent on an outside variable that may or not be included in the array.</p>

BONUS TIPS

- To use lists from other sheets for Data Validation, create a table containing the desired values in a column. Select the data in that column and adding a named range. Then use the named range as the list value on the original sheet.
- To avoid problems importing data from your Excel file into another, go into Paragraph settings and select Center Across Selected Columns instead of using Merge Cells.
- Make your Lookup formulas easier to read by using Named Ranges or convert your data to tables and use the table column names in your formula.