

NajiElKotob / Awesome-Excel

Code Issues Pull requests Actions Projects Security Insights

main · Awesome-Excel / Tips-and-Tricks.md

NajiElKotob Update Tips-and-Tricks.md last year

80 lines (79 loc) · 3.86 KB

Preview Code Blame Raw

Tips and Tricks

Save Time; Magic; Fun

1. Absolute & relative cell references (F4)
2. Copy from Left (CTRL + R)
3. Copy from Top (CTRL + D)
4. Format Cell (CTRL + 1)
5. Select Non-Adjacent cells (CTRL + Click)
6. Highlight Precedents (CTRL + [)
7. Highlight Dependents (CTRL +])
8. Select the active column (CTRL + Space)
9. Select the active row (CTRL + Shift)
10. CTRL + SHIFT + + (Plus) (Insert a new row/col)
11. CTRL + - (Minus) (Remove a row/col)
12. CTRL + SHIFT + # (0-6, e.g., 4 = \$ Format)
13. Bypass a hyperlink (CTRL+SHIFT)
14. Paste List (F3)
15. Flash Fill (CTRL + E)
16. CTRL + Shift + Mouse Scroll (Navigate Horizontally)
17. Copy Entire Sheet
18. Insert Blank Column or Row (Shift + Fill Handle)
19. Define names for cells
20. Import data from web e.g., <https://www.imdb.com/chart/top>
21. Copy Visible Cells Only (Go to > Special)
22. Transpose Column / Row
23. Fill Options (Fill Handle + Right-click)

24. Named ranges (Zoom <= 39%)
25. Arabic Numbers (Custom format prefix [\$-,200] e.g., ١٩٧٥)
26. ;;; Hidden Numbers
27. • @ (Alt 7 + Cell value)
28. F9 (Edit mode) Formula's value
29. Watch Window
30. Multiple-clicks Trace Precedents/Dependents
31. Double-click Trace Precedents/Dependents Arrow
32. Double-click Format Painter
33. Customize Quick Access Toolbar (Add, Remove, Order)
34. Line Breaks (Alt+Enter)
35. Flash Fill
36. Fill > Justify (Break down long sentences)
37. Select the whole contiguous data set of a cell (CTRL+A, CTRL+SHIFT+*)
38. Text to Columns
39. Multiple Cells, Same Data (CTRL+Enter)
40. Multiple Cells, Navigation (Tab)
41. Paste Special (Operation: Add, Subtract, Multiply, Divide)
42. Charts as Templates
43. Display Units in \$000s
44. Convert numbers stored as text to numbers (Paste special with Multiply by 1; VALUE(); Text to Columns) + Formatting
45. 3D formula
46. Highlight Rows Based on a Cell Value (Conditional Formatting) e.g., = \$B2 > 10
47. Screenshot
48. [People Graph](#)
49. Number format (POSITIVE; NEGATIVE; ZERO; TEXT e.g., #,##0.00;(#,##0.00);"-";[Red]@)
50. Clear format
51. Camera 
52. Inserts today's date (CTRL + ;)
53. Inserts the current time (CTRL + Shift + ;)
54. Instant Calc (Min, Max, Sum, Count, etc)
55. Instant Calc (Without header, scroll-down 1 row)
56. Center Across Selection
57. User name (Personalize your copy of Microsoft Office)
58. Closing Parenthesis (Formulas)
59. Spaces (Before =, Before (, Between logical operators e.g., >=)
60. Clipboard task pane
61. Hide zero values 0;-0;;@

62. Dashboard Zone (Hide all the non-dashboard columns Shift+CTRL+➡)
63. Errors #xx!, #xx?, #x/x, #x/x! e.g., #DIV/0!, #N/A!, etc. [learn more](#)
64. Hide/Unhide slicing (filter) using the group rows features
65. Total number of rows and columns on a worksheet 1,048,576 rows by 16,384 columns (17,179,869,184 cells or ~17.2B cells) [learn more](#)
66. [The 1900 date system](#)
67. '# "Years" (Format)
68. '#,, "Million" | #.#0,, "Million" | #, "Thousand"
69. [Select Objects](#)
70. Quick Access Toolbar Hotkeys (ALT + #)
71. =MATCH("col_name",Table[#Headers],0)
72. Insert data from picture
73. Search the menu (Context-sensitive)
74. PivotTable Fields pane (Position, Layout)
75. ? ActiveWorkbook.PivotCaches.Count (PivotCache Count)