

MICROSOFT EXCEL:

# PRODUCTIVITY TIPS FOR POWER USERS

★★★★★ With Best-Selling Excel instructor *Chris Dutton*



# SETTING EXPECTATIONS

- 1 I'm using **Microsoft Office 365 ProPlus**, for PC
- 2 Some tools & tips may not be available in all versions of Excel
- 3 **Note:** This course was adapted from a larger series
  - Full series includes **Productivity**, **Formatting**, **Formulas**, **Visualization**, **PivotTables** & **Analytics** tips



PRODUCTIVITY



FORMATTING



FORMULAS



VISUALIZATION



PIVOT TABLES



ANALYTICS

# PRODUCTIVITY TIPS

## PRO TIP

# CUSTOMIZE YOUR WORKBOOK FOOTER STATS

- The Excel footer bar typically shows the **Sum**, **Average**, and **Count** of a selected range of values, by default
- Right-click** the footer to customize your options, and display additional stats like **Numerical Count**, **Max**, and **Min**, as well as other notifications (*Flash Fill results*, *Caps Lock*, *Macro status*, etc.)



PRODUCTIVITY



1 STAR (VERY BASIC)

	A	B	C	D
1	Date	Conditions	Temp (F)	Wind Speed (MPH)
2	1/1/2016	Clear	39	32
3	1/2/2016	Clear	35	28
4	1/3/2016	Clear	36	28
5	1/4/2016	Clear	30	28
6	1/5/2016	Clear	16	23
7	1/6/2016	Clear	30	21.9
8	1/7/2016	Clear	33	18.1
9	1/8/2016	Clear	35	23
10	1/9/2016	Rain	40	18.1
11	1/10/2016	Rain	45	38.9
12	1/11/2016	Clear	40	38
13	1/12/2016	Snow	29	23
14	1/13/2016	Clear	29	47
15	1/14/2016	Clear	24	23
16	1/15/2016	Clear	31	17

AVERAGE: 53.14246575 COUNT: 366 SUM: 19397

CTRL & ALT Sh ...

Customize Status Bar

Cell Mode	Ready
Flash Fill Blank Cells	
Flash Fill Changed Cells	
Signatures	Off
Information Management Policy	Off
Permissions	Off
Caps Lock	Off
Num Lock	Off
Scroll Lock	Off
Fixed Decimal	Off
Overtype Mode	Off
End Mode	Off
Macro Recording	Not Recording
Selection Mode	
Page Number	
Average	33.29411765
Count	17
Numerical Count	17
Minimum	16
Maximum	45
Sum	566

RIGHT-CLICK

AVERAGE: 53.14246575 COUNT: 366 NUMERICAL COUNT: 365 MIN: 0 MAX: 86 SUM: 19397

## COMMON USE CASES:

- Quickly generating summary statistics without using formulas
- Adding a status indicator to display while macros are in recording mode

## PRO TIP

# QUICKLY NAVIGATE SHEETS WITH CTRL SHORTCUTS

- **CTRL-ARROW:** Jump to the edge of a contiguous range (*command+arrow* on a Mac)
  - Hold **SHIFT** to select cells at the same time
- **CTRL-HOME & CTRL-END:** Jumps to the top-left or bottom-right cell in a range (*control+fn+arrow* on a Mac)
- **CTRL-PgUp & CTRL-PgDn:** Switches between tabs (*option+arrow* on a Mac)
- **CTRL-G:** Launches the “Go-To” menu, containing any named cell, ranges or tables

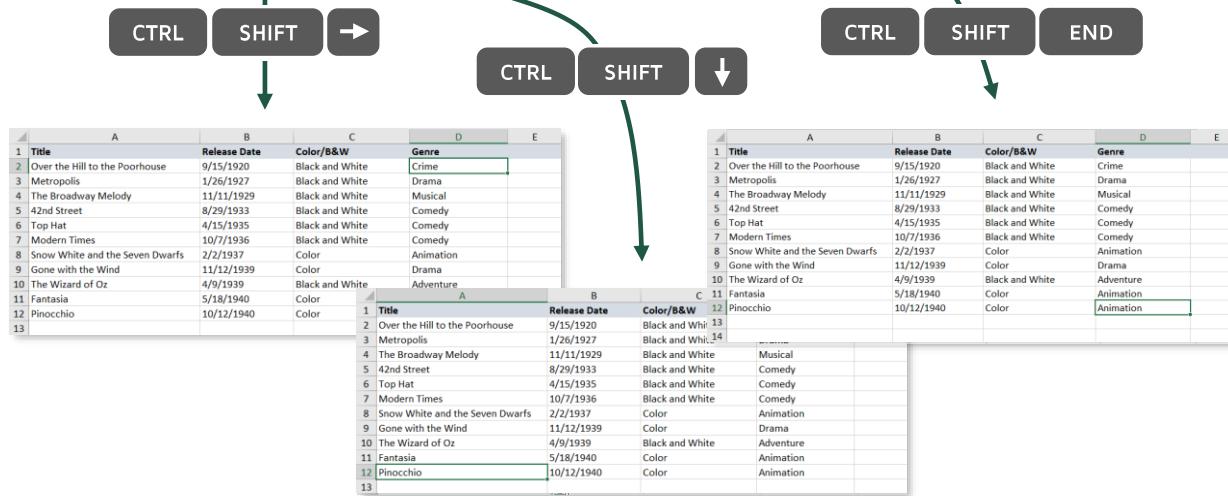


PRODUCTIVITY



1 STAR (VERY BASIC)

A	B	C	D	E
1	Title	Release Date	Color/B&W	Genre
2	Over the Hill to the Poorhouse	9/15/1920	Black and White	Crime
3	Metropolis	1/26/1927	Black and White	Drama
4	The Broadway Melody	11/11/1929	Black and White	Musical
5	42nd Street	8/29/1933	Black and White	Comedy
6	Top Hat	4/15/1935	Black and White	Comedy
7	Modern Times	10/7/1936	Black and White	Comedy
8	Snow White and the Seven Dwarfs	2/2/1937	Color	Animation
9	Gone with the Wind	11/12/1939	Color	Drama
10	The Wizard of Oz	4/9/1939	Black and White	Adventure
11	Fantasia	5/18/1940	Color	Animation
12	Pinocchio	10/12/1940	Color	Animation
13				



## COMMON USE CASES:

- Selecting large tables or cell ranges without manually scrolling, or identifying the last active cell in a worksheet

Windows shortcuts: <http://bit.ly/2Cx0gCa>  
Mac shortcuts: <http://bit.ly/2QwyqZQ>

## PRO TIP

# ACCESS RIBBON CONTROLS WITH ALT KEY TIPS

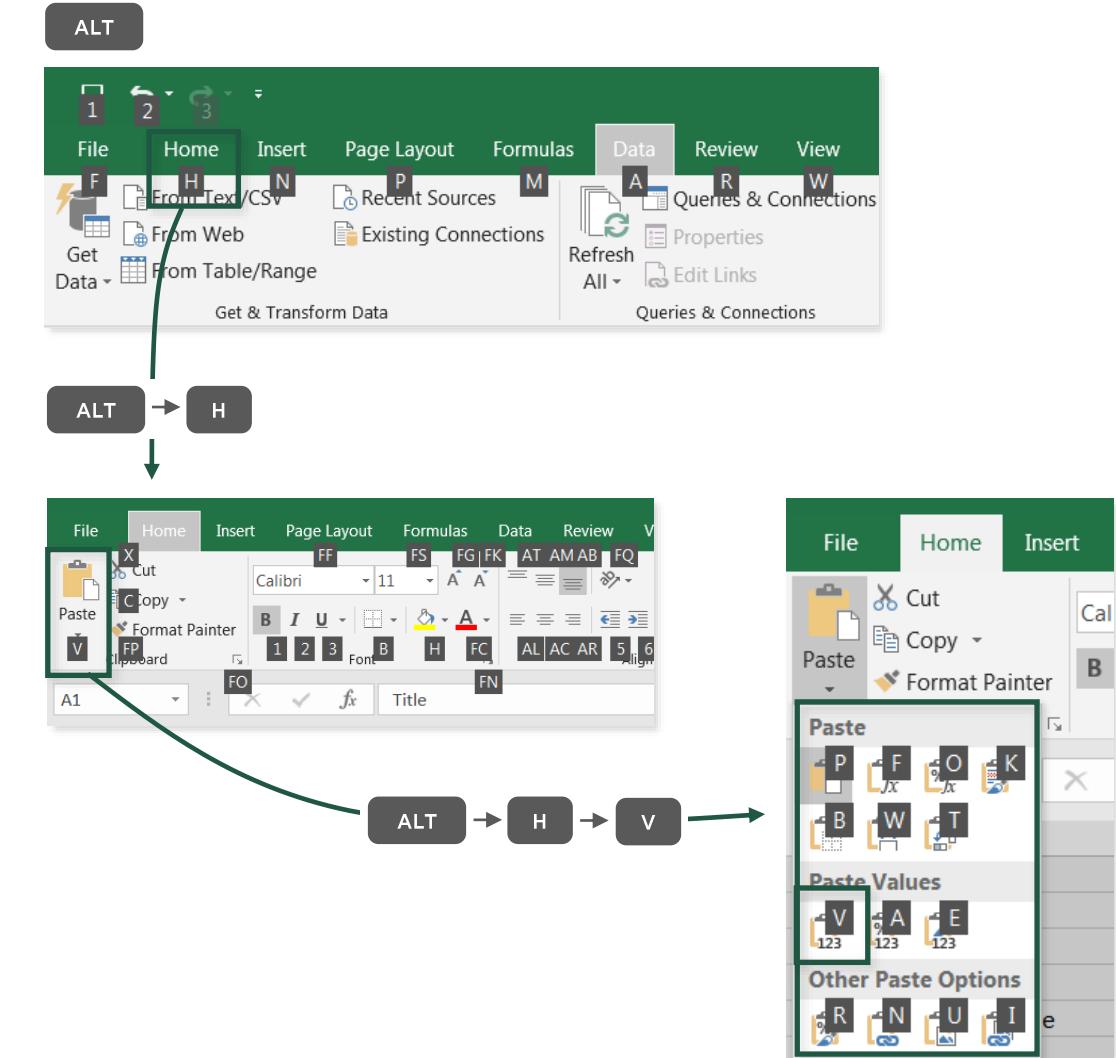
- Press and release the **ALT key** to activate ribbon shortcuts, which allow you to navigate through menu options with simple keystrokes (*no mouse required!*)
  - **ALT → H → V → V:** Paste special as values
  - **ALT → A → T:** Add or remove filters
  - **ALT → H → E → F:** Clear formats
  - **ALT → N → V:** Insert a PivotTable
- **NOTE:** Alt key tips are not available for Mac



PRODUCTIVITY



1 STAR (VERY BASIC)



### COMMON USE CASES:

- Quickly accessing tools or commands that would normally require multiple clicks (i.e. paste special options)

## PRO TIP

# SELECT SPECIAL CELL TYPES WITH "GO TO" OPTIONS

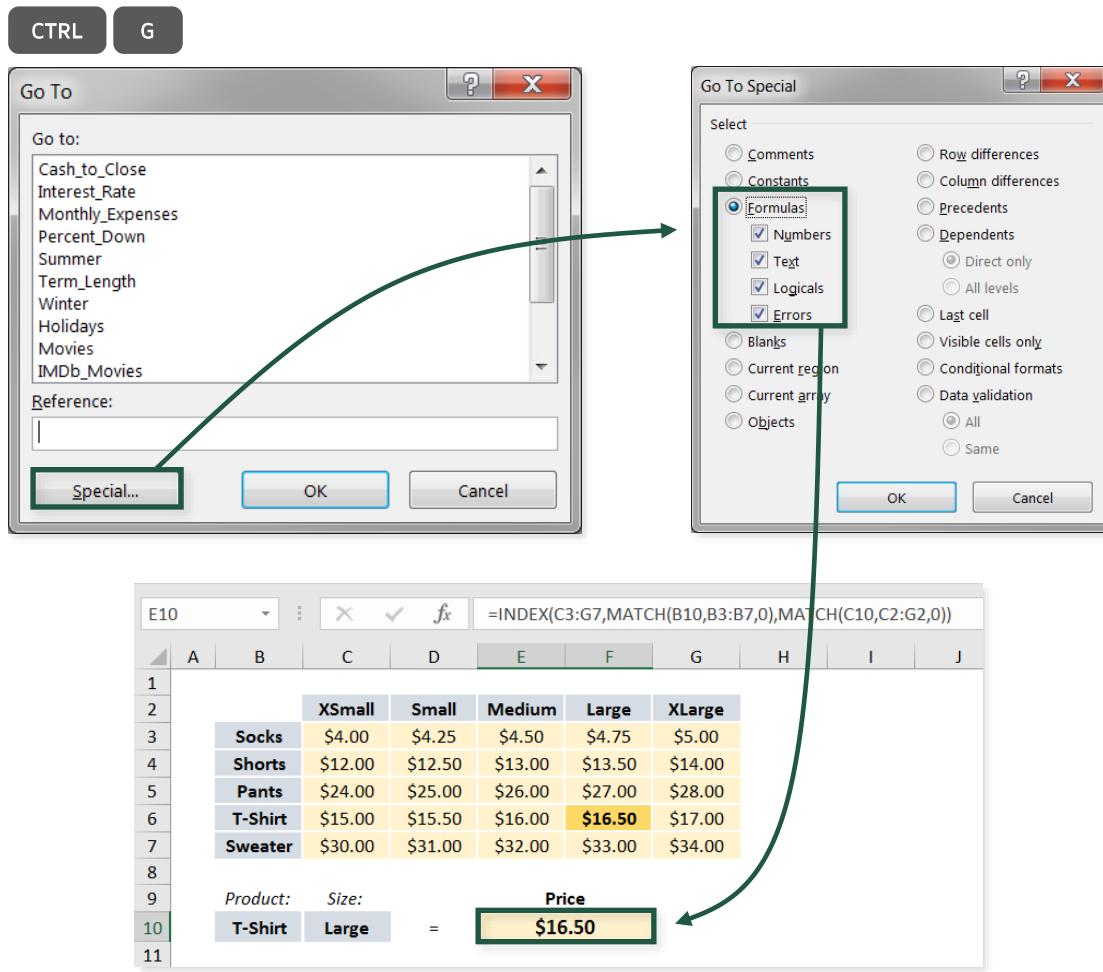
- **CTRL-G:** Launches the default “Go To” options, which allow you to jump to specific tables or named ranges in your workbook
- The **SPECIAL** menu includes additional options to select specific *types* of cells or objects in the sheet (*blanks, formulas, conditional formats, validation cells, etc.*)



PRODUCTIVITY



1 STAR (VERY BASIC)



## COMMON USE CASES:

- Quickly identifying or highlighting all cells containing formulas
- Selecting and deleting all objects in a worksheet with one click
- Identifying cells that have data validation rules applied (i.e. drop-downs)

## PRO TIP

# REMOVE ALL BLANK ROWS IN A WORKSHEET

- **STEP 1:** Use **CTRL-G** to launch the “**Go To**” menu, click **Special**, and select **Blanks** to select all blank rows in the sheet
- **STEP 2:** Delete the selected rows, using any of the following options:
  - **Home > Delete > Delete Sheet Rows**
  - **ALT-H-D-R**
  - **CTRL+- > Shift Cells Up**



PRODUCTIVITY



2 STARS (BASIC)

The screenshot illustrates the steps to identify and delete blank rows in an Excel worksheet. It shows three windows: 1) The 'Go To' dialog box with 'Special...' highlighted. 2) The 'Go To Special' dialog box with 'Blanks' selected. 3) The 'Delete Cells...' dialog box with 'Delete Sheet Rows' selected. The main worksheet area displays a table of product data from January 1997, with rows 11 through 40 visible. Row 11 is highlighted as the current row.

A	B	C
1 Date	Product ID	Product
2 1/1/1997	869	Nationel Grape Fruit Roll
3 1/1/1997	1472	Fort West Fudge Cookies
4 1/1/1997	76	Red Spade Sliced Chicken
5		Excellent Cranberry Juice
6		Special Wheat Puffs
7		Plato Chunky Peanut Butter
8		Tell Tale Canned Peanuts
9		Carrington Frozen Chicken Thighs
10		Carlson Jack Cheese
11 1/1/1997	557	
12		
13		
14 1/1/1997	367	Carlson 2% Milk
15 1/1/1997	250	Best Choice Golden Raisins
16 1/1/1997	600	Landslide Decaf Coffee
17 1/1/1997	702	Jumbo Large Eggs
18 1/1/1997	786	Footnote Extra Lean Hamburger
19 1/1/1997	536	Fast Potato Chips
20		
21 1/1/1997	596	Landslide Hot Chocolate
22		
23 1/1/1997	769	Cormorant D-Size Batteries
24		
25 1/1/1997	1135	Tri-State Golden Delicious Apples
26 1/1/1997	1046	PigTail Frozen Peas
27 1/1/1997	170	Robust Monthly Fashion Magazine
28 1/1/1997	885	Monarch Spaghetti
29		
30		
31 1/1/1997	616	Landslide Apple Jam
32 1/1/1997	1432	Hermanos Red Pepper
33 1/1/1997	544	Fast Avocado Dip
34 1/1/1997	320	Excellent Cranberry Juice
35 1/1/1997	952	Special Wheat Puffs
36 1/1/1997	1222	Plato Chunky Peanut Butter
37 1/1/1997	1359	Carrington Frozen Chicken Thighs
38 1/1/1997		
39		
40 1/1/1997		

## COMMON USE CASES:

- Cleaning up raw data by quickly eliminating extra/blank rows, without having to manually select or use query editing tools

## PRO TIP

# CREATE DROP-DOWN LISTS WITH DATA VALIDATION

- **Data Validation** allows you to limit the values that a particular cell will accept (*whole numbers, ranges, dates, text, etc.*)
- The **List** option allows you to create a drop-down menu containing specific items
  - *Note: Items can be typed directly or referenced as a cell range (i.e. A1:A10)*
- Add **Input Messages** or **Error Alerts** to customize what users see when they select the cell or enter invalid values

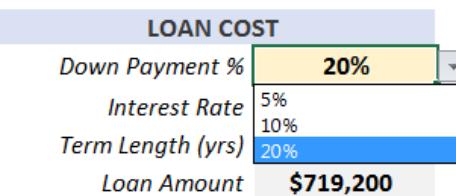
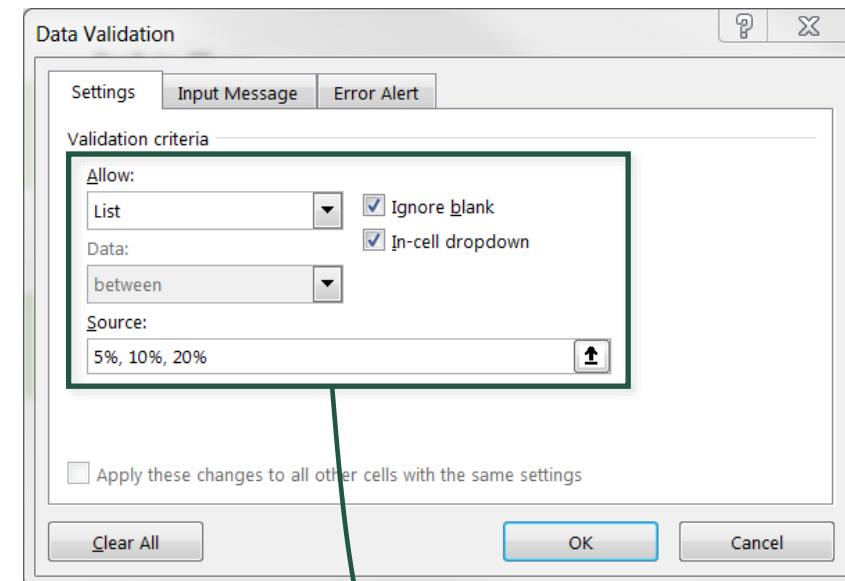
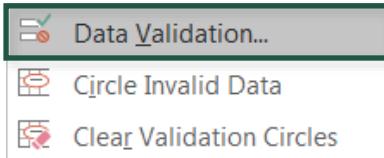


PRODUCTIVITY



2 STARS (BASIC)

(Data > Data Validation)



## COMMON USE CASES:

- Creating formula-based models with variable inputs
- Preventing users from entering invalid values (decimals, negatives, etc.)

## PRO TIP

# POPULATE VALUES WITH AUTO FILL & FLASH FILL

- Basic **Auto Fill** options allow you to copy cells, add a sequential series, fill with or without formatting, or apply date intervals
  - Drag or double-click the **lower-right corner** of a cell to access auto fill options and apply values to new rows
- **Flash Fill** identifies patterns based on a sample set of given values, and uses those patterns to populate the whole column



PRODUCTIVITY



2 STARS (BASIC)

The screenshot shows three Excel tables illustrating the use of Auto Fill and Flash Fill.

**Table 1 (Top):** A list of email addresses and their corresponding Username and User ID#. The "E-mail" column is selected, showing a dropdown menu with options: Copy Cells, Fill Formatting Only, Fill Without Formatting, and Flash Fill. The "Flash Fill" option is highlighted.

G	K	L	M
E-mail	Username		User ID#
JenniferJMcGrath34@gmail.com	JenniferJMcGrath		
ChadLewis51@aol.com	ChadLewis		
SusanSRodriguez71@hotmail.com	SusanSRodriguez		
WayneMNielson71@aol.com	WayneMNielson		
JohnDDepaul47@gmail.com	JohnDDepaul		
JosephJMartinez96@aol.com	JosephJMartinez		
DianeKHenry868@gmail.com	DianeKHenry		
VeronicaMComerford70@gmail.com	VeronicaMComerford		
BeverlyDNixon93@aol.com			

**Table 2 (Middle):** A list of start dates from January 1, 2018, to June 1, 2018. The "Start Date" column is selected, showing a dropdown menu with options: Copy Cells, Fill Series, Fill Formatting Only, Fill Without Formatting, Fill Days, Fill Weekdays, Fill Months (highlighted), Fill Years, and Flash Fill.

P	Q	R	S
Start Date	il.com	il.com	ail.com
1/1/2018			
2/1/2018			
3/1/2018			
4/1/2018			
5/1/2018			
6/1/2018			

**Table 3 (Bottom):** A list of indices from 1 to 10. The "Index" column is selected, showing a dropdown menu with options: Copy Cells, Fill Series (highlighted), Fill Formatting Only, Fill Without Formatting, and Flash Fill.

I	J
Index	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

## COMMON USE CASES:

- Applying values to thousands of rows without dragging or copy/pasting
- Filling formulas down to new rows without overwriting existing formats
- Extracting text from strings that would be difficult to isolate using formulas
- Quickly creating sequential index columns or calendar tables

## PRO TIP

# CUSTOMIZE THE RIBBON WITH YOUR OWN TABS

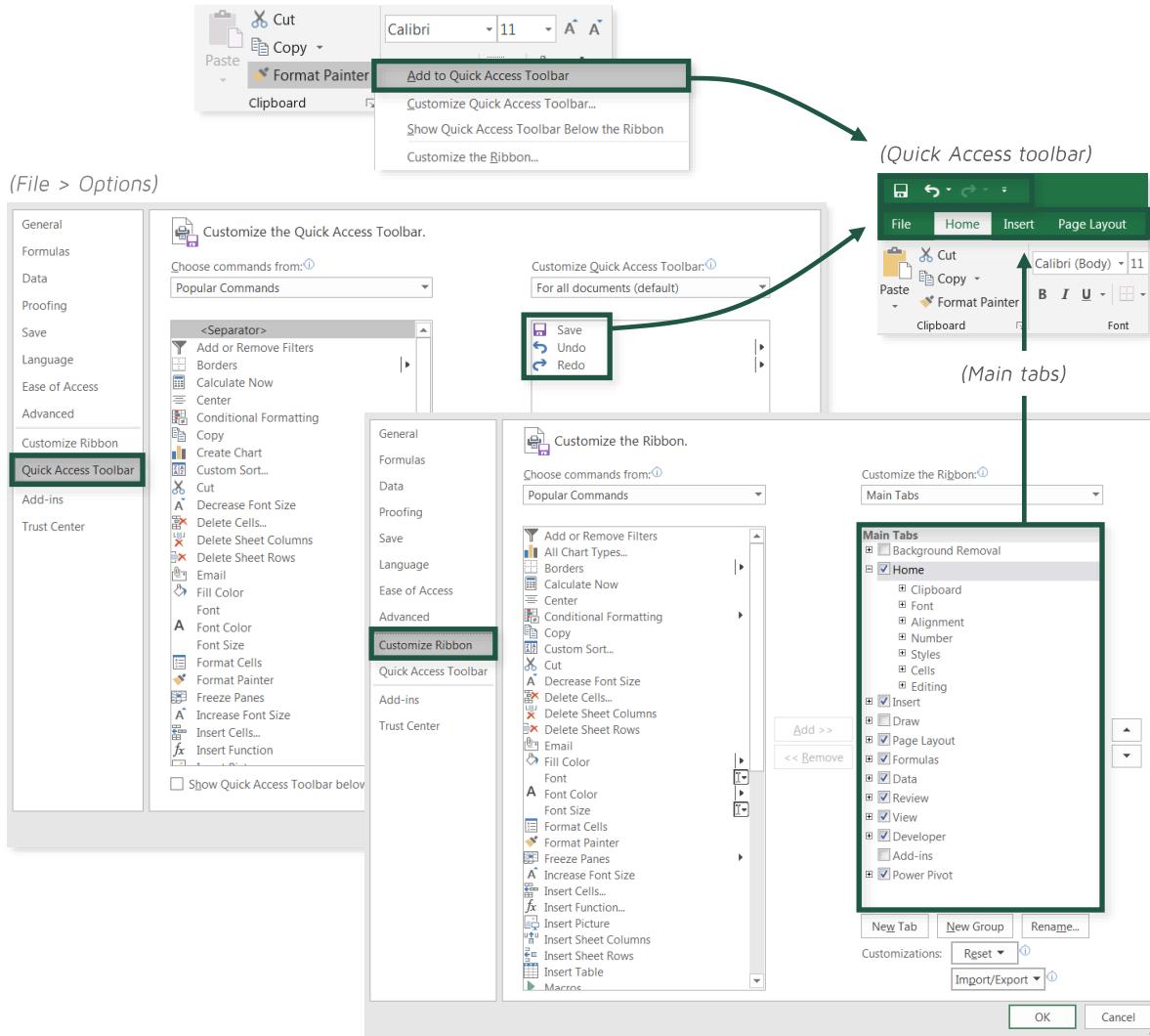
- Excel provides options to add, remove, or rearrange tabs and tools in the workbook ribbon (including the **Quick Access** toolbar)
  - Quick Access** tools live above the ribbon, and include *Save, Undo & Redo* by default
- Use **File > Options > Customize Ribbon** to show, hide, or rearrange tabs in the ribbon, or to create your own custom tabs



PRODUCTIVITY



2 STARS (BASIC)



## COMMON USE CASES:

- Consolidating commonly used tools into a single, custom tab
- Exposing the **Developer** tab to access form controls or macros

## PRO TIP

# SPLIT TEXT STRINGS USING TEXT TO COLUMNS

- If your data is stored as text or separated values (i.e. **.txt** or **.csv** files), use **Text to Column** to split values into columns & rows
  - OPTION 1:** Open a txt file from Excel to launch the Text to Column wizard
  - OPTION 2:** Open a csv file or copy data into one column, and use **Data > Text to Column**
- NOTE:** Both methods include options to specify delimiters, define text qualifiers, and format or exclude columns

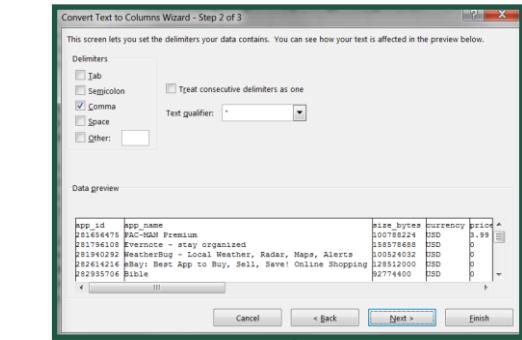


PRODUCTIVITY



2 STARS (BASIC)

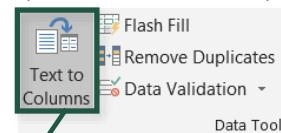
app_id	app_name	size_bytes	currency	price	total_ratings	total_avg
281656475	PAC-MAN Premium	100788224	USD	3.99	21292	4.26
281796108	Evernote - stay organized	158578688	USD	0	161065	4.26
281940292	WeatherBug - Local Weather, Radar, Maps, Alerts	100524032	USD	0	188583	3.5
282614216	eBay: Best App to Buy, Sell, Save! Online Shopping	128512000	USD	0	262241	4.0
282935706	Bible,92774400	0	USD	0.985920	4.5,5320,5.7,5.1,44,Reference,3	
283619399	Shanghai Mahjong,10485713	USD,0.99	8253,4,5516,4,1,8,4,Games,	0.99	8253	4.5
283646709	PayPal - Send and request money safely,227795968	USD,0.1194		0.1194		
284035177	Pandora - Music & Radio,130242560	USD,0,1126879	4,3594,4,5,284666222,Pacalculator,49250304,USD,0.99,1117,4.5,4,5,384,36660,Ms, PAC-MAN,70023168,USD,3.99,7885,4,40,4,0,4,4+,Games,384783399,Google Earth,22754716,USD,0.99,105776,3,76,66,4,5,40,48415942,Google Search made just for mobile,179979264,USD,0.474440,284847138,Bank of America - Mobile Banking,160925696,USD,0,119773,3.5,284862767,FreeCell,55153664,USD,4.99,6340,4,5,668,4,5,4,0,3,4,Games,			



A	B	C	D	E	F	G	H	I	J
1	app_id	app_name	size_bytes	currency	price	total_ratings	total_avg	current_ver	current_ver version
2	281656475	PAC-MAN Premium	100788224	USD	3.99	21292	4	26	4.5 6.3.5
3	281796108	Evernote - stay organized	158578688	USD	0	161065	4	26	3.5 8.2.2
4	281940292	WeatherBug - Local Weather, Radar, Maps, Alerts	100524032	USD	0	188583	3.5	2822	4.5 5.0.0
5	282614216	eBay: Best App to Buy, Sell, Save! Online Shopping	128512000	USD	0	262241	4	649	4.5 5.10.0
6	282935706	Bible	92774400	USD	0	985920	4.5	5320	5 7.5.1
7	283619399	Shanghai Mahjong	10485713	USD	0.99	8253	4	5516	4 1.8
8	283646709	PayPal - Send and request money safely	227795968	USD	0	119487	4	879	4.5 6.12.0
9	284035177	Pandora - Music & Radio	130242560	USD	0	1126879	4	3594	4.5 8.4.1

A	B	C	D	E
1	app_id	app_name	size_bytes	currency
2	281656475	PAC-MAN Premium	100788224	USD,3.99,21292,4,26,4,5,6,3,5,4+,
3	281796108	Evernote - stay organized	158578688	USD,0,161065,4,26,3,5,8
4	281940292	"WeatherBug - Local Weather, Radar, Maps, Alerts"	100524032	
5	282614216	"eBay: Best App to Buy, Sell, Save! Online Shopping"	128512000	
6	282935706	Bible,92774400	0,985920,4.5,5320,5.7,5.1,44,Reference,3	
7	283619399	Shanghai Mahjong,10485713	USD,0.99,8253,4,5516,4,1,8,4,Games,	
8	283646709	PayPal - Send and request money safely,227795968	USD,0.1194	
9	284035177	Pandora - Music & Radio,130242560	USD,0,	

(Data > Text to Columns)



## COMMON USE CASES:

- Transforming text-based data into tabular formats for analysis
- Splitting text strings without using formulas or functions

## PRO TIP

# COMPARE FILES WITH SYNCHRONOUS SCROLLING

- **Synchronous scrolling** allows you to arrange Excel workbooks side-by-side and scroll through them simultaneously
  - **STEP 1:** Open both workbooks that you want to compare
  - **STEP 2:** Click **View > View Side by Side** in order to “stack” your windows
  - **STEP 3:** Activate **View > Synchronous Scrolling** to allow windows to scroll simultaneously



PRODUCTIVITY



2 STARS (BASIC)

The screenshot shows two Excel workbooks side-by-side. The top ribbon has the 'View' tab selected, with arrows pointing to the 'View Side by Side' and 'Synchronous Scrolling' buttons in the 'Window' group. The bottom ribbon has the 'Developer' tab selected. Both workbooks show a table of data with columns for 'Week Ending', 'Mean Temp (F)', and 'Precip (in)'. The data spans from week 2 to week 31 of 2016. Each workbook contains a chart below the table. A green arrow points from the 'View Side by Side' button on the ribbon to the first workbook. Another green arrow points from the 'Synchronous Scrolling' button to the second workbook.

## COMMON USE CASES:

- Spot-checking workbooks for version control issues
- Making quick visual comparisons between similar files

## PRO TIP

# EXTRACT UNIQUE VALUES WITH ADVANCED FILTERS

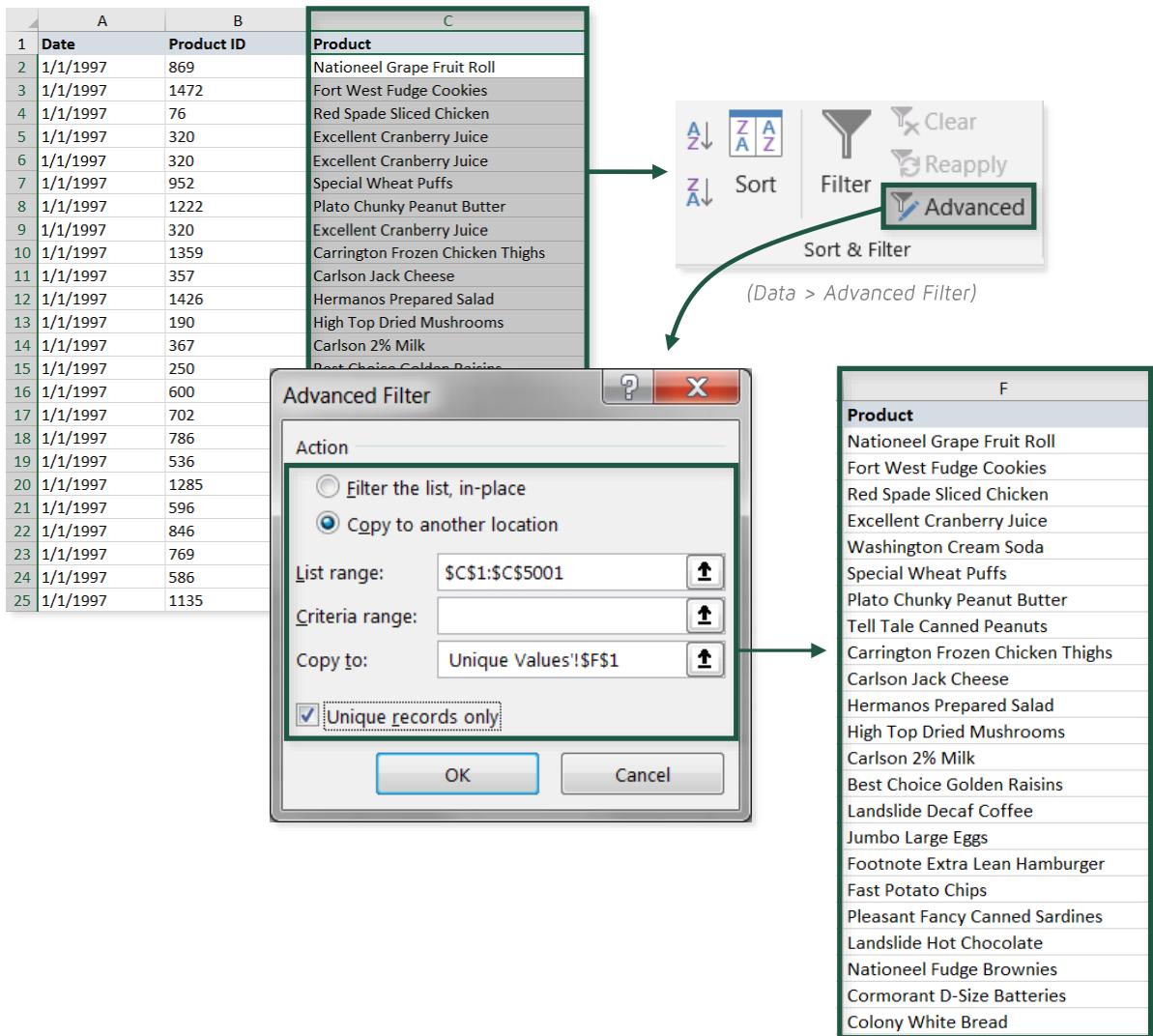
- There are several ways to remove duplicate values from a list in Excel, including the **Remove Duplicates** tool, **Advanced Filters**, **PivotTables**, and **Power Query**
- The **Advanced Filter** is the most flexible option, allowing you to either filter in place or copy unique values to a new location
  - NOTE:** To extract uniques into a new list, select “*Copy to another location*” and “*Unique records only*”



PRODUCTIVITY



2 STARS (BASIC)



## COMMON USE CASES:

- Identifying unique values while preserving the original list
- Creating a new lookup or dimension table containing unique primary keys

## PRO TIP

# SIMPLIFY FORMULAS WITH NAMED RANGES & TABLES

- Use **Named Ranges** or **Tables** (vs. raw cell ranges) to simplify formula references
- Compared to Named Ranges, formatting as a **Table** (**CTRL-T**) allows you to:
  1. Automatically ingest new rows of data
  2. Access quick formatting & filtering options (*fixed headers, banded rows, etc.*)
  3. Write efficient calculated columns vs. traditional (A1-style) cell formulas



PRODUCTIVITY



3 STARS (MODERATE)

A	B	C	D	E	F
Date	Transactions	Holiday		Date	Holiday
1/1/2014	788	New Year's Day		1/1/2014	New Year's Day
1/2/2014	878	None		1/20/2014	Martin Luther King Jr. Day
1/3/2014	847	None		2/12/2014	Lincoln's Birthday
1/4/2014	369	None		2/17/2014	Presidents' Day
1/5/2014	939	None		5/26/2014	Memorial Day
1/6/2014	588	None		7/4/2014	Independence Day
1/7/2014	660	None		10/13/2014	Columbus Day
1/8/2014	980	None		11/4/2014	Election Day
1/9/2014	738	None		11/11/2014	Veterans Day
1/10/2014	322	None		11/27/2014	Thanksgiving Day
1/11/2014	756	None		11/28/2014	Lincoln's Birthday/Lincoln's Day
1/12/2014	859	None		12/24/2014	Christmas Eve
1/13/2014	149	None		12/25/2014	Christmas Day
1/14/2014	138	None		12/26/2014	Day After Christmas Day
1/15/2014	258	None		12/31/2014	New Year's Eve
1/16/2014	852	None			

Table Name:

Holidays

Resize Table

Properties

(Table Tools)

A	B	C	D
Date	Transactions	Holiday	
1/1/2014	788	New Year's Day	
1/2/2014	878	None	
1/3/2014	847	None	

## COMMON USE CASES:

- Replacing cell references with tables to make formulas easier to interpret
- Converting chart source data to enable automatic updates
- Preparing data for analysis with Excel BI tools (data model, Power Pivot)

## PRO TIP

# ADD CUSTOM WORKBOOK PROTECTION SETTINGS

- The **Protection** tab in the **Format Cells** dialog box allows you to specify how cells behave once the worksheet is protected:
  - Locked** means that users can view the cell contents but not edit (*default*)
  - Hidden** means that users cannot see any underlying formulas or references
- NOTE:** All cells are **locked** by default; you must actively *unprotect* the specific cells that you want to remain editable



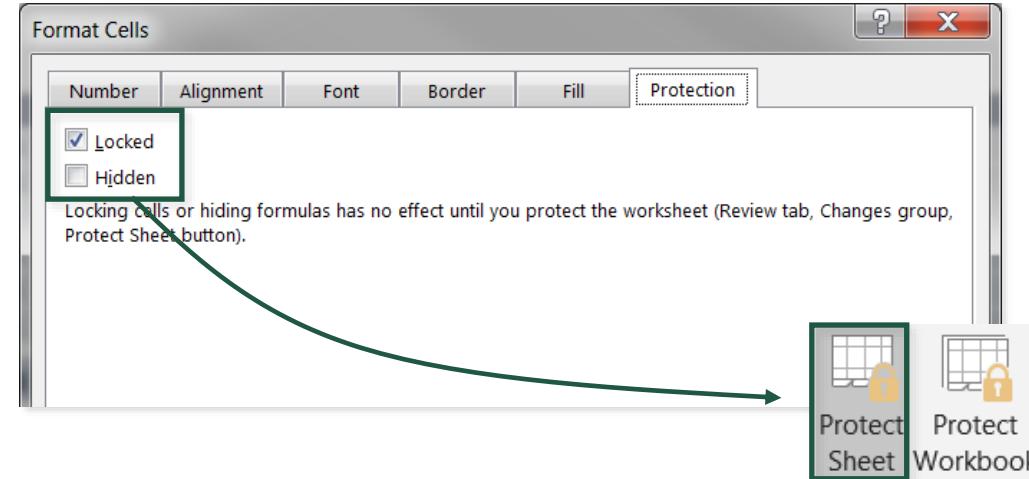
PRODUCTIVITY



3 STARS (MODERATE)

A	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	
1																	
2					Select Player	Albert Pujols											
3																	
4					AB	H	Avg	R	2B	3B	HR	RBI	SB	CS	SB%	BB	
5					2011	587	183	0.312	115	39	1	42	118	14	4	78%	103
6					2012	579	173	0.299	105	29	0	37	99	9	1	90%	61
7					2013	607	173	0.285	85	50	0	30	105	8	1	89%	52
8					2014	391	101	0.258	49	19	0	17	64	1	1	50%	40
9					2015	633	172	0.272	89	37	1	28	105	5	1	83%	48
10					Total:	602	147	0.244	85	22	0	40	95	5	3	63%	50
11																	
12																	
13																	

CTRL 1



(Review > Protect Sheet)

## COMMON USE CASES:

- Preventing users from accidentally modifying sensitive content
- Obscuring underlying formulas or cell references from view
- Limiting user interaction to a specific set of inputs or cells

## PRO TIP

# APPLY MULTI-LEVEL ROW & COLUMN SORTING

- Instead of using column header options, use the **Sort** tool to apply **multi-level sorting**
  - Example:** Sort a table alphabetically by *Country*, then *Province*, and finally by *Price*
- Select entire columns and use the **Options** menu to sort **Left to Right**, which allows you to **sort columns** instead of rows
  - NOTE:** In addition to values, you can sort based on **cell color**, **font color**, or **icon**



PRODUCTIVITY



3 STARS (MODERATE)

The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. A green arrow points from the 'Sort' icon in the 'Sort & Filter' group to the 'Sort' dialog box for columns. This dialog box has three levels of sorting defined: 'Sort by Country (Cell Values, A to Z)', 'Then by Province (Cell Values, A to Z)', and 'Then by Points (Cell Values, Largest to Smallest)'. Another green arrow points from the 'Sort' icon to the 'Sort' dialog box for rows, which shows 'Sort by Row 1 (Cell Color, On Right)'. Both dialog boxes have the 'My data has headers' checkbox checked. To the right of each dialog box is a 'Sort Options' dialog box with 'Case sensitive' unchecked and 'Orientation' set to 'Sort top to bottom'.

## COMMON USE CASES:

- Applying complex or custom sorting rules to a table or range
- Rearranging columns (alphabetically or by color) to organize a large table

## PRO TIP

# EXPLORE TABLES WITH ADVANCED FILTERING

- **Advanced Filters** allow you to define a custom **criteria range**, which can contain complex combinations of filtering rules
  - Use advanced filtering to define rules that would be impossible with standard filters or PivotTables (*i.e. filtering on Action films rated 8.5+ plus Biography films rated 8+*)
- **NOTE:** Advanced filters iterate through all rows of the table, and can be *very slow* for large tables or very broad criteria

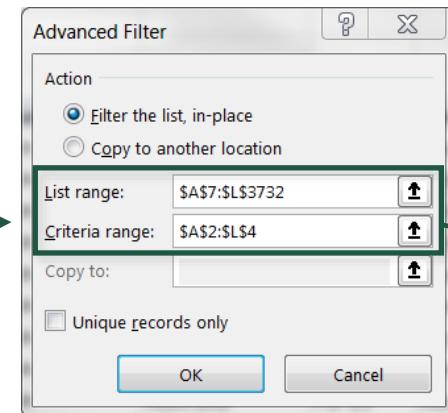
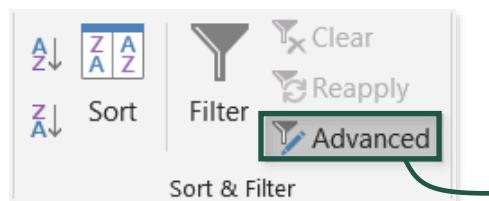


PRODUCTIVITY



5 STARS (EXPERT)

(Data > Advanced Filter)



	A	B	C	D	E	F	G	H	I
1	Filter Criteria:								
2	Title	Release Year	Color/B&W	Genre	Language	Country	Rating	Lead Actor	IMDb Score
3	The*			Biography					>8
4				Action					>8.5
5									
6									
7	Title	Release Year	Color/B&W	Genre	Language	Country	Rating	Lead Actor	IMDb Score
118	Seven Samurai	1954	B&W	Action	Japanese	Japan	Unrated	Takashi Shimura	8.7
119	The Lord of the Rings: The Fellowship of the Ring	2001	Color	Action	English	New Zealand	PG-13	Christopher Lee	8.8
209	The Dark Knight	2008	Color	Action	English	USA	PG-13	Christian Bale	9
211	Star Wars: Episode IV - A New Hope	1977	Color	Action	English	USA	PG	Harrison Ford	8.7
219	The Lord of the Rings: The Return of the King	2003	Color	Action	English	USA	PG-13	Orlando Bloom	8.9
224	The Lord of the Rings: The Two Towers	2002	Color	Action	English	USA	PG-13	Christopher Lee	8.7
237	Inception	2010	Color	Action	English	USA	PG-13	Leonardo DiCaprio	8.8
239	Star Wars: Episode V - The Empire Strikes Back	1980	Color	Action	English	USA	PG	Harrison Ford	8.8
260	Saving Private Ryan	1998	Color	Action	English	USA	R	Tom Hanks	8.6
310	The Matrix	1999	Color	Action	English	USA	R	Keanu Reeves	8.7
1323	The Pianist	2002	B&W	Biography	English	France	R	Emilia Fox	8.5
1339	The Sea Inside	2004	Color	Biography	Spanish	Spain	PG-13	Belén Rueda	8.1
1342	The Imitation Game	2014	Color	Biography	English	UK	PG-13	Benedict Cumberbatch	8.1
1379	The Act of Killing	2012	Color	Biography	Indonesian	UK	Not Rated	Anwar Congo	8.2
1395	The Wolf of Wall Street	2013	Color	Biography	English	USA	R	Leonardo DiCaprio	8.2

## COMMON USE CASES:

- Applying custom or complex filtering rules that cannot be replicated with standard filter tools or PivotTables
- Adding a user-facing criteria range to provide transparency into the filter settings that have been applied to a table

# RESOURCES & NEXT STEPS

# RESOURCES & NEXT STEPS

1 Complete the **PRO TIP** series and round out your skills with the full Excel stack, available at **[courses.excelmaven.com](https://courses.excelmaven.com)**:

- Pro Tips for Power Users (*full series*)
- Advanced Formulas & Functions
- Data Visualization with Charts & Graphs
- Data Analysis with PivotTables
- Intro to Power Query, Power Pivot & DAX

2 Check out **[support.office.com](https://support.office.com)** for helpful documentation, resources, demos and troubleshooting guides