

# 100 Excel Tricks and Tips



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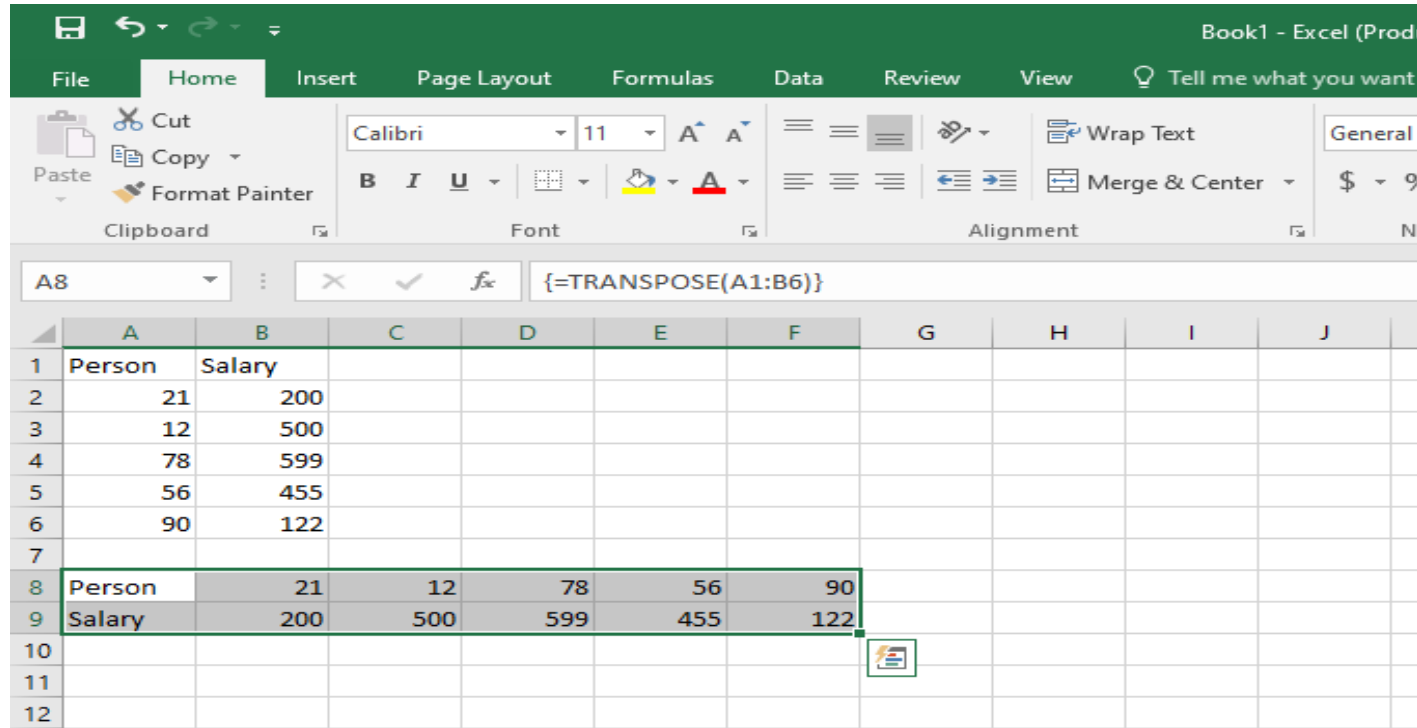
*NED University of Engineering & Technology*



## 21. Advanced Transpose

Do changes in the original column and it will be reflected in Transpose.

Select same Dimensions write the Formula and Now Press **Ctrl + Shift + Enter**



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The formula bar displays the formula `=TRANSPOSE(A1:B6)`. The worksheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	Person	Salary								
2	21	200								
3	12	500								
4	78	599								
5	56	455								
6	90	122								
7										
8	Person	21	12	78	56	90				
9	Salary	200	500	599	455	122				
10										
11										
12										

## 22. Slicers for Table

Do make table using **Insert** and select slicer and see your required values only

The screenshot displays an Excel spreadsheet with a table containing three columns: Person ID, Salary, and Category. Three slicers are applied to the table, each corresponding to one of the columns. The slicers are positioned to the right of the table, allowing users to filter the data by selecting specific values.

**Table Data:**

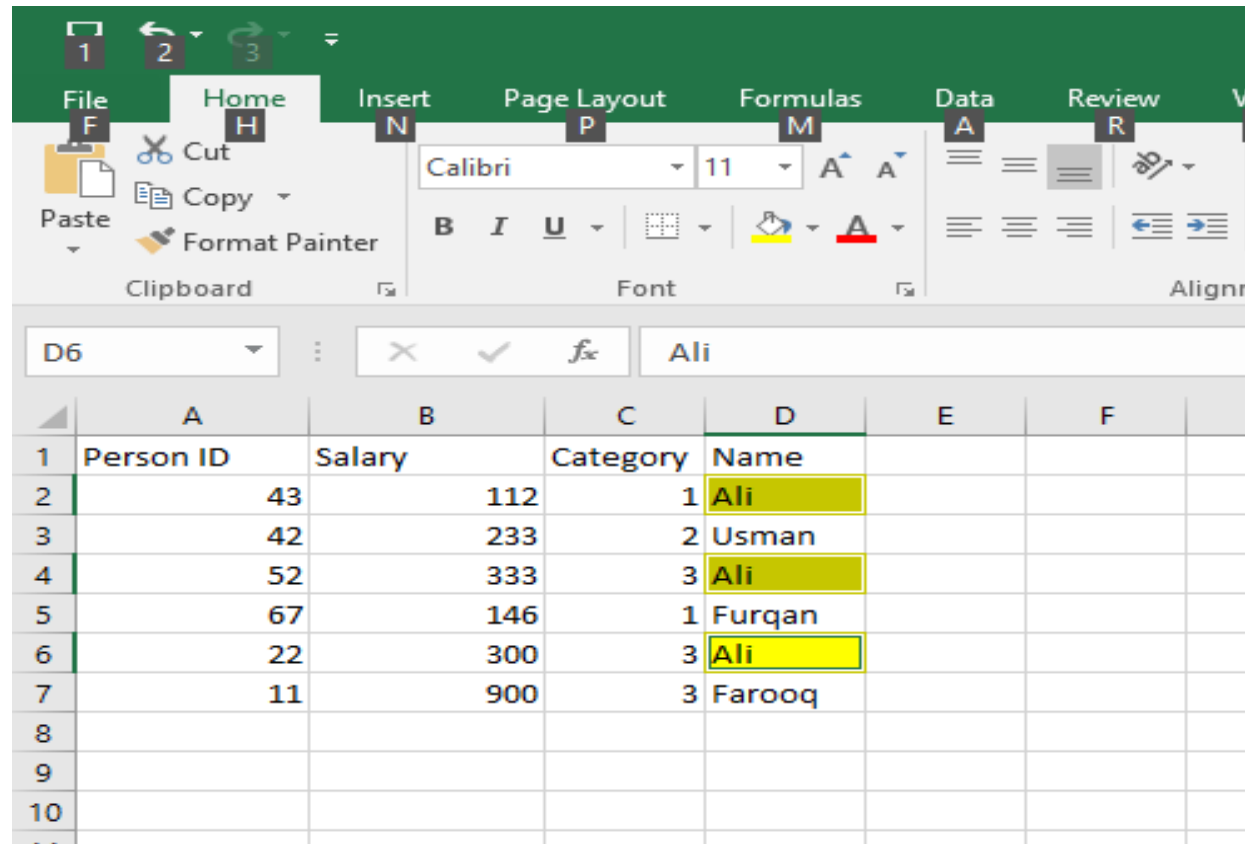
Person ID	Salary	Category
52	333	3
22	300	3
11	900	3
42	112	
43	146	
67	233	

**Slicer Data:**

- Person ID Slicer:** 11, 22, 52, 42, 43, 67
- Salary Slicer:** 300, 333, 900, 112, 146, 233
- Category Slicer:** 1, 2, 3

## 23. Select all same values

Find **Ctrl + F** and select all same values in selection and Do Formatting



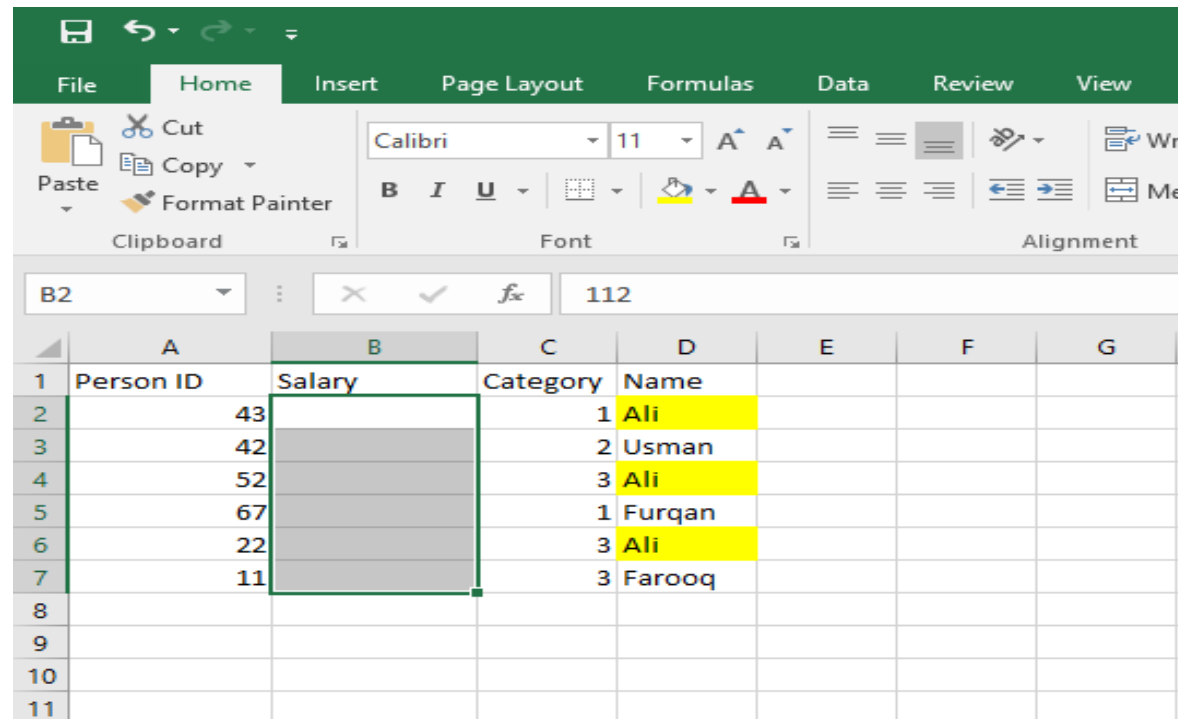
The screenshot shows the Microsoft Excel interface. The 'Find' dialog box is open, displaying 'D6' in the 'Find what' field and 'Ali' in the 'Find in' field. The spreadsheet below has columns A through F. The 'Name' column (D) contains the following values: Ali, Usman, Ali, Furqan, Ali, Farooq. The cells containing 'Ali' are highlighted in yellow.

	A	B	C	D	E	F
1	Person ID	Salary	Category	Name		
2	43	112	1	Ali		
3	42	233	2	Usman		
4	52	333	3	Ali		
5	67	146	1	Furqan		
6	22	300	3	Ali		
7	11	900	3	Farooq		
8						
9						
10						

## 24. Hide Cell Values

Find and hide cell values by selecting and Pressing **Ctrl+1**

Go to Custom and write semicolon “;” and If you want to hide Text/Number Both write Three semicolons “;;;”



## 25. Remove all blank rows in All worksheet

Use **Ctrl + G** First, Go to Special Button and Mark Blank in Radio Buttons

When you press OK, it will auto-highlight all blank values in data table.

Use **Ctrl -** to delete all of them

	A	B	C	D	E
1	Person ID	Salary	Category	Name	
2	43	112	1	Ali	
3					
4	42	233	2	Usman	
5					
6	52	333	3	Ali	
7	67	146	1	Furqan	
8	22	300	3	Ali	
9	11	900	3	Ali	
10					
11					
12					
13					

## 26. Do Magical Sum in Circular Table

Use Change in Options using **Formulas in Top Bar**, and Perform Circular Sum

Do change from Automatic → Manual (Now write the formula)

H	I	J	K	L	M	N	O	P
	12	22	22	33	44	55	66	
	1	2	3	4	5	5	5	
	21	21	41		2	2	3	
	2	1	1	3	4	4	22	
	231	1	28	2	44	233	1	

## 27. Convert Function (ft to Inches)

Use **CONVERT** Function to covert units

The screenshot shows an Excel spreadsheet with the following data:

Value	From	To
20	Feet	Inches

The formula bar shows the formula: `=CONVERT(D18,"ft","in")`

A dropdown menu is open, showing the following units:

- "m" - Meter
- "mi" - Statute mile
- "Nmi" - Nautical mile
- "in" - Inch
- "ft" - Foot
- "yd" - Yard
- "ang" - Angstrom
- "Pica" - Pica
- "ell" - Ell
- "ly" - Light-year
- "parsec" - Parsec
- "survey\_mi" - U.S. Survey Mile

A tooltip next to the dropdown menu states: "CONVERT returns a result in Meters"



## 28. Add Prefix in All Mobile Numbers and Prefix in Text (Whole Column)

Find select column values by selecting and Pressing **Ctrl+1**

Go to Custom and write the number with inverted commas and hash **"92"#**

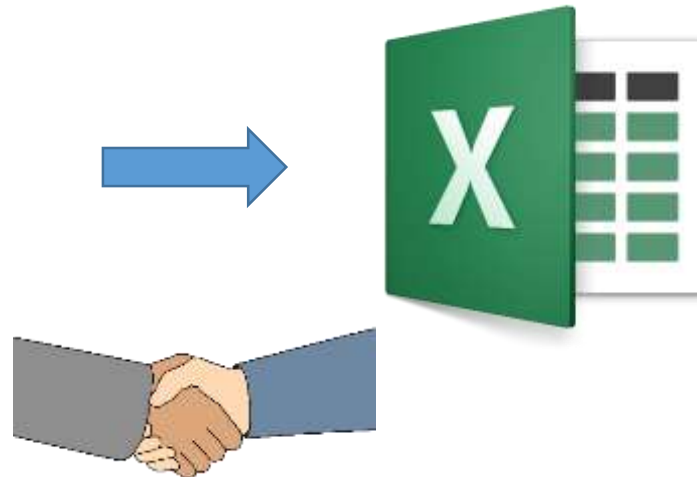
For Adding Text write **"Mr."@** to all names column

Mobile	Name								
923324432409	Mr.Asad								
923232777423	Mr.Fahad								
924243242433	Mr.Mahad								
922313123012	Mr.Falaq								
923454666654	Mr.Usman								
925460465464	Mr.Kashan								
925646564562	Mr.Khan								

## 29. Embed Excel File Data to MS Word File (Auto Update Real Time Option)

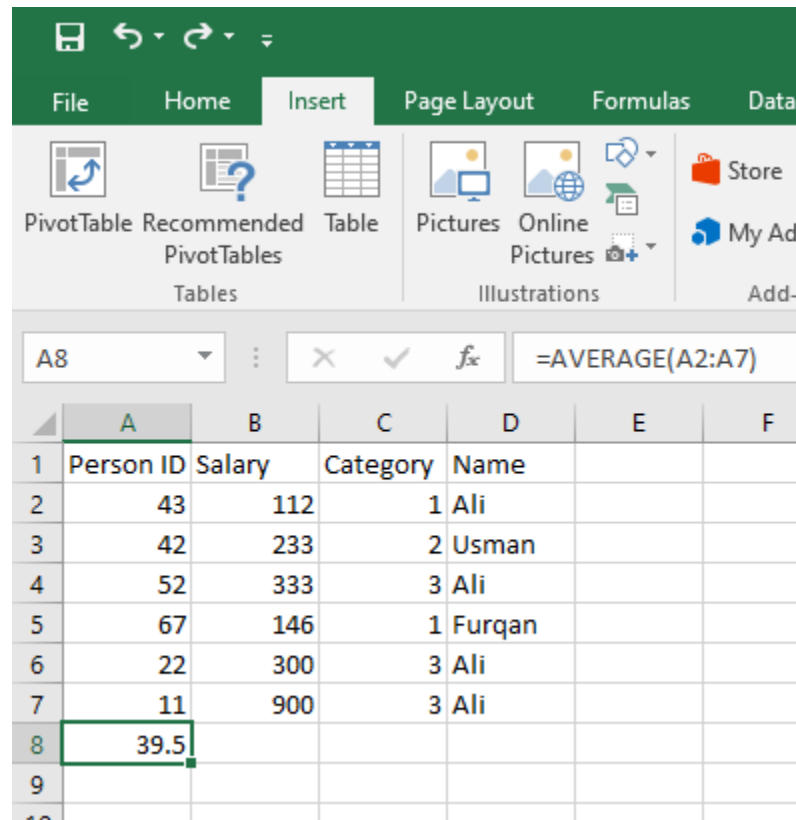
1. First of all **save** your excel file
2. Open MS Word, Click on **Insert Tab “Click On Object”**
3. **Tab → Create From File → Browse & select your excel Sheet**
4. Make Change → Don't Forget to go to MS WORD Right Click and Select **UPDATE LINK**

Person ID	Salary	Category	Name
43	112	1	Ali
42	233	2	Usman
52	333	3	Ali
67	146	1	Furqan
22	300	3	Ali
11	900	3	Ali



## 30. AVERAGE Function

Calculate the Average of the Numbers in a Column

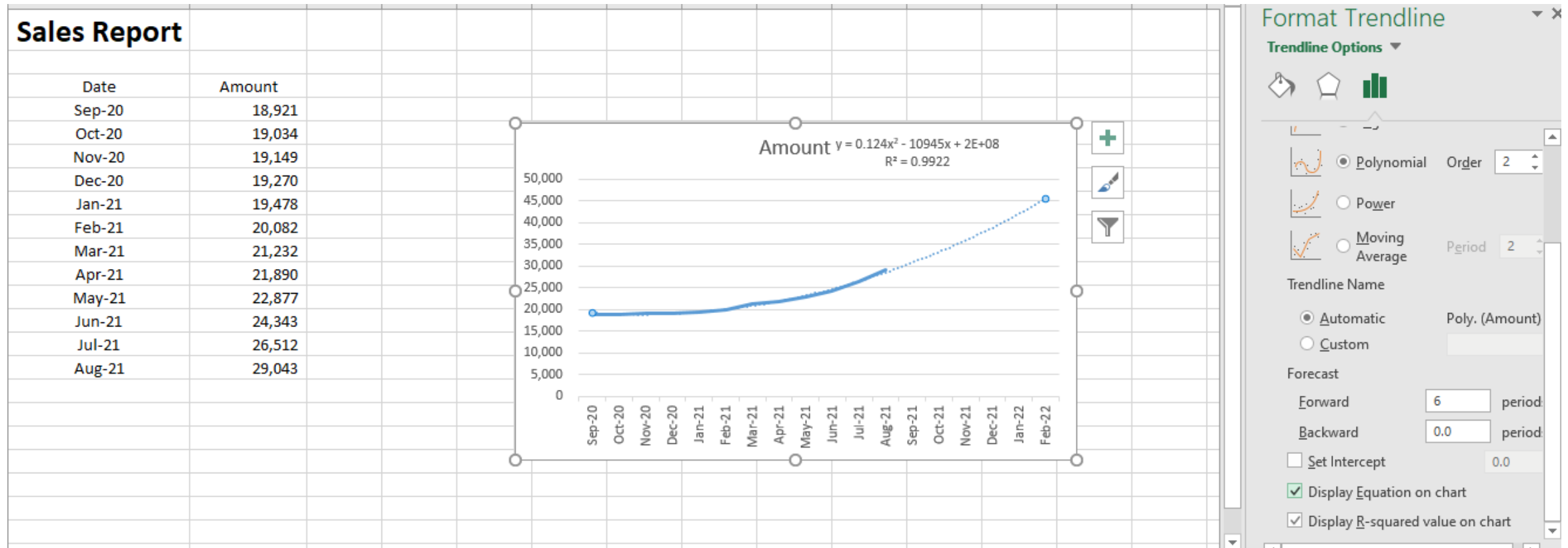


The screenshot displays the Microsoft Excel interface. The 'Formulas' tab is active in the ribbon. The formula bar shows the formula `=AVERAGE(A2:A7)` entered in cell A8. Below the formula bar, a table of data is visible. The table has columns for Person ID, Salary, Category, and Name. The 'Salary' column contains the values 112, 233, 333, 146, 300, and 900 for rows 2 through 7. The result of the AVERAGE function, 39.5, is displayed in cell A8.

	A	B	C	D	E	F
1	Person ID	Salary	Category	Name		
2	43	112	1	Ali		
3	42	233	2	Usman		
4	52	333	3	Ali		
5	67	146	1	Furqan		
6	22	300	3	Ali		
7	11	900	3	Ali		
8	39.5					
9						
10						

# 31. Trend & Forecasting

Calculate the Send the Trends and Forecast in Sales Data



## 32. SUMIF and SUMIFS FUNCTIONS

**SUMIF:** Calculate the Sum if values are greater than given value

**=SUMIF(H4:H11,">23000")**

**Decision on Single Column Criteria**

**SUMIFS:** Calculate the Sum Based on Reference of other Column

**=SUMIFS(H4:H11,G4:G11,"<.45")**

**Decision on Two Column Criteria**

**SUMIFS:** Calculate the Sum Based on Reference of other Column

**=SUMIFS(H4:H11,F4:F11,"=Muhammad",G4:G11,">.50")**

**Decision on Multiple Columns Criteria**

### 33. Date Functions-I

- Find the Current Date and Fill it in Cells Automatically by Everyday      **=TODAY()**
- End of Month Date of Any Date      **=EOMONTH(Cell Address,0)**
- Next Month      **=EOMONTH(Cell Address,1)**
- Last Month Date      **=EOMONTH(Cell Address,-1)**
- **Add** or Subtract No of Months From a Date      **=EDATE(Cell Address, No.of Months)**
- **Subtract** No of Months From a Date      **=EDATE(Cell Address, No.of Months with –ve sign)**
- Calculate the no. of days between Two Dates      **=DAYS(START Date, END Date)**

## 34. Date Functions-II

- Find the Days between two days excluding Weekends      **=NETWORKDAYS(START Date, END Date)**

**Optional Third Parameter can be added to specify the list of holidays**

- Find the Date After 100 days      **=WORKDAY (START Date, 100)**


**Optional Third Parameter can be added if you want to EXCLUDE holidays in count**

- Find the Day of the Week      **=WEEKDAY (Current Date)**
- Find the Week No. of the Year      **=WEEKNUM(Add date)**

## 35. Calculating Sub Totals in Excel Sheet by Months

Calculate the Subtotals in Excel by Month (Important in computing Sales) by *Using Data Tab → SubTotals*

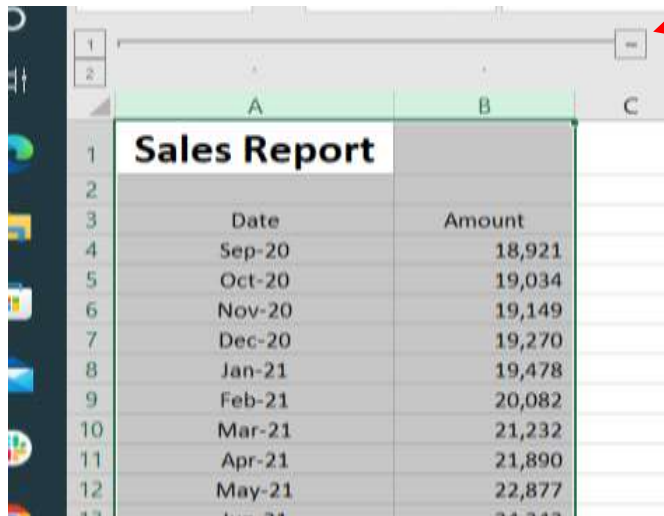
Month	Product	Price
Jan	Item1	200
Jan	Item2	300
Jan	Item3	577
<b>Jan Total</b>		1077
Feb	Item1	222
Feb	Item2	132
Feb	Item3	212
<b>Feb Total</b>		566
March	Item1	23
March	Item2	123
March	Item3	3
March	Item4	675
<b>March Total</b>		824
April	Item1	32
April	Item2	888
<b>April Total</b>		920
<b>Grand Total</b>		3387





## 36. Grouping the Columns by Using Smart Keyboard Shortcuts

1. Press **Ctrl + Space** to Select the Complete Column
2. Press **Shift + Right Arrow Key** to Select the side columns on right
3. Press **Shift + Alt + Right Arrow Key** to Group
4. Now you can open and close the column by ***Plus and Minus displayed on top***



	A	B	C
1	Sales Report		
2			
3	Date	Amount	
4	Sep-20	18,921	
5	Oct-20	19,034	
6	Nov-20	19,149	
7	Dec-20	19,270	
8	Jan-21	19,478	
9	Feb-21	20,082	
10	Mar-21	21,232	
11	Apr-21	21,890	
12	May-21	22,877	

## 37. AGGREGATE Function

The function will add the column and ignore any error values (or formula error) if present

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
7	Dec-20	19,270				Fatima	65%	17498		DAYS						
8	Jan-21	19,478				Faisal	45%	22007		NETWORKDAYS						
9	Feb-21	20,082				Rhan	40%	38558		WORKDAY						
10	Mar-21	21,232				Muhammad	55%	29823		WEEKDAY						
11	Apr-21	21,890				Wajahat	50%	30678		WEEKNUM						
12	May-21	22,877														
13	Jun-21	24,343														
14	Jul-21	26,512														
15	Aug-21	29,043														
16					Date	Amount										
17					Sep-20	18,921										
18					Oct-20	19,034										
19					Nov-20	19,149										
20					Dec-20	19,270										
21					Jan-21	19,478										
22					Feb-21	20,082										
23					Mar-21											
24					Apr-21	21,890										
25					May-21	22,877										
26					Jun-21	24,343										
27					Jul-21	26,512										
28					Aug-21	29,043										
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
41																
42																

The formula bar shows: `=AGGREGATE(9,6,116:27)`

The cell containing the formula is highlighted with a red arrow.

The formula bar also shows the following text:

```
=AGGREGATE(9,6,116:27)  
AGGREGATE(function_num, options, array, [k])  
AGGREGATE(function_num, options, ref1, [ref2, [ref3], ...])
```

## 38. ROUND Function

The round function will help to round off the values to the nearest decimal point/2 digits

Salary	45000
Bonus	12.56%
<b>Total Salary</b>	
Round off (2 digit)	50652.00

## 39. Bold, Underline and Italic Short Keys

1. Pressing **Ctrl + A** will select only your data
2. Pressing **Ctrl + A** *again* will select the complete sheet
3. For Bold use **Ctrl + B**, For Italic Press **Ctrl+I**, For Underline Press **Ctrl + U**, For Paste Special **Ctrl + Alt +V**

Date	Amount
<b><u>Sep-20</u></b>	18,921
Oct-20	19,034
Nov-20	19,149
Dec-20	19,270
Jan-21	19,478
Feb-21	20,082
Mar-21	
Apr-21	21,890
May-21	22,877
Jun-21	24,343
Jul-21	26,512
Aug-21	29,043

## 40. Control Ribbon and Access multiple options by Pressing Alt

Pressing **ALTER** will give all options to control Ribbon manually from the Keyboard

**Alt + =**

**Sum all the columns in 1 GO !!**

17498	21,890	123	
22007	22,877	3	
36558	24,343	675	
29823	26,512	32	
30678	29,043	888	
<b>136564</b>	<b>124665</b>	<b>1721</b>	