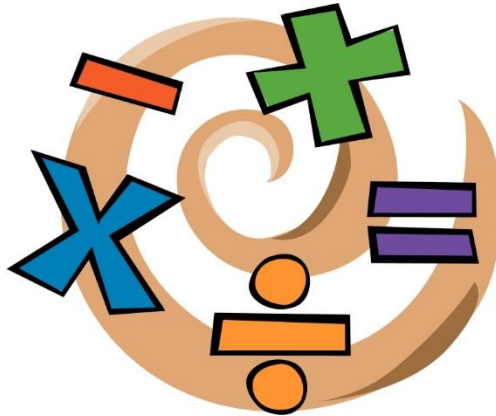# Excel 100 Tips & Tricks

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41. Recommended Pivot Tables in Excel (Find the Grouping)

Grouping the data using Automatic & Smart Options

Customer ID	Customer Name	Order ID	Product	Revenue	Cost	Units Sold	Date
3	ACME Bites	266868	Chocolate Chip	1460	584	292	2/1/2020
3	ACME Bites	140794	Chocolate Chip	4870	1948	974	2/1/2020
3	ACME Bites	684759	Chocolate Chip	12590	5036	2518	6/1/2020
4	Wholesome Foods	640447	Chocolate Chip	5030	2012	1006	6/1/2020
2	ABC Groceries	898637	Chocolate Chip	1835	734	367	7/1/2020
5	Park & Shop Convenience Stores	889571	Chocolate Chip	4415	1766	883	8/1/2020
1	Tres Delicious	738711	Chocolate Chip	2745	1098	549	9/1/2019
5	Park & Shop Convenience Stores	505339	Chocolate Chip	3940	1576	788	9/1/2019
5	Park & Shop Convenience Stores	703997	Chocolate Chip	12360	4944	2472	9/1/2020
2	ABC Groceries	308620	Chocolate Chip	5715	2286	1143	10/1/2020
4	Wholesome Foods	289811	Chocolate Chip	8625	3450	1725	11/1/2020
1	Tres Delicious	144696	Chocolate Chip	4560	1824	912	11/1/2019

	Row Labels	Sum of Revenue	
2			
3	Row Labels	Sum of Revenue	
4	Chocolate Chip	1691197.5	
5	Fortune Cookie	154198	
6	Oatmeal Raisin	776575	
7	Snickerdoodle	587384	
8	Sugar	506349	
9	White Chocolate Macadamia Nut	974547	
10	Grand Total	4690250.5	
11			
12			

42. Concatenate and Flash Fill Values

1. Excel can concatenate or mix values of two different columns

Concat Column with Space

2. Using Flash Fill Method in Data Tab

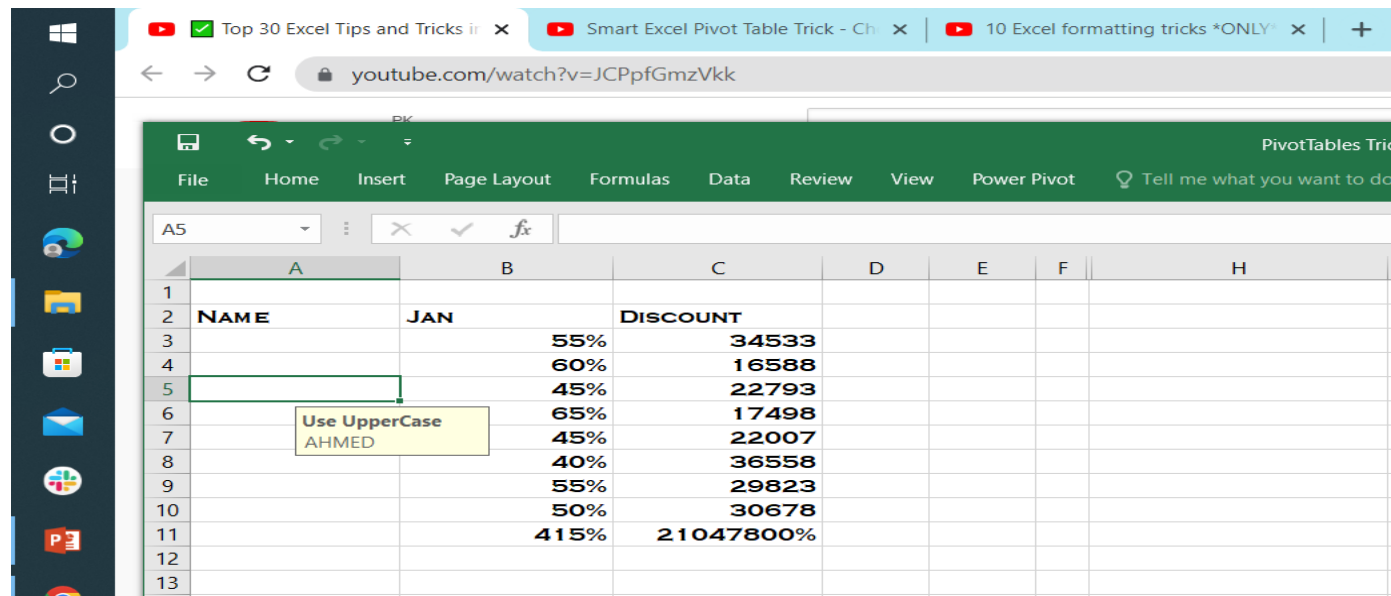| Country	Cookie Type	Mix
United States	Chocolate	United States Chocolate
United States	Oatmeal Raisin	United States Oatmeal Raisin
United States	Snickerdoodle	United States Snickerdoodle
United States	Sugar	United States Sugar
United States	White chocolate Macadamia	United States White chocolate Macadamia
United States	Fortune	United States Fortune
China	Chocolate	China Chocolate
China	Oatmeal Raisin	China Oatmeal Raisin
China	Snickerdoodle	China Snickerdoodle
China	Sugar	China Sugar
China	White chocolate Macadamia	China White chocolate Macadamia
China	Fortune	China Fortune

43. COUNTIF Function

It will count only the **given values** that are present in a selected column   **=COUNTIF(B2:B13,"Sugar")**

Country	Cookie Type	Mix
United States	Chocolate	United States Chocolate
United States	Oatmeal Raisin	United States Oatmeal Raisin
United States	Snickerdoodle	United States Snickerdoodle
United States	Sugar	United States Sugar
United States	White chocolate Macadamia	United States White chocolate Macadamia
United States	Fortune	United States Fortune
China	Chocolate	China Chocolate
China	Oatmeal Raisin	China Oatmeal Raisin
China	Snickerdoodle	China Snickerdoodle
China	Sugar	China Sugar
China	White chocolate Macadamia	China White chocolate Macadamia
China	Fortune	China Fortune

44. Convert the Table into Upper Case Letters Directly and Add Cell Message

1. It will convert data into capital letters without using the formula

2. We will also guide the method to produce cell message. Go and Select the Table, Use

Data Tab → Data Validation → Input Message

45. Show the Person Photo by Placing the Pointer on the Name

It will display the photo by placing the pointer on any specific cell

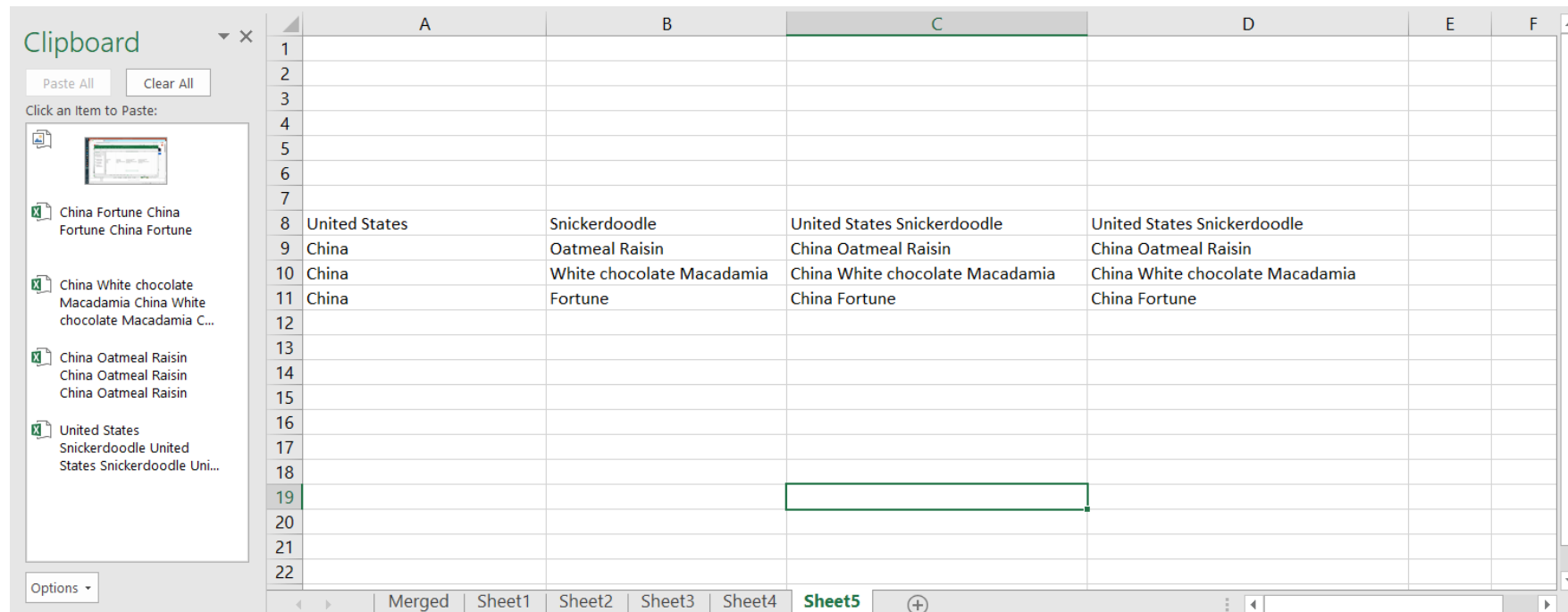Review Tab → Comment → Add → Click on Border Line of Box → Format Comment

Name		Country	City
Iqbal		Pakistan	Sialkot
Hakeem Saaed		Pakistan	Karachi
Liaqat Ali Khan		Pakistan	Karachi

46. Smart Use of Clipboard for Copying Data from the Worksheet

It will help to copy the required data from current sheet to other sheet.

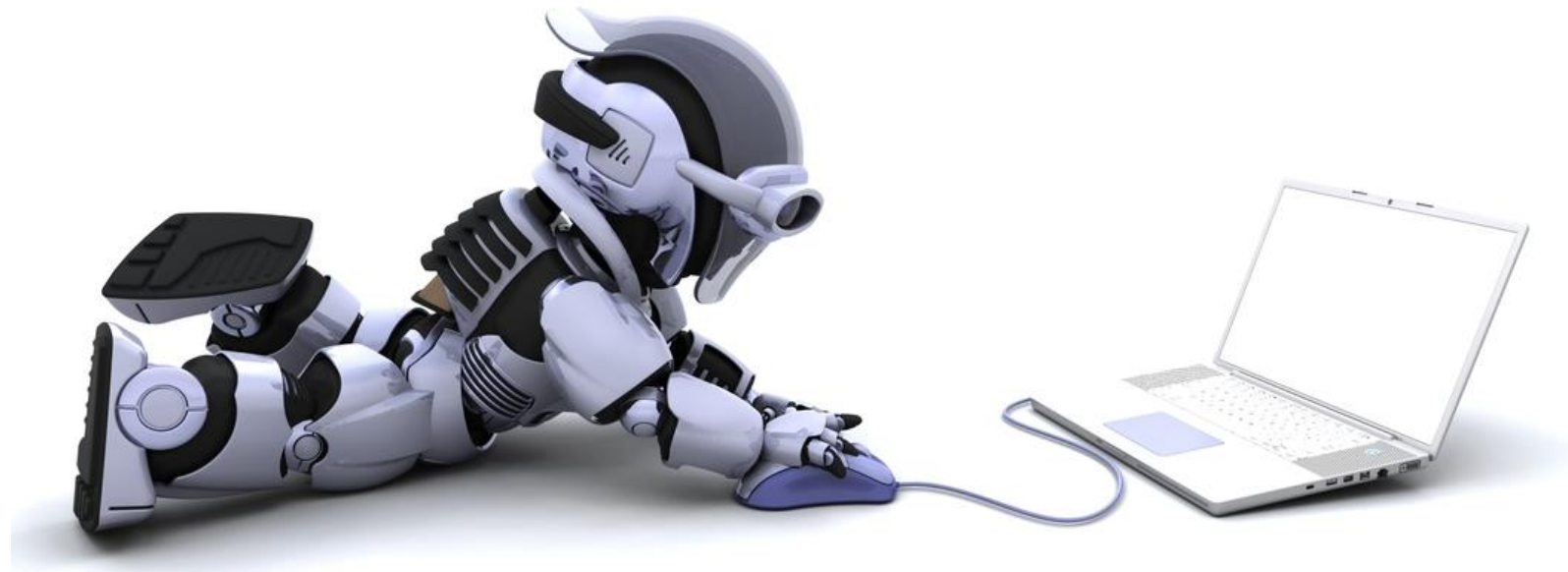Go to the Home Tab → Open the Clipboard from There

47. Intelligent Use of Excel Macros for Data

It will help to smartly do the things once

The whole process will be automated for numerous worksheets

The video explanation of Excel Macros will open "deep insights" for using it in a practical example

48. Move the Columns by Using Mouse

1. Select the Column and Hold the Shift Key

2. Move the Column from Your Mouse Pointer by Holding it from the Corner

	A	B
1	Cookie Type	Country
2	Chocolate	United States
3	Oatmeal Raisin	United States
4	Snickerdoodle	United States
5	Sugar	United States
6	White chocolate Macadamia	United States
7	Fortune	United States
8	Chocolate	China
9	Oatmeal Raisin	China
10	Snickerdoodle	China
11	Sugar	China
12	White chocolate Macadamia	China
13	Fortune	China
14		
15		
16		
17		
18		
19		

49. Automatic Fill the Table Using Form

1. First of All, make the table and convert it into Table Format using "Insert" Option

2. From the Top, Select the Quick Access Toolbar → In tab Select "All commands"

3. Add Form from the list and Click "OK"

50. Find your File Location using Formula in Excel

Very Simple, Just write the formula and your current filename

=CELL("filename")

C:\Users\Boss\Downloads\[PivotTables Tricks.xlsx]Sheet17