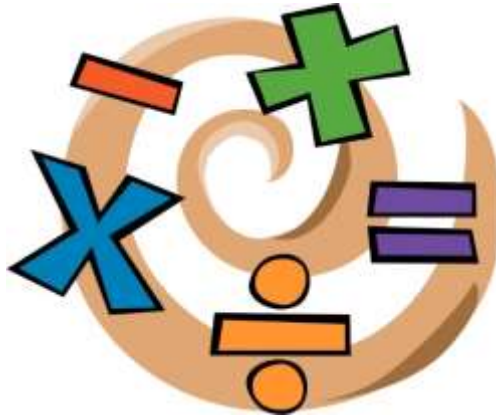


Excel 100 Tips & Tricks



Department of Mathematics
University of Karachi

Engineer Syed Umaid Ahmed
BE (EE), ME (Mechatronics)
NED University of Engineering & Technology

1. Move the data (Rows and Columns)

A3

	A	B	C
1			
2			
3	Name	Salary	work hours
4	Nabeel	200.00	5
5	Ali	300.00	6
6	Ahmed	400.00	8
7	Furqan	900.00	3
8	Asad	1000.00	9
9	Ali	600.00	11
10			

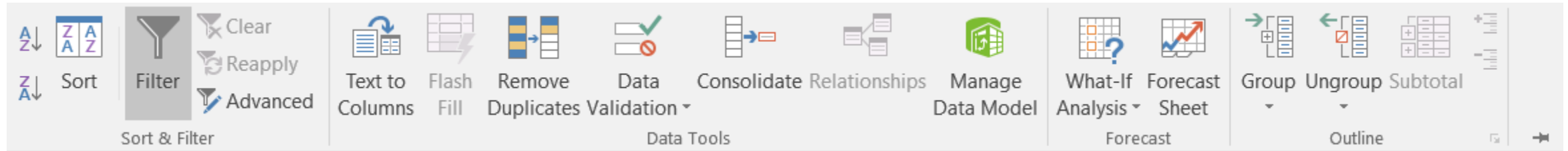


A3

	A	B	C
1			
2			
3	Name	Salary	work hours
4	Nabeel	200.00	5
5	Ali	300.00	6
6	Ahmed	400.00	8
7	Furqan	900.00	3
8	Asad	1000.00	9
9	Ali	600.00	11
10			

Select the table and move it using selection, rows and columns both

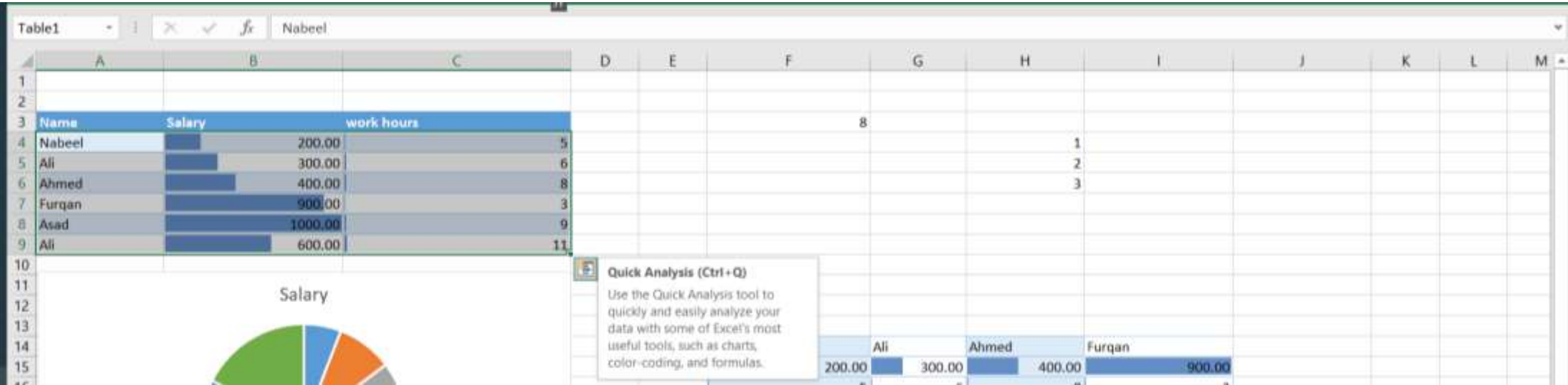
2. FILTER the Column



Name			
A	B	C	
1			
2			
3	Name	Salary	work hours
4	Nabeel	200.00	5
5	Ali	300.00	6
6	Ahmed	400.00	8
7	Furqan	900.00	3
8	Asad	1000.00	9
9	Ali	600.00	11
10			

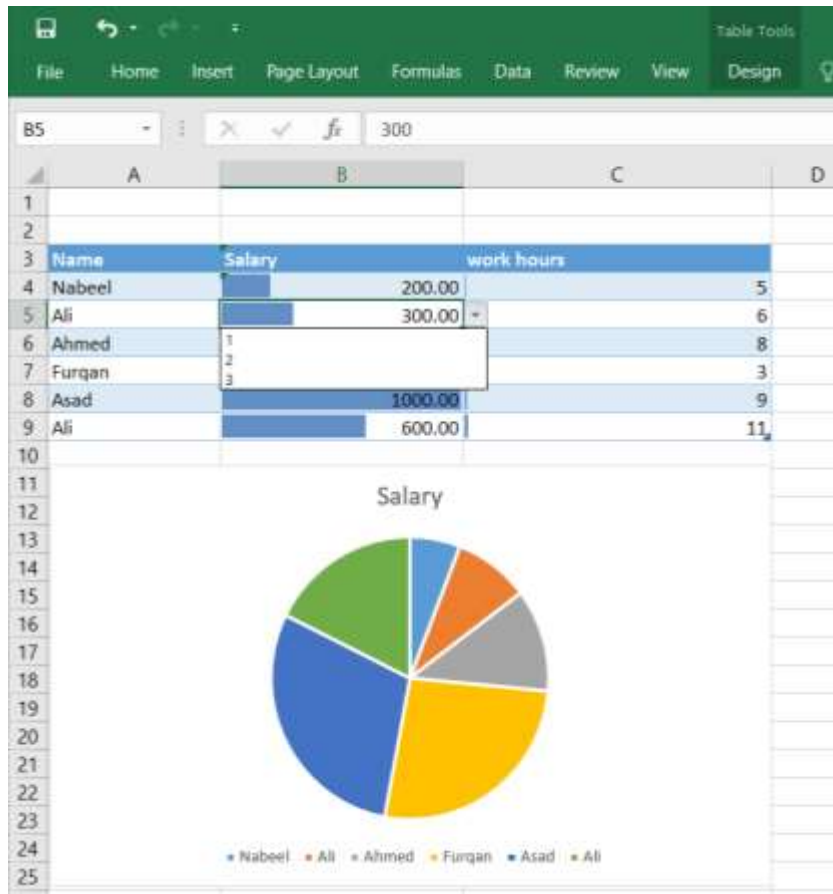
Use the filter option for the columns of table

3. Quick Analysis Tool (Ctrl + Q)



We can do Quick Analysis on selected table

4. Drop Down List



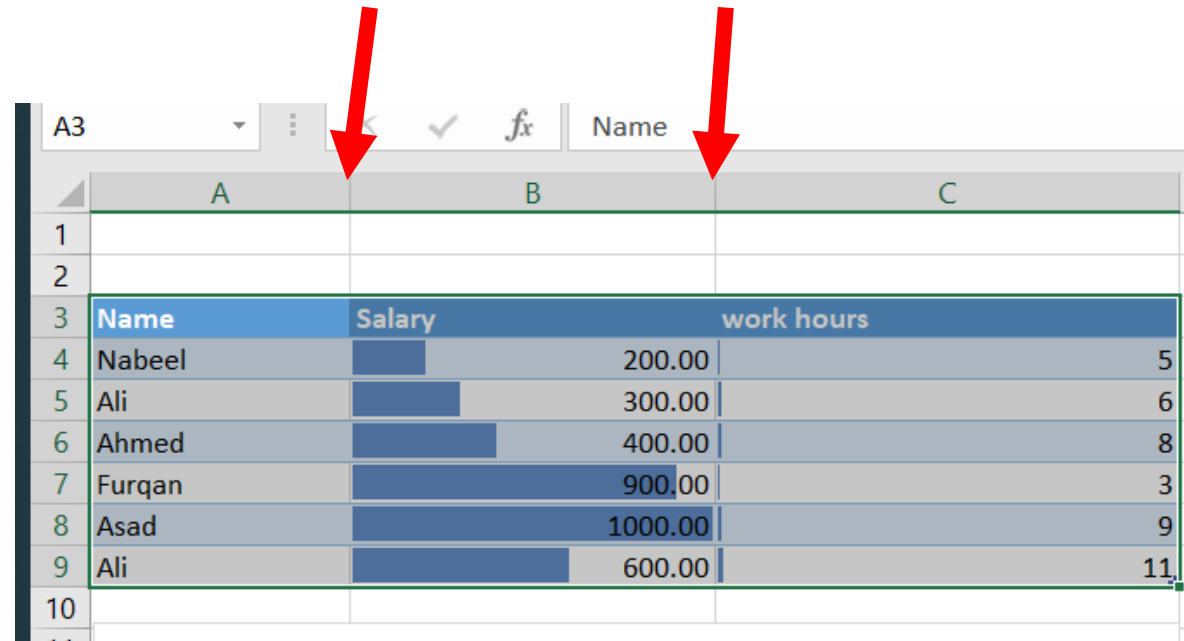
We can do assign drop down list to any value of our table

5. Auto Fit Column List (All and One by One)

We can do auto fit the column length by just clicking on the top

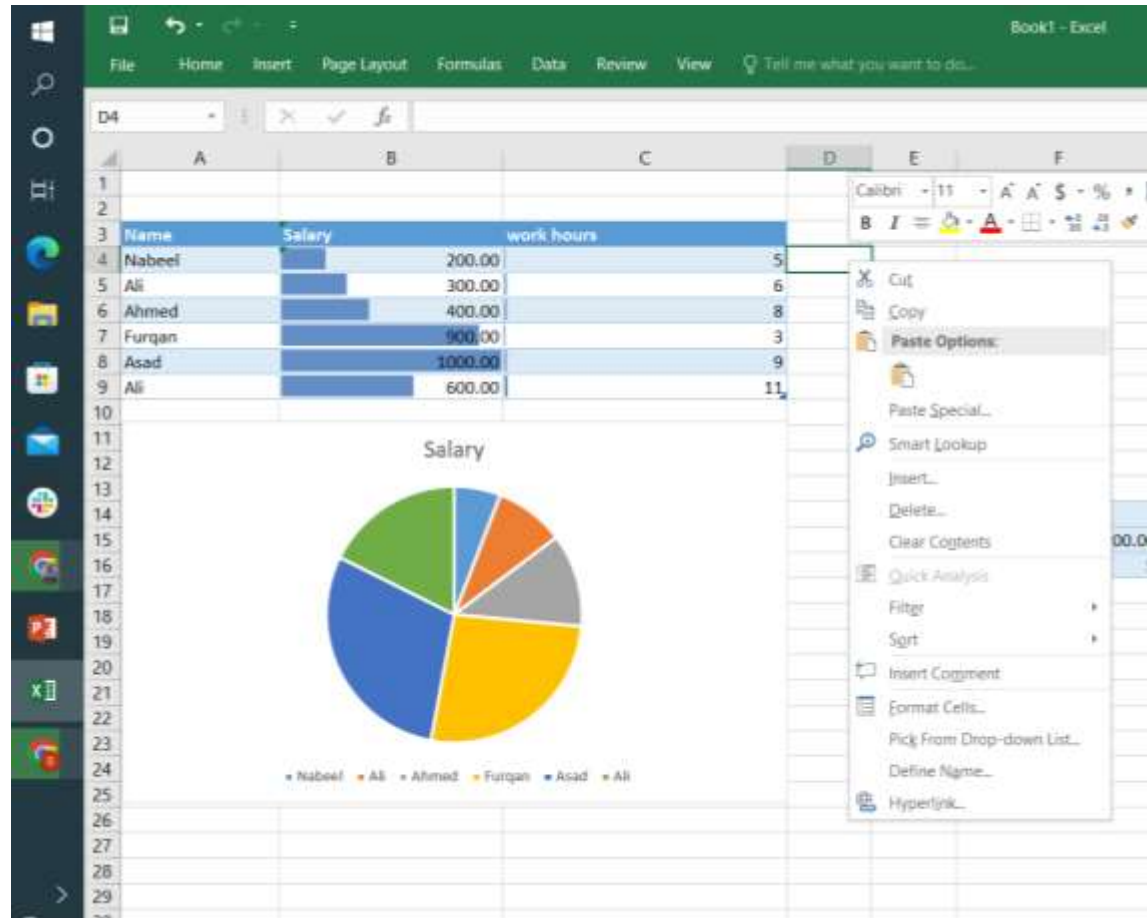
One by One and all can be done at once.

Click on this mid line



	A	B	C
1			
2			
3	Name	Salary	work hours
4	Nabeel	200.00	5
5	Ali	300.00	6
6	Ahmed	400.00	8
7	Furqan	900.00	3
8	Asad	1000.00	9
9	Ali	600.00	11
10			

6. Transpose the Table (Copy and Paste Special)



Copy the table completely and do right click select → Paste Special → Inside Select Transpose → OK

7. Remove Duplicates

Do select the table → From Tab → Select Data → Remove Duplicates → Select Columns → OK

Remove Duplicates
Delete duplicate rows from a sheet.
You can pick which columns should be checked for duplicate information.

Name	Salary	work hours
Nabeel	200.00	5
Ali	300.00	6
Ahmed	400.00	8
Furqan	900.00	3
Asad	1000.00	9
Ali	600.00	11

Salary

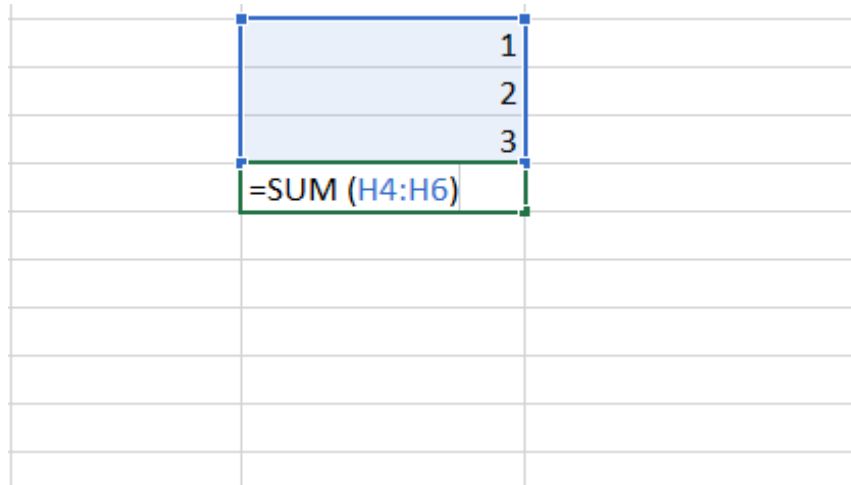
Legend: Nabeel, Ali, Ahmed, Furqan, Asad, Ali

Product	Quantity	Each	Total
CD-70 Bike	2	25000	50000
Android Phone	3	20000	60000
Furniture	112	800	89600
Total			199600

8. SUM and Product Function

Sum of Cells

= SUM(H4:H6)

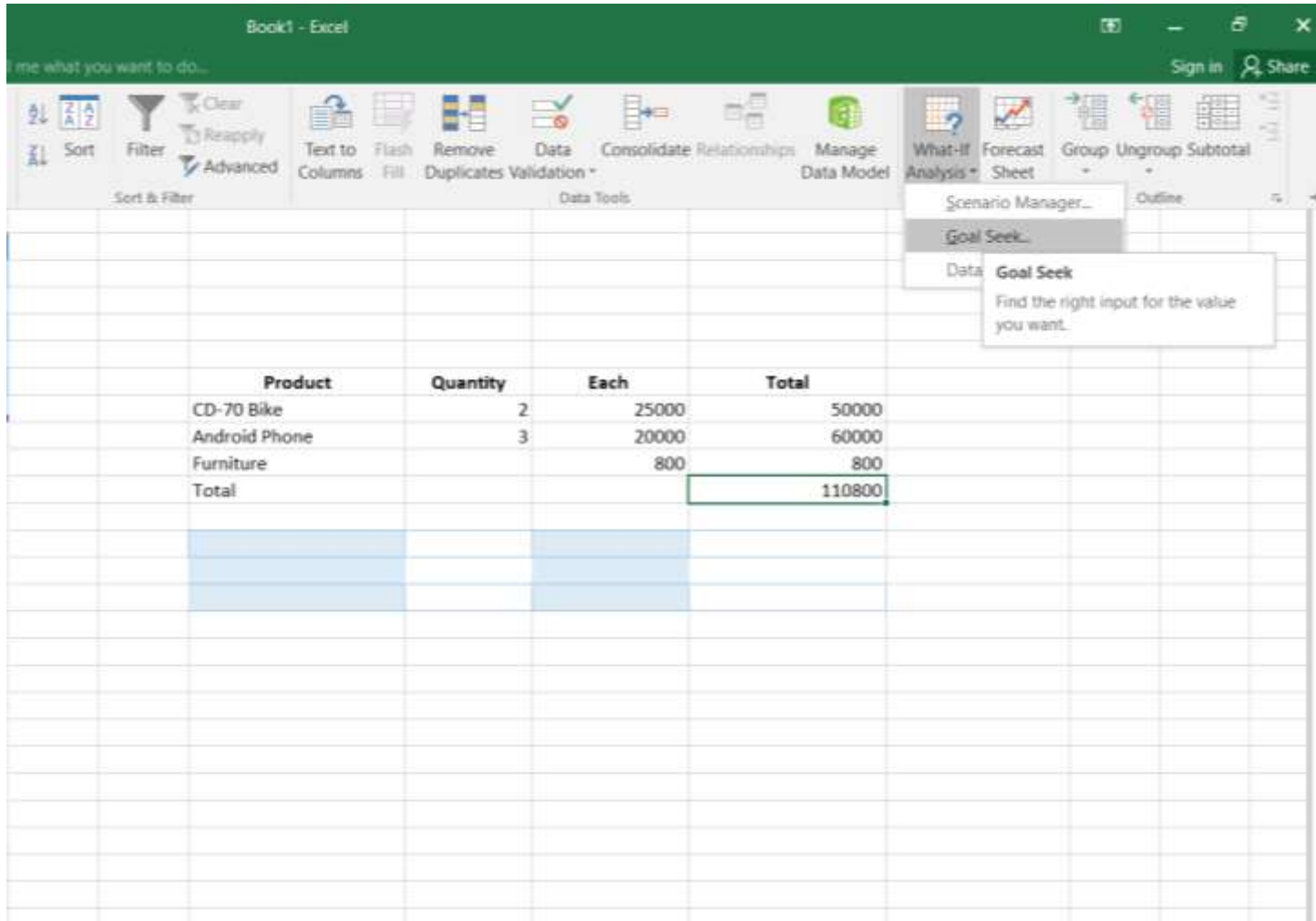


The image shows a portion of an Excel spreadsheet. A range of three cells is highlighted with a blue background and a blue border. Below this range, a cell contains the formula `=SUM (H4:H6)` with a green border. The spreadsheet grid lines are visible.

1
2
3
=SUM (H4:H6)

9. Goal Seek

Find the “what-if” analysis and using Goal Seek, Do automated calculations



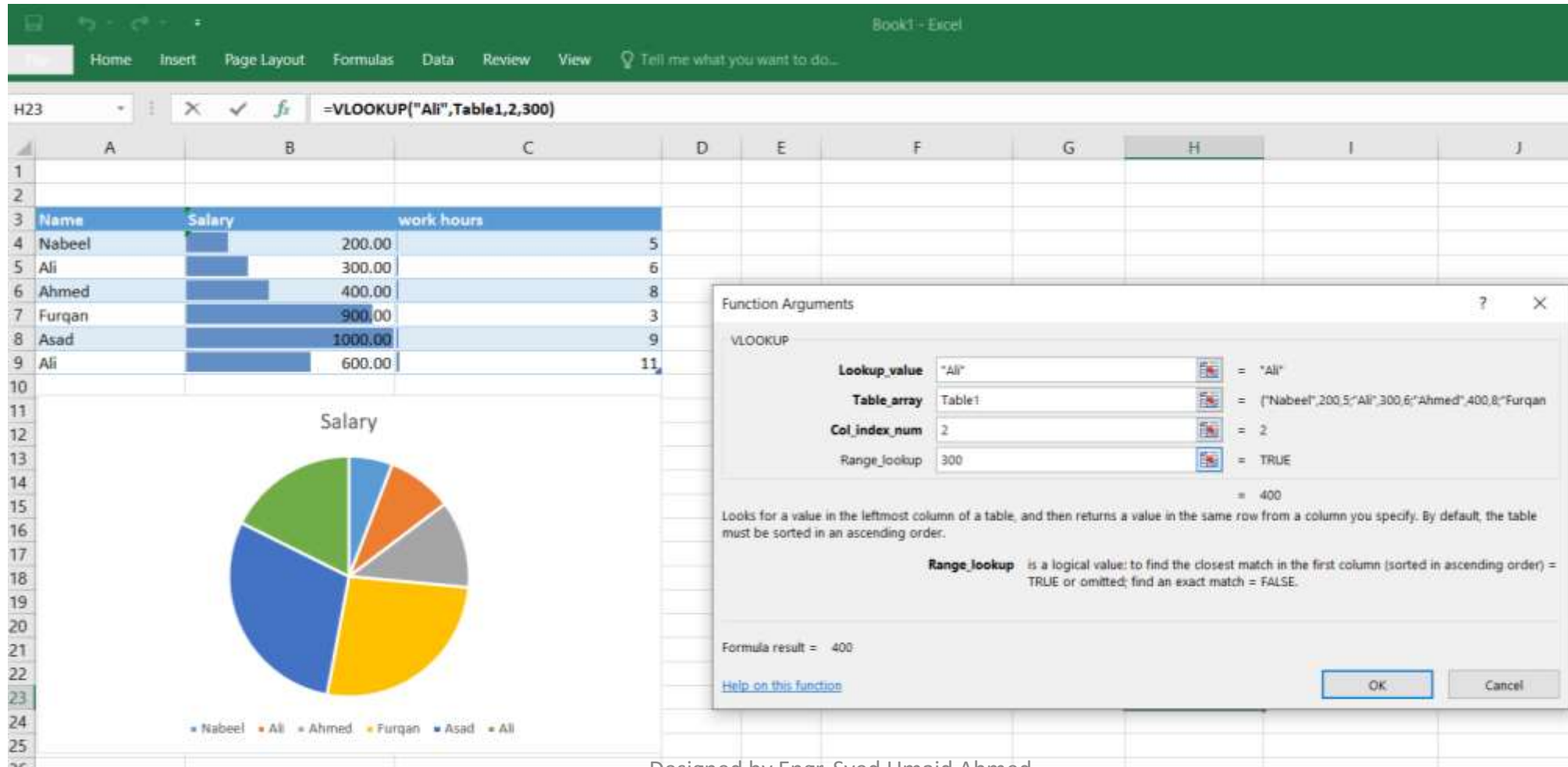
The screenshot shows the Microsoft Excel interface with the 'What-If Analysis' menu open and 'Goal Seek...' selected. The spreadsheet contains a table with the following data:

Product	Quantity	Each	Total
CD-70 Bike	2	25000	50000
Android Phone	3	20000	60000
Furniture		800	800
Total			110800

The 'Goal Seek' dialog box is open, showing the 'Set Objective' field with the cell reference \$D\$5 (containing 110800) and the 'To Change Variable' field with the cell reference \$C\$5 (containing 800). The 'By Changing Variable Cell' field is empty.

10. VLOOKUP

Find the specific value against some name directly using Vlookup in Excel



11. Autofill (Numbers, Date and Months)

[illegible]

12. Picture Fill in Bar Charts

Fill the Bar Chart with Pictures instead of simple colors



13. IF Function

If function for assigning values based on a certain condition

Salary	work hours	Email	Category	Double	Bonus Add
200.00	5	nabeel.ahm@gmail.com	high",low)		
300.00	6	ali.gh@dfg.com			
400.00	8	Ahmed.pg@ned.com			
900.00	3	furqan.jav@dev.com			
1000.00	9	asad.bnb@report.com			

Salary



labeel ■ Ali ■ Ahmed ■ Furqan ■ Asad

Function Arguments

IF

Logical_test

[@Salary]>300

= FALSE

Value_if_true

"high"

= "high"

Value_if_false

low

=

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result =

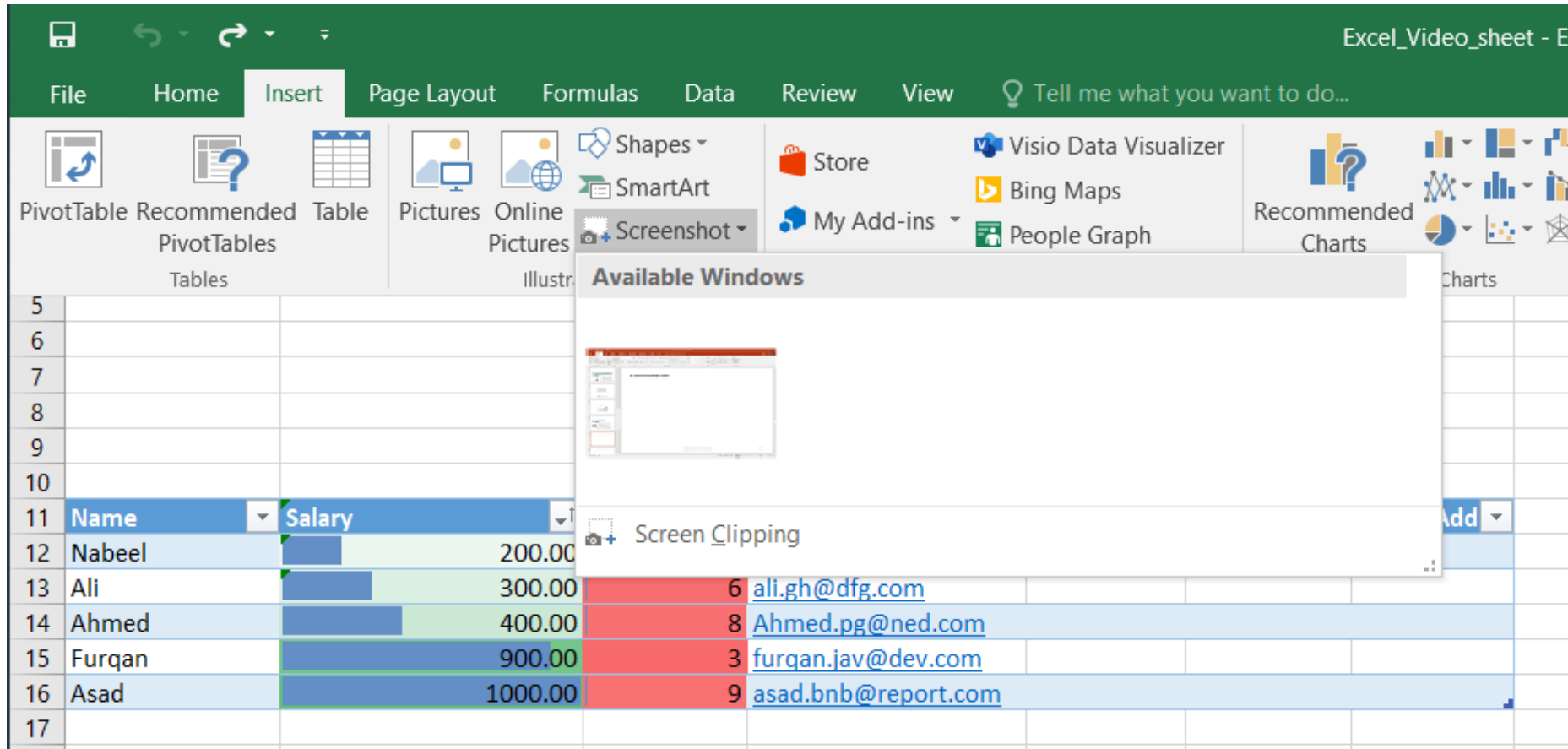
[Help on this function](#)

OK

Cancel

14. Insert Screenshots in Excel

Insert current file screenshots in excel cells



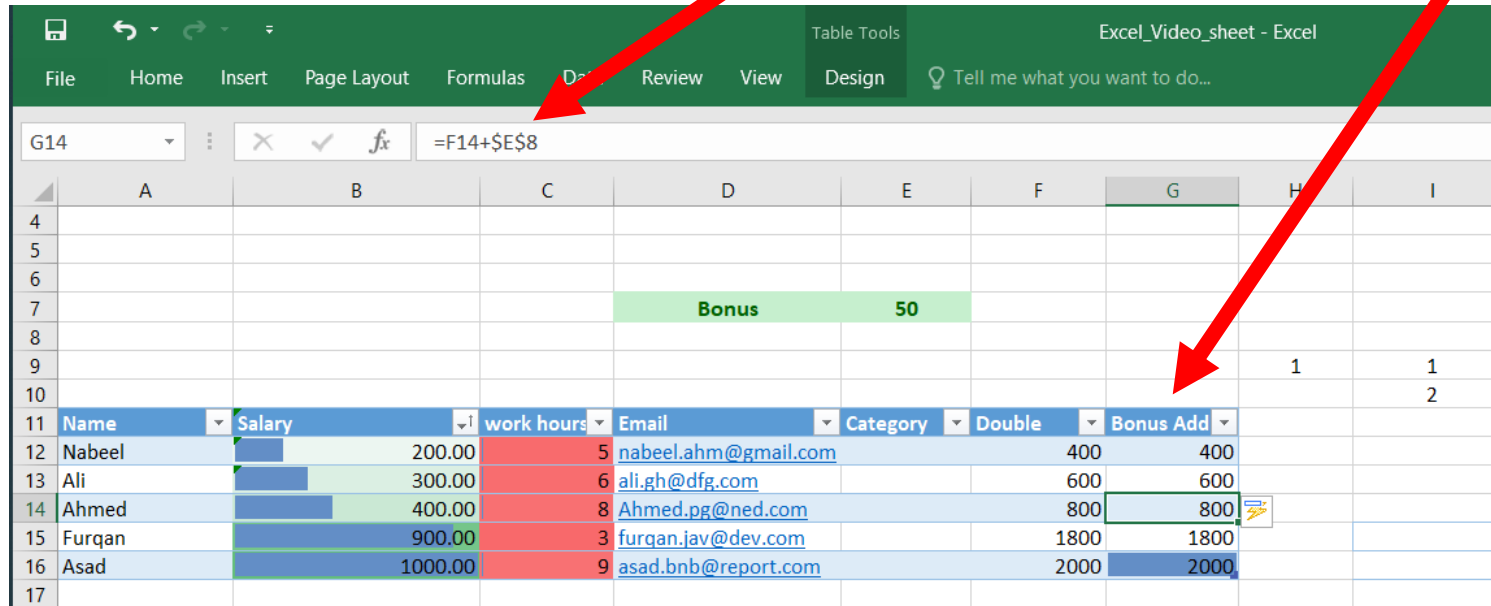
The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Screenshot' button in the 'Pictures' group is highlighted, and its dropdown menu is open. The menu contains two options: 'Available Windows' and 'Screen Clipping'. The 'Available Windows' option is currently selected, showing a preview of the current window. The spreadsheet data is visible in the background, showing a table with columns for Name, Salary, and Email.

Name	Salary	Email
Nabeel	200.00	
Ali	300.00	6 ali.gh@dfg.com
Ahmed	400.00	8 Ahmed.pg@ned.com
Furqan	900.00	3 furqan.jav@dev.com
Asad	1000.00	9 asad.bnb@report.com

15. Relative and Absolute Cell Reference

Use Dollar Sign for “Absolute” Cell Reference

Bonus Add column is using absolute Reference



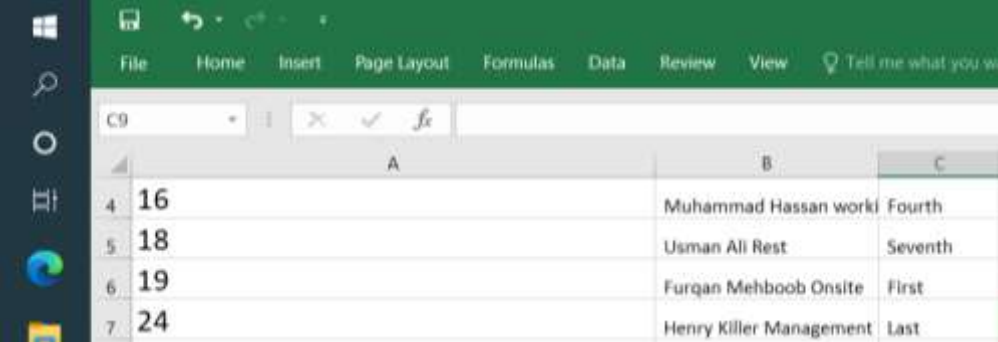
The screenshot shows an Excel spreadsheet with a table of employee data. The formula bar at the top displays the formula `=F14+E8` for cell G14. A red arrow points from the text "Use Dollar Sign for 'Absolute' Cell Reference" to the formula bar. Another red arrow points from the text "Bonus Add column is using absolute Reference" to the "Bonus Add" column header in row 11.

	A	B	C	D	E	F	G	H	I
4									
5									
6									
7				Bonus	50				
8									
9								1	1
10									2
11	Name	Salary	work hours	Email	Category	Double	Bonus Add		
12	Nabeel	200.00	5	nabeel.ahm@gmail.com		400	400		
13	Ali	300.00	6	ali.gh@dfg.com		600	600		
14	Ahmed	400.00	8	Ahmed.pg@ned.com		800	800		
15	Furqan	900.00	3	furqan.jav@dev.com		1800	1800		
16	Asad	1000.00	9	asad.bnb@report.com		2000	2000		
17									

Relative Reference is simple, Check the concept in our video

16. Copy and Paste the Values from Some “Word Document” and Split Them

16, Muhammad Hassan working, Fourth
18, Usman Ali Rest, Seventh
19, Furqan Mehboob Onsite, First
24, Henry Killer Management, Last



	A	B	C
4	16	Muhammad Hassan working	Fourth
5	18	Usman Ali Rest	Seventh
6	19	Furqan Mehboob Onsite	First
7	24	Henry Killer Management	Last

Split through delimiter and save in different columns

There should be some comma separating the values copied

17. Conditional Formatting

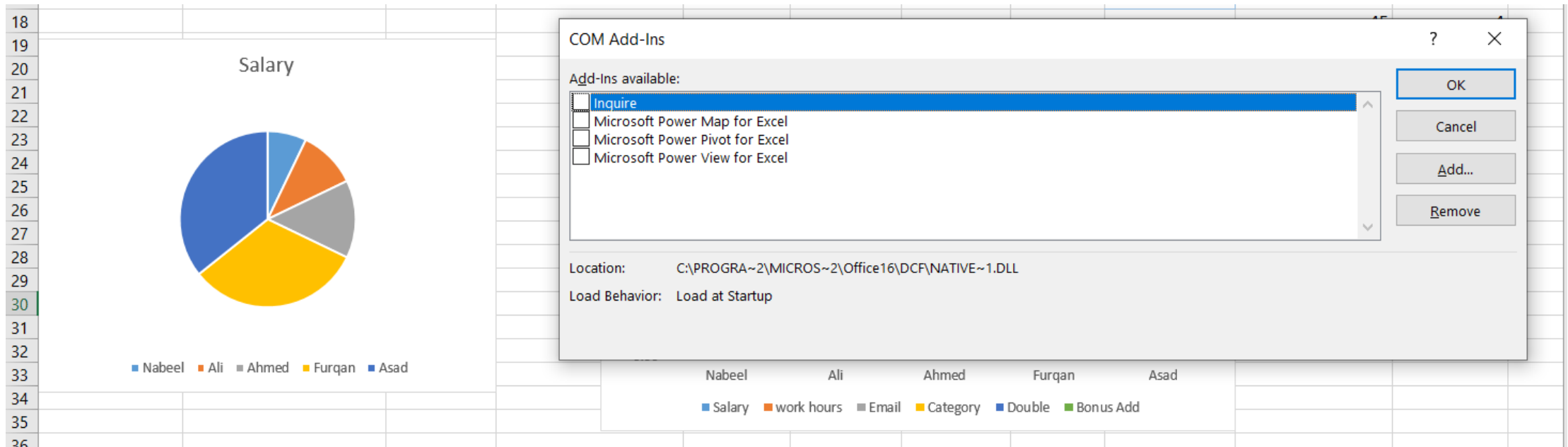
Color the values inside and outside the Specific Range (if its less than specific value)

		444	200
		54	455
		5	678
		45	4
		44	43
		5	2131
		645	1231
		78	321

18. Power Pivot

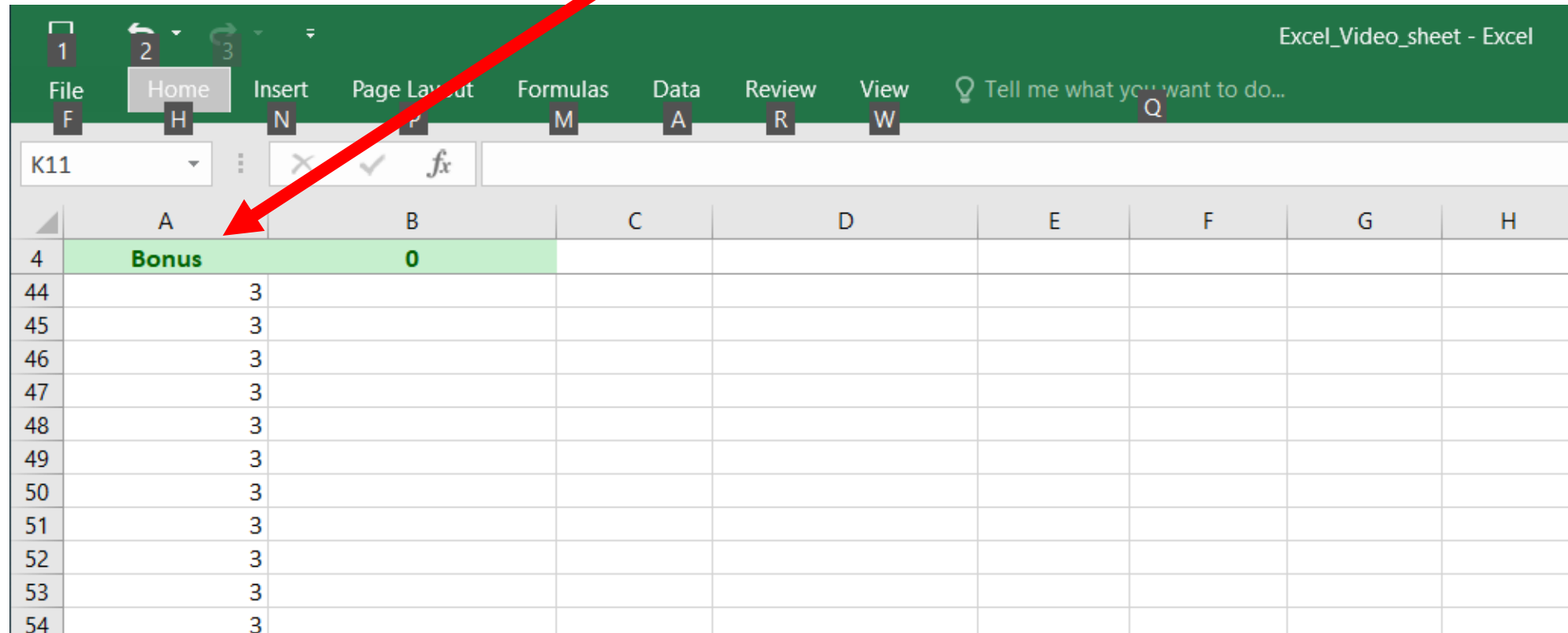
This tool allows you to connect with other data sources

File → Options → Add-Ins → Manage → COM-Add-ins → GO → Microsoft Power Pivot for Excel



19. Freeze Panes

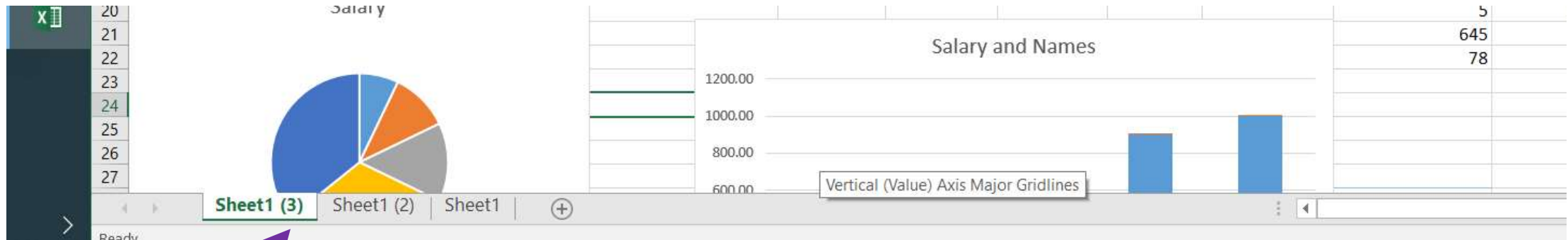
This tool allows you to freeze or jam the **top rows** and columns in case you have a large excel file to access



20. 3D Referencing

This tool allows you to add headings and do changes in many worksheets at once

Note: You can apply formulae to many sheets by doing it only in one sheet. Explore for interesting results



A Change in **single worksheet** enable to make changes in **all worksheets** directly