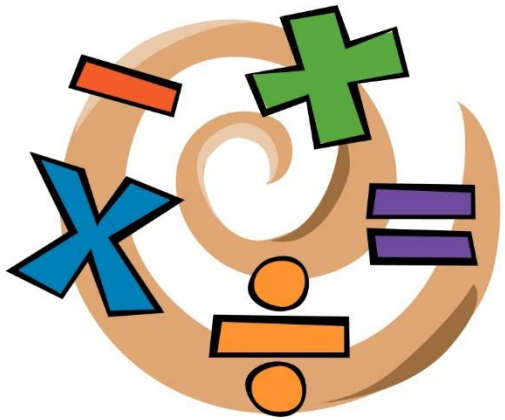
Excel 100 Tips & Tricks



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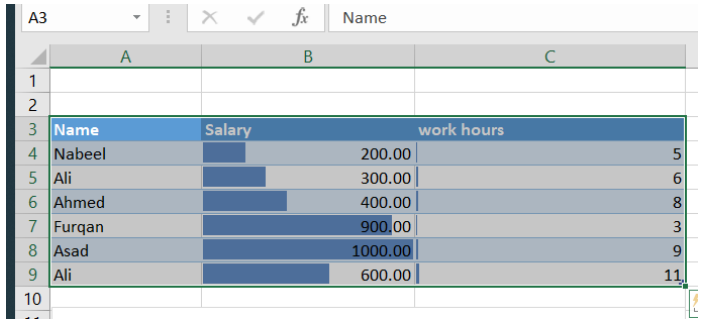
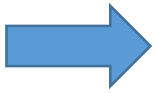
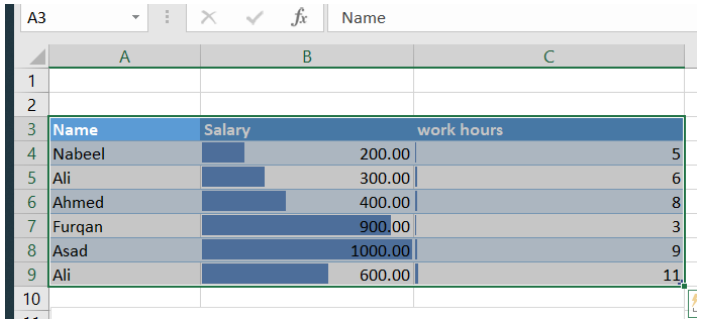
1. Move the data (Rows and Columns)

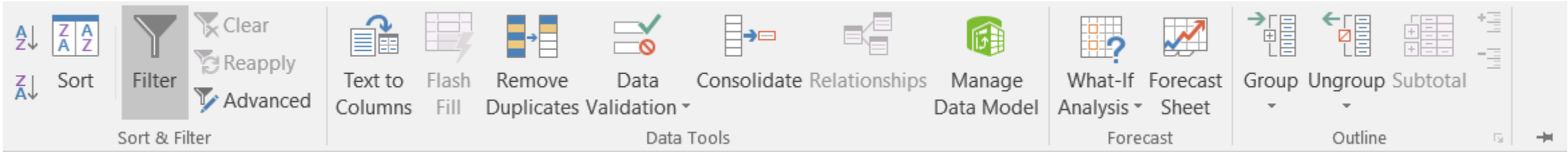


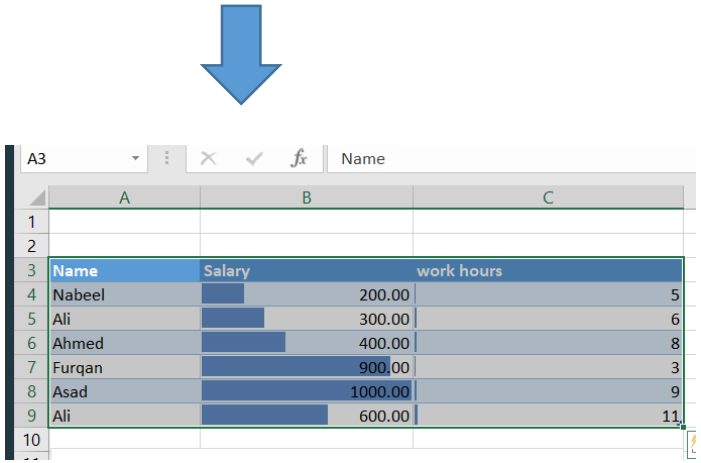




Select the table and move it using selection, rows and columns both

2. FILTER the Column



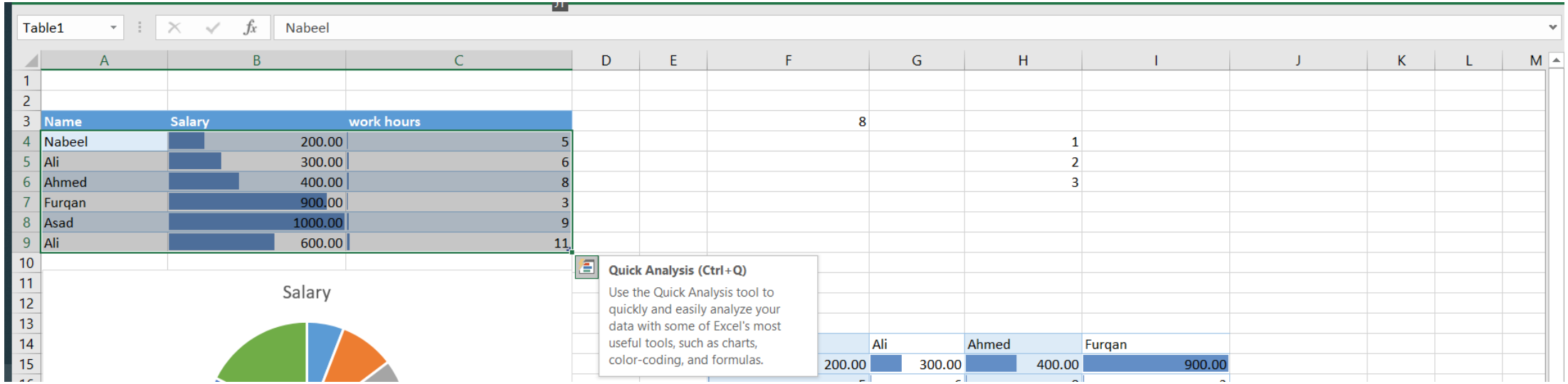


A3 | Name

	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			

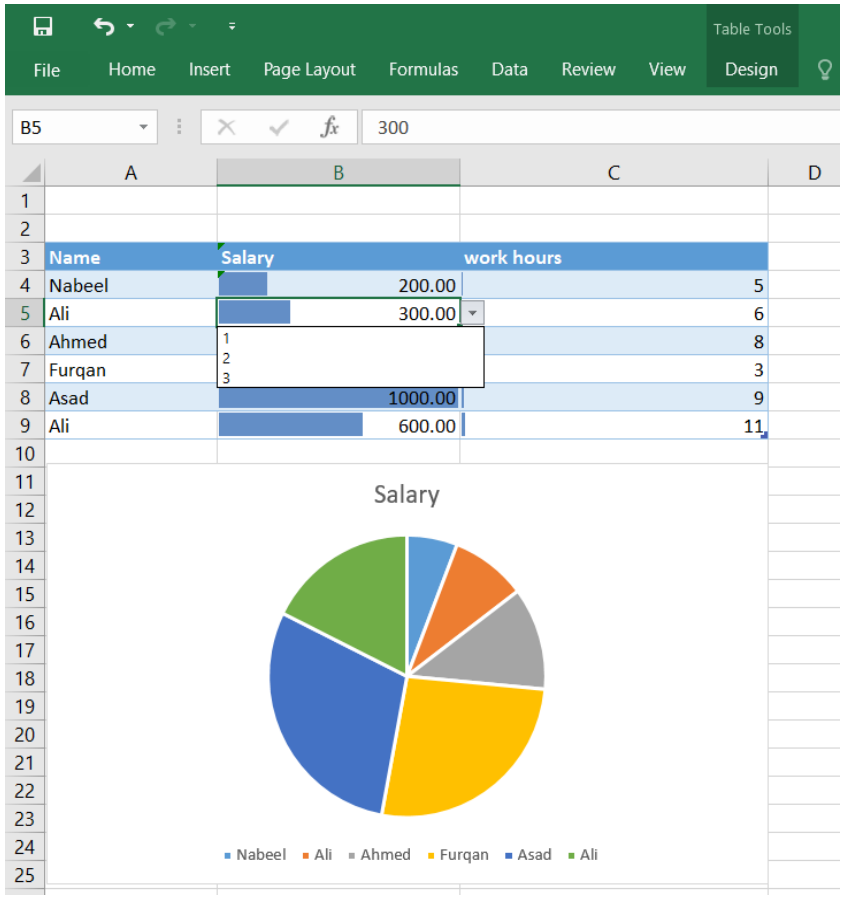
Use the filter option for the columns of table

3. Quick Analysis Tool (Ctrl + Q)



We can do Quick Analysis on selected table

4. Drop Down List



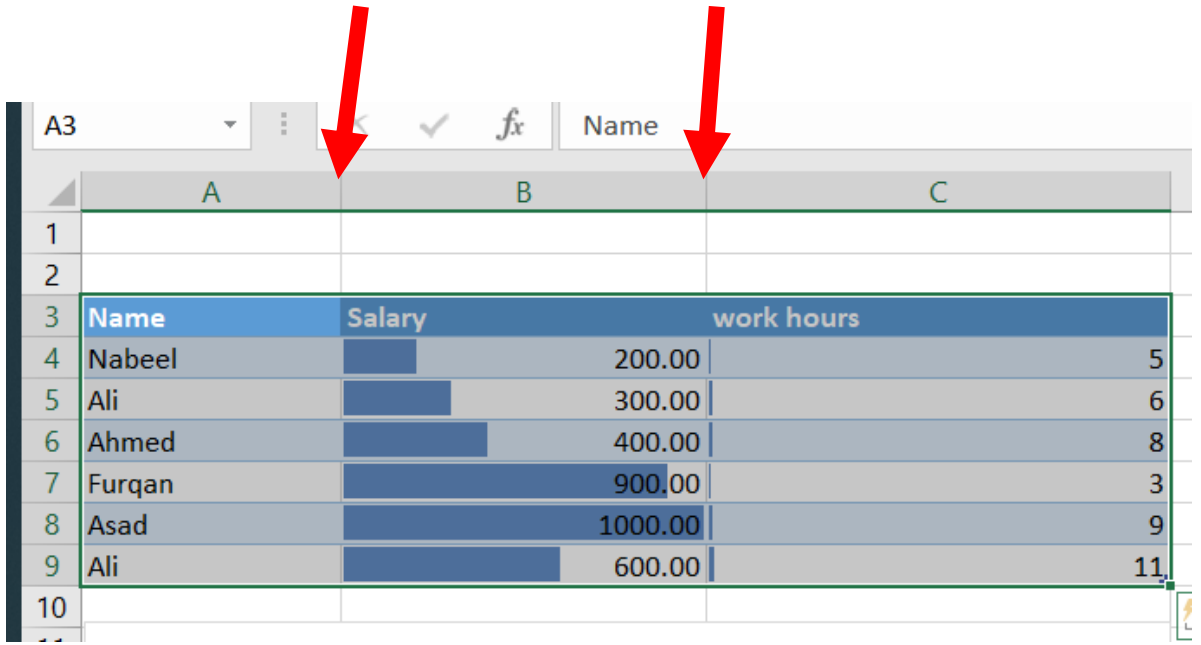
We can do assign drop down list to any value of our table

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

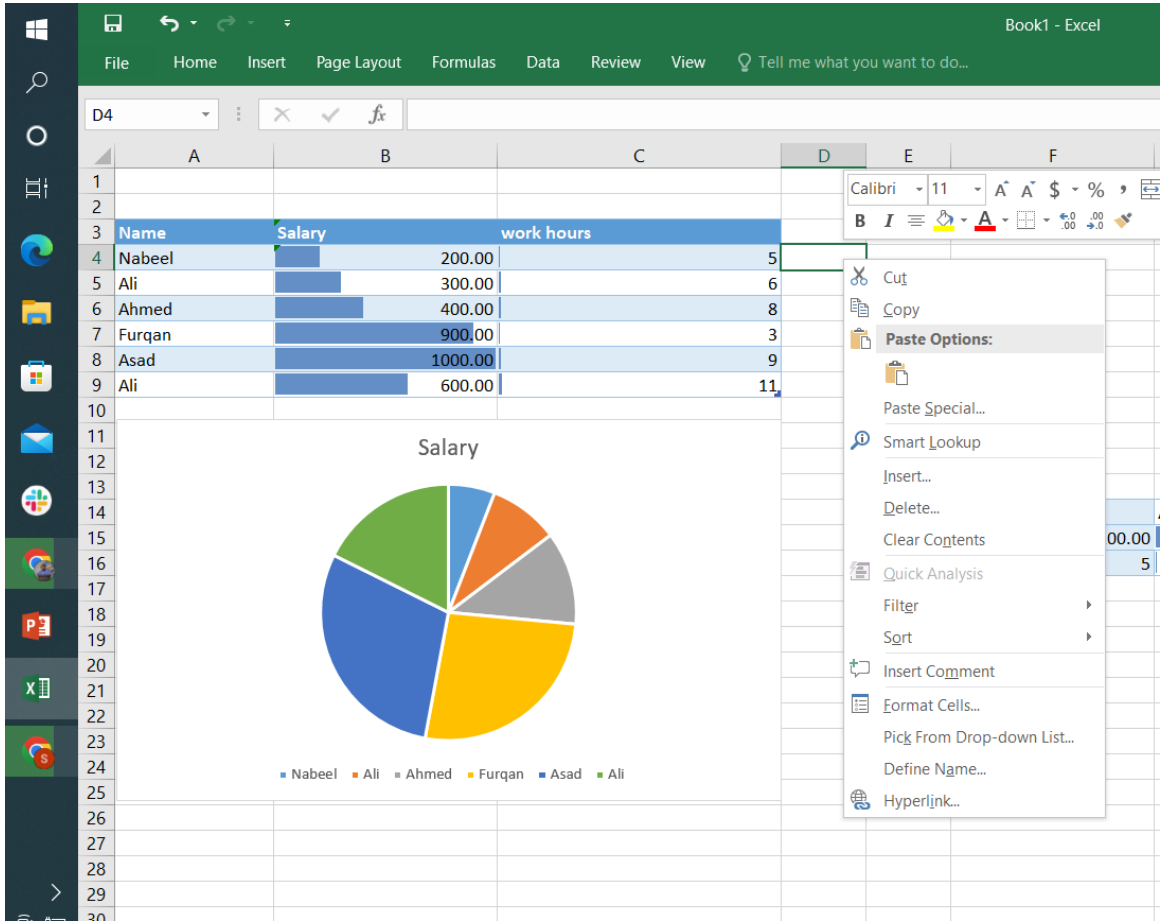
We can do auto fit the column length by just clicking on the top

One by One and all can be done at once.

Click on this mid line



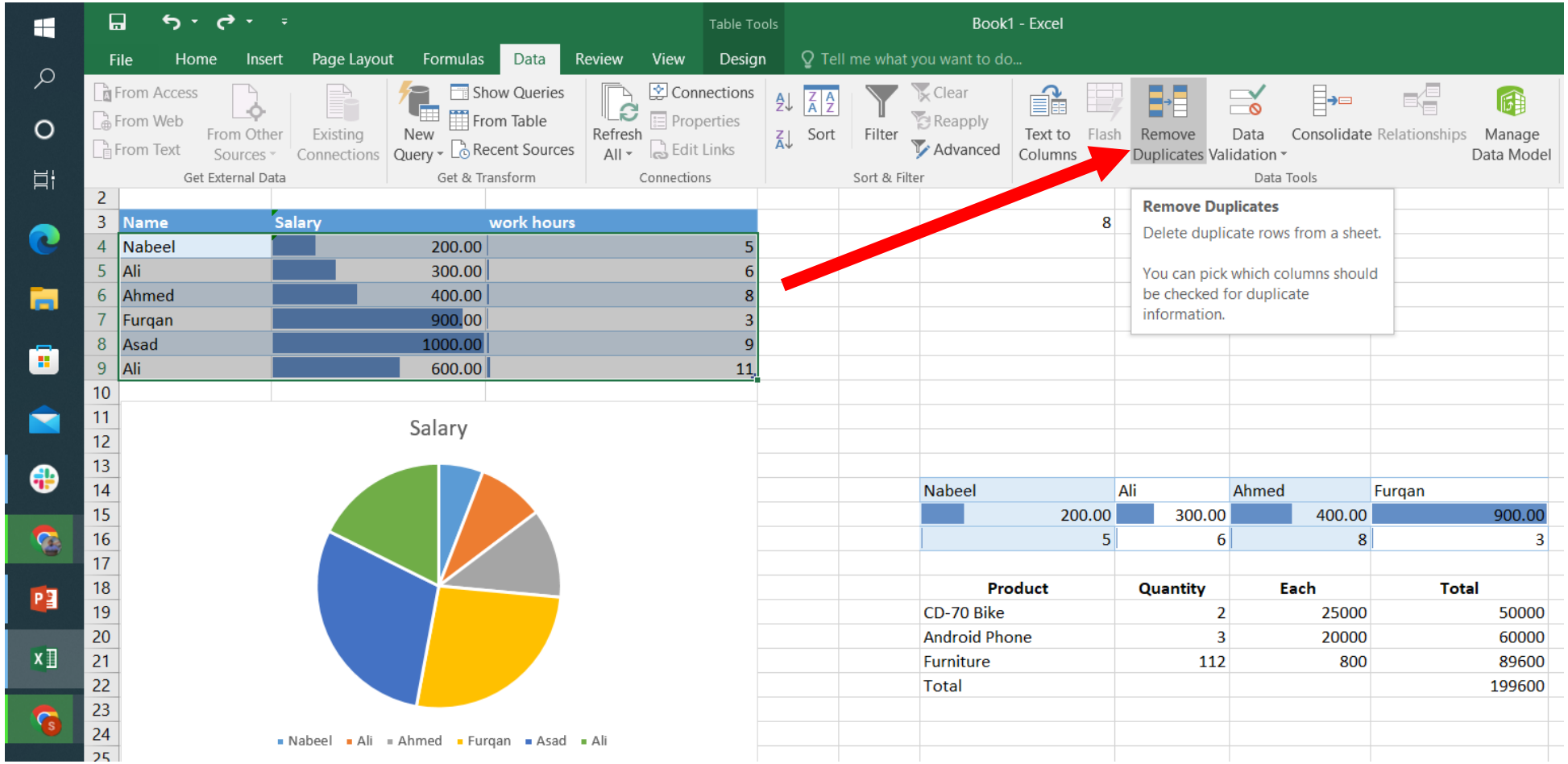
6. Transpose the Table (Copy and Paste Special)



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

7. Remove Duplicates

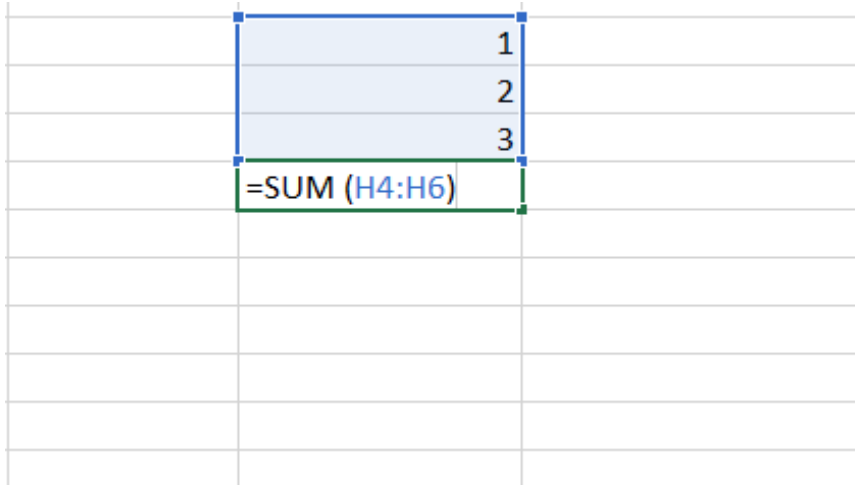
Do select the table→ From Tab → Select Data → Remove Duplicates → Select Columns → OK



8. SUM and Product Function

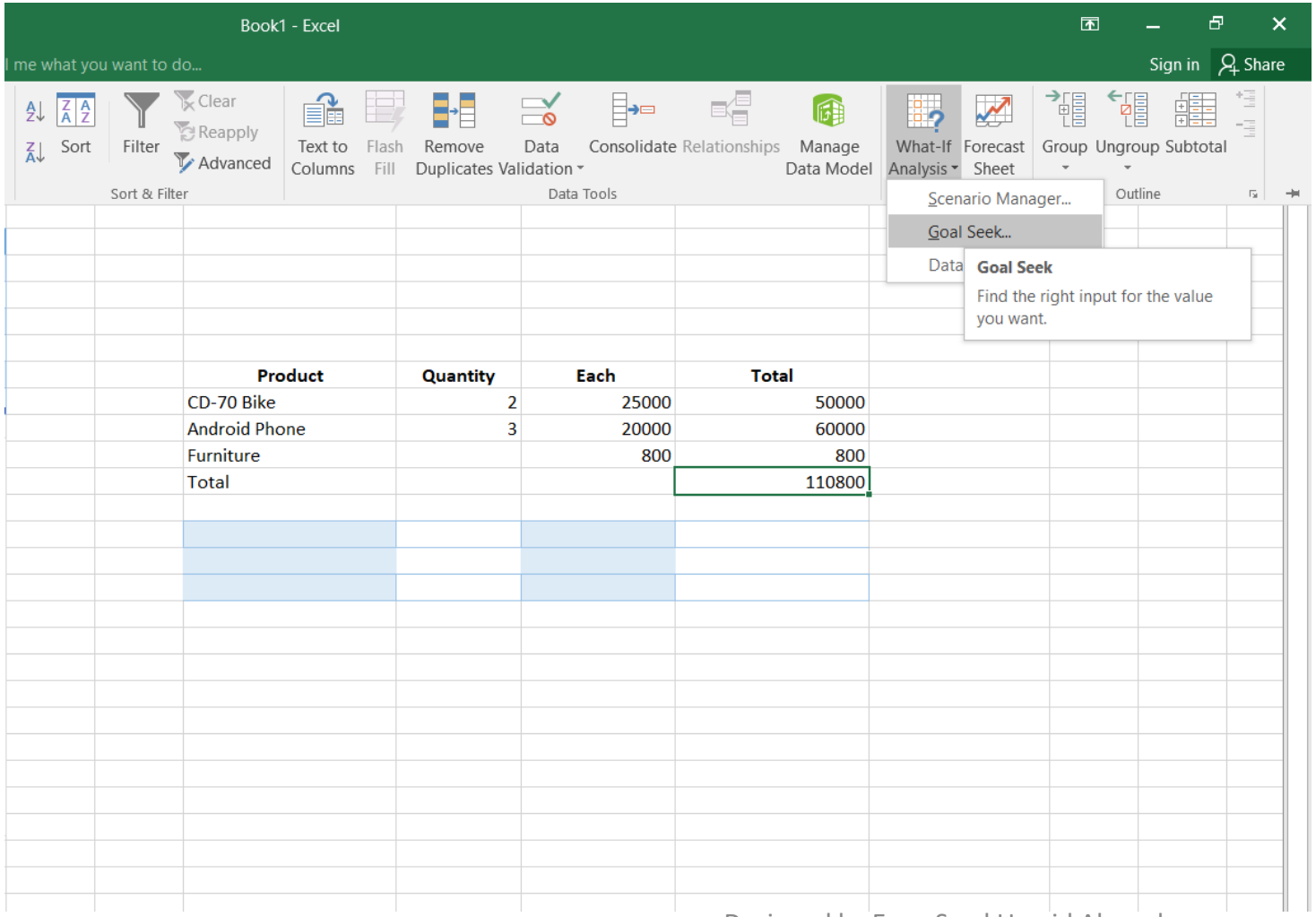
Sum of Cells

= SUM(H4:H6)



9. Goal Seek

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



10. VLOOKUP

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