

100 Excel Tricks and Tips



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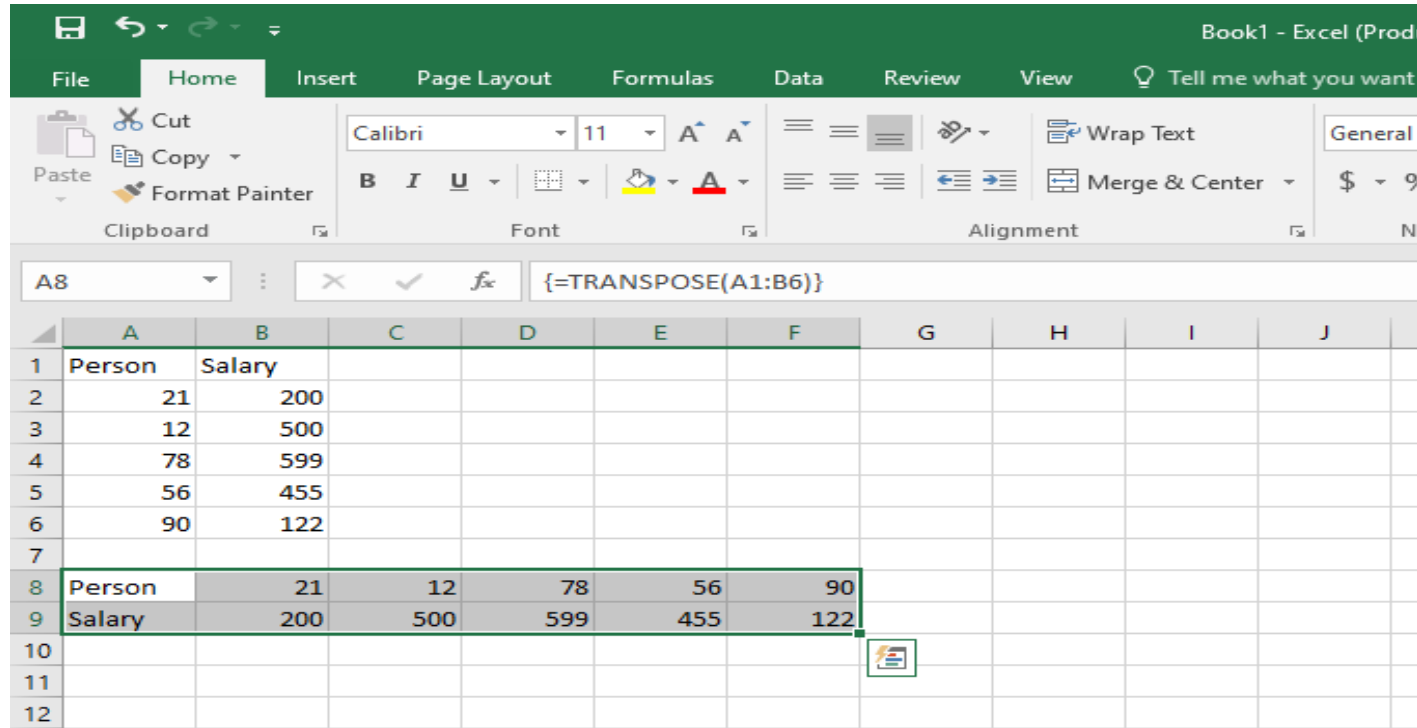
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21. Advanced Transpose

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**



	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 data table and three slicers. The data table is as follows:

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

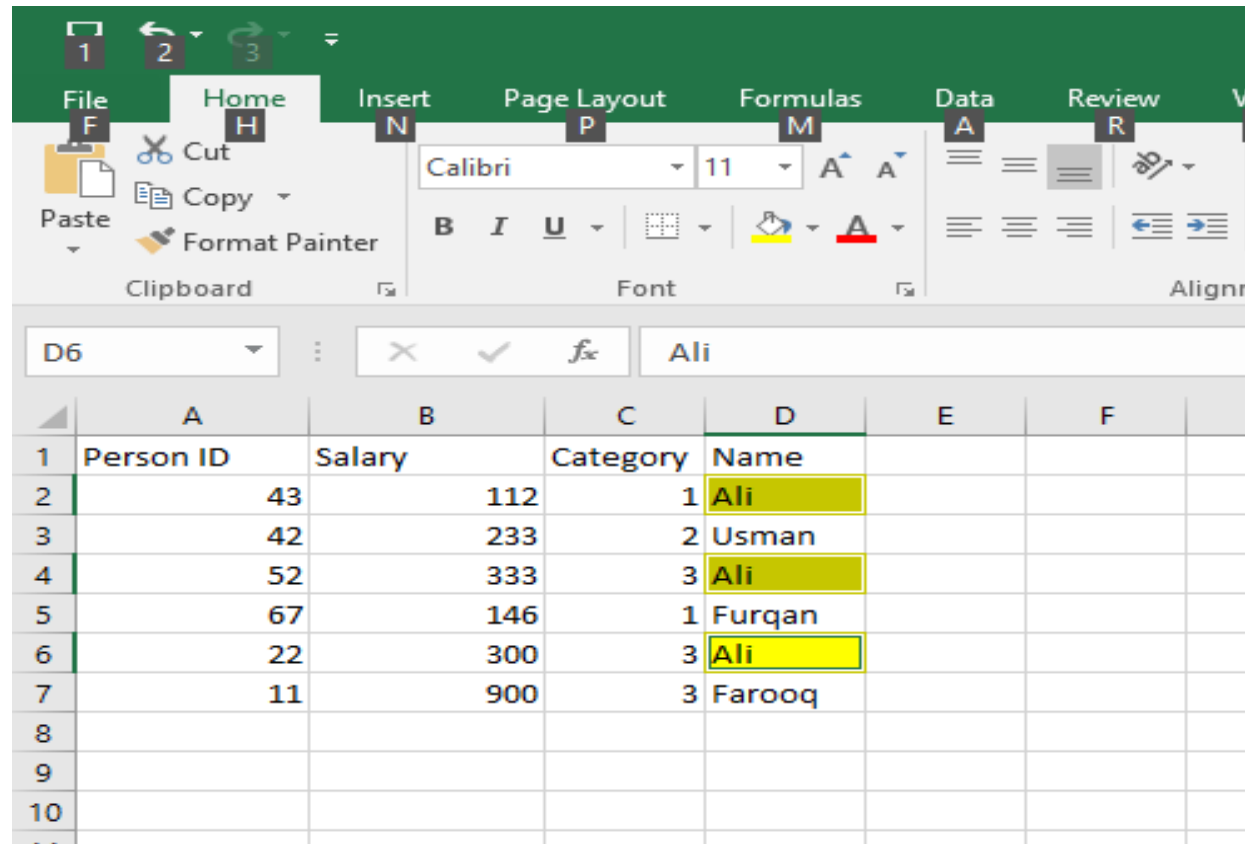
The three slicers are:

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

The Excel interface shows the 'Slicer Tools' ribbon with the 'Options' tab selected. The 'Slicer Caption' is 'Category'. The 'Slicer Styles' section shows various styles. The 'Arrange' section includes 'Bring Forward', 'Send Backward', 'Selection Pane', 'Align', 'Group', and 'Rotate'. The 'Columns' section includes 'Column', 'Height', and 'Width'.

23. Select all same values

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



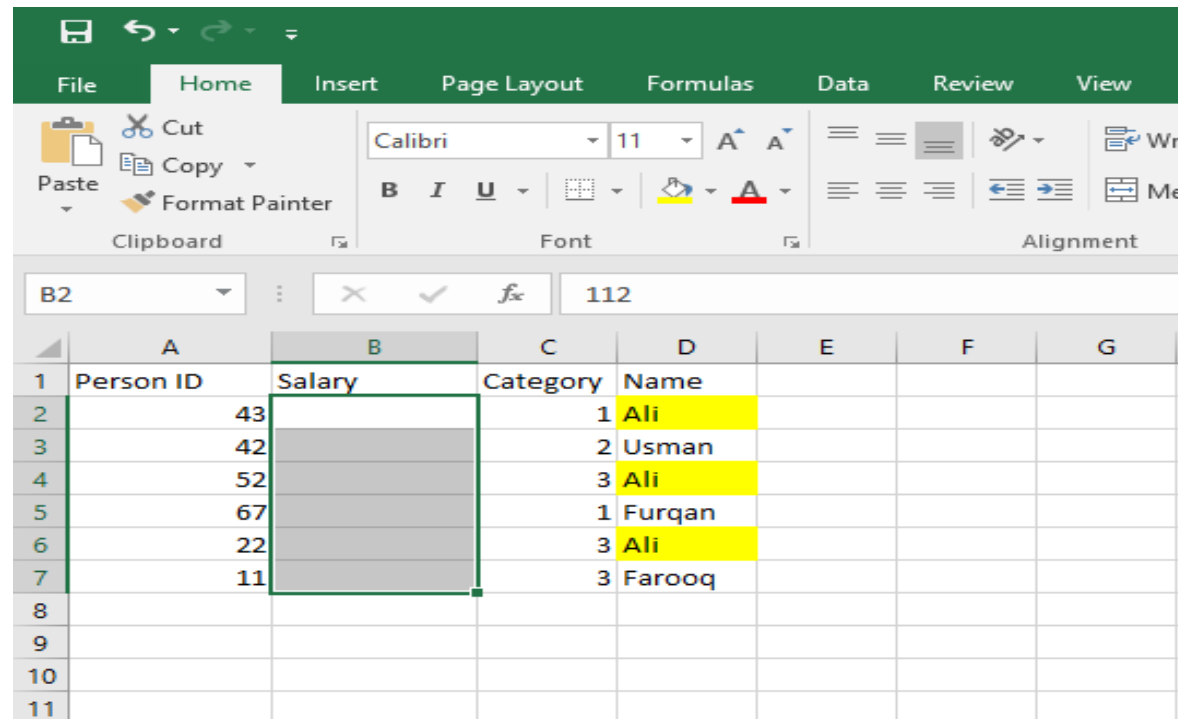
The screenshot shows the Microsoft Excel interface. The 'Find' dialog box is open, displaying 'D6' in the 'Find what' field and 'Ali' in the 'Find in' field. The spreadsheet below has columns A through F. The 'Name' column (D) contains the following values: Ali, Usman, Ali, Furqan, Ali, Farooq. The cells 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 tooltip below the formula bar reads: `CONVERT(number, from_unit, to_unit)`.

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"#**

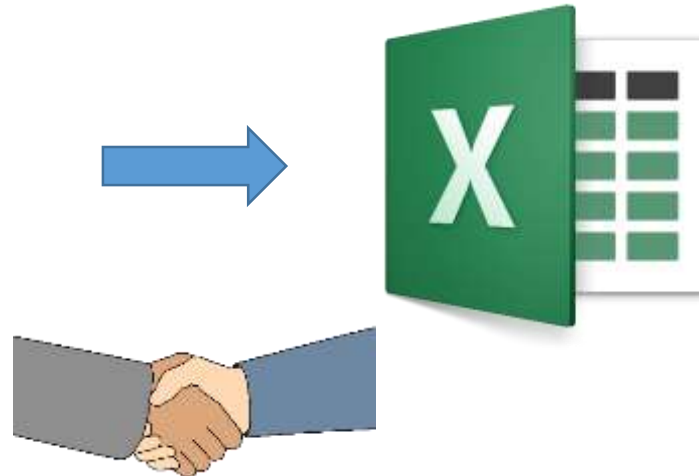
For Adding Text write **"Mr."@** to all names column

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)

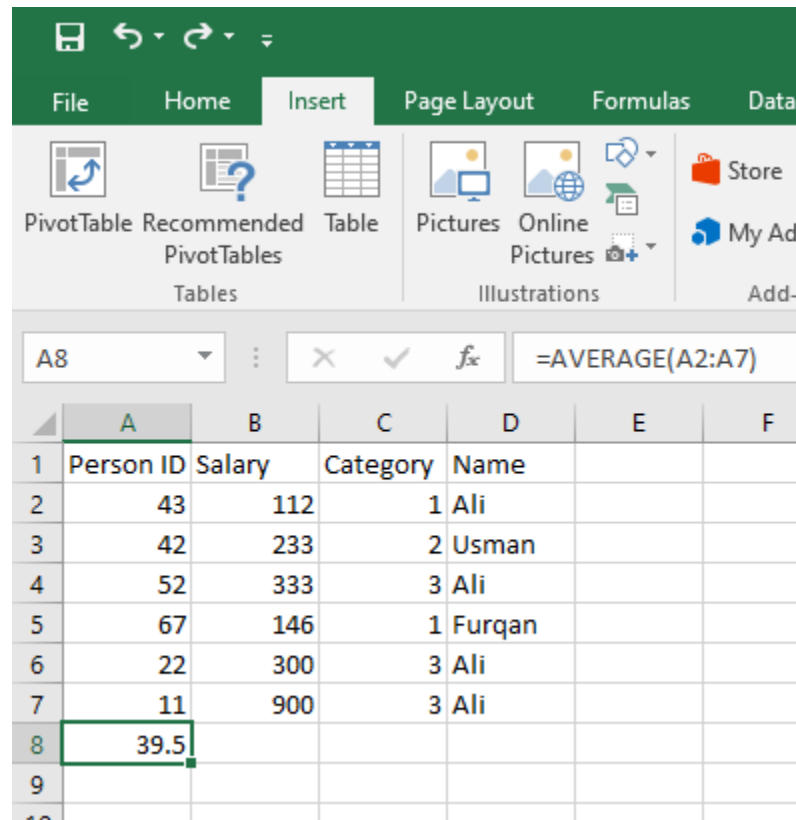
1. First of all **save** your excel file
2. Open MS Word, Click on **Insert Tab “Click On Object”**
3. **Tab → Create From File → Browse & select your excel Sheet**
4. Make Change → Don't Forget to go to MS WORD Right Click and Select **UPDATE LINK**

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 selected in the ribbon. The formula bar shows the formula `=AVERAGE(A2:A7)` being entered into 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						