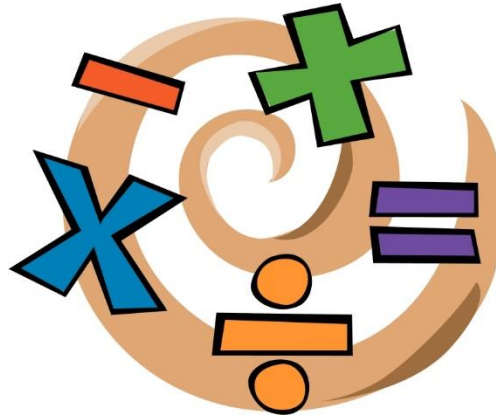


# Excel 100 Tips & Tricks

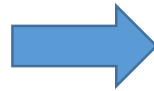


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## 1. Move the data (Rows and Columns)

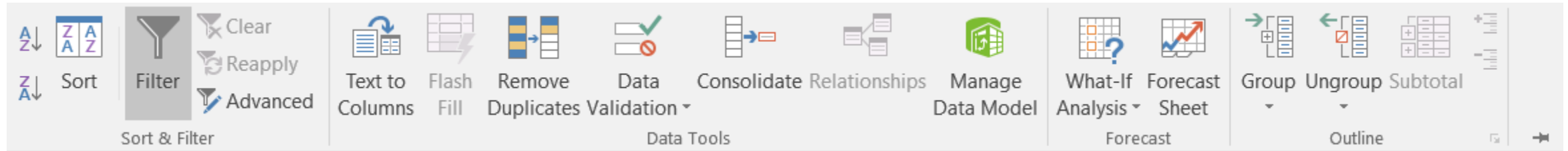
	A	B	C
1			
2			
3	<b>Name</b>	<b>Salary</b>	<b>work hours</b>
4	Nabeel	200.00	5
5	Ali	300.00	6
6	Ahmed	400.00	8
7	Furqan	900.00	3
8	Asad	1000.00	9
9	Ali	600.00	11
10			



	A	B	C
1			
2			
3	<b>Name</b>	<b>Salary</b>	<b>work hours</b>
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

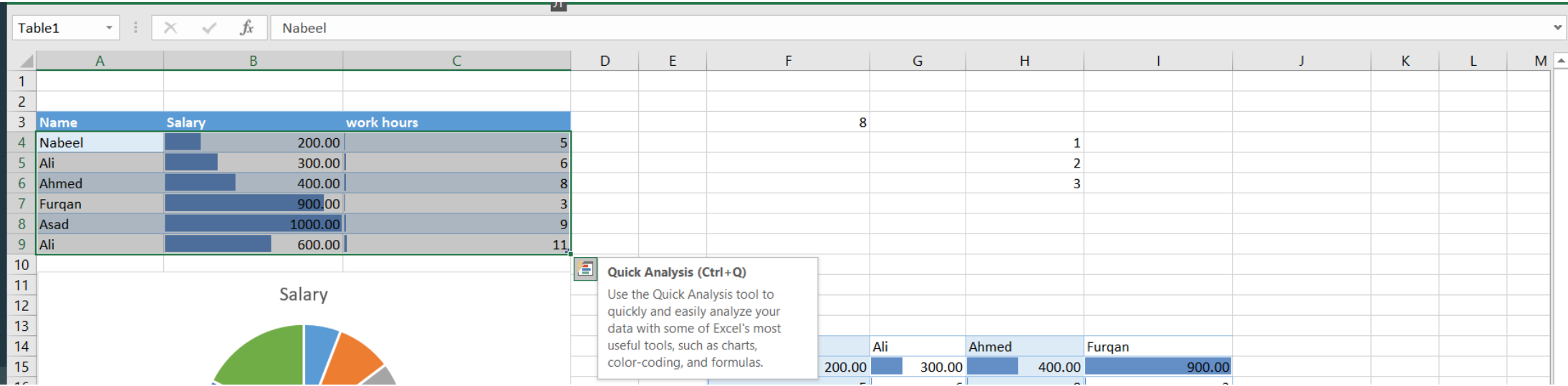
## 2. FILTER the Column



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			

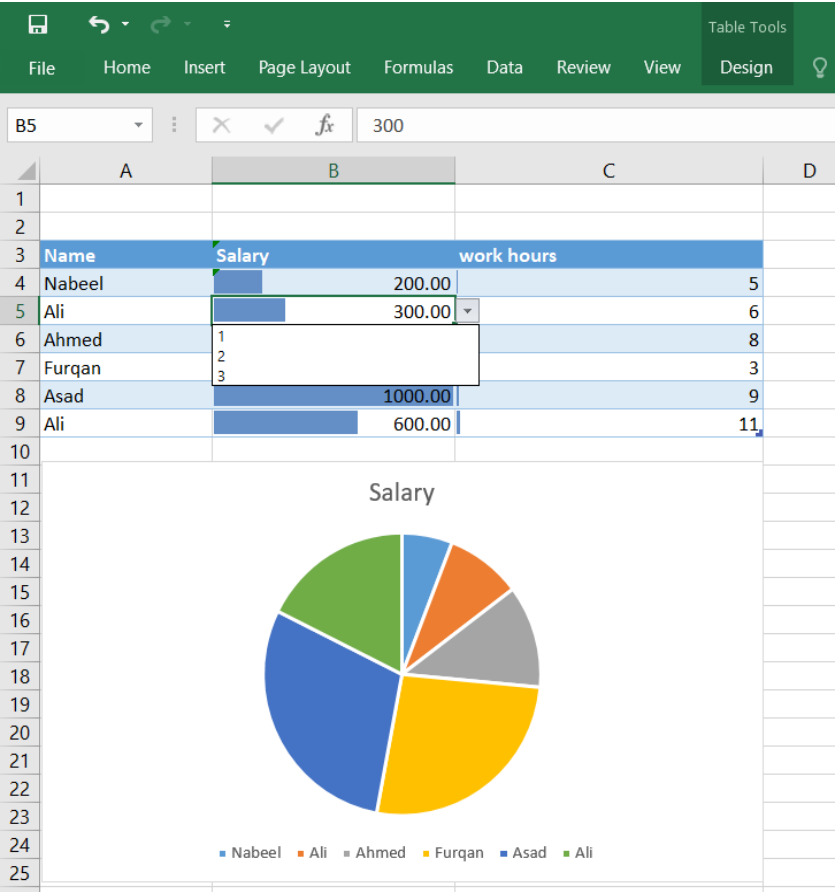
Use the filter option for the columns of table

### 3. Quick Analysis Tool (Ctrl + Q)



We can do Quick Analysis on selected table

# 4. Drop Down List



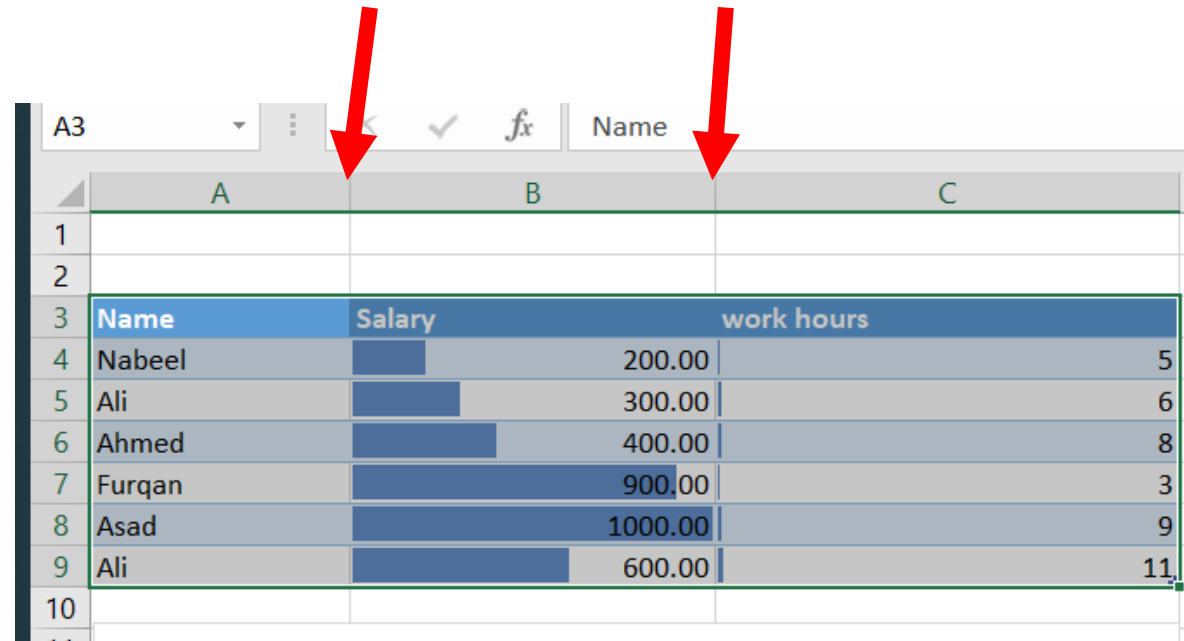
We can do assign drop down list to any value of our table

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

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

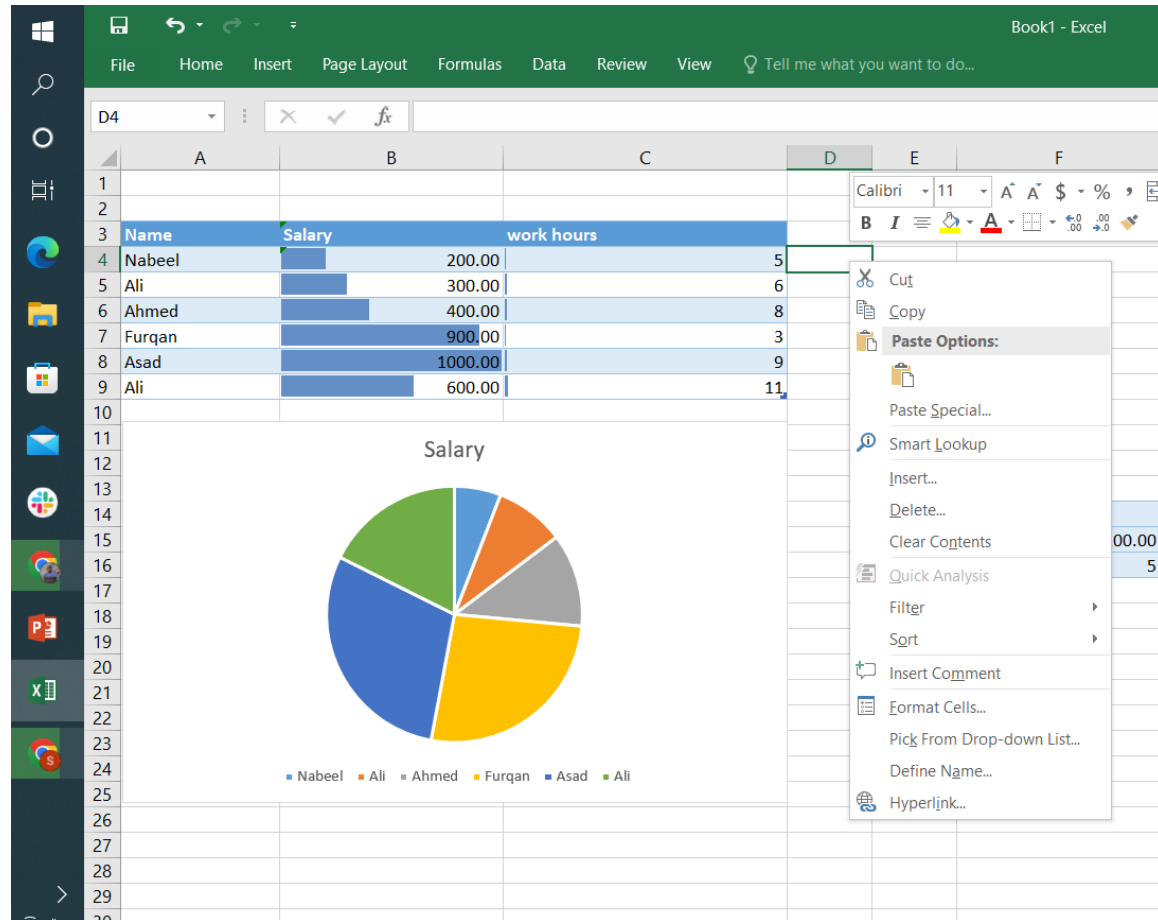
One by One and all can be done at once.

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**

■ Nabeel ■ Ali ■ Ahmed ■ Furqan ■ Asad ■ Ali

	Nabeel	Ali	Ahmed	Furqan
	200.00	300.00	400.00	900.00
	5	6	8	3

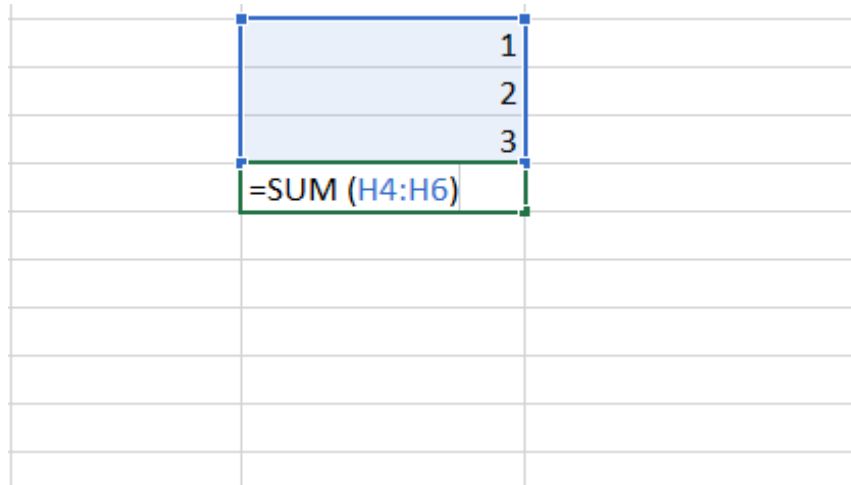
Product	Quantity	Each	Total
CD-70 Bike	2	25000	50000
Android Phone	3	20000	60000
Furniture	112	800	89600
Total			199600



## 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' dropdown menu open, highlighting the 'Goal Seek...' option. The spreadsheet data is as follows:

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

## 10. VLOOKUP

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

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

H23

	A	B	C	D	E	F	G	H	I	J
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							

Salary

Legend: Nabeel, Ali, Ahmed, Furqan, Asad

Function Arguments

VLOOKUP

Lookup\_value: "Ali" = "Ali"

Table\_array: Table1 = {"Nabeel",200,5;"Ali",300,6;"Ahmed",400,8;"Furqan",900,3;"Asad",1000,9}

Col\_index\_num: 2 = 2

Range\_lookup: 300 = TRUE

= 400

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range\_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = 400

[Help on this function](#) OK Cancel

Designed by Engr. Syed Umaid Ahmed