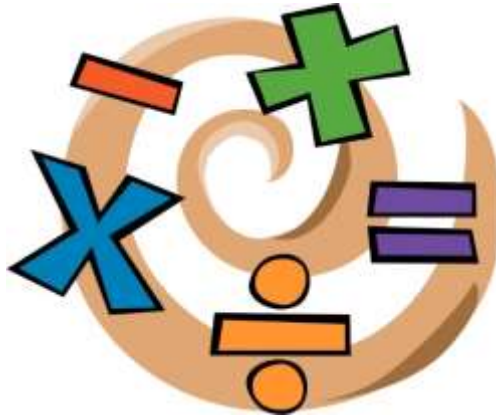# Excel 100 Tips & Tricks

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)

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

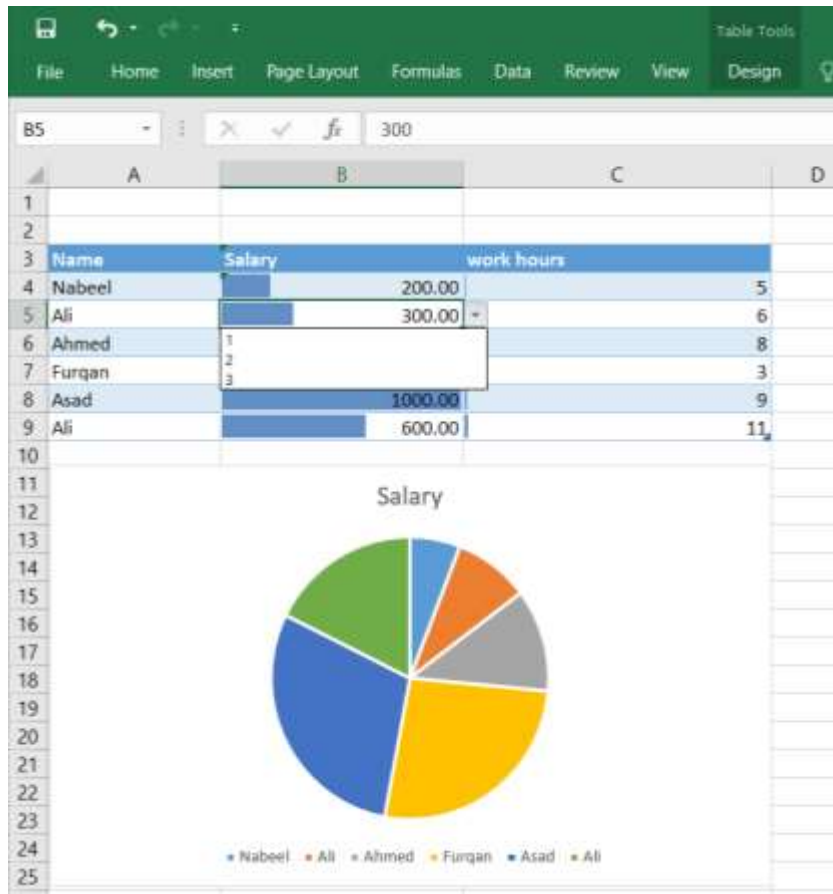## 2. FILTER the Column
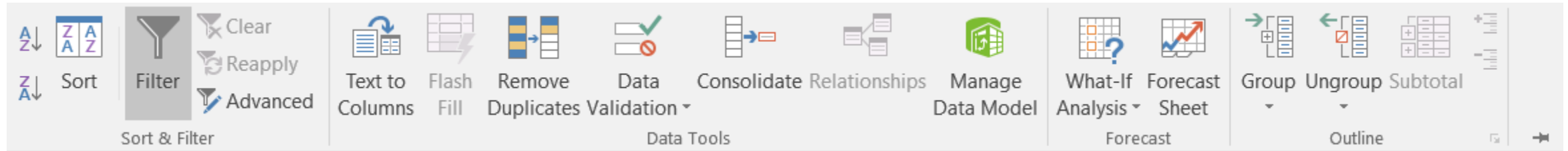
Use the filter option for the columns of table

3. Quick Analysis Tool (Ctrl + Q)
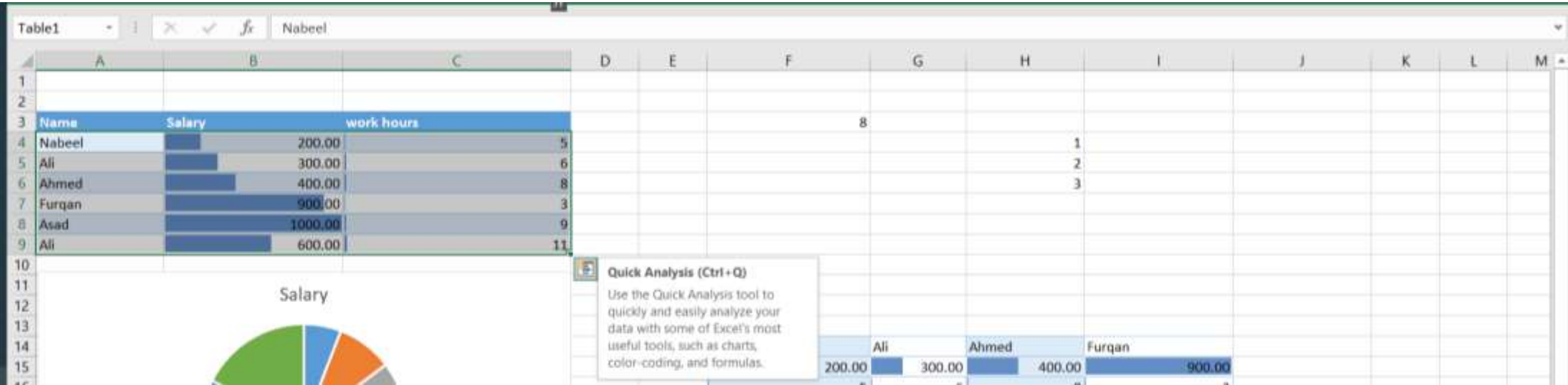
We can do Quick Analysis on selected table
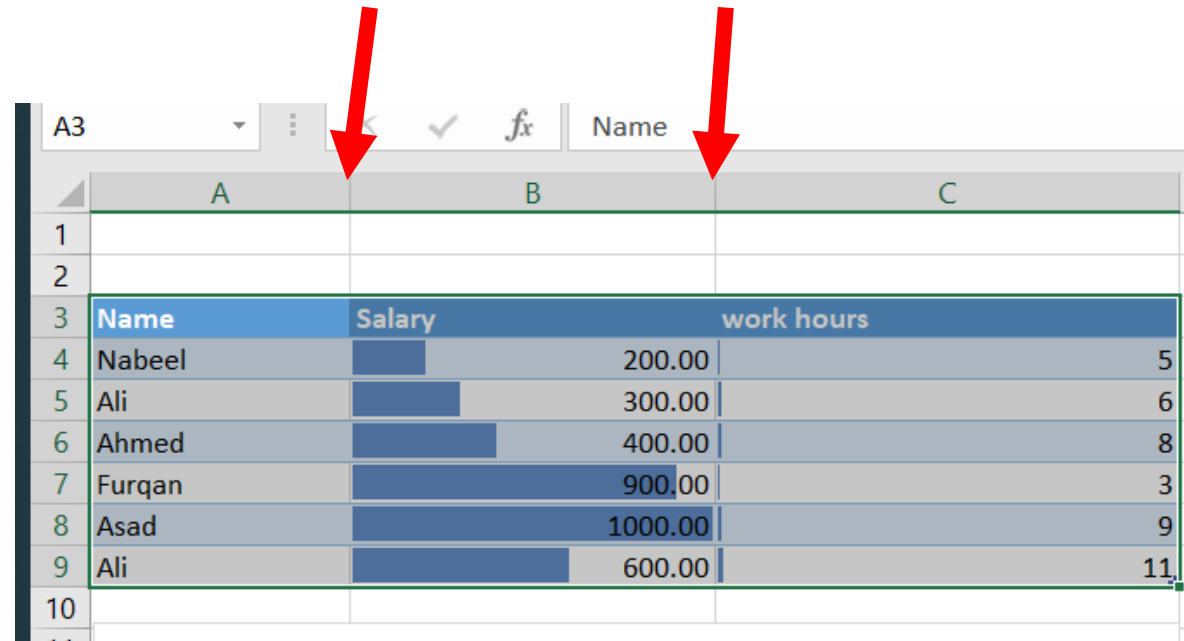
4. Drop Down List

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

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

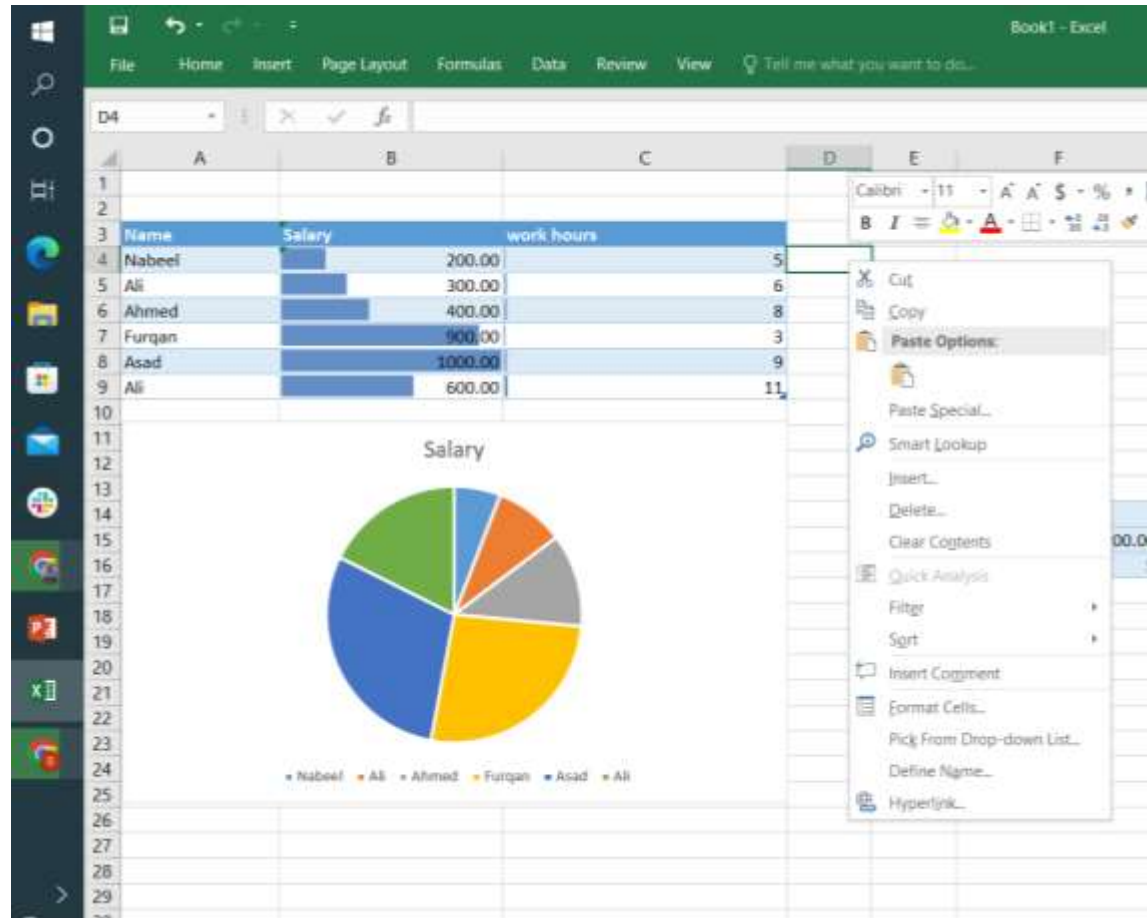We can do auto fit the column length by just clicking on the top

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
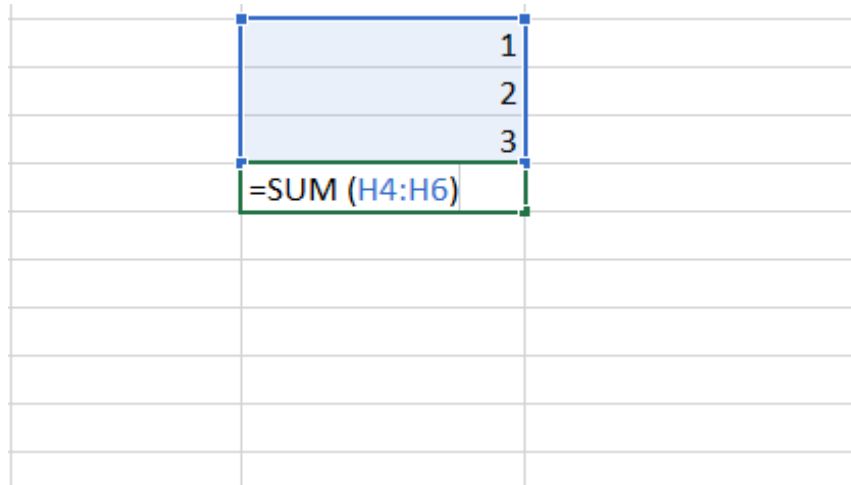
8. SUM and Product Function

Sum of Cells
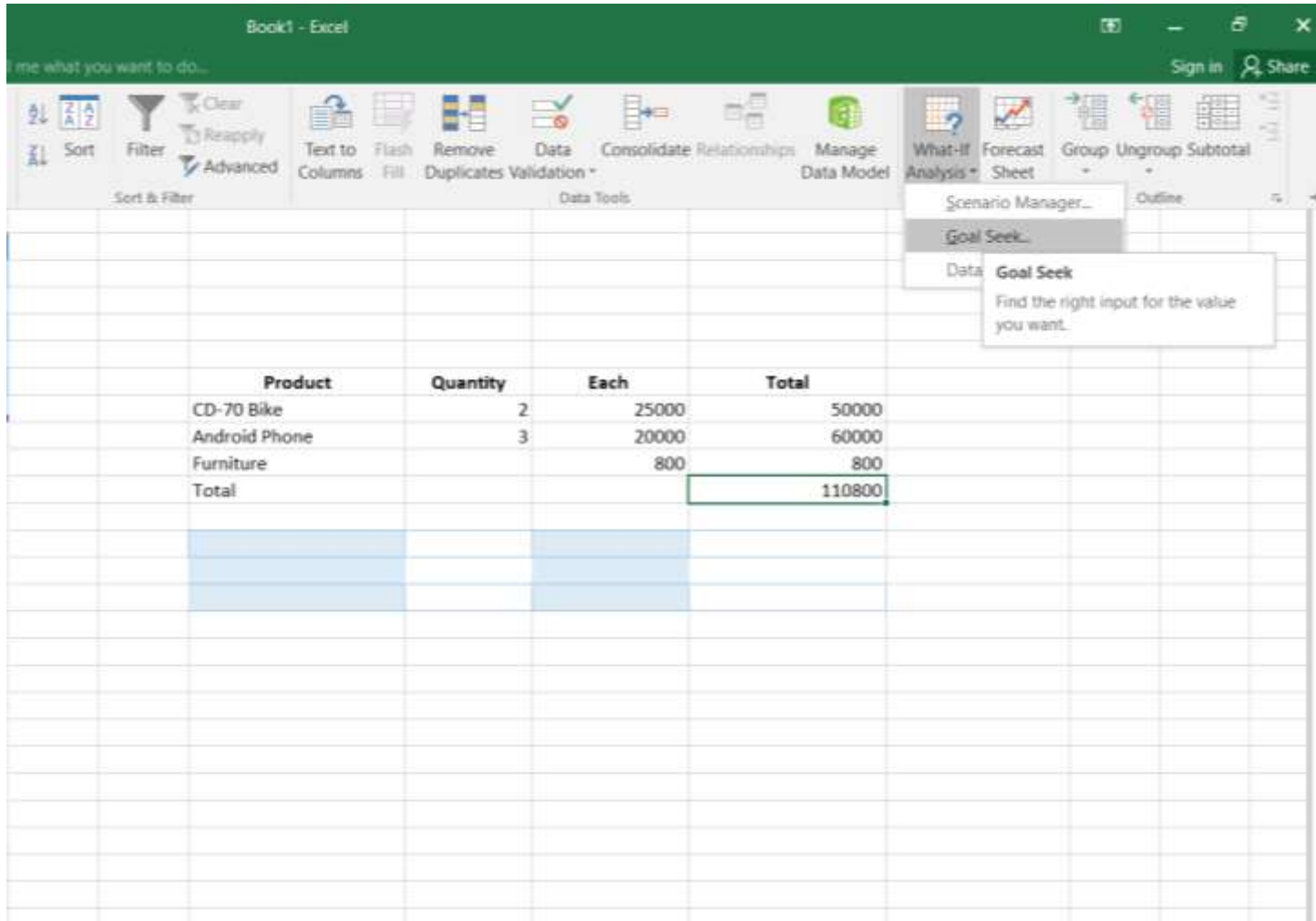
= SUM(H4:H6)

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
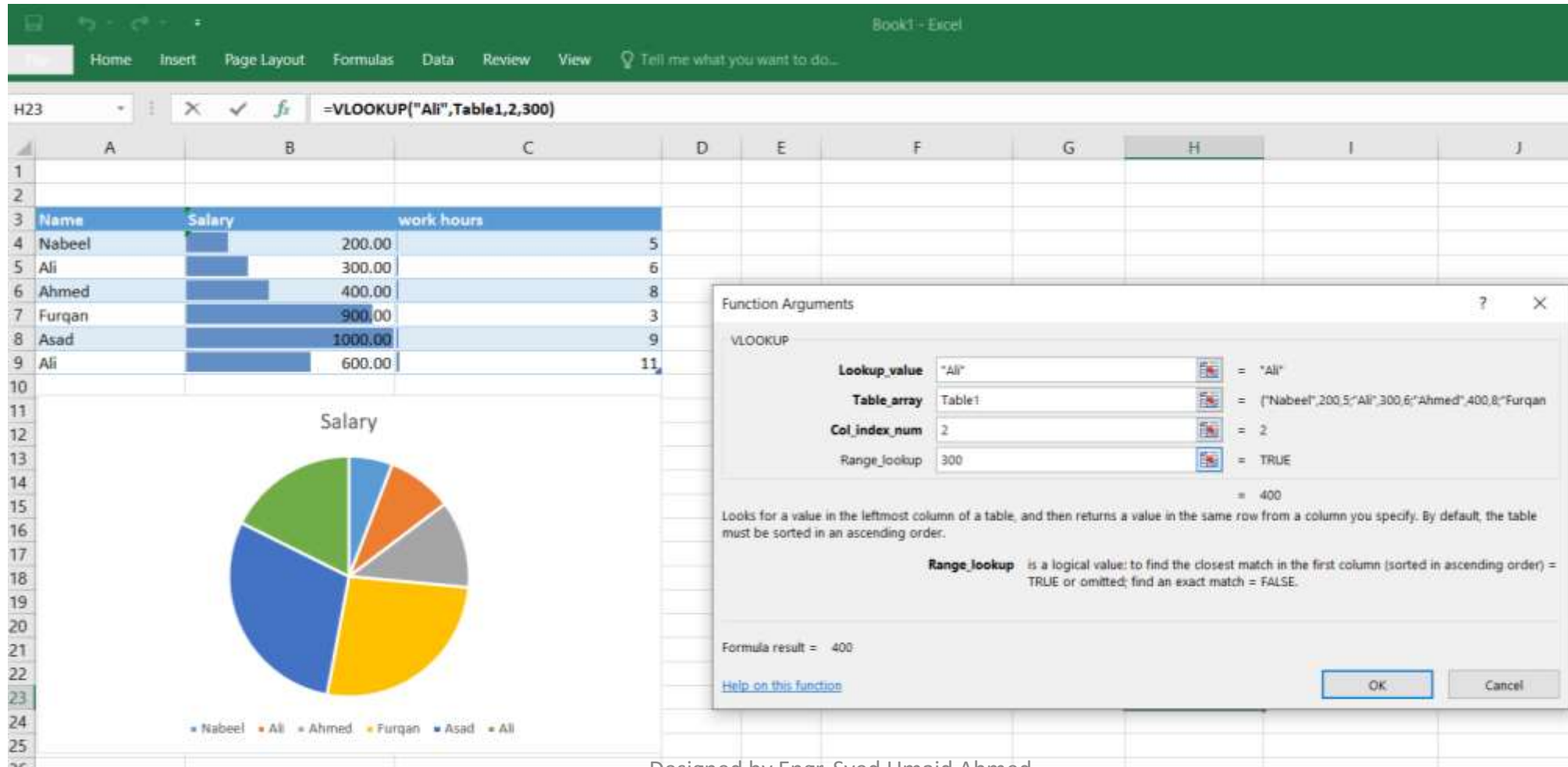
11. Autofill (Numbers, Date and Months)

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
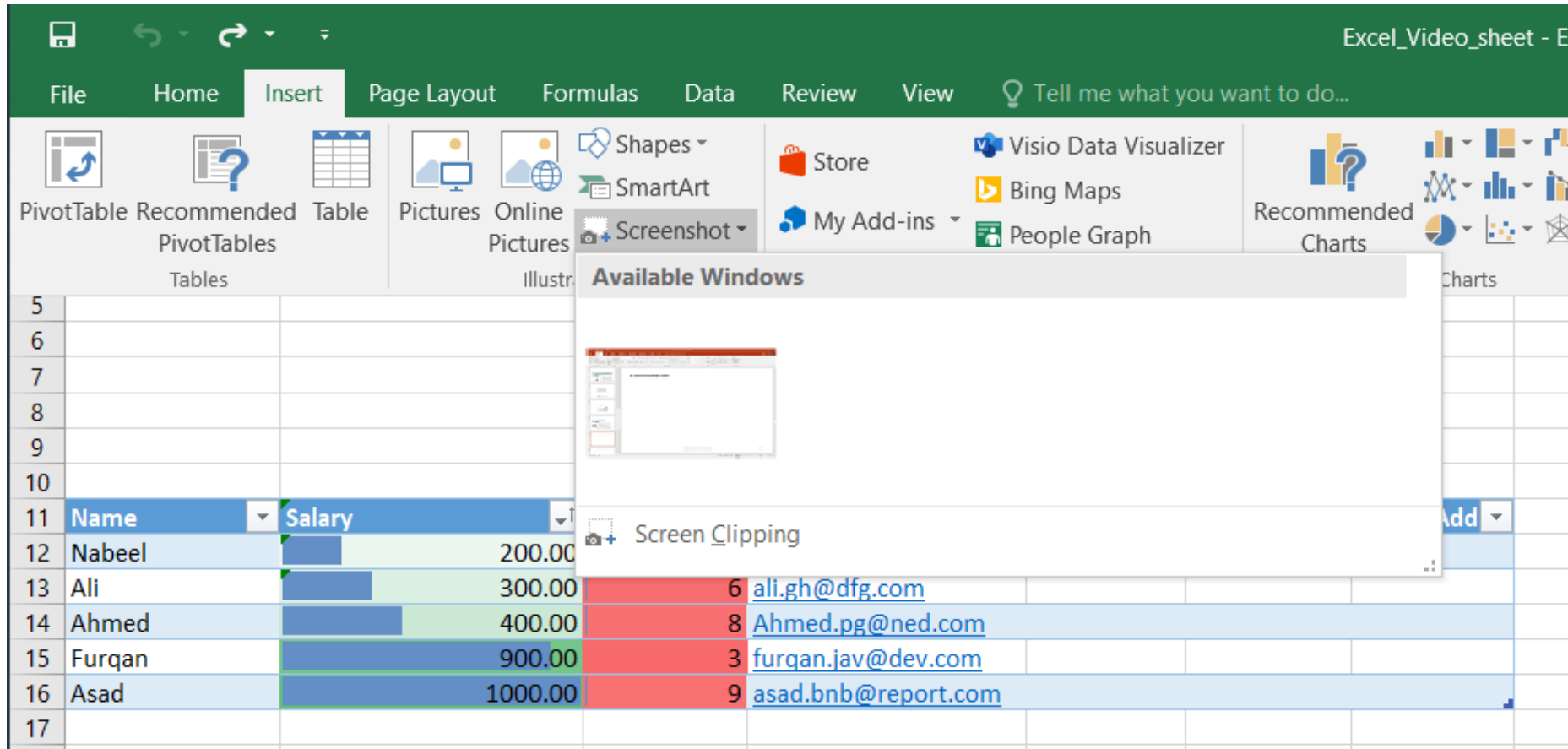
14. Insert Screenshots in Excel

Insert current file screenshots in excel cells
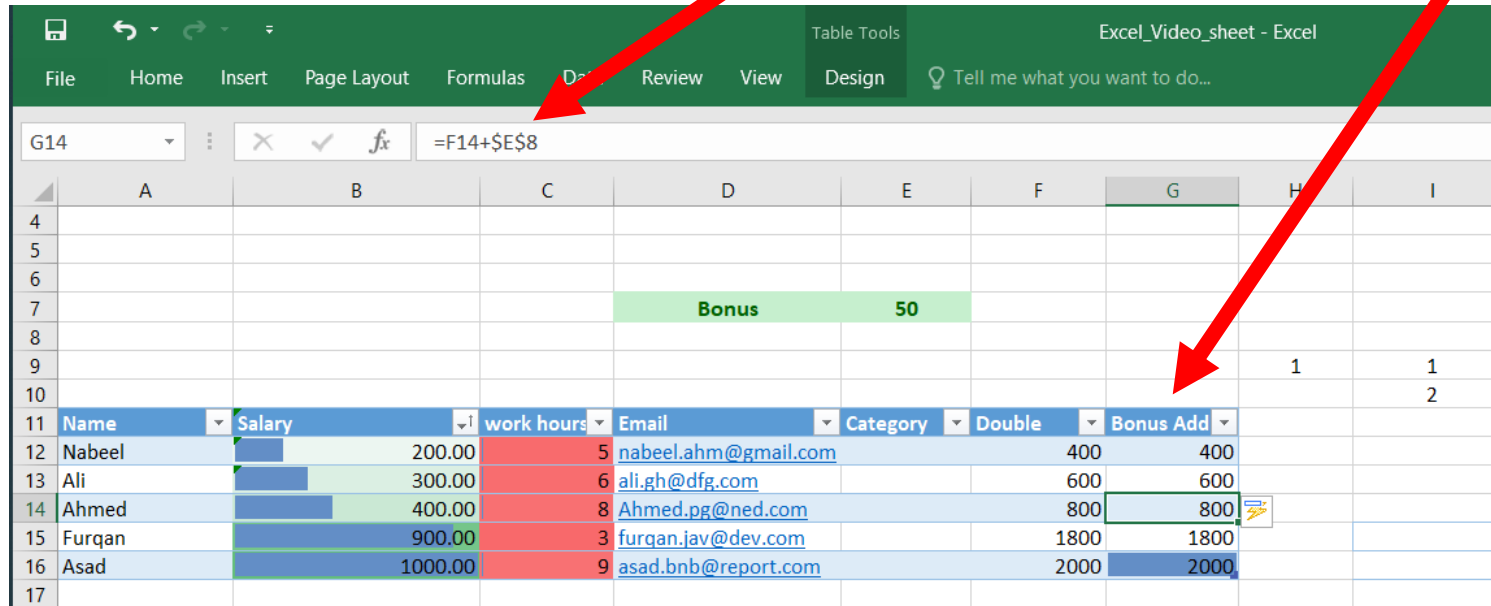
15. Relative and Absolute Cell Reference

Use Dollar Sign for "Absolute" Cell Reference
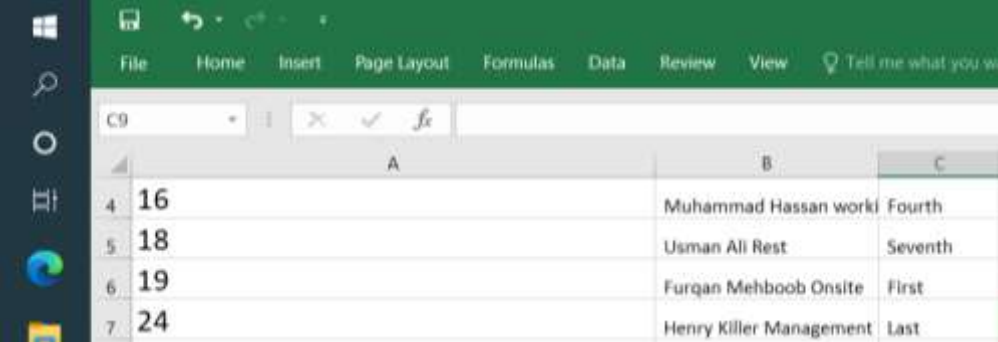
Bonus Add column is using absolute Reference

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

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)

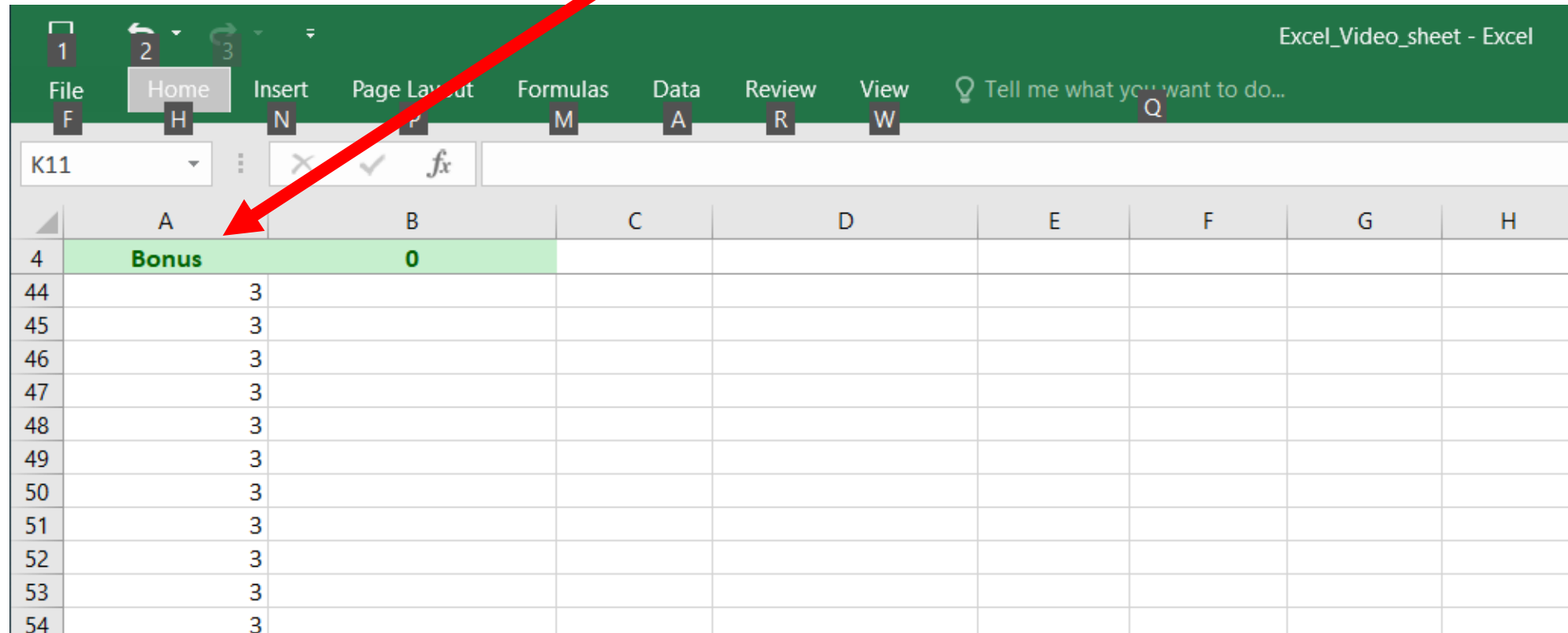|		
	444	200
	54	455
	5	678
	45	4
	44	43
	5	2131
	645	1231
	78	321

18. Power Pivot

This tool allows you to connect with other data sources

File→ Options → Add-Ins → Manage→ COM-Ad-ins → GO → Microsoft Power Pivot for Excel
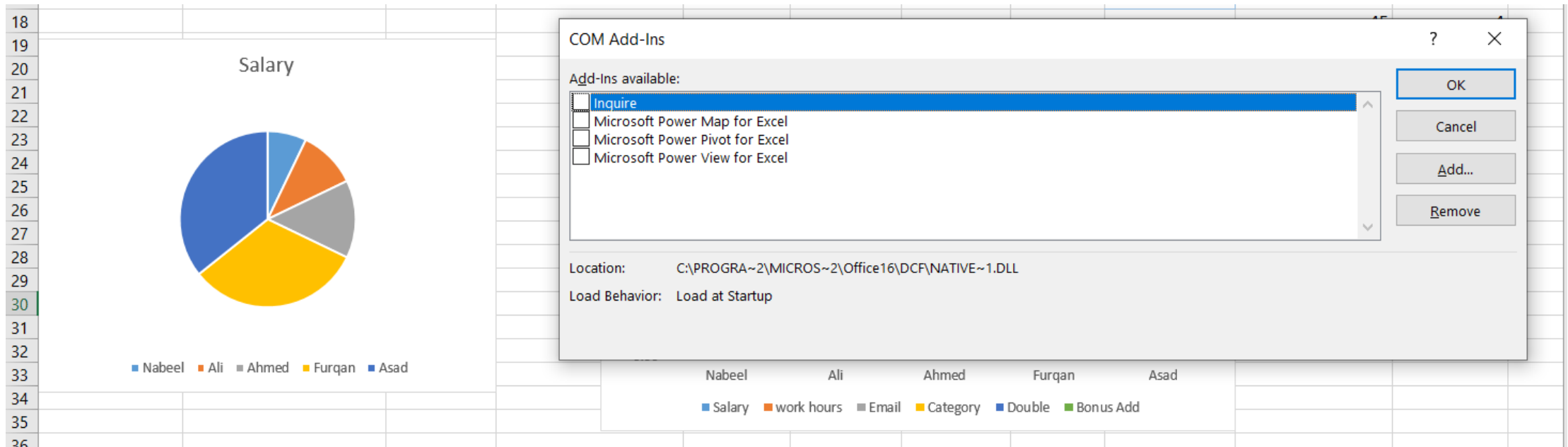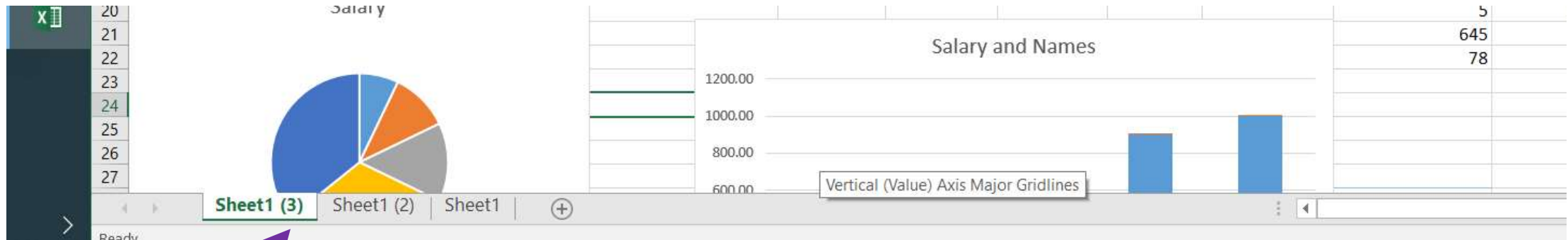
19. Freeze Panes

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