- If we want Excel to do the math for us we use Autosum fund. Select a cell next to the numbers we want to sum, then click Autosum (In formula tab) & press Enter. There we go. Here Excel will automatically enter the formula, when we click to sum the numbers AutoSum.

- Shortcut key to perform AutoSum: "Alt" + "=".

- To get rid of Formula that omits adjacent cells do the following:

  Open Excel
  Click File.
  Go to Options, select Formulas
  Look for Error checking rules and
  uncheck Formulas which omit cells in a region.
  Click OK.

- Select non-adjacent cells in Excel.
  - Click the 1st cell we want to highlight.
  - Then press & hold the Ctrl key on keyboard.
  - Click the rest of the cells we want to highlight.
  - Once desired cells are highlighted, release ctrl key, do not click anywhere else once we release ctrl key.

- If we select a column, and hold down the Alt key & press the letter ocw in quick sucession then →
  A column width dialogue box opens allowing us to set the exact width of the column.

- If we right-click on a row reference no. & click on Insert, a new row will appear/be added above the selected row.

- Insert & Delete command in Excel can be found under Home tab i.e, Home > Cells.

- If we set a row height or column width to 0 (zero), Excel will hide that row or column.

- It is necessary to change the height and width in a cell in order to fit the data.
  Excel by default provide equal width & height of a cell, bt whenever we want to enter a lengthy data we've to change the width & height.

- Keyboard shortcut to unhide rows : ctrl + shift + C

- To hide rows containing blank cells :
  Select the data range that contains blank cells.
  Then click Home > Find & Select > Go to Special.
  In Go to Special select 'Blank' option then ok.
  There we go..

- Steps to hide the duplicate values using conditional formatting in excel:
  - Select the data range.
  - Click Home > Conditional formatting > Highlight Cells Rules > Duplicate values.
  - In Duplicate value dialog box select Custom format from drop-down list then click Ok.
  - In format cell dialog box, go to Font tab & in color drop-down choose a color which matches the background color & click Ok.

- To insert border in excel with Format Cells dialog:
  - Select one or more cells to which we'd like to add borders.
  - Open Format cells dialog box by clicking the down arrow next to borders button & then click more borders at the bottom of the drop-down list.
  - In format cell dialog box switch to Border tab & choose the line style & color first, then use presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left.
  - Then click Okay.

- Format numbers as currency in Excel:
  Select cells we want to format, then in Home tab, go to numbers grp & clicks the down arrow in Number format box. Now choose the currency.

- Steps to format no's in Excel with the Percent style:
  Go to no. group under Home tab. Click the down arrow next to no. to display the Format cells dialog box.
  In format cell dialog box, in the category list click percentage. In decimal place, enter the no of decimal place we want to display.

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- Shortcut to merge two or more cells in excel.
  
  Alt > H > M > M

  To Merge & center : Alt > H > M > C.

- Text function in excel :
  
  It convert a no. to text in a no. format

  Syntax: = TEXT (value, format_text)