EXCEL FOR PROFESSIONALS

THE ULTIMATE GUIDE

MORE

ALL THE SHORTCUTS YOU NEED TO JOIN THE **#NOMOUSECLUB**

PLUS HELPFUL FUNCTIONS AND MORE

BY

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FROM

TMB ANALYTICS

SHORTCUTS

GENERALLY HELPFUL (1 OF 2)

Ctrl + S
SAVE ACTIVE FILE

F2
ACTIVATE CELL EDITING MODE

F4
TOGGLE ABSOLUTE/ RELATIVE REFERENCES

Ctrl + C
COPY SELECTION

Ctrl + V
PASTE SELECTION

Alt + E S V
PASTE SPECIAL VALUES

Ctrl + X
CUT SELECTION

Ctrl + -
DELETE SELECTION

Alt + H O R
RENAME ACTIVE TAB

Alt + =
QUICK SUM FUNCTION

Ctrl + T
CREATE DATA TABLE

Alt + A C
CLEAR ALL FILTERS FROM DATA SET

Alt + ↓
ACTIVATE FILTER DROP DOWN MENU

Alt + J T A
RENAME DATA TABLE

Alt + A M
REMOVE DUPLICATES

Alt + N V
CREATE PIVOT TABLE

Alt + Enter
ADD NEW LINE TO FORMULA

Alt + J T N
RENAME PIVOT TABLE

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

GENERALLY HELPFUL (2 OF 2)

Ctrl + Z
UNDO LAST ACTION

Ctrl + Y
REDO LAST UNDO ACTION

Ctrl + N
OPEN/CREATE A NEW WORKBOOK

Ctrl + [
JUMP TO FORMULA REFERENCE

F5 + ENTER
JUMP BACK FROM FORMULA REFERENCE

Alt + H S S
SORT DATA A-Z ON FIRST COLUMN

Alt + H D C
DELETE COLUMN

Alt + H D R
DELETE ROW

Ctrl + E
FLASH FILL

Alt + H I S
INSERT NEW SHEET

Alt + H D S
DELETE SELECTED TAB

Alt + H O M
MAKE A COPY OF EXISTING TAB

Alt + I C
INSERT COLUMN

Alt + A E F
TEXT TO VALUES VIA TEXT TO COLUMNS

Alt + I R
INSERT ROW

Alt + H I C
INSERT COLUMN

Alt + E S F
PASTE SPECIAL FORMULAS

Alt + H I R
INSERT ROW

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

FORMATTING (1 OF 2)

Ctrl + 1
OPEN FORMAT CELLS MENU

Alt + H A M
MIDDLE ALIGN CELL CONTENTS

Alt + H F N
OPEN FORMAT CELLS MENU

Alt + H A L
LEFT ALIGN CELL CONTENTS

Alt + H A C
CENTER ALIGN CELL CONTENTS

Alt + H A R
RIGHT ALIGN CELL CONTENTS

Ctrl + U
UNDERLINE SELECTION

Alt + H M C
MERGE AND CENTER OR UN-MERGE CELLS

Ctrl + I
ITALICIZE SELECTION

Ctrl + B
BOLD SELECTION

Alt + H F C
TOGGLE FONT COLOR CONTROL

Alt + H A N
CONVERT TO USD $

Alt + H N S
CONVERT TO SHORT DATE

Alt + H K
FORMAT CELL WITH COMMA SEPERATOR

Alt + H P
FORMAT CELL AS PERCENTAGE

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

FORMATTING (2 OF 2)

Alt+E S T
PASTE SPECIAL FORMATS

Alt+E S W
PASTE SPECIAL COLUMN WIDTHS

Alt+H 9
REMOVE ONE DECIMAL DIGIT

Alt+H H
TOGGLE CELL COLOR CONTROL

Alt+H W
WRAP/UNWRAP TEXT

Alt+H O
ADD ONE DECIMAL DIGIT

Alt+H O A
AUTOFIT CELL HEIGHT

Alt+H 5
UN-INDENT CELL CONTENTS

Alt+H O I
AUTOFIT CELL WIDTHS

Alt+H O T
CHANGE COLOR OF SELECTED TAB

Alt+H 6
INDENT CELL CONTENTS

Alt+H B O
APPLY BORDER TO CELL BOTTOM

Alt+H B P
ADD TOP BORDER TO ACTIVE CELLS

Alt+H E F
CLEAR FORMATS FROM SELECTION

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

SELECTION + NAVIGATION

Ctrl + A
SELECT ALL

Ctrl + Space
SELECT COLUMN

Shift + Space
SELECT ROW

Ctrl + Shift + End
SELECT TO END OF DATA SET

Ctrl + PgDn
MOVE TO TAB RIGHT

Ctrl + PgUp
MOVE TO TAB LEFT

Ctrl + ↓
JUMP TO BOTTOM OF CONTIGUOUS CELLS

Alt + H F D
TOGGLE GO TO SPECIAL MENU

Alt + H F D + S K
GO TO SPECIAL MENU SELECT BLANKS

Alt + Tab
TOGGLE ACTIVE WORKSHEET

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

VIEWS

Alt+HOUC
HIDE SELECTED COLUMNS

Alt+AGGC
GROUP COLUMN WITH ACTIVE SELECTION

Alt+HOUR
HIDE SELECTED ROWS

Alt+HOUL
UN-HIDE SELECTED COLUMNS

Alt+AUUC
UNGROUP COLUMN WITH ACTIVE SELECTION

Alt+HOUO
UN-HIDE ROWS IN SELECTED AREA

Alt+WFF
FREEZE / UNFREEZE PANES IN VIEW

Alt+AGGR
GROUP ROW WITH ACTIVE SELECTION

Alt+WVG
REMOVE GRIDLINES FROM VIEW

Alt+WN
OPEN NEW EXCEL WINDOW

Alt+AUUR
UNGROUP ROW WITH ACTIVE SELECTION

Ctrl+W
CLOSE ACTIVE WINDOW

Alt+AGG
GROUP SELECTED ROW/COLUMN

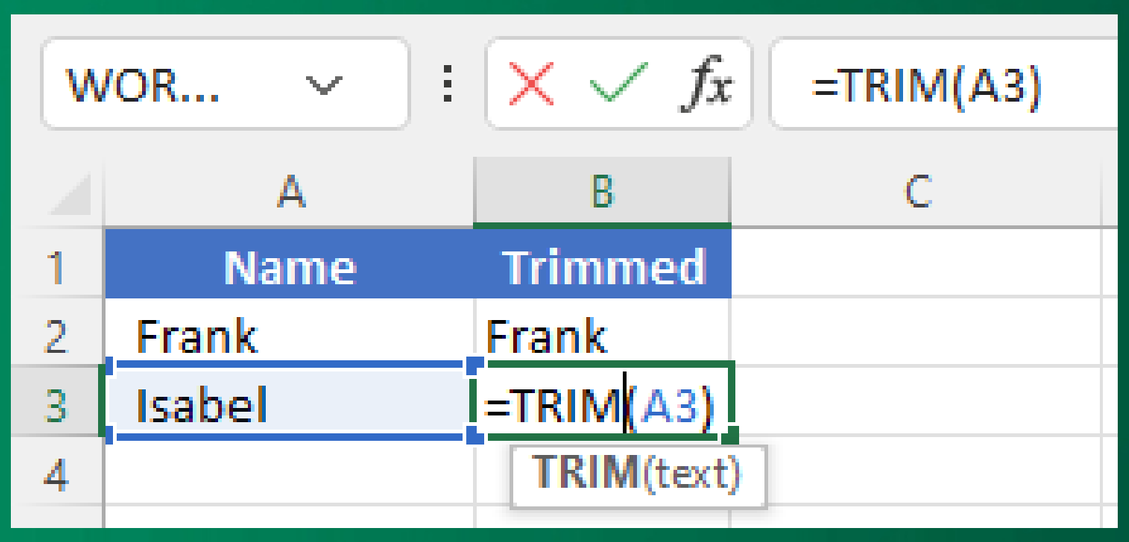
WIN+←
SPLIT SCREEN LEFT

Alt+AUU
UNGROUP SELECTED ROW/COLUMN

REPETITION IS THE KEY TO RETENTION

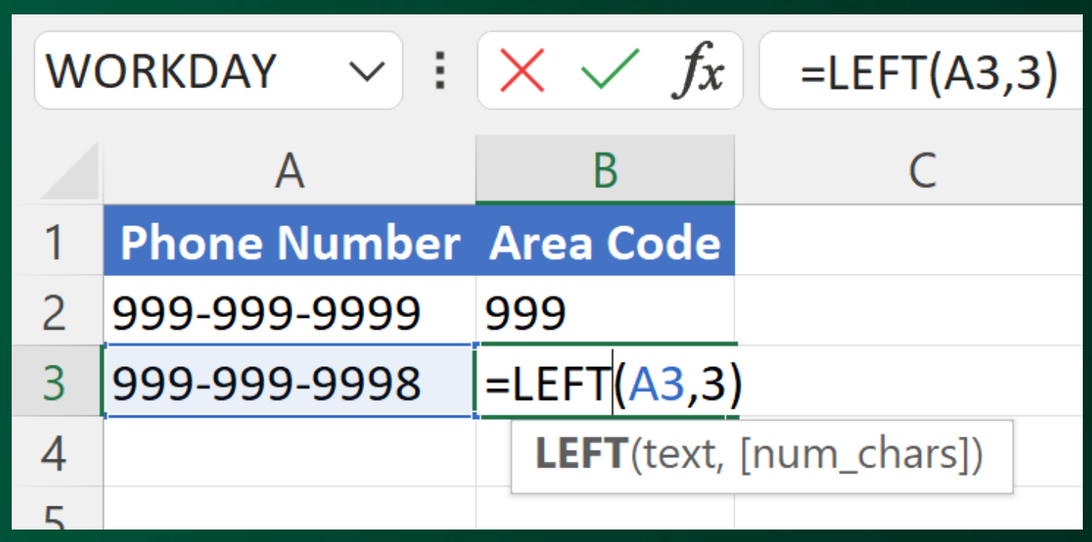
FUNCTIONS

CLEANING



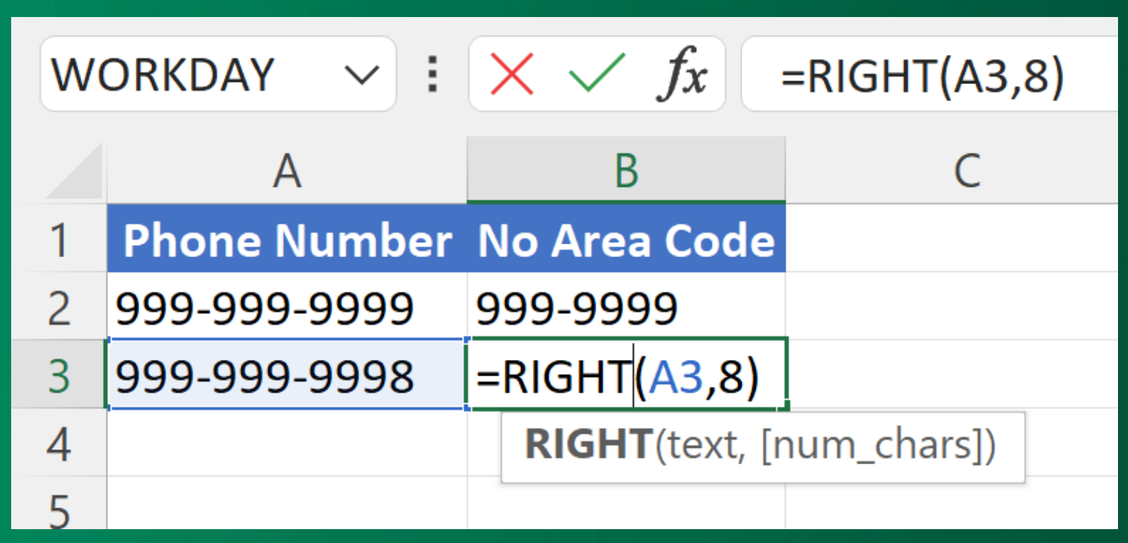
TRIM: Used in data cleaning to remove leading or trailing blanks that are often difficult to see in the source data

Syntax:
TRIM(Cell Reference)



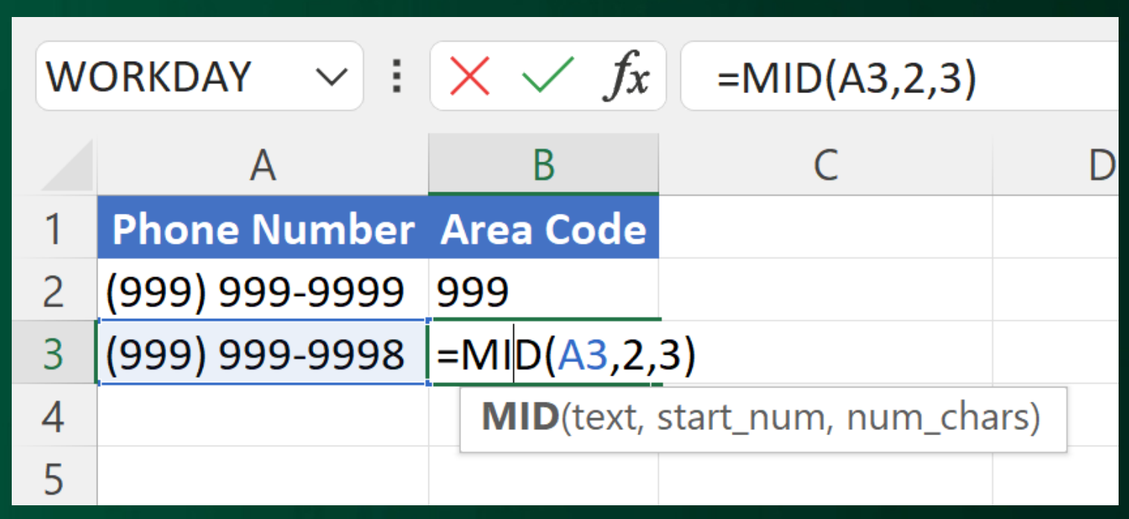
LEFT: Used to grab some number of characters starting from the left of the cell contents

Syntax:
LEFT(Cell Reference,char num)



RIGHT: Used to grab some number of characters starting from the right of the cell contents

Syntax:
RIGHT(Cell Ref,char num)



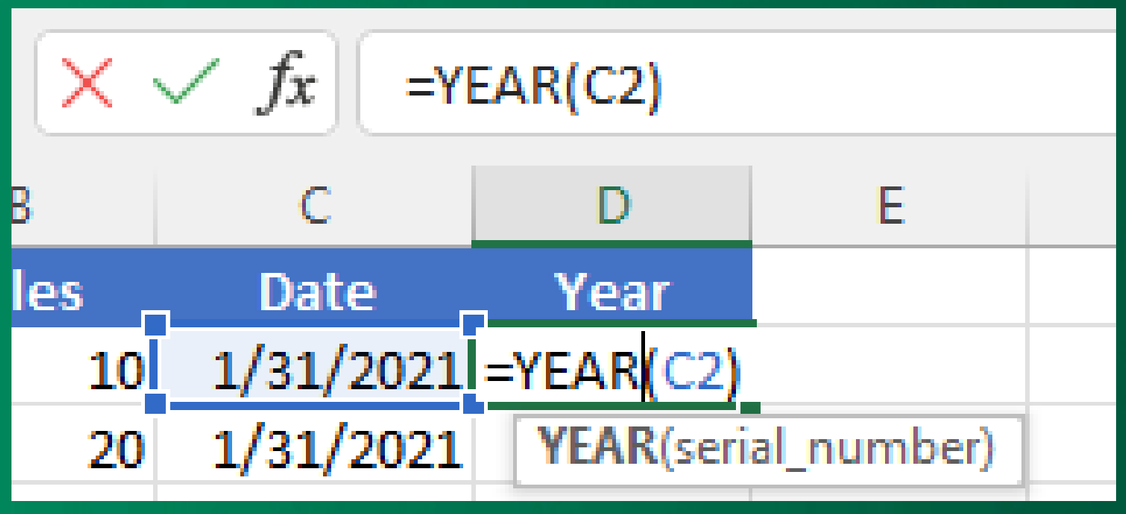
MID: Used to grab some number of characters starting from a designated count from the left of a cell's contents

Syntax:
MID(Cell Ref,Start Num, Char Num)

REPETITION IS THE KEY TO RETENTION

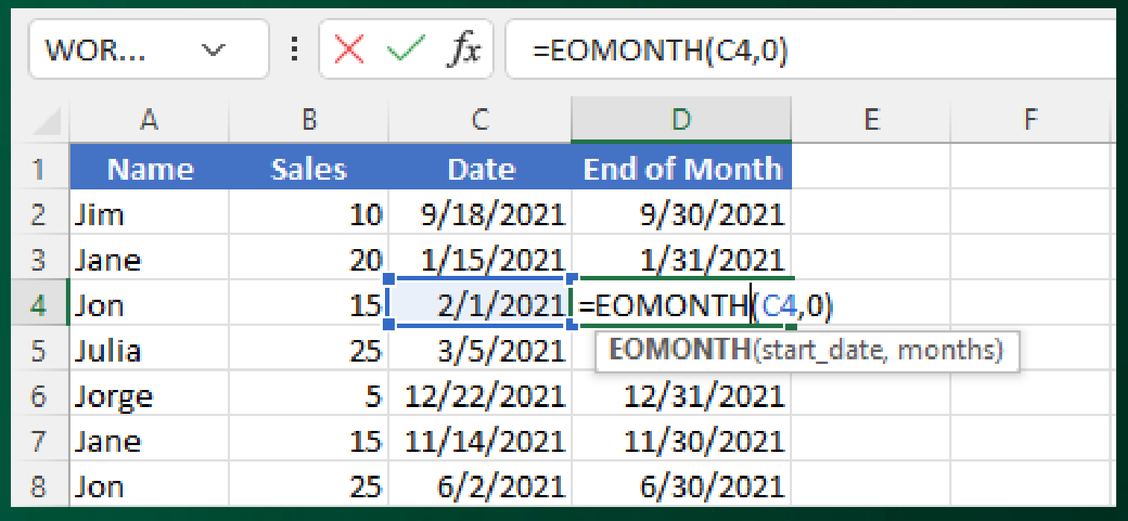
FUNCTIONS

MANIPULATING (1 OF 2)



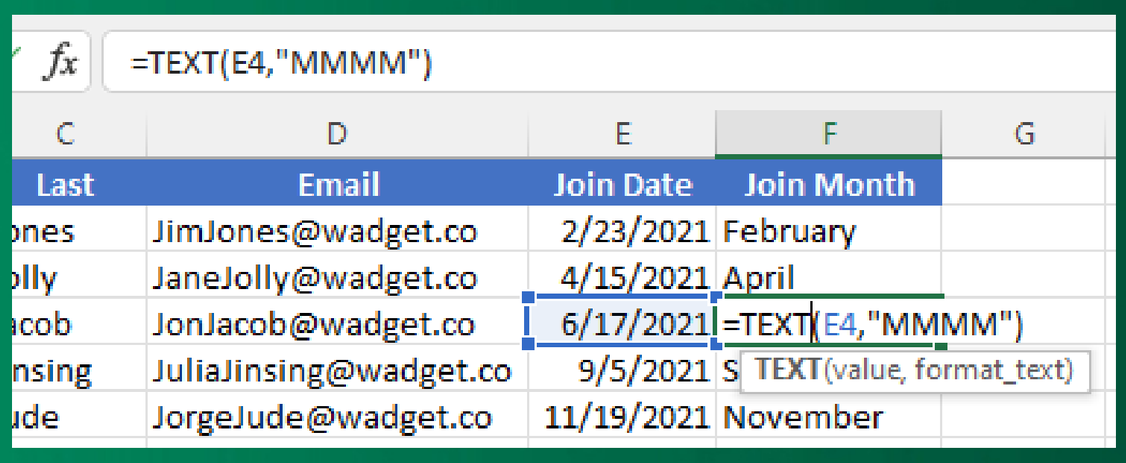
YEAR: Used to extract the year from a date. Similar to MONTH, DAY, and other related functions

Syntax:
YEAR(Date Reference)



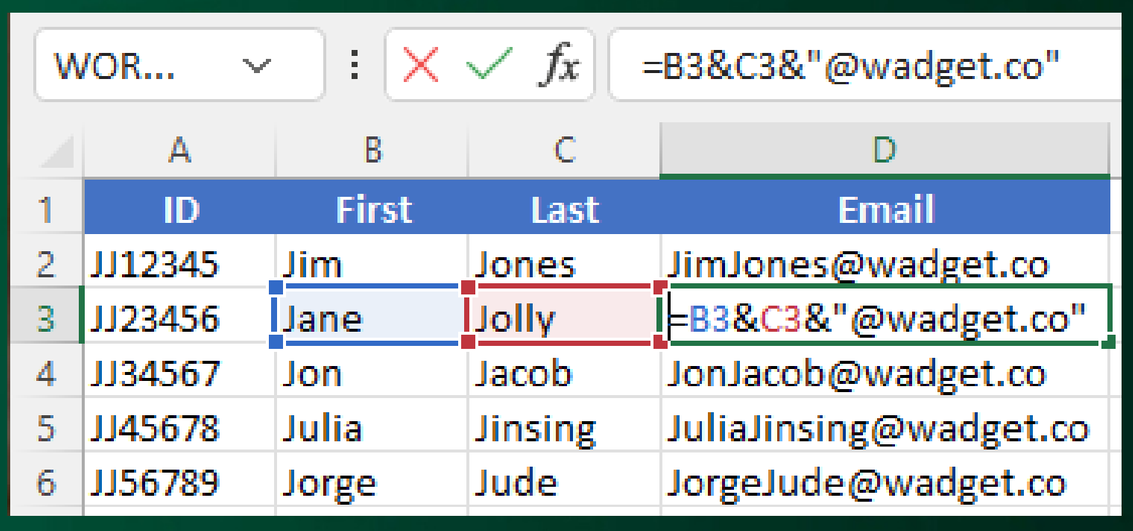
EOMONTH: Used to derive the last day in a month determined by a dated cell and a specific number of months to roll forward.

Syntax:
EOMONTH(Date Cell, Months)



TEXT: Incredibly useful function for a variety of things, namely in extracting specialized formats from cells.

Syntax:
TEXT(Cell Reference, Format)



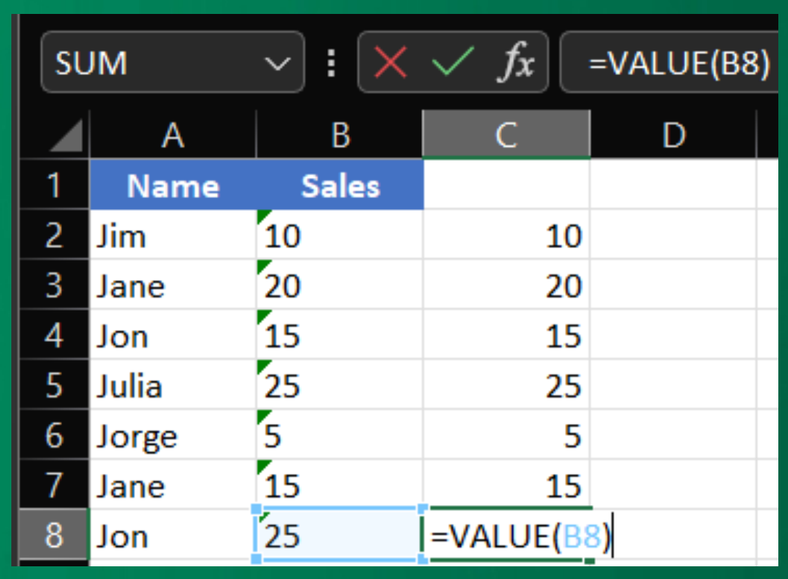
Not CONCATENATE: Instead of the CONCATENATE or CONCAT functions, use the ampersand (&) to join strings and cell contents to create something new.

Syntax:
Cell&"Text 1"&Cell&"Text2"

REPETITION IS THE KEY TO RETENTION

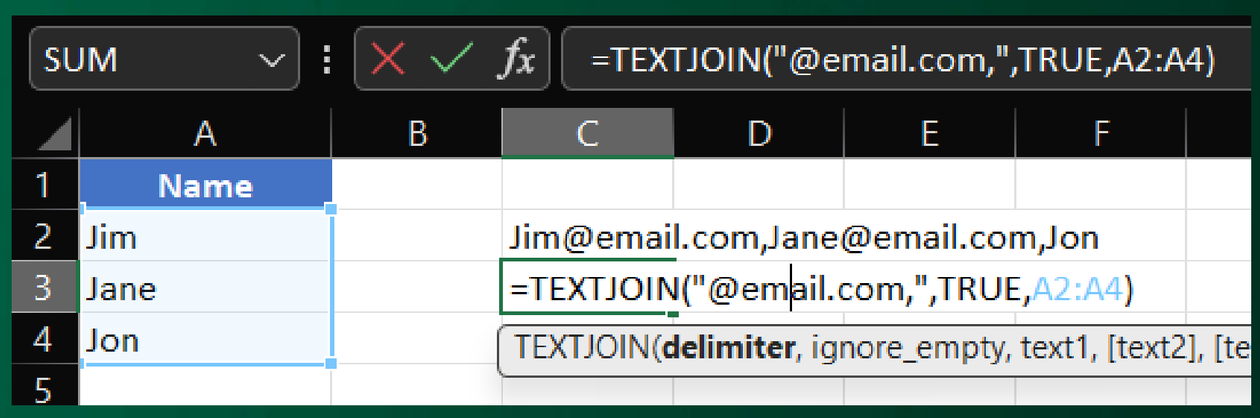
FUNCTIONS

MANIPULATING (2 OF 2)



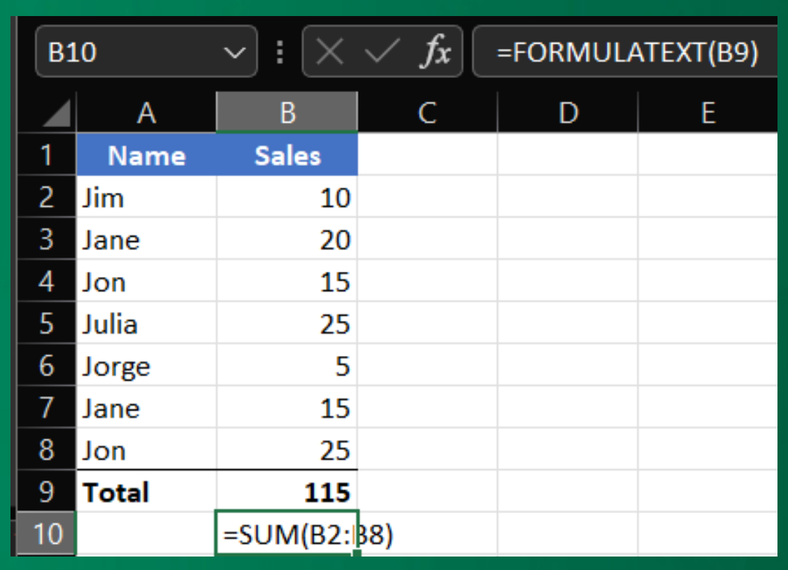
VALUE: Used to extract the value from a value stored as text. Helpful if you want to maintain original data.

Syntax:
VALUE(Text Reference)



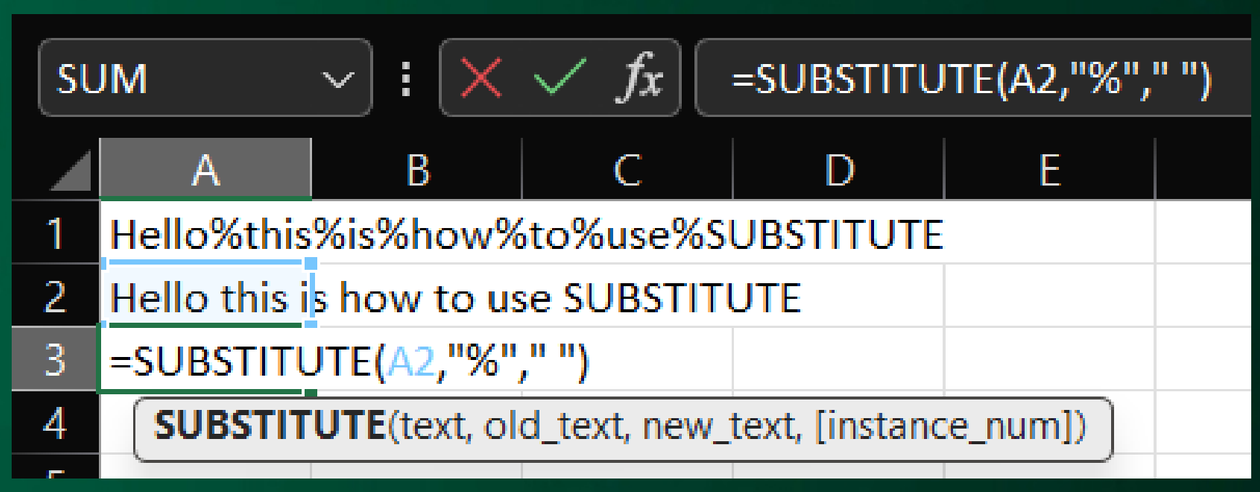
TEXTJOIN: Used to combine an array of values into one string with custom delimiter and empty cell rule options.

Syntax:
TEXTJOIN(delimiter,empty cell rule, array)



FORMULATEXT: Quick way to show the formula in another cell without having to copy and paste using apostrophes or other work arounds.

Syntax:
FORMULATEXT(Cell reference)



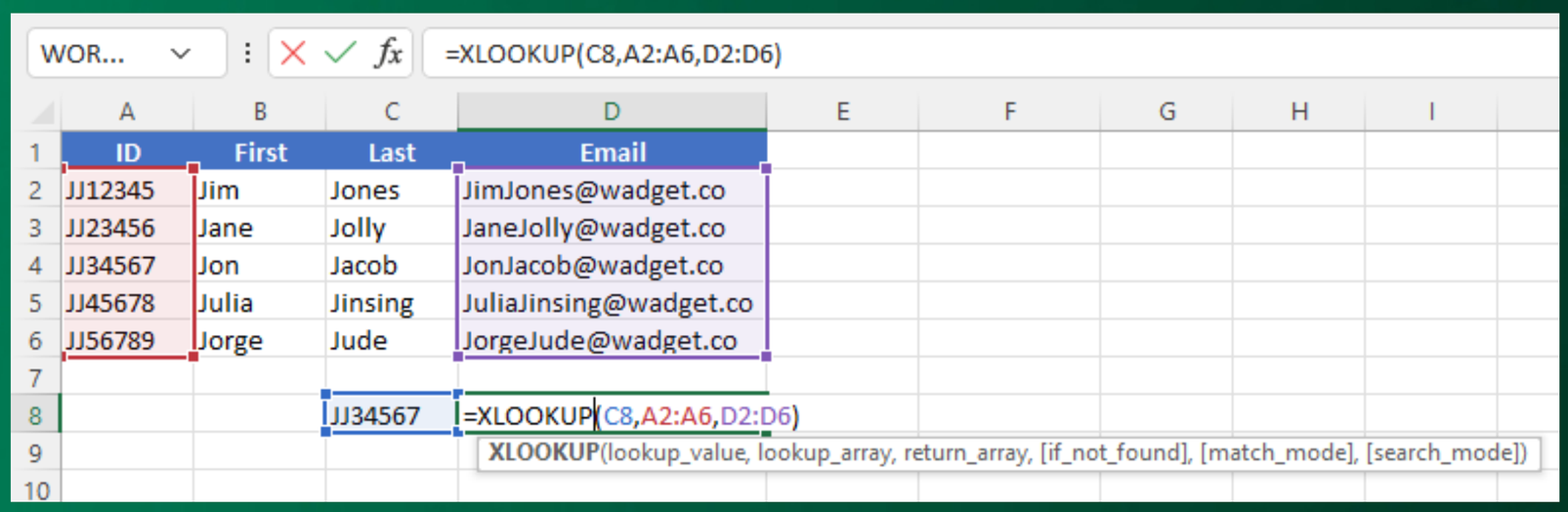
SUBSTITUTE: Useful function to replace specific values within a string and maintain original data.

Syntax:
SUBSTITUTE(Cell Reference, what to substitute, with what)

REPETITION IS THE KEY TO RETENTION

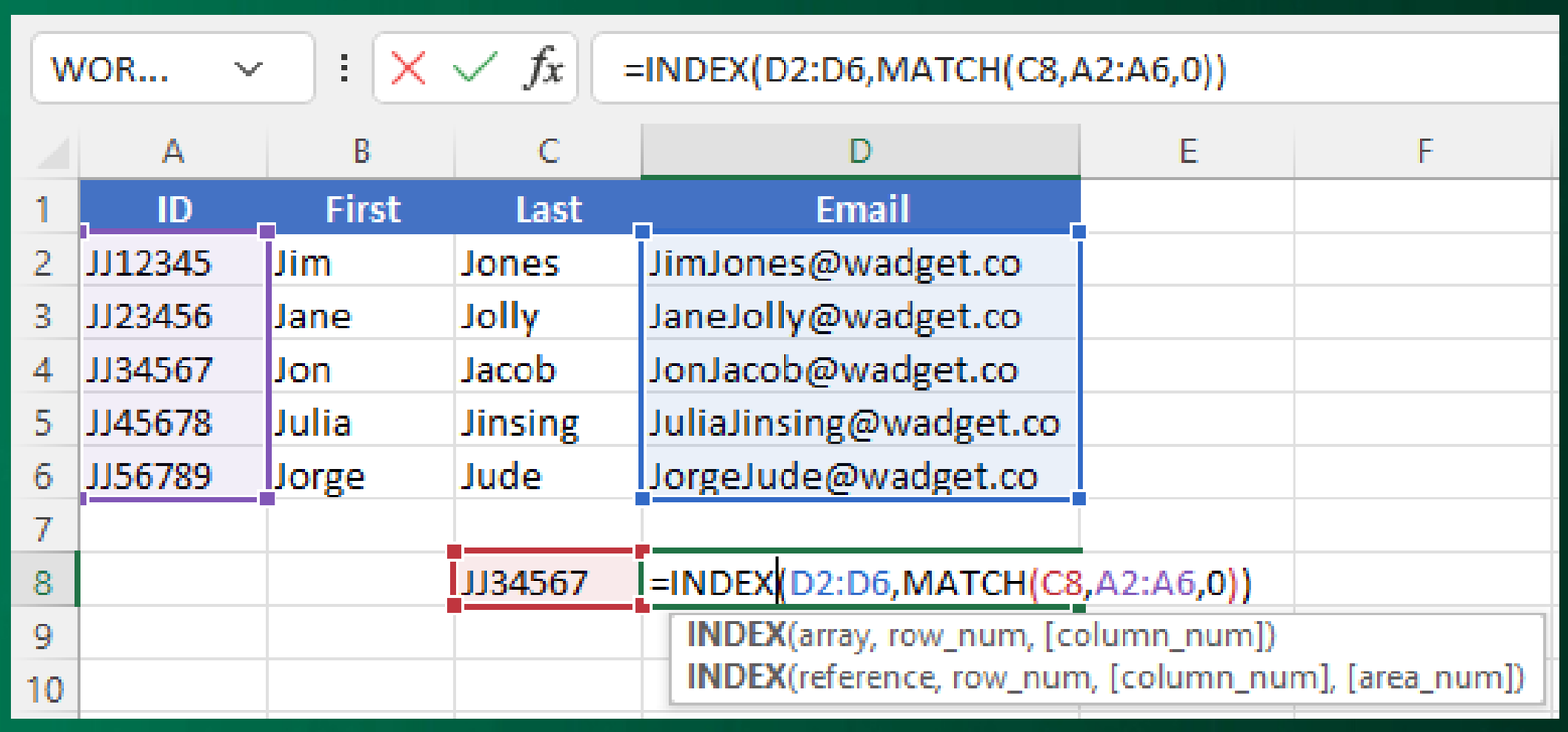
FUNCTIONS

LOOKUPS



XLOOKUP: Used to look up values using an index reference. Replaces VLOOKUP, HLOOKUP, and INDEX/MATCH if used carefully.

Syntax:
XLOOKUP(Lookup value, Lookup Array, Return Array)



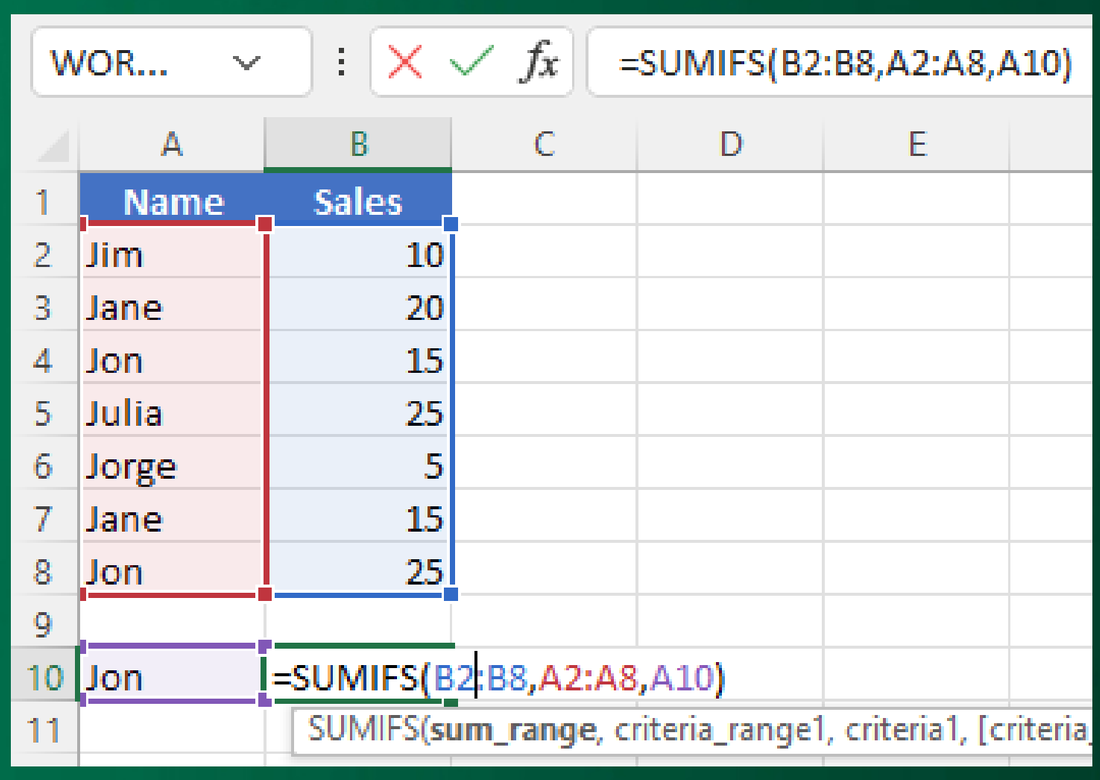
INDEX/MATCH: If you do not have XLOOKUP available on your version of Excel, INDEX/MATCH is the next best option. It uses the combination of functions to perform lookups in a much more flexible way than VLOOKUP and HLOOKUP.

Syntax:
INDEX(Return Array,MATCH(Lookup Value, Lookup Array,0))

REPETITION IS THE KEY TO RETENTION

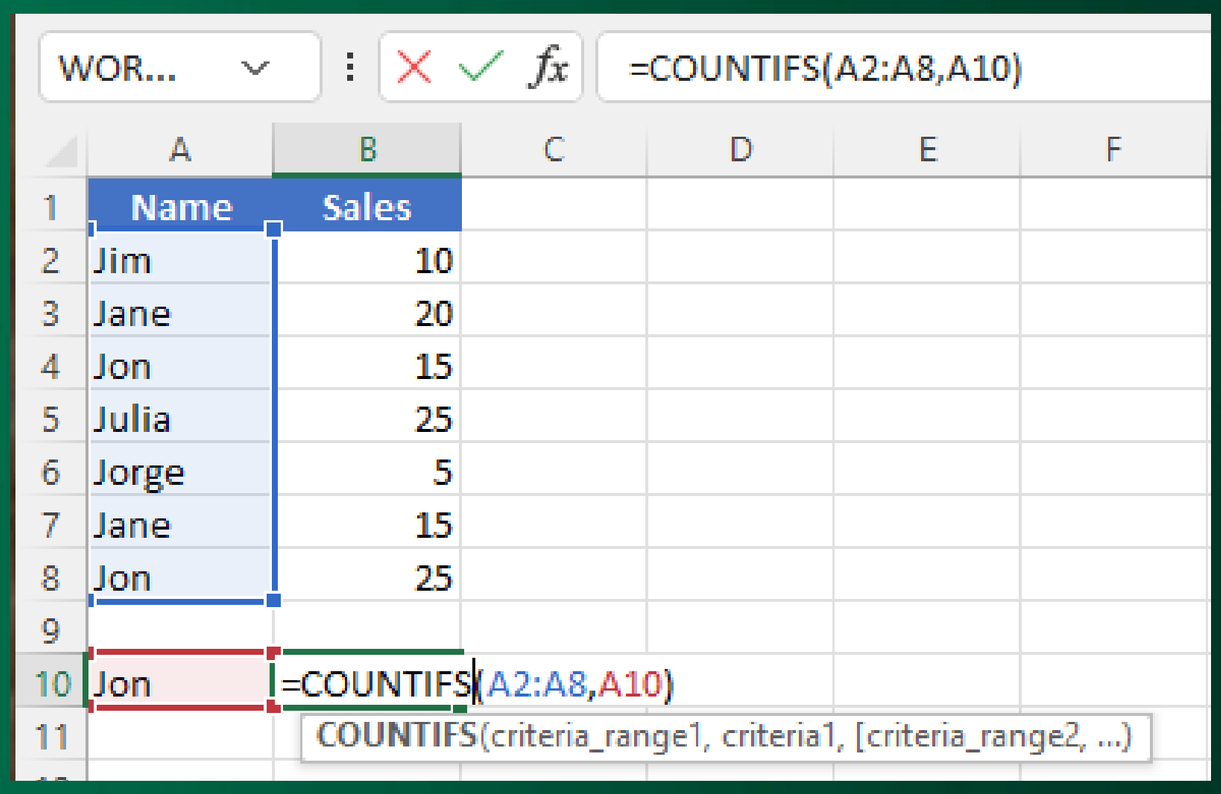
FUNCTIONS

CALCULATIONS (1 OF 2)



SUMIFS: Used to sum values from a data set using specific criteria

Syntax:
SUMIFS(Sum Range,Criteria range 1, Criteria 1, Criteria Range N, Criteria N)



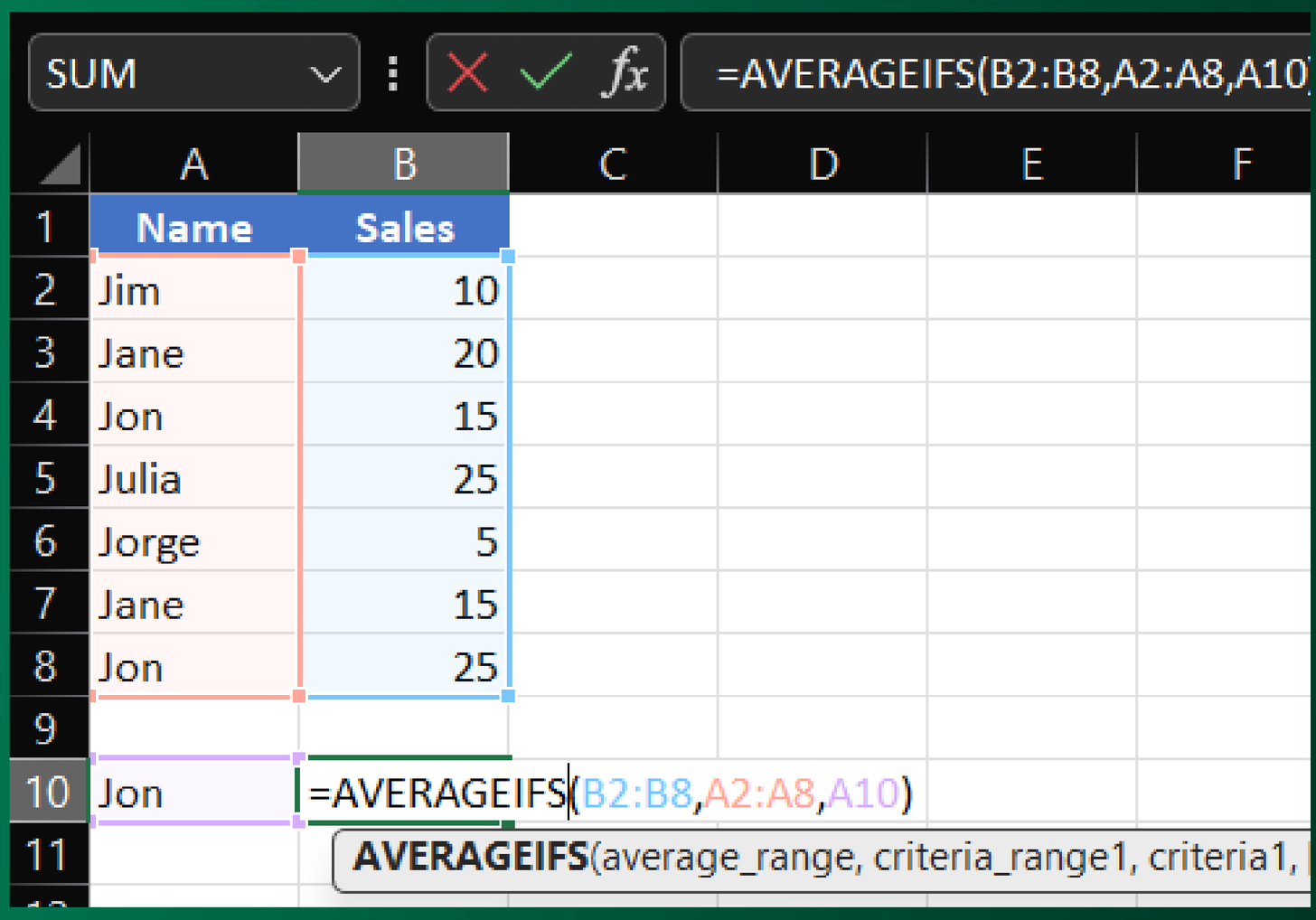
COUNTIFS: Used to count instances from a data set using specific criteria

Syntax:
COUNTIFS(Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION

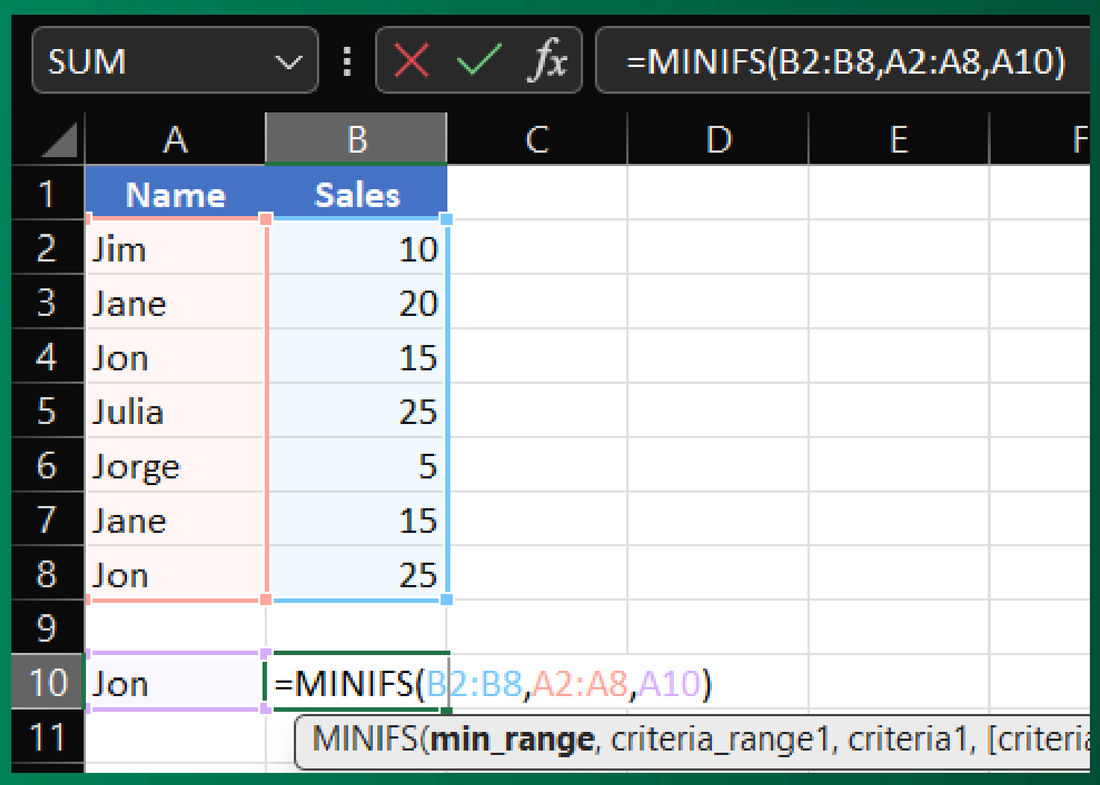
FUNCTIONS

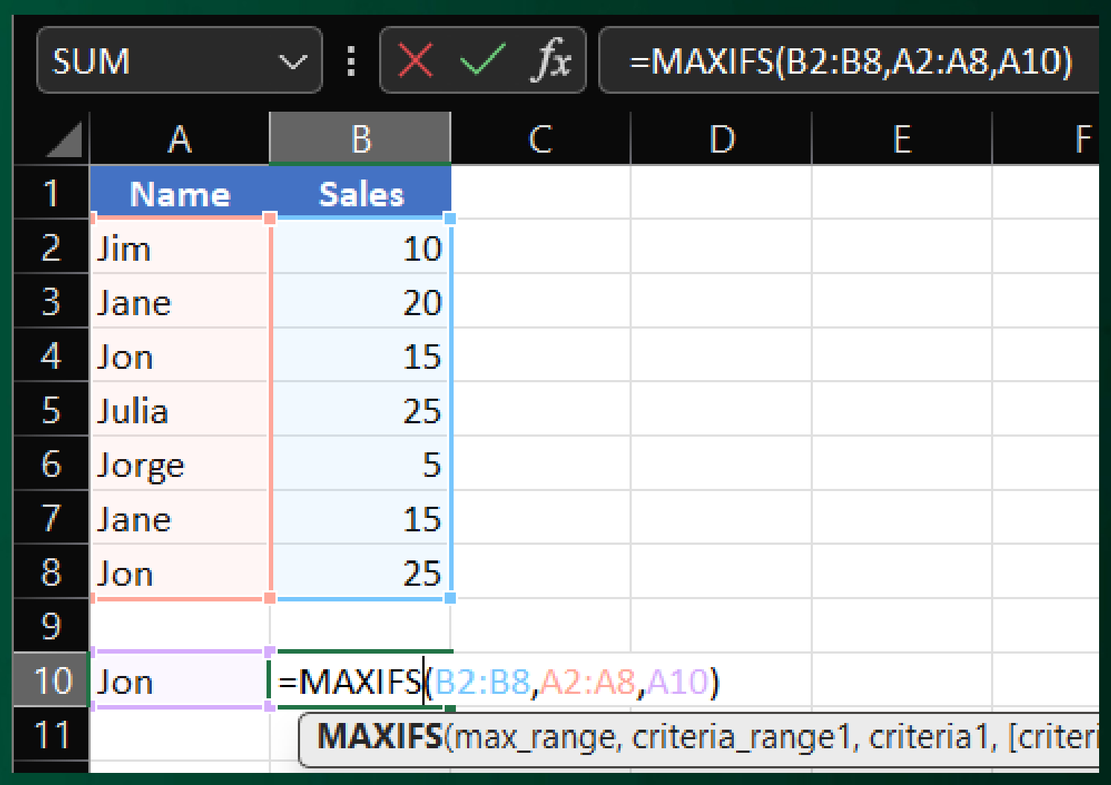
CALCULATIONS (2 OF 2)



AVERAGEIFS: Used to average values from a data set using specific criteria

Syntax:
AVERAGEIFS(Average Range,Criteria range 1, Criteria 1, Criteria Range N, Criteria N)





MINIFS/MAXIFS: Used to extract the minimum/maximum value from an array meeting specific criteria

Syntax:
MINIFS/MAXIFS(Value Array, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

GENERALLY HELPFUL

SUM =UNIQUE(A2:A8)

	A	B	C	D	E
1	Name	Sales			
2	Jim	10		A2:A8)	
3	Jane	20		Jane	
4	Jon	15		Jon	
5	Julia	25		Julia	
6	Jorge	5		Jorge	
7	Jane	15			
8	Jon	25			

UNIQUE: Easily extract the unique values from an Array without having to de-duplicate. It is a dynamic spill function.

Syntax:
UNIQUE(Array you want unique values from)

SUM =IFERROR(C4/C3,0)

	A	B	C	D	E
1	**Jim's Performance**				
2		Jan	Feb	Mar	
3	Deals	4	0	3	
4	Closes	2	0	1	
5	*Close Rate*	*50%*	*#DIV/0!*	*33%*	
6	*With IFERROR*	*50%*	*=IFERROR(C4/C3,0)*		
7			IFERROR(value, **value_if_error**)		

IFERROR: Used to create rules for how to present calculations with errors as outputs. Used to flag errors or clean presentation layer data.

Syntax:
IFERROR(Original calculation, Value to display if an error results)

REPETITION IS THE KEY TO RETENTION

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