

1. Trim, Duplicate, Find & Replace

- Select column → Data tab → Remove Duplicates
- Use TRIM() to remove extra spaces
- Press Ctrl+H for Find & Replace

2. Case Transformations (Upper, Lower, Proper)

- Use =UPPER(A1), =LOWER(A1), =PROPER(A1)

3. Data Extraction (LEFT, RIGHT, MID, LEN)

- Use =LEFT(A1,4), =RIGHT(A1,2), =MID(A1,2,3), =LEN(A1)

4. Combining Data (& , CONCAT, TEXTJOIN)

- Use =A1&B1; or =CONCAT(A1,B1) or =TEXTJOIN(' ',TRUE,A1,B1)

5. Splitting Columns (Delimiters & Fixed Width)

- Select column → Data tab → Text to Columns → Choose Delimited/Fixed Width

6. Flash Fill

- Type pattern in next column → Press Ctrl+E

7. Merging, Consolidating & Appending

- Use Power Query → Append Queries → Close & Load

8. Date & Time Functions

- Use =TODAY(), =NOW(), =YESTERDAY(), =WORKDAY(), =NETWORKDAYS()

9. Logical Functions (IF, IFS, SWITCH, AND, OR)

- Use =IF(A1>50,'Pass','Fail') etc.

10. Arithmetic Functions (SUM, AVERAGE, PRODUCT)

- Use =SUM(A1:A10), =AVERAGE(A1:A10), =PRODUCT(A1:A10)

11. Lookup Functions

- Use =VLOOKUP(), =HLOOKUP(), =INDEX(MATCH()), =XLOOKUP()

12. Error Handling (IFERROR)

- Wrap formula with =IFERROR(formula,'Message')

13. Sorting, Filtering & Grouping

- Use Data tab → Sort & Filter → Advanced Filter, Group, Subtotal