

## **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