

Microsoft Excel: Tips and Tricks

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- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-excel/docs/tips-and-tricks.html>
- [Youtube Playlist to learn excel](#)

Transpose (rotate) data from rows to columns or vice versa

Transposing data is the process of switching data from rows to columns or vice versa. This is often done to make the data easier to read or to improve the layout of a spreadsheet.

How to Transpose Data in Excel

There are two main ways to transpose data in Excel:

Using the Paste Special Feature:

- [Video: Transpose \(rotate\) data from rows to columns or vice versa - Microsoft 365](#)
 - [Download a sample data workbook #1](#)

Tips: The shortcut key for Paste Special is **CTRL+ALT+V**.

Using the TRANSPOSE Function:

- [Video: TRANSPOSE function - Vertical range of cells as a horizontal range](#)
 - [Download a sample data workbook #2](#)

See also:

- [Transpose \(rotate\) data from rows to columns or vice versa - Microsoft Support](#)

Populate a Dropdown List Based on Cells Value

- [How to: Populate a Dropdown List Based on Cells Value](#)

Fill a column with a series in excel

- [Video: Excel Mobile - Fill a column with a series in excel](#)

Flash Fill in Excel

Flash Fill is a feature in Excel that automatically fills in data based on patterns it recognizes in your existing data. It is a powerful tool that can save you a lot of time and effort, especially when working with large datasets.

Tips: 'CTRL+E' is the shortcut for Flash Fill.

Here are some examples of how to use Flash Fill:

Extracting data from text: For example, suppose you have a column of text that contains email addresses. You can use Flash Fill to extract the email addresses from the text and put them in a separate column.

Combining text from multiple columns: For example, suppose you have a list of first names in one column and a list of last names in another column. You can use Flash Fill to combine the first and last names into a single column.

- [Video: Flash Fill in Excel](#)
 - [Download a sample data workbook](#)

Quick Analysis in excel

Quick Analysis in Excel is a powerful tool that helps you explore and visualize your data quickly and easily.

- [Video: Quick Analysis in Excel](#)
 - [Download a sample data workbook](#)

Define and use names in formulas

By using names, you can make your formulas much easier to understand and maintain. You can define a name for a cell range, function, constant, or table.^[^1]

Formulas with cell references can be difficult to understand, especially for complex calculations. Using names for cell ranges or tables makes them much easier to understand, especially for others using your workbook.

- [Video: Define and use names in formulas - Learn the Basics Quickly](#)
 - [Download a sample data workbook](#)

See also:

- [Define and use names in formulas - Microsoft Support](#)
- [Names in formulas - Microsoft Support](#)

True/False (Mark T for True and F for False)

Multiple Choice (Select the best answer)

Practical Exercises

Review Questions

References and Bibliography

- ^[^1:] [Define and use names in formulas - Microsoft Support](#)