



1-SECOND EXCEL HACKS



Download in hi-res & step-by-step Video: <https://bit.ly/1-second-hacks>

#	The Hack	How to Do It	What It Helps With
1	Stop Excel Removing Leading Zeros	Select cells/column → Home tab → Number Format dropdown → Choose Text . Do this before entering data.	Preserves the full format for postal codes, IDs, or phone numbers (e.g., 07551 is not converted to 7551).
2	Remove Gridlines	View tab → Uncheck Gridlines	Creates clean, professional-looking dashboards and printable reports by removing visual clutter.
3	Freeze Panes to Lock Headers	Select the cell below your header and or to the right of your first column → View tab → Freeze Panes .	Keeps headers and key columns visible when you scroll through large datasets.
4	Show All Formulas Instantly	Press the shortcut Ctrl + ` (the key left of "1"). Press it again to hide them.	Instantly audit and troubleshoot all formulas on a sheet without clicking on each cell.
5	Highlight Top N Values	Select your data → Home tab → Conditional Formatting → Top/Bottom Rules → Top 10 Items... (You can specify how many items you want to highlight)	Gives you quick performance insights without needing to sort the data or write formulas.
6	Copy Values Only (No Formulas)	Copy cells (Ctrl+C), then Right-Click → Paste Options → Values (123 icon). Pro shortcuts: Ctrl + Alt + V, then V (all Excel versions) or Ctrl + Shift + V (M365)	Prevents broken formulas when you copy and paste calculated results to a new location.
7	Stop Excel from Auto-Linking URLs	File → Options → Proofing → AutoCorrect Options → AutoFormat As You Type tab → Uncheck "Internet and network paths with hyperlinks."	Stops Excel from automatically turning website and network paths into blue, underlined links .
8	Evaluate Formulas Step-by-Step	Select a cell with a formula → Formulas tab → Evaluate Formula → Click "Evaluate" to see each step solved.	Helps you debug complex formulas by showing you exactly where the calculation is going wrong.
9	Apply Format from Another Cell	Select a cell with the style you want → Home tab → Click Format Painter . Double-click it to apply the same format multiple times.	Makes styling consistent across your sheet quickly, without manually adjusting fonts, colors, and borders.
10	Use Flash Fill for Fast Data Entry	In an adjacent column to your data, type the first example of your desired output (e.g., "John Smith" for "JohnSmith"). Press Ctrl + E	Magically combines, splits, or reformats text and numbers based on an example you provide.
11	Insert Today's Date & Time	For today's date: Ctrl + ; For the current time: Ctrl + Shift + ;	Quickly timestamp entries with static values that won't change when you reopen the file.
12	Add a Drop-Down List	Select a cell → Data tab → Data Validation → Allow: List → Select the range containing your list items.	Prevents data entry mistakes and ensures consistency by forcing users to pick from a predefined list.
13	Unprotect a Single Cell or Range	1. Select cells you want to be editable → Ctrl+I → Protection → Uncheck "Locked". 2. Go to Review tab → Protect Sheet.	Prevents accidental edits to critical formulas or input cells while allowing changes in other areas.
14	Create an Instant Chart	Select your data (or use Ctrl+A) and press Alt + F1 .	Generates an instant visual of your data for quick analysis, bypassing the multi-step chart wizard.
15	Create an exact copy of a worksheet in seconds.	Press and hold the Ctrl key, then, click on the sheet tab you want to copy and drag it to a new position (left or right).	Quickly duplicate sheets for backups, monthly templates, or testing formulas safely.

