



EXCEL FORMULA FEATURES YOU PROBABLY MISSED!



Download in hi-res and get more tips like this: bit.ly/formula-features

1 Trace Precedents/Dependents

US Sales		
Product	Units	Price \$
Pencil	2	60
Pen	5	50
Eraser	4	20

UK Sales		
Product	Units	Price \$
Pencil	5	60
Pen	3	50
Eraser	1	20

Total Sales \$920

Why:

- Debug with speed
- Understand complex sheets
- Modify with confidence

How To:

- Find cells affecting the selected cell: Select a cell > Formulas > Trace Precedents
- Find cells affected by the selected cell: Select a cell > Formulas > Trace Dependents
- Get rid of the blue arrows: Select a cell > Formulas > Remove Arrows

4 Error Checking

A	B	C	D
	Region	Sales \$	
2	North	10,000	
3	West	5,000	
4	East	7,500	
5	South	#CALC!	

Why:

Don't just see an error; get a step-by-step explanation

How To:

- Formulas > Error Checking
- Click on the small green triangle in the cell

Error Checking

Error in cell C7

=FILTER(C3:C5,B3:B5="South")

Empty Array

Empty arrays are not supported

FILTER function gives error as there is no South region

Pro Tips:

- Provide a default value in the [if_empty] argument of the FILTER Function.
- Use IFERROR to handle errors gracefully

IFERROR Masterclass: <https://bit.ly/ifferrorfn>

FILTER Masterclass: <https://bit.ly/filter-fn>

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<https://bit.ly/mo-th-courses>

7 Formula Bar Secrets

Why:

- Instantly evaluate just one piece of a long formula
- Quickly navigate, understand, and edit complex formulas

Prerequisite: Click anywhere inside your formula

=C4*XLOOKUP(C4,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)

XLOOKUP(lookup_value,lookup_array,return_array,[if_not_found],[match_mode],[search_mode])

Secret 1: Click hyperlink to select formula arguments

In M365 a tooltip displays the result. For earlier versions, see secret # 2.

=C3*XLOOKUP(C3,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)

XLOOKUP(lookup_value,lookup_array,return_array,[if_not_found],[match_mode],[search_mode])

2 Evaluate Formula

=SUMPRODUCT(C4:C6,D4:D6)+SUMPRODUCT(C10:C12,D10:D12)						
A	B	C	D	E	F	G
2	US Sales					
3	Product	Units	Price \$			
4	Pencil	2	60			
5	Pen	5	50			
6	Eraser	4	20			
8	UK Sales					
9	Product	Units	Price \$			
10	Pencil	5	60			
11	Pen	3	50			
12	Eraser	1	20			
			Total Sales	\$920		

Why:

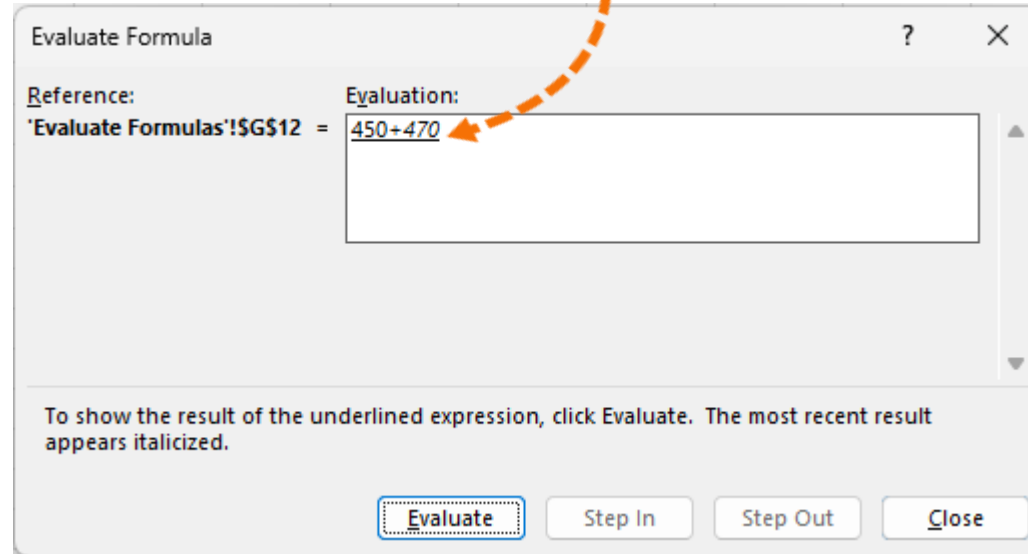
- Get interim calculations
- Pinpoint errors

How To:

Select a formula cell > Formulas > Evaluate Formula > Evaluate

Pro Tip:

Use the LET function to name calculation steps, creating clean, self-explanatory formulas allowing on-the-spot debugging.



LET Masterclass: <https://bit.ly/let-fn>

5 Watch Window

Step 1: Record Transactions

A	B	C	D	E
2	Order Date	Order ID	Sales \$	
3	02-03-25	A-001	1,000	
4	28-04-25	A-002	1,200	
5	15-05-25	A-003	1,300	

Transactions are recorded in a separate sheet

Step 2: Create KPIs

A	B	C
2	Total Sales	3,500
3	Total Profit	875
4	Profit Margin	25%

KPIs are created in a separate sheet

Step 3: Add KPIs to Watch Window

Watch Window					
	Add Watch...	Delete Watch			
E	Sheet	Name	Cell	Value	Formula
e	KPI	Total_Sales	C2	3,500	=SUM(Transactions!D3:D5)
e	KPI	Total_Profit	C3	875	=C2*0.25
e	KPI	Profit_Margin	C4	25%	=C3/C2

Step 4: Monitor KPIs from Anywhere

Go to Transactions sheet > Formulas > Watch Window > See the values from KPI sheet in Transactions sheet itself.

Why:

- No switching back & forth between sheets
- Add more transactions and instantly see the impact on your KPIs

Pro Tip:

Define cell names for cells added in the Watch Window to display it in the name column for easier interpretation

Named Ranges Masterclass: <https://bit.ly/named-ranges-excel>

3 Show Formulas

B	C	D
2	Sales Rep	Sales Bonus \$
3	Anna	10,000 500
4	Ben	20,000 1,400
5	Cara	30,000 3,000
6	Dylan	40,000 6,000

Use Shortcut:



B	C	D
2	Sales Rep	Sales Bonus \$
3	Anna	10000 =C3*XLOOKUP(C3,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)
4	Ben	20000 =C4*XLOOKUP(C4,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)
5	Cara	30000 =C5*XLOOKUP(C5,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)
6	Dylan	40000 =C6*XLOOKUP(C6,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)

Why:

- Quickly reveal all formulas on a sheet
- Identify inconsistencies for example, we can easily see the bonus calculation above is consistent in every cell and the relative and absolute references are correct.

How To:

Formulas > Show Formulas or shortcut Ctrl + `

Pro Tip:

Use the FORMULATEXT function in any cell to reveal the formula in another cell.

For example, =FORMULATEXT(D3) will return =C3*XLOOKUP(C3,Bonus!\$B\$3:\$B\$6,Bonus!\$C\$3:\$C\$6,"No Bonus",-1)

6 Find Anomalies

Product	Price \$	Units	Sales \$
Pen	5	15	75
Pencil	10	25	250
Eraser	15	20	1,300

This cell has a calculation error, 15 x 20 should be 300

Product	Price \$	Units	Sales \$
Pen	5	15	75
Pencil	10	25	250
Eraser	15	20	1,300

Use Find & Select to highlight all cells containing constants.

Pro Tip:

Find Formulas: notice the Find & Select drop down also has options to find cells containing formulas and data validation.

Why:

- Uncover hidden errors and anomalies
- Audit in seconds, not hours

How To:

- To highlight hard-keyed numbers: Home > Find & Select > Constants
- To highlight Formulas: Home > Find & Select > Formulas
- Use Shortcut Ctrl + G > Special > Constants or Formulas

8 Quick Formula Writing Hacks



Use Alt + Enter to break long formulas into multiple lines, for better readability.



Use Ctrl+Shift+U to toggle formula bar height for better visibility of a long formula



Select multiple cells, type formula in a cell > use Ctrl+Enter to fill the same formula in all selected cells



Use F4 to toggle between absolute and relative references



Use Tab to autocomplete your formulas

