



# EXCEL FEATURES YOU'RE OVERLOOKING



Video & Practice File: <https://bit.ly/exceloverlookedfeatures>

## 1 Grouping Columns & Rows: Quickly switch between hiding & unhiding columns & rows in wide or tall spreadsheets

How? Select columns or rows to group > Data tab > Outline > Group

	A	B	C	D	E	F	G	H	I	J	K
2		Date	Product	Category	Units Sold	Unit Price	Unit Cost	Total Sales	Total Cost	Discount	Profit After Discount
3		01-12-2023	Headset	Accessories	16	489	48	7,822	772	938	6,112
4		01-02-2023	Laptop	Electronics	19	335	29	6,366	543	786	5,036
5		01-14-2023	Monitor	Accessories	13	375	94	4,873	1,221	640	3,012
6		01-06-2023	Monitor	Accessories	13	414	162	5,383	2,103	588	2,693
7		01-08-2023	Keyboard	Electronics	12	422	177	5,067	2,124	366	2,576
8		01-10-2023	Laptop	Accessories	7	489	102	3,421	717	324	2,380
9		01-17-2023	Monitor	Electronics	15	78	16	1,165	237	126	802

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### Benefits:

1. Expand/collapse groups using +/- buttons
2. Create up to 8 levels of groups
3. To ungroup > Select group > Data tab > Outline > Group

## 3 Excel Clipboard: Streamline data entry

How? Home tab > Clipboard group > Launch icon

Product	Sales	Emoji
Shorts	13,300	😊
Handlebars	2,300	
Socks	2,300	

### Benefits:

1. Copy and paste multiple items
2. Stores up to 24 copied items
3. Stores copied items across applications
4. Can be dragged out to act as a floating clipboard

### Bonus Tip

Alternatively, use **Win + v** shortcut to access the floating clipboard to insert GIFs, Kaomojis, Symbols & much more

## 5 Symbols in Number Formats: Make data quicker to interpret

How?

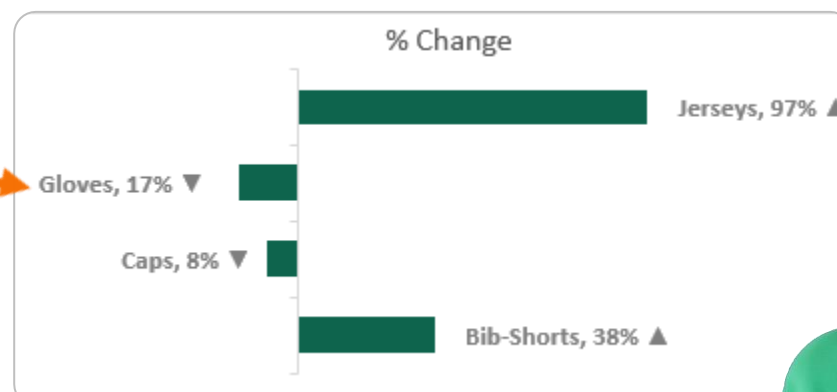
1. Insert tab > Symbols > Select Geometric Shapes in subset
2. Insert ▲▼ in a cell
3. Select the cells of the Change column
4. CTRL+1 > Select Custom > Change the format to 0% ▲;0% ▼

Category	2023	2024	Change
Bib-Shorts	2,900	4,000	38%
Caps	1,070	980	-8%
Gloves	15,600	13,000	-17%
Jerseys	3,800	7,500	97%

Category	2023	2024	Change
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Gloves	15,600	13,000	17% ▼
Jerseys	3,800	7,500	97% ▲

### Benefits:

1. Easier to spot trends & outliers
2. Can be used in chart data labels
3. Can be used in dashboards



## 2 Paste Special: Quickly perform data transformations

How? Copy the multiplier cell > Select cells to transform > Home tab > Paste drop down > Paste special > Multiply

Common Applications:

1. Convert numbers to percentages
2. Restructure data layout using 'Transpose'
3. Copy values keeping existing blanks using 'Skip blanks'

## 4 Very Hidden Sheets: Keep sensitive data out of view

How? Open VB Editor (Alt + F11) > Properties window > Visible property > Select "2 - xlSheetVeryHidden"

Select "2-xlSheetVeryHidden" to hide the sheet from Excel

Select the sheet you want to hide.

The user can't unhide by right-clicking on the Excel sheet tabs

### Benefits:

1. Adds an extra layer of data privacy
2. No password-protection required
3. Prevents accidental modifications in complex calculations

## 6 Use Conditional Formatting: Color-code your insights

Category	2023	2024	Change
Bib-Shorts	2,900	4,000	38% ▲
Caps	1,070	980	8% ▼
Gloves	15,600	13,000	17% ▼
Jerseys	3,800	7,500	97% ▲

1. Select cells
2. Home tab > Conditional Formatting > Highlight Cells
3. Select 'Greater Than' > Type in 0% > Select 'Custom Format'
4. Select green font color
5. Repeat for -ve change except, select 'Less Than' & purple font color

Alternatively, use built-in icon sets. Note: you can't customize built-in icon colors.

Category	2023	2024	Change
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