



*Stand Out
from the
Crowd*



Mynda Treacy | Microsoft MVP

Excel Tips & Tricks

Dear fellow Excel enthusiast,

If you're not an enthusiast yet, I hope that with the help of these Tips & Tricks you soon will be.

These are some of my favourite tips and power features that'll get you well on your way to 'Excel Guru Status' giving you not only the recognition you deserve, but also making your work more enjoyable.

Kind regards,

Mynda Treacy

Microsoft MVP

Co-founder

[My Online Training Hub](https://www.MyOnlineTrainingHub.com)



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The only conditions are:

1. You don't charge anyone money for it. That's my right.
2. You don't change, edit, or alter the digital format or contents.
3. All links must remain in place.

My hope for this e-book is that you please share it with as many people as possible. And by sharing the knowledge many more people will love Excel and love their work.

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Tip: Click menu to jump to section



Questions & Support



Questions – If you have any questions or feedback, please contact me at: website@myonlinetraininghub.com


















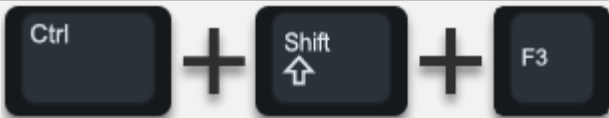





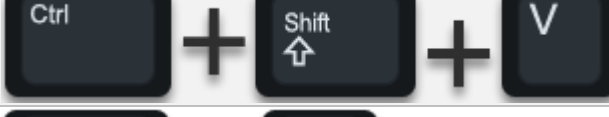



Excel Support – Post your questions, screenshots and example Excel files on our Excel Forum where we'd be happy to help:
<https://www.MyOnlineTrainingHub.com/excel-forum>

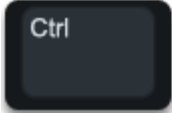

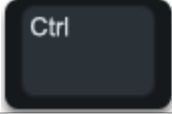

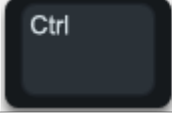
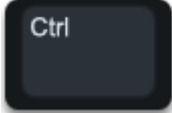



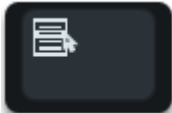


Learn More - You can find more Microsoft Office training (including Excel, Word and Outlook video tutorials) and resources at
<https://www.MyOnlineTrainingHub.com>

Keyboard Shortcuts

1.		Inserts a SUM formula referencing the adjacent cells.
2.		Switches between open Excel windows.
3.		Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.
4.		Displays the Format Cells dialog box or formatting panes for objects.
5.		Copies the cell above the active cell into the cell. Also copies objects (images, shapes, charts etc.)
6.		Copies a formula from the cell above the active cell into the cell or the Formula Bar.
7.		Repeats an action, or if you're editing a cell and the cursor is in between the cell references it will insert the \$ signs for absolute references. Repeated pressing F4 will scroll through different levels of absolute references.
8.		Uses the Undo command to reverse the last command or to delete the last entry that you typed.
9.		Opens the Hyperlink dialog box. Also works in Word, Outlook, PowerPoint and more!
10.		Opens the Find dialog box.
11.		Opens the Find & Replace dialog box.
12.		Opens a new workbook.

13.		Displays the Open dialog box to open or find a file.
14.		Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
15.		Runs Spell Check on the entire worksheet if only one cell is selected, otherwise Spell Checks the selected range.
16.		Inserts named ranges for an entire table automatically based on the column or row headings (your choice).
17.		Opens the File Save As dialog box.
18.		Saves workbook.
19.		Copy
20.		Cut
21.		Paste
22.		Pastes Values (365 and versions later than 2021 only)
23.	 	Move to end of a range of cells (column or row). Your selected cell will stop at any empty cell in the range, or if cells are empty it will stop at the next populated cell in the column or row. Bonus tip: Also hold SHIFT to select cells.
24.		Quickly move to home. If you have frozen panes your cursor will stop at the intersection of the frozen panes.

25.	 +  or  + 	Move between worksheets
26.	 +	View formulas instead of values
27.	 + 	Inserts today's date. Bonus tip: also hold SHIFT to enter the current time.
28.	 + 	Opens the emoji palette (in all apps) 😊
29.		Opens the right mouse button menu.



Want more **keyboard shortcuts**?

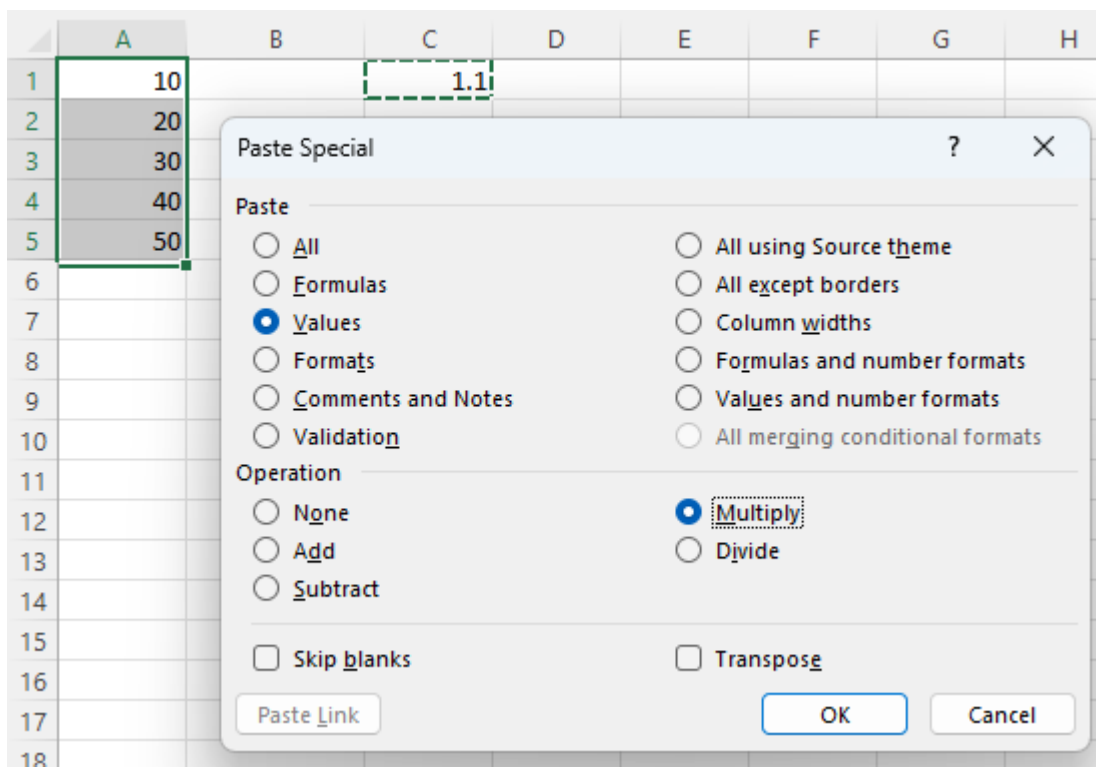
Keyboard shortcuts help you work faster. [Download our 239 Excel Keyboard Shortcuts e-book here.](https://www.MyOnlineTrainingHub.com/239-Excel-Keyboard-Shortcuts-e-book)

Tips & Tricks

30. **Hidden Double Click Shortcuts** – it's not all about the keyboard. The mouse also has some super handy shortcuts available. [Check them out here.](#)

31. **Transpose Data** Copy data > Paste Special > Transpose. 

32. **Increase Numbers by Set Amount** – Enter the figure you want to increase numbers by, say 10%, you'd enter 1.1. Copy the cell containing 1.1 > highlight the cells containing the numbers you want to increase > Paste Special > Multiply:



Bonus tip: convert negative values to positive by multiplying by -1 and vice versa.

33. **AutoFill a Series or Formulas** – Double Click on the + symbol on the bottom right of a cell that is adjacent to the range you want to fill.

Before



	A	B
1	1	Monday
2	2	Tuesday
3	3	
4	4	
5	5	
6	6	
7	7	

After

	A	B
1	1	Monday
2	2	Tuesday
3	3	Wednesday
4	4	Thursday
5	5	Friday
6	6	Saturday
7	7	Sunday

34. **Flash Fill** – Use built in AI to split, join, clean text and dates. Give flash fill one or more examples, then select the range and press CTRL+E to flash fill the rest:

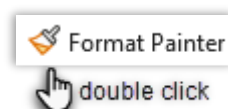
First Name	Initial	Last Name	Combined Name	First Name	Initial	Last Name	Combined Name
Mary	Kirsty	Mills	Mills, Mary K.	Mary	Kirsty	Mills	Mills, Mary K.
Craig	John	Garland		Craig	John	Garland	Garland, Craig J.
Andrew	Burt	Simpson		Andrew	Burt	Simpson	Simpson, Andrew B.
Rupert	L	Richards		Rupert	L	Richards	Richards, Rupert L.
Joe	Richard	Bryant		Joe	Richard	Bryant	Bryant, Joe R.
Jane	M	Hart		Jane	M	Hart	Hart, Jane M.
Bob	JD	Bond		Bob	JD	Bond	Bond, Bob JD.

 + 

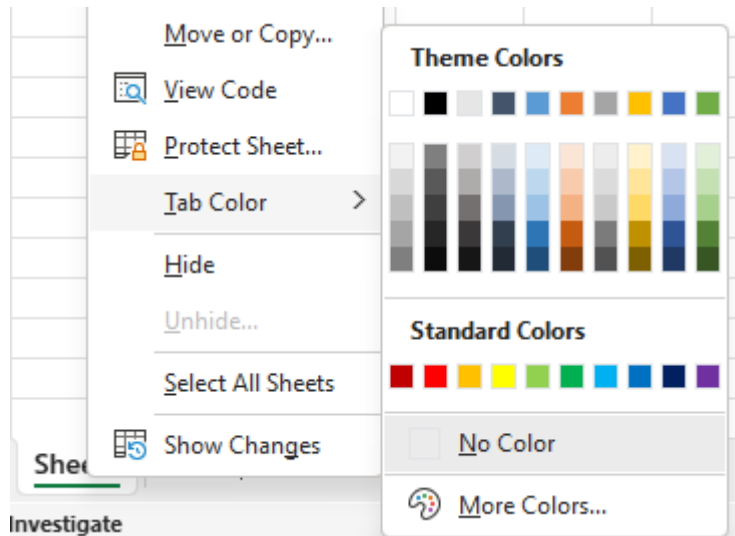
35. **Force a carriage return in a cell instead of wrapping the text** – while editing the cell, press:



36. **Use Format Painter more than once** – Double Click the Format Painter and use it as many times as you like. When you're done press ESC.



37. **Format Sheet Tab Colours** – Right-Click mouse on Sheet Tab > Tab Colour.



38. **Combine Text from Multiple Cells** – Enter your formula with the ampersand ‘&’ between the cell references e.g. =A1&A2&A3 will add the text in cell A1, A2 and A3 together.

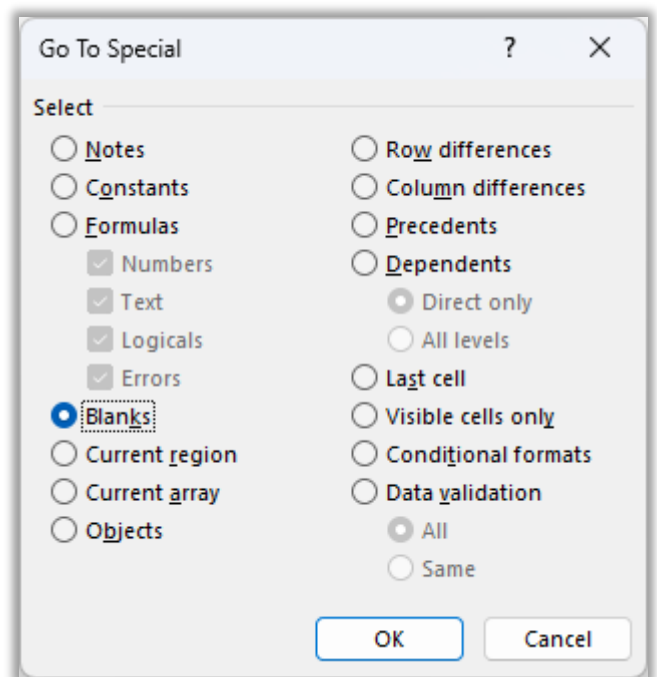
Bonus tip: Excel 2019 onward and 365 users can use the TEXTJOIN function to join text with a delimiter and ignore empty spaces. [More on the TEXTJOIN function here.](#)

39. **Delete blank cells in a row or column** –

Highlight the column or row containing cells you want to delete. Press CTRL+G to open the Go To Dialog Box > Special > Blanks. Delete cells, rows or columns.

40. **Fill blank cells in a row or column** - Highlight the column or row containing cells you want to fill. Press CTRL+G to open the Go To Dialog Box > Special > Blanks. Enter the text or formula you want to insert > press CTRL+ENTER to enter the text/formula in every blank cell.

41. **Copy & Paste visible cells only** – In a filtered list of data copy the list > Paste Special > Skip Blanks. Or if your list isn’t filtered use Go To Special to select visible cells only: CTRL+G > Special > Visible Cells Only > Paste.



42. Insert custom cell formats:

Custom Cell Formats	Text Before Formatting	Custom Format	Formatted Text
Brackets for negative values	-500	#,##0;(#,##0)	(500)
Red and brackets for negative values	-500	#,##0.00;[Red](#,##0.00)	(500.00)
Day of the week in full	27/03/2010	dddd	Saturday
Day, date, month and year	27/03/2010	ddd dd mmm yyyy	Sat 27 Mar 2010
Month	27/03/2010	mmmm	March
Phone Numbers	755551234	00 0000 0000	07 5555 1234
Phone Numbers with Brackets	755551234	(00) 0000 0000	(07) 5555 1234
Fractions	10.5	# ??/??	10 1/2
Trailing Characters	Date:	@*_	Date:_____
Leading Characters	Page 1	*.@Page 1

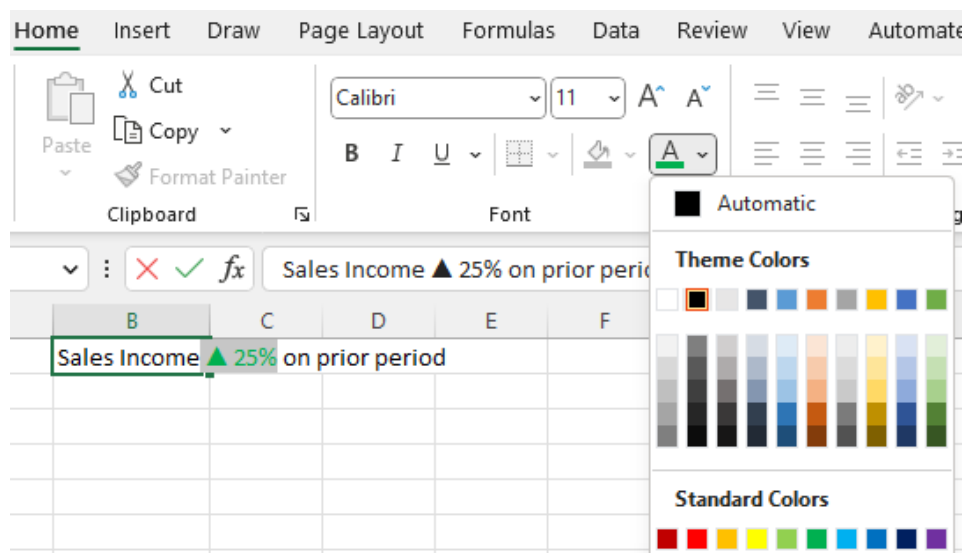


[Click here for more custom cell formats tips and tricks.](#)




43. Use [Named Ranges](#) in your formulas to make them easier to build and read when you come back to your workbook weeks or months later. [Click here for the Named Range tutorial.](#)

44. **Apply different formats within one cell** – it could be different fonts, font colours, styles etc. Select the cell you want to format > F2 to edit the cell > highlight the text you want to change > Use the formatting tools on the Home tab of the ribbon.



Move, insert and copy columns, rows and cells using the Mouse + SHIFT or CTRL.

45. **Move column, row or cells:** Select the range of cells, column(s) or row(s) > hover your mouse over the edge of your selected range of cells (or columns or rows) > when the mouse pointer changes to a 4 pointed arrow  left click the mouse and hold down while you drag your cells to a new location.
46. **Move and insert column, row or cells:** As above except also hold down the SHIFT key while hovering your mouse over the edge of the selected area. Then drag the cells (while holding down the SHIFT key) and insert then in a new location.
47. **Copy and paste a column, row or cells:** As above except hold down the CTRL key while hovering your mouse over the edge of the selected area. Then drag the cells (while holding down the CTRL key) and release the mouse where you want to paste the data.
48. **Copy and insert a column, row or cells:** As above except hold down the CTRL+SHIFT keys while hovering your mouse over the edge of the selected area. Then drag the cells (while holding down the CTRL+SHIFT keys) and release the mouse where you want to insert your data.

Mouse Pointer in 45 and 46

	A	B
1	Number	Day
2	1	Monday
3	2	Tuesday
4	3	Wednesday
5	4	Thursday
6		
7		
8		

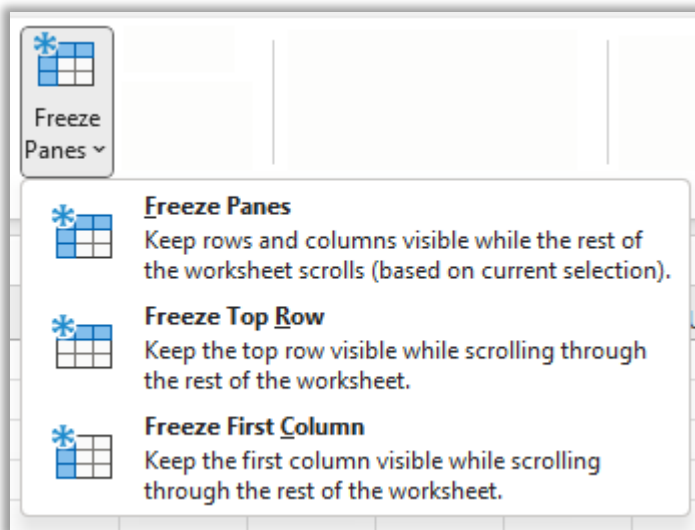
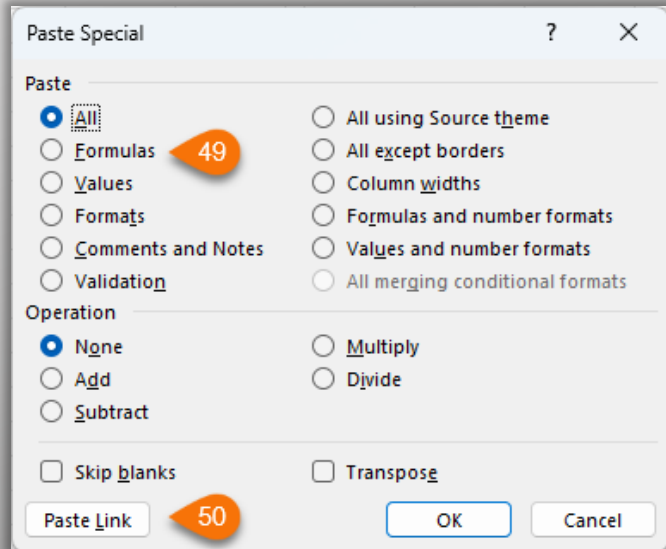
Mouse Pointer in 47 and 48

	A	B
1	Number	Day
2	1	Monday
3	2	Tuesday
4	3	Wednesday
5	4	Thursday
6		
7		
8		

Note: these mouse pointers may appear different on your PC if you have a different operating system or have customised how your mouse appears. Not to worry, the shortcuts above will still work as described.

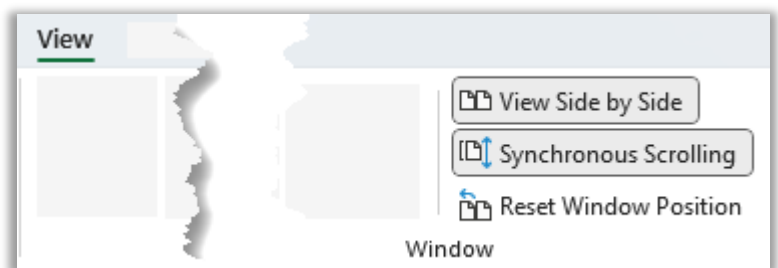
49. **Copy formulas only** - Copy cell containing formula you want to copy > Paste Special > Paste Formulas.

50. **Quickly enter links to a range of cells** – Copy cells you want to link to > Paste Special > Paste Links.



51. **Freeze rows and or columns** at the top or left of your workbook so that headings stay in place while you scroll down the worksheet. Place your cursor at the intersection of the rows/columns you want fixed in place i.e. Frozen. Go to **View tab** of the ribbon > Freeze Panes:

52. **Synchronous Scrolling** – want to compare two workbooks and have them both scroll at the same time? With two workbooks open View tab of the ribbon > View side by side > Synchronous Scrolling:



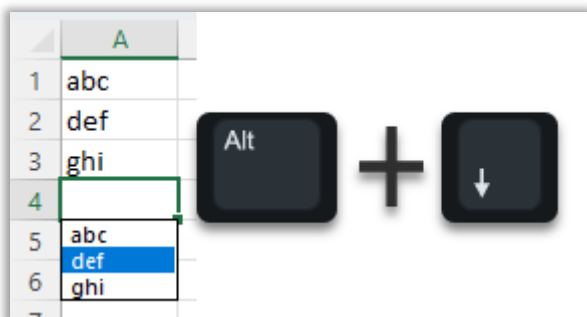
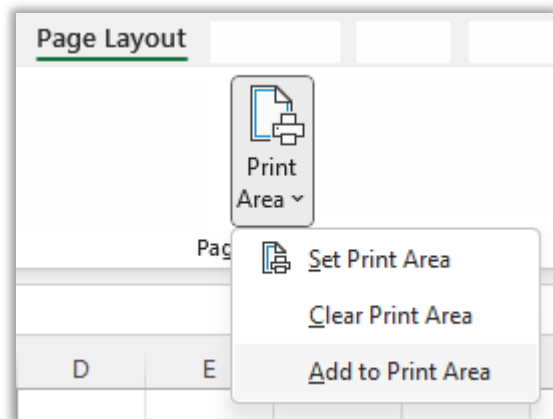
Want to tamper-proof your workbook?

53. **Hide worksheet tabs** > Windows Button > Excel Options > Advanced > Display Options > uncheck 'Show sheet tabs'.
54. **Hide row and column headers** > Windows Button > Excel Options > Advanced > Display Options for this workbook > uncheck 'Show row and column headers' **or** View tab of the ribbon > uncheck 'Headings' in the Show/Hide group.
55. **Hide the formula bar** > View tab of the ribbon > uncheck 'Formula Bar' in the Show/Hide group.



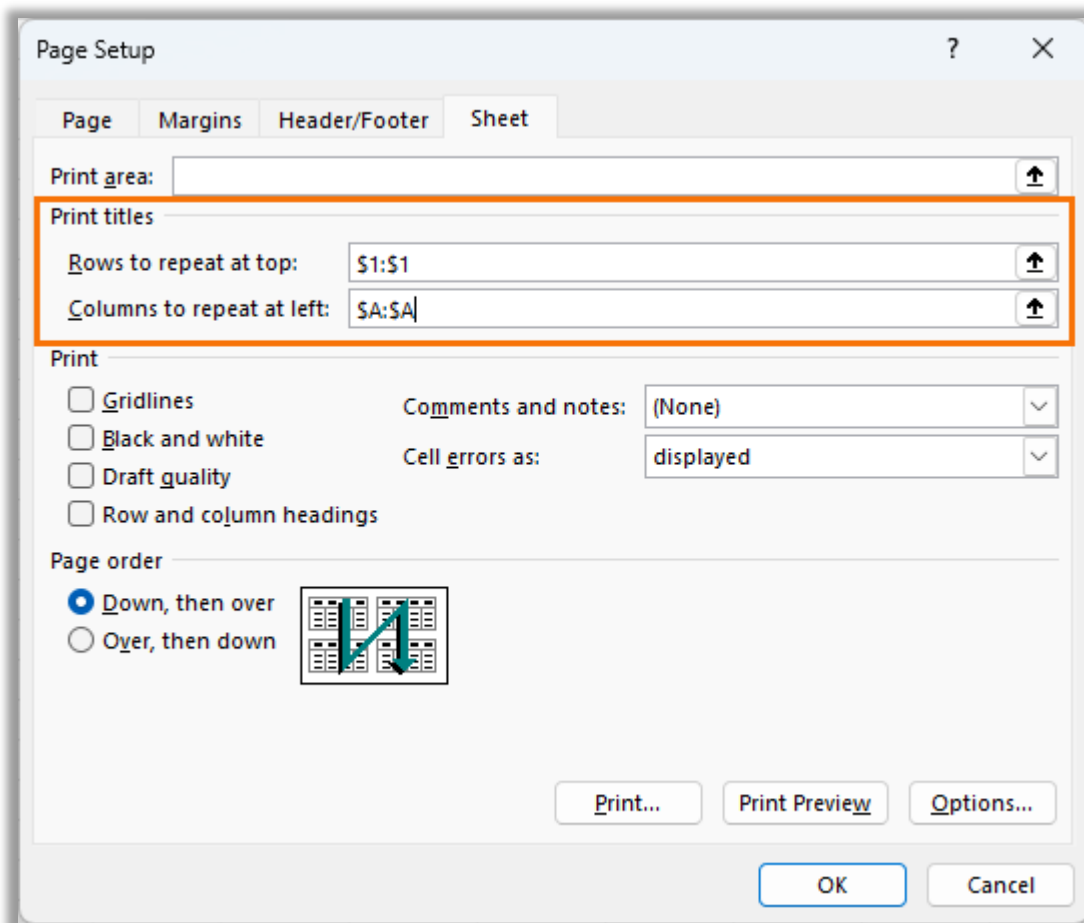
[Click here for more on workbook protection.](#)

56. **Add non-contiguous print areas** – Set first print area, then select second print area and on the Page Layout tab of the ribbon select 'Add to print area'. Each print range will print on a separate page.



57. **Pick from a list of existing values** – in the cell under your data hold down ALT + Down Arrow - Excel will give you a list of values to choose from. Use the arrow keys to select the one you want, and press ENTER to insert it.

58. **Print titles on each page automatically** – On the Page Layout tab of the ribbon select Print Titles. This will open the Page Setup dialog box. Enter your rows and/or columns you want repeated in the boxes highlighted below by clicking in the box and then clicking on the row or column header on your worksheet.



59. **Quickly SUM a range of cells** – select entire table (or it could be just a row or column of values) plus the blank cells you want your SUM formula in, then press the **ALT + =** keys.

Before pressing ALT + =

	A	B	C	D	E	F	G	H	I
1		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
2	Jane	59	73	78	33	31	38	33	
3	John	52	43	70	85	92	81	60	
4	Jim	31	81	51	77	93	34	39	
5	Jack	66	46	33	53	34	35	67	
6	Total								

These are the blank cells where the SUM formula will be inserted.

After pressing ALT + =

	A	B	C	D	E	F	G	H	I
1		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
2	Jane	59	73	78	33	31	38	33	345
3	John	52	43	70	85	92	81	60	483
4	Jim	31	81	51	77	93	34	39	406
5	Jack	66	46	33	53	34	35	67	334
6	Total	208	243	232	248	250	188	199	1568

Formulas that were inserted.

60. **Generate a unique list of values from a range** – Select the range > Data > Filter > Advanced Filter > Unique Records Only.

Note: select if you want to copy it to a new location or replace the existing data by selecting 'Copy to another location' and then inserting the 'Copy to' cell reference.

	A	B	C	D	E
1	List				
2	abc				
3	def				
4	ghi				
5	def				
6	abc				
7	def				
8	ghi				
9	def				
10	def				
11	ghi				
12	def				
13	def				
14	abc				
15	def				
16					

Advanced Filter

Action

☐ Filter the list, in-place

☒ Copy to another location

List range:

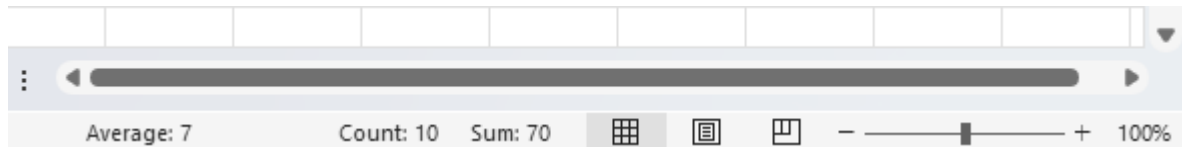
Criteria range:

Copy to:

☒ Unique records only

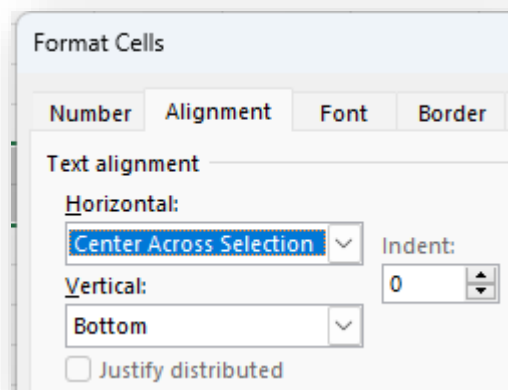
OK Cancel

61. **Use the AutoCalculate Menu** in the bottom right of your Excel window to get a quick sum, average, or count. Right click on the area to add Min, Max and more. Select the range of cells you want to sum/average/count. **Tip:** Hold down CTRL to select non-contiguous ranges.

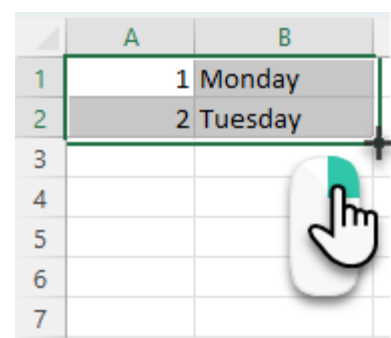


62. **You don't have to start your formulas with =** If you're a fan of the number keypad and arrow keys then it's sometimes inconvenient to move your hand across to the = symbol every time you want to enter a formula. If you start a formula with + or - Excel will put the = sign in for you when you press ENTER. After pressing ENTER your formula will look like this =+A1+A2 or -=A1+A2 which is perfectly fine.

63. **Center Across Selection** – Instead of Merging Cells, which puts limits on inserting and deleted columns and rows among other things, simply format the cells alignment to 'Center across selection'. CTRL+1 to open Format Cells dialog box > Alignment tab > Horizontal Text Alignment set to 'Center across selection'.



64. **Find the number of days between two dates** – Reference two cells containing dates or enter your dates inside double quotes e.g. ="20/6/2011"-"28/10/2006" Result = 1696
65. **Move quickly to the end of a range of cells** – select a cell in the range > move your mouse to the edge of the cell until your mouse pointer changes to a 4 headed arrow > double click. You can do this on any edge of the cell to move in the direction of your choice.
66. **Fill Handle Cool Tricks** – Most of us know that you can left-click the mouse and drag the fill handle to fill a series (the fill handle is when your mouse pointer changes to a + symbol when hovered over the bottom right of the cell range – see image), but have you tried right-clicking the mouse while you drag the fill handle? There are myriad choices when you do this, so have a go and experiment.



Must Know Functions and Formulas

Click the links to read the full tutorial for each function/formula.

67. **Pro Excel Formula Writing Tips** - Formulas are THE MOST IMPORTANT EXCEL SKILL you can master, but when you start nesting functions, things can quickly get out of hand. [Click here](#) to learn some little known Excel formula writing tips, tricks and tools that'll give you ninja level skills and enable you to decipher any formula. Even ones you haven't written yourself.
68. **Absolute References** – Understanding Absolute References is essential to working with formulas in Excel. *Remember: use the F4 tip in the keyboard shortcuts when working with absolute references.* [Click here to learn the ins and outs of Absolute References.](#)
69. **5 SUM Function Tricks** – The SUM function is usually one of the first functions new Excel users learn, but most are never aware of these 5 tricks up its sleeve. [Click here to learn more.](#)
70. **IF, IFS and Nested IFs** – Learning how to write an IF statements increases the power and functionality of Excel tenfold. [Learn all 3 options here.](#)
71. **IF, OR and AND** used together – know these and you're unstoppable! [Click here to take your IF formulas to the next level.](#)
72. **XLOOKUP** replaces VLOOKUP, HLOOKUP, INDEX & MATCH and LOOKUP functions in one go and isn't error prone like the others. [Learn everything there is to know about XLOOKUP here.](#)
73. **SUMIF and SUMIFS** – Like the IF statement but for SUM. Excel also has AVERAGEIF and AVERAGEIFS which work the same as the SUM only they Average. [Master the SUMIF and SUMIFS functions here.](#)
74. **COUNTIF and COUNTIFS** – similar to SUMIF only since it's only counting it's slightly easier, but no less powerful. [Learn COUNTIF and COUNTIFS here.](#)
75. **COUNTA** – COUNT counts number values, but if you want to count text use [COUNTA](#).
76. **AGGREGATE** – the new improved SUBTOTAL function. I call it the Swiss Army Knife of functions because it can sum, average, min, max, count and 15 more as well as skip errors, hidden rows etc. [Master the AGGREGATE function the need for 19 functions in one go.](#)
77. **ROUND, ROUNDUP, ROUNDDOWN** – Before long you'll need to round your numbers with more accuracy than simply formatting the font. [Get to grips with rounding in this tutorial.](#)

78. **FV Calculate compound interest on savings** – Want to save some money for a rainy day and curious to know what it'll be worth? [Click here to see how Excel can tell you.](#)
79. **IFERROR** - Once you start using some of the formulas above, you're likely to have errors returned. If you're expecting errors and want to hide them you can [use the IFERROR formula.](#)
80. **MIN, MAX, SMALL and LARGE** – These may seem straight forward, but I'll show you a few tricks that you won't find in the Excel Help Files. [Check them out here.](#)
81. **UPPER, LOWER and PROPER** – [Fix text that isn't formatted as you want.](#) Change all CAPITALS to all Lower or make the first letter in each word a capital (PROPER). **Bonus tip:** if you prefer not to use a formula, you can use a font like FELIX TITLING THAT'S ALL CAPS INSTEAD!
82. **SEARCH, FIND, MID** – extract data with this system for building formulas that split text. [Click here for my 5 step system for extracting text strings.](#)
83. **Time Calculations** – Most people at some stage or another need to calculate time in Excel, but if you don't understand how Excel treats time you'll find it infuriating! [Click here to see how Excel handles time under the hood.](#)
84. **NOW() and TODAY()** – simply type =NOW() in a cell and you will get the date and time as per your computer clock or =TODAY() will give you the date only. Handy for date/time stamping your printed reports.



Power Formulas

85. **Dynamic Array Formulas** – new for Office 2021 and 365 users and the future of Excel. Dynamic Arrays fundamentally change the Excel calc engine, therefore Excel users of all levels should master them. [Click here to learn about Dynamic Arrays and the fun that awaits.](#)
86. **INDEX** – Most only know one way to use INDEX. [In this tutorial I show you 5 INDEX function secrets that will prove that you're a pro user.](#)
87. **FILTER** – The filter function is one of the new dynamic array functions. It solves problems that used to require super complex nested array formulas with ease. [Learn FILTER here.](#)
88. **UNIQUE** – Another dynamic array function, UNIQUE can extract a list of distinct values, or a list of values that only occur once, i.e. unique values. It can return a unique or distinct list from one column or from multiple columns. It's magical! [Master the UNIQUE function here.](#)
89. **VSTACK & HSTACK** – These text manipulation functions are life changing enabling us to rearrange data into a single array as part of the dynamic array function library. Don't miss out on these exciting new functions. [Check out the VSTACK & HSTACK tutorial here.](#)
90. **OFFSET** – Tired of having to update your totals to incorporate new rows? This is one great feature of the OFFSET function, but it has many more uses including dynamic named ranges. [Master OFFSET here.](#)
91. **SORT & SORTBY** – with these dynamic array functions we can now dynamically sort data with these easy to use functions. No more complex nested multi-cell array functions. See these functions in action here: [SORT](#) | [SORTBY](#)
92. **RAND, RANDBETWEEN and RANDARRAY** – Generating random data is something I do regularly as I need to create data to support the tutorials I write, but you could also use it in your work to do the same, or team it with CHOOSE and use it to choose random values from a list. [Click here for RAND and RANDBETWEEN examples](#) and [click here for RANDARRAY examples.](#)
93. **IMAGE** - The IMAGE function enables you to insert images into cells with a formula! From there you can resize them, sort, filter and more. It supports BMP, JPG/JPEG, GIF, TIFF, PNG, ICO, and WEBP file types. [Check out the IMAGE function here.](#)

Cool Tools

AUTO GATHERING



POWER QUERY & CLEANING DATA

94. **Automate the BORING tasks of getting and cleaning data** with Power Query. Stories of automating tasks that used to take 3 hours now taking 3 minutes with Power Query is not uncommon or an exaggeration. [Get up and running with my Introduction to Power Query video here.](#)

95. **Excel Icons** – the sophistication of professional icons, images and art can give your workbooks and reports a truly professional finish. Don't be surprised if people think you got a graphic designer involved. [Check out Excel's icon sets here.](#)

96. **Camera Tool** – You won't find any mention of the camera tool in a standard Excel course. After all you won't even find it in the tool bar or ribbon. It's handy if you only have one monitor and pine for two, or if you want to create dashboards with lots of small charts. [See the Camera tool in action here.](#)



97. **Conditional Formatting** – Use Conditional Formatting to bring life to your drab data, make highlighting duplicates instant and much more. [Master Conditional Formatting here.](#) And if Conditional Formatting with formulas does your head in, [watch this tutorial to see how it works under the hood.](#) **I promise everything will be easy once you know how it works.**

8	580	4,640
5	425	2,125
1	639	639
6	685	4,110
3	323	969
2	401	802

98. **Drop Down Lists** – or Data Validation as it's formally called in Excel. If you build forms or reports for other's to use, Data Validation can make them more interactive and reduce the chances of the wrong data being filled out. [Click here to learn Data Validation ins and outs.](#)

99. **Outlines** – You can insert outlines that enable you to quickly hide and unhide rows and columns using the Group and Ungroup tools. I love using these instead of hiding columns and rows as it allows me to hide and unhide again at the click of only one button. [Learn how to Group and Outline your data here.](#)



100. **Excel Tables** – Formatting your data in a Table allows you to add to the content and have any formulas or pivot tables that reference the data automatically pick up the new cells.

Tables are the secret to building reports fast and updating them in an instant, and only 2% of Excel users know about them!

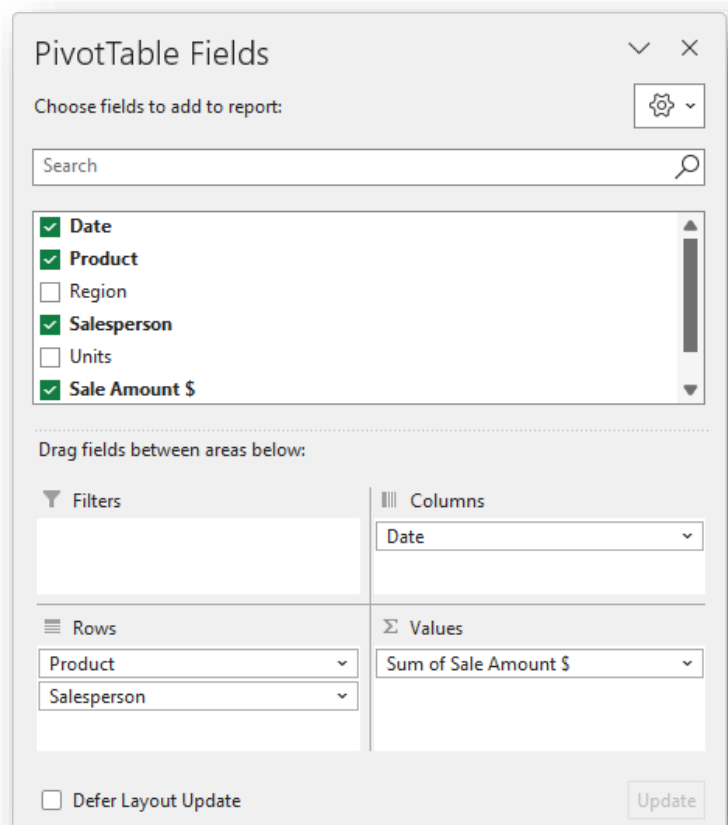
Plus, there's a range of other benefits like great predefined formatting and more. [Get up to speed with Excel Tables here.](#)



101. **PivotTables** – A lot of people are afraid of PivotTables, but they really are quite simple once you understand the basics.

If you work with large amounts of data PivotTables can create dynamic reports in seconds from tens of thousands of rows.

Get up to speed with my “PivotTables Made Easy” video where I also teach you why things go wrong, so you can avoid these common mistakes. [Click here to watch the tutorial and download the practice Excel file.](#)



Thank you for taking the time to read these Tips & Tricks. I snuck in an extra one and quite a few bonus tips along the way. Enjoy using your new Excel powers. Feel free to [email me](#) with feedback or ideas.

Kind regards,

Mynda Treacy

Microsoft MVP

Co-founder

[My Online Training Hub](#)



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