

TOP 100 EXCEL TIPS

SHORTCUTS

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FORMULAS

#	Question	Answer
1	How to hide a column?	Ctrl + 0
2	How to hide a row?	Ctrl + 9
3	How to autosum adjacent cells?	Alt =
4	How to start a new line in cell?	Alt + Enter
5	How to insert a new worksheet?	Shift + F11
6	How to insert a new column?	Ctrl + Shift + "+"
7	How to delete a column?	Ctrl + -
8	How to select an entire column?	Ctrl + Space
9	How to select an entire row?	Shift + Space
10	How to quickly copy a cell down?	Ctrl + D
11	How to quickly copy a cell right?	Ctrl + R
12	How to jump to the next sheet?	Ctrl + Page Down
13	How to jump to the previous sheet?	Ctrl + Page Up
14	How to navigate to cell A1?	Ctrl + Home
15	How to create a pivot table?	Alt, N, V
16	How to save a workbook?	Ctrl + S
17	How to open a workbook?	Ctrl + O
18	How to find data in a sheet?	Ctrl + F
19	How to replace data in a sheet?	Ctrl + H
20	How to create a chart?	Alt, N, C
21	How to insert a comment?	Shift + F2
22	How to apply a filter?	Alt, D, F, F
23	How to remove duplicates?	Alt, A, M
24	How to merge cells?	Alt, H, M, C
25	How to unmerge cells?	Alt, H, M, U

#	Question	Answer
26	How to sum a range of cells?	=SUM(range)
27	How to find an average of numbers?	=AVERAGE(range)
28	How to find the maximum value in a range?	=MAX(range)
29	How to find the minimum value in a range?	=MIN(range)
30	How to link cells from different sheets?	=SheetName!CellReference
31	How to concatenate two text cells?	=CONCATENATE(cell1, cell2) or cell1 & cell2
32	How to sum if cells meet a condition?	=SUMIF(range, criteria, sum_range)
33	How to use INDEX to retrieve a value?	=INDEX(range, row_num, [column_num])
34	How to round a number to nearest integer?	=ROUND(cell, 0)
35	How to extract left part of a text string?	=LEFT(text, num_chars)
36	How to extract right part of a text string?	=RIGHT(text, num_chars)
37	How to use a VLOOKUP function?	=VLOOKUP(lookup_value, table, col_index, [true/false])
38	How to use an HLOOKUP function?	=HLOOKUP(lookup_value, table, row_index, [true/false])
39	How to calculate the square root?	=SQRT(number)
40	How to generate a random number?	=RAND()
41	How to count cells with numerical data?	=COUNT(range)
42	How to count cells with any data?	=COUNTA(range)
43	How to find the current date?	=TODAY()
44	How to add days to a date?	=date_cell + days
45	How to calculate percentage change?	=(new_value-old_value)/old_value
46	How to check if a cell is empty?	=ISBLANK(cell)
47	How to return the absolute value?	=ABS(number)
48	How to check if a condition is true?	=IF(condition, true_value, false_value)
49	How to sum only visible cells?	=SUBTOTAL(109, range)
50	How to sum only visible & invisible cells?	=SUBTOTAL(9, range)

FORMATTING

#	Question	Answer
51	How to change cell color?	Home > Fill Color
52	How to apply bold text?	Home > Bold or Ctrl+B
53	How to insert a border around cells?	Home > Borders > All Borders
54	How to format a number as currency?	Home > Number Format > Currency
55	How to align text to the center of a cell?	Home > Alignment > Center
56	How to wrap text in a cell?	Home > Wrap Text
57	How to merge cells together?	Home > Merge & Center
58	How to apply a date format to a cell?	Home > Number Format > Short Date
59	How to change text color?	Home > Font Color
60	How to apply italics to text?	Home > Italic or Ctrl+I
61	How to apply a background color to a cell?	Home > Fill Color
62	How to rotate text in a cell?	Home > Alignment > Orientation > Angle
63	How to decrease decimal places displayed?	Home > Number > Decrease Decimal
64	How to conditionally format cells?	Home > Conditional Formatting
65	How to copy formatting from one cell to another?	Home > Format Painter
66	How to create a custom number format?	Right-click > Format Cells > Number > Custom
67	How to remove all formatting from cells?	Home > Clear > Clear Formats
68	How to change column width?	Right-click column letter > Column Width
69	How to change row height?	Right-click row number > Row Height
70	How to hide a column?	Right-click column letter > Hide
71	How to unhide a column?	Select adjacent columns > Right-click > Unhide
72	How to use a table style?	Home > Format as Table
73	How to insert a hyperlink?	Right-click > Hyperlink or Ctrl+K
74	How to change a cell's font size?	Home > Font Size
75	How to adjust text orientation in cells?	Home > Alignment > Text Control > Orientation

ADVANCED

#	Question	Answer
76	How to remove duplicate rows?	Data > Remove Duplicates
77	How to create a data validation list?	Data > Data Validation > List
78	How to find outliers in a list?	Calculate the Z score of each cell =Z.TEST(array, x, [sigma])
79	How to look up data using INDEX and MATCH?	=INDEX(return_range, MATCH(lookup_value, lookup_range, 0))
80	How to create a named range?	Formulas > Name Manager > New Name
81	How to solve equations by changing cell values?	Goal Seek (found in: Data > What-If Analysis > Goal Seek)
82	How to split text into columns?	Data > Text to Columns
83	How to protect a worksheet?	Review > Protect Sheet
84	How to create a drop-down list in a cell?	Data > Data Validation > List
85	How to remove duplicate rows?	Data > Remove Duplicates
86	How to switch data from rows to columns or vice versa?	Transpose (found in: Home > Paste > Transpose)
87	How to track changes in a workbook?	Review > Track Changes > Highlight Changes
88	How to insert a header or footer?	Insert > Text > Header & Footer
89	How to calculate a moving average?	=MOVING.AVG(data, interval, [offset], [mode])
90	How to create conditional formatting rules?	Home > Conditional Formatting > New Rule
91	How to define data validation criteria?	Data > Data Validation > Settings
92	How to calculate the correlation between two data sets?	=CORREL(array1, array2)
93	How to sort data in ascending/descending order?	Home > Sort & Filter > Sort A to Z or Sort Z to A
94	How to create a custom autofill list?	File > Options > Advanced > Edit Custom Lists
95	How to change the theme of a workbook?	Page Layout > Themes
96	How to calculate NPV?	Use =NPV(rate, value1, [value2], ...)
97	How to extract data from a pivot table with formula?	=GETPIVOTDATA(data_field, pivot_table, [field1, item1])
98	How to create a waterfall chart?	Insert > Chart > Waterfall
99	How to show a value if the cell has an error?	=IFERROR(value, value_if_error)
100	How to forecast a future point with linear regression?	=FORECAST.LINEAR(x, known_y's, known_x's)