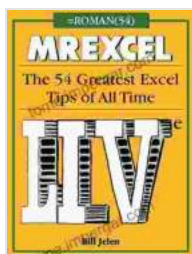


# The 54 Greatest Excel Tips Of All Time: Unlock Your Spreadsheet Mastery

Are you ready to unlock the full potential of Microsoft Excel and transform your spreadsheet skills? Look no further than "The 54 Greatest Excel Tips of All Time." This comprehensive guide is your passport to spreadsheet mastery, offering a treasure trove of game-changing tips that will revolutionize your data analysis, visualization, and productivity.



## MrExcel LIVE: The 54 Greatest Excel Tips of All Time

by Bill Jelen

★★★★☆ 4.2 out of 5

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## 1. Dive into Data Analysis with Conditional Formatting


Order ID	Date of order	Customer name	Customer ID	Product	Product ID	Price	Quantity	Total price	Time
20181111	2018-11-11	Melania Clinton	1010	Veggie burger	1011	\$10.00	6	\$60.00	10:40:00 AM
20181102	2018-11-02	Andrew Martin	1004	Beef sandwich	1002	\$12.00	5	\$60.00	12:00:00 PM
20181107	2018-11-07	Jill Craybar	1006	Steak sandwich	1002	\$12.00	3	\$36.00	2:00:00 PM
20181118	2018-11-18	Kai-Lung Chang	1009	Beef sandwich	1002	\$12.00	5	\$60.00	3:40:00 PM
20191117	2019-11-17	Katherine Miller	1008	Salad sandwich	1002	\$12.00	4	\$48.00	5:20:00 PM
20191128	2019-11-28	Edmond Cole	1001	Sausage sandwich	1001	\$10.00	8	\$80.00	7:00:00 PM
20191110	2019-11-10	Jill Craybar	1005	Sausage sandwich	1001	\$8.00	6	\$48.00	8:40:00 PM
20191104	2019-11-04	Federico Colla	1007	Juicy Lucy	1004	\$8.00	6	\$48.00	10:20:00 PM
20191112	2019-11-12	Genoa Novak	1009	Italian beef	1004	\$10.00	5	\$50.00	12:00:00 AM
20191103	2019-11-03	Andrew Martin	1004	Ham and cheese sandwich	1006	\$12.00	3	\$36.00	1:00:00 PM
20191105	2019-11-05	Genoa Novak	1003	Denver sandwich	1002	\$11.00	8	\$88.00	8:40:00 PM
20191116	2019-11-16	Peter Martin	1006	Denver sandwich	1002	\$11.00	4	\$44.00	10:20:00 PM
20191114	2019-11-14	Christopher Gray	1002	Denver sandwich	1002	\$11.00	2	\$22.00	12:00:00 AM
20191119	2019-11-19	Andrew Martin	1004	Crab cake sandwich	1009	\$13.00	3	\$39.00	7:00:00 PM
20191106	2019-11-06	Kyle O'Brien	1007	Club sandwich	1006	\$13.00	2	\$26.00	8:40:00 PM

Say goodbye to endless rows of numbers! Conditional formatting brings your data to life by applying visual cues based on specific criteria. Highlight outliers, trends, and exceptions at a glance, making data analysis a breeze.

## 2. Conquer Complex Calculations with SUMIFS and COUNTIFS

# HOW TO UTILIZE CALCULATION FORMULAS

## SUMIFS & COUNTIFS



1. Range of what you want to sum  
 2. Range of criteria 1  
 3. Criteria range must input

Category	Formula	Example
Sum	<code>=SUMIFS(Sales, Dates, &gt;=DATE(2018,1,1), Sales, &lt;=DATE(2018,12,31))</code>	
Count	<code>=COUNTIFS(Sales, &gt;=DATE(2018,1,1), Sales, &lt;=DATE(2018,12,31))</code>	

No more tedious manual calculations! SUMIFS and COUNTIFS let you perform targeted calculations based on multiple criteria. Sum values that meet specific conditions or count occurrences of specific data points effortlessly.

### 3. Automate Tasks with Macros



Streamline your workflow with macros. Record sequences of actions and replay them with a single click to automate repetitive tasks. Save time, reduce errors, and boost your productivity.

### 4. Master Data Visualization with Charts and Graphs

## TYPES OF DATA VISUALIZATION CHARTS



Display trends over time



A line chart with areas below the lines filled with colors



Display trends with multiple variables



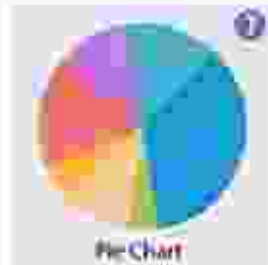
Display the shape and spread of continuous dataset samples



Show correlation in a dataset



Show and compare the relationship between the labelled axes



Show the contribution of data point inside a whole dataset



Visualize the distance between intervals



Show data with location as a variable



Show magnitude of a phenomenon

Turn raw data into compelling visuals with charts and graphs. Choose from a variety of options to illustrate trends, compare data, and present insights in a visually appealing format.

### 5. PivotTables: Your Secret Weapon for Data Exploration



PivotTables are your secret weapon for exploring and summarizing large datasets. Rearrange data in multiple ways, drill down into details, and create dynamic reports that adapt to your changing needs.

## **6. VLOOKUP: Find Related Data in a Snap**

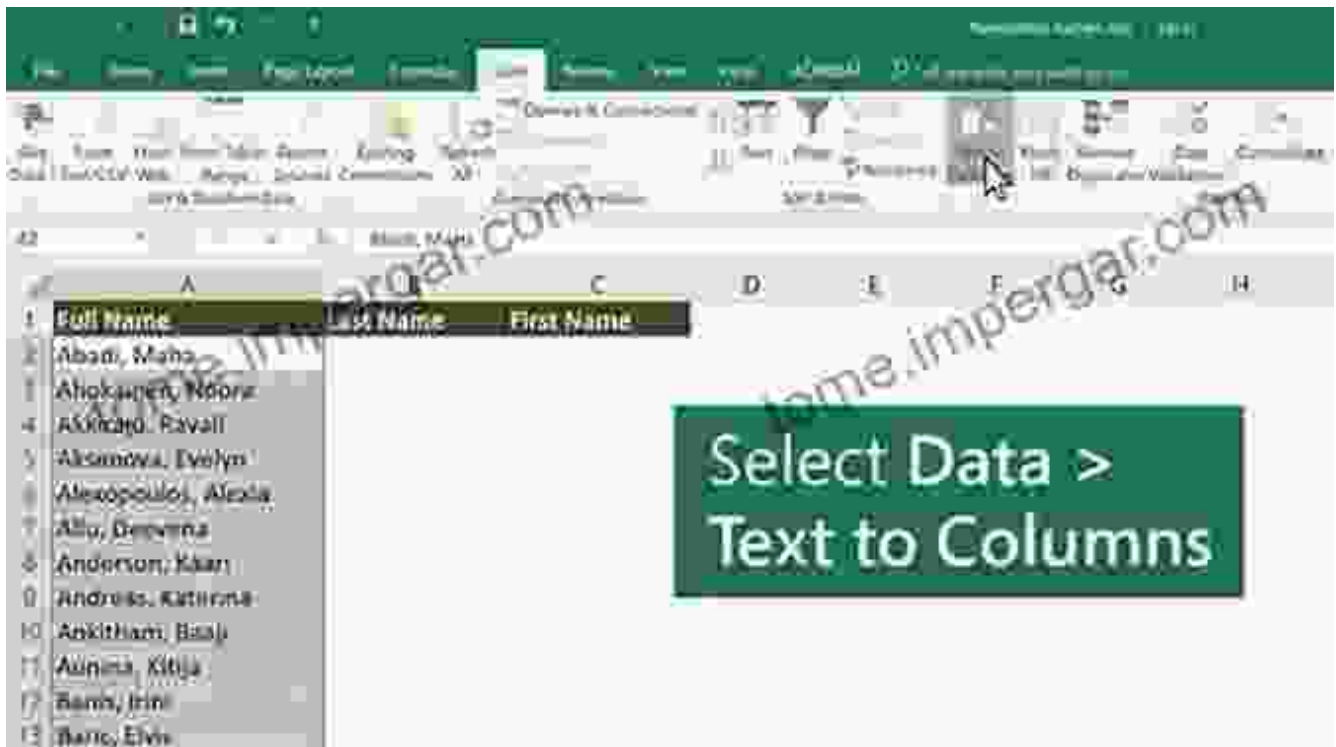
# VLOOKUP From Another Sheet

	A	B	C
1	Jersey No	Player Name	Runs scored
2	18	Lalit	=VLOOKUP(A2,Sheet2!\$A\$2:\$C\$7,3,FALSE)
3	45	Raj	
4	23	Rushi	
5	56	Chetan	
6	34	Anmol	
7	5	Garikar	
8			

=VLOOKUP(

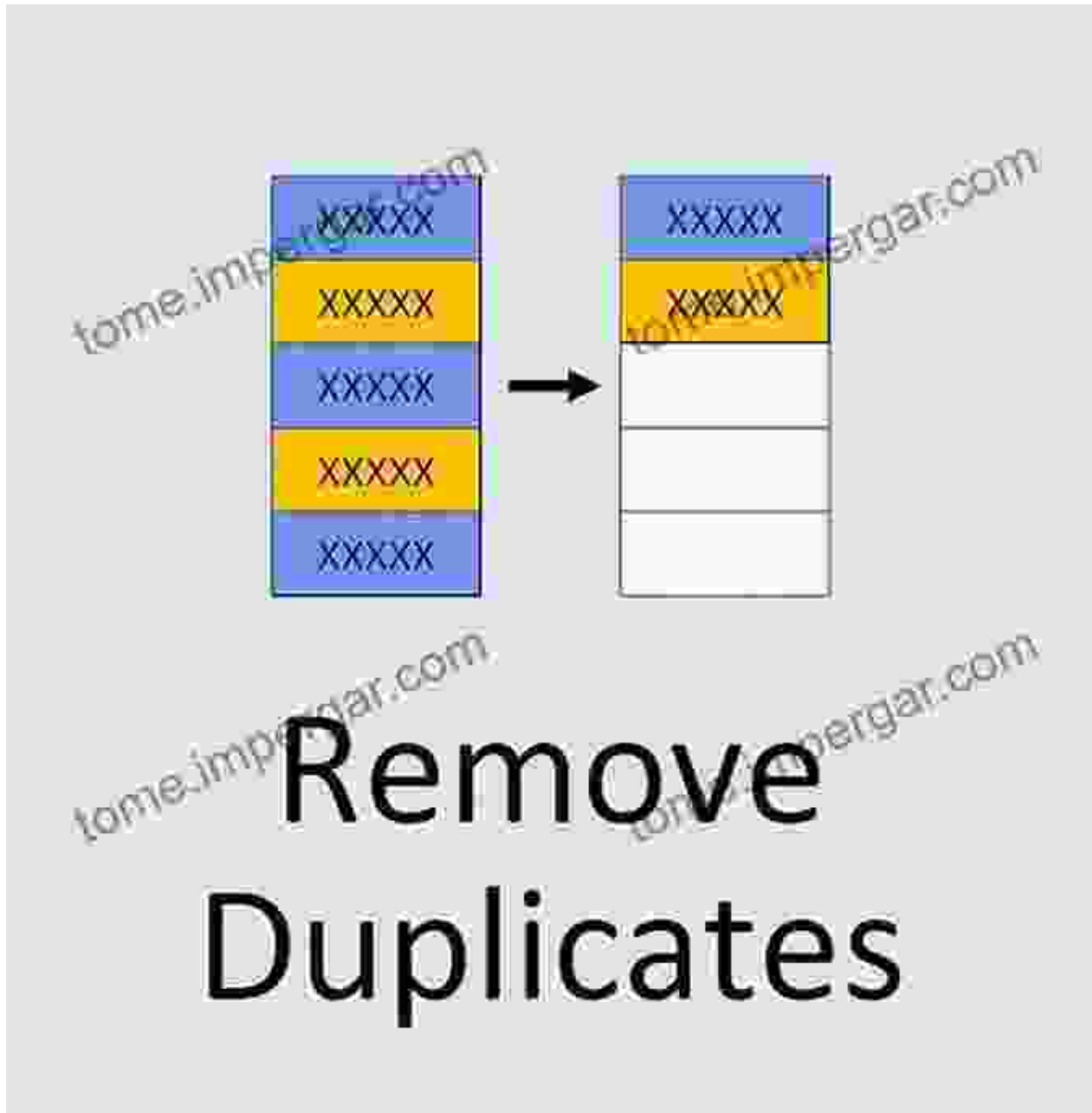
Bridge the gap between multiple spreadsheets with VLOOKUP. Effortlessly retrieve data from one sheet based on a matching value, enabling you to consolidate and analyze information from different sources.

## 7. Text to Columns: Divide and Conquer Text Data



Transform messy text data into structured columns with Text to Columns. Split names, addresses, or any other text-based information into separate columns, making analysis and manipulation a breeze.

## 8. Remove Duplicates: Cleanse Your Data with Precision



# Remove Duplicates

Say goodbye to redundant data! Remove Duplicates effortlessly identifies and removes duplicate rows, ensuring your datasets are clean and accurate, ready for reliable analysis.

## 9. Data Validation: Ensure Data Integrity

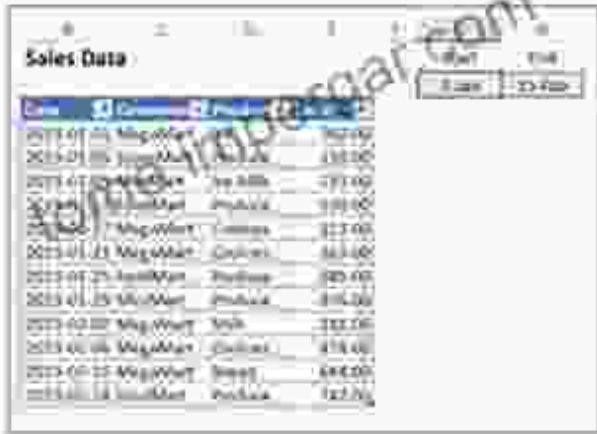


Validation check	Description
Range check	Checks whether data is within given/acceptable values.
Length check	Checks if the input data contains the required number of characters.
Character/type check	Checks that the input data does not contain invalid characters.
Format/picture check	Checks that data is in a specific format.
Limit check	Similar to range check except that only one of the limits (boundaries) is checked.
Presence check	Checks if data is actually present and has not been missed out.
Consistency check	Checks if fields correspond (tie up) with each other.

Establish data integrity by enforcing data entry rules with Data Validation. Restrict values to specific ranges, formats, or lists, preventing errors and maintaining data accuracy.

## 10. AutoFilter: Zoom in on Relevant Data

# Contextures



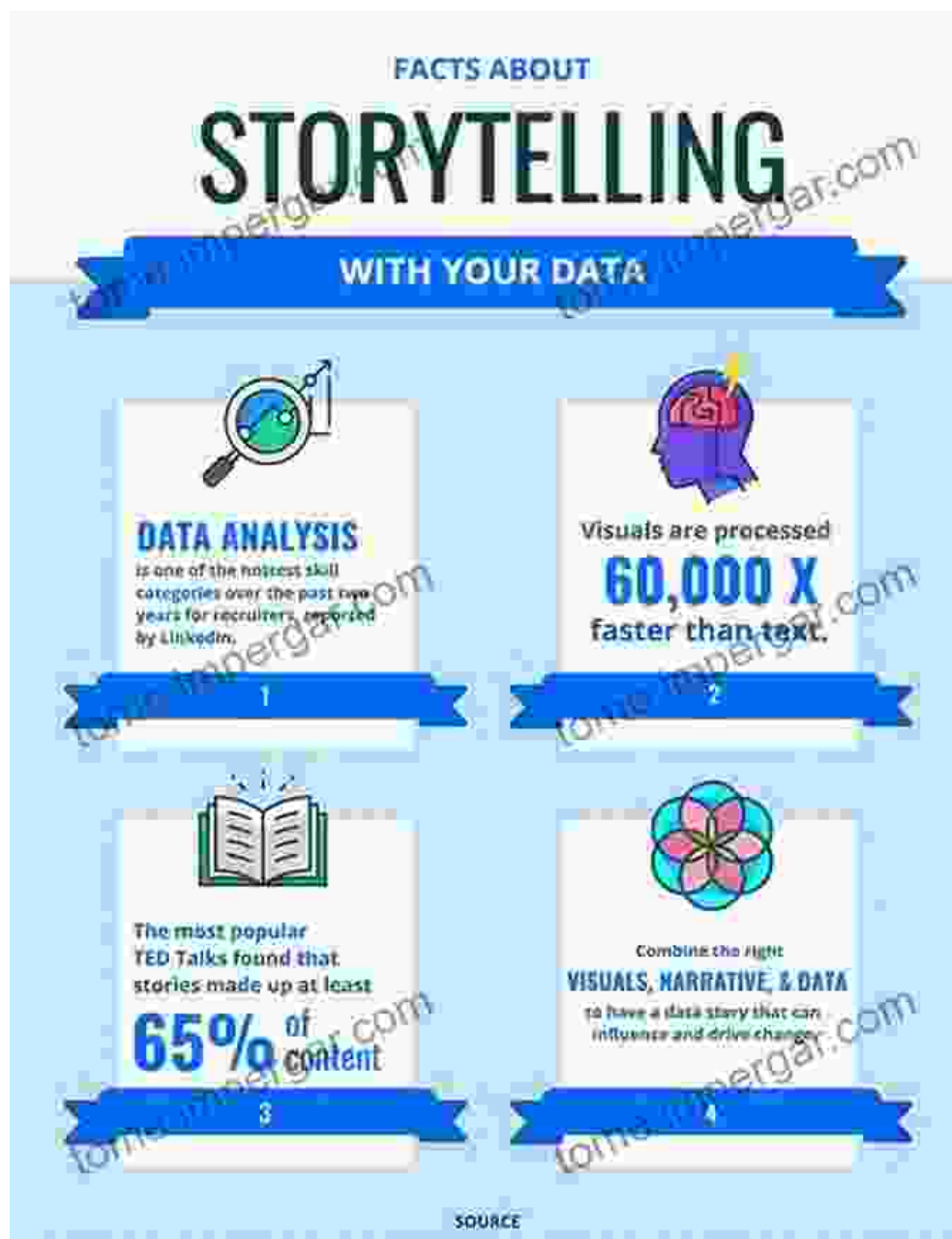
Date	Company	Product	Amount
2013-01-01	MegaMart	ProDax	100.00
2013-01-05	SuperMart	ProDax	150.00
2013-01-10	MegaMart	ProDax	200.00
2013-01-15	SuperMart	ProDax	250.00
2013-01-20	MegaMart	ProDax	300.00
2013-01-25	SuperMart	ProDax	350.00
2013-02-01	MegaMart	ProDax	400.00
2013-02-05	SuperMart	ProDax	450.00
2013-02-10	MegaMart	ProDax	500.00
2013-02-15	SuperMart	ProDax	550.00
2013-02-20	MegaMart	ProDax	600.00
2013-02-25	SuperMart	ProDax	650.00
2013-03-01	MegaMart	ProDax	700.00
2013-03-05	SuperMart	ProDax	750.00
2013-03-10	MegaMart	ProDax	800.00
2013-03-15	SuperMart	ProDax	850.00
2013-03-20	MegaMart	ProDax	900.00
2013-03-25	SuperMart	ProDax	950.00
2013-04-01	MegaMart	ProDax	1000.00



Unlock the power of targeted data filtering with AutoFilter. Dynamically sort and filter data based on specific criteria, zeroing in on the information you need quickly and easily.

## 11. Freeze Panes: Keep Essential Data in View





Enhance the visual appeal of your spreadsheets by merging cells and centering data. Create visually balanced and professional-looking reports that are easy to read and comprehend.

### 13. Conditional Formatting with Icons: Visualize Data Performance



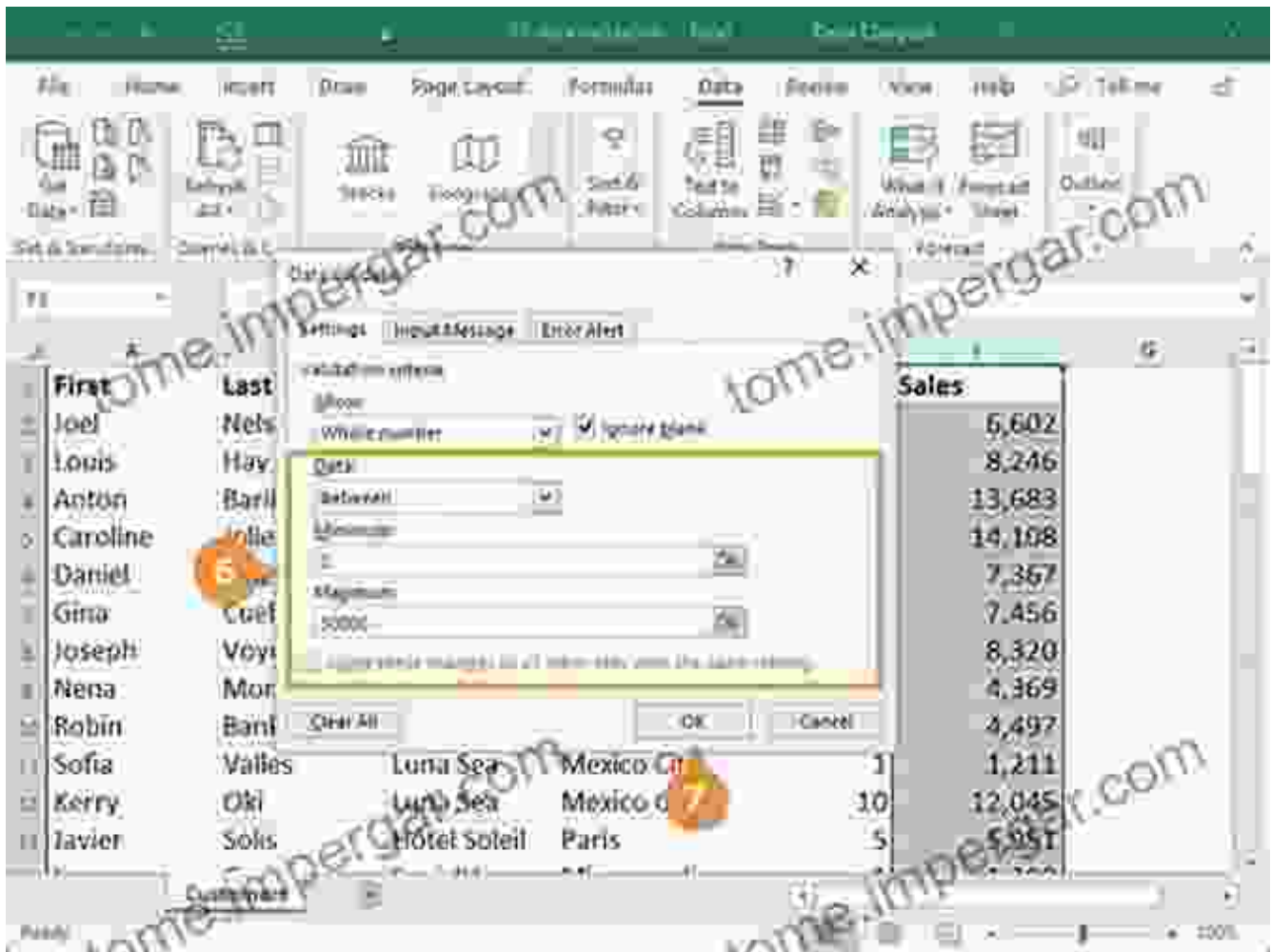
Elevate your data visualizations with Conditional Formatting using icons. Assign meaningful icons to data ranges to quickly identify performance levels, trends, or exceptions, making data interpretation effortless.

#### 14. Remove Spaces: Clean Up Data with the TRIM Function



Eliminate unwanted spaces from text data with the TRIM function. Clean up messy data, ensuring accurate analysis and efficient data manipulation, saving you time and effort.

## **15. Data Validation with Custom Lists: Limit Input Options**



Enforce specific data input options with Data Validation using custom lists. Create predefined lists of acceptable values to ensure data accuracy, prevent errors, and maintain data integrity.

## 16. Formula Auditing: Trace Cell Dependencies for Accuracy

Expend Type	QY1	QY2	QY3	QY4	Total	QY1	QY2	QY3
Travel	36,111	34,331	48,111	60,211	208,854	15,177	16,265	44,121
Salaries	1,800	1,500	4,000	1,800	11,100	1,248	2,483	1,466
Post Management	12,963	23,823	22,312	21,412	80,510	3,421	3,642	28,332
Transport	254	466	54	183	957	84	1,515	421
Construction	34,521	25,957	34,814	28,220	123,512	4,111	11,874	24,661
Total	145,159	126,087	209,712	111,826	692,784	24,041	35,780	100,601

Uncover the intricate web of formula relationships with Formula Auditing. Trace precedents and dependents to identify errors, understand complex calculations, and ensure the accuracy of your spreadsheets.

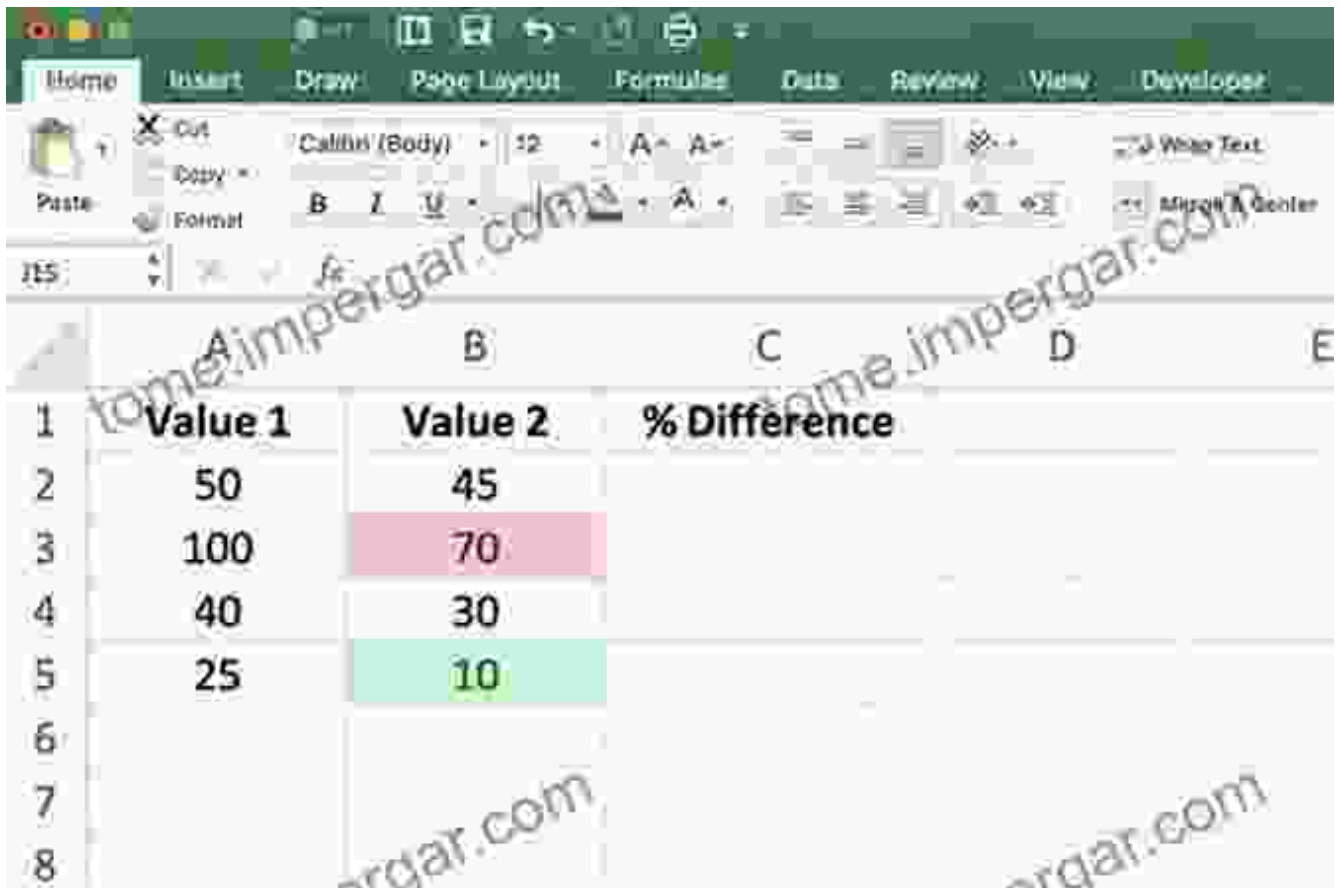
### 17. Data Validation with Input Message: Guide Users





Enhance data entry accuracy by providing clear guidance with Data Validation input messages. Display custom messages to users, explaining data entry requirements, expectations, and acceptable values.

## **18. Conditional Formatting with Formula Rules: Customize Formatting**



	A	B	C	D	E
1		<b>Value 1</b>	<b>Value 2</b>	<b>% Difference</b>	
2		50	45		
3		100	70		
4		40	30		
5		25	10		
6					
7					
8					

Unlock the full potential of Conditional Formatting by applying custom formula rules. Define specific conditions and format cells based on complex calculations, adding an extra layer of data visualization and analysis.

## 19. Named Ranges: Simplify Formula Writing and Data Management

CREATE NAMES RANGES EFFICIENTLY  
ORGANIZE AND MANAGE DATA  
someimpergar.com

	A	B	C	D
1	Column 1	Column 2	Column 3	Column 4
2	Data	Data	Data	Data
3	Data	Data	Data	Data
4	Data	Data	Data	Data

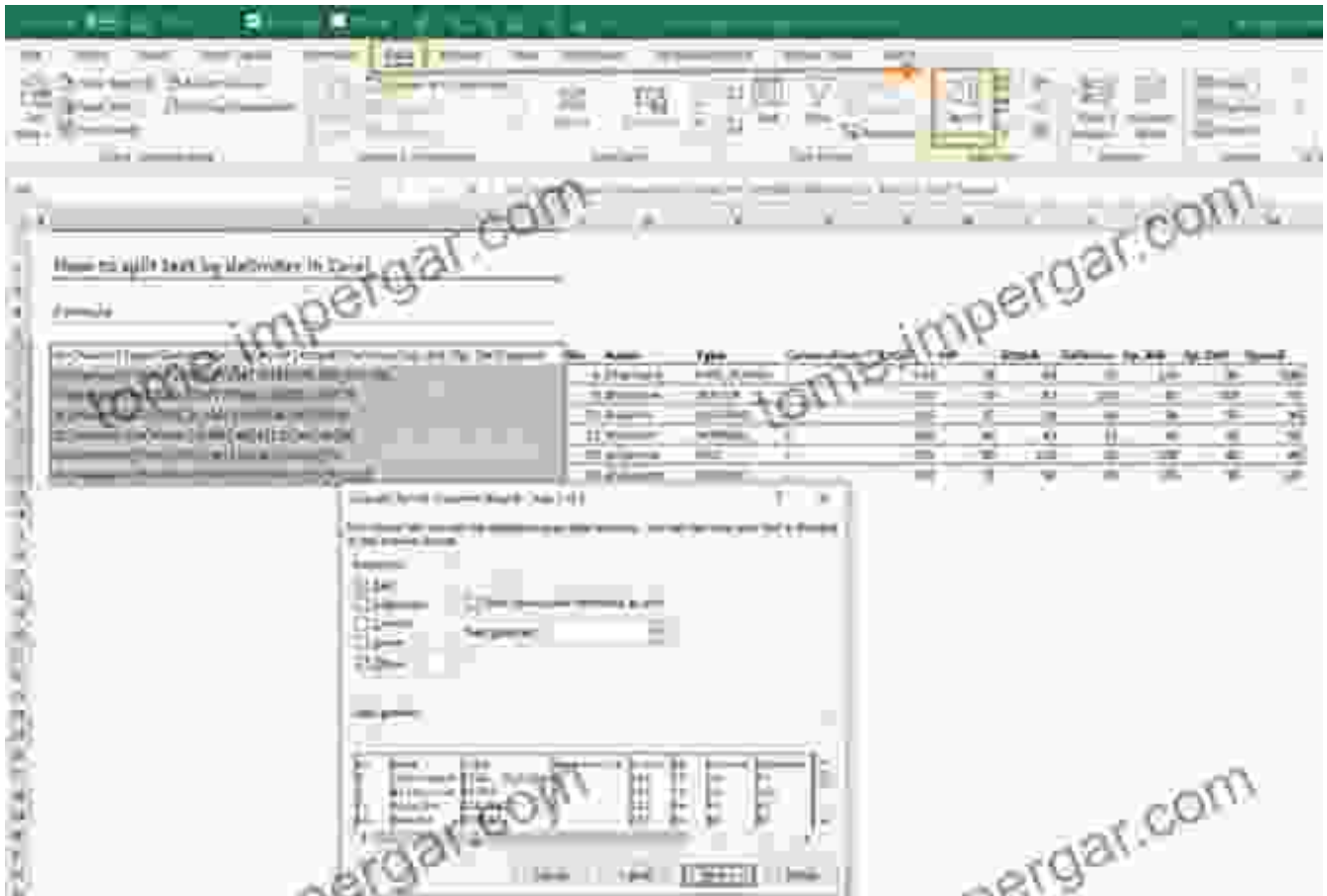
Simplify formula writing and data management by assigning meaningful names to cell ranges. Create easy-to-remember references, reduce errors, and enhance the readability and maintainability of your spreadsheets.

## 20. Flash Fill: Automate Data Entry and Pattern Recognition



Experience the magic of Flash Fill as it automatically fills in data based on patterns it detects. Save time and eliminate manual data entry by letting Excel recognize and complete series, dates, and other consistent sequences.

## 21. Text to Columns with Delimiters: Split Text Data with Precision



Transform messy text data into structured columns with Text to Columns using delimiters. Specify custom separators, such as commas, semicolons, or tabs, to accurately divide text into individual data points.

## 22. Data Validation with Error Alert: Display Custom Error Messages



Elevate data quality by displaying custom error messages in Data Validation. Provide clear and informative feedback to users when they enter invalid data, ensuring they understand the expected input and preventing errors.

## **23. Conditional Formatting with Data Bars: Visualize Data Trends**

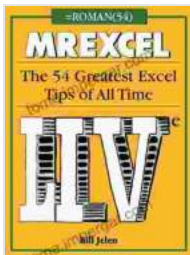
# Conditional Formatting

## Data Bar Color Based on value

SN	PROJECT NAME	DAYS	STATUS	COM%	REMAIN
1	PROJECT 1	-4	LATE	100%	
2	PROJECT 2	-1	LATE	75%	
3	PROJECT 3	6	ON TIME	65%	
4	PROJECT 4	9	ON TIME	100%	
5	PROJECT 5	9	ON TIME	50%	

Add visual depth to your data with Conditional Formatting using data bars. Create intuitive data visualizations that display the relative magnitude of values within a range, making trends and comparisons一目了然.

## 24. Remove Duplicates with Criteria: Filter and Remove Specific Duplicates



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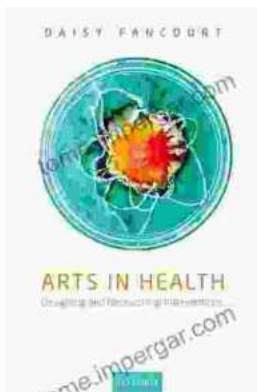
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