10 Most Popular Excel Tricks

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The 10 Most Popular
Excel Tricks e-Book

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Self-Publishing

Author- Excel Forum.com and Exceltip.com
Cover Design- www.excelforum.com
Published by- Self-publishing
First Published in- December 2014

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Microsoft excel is having so many implausible capabilities that are not instantly perceived. Excel is a tool which is most used on a regular basis on every project. We can improve us on daily basis just to find one trick save our time every day.

In this article we are going to provide you few Excel tricks, which you can use in your daily Excel work and save your time.

Trick 1	**Reduce the File size**
Trick 2	**Flash Fill**
Trick 3	**Add Zero in Front of Number**
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Excel Trick No.1- Reduce the File size

Sometimes we need to send an Excel report to someone using email and the report size is more than 25 MB (This is the standard attachment size that can be sent using email).This trick will help you to reduce the file size without making changes in data. You can use this trick by following below mentioned steps:-

- Find the last cell that contains data in the sheet.
- Delete all rows and columns after this cell.
- To delete the row press the key **Shift+Space** then press **Ctrl+Shift+Down** on your keyboard.
- Rows will get selected till the last row. **Press Ctrl+-** on the keyboard to delete the blank rows.
- To delete the column Press the key **Ctrl+Space** then press **Ctrl+Shift+Right Arrow** key on your keyboard.
- Columns will get selected till the last row.
- **Press Ctrl+-** on the keyboard to delete the blank columns .

Before   **After**
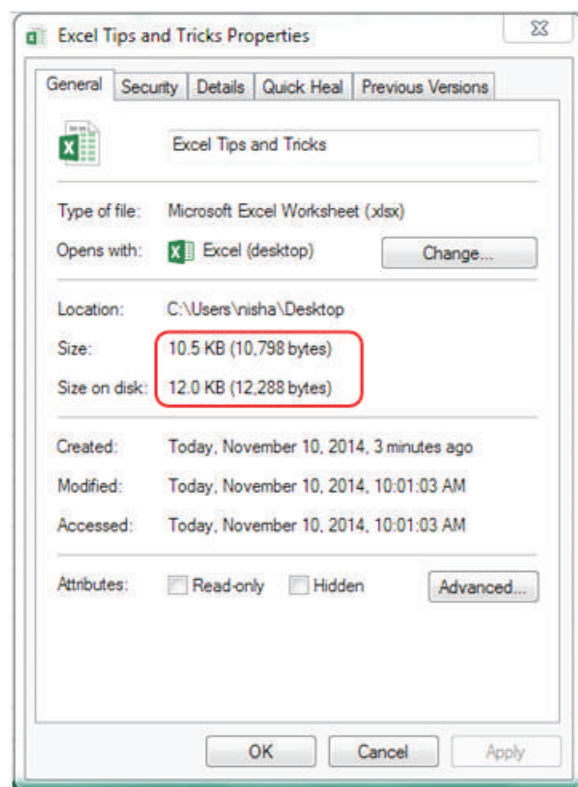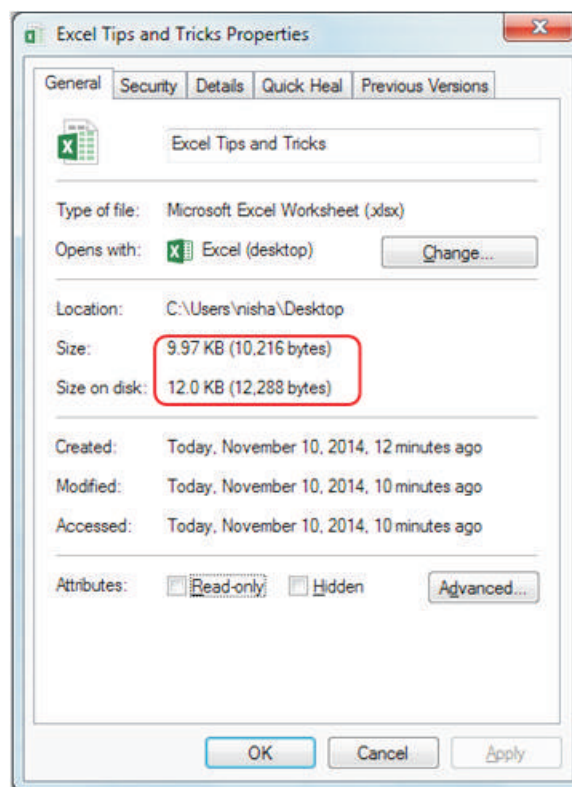
Excel Trick No.2- Flash Fill

If we need only the first part with Text, we can use the Array Formula or any other long formula to track 1st Numeric and 1st Text entries. In previous versions we used formulas to get the desired result, but now in Excel, there is a new feature which is known as Flash Fill. By using flash fill feature in excel 2013 we can get the desired result within seconds and that too without the use of
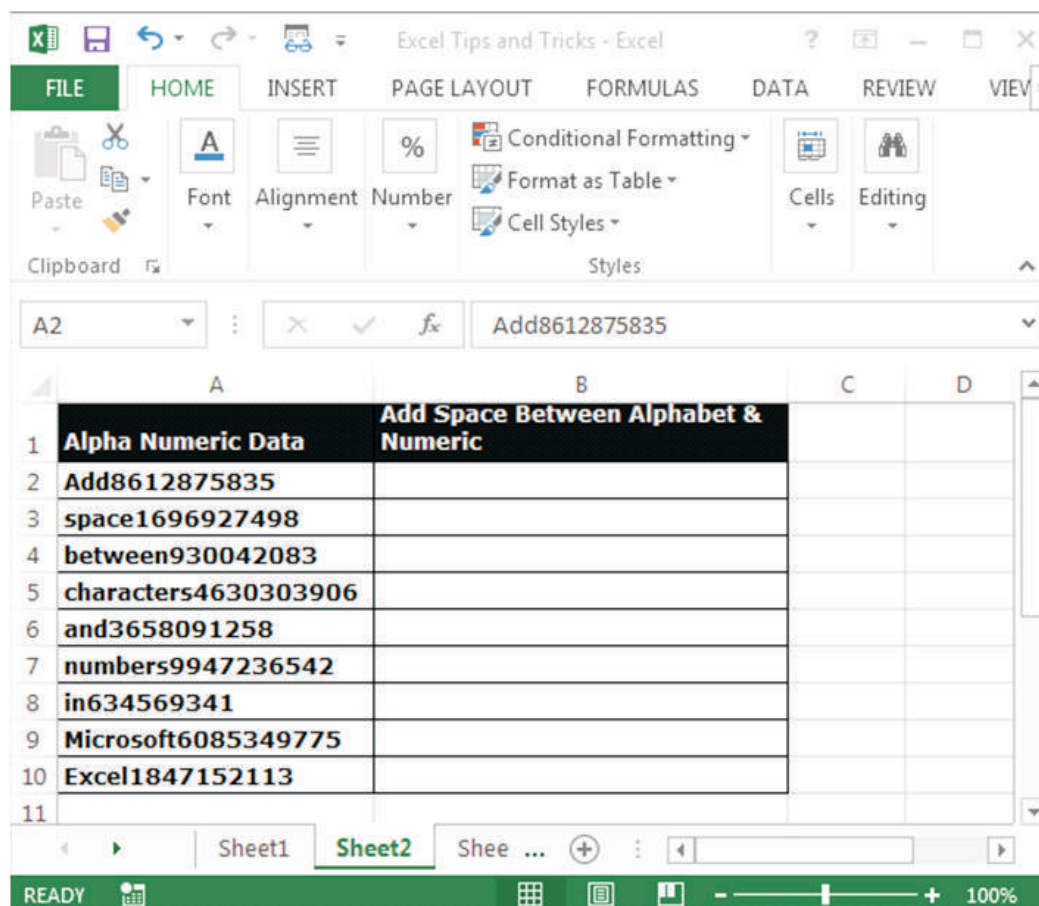

For example we have alphanumeric characters without any space in column A. We want the data in such a way that we have space in between alphabet and numeric value. This is very simple by using flash fill feature:-

- Select cell B2.
- Write the text formatting to cell B2 in such a way in which you require the formatting.
- To add the space between alpha and numeric.
- Write the alpha and give space then write numeric.

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Excel Trick No.2- Flash Fill
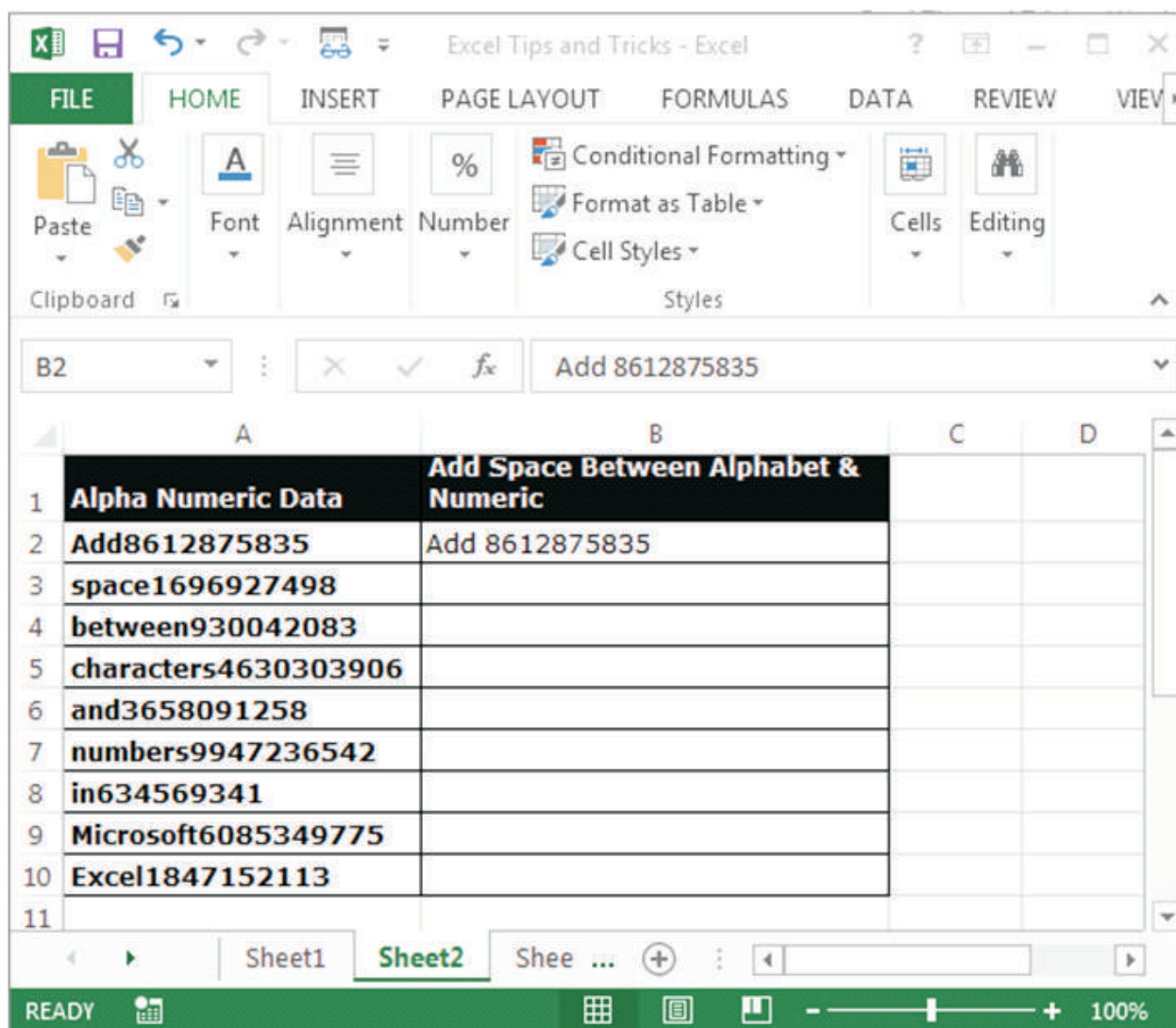
- Drag the cell with the mouse from the right corner of the cell till the last active cell.When you will release the mouse, a blue icon will appear.

- Click on the blue icon.

- Select the Flash Fill option.

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Excel Trick No.2- Flash Fill

Excel Trick No.3- Add Zero in Front of Number

- Column B contains Mobile numbers, we want to add the number 0 in front of number.
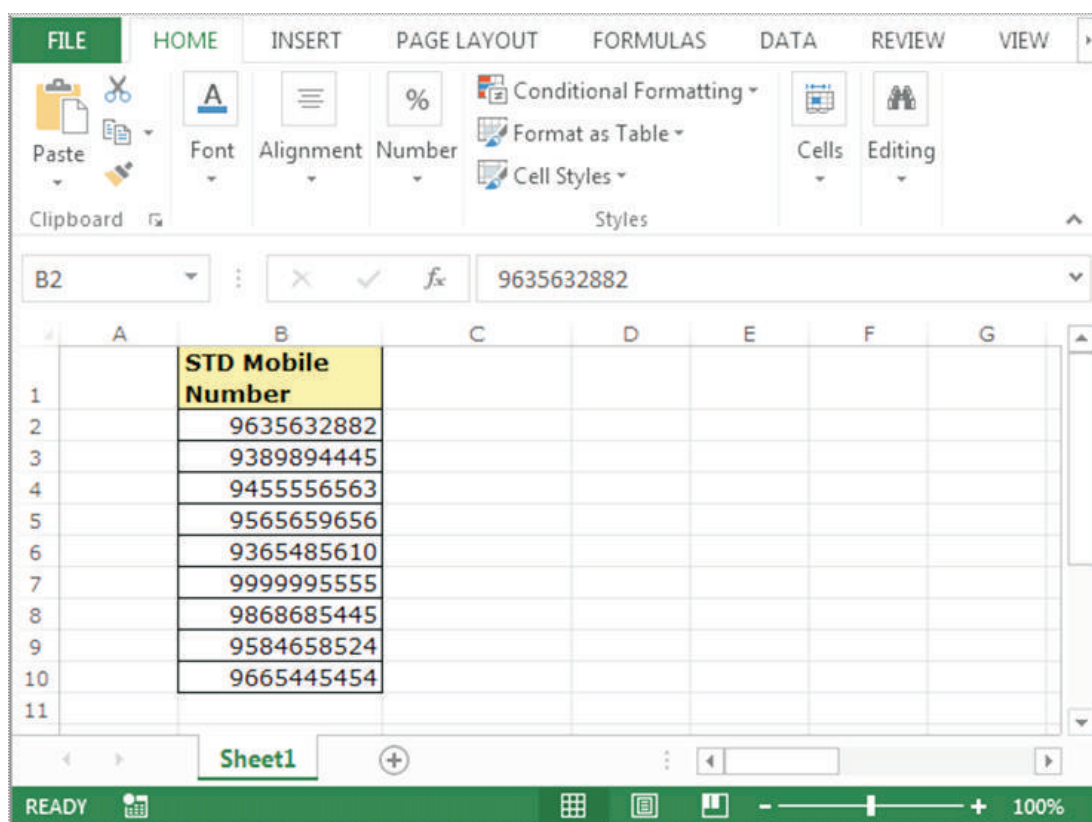
To add zero (0) in front of every number using the "Format Cells" option follow the below mentioned steps:

- Select the range of mobile numbers.

- And press the key "CTRL+1" on the keyboard.

- The "Format Cells" dialog box will appear.

- In the "Number" tab select "Custom" from the list.

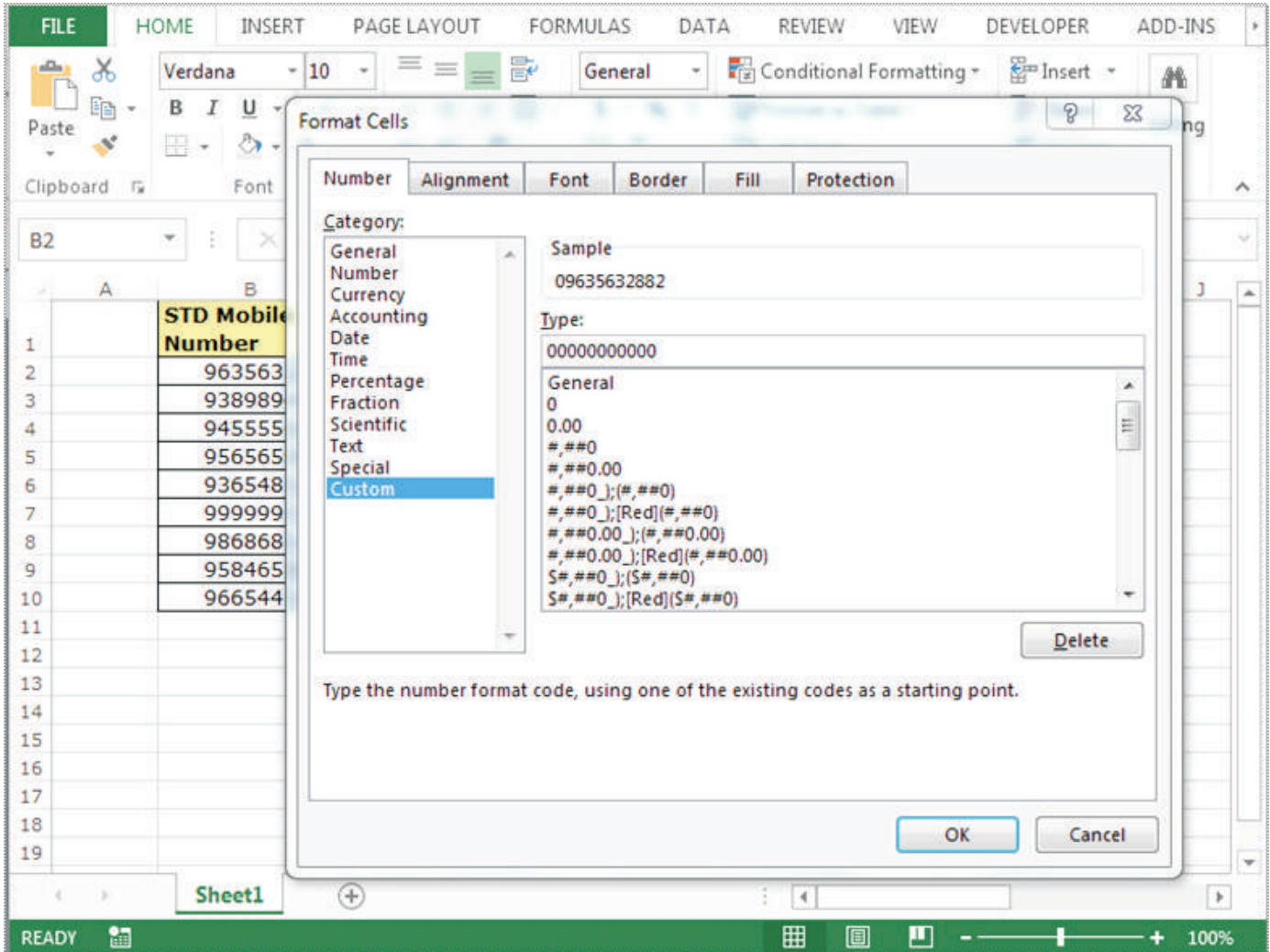- We have 10 numbers in a cell and we want to add number 0 in front

- So we need to type 0 eleven times in type box.

- Click on ok.

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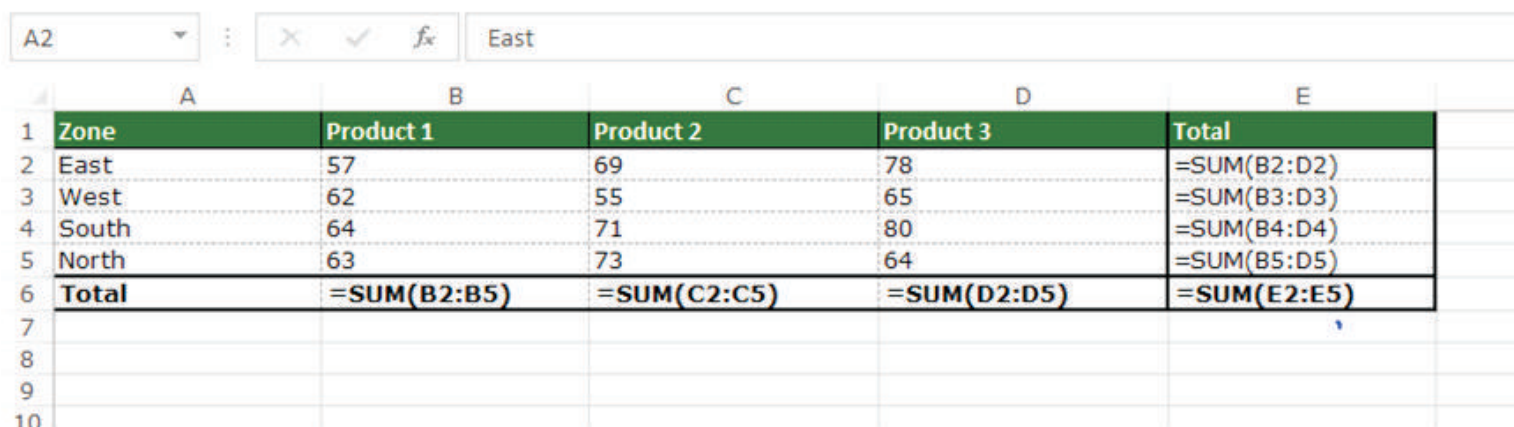## Excel Trick No.3- Add Zero in Front of Number

You can see that the cell has been formatted directly with a 0 in front of every number. These changes were done in column A itself. In the prior method where we added the 0 through formula, the changes were done in column B.

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Excel Trick No.4- Shortcut to see the Formula Syntax

Sometimes when we write formulas and get an error or incorrect result. Here's a shortcut to display all the formulas in a sheet at once.
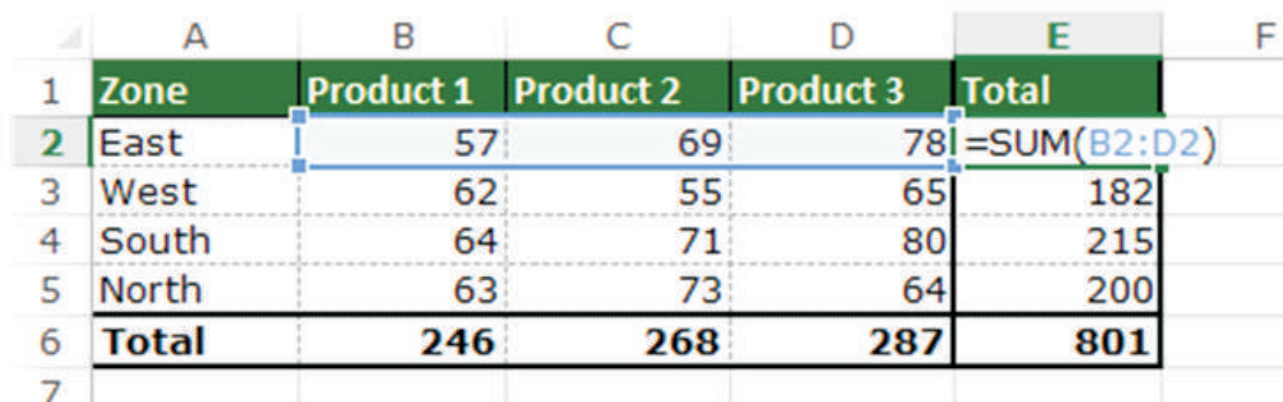
To display the formulae press **Ctrl+~ key** on your keyboard.

A2			f_x	East		
	A	B	C	D	E	
1	Zone	Product 1	Product 2	Product 3	Total	
2	East	57	69	78	=SUM(B2:D2)	
3	West	62	55	65	=SUM(B3:D3)	
4	South	64	71	80	=SUM(B4:D4)	
5	North	63	73	64	=SUM(B5:D5)	
6	Total	=SUM(B2:B5)	=SUM(C2:C5)	=SUM(D2:D5)	=SUM(E2:E5)	

Or you can **press F2**, if you want to see the formula only for single cell.

	A	B	C	D	E	F
1	Zone	Product 1	Product 2	Product 3	Total	
2	East	57	69	78	=SUM(B2:D2)	
3	West	62	55	65	182	
4	South	64	71	80	215	
5	North	63	73	64	200	
6	Total	246	268	287	801	
7						

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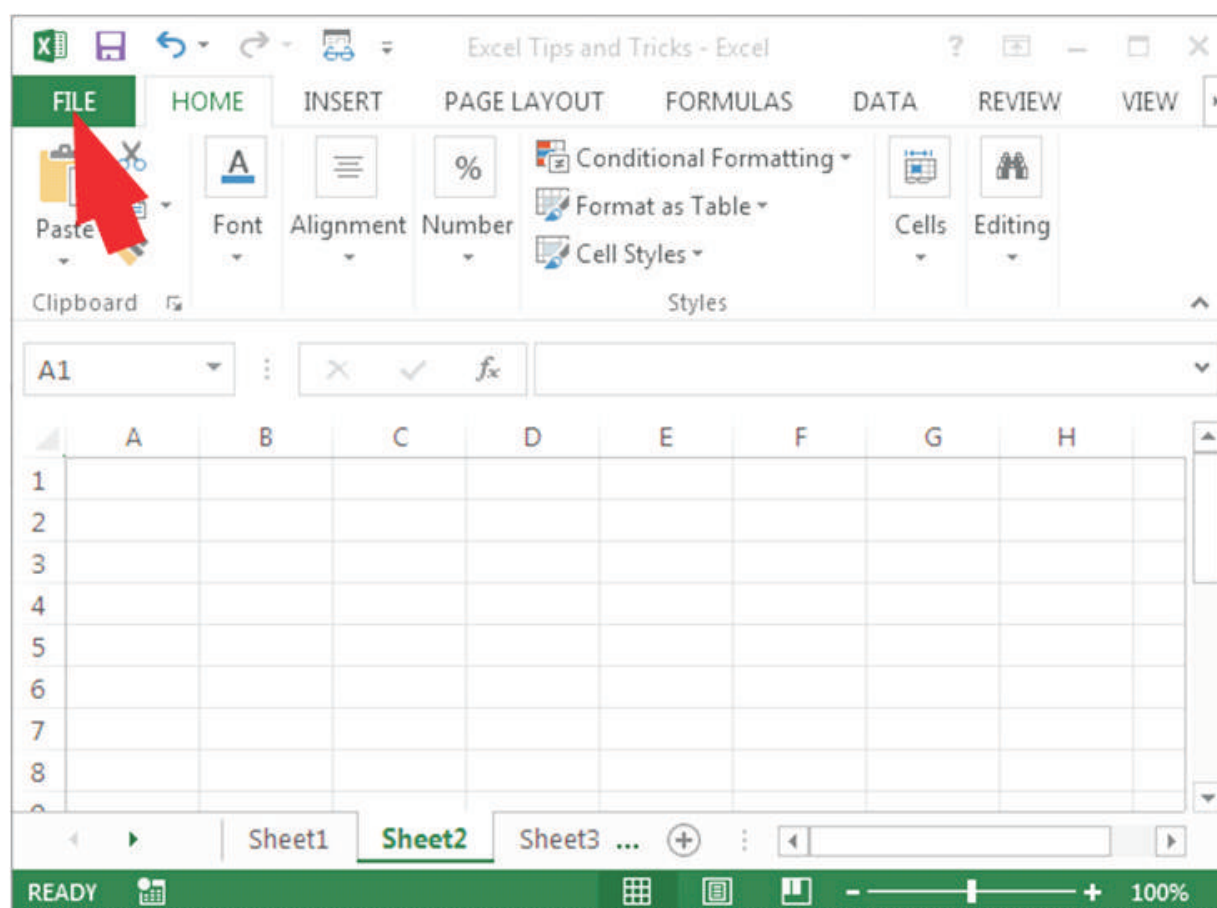## Excel Trick No.5- Remove the Personal details from a workbook

Why is it important to remove personal information from a workbook?

When you upload a workbook online, you probably do not want anyone to know the author of the workbook or leave personal details in it as the workbook is easily downloadable.

Excel provides an accessible tool that allows you to remove the personal information which you don't want others to see.
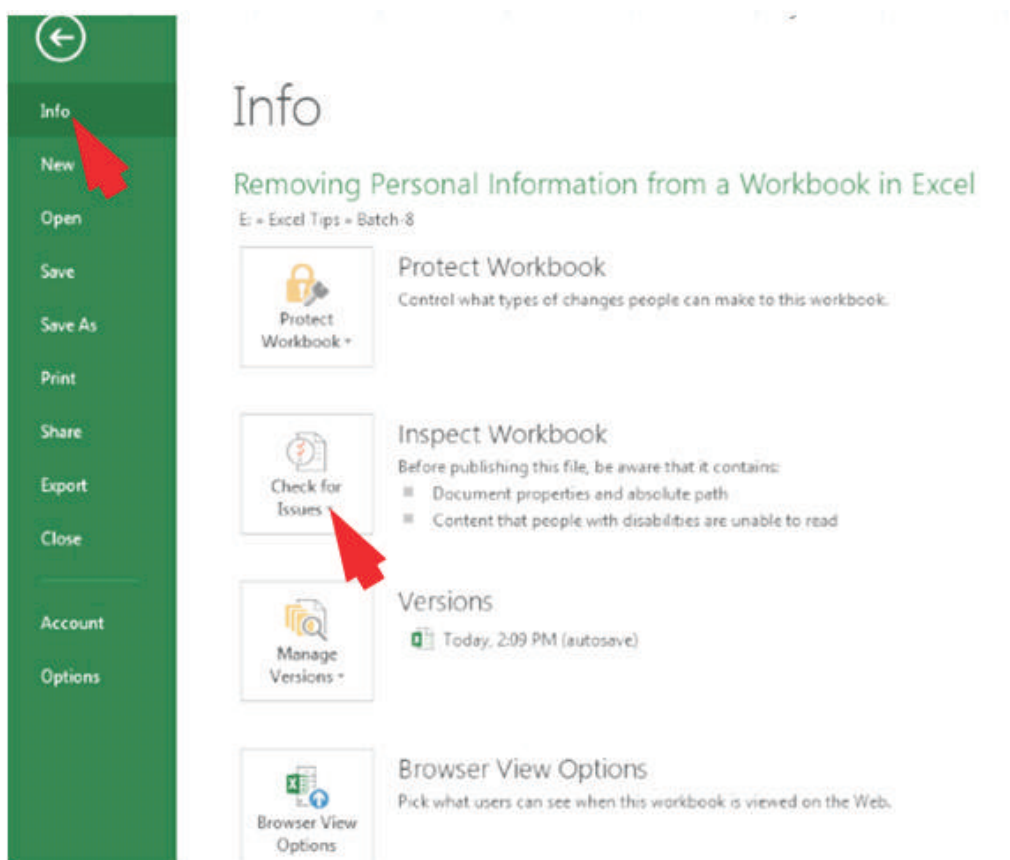
Follow below given steps:-

● In Excel worksheet click on the File tab of the ribbon.

● Click on Info.
● Click on Check for issues.
● Select Inspect Document from the drop down list of check for issues.

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Excel Trick No.5- Remove the Personal details from a workbook

- A message pop up will appear that will ask you if you want to save the changes because the document inspector might remove data that can't be restored later.
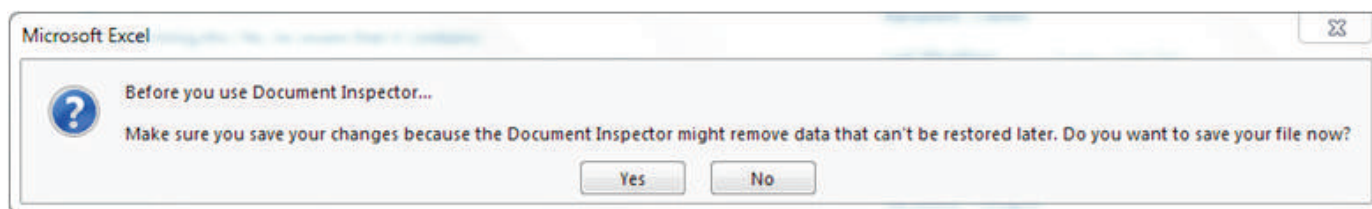
- After clicking on yes, you will get the document inspector dialog box.

- When presented with the Document Inspector's findings, you can choose which items you

Excel Trick No.5- Remove the Personal details from a workbook
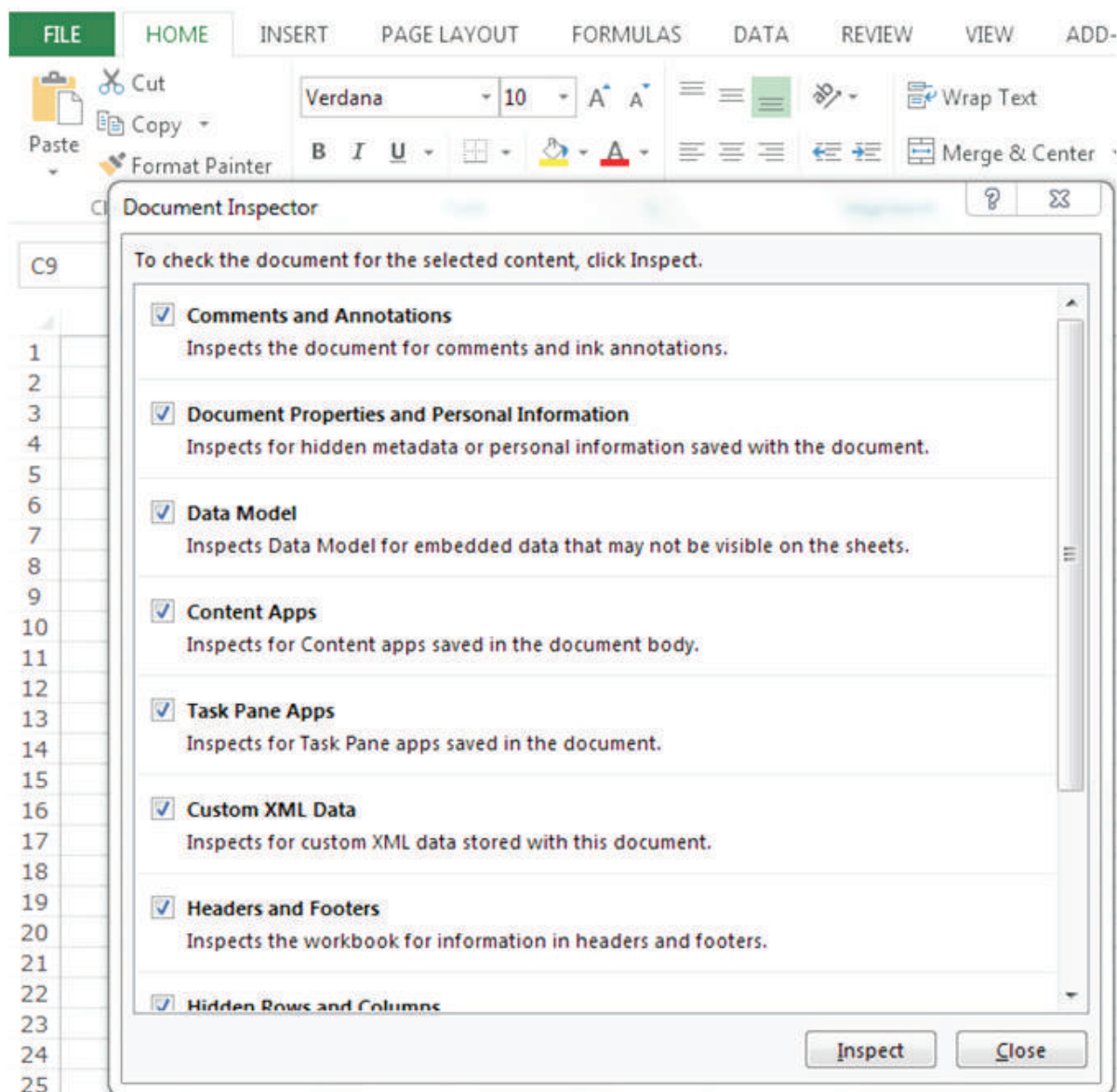
- Uncheck to Document properties and personal information.

- Click on Inspect.

Excel Trick No.5- Remove the Personal details from a workbook

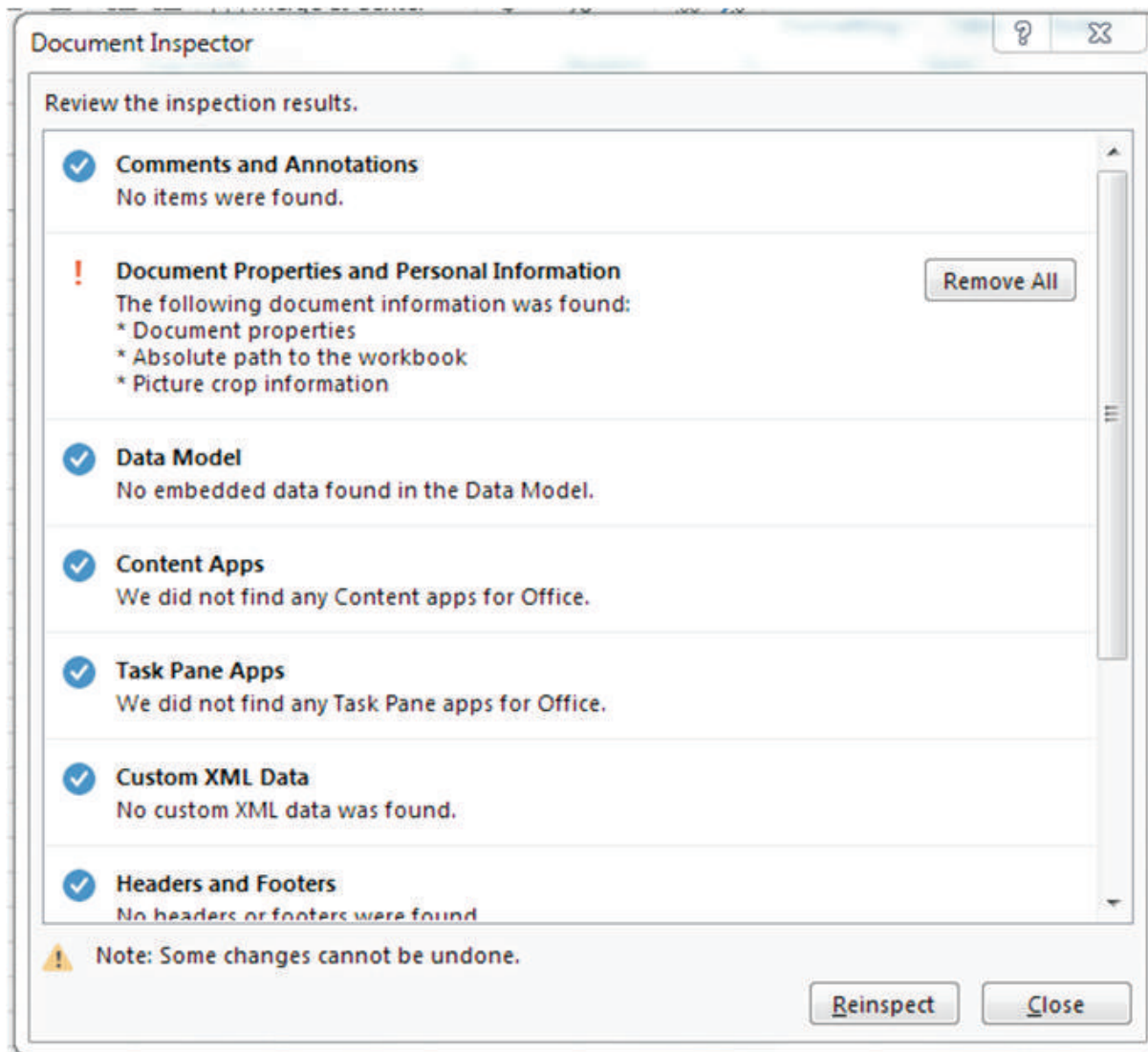**Document Inspector**

Review the inspection results.

✓ **Comments and Annotations**
No items were found.

! **Document Properties and Personal Information**   [Remove All]
The following document information was found:
* Document properties
* Absolute path to the workbook
* Picture crop information

✓ **Data Model**
No embedded data found in the Data Model.

✓ **Content Apps**
We did not find any Content apps for Office.

✓ **Task Pane Apps**
We did not find any Task Pane apps for Office.

✓ **Custom XML Data**
No custom XML data was found.

✓ **Headers and Footers**
No headers or footers were found

⚠ Note: Some changes cannot be undone.

[Reinspect]   [Close]

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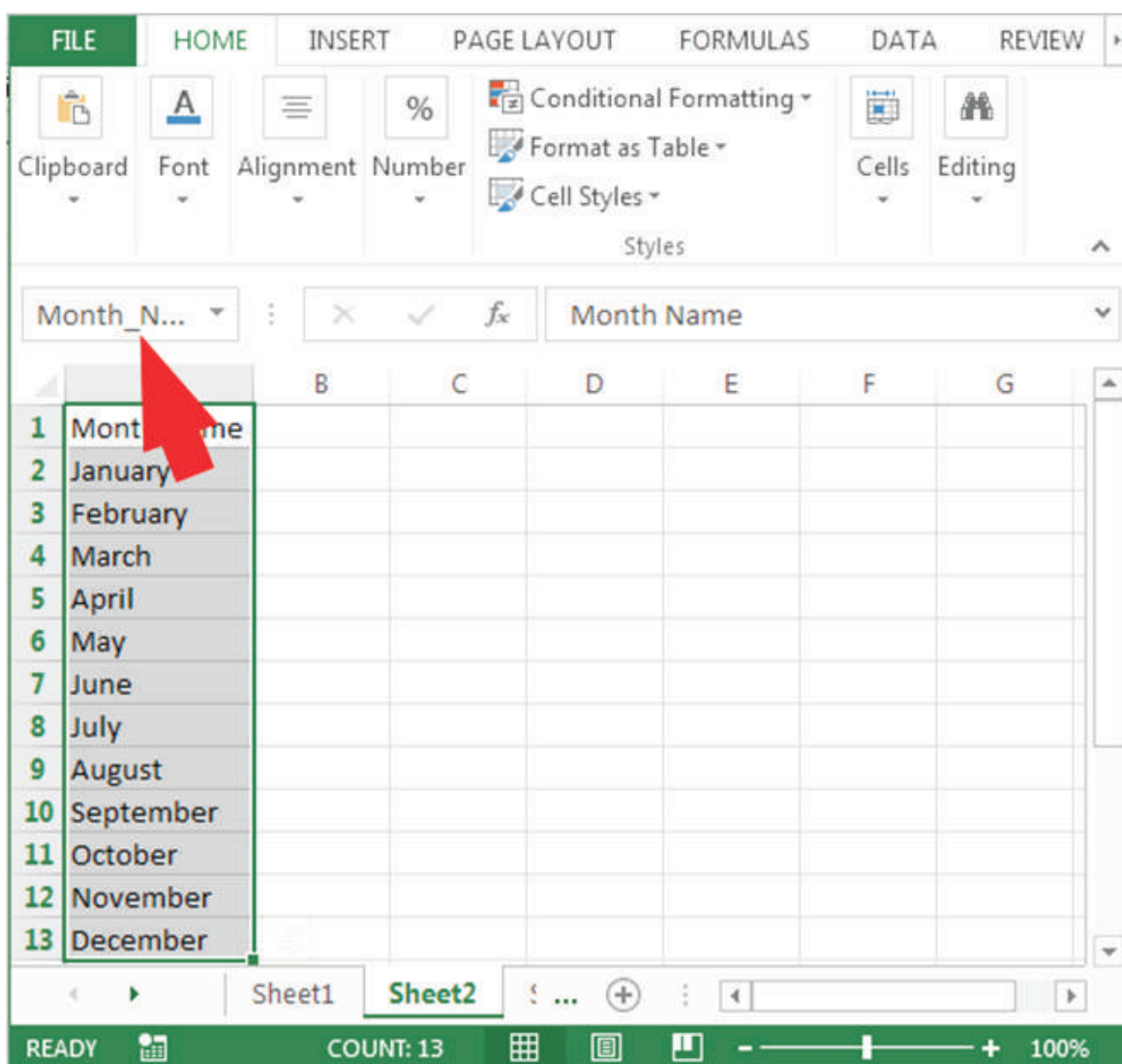
Excel Trick No.6- Shortcut To Define the Name

You can define the name for a range very quickly by following very simple steps as mentioned below. Let's assume we have alist of months in column A.
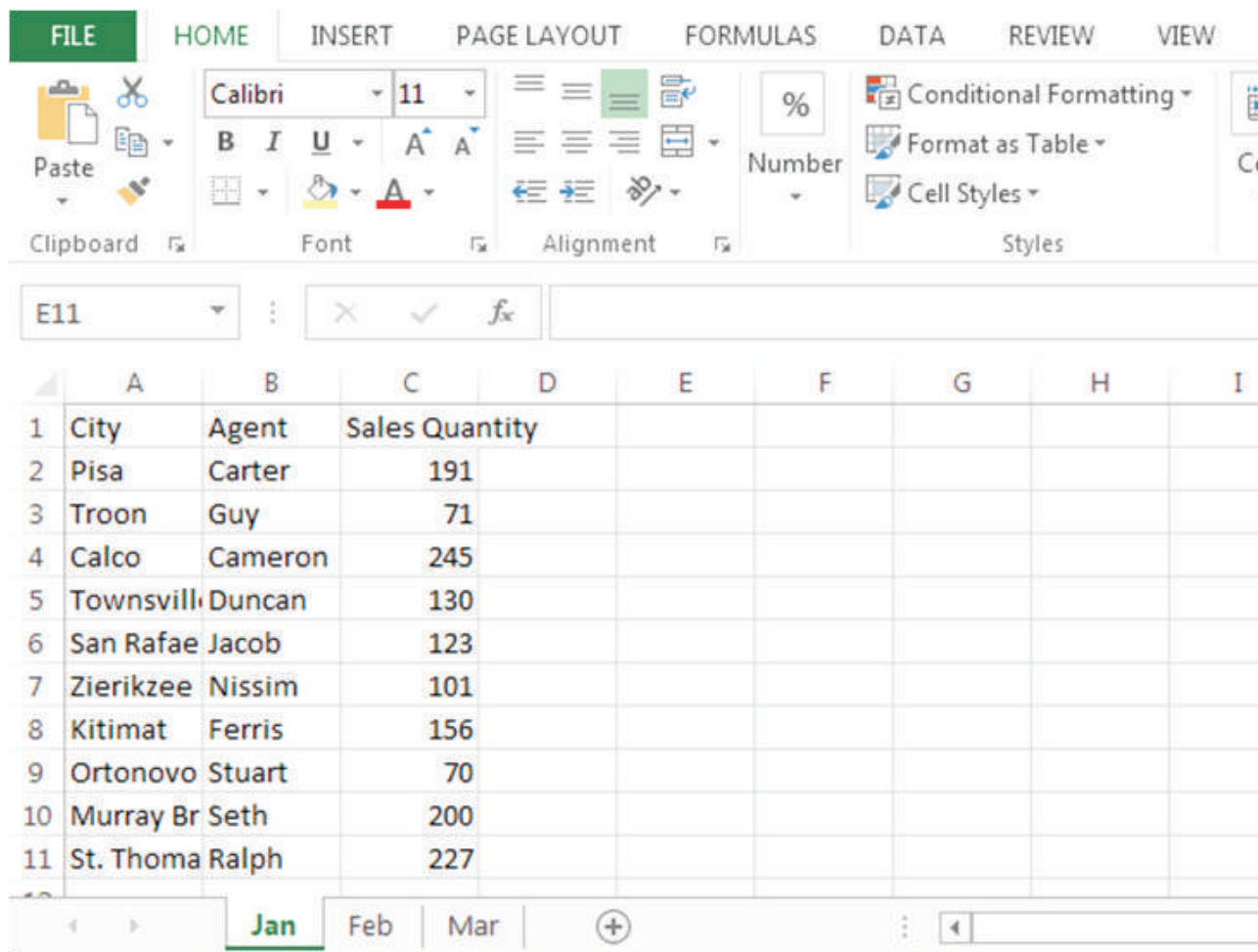
- Select the range where list of months is written.

- Click in the Name Box.

- Write the name which you want to define.

- Press Enter.

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We have similar data in multiple sheets and we want to do same formatting and calculation in all the sheets. We have a trick to make the changes simultaneously in multiple sheets.

By following very simple steps you can format and calculate at one time:-

- Click on the 1st Sheet (Jan) then press Shift key then with the mouse click on last sheet (Mar).

- Do the formatting and Calculation in 1st sheet, the same formatting and calculation will update in all the sheets.

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C2 — fx — 191

	A	B	C	D
1	City	Agent	Sales Quantity	
2	Pisa	Carter	191	
3	Troon	Guy	71	
4	Calco	Cameron	245	
5	Townsville	Duncan	130	
6	San Rafael	Jacob	123	
7	Zierikzee	Nissim	101	
8	Kitimat	Ferris	156	
9	Ortonovo	Stuart	70	
10	Murray Bridge	Seth	200	
11	St. Thomas	Ralph	227	
12	Total		1514	
13				
14				

Jan | Feb | Mar | ⊕

C2 — fx — 196

	A	B	C	D	E
1	City	Agent	Sales Quantity		
2	Pisa	Carter	196		
3	Troon	Guy	77		
4	Calco	Cameron	81		
5	Townsville	Duncan	207		
6	San Rafael	Jacob	91		
7	Zierikzee	Nissim	227		
8	Kitimat	Ferris	51		
9	Ortonovo	Stuart	130		
10	Murray Bridge	Seth	138		
11	St. Thomas	Ralph	77		
12	Total		1275		
13					
14					

Jan | Feb | Mar | ⊕

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Excel Trick No.7:- Changes and Calculation in Multiple Sheets at one time

	A	B	C	D
1	City	Agent	Sales Quantity	
2	Pisa	Carter	179	
3	Troon	Guy	156	
4	Calco	Cameron	203	
5	Townsville	Duncan	248	
6	San Rafael	Jacob	212	
7	Zierikzee	Nissim	116	
8	Kitimat	Ferris	66	
9	Ortonovo	Stuart	117	
10	Murray Bridge	Seth	226	
11	St. Thomas	Ralph	116	
12	Total		1639	
13				
14				

C2 f_x 179

Jan | Feb | **Mar**

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Excel Trick No.8- How to Change Display Direction

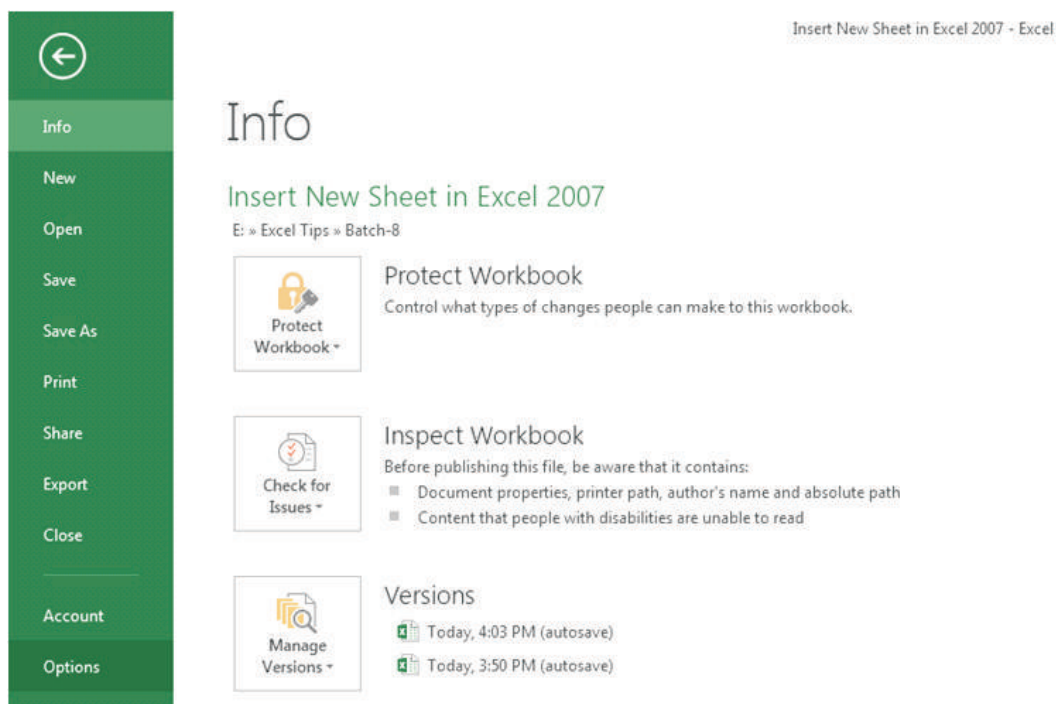**To change the display direction of text follow below given steps:-**
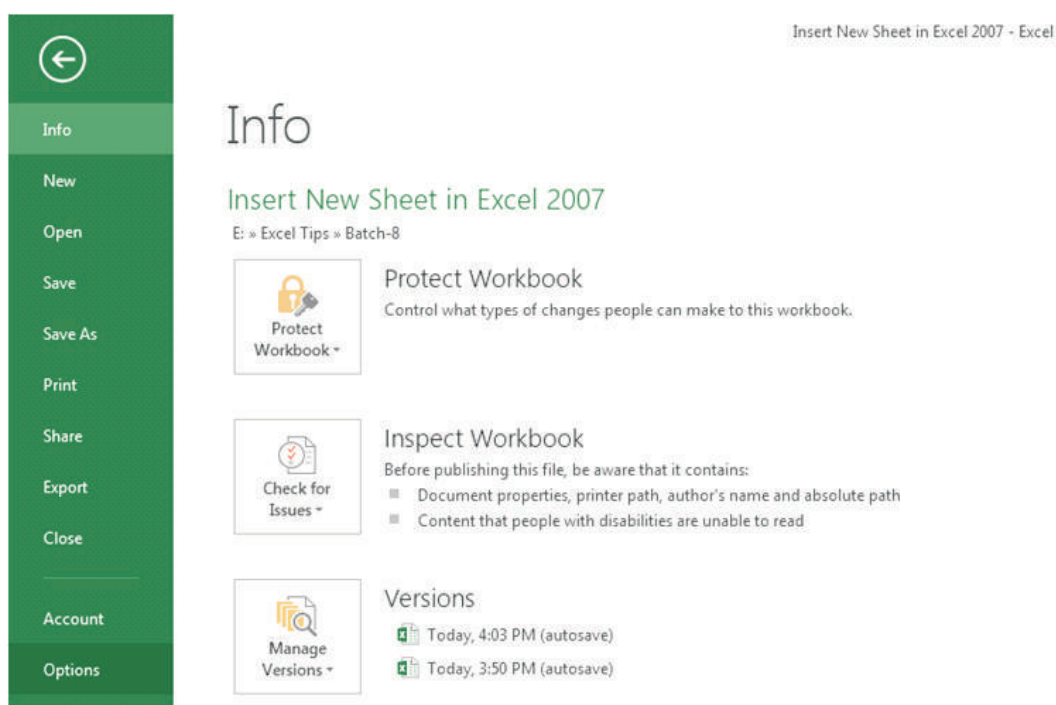
● Click on File tab.
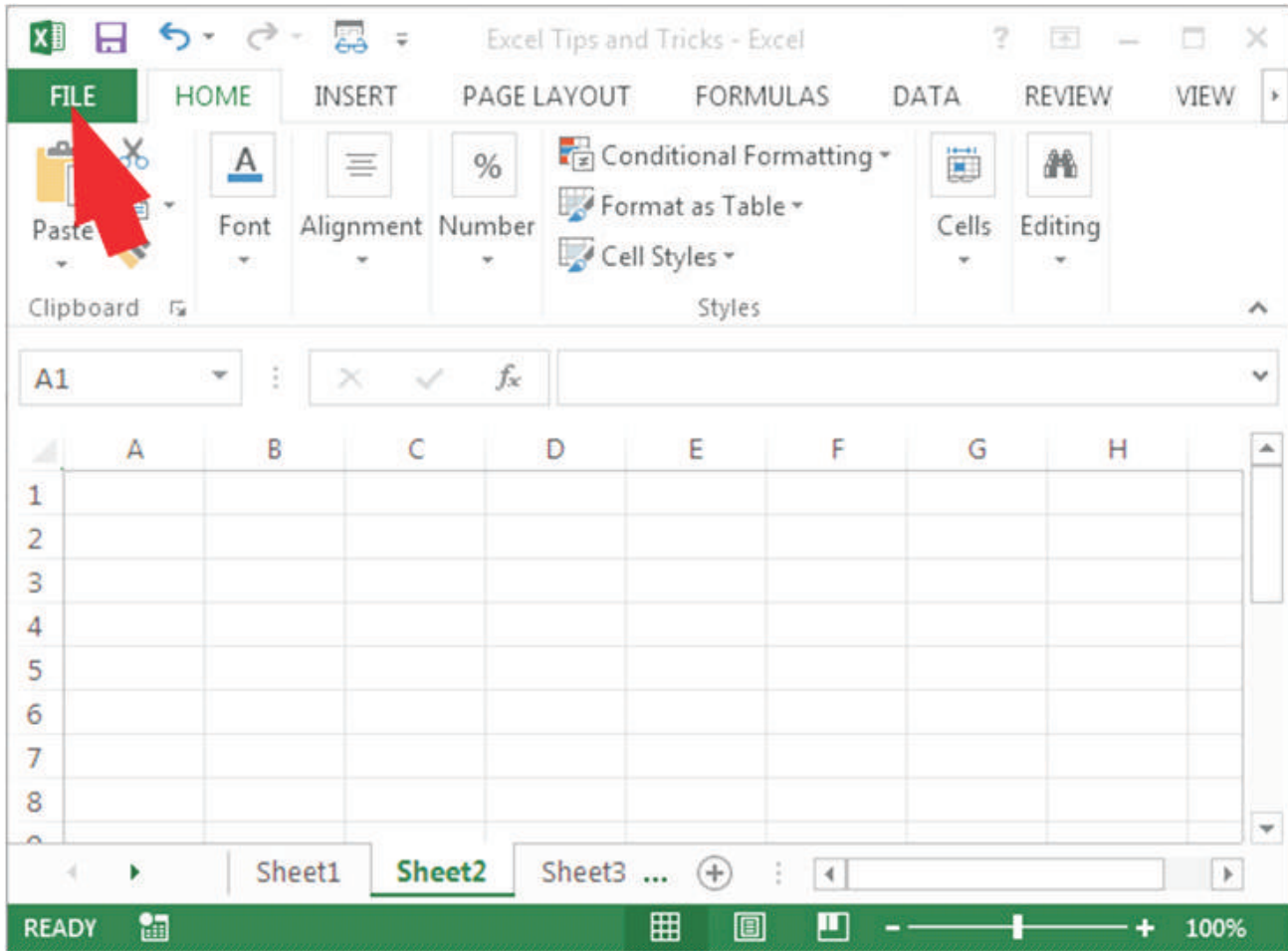
● Click on Options.
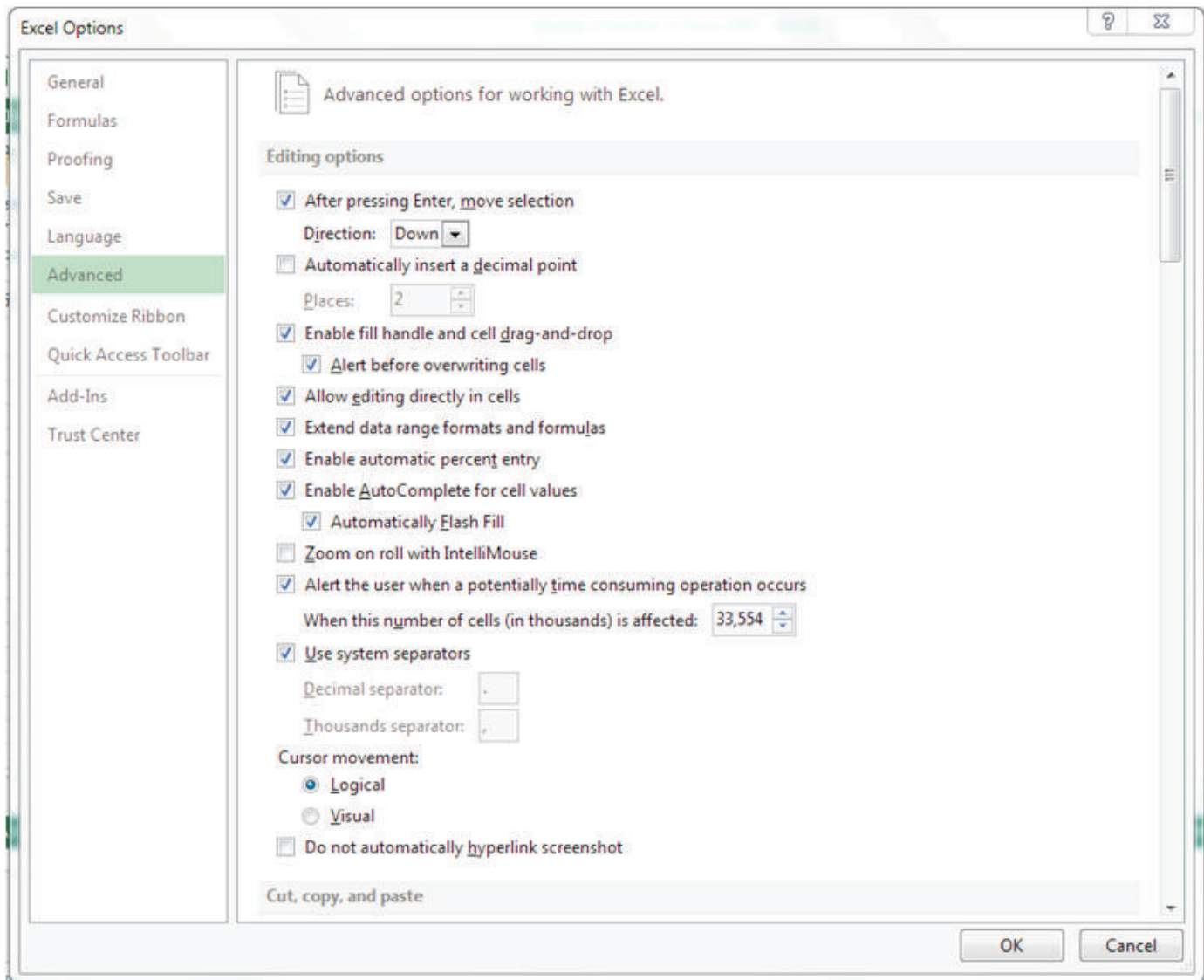
Excel Trick No.8- How to Change Display Direction

- Click on Options.

- Excel Options dialog box will appear.
- Click on the advanced option.

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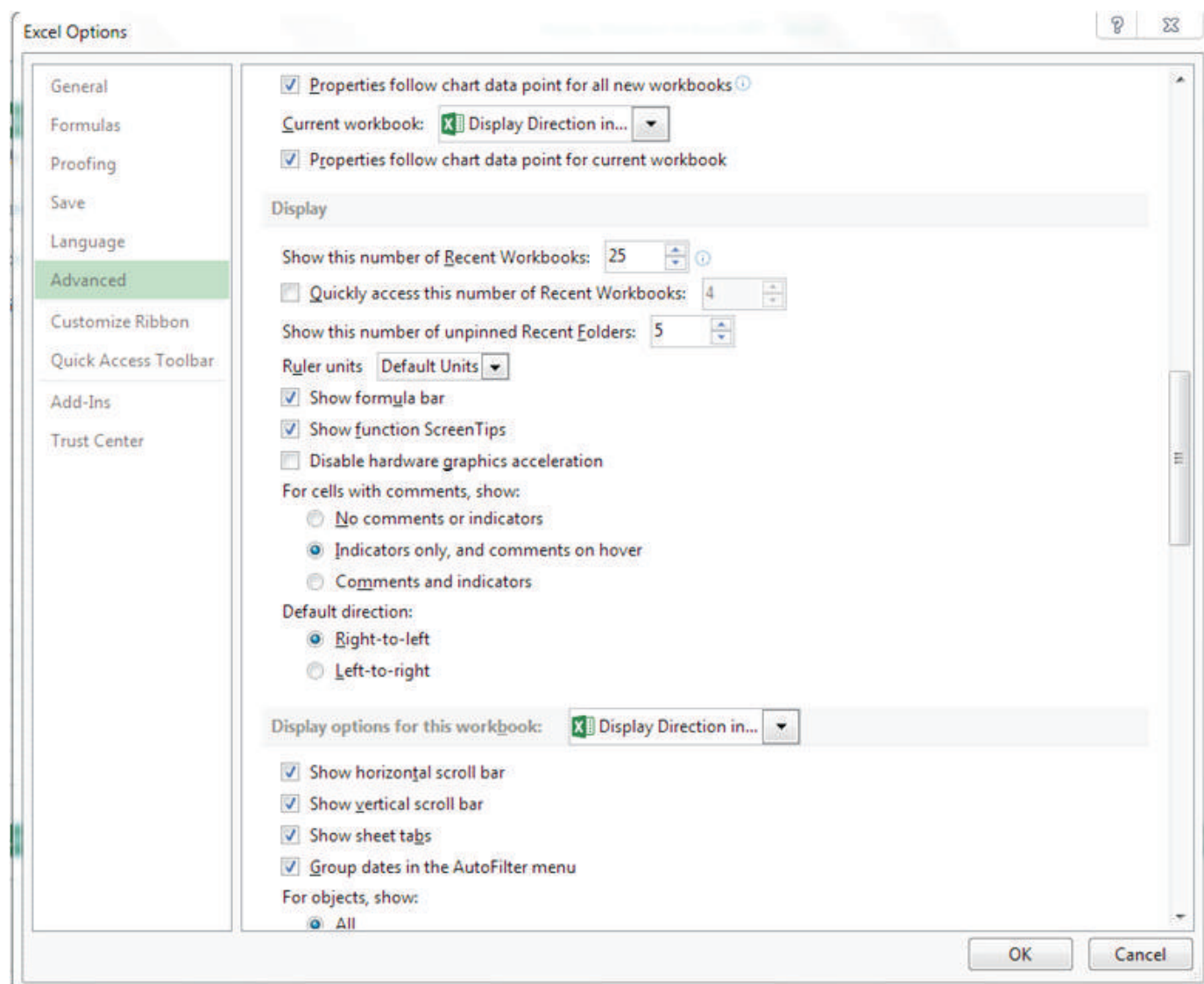Get better at Excel MS Office Application Help

Excel Trick No.8- How to Change Display Direction

- Under the display option, click on Right to Left.

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Excel Trick No.8- How to Change Display Direction

Excel Options

| General |
| Formulas |
| Proofing |
| Save |
| Language |
| Advanced |
| Customize Ribbon |
| Quick Access Toolbar |
| Add-Ins |
| Trust Center |

☑ Properties follow chart data point for all new workbooks ⓘ

Current workbook: [X] Display Direction in... ▾

☑ Properties follow chart data point for current workbook

Display

Show this number of Recent Workbooks: 25 ⓘ

☐ Quickly access this number of Recent Workbooks: 4

Show this number of unpinned Recent Folders: 5

Ruler units   Default Units ▾

☑ Show formula bar

☑ Show function ScreenTips

☐ Disable hardware graphics acceleration

For cells with comments, show:

  ○ No comments or indicators

  ◉ Indicators only, and comments on hover

  ○ Comments and indicators

Default direction:

  ◉ Right-to-left

  ○ Left-to-right

Display options for this workbook: [X] Display Direction in... ▾

☑ Show horizontal scroll bar

☑ Show vertical scroll bar

☑ Show sheet tabs

☑ Group dates in the AutoFilter menu

For objects, show:

  ◉ All

[OK] [Cancel]

- Click on ok.

- Whenever you will write any text in Excel that will be start from right to left.

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Excel Trick No.9- Chart by Using the Key F11

We have data in range A1:B13. Column A contains Month, Column B contains Achievement.

To create a chart by using the F11 key, follow the below given steps:-

- Select the cell A1 and press the key F11 on your keyboard.
- By default column chart will get created in the new worksheet.

Excel Trick No.9- Chart by Using the Key F11
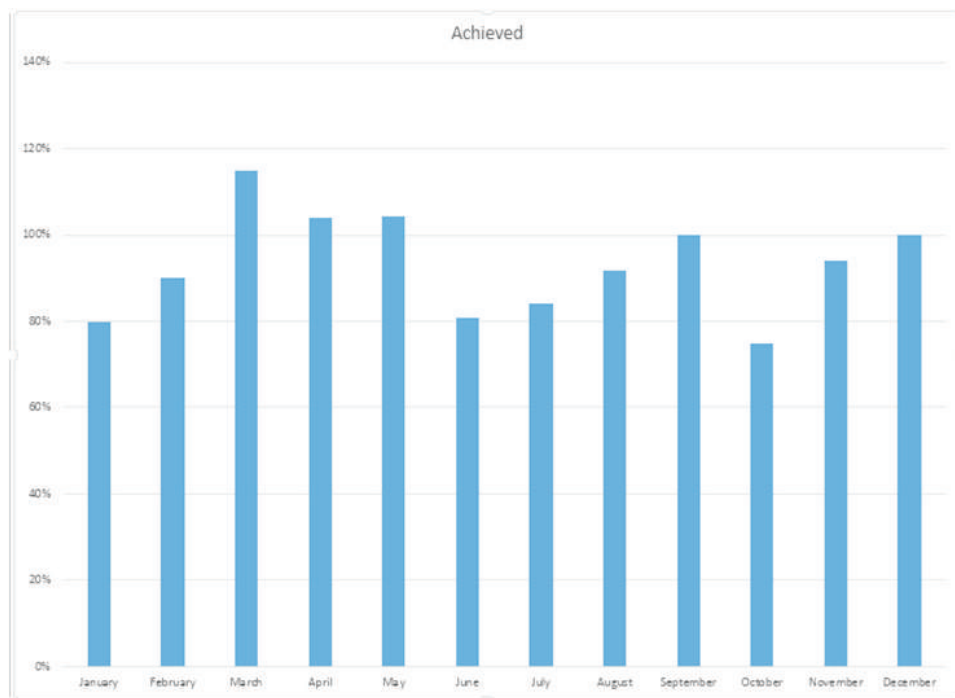
- Under theexcel ribbon, 2 contextual tab "Design and Format" will appear.

- By using these tabs we can add the chart element, change the chart design, change the colors, switch Row/Column change the data range as well, and we can also move chart location as per our requirement.

Excel Trick No.10:- Sorting Does Not Work When Cells are Merged

Obviously, how is it possible if Excel wasn't made that way? But it is possible.We can sort the data when cells are merged. Let's see how
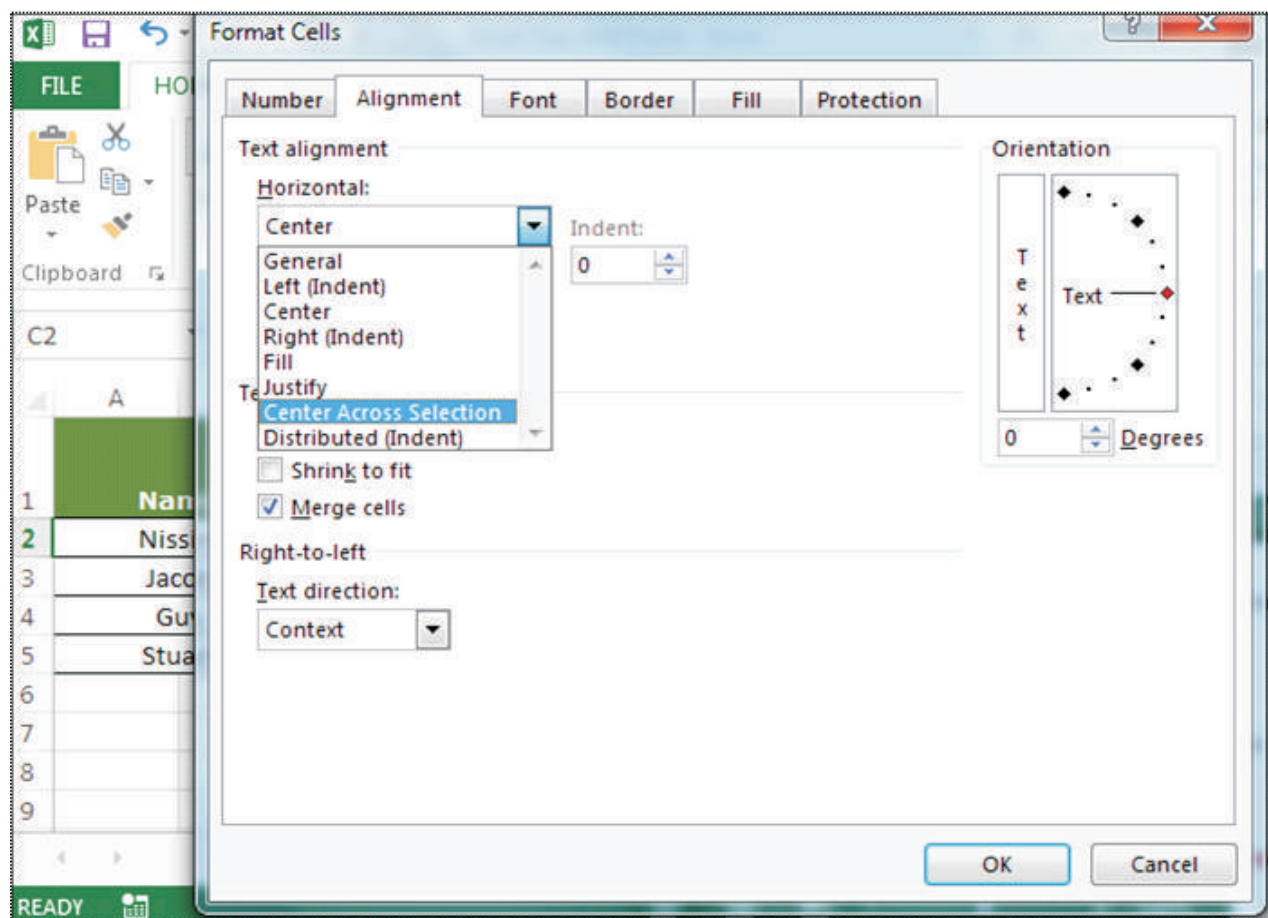
In Excel we have a substitute for Merge and Center and it is called Center across Selection. Follow the below given steps:-
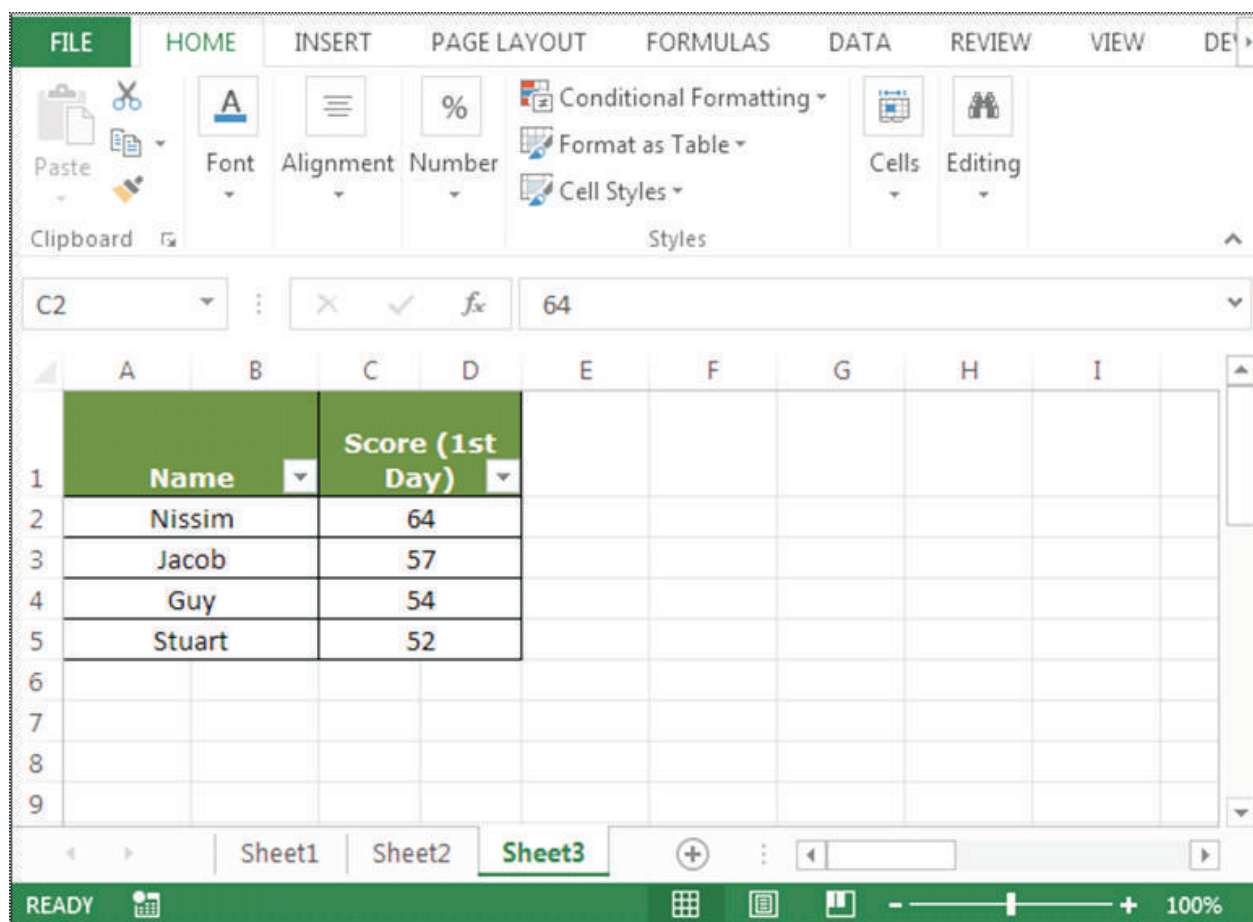
- Select the Merge cell and Press the key Ctrl+1 on your keyboard.

- You will get the "Format Cells" dialog box.

- Go to Alignment tab.

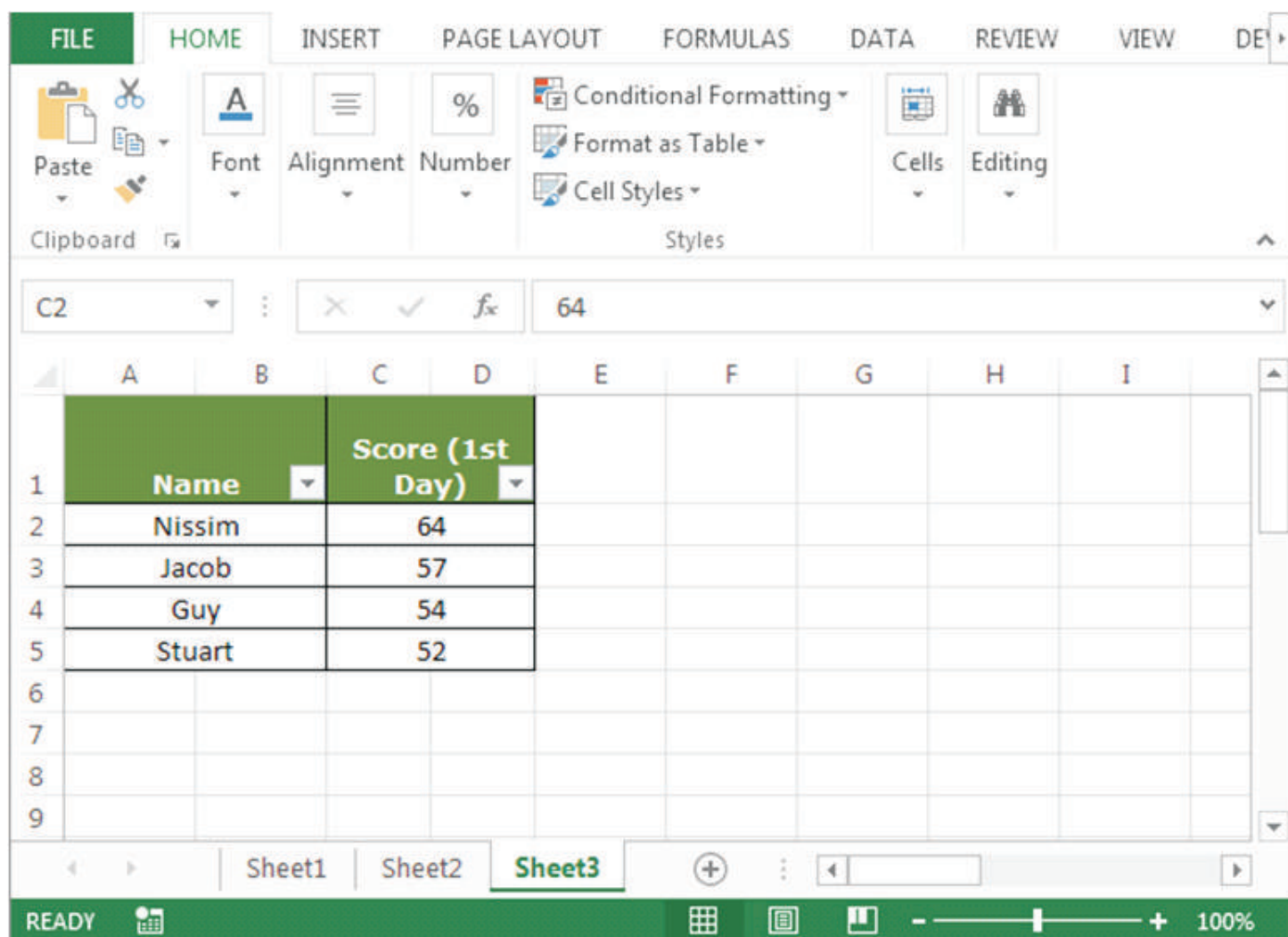- In the Horizontal drop down select Center across Selection.

Excel Trick No.10:- Sorting Does Not Work When Cells are Merged

- Click on ok.

- Now you can sort the data as per the requirement.

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These tricks will help you save your time in your daily life while working in **Microsoft Excel 2010** and **2013.**