

## Twitter Thread by [Blake Burge](#) ■



**[Blake Burge](#)** ■

[@blakeaburge](#)



### This thread will make you better at Excel: ■

Automatic Abbreviations:

If you're like me, autocorrect is more of an annoyance than a help.

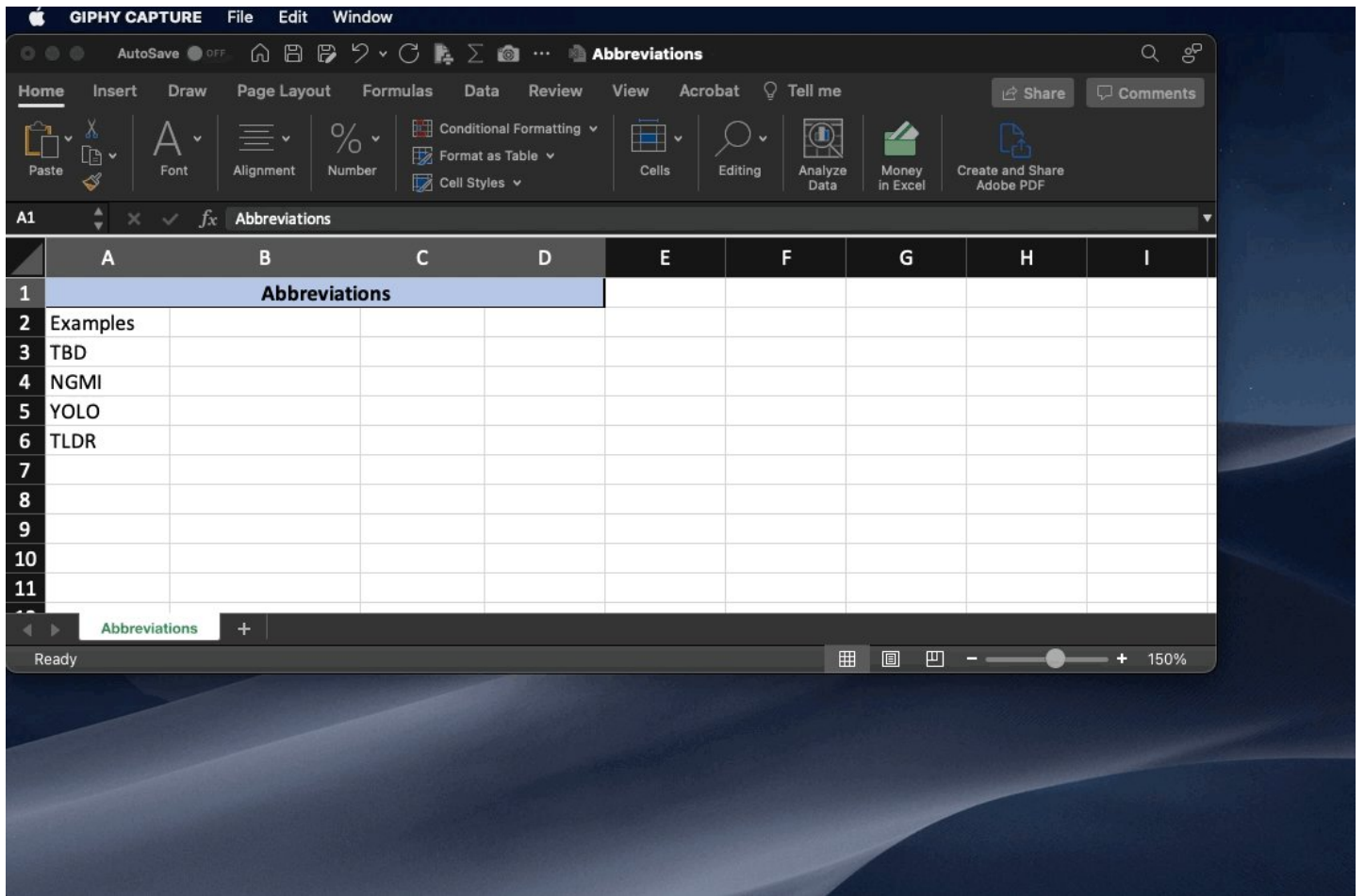
Let's change that.

Set up your own custom list of abbreviations, and bend its powers to your will.

Type 'TBD'

Press 'Enter'

Output = 'To be determined'



Consolidate:

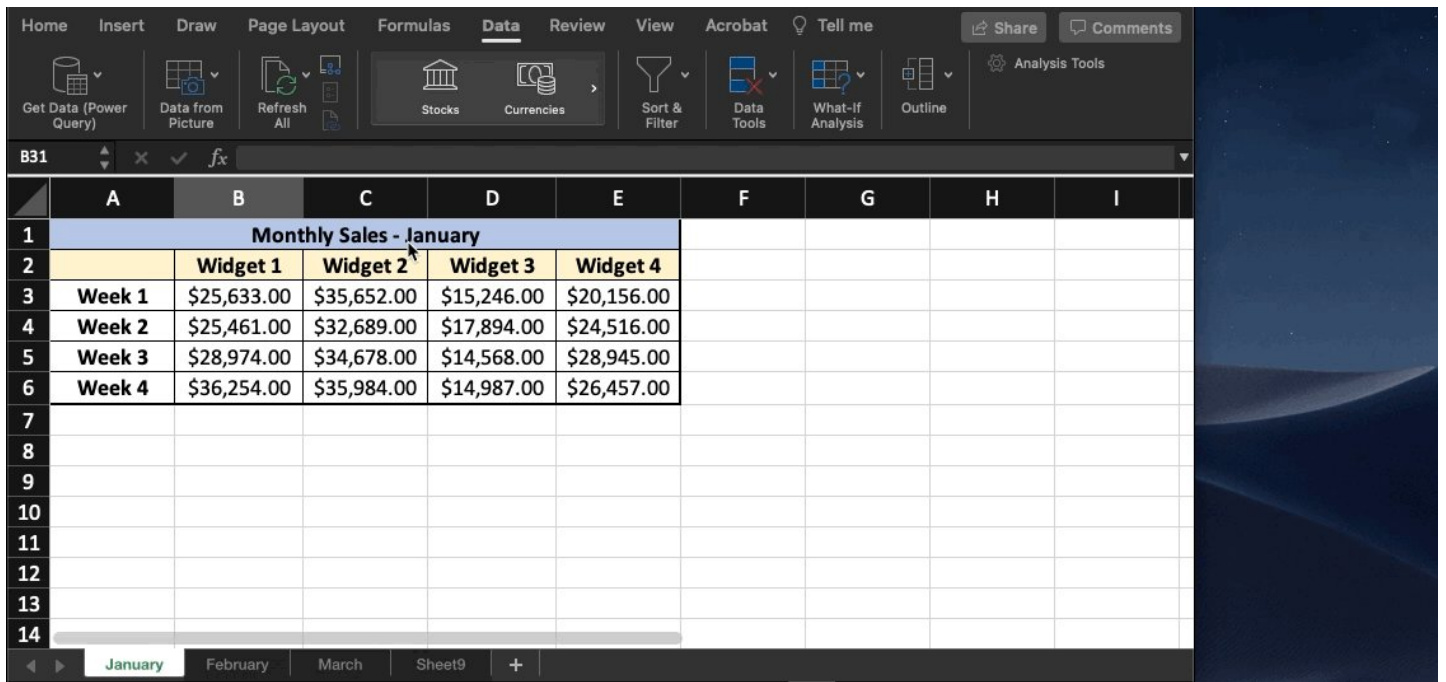
Take data from multiple tabs.

Consolidate into one.

Sum, average, count, it's your choice.

By creating links to the source data, your consolidation tab will update automatically.

The best part? No formulas required.



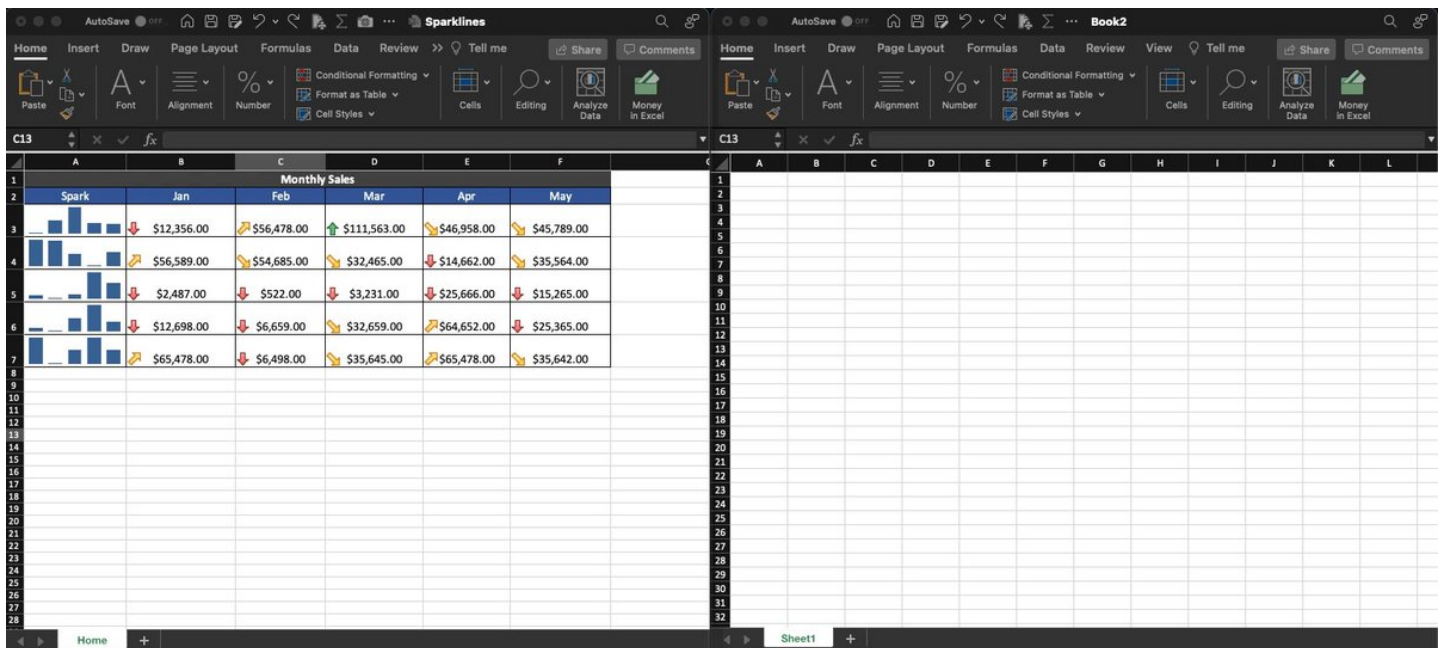
### Camera Snapshot

Here's a little-known trick to move data between workbooks.

First, add "camera" to your quick access toolbar.

- Select your data ■ click ■
- Paste to new workbook

The cool part: When you update the main workbook, the data in the picture updates as well! ■



### People Graph:

I'm a big fan of visual representations of data.

Using 'People Graph' is an easy way to liven up your spreadsheet, especially when tracking metrics related to, well, humans.

Create an infographic to visualize social media engagement, app users, customers, & more.

	A	B	C	D	E	F	G	H	I	J	K	L
1	People Graph											
2	Twitter Engagement	Quantity										
3	Likes	100,000										
4	Comments	15,000										
5	Retweets	32,000										
6	Quote Tweets	2,500										
7												
8												
9												
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27												

Conditional Formatting:

As I said above, I'm a big fan of visualizing data.

Conditional formatting is one of the best (and easiest) ways to do this.

Let's face it, if your data looks good, you look good.

Spice it up by adding data bars, heat maps, or icon sets to show trends:

Monthly Sales						
Spark	Jan	Feb	Mar	Apr	May	
\$12,356.00	\$56,478.00	\$111,563.00	\$46,958.00	\$45,789.00		
\$56,589.00	\$54,685.00	\$32,465.00	\$14,662.00	\$35,564.00		
\$2,487.00	\$522.00	\$3,231.00	\$25,666.00	\$15,265.00		
\$12,698.00	\$6,659.00	\$32,659.00	\$64,652.00	\$25,365.00		
\$65,478.00	\$6,498.00	\$35,645.00	\$65,478.00	\$35,642.00		

Flash Fill:

Let's say you've got all the data you need—it just isn't in the right place.

"Flash Fill" is your friend.

Quickly extract pieces of text from one cell and move them to another OR combine text from multiple cells into a single place.

Extract Example			Combine Example		
Employee Name	First Name	Last Name	Employee Name	First Name	Last Name
David Morris	David	Morris	David Morris	David	Morris
Amanda Natividad	Amanda	Natividad	Amanda Natividad	Amanda	Natividad
William Jackson	William	Jackson	William Jackson	William	Jackson
Sheila Gonzalez	Sheila	Gonzalez	Sheila Gonzalez	Sheila	Gonzalez
Blake Burge	Blake	Burge	Blake Burge	Blake	Burge
Rick Adams	Rick	Adams	Rick Adams	Rick	Adams

Address Example		
Full Address	State	Zip
4059 Mt Lee Dr Hollywood, CA 90068	CA	90068
350 Fifth Avenue New York, NY 10118	NY	10118
1180 Seven Seas Dr Lake Beuna Vista, FL 32830	FL	32830

Advanced Filter:

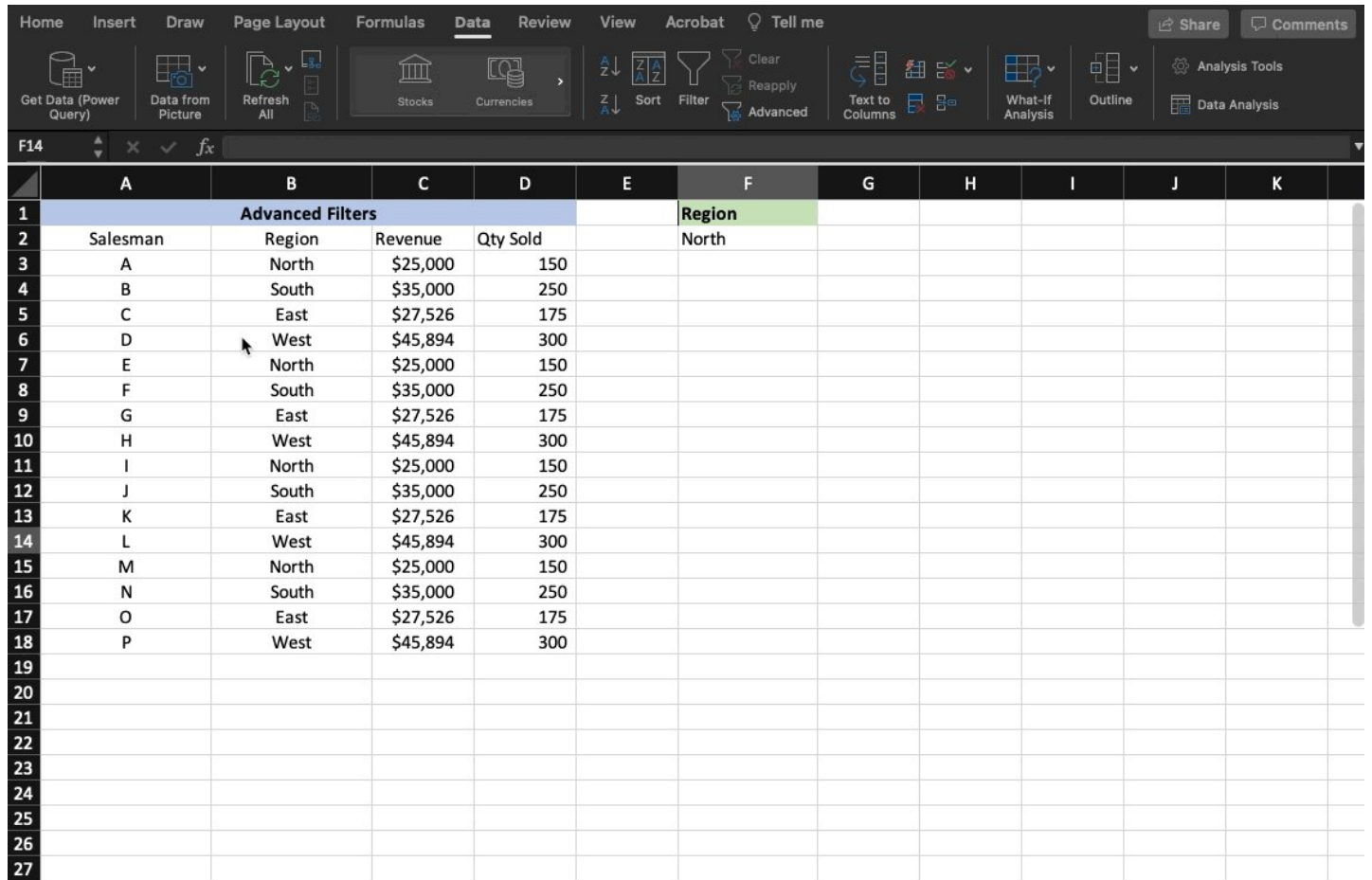
When working with large data sets, it's nice to be able to extract specific items and paste them to another location.

Advanced Filter lets you do just that.

- 'Data'
- 'Advanced'

Choose your range, filter criteria, & the where to paste the data.

Easy.



	A	B	C	D	E	F	G	H	I	J	K
1	Advanced Filters					Region					
2	Salesman	Region	Revenue	Qty Sold		North					
3	A	North	\$25,000	150							
4	B	South	\$35,000	250							
5	C	East	\$27,526	175							
6	D	West	\$45,894	300							
7	E	North	\$25,000	150							
8	F	South	\$35,000	250							
9	G	East	\$27,526	175							
10	H	West	\$45,894	300							
11	I	North	\$25,000	150							
12	J	South	\$35,000	250							
13	K	East	\$27,526	175							
14	L	West	\$45,894	300							
15	M	North	\$25,000	150							
16	N	South	\$35,000	250							
17	O	East	\$27,526	175							
18	P	West	\$45,894	300							
19											
20											
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27											

Analyze Data:

I was never very good at Pivot tables, graphs, & analyzing data on my own.

Lucky for me (and you) Excel will do the heavy lifting for us.

- Select the range of data
- "Home" ■ "Analyze Data"

Charts, tables, & analysis—premade.

Click "insert" & you're done!



## 3D FORMULAS:

Let's say you want to add up the values in Column 'D' on 4 different sheets & show a single total.

Quit wasting time on SUM formulas that reference each sheet individually.

3D lets you select the 1st + last sheet in a series and dynamically include any in between.

The screenshot shows the Excel interface with the following details:

- Worksheet Name:** Total
- Columns:** A, B, C, D, E, F, G, H, I
- Rows:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20
- Cell B4:** Total Sales (FAST Method)
- Cell C13:** Total Sales (SLOW Method) \$2,140,584.00
- Callout Box 1 (Green):** In this method, you create a single SUM formula which references the 1st and last sheet in a series, then automatically includes any sheets in between. FAST!!  
This method is also Dynamic, meaning any new sheets that are added between your 1st & last selections will be added to the formula as your workbook grows.  
Windows: Select 1st sheet "Control" select last sheet.  
Mac: Select 1st sheet "Shift" select last sheet.
- Callout Box 2 (Orange):** In this method, you create a separate SUM formula for each individual sheet and add them all together. SLOW!!

That's it for today!

Hopefully, you learned something new!

Follow me [@blakeaburge](#)

for weekly threads on business & productivity.

Join 10,000+ others & check out my newsletter:

"While You Were Away"

- The best of Twitter
- In your inbox
- Every Sunday

<https://t.co/KPDWcXYbFv>



Time is running out.

Join [@SahilBloom](#) & me in the next round of THE Audience Building Course.

Learn the frameworks we've used to grow a combined audience of over 900,000 followers across multiple platforms.

Space is limited, sign up today!

<https://t.co/UpFiYCXwej>

If you're looking for something else interesting to read today, check out the latest from my friend [@darrenchait](#).

A framework for dealing with the more, shall we say, difficult people in our lives. ■■

<https://t.co/lppEXx7ptZ>

The jerk, the slacker, and the downer...

How to deal with the most difficult personalities:

— Darren Chait ([@darrenchait](#)) [April 23, 2022](#)