Twitter Thread by Blake Burge ■



Blake Burge ■
@blakeaburge

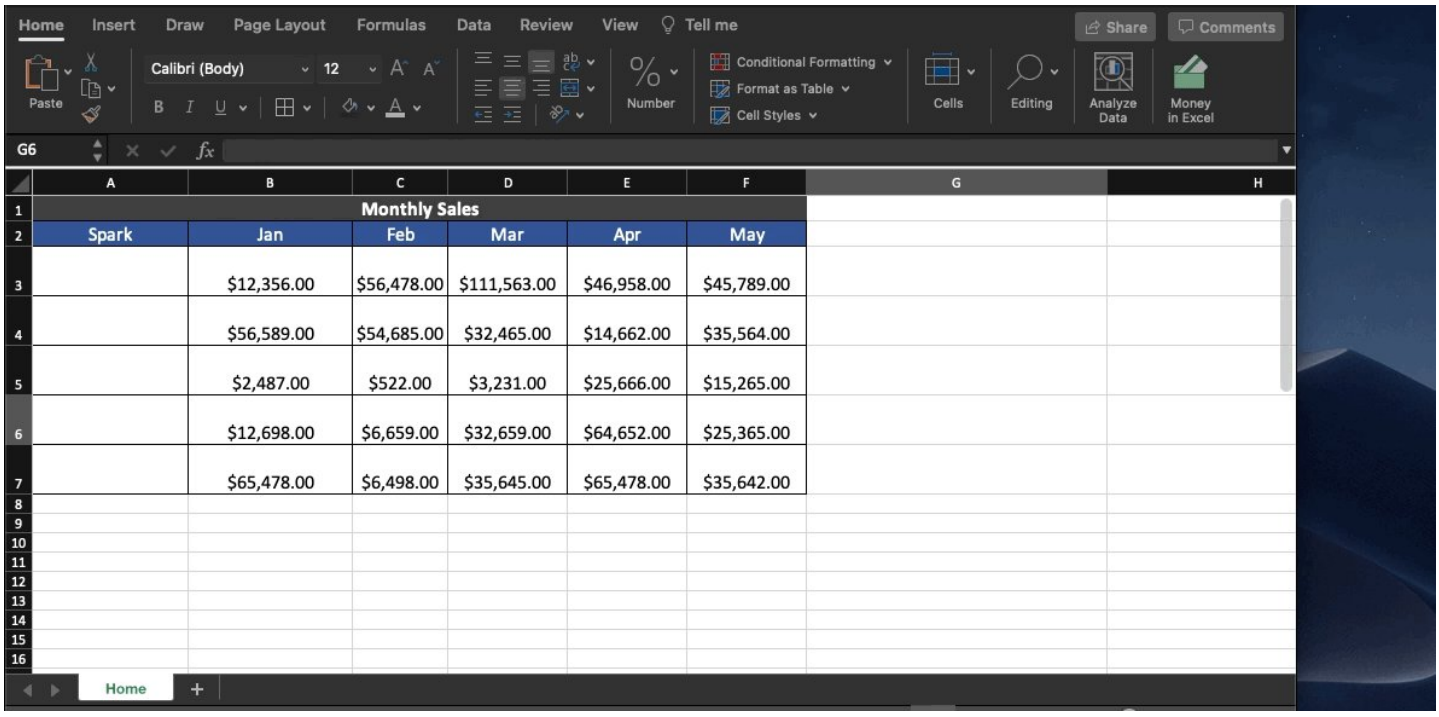
10 must-have Excel skills everyone should know: ■

Sparklines:

One of my personal favorites.

Sparklines allow you to insert miniature graphs inside an individual cell to easily visualize data.

•Select range
•Insert ■ Sparkline
• Choose type



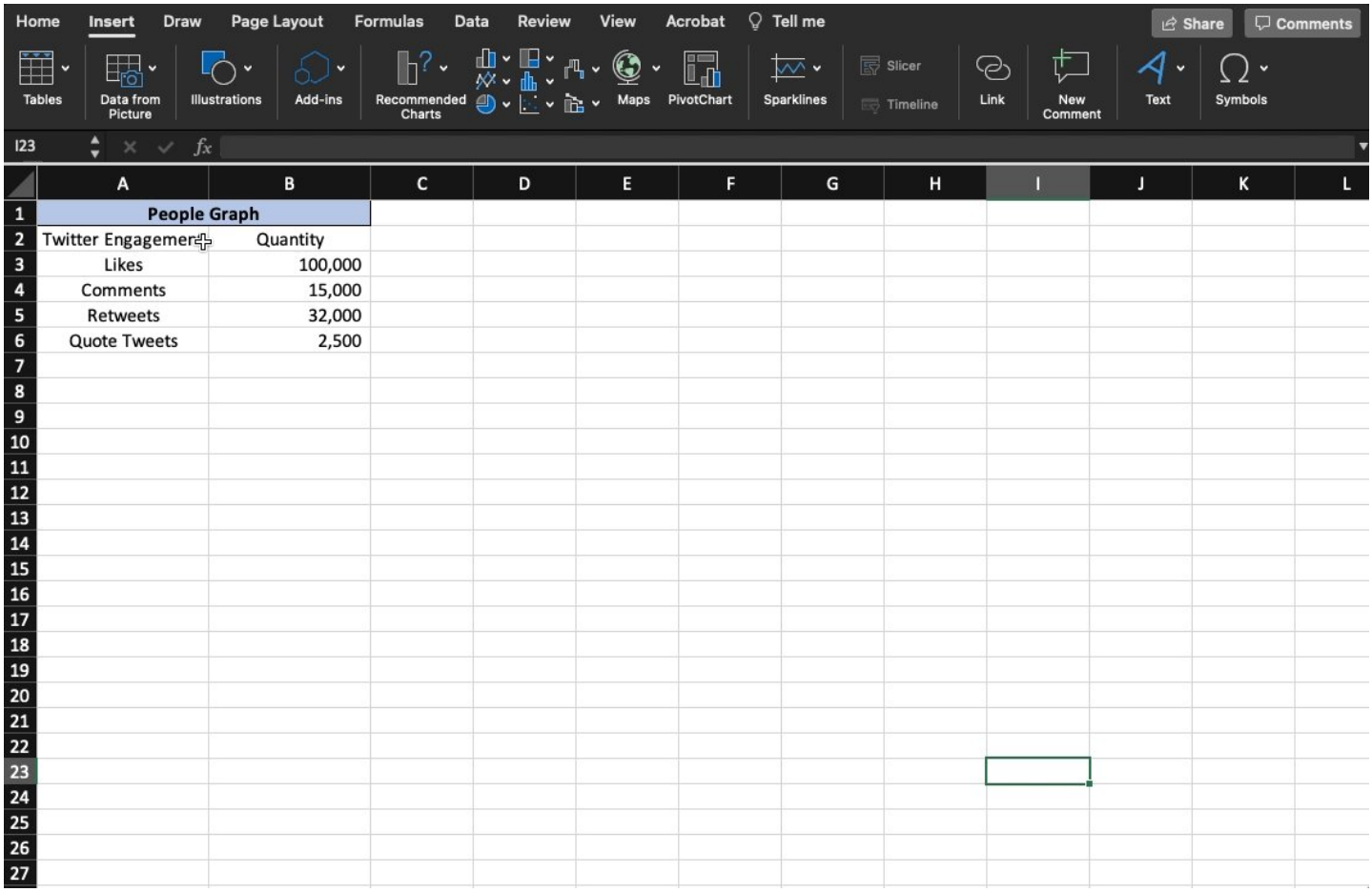
People Graph:

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.

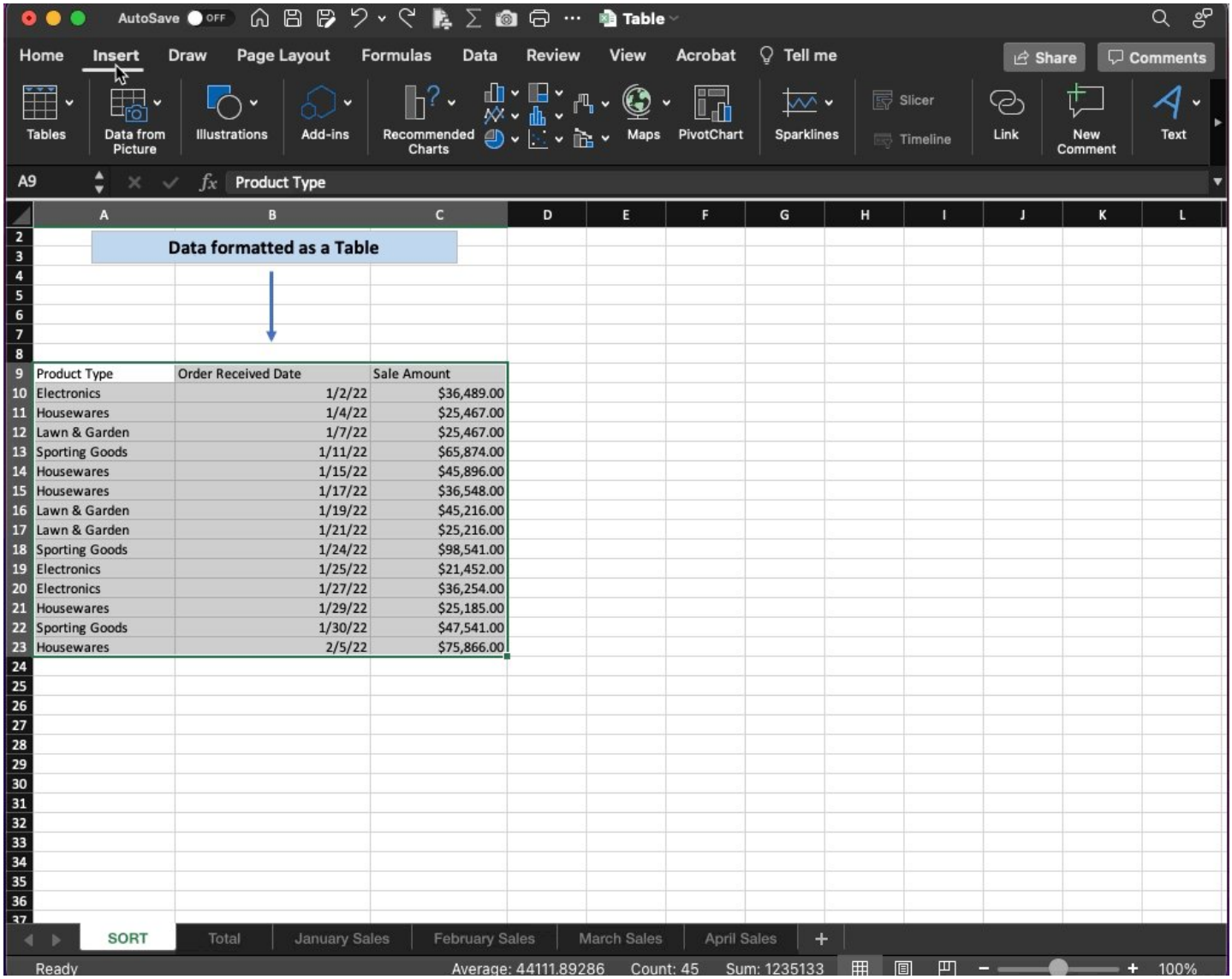


Tables:

If you're not using tables in Excel, you should be.

• Clean formatting
• Auto-expand as new data is added
• Total row quick and easy data summaries
• Formulas carry through entire columns
• Create dynamic charts that update automatically & much more.

Here's how:



Slicer:

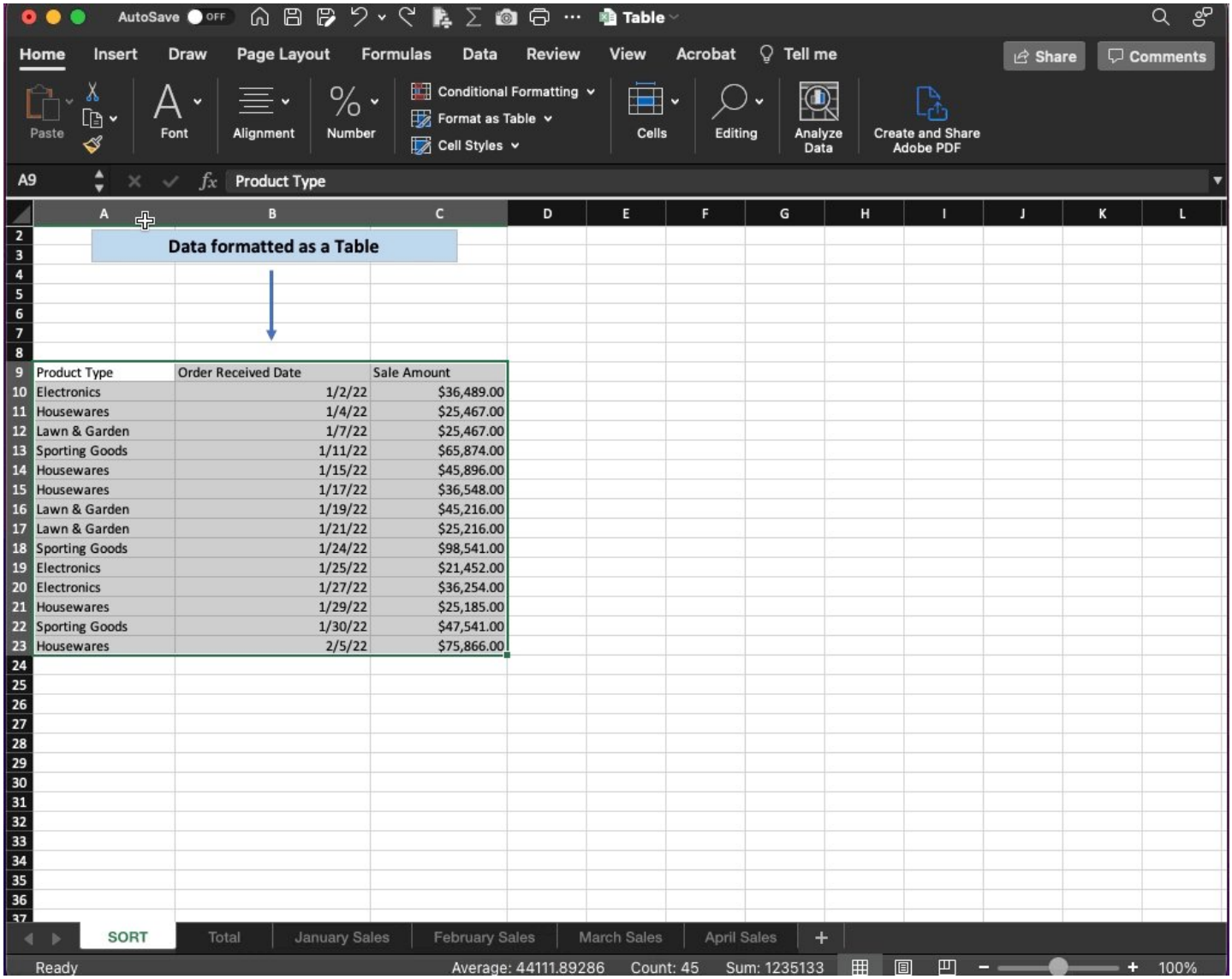
Now that you're using tables, let's insert one of my favorite filtering tools.

The Slicer

•Click anywhere inside a table
•Go to table ■ insert slicer
•Select the fields you want

A dialog box will appear.

Click any slicer button & data is filtered accordingly.



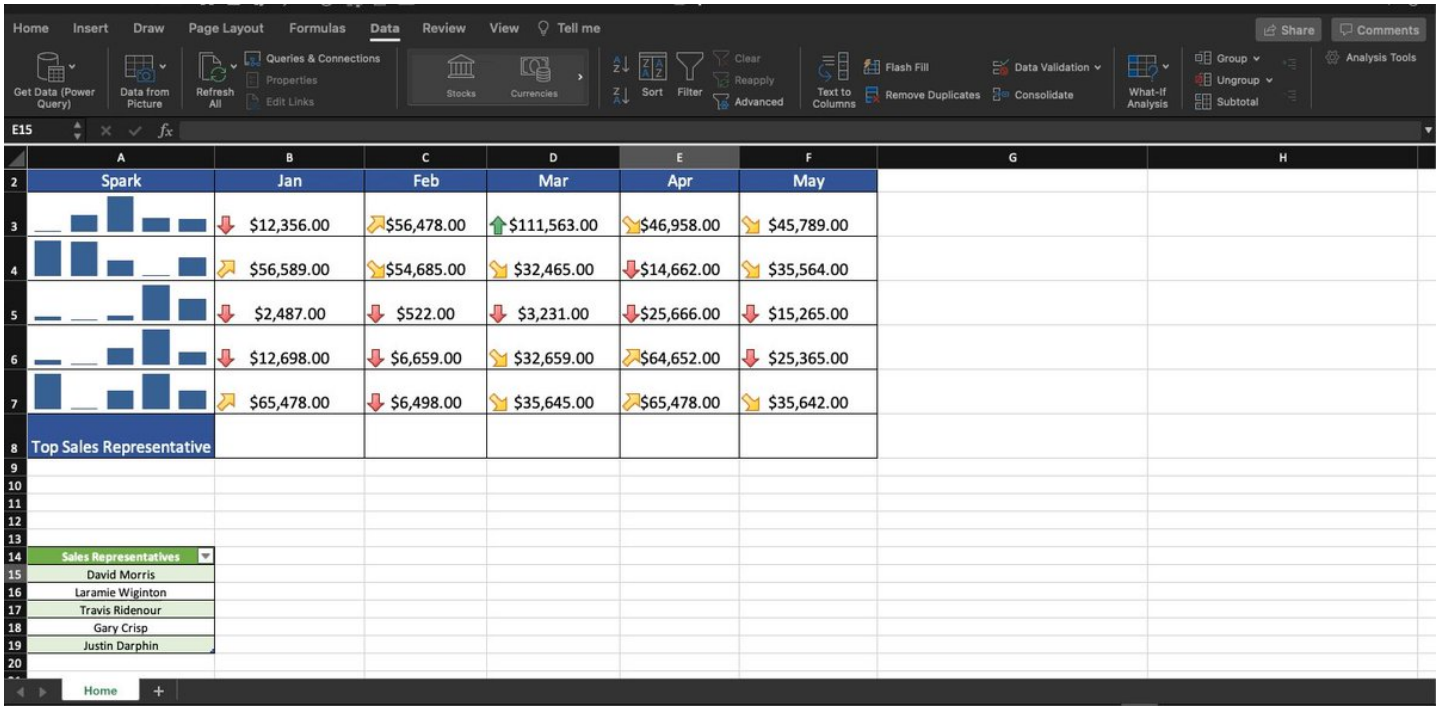
Data Validation:

If you've spent any time working in spreadsheets at all you know one thing:

They're only as good as the data entered.

My favorite way to ensure consistency & accuracy is Drop Down lists.

It's easy & guarantees the data will be entered correctly—every time.



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

Top Sales Representative

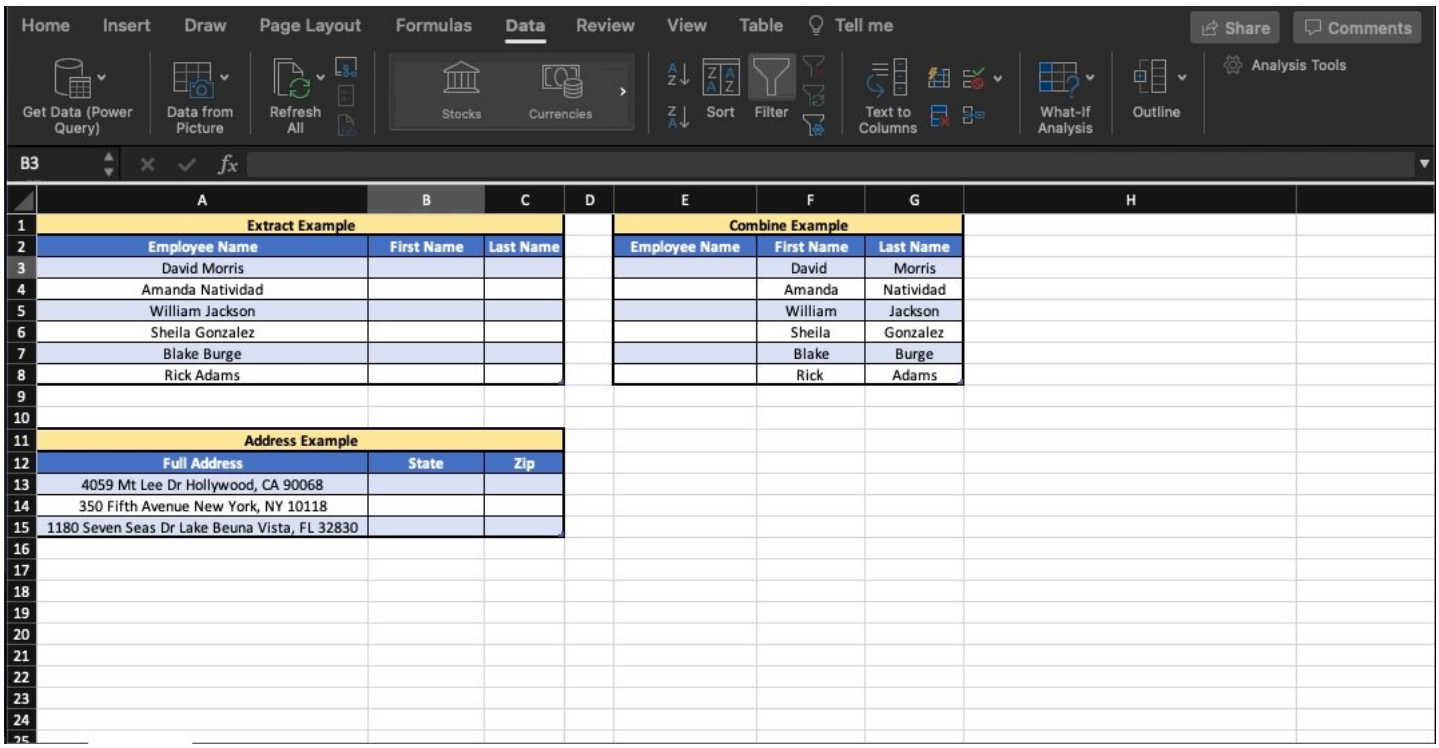
Sales Representatives
David Morris
Laramie Wiginton
Travis Ridenour
Gary Crisp
Justin Darphin

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

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

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

Consolidate:

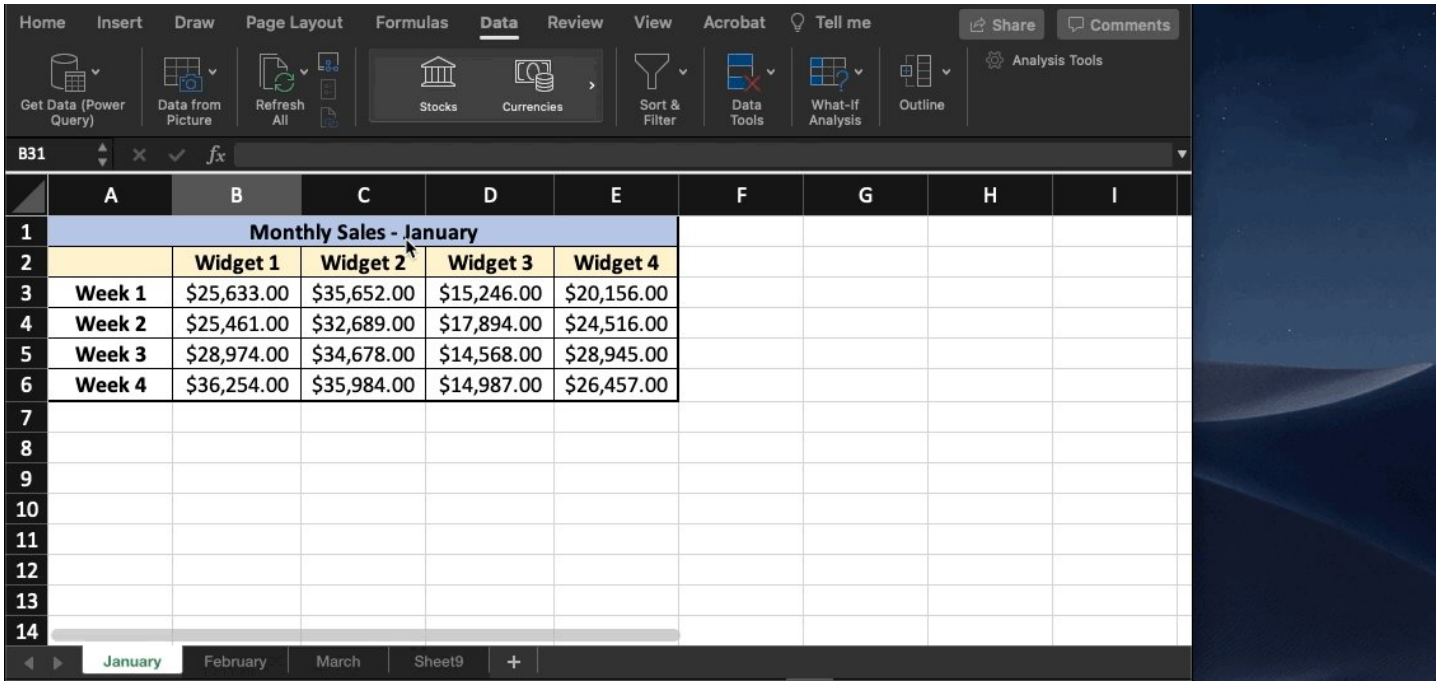
Take data from multiple tabs.

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.



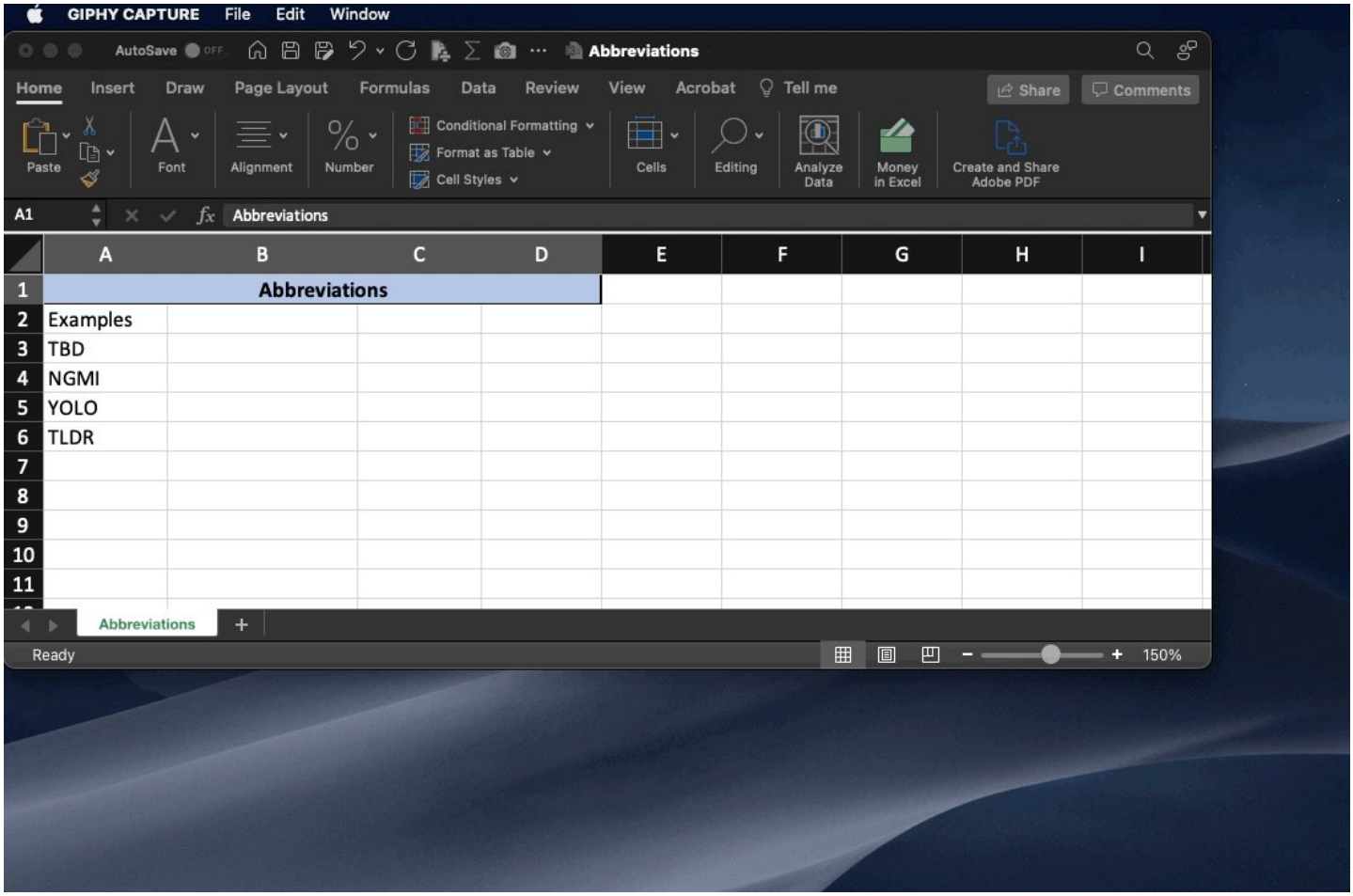
Automatic Abbreviations:

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'



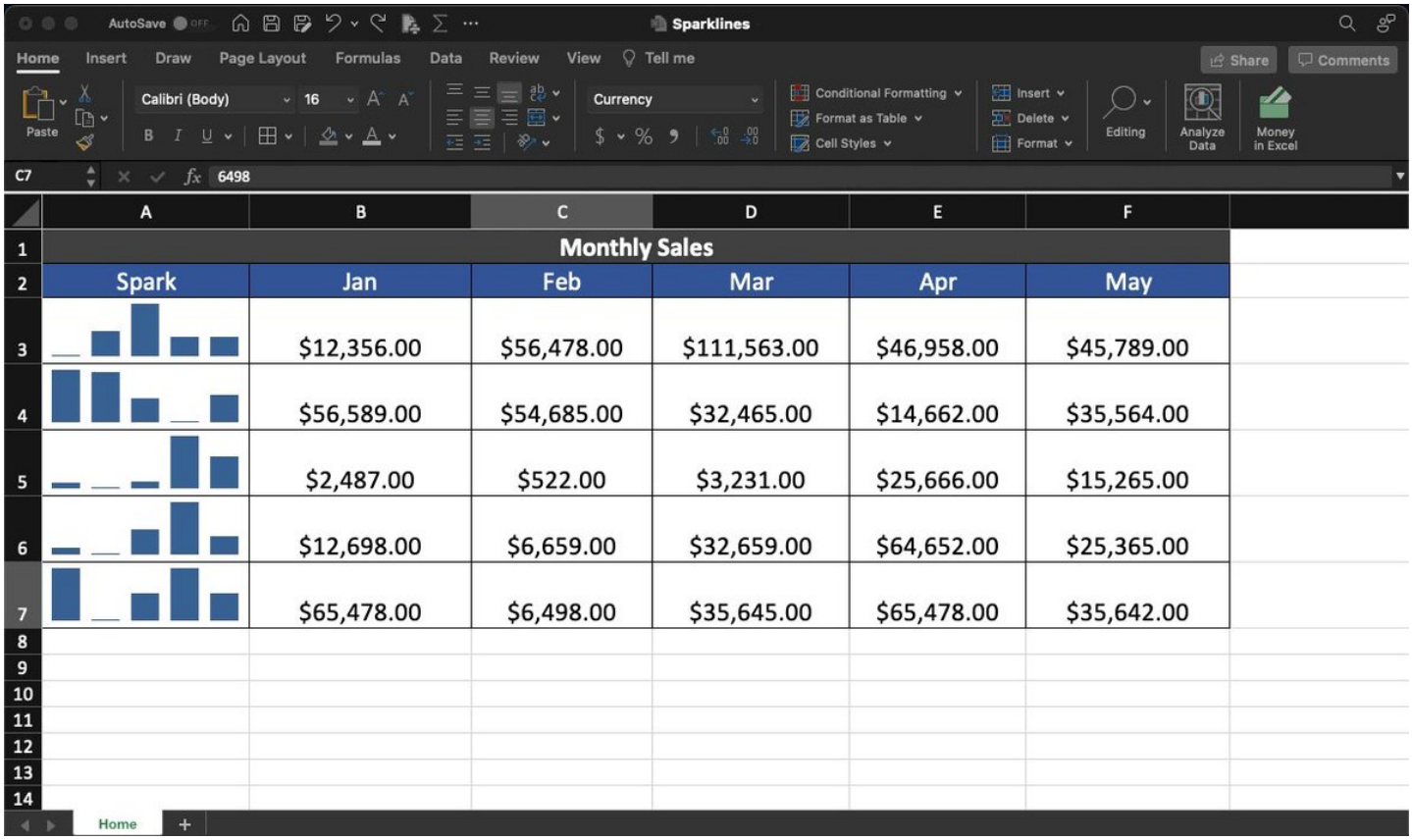
Conditional Formatting:

As you can tell, 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:



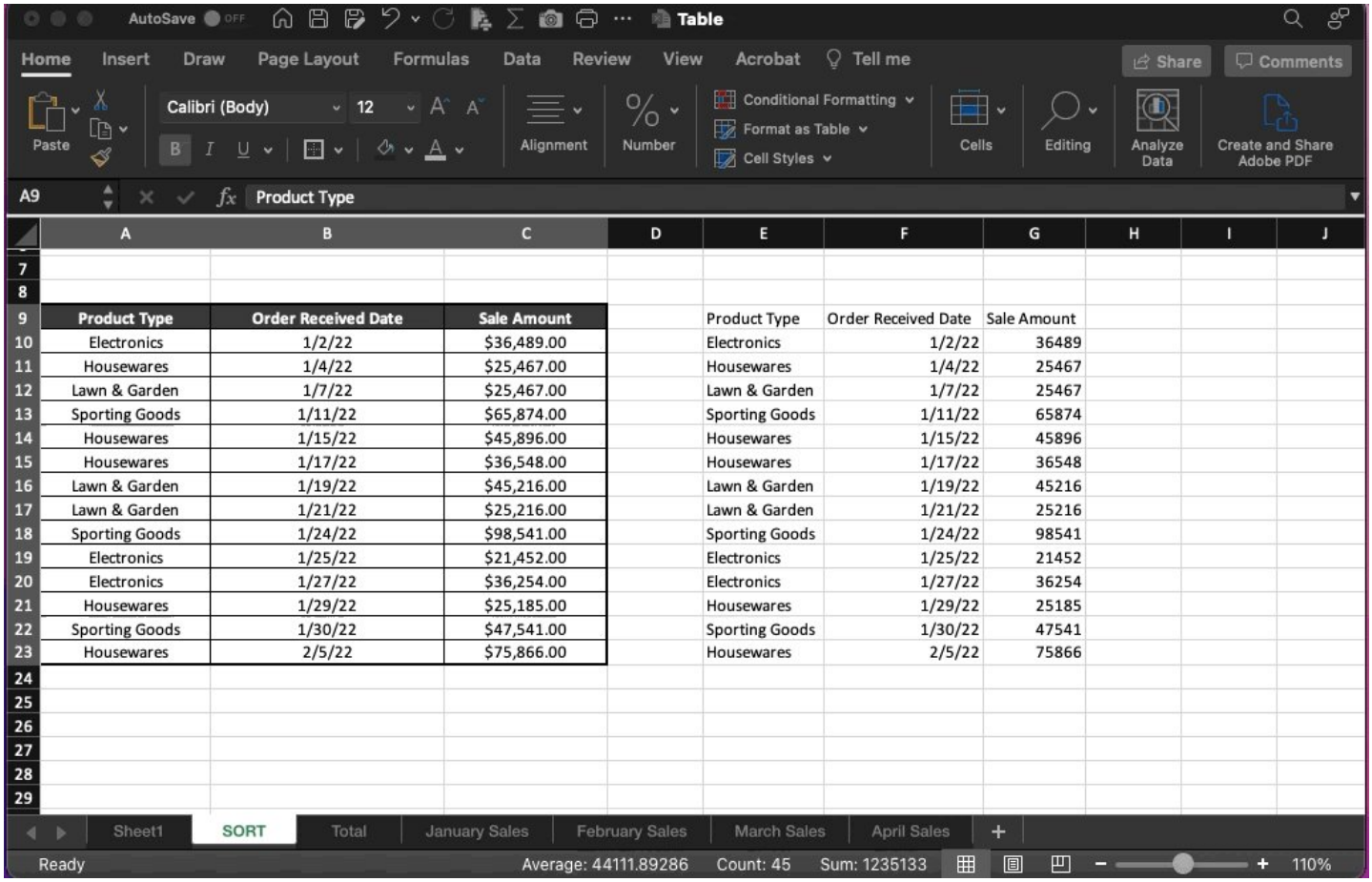
Format Paint:

This one will save you time & bring consistency to your worksheets.

With Format paint, you can copy formatting with the click of a button.

•Select the cells you'd like to copy
•Click the paintbrush
•Select where you want the formatting to go.

It's that easy.



Product Type	Order Received Date	Sale Amount
Electronics	1/2/22	$36,489.00
Housewares	1/4/22	$25,467.00
Lawn & Garden	1/7/22	$25,467.00
Sporting Goods	1/11/22	$65,874.00
Housewares	1/15/22	$45,896.00
Housewares	1/17/22	$36,548.00
Lawn & Garden	1/19/22	$45,216.00
Lawn & Garden	1/21/22	$25,216.00
Sporting Goods	1/24/22	$98,541.00
Electronics	1/25/22	$21,452.00
Electronics	1/27/22	$36,254.00
Housewares	1/29/22	$25,185.00
Sporting Goods	1/30/22	$47,541.00
Housewares	2/5/22	$75,866.00

Product Type	Order Received Date	Sale Amount
Electronics	1/2/22	36489
Housewares	1/4/22	25467
Lawn & Garden	1/7/22	25467
Sporting Goods	1/11/22	65874
Housewares	1/15/22	45896
Housewares	1/17/22	36548
Lawn & Garden	1/19/22	45216
Lawn & Garden	1/21/22	25216
Sporting Goods	1/24/22	98541
Electronics	1/25/22	21452
Electronics	1/27/22	36254
Housewares	1/29/22	25185
Sporting Goods	1/30/22	47541
Housewares	2/5/22	75866

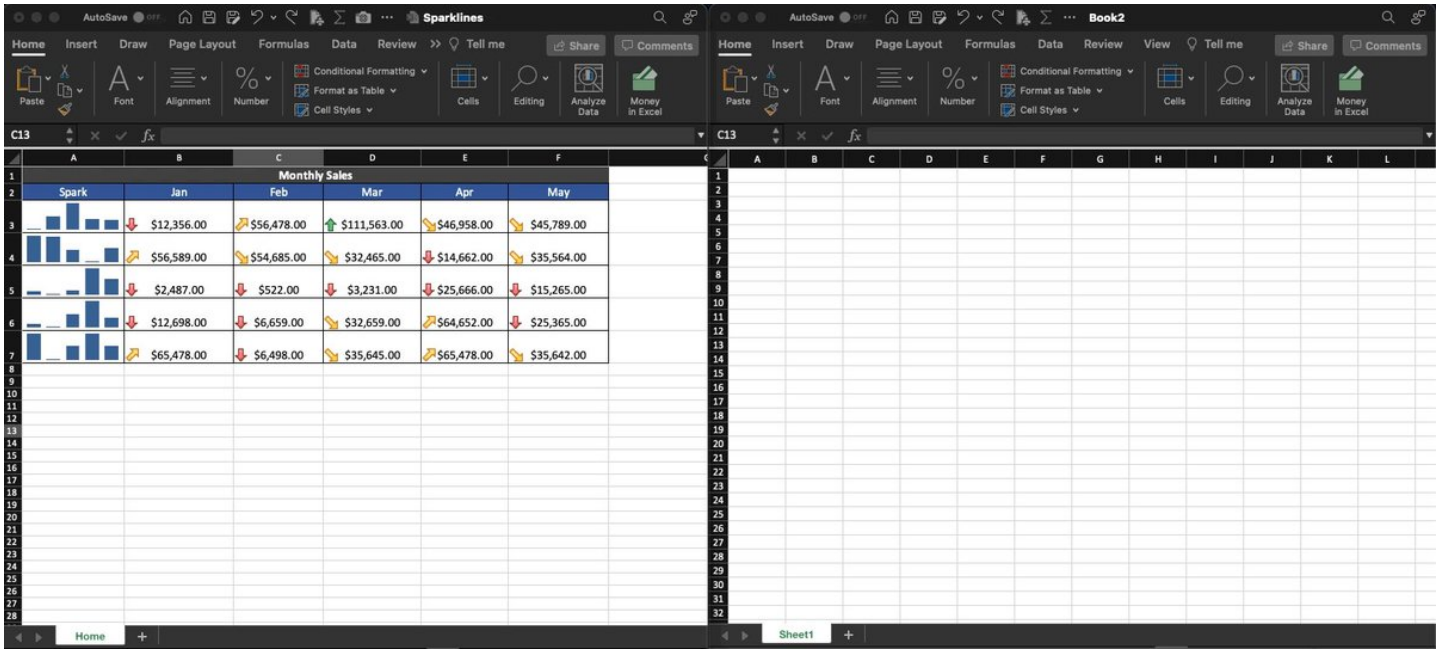
Bonus: Camera Snapshot

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

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

•Select data ■ click ■
•Paste to new workbook

What's cool?: When you update the main workbook, the data in the picture updates as well! ■



Want to learn more about Excel?

I built something for you.

6 Weeks | 2 Emails a Week

That's All You Need.

Check it out: ■■
https://t.co/h1cq3WnMai

That's it for today!

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