

Twitter Thread by Blake Burge ■



Blake Burge ■

@blakeaburge



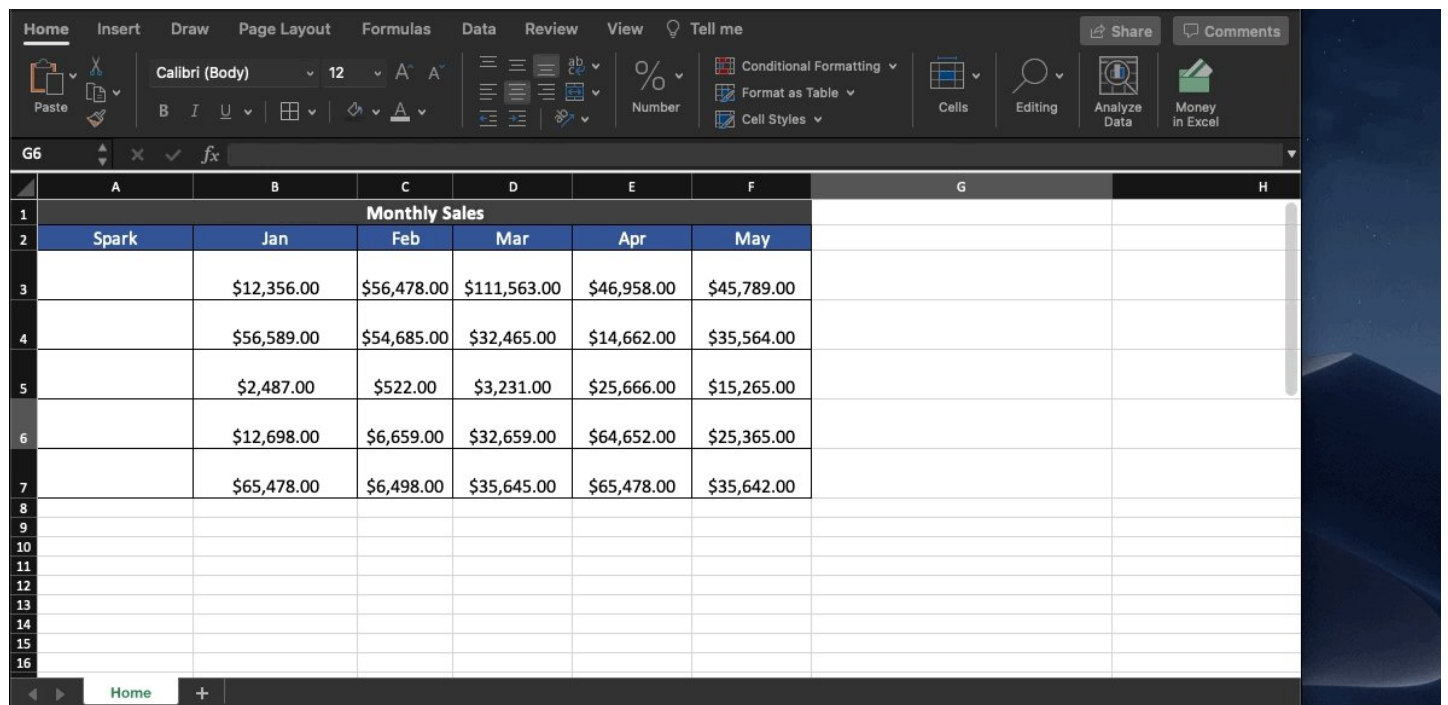
10 must-have Excel skills everyone should know: ■

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



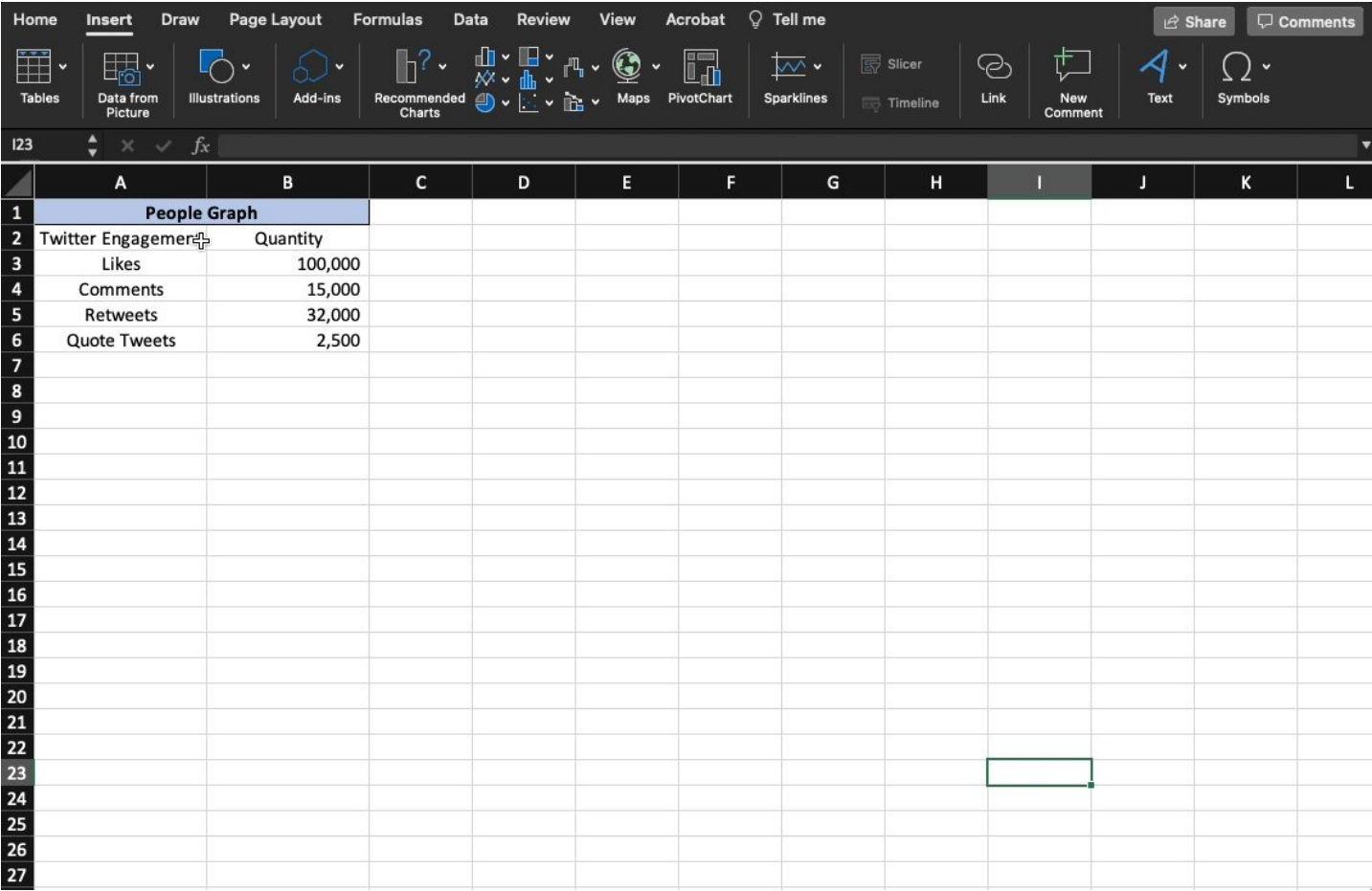
People Graph:

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:

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

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.

Product Type	Order Received Date	Sale Amount
Electronics	1/2/22	\$36,489.00
Housewares	1/4/22	\$25,467.00
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Sporting Goods	1/11/22	\$65,874.00
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Housewares	1/17/22	\$36,548.00
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Sporting Goods	1/30/22	\$47,541.00
Housewares	2/5/22	\$75,866.00

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.

E15							
	A	B	C	D	E	F	G
2	Spark	Jan	Feb	Mar	Apr	May	
3		\$12,356.00	\$56,478.00	\$111,563.00	\$46,958.00	\$45,789.00	
4		\$56,589.00	\$54,685.00	\$32,465.00	\$14,662.00	\$35,564.00	
5		\$2,487.00	\$522.00	\$3,231.00	\$25,666.00	\$15,265.00	
6		\$12,698.00	\$6,659.00	\$32,659.00	\$64,652.00	\$25,365.00	
7		\$65,478.00	\$6,498.00	\$35,645.00	\$65,478.00	\$35,642.00	
8	Top Sales Representative						
9							
10							
11							
12							
13							
14	Sales Representatives						
15	David Morris						
16	Laramie Wiginton						
17	Travis Ridenour						
18	Gary Crisp						
19	Justin Darphin						
20							

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.

B3							
	A	B	C	D	E	F	G
1	Extract Example				Combine Example		
2	Employee Name	First Name	Last Name		Employee Name	First Name	Last Name
3	David Morris				David	Morris	
4	Amanda Natividad				Amanda	Natividad	
5	William Jackson				William	Jackson	
6	Sheila Gonzalez				Sheila	Gonzalez	
7	Blake Burge				Blake	Burge	
8	Rick Adams				Rick	Adams	
9							
10							
11	Address Example						
12	Full Address	State	Zip				
13	4059 Mt Lee Dr Hollywood, CA 90068						
14	350 Fifth Avenue New York, NY 10118						
15	1180 Seven Seas Dr Lake Beuna Vista, FL 32830						
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Consolidate:

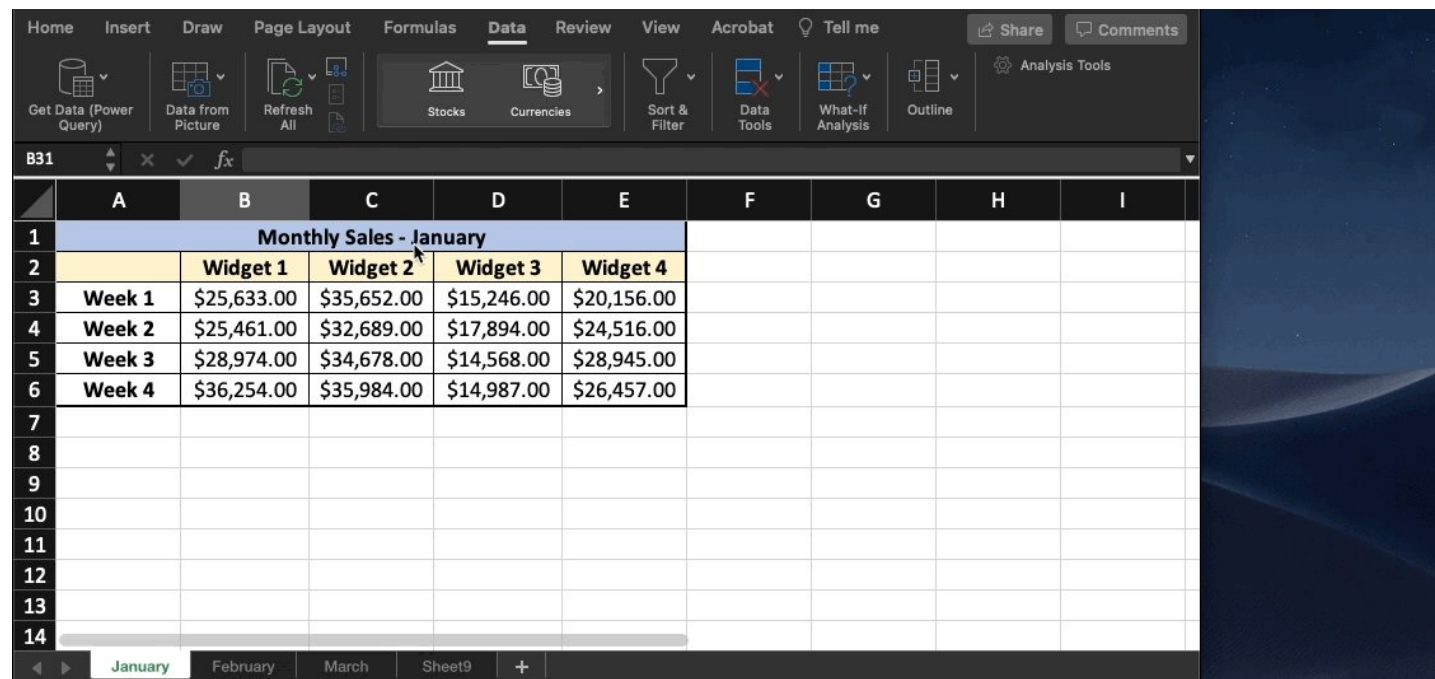
Take data from multiple tabs.

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.



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options like 'Get Data (Power Query)', 'Data from Picture', 'Refresh All', 'Stocks', 'Currencies', 'Sort & Filter', 'Data Tools', 'What-If Analysis', and 'Outline'. The formula bar shows 'B31'. The worksheet displays a table with the following data:

	A	B	C	D	E	F	G	H	I
1	Monthly Sales - January								
2		Widget 1	Widget 2	Widget 3	Widget 4				
3	Week 1	\$25,633.00	\$35,652.00	\$15,246.00	\$20,156.00				
4	Week 2	\$25,461.00	\$32,689.00	\$17,894.00	\$24,516.00				
5	Week 3	\$28,974.00	\$34,678.00	\$14,568.00	\$28,945.00				
6	Week 4	\$36,254.00	\$35,984.00	\$14,987.00	\$26,457.00				
7									
8									
9									
10									
11									
12									
13									
14									

The bottom of the screen shows the 'January' tab selected, with other tabs like 'February', 'March', and 'Sheet9' visible.

Automatic Abbreviations:

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

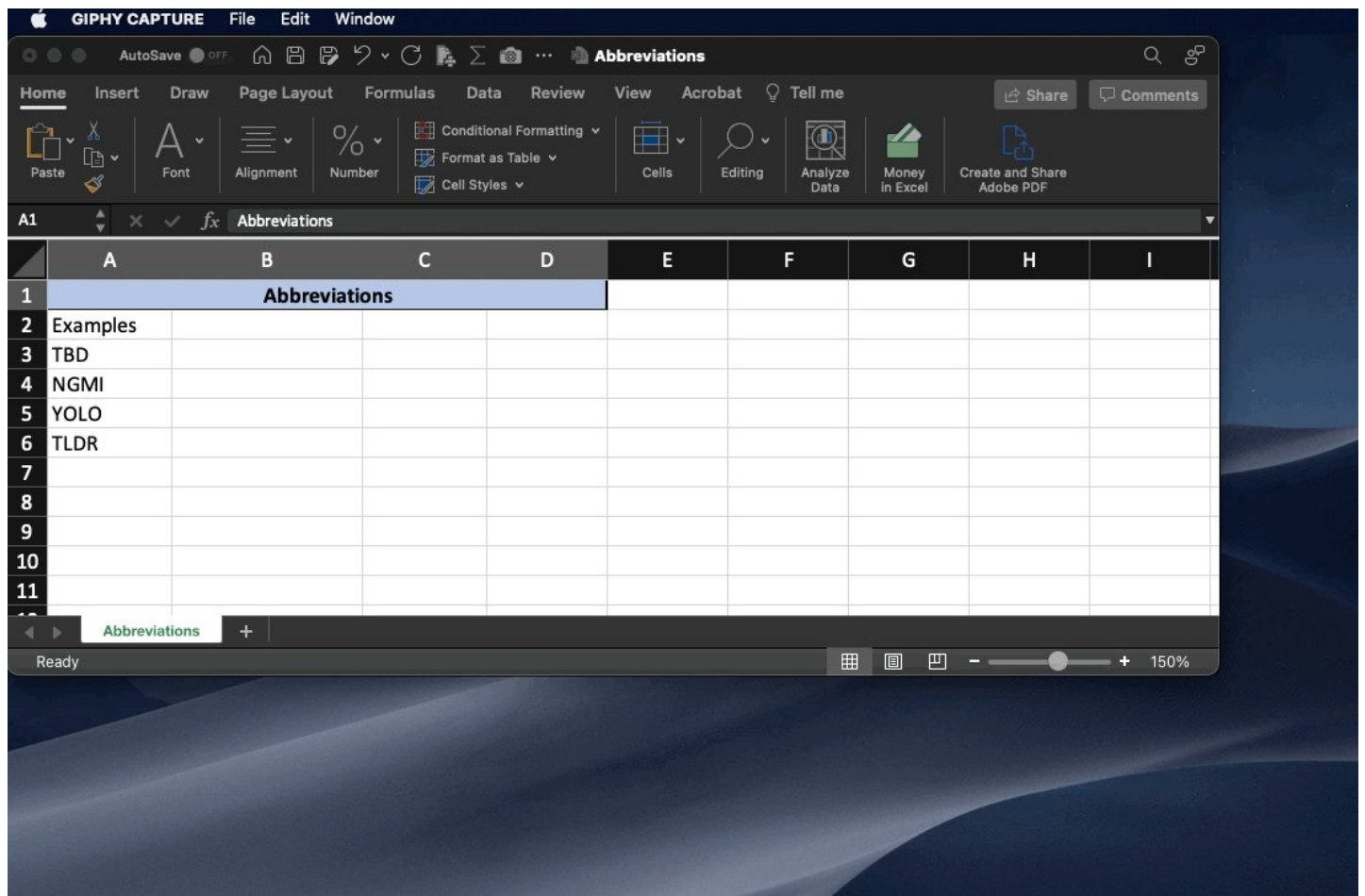
Let's change that.

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

Type 'TBD'

Press 'Enter'

Output = 'To be determined'



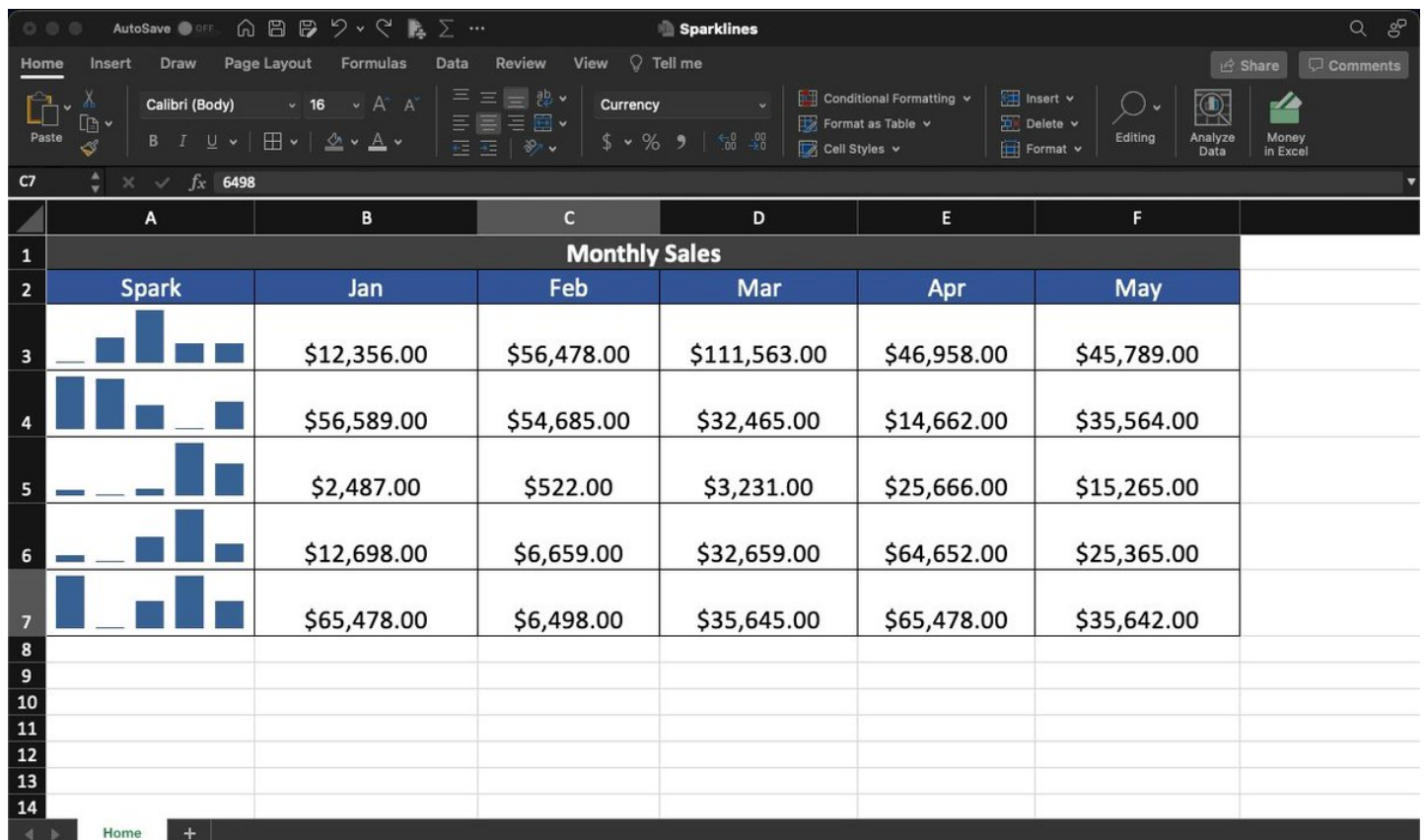
Conditional Formatting:

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.

	A	B	C	D	E	F	G	H	I	J
7										
8										
9	Product Type	Order Received Date	Sale Amount		Product Type	Order Received Date	Sale Amount			
10	Electronics	1/2/22	\$36,489.00		Electronics	1/2/22	36489			
11	Housewares	1/4/22	\$25,467.00		Housewares	1/4/22	25467			
12	Lawn & Garden	1/7/22	\$25,467.00		Lawn & Garden	1/7/22	25467			
13	Sporting Goods	1/11/22	\$65,874.00		Sporting Goods	1/11/22	65874			
14	Housewares	1/15/22	\$45,896.00		Housewares	1/15/22	45896			
15	Housewares	1/17/22	\$36,548.00		Housewares	1/17/22	36548			
16	Lawn & Garden	1/19/22	\$45,216.00		Lawn & Garden	1/19/22	45216			
17	Lawn & Garden	1/21/22	\$25,216.00		Lawn & Garden	1/21/22	25216			
18	Sporting Goods	1/24/22	\$98,541.00		Sporting Goods	1/24/22	98541			
19	Electronics	1/25/22	\$21,452.00		Electronics	1/25/22	21452			
20	Electronics	1/27/22	\$36,254.00		Electronics	1/27/22	36254			
21	Housewares	1/29/22	\$25,185.00		Housewares	1/29/22	25185			
22	Sporting Goods	1/30/22	\$47,541.00		Sporting Goods	1/30/22	47541			
23	Housewares	2/5/22	\$75,866.00		Housewares	2/5/22	75866			
24										
25										
26										
27										
28										
29										

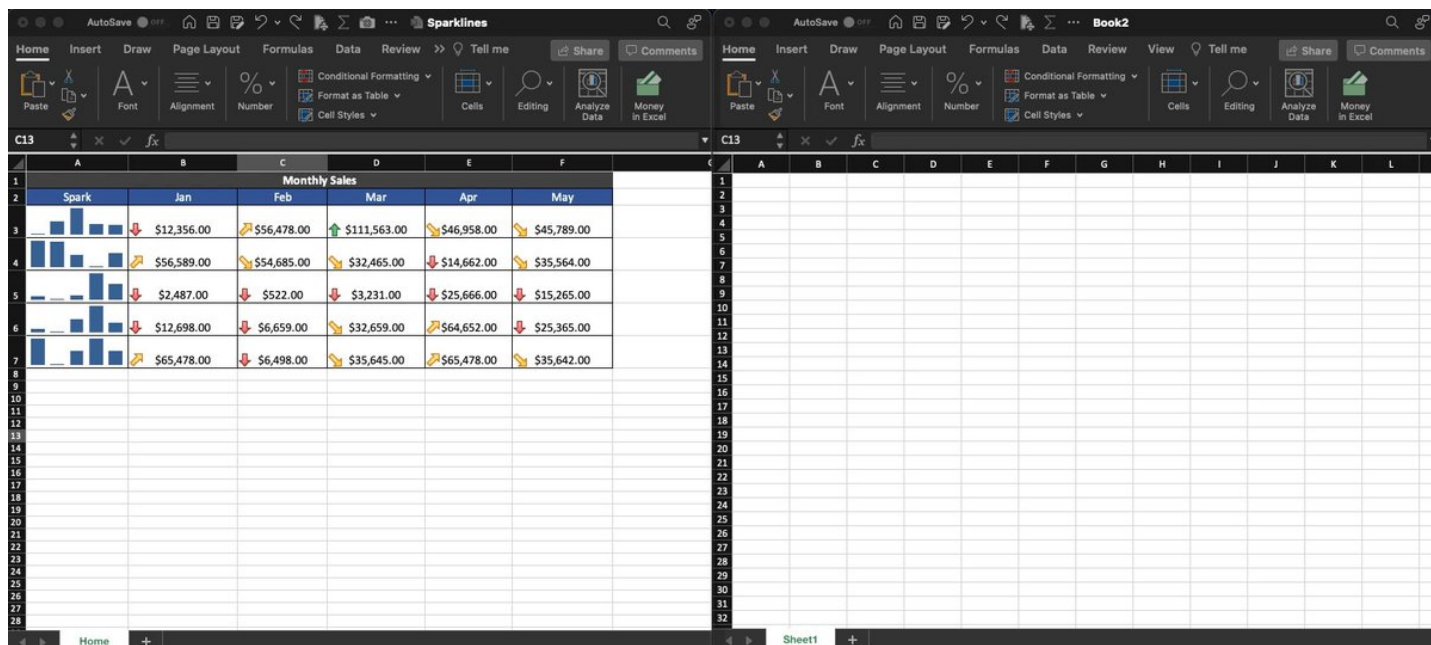
Bonus: Camera Snapshot

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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- Every Sunday

<https://t.co/KPDWcXYbFv>