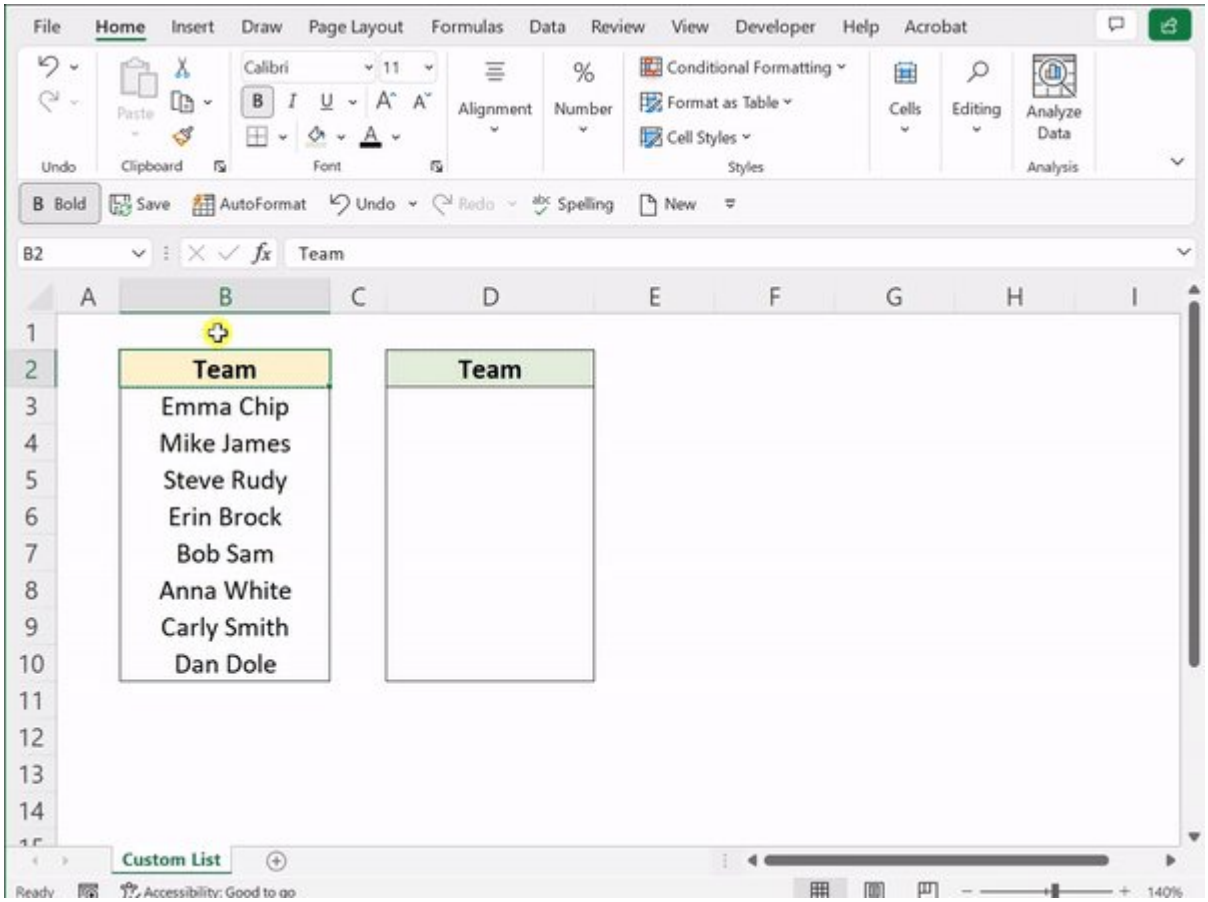
Twitter Thread by Excel Dictionary ■■

Excel Dictionary ■■
@exceldictionary

Save hours of your life with these 10 Excel productivity tips:

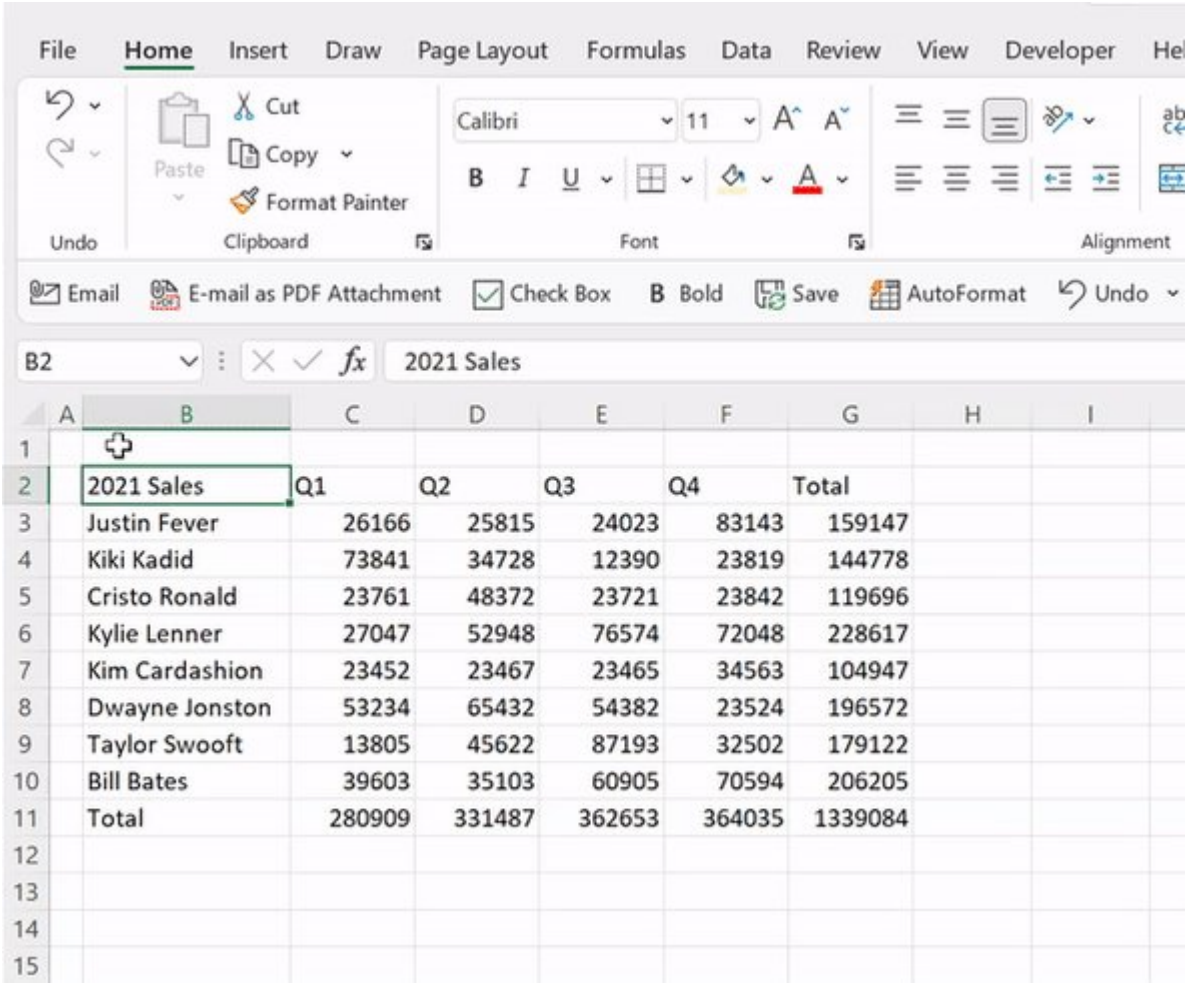
1. Custom Lists

If you are repeatedly entering the same list of values, try this instead. Create a custom list that Excel auto-fills for you. Go to File > Options > Advanced > Edit Custom Lists > Enter List > Import > OK. Enter any list item and drag down the fill handle!



2. AutoFormat

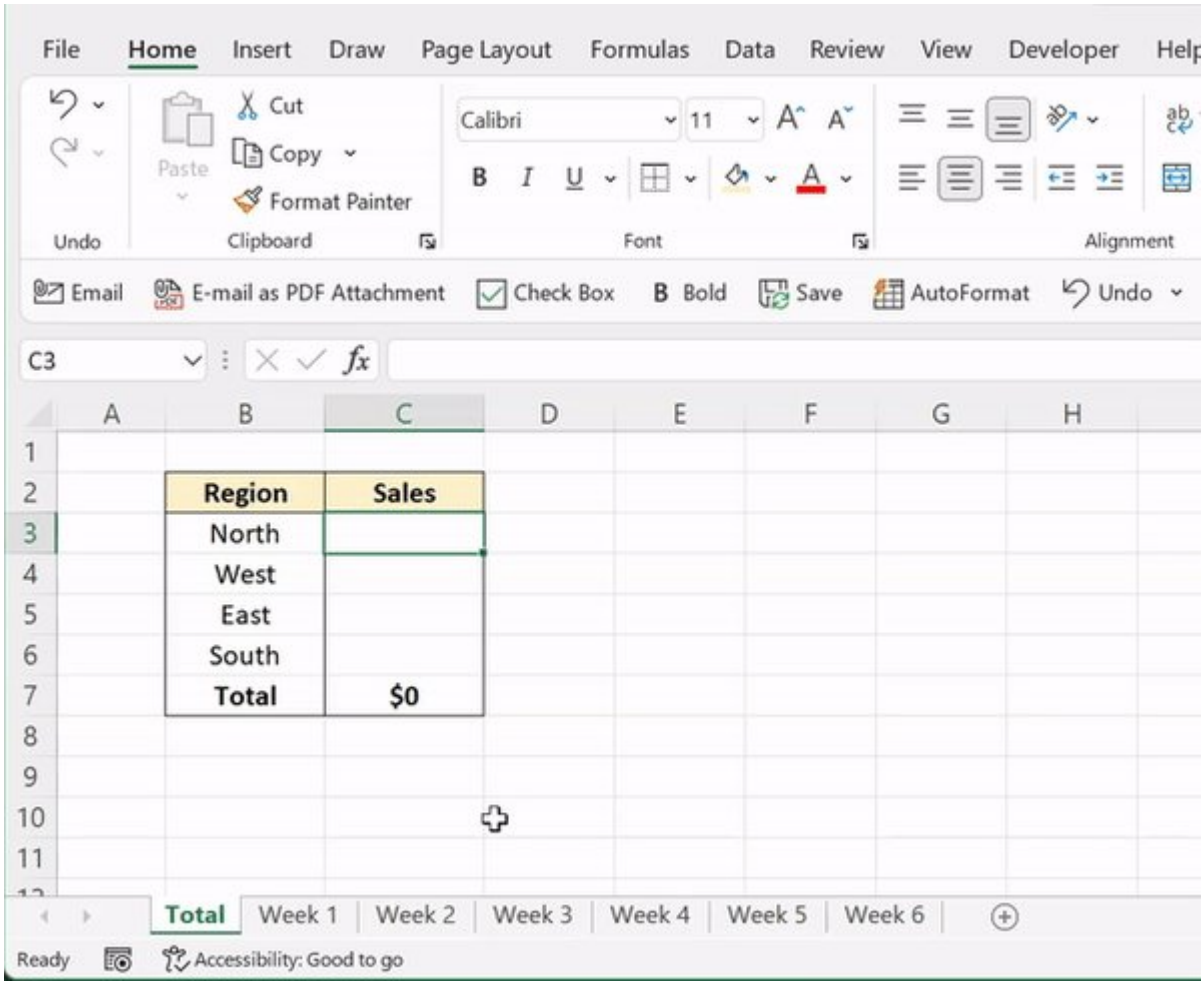
If you waste too much time trying to figure out how to format your data table, meet AutoFormat. AutoFormat creates a selection of data formats that can be applied directly to your data. Just select AutoFormat and choose your favorite style!



2021 Sales	Q1	Q2	Q3	Q4	Total
Justin Fever	26166	25815	24023	83143	159147
Kiki Kadid	73841	34728	12390	23819	144778
Cristo Ronald	23761	48372	23721	23842	119696
Kylie Lenner	27047	52948	76574	72048	228617
Kim Cardashion	23452	23467	23465	34563	104947
Dwayne Jonston	53234	65432	54382	23524	196572
Taylor Swooft	13805	45622	87193	32502	179122
Bill Bates	39603	35103	60905	70594	206205
Total	280909	331487	362653	364035	1339084

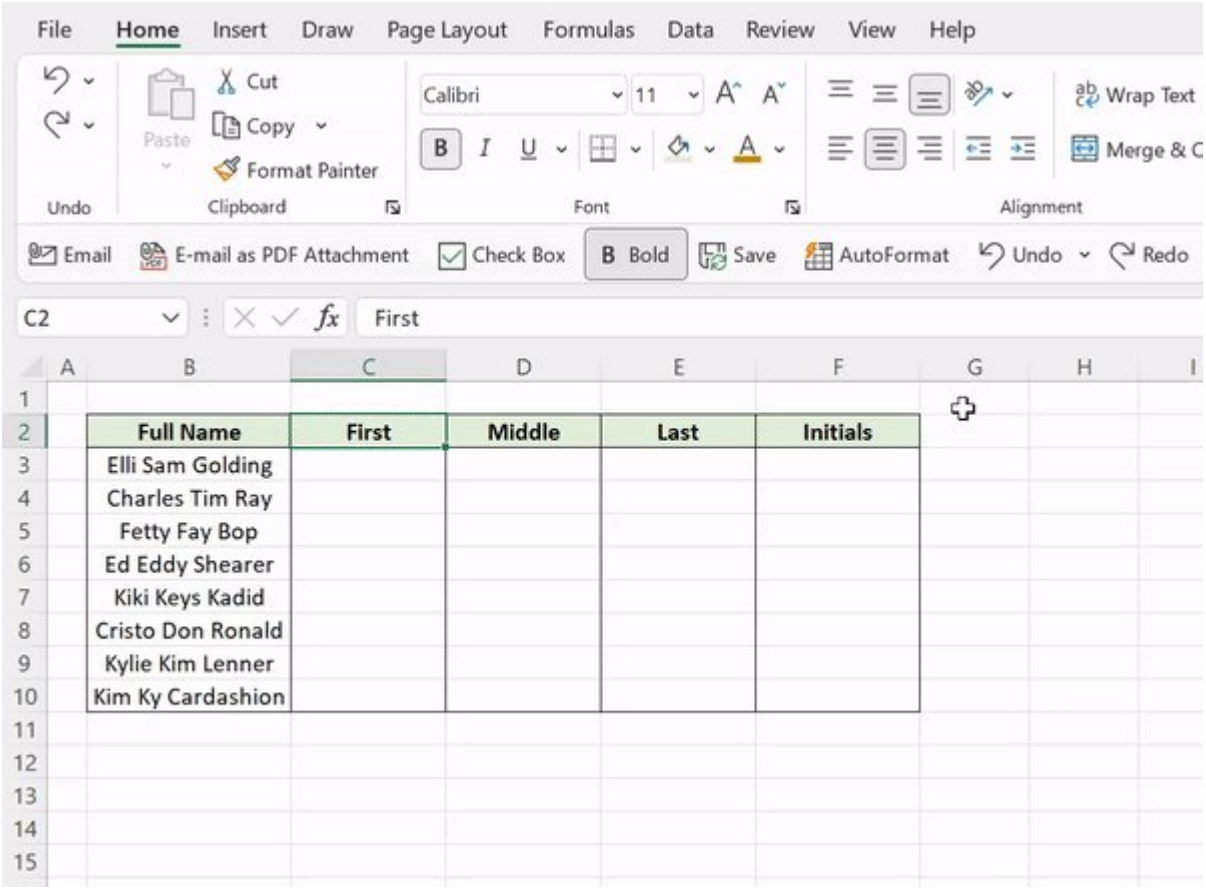
3. 3D References

If you select a cell across multiple worksheets to be summed one at a time, I have a shortcut for you: 3D references. A 3D reference references a cell across all worksheets included in the reference; now, each cell on each worksheet referenced will be summed.



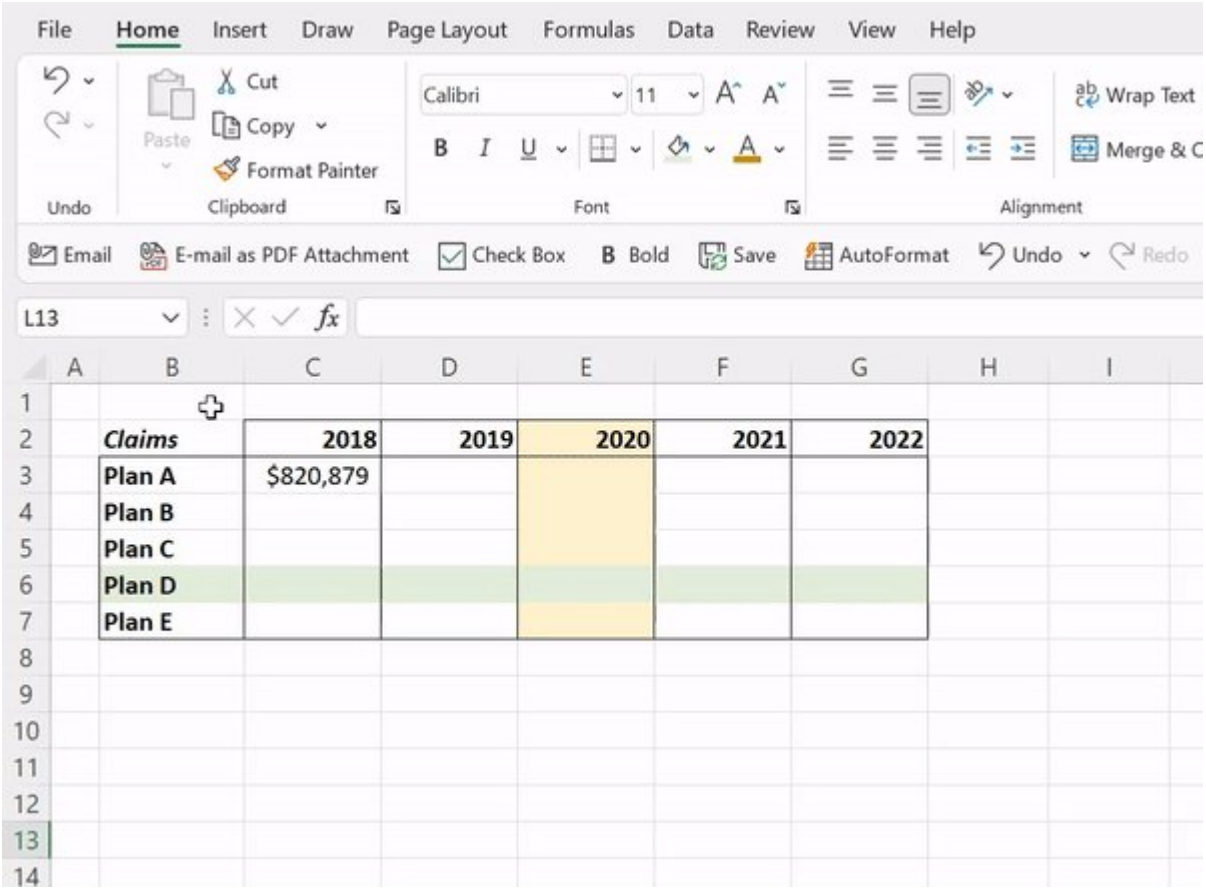
4. Flash Fill

Manipulating data in Excel can be a tedious task but not with Flash Fill. Flash Fill automatically fills data based on detected patterns. Enter the data, hit Flash Fill on the Insert tab or CTRL E, and Excel will automatically fill the pattern down the column!



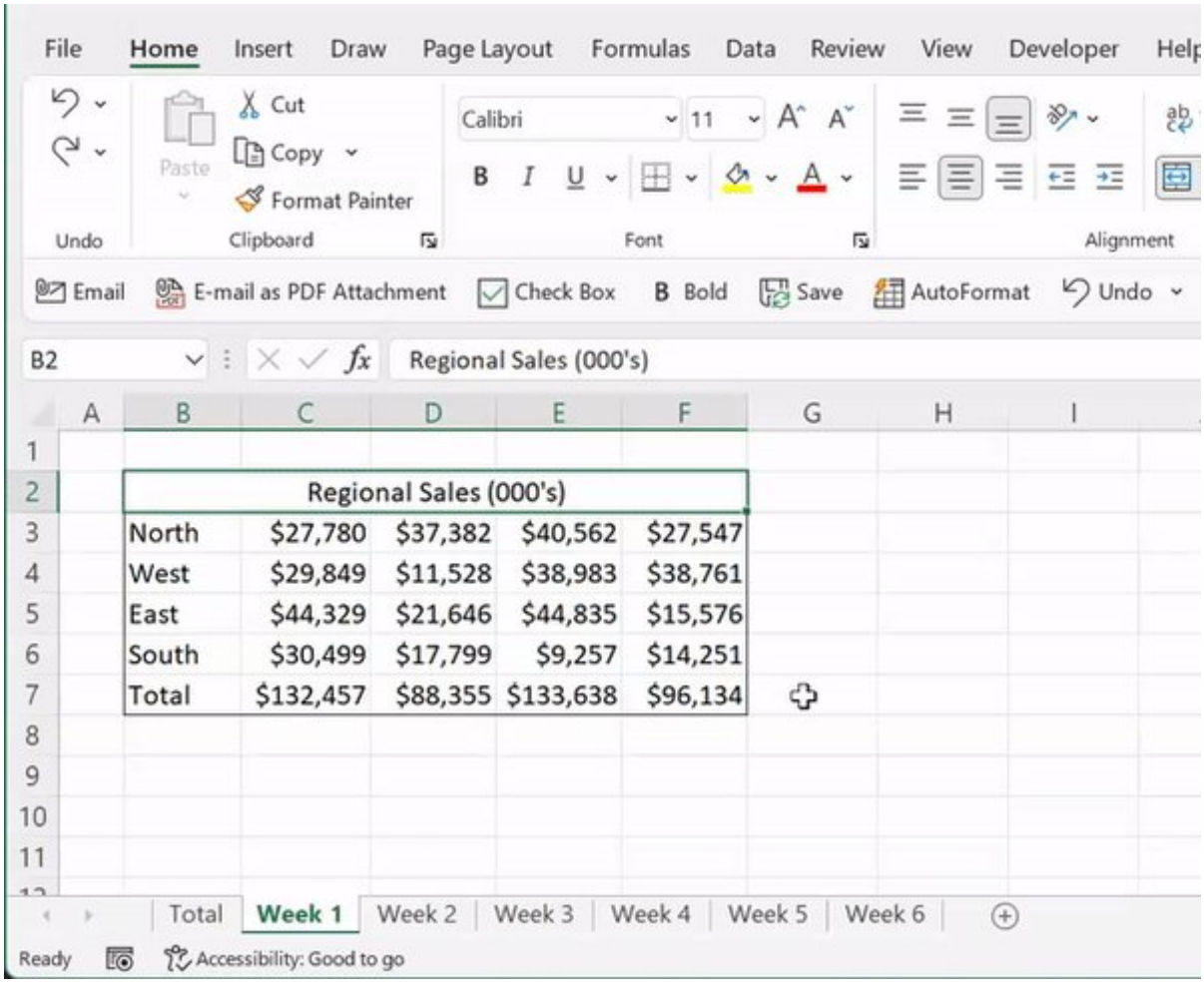
5. Fill Contents in Selection

If you spend too much time dragging formulas down and reformatting contents, you need the CTRL ENTER shortcut! CTRL ENTER automatically fills the active cell's contents into selected cells. Note: The active cell has to be in editing mode to work.



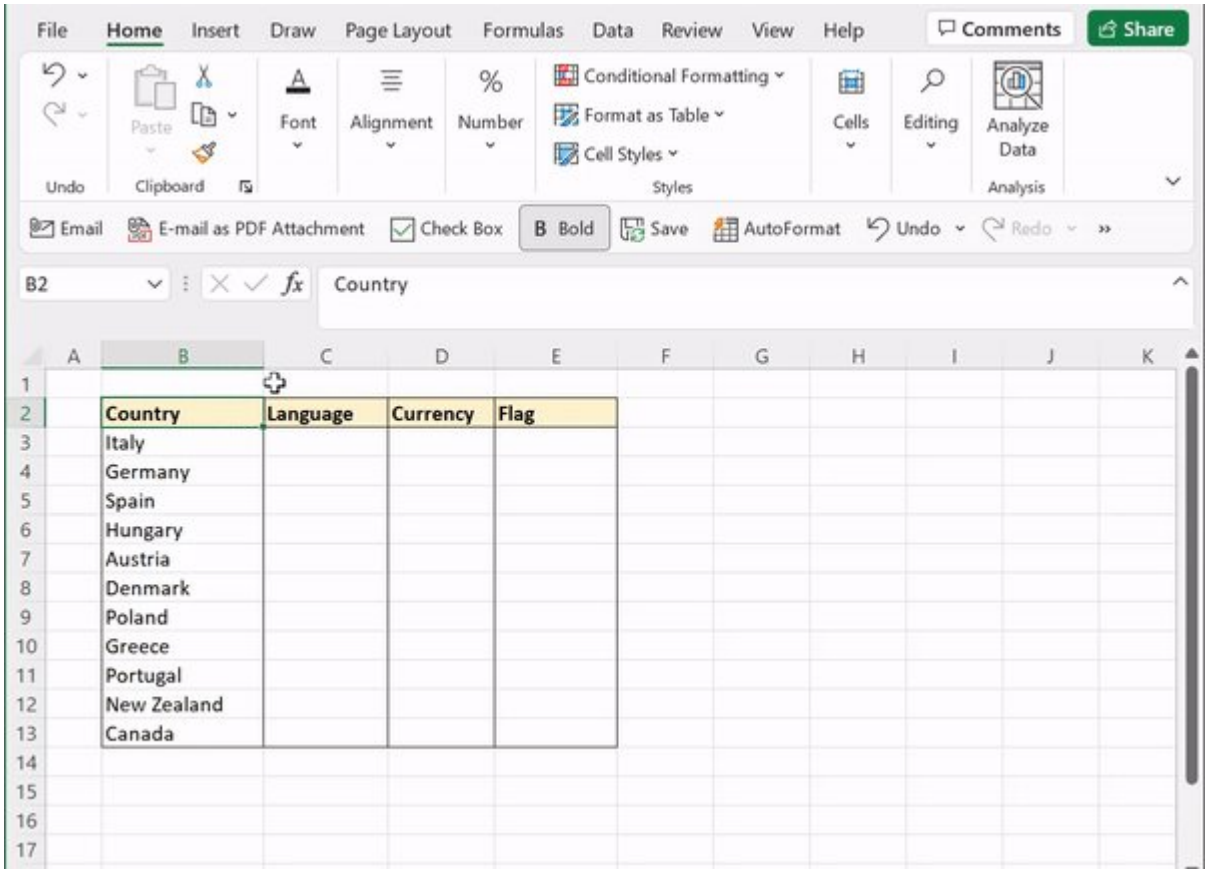
6. Grouping Sheets

Instead of updating each worksheet one by one, just group the worksheets to edit them all at once. To do this, select the worksheets you want to update and make the edits in the active sheet. Now all of the edits are automatically reflected on all sheets!



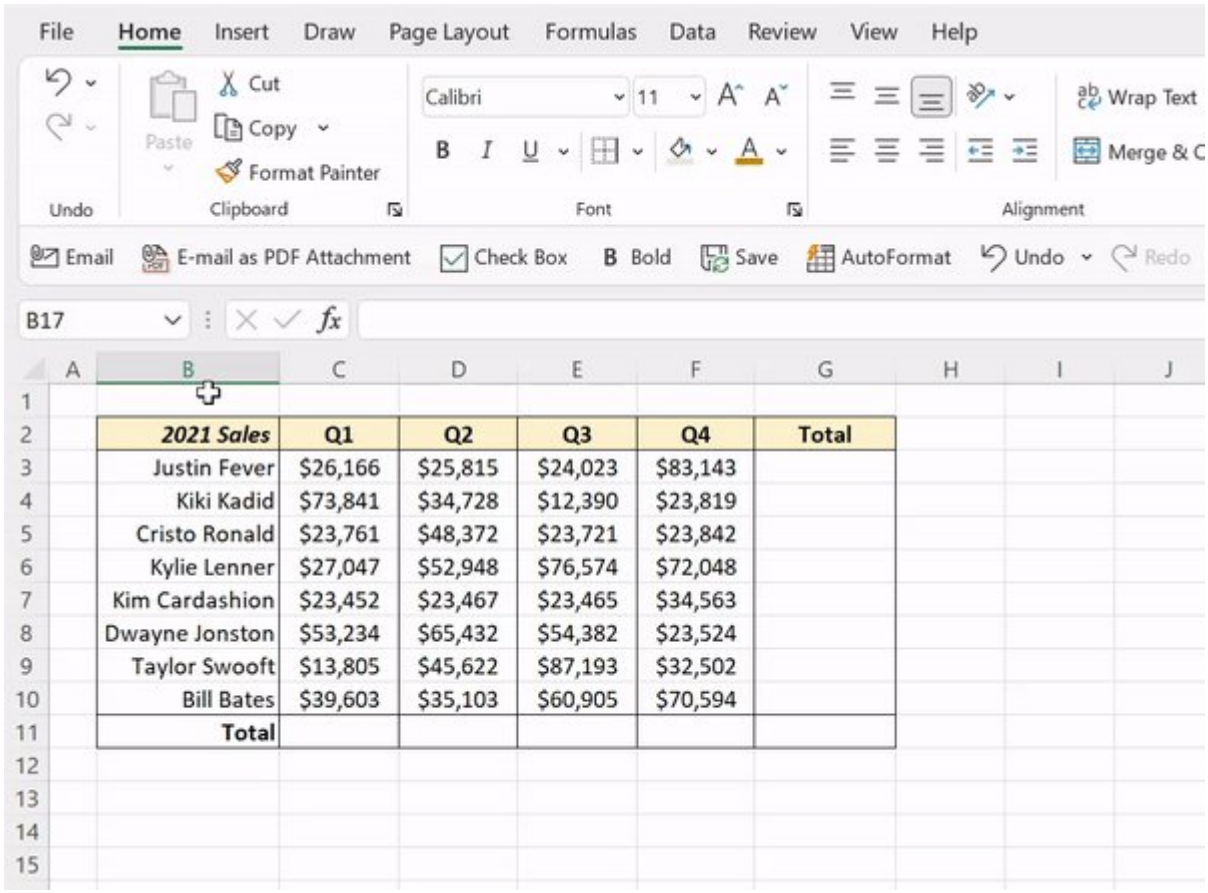
7. Data Types

Instead of google searching fields individually, let Excel search them all at once using Data Types. Convert text strings to linked data types by selecting the data > Data tab > Select the Data Type. Then select the data's attributes you want to pull in.



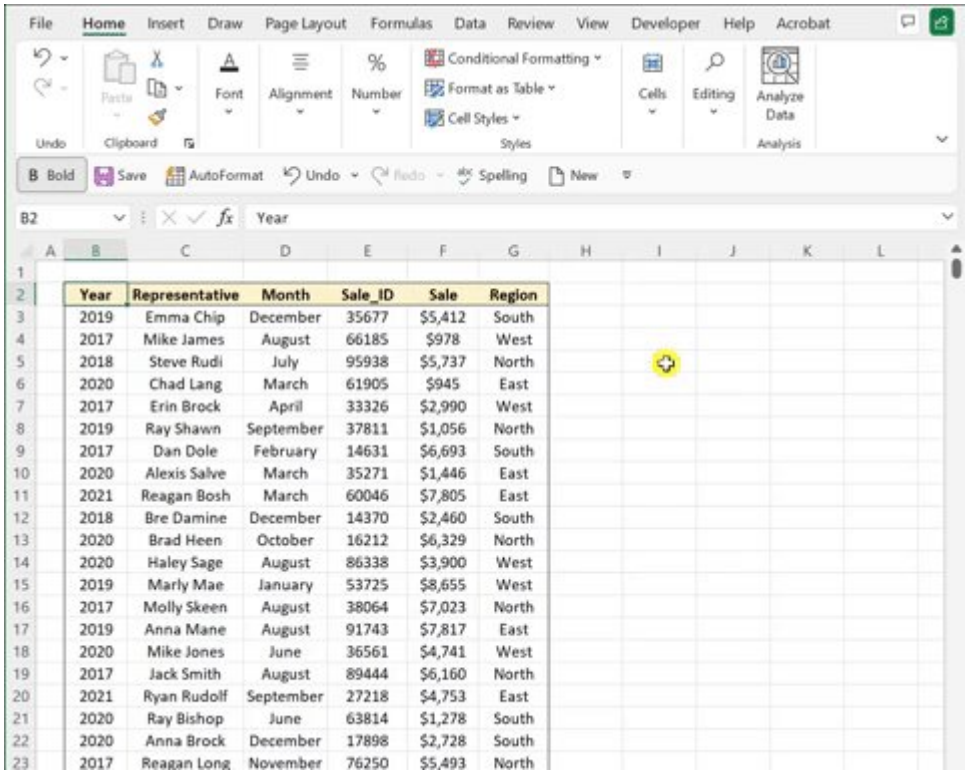
8. AutoSum

‘=A1+A1+A1+...” if this looks familiar to you, stop scrolling and learn AutoSum. AutoSum automatically detects data in adjacent cells and sums it using the SUM function. Select an empty cell adjacent to the data and select AutoSum on the Home tab or press Alt =.



9. Analyze Data

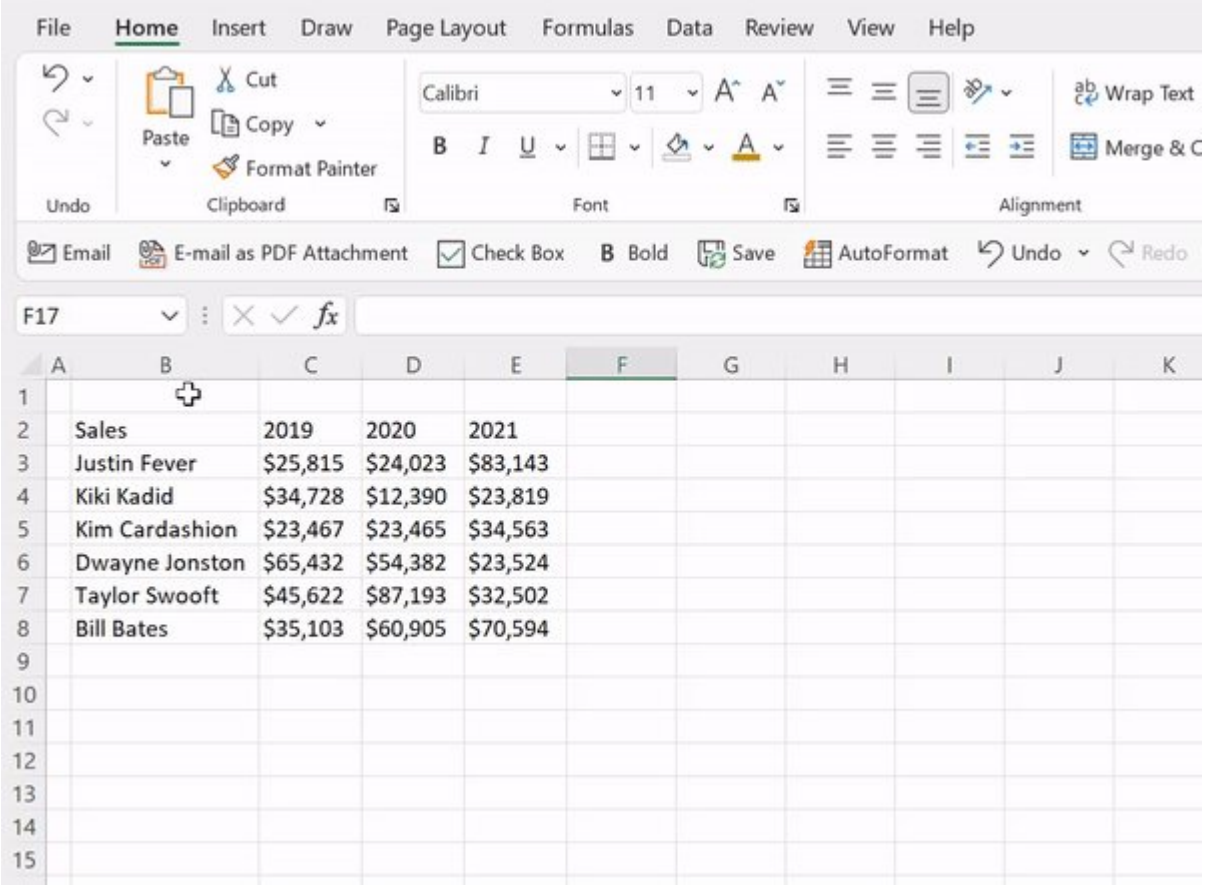
Analyzing, summarizing, and visualizing large data sets can be time-consuming, but not with Analyze Data. Let Excel do the work for you by selecting Analyze Data under the Home tab, typing in how you want to summarize your data, and inserting it into your sheet.



Year	Representative	Month	Sale_ID	Sale	Region
2019	Emma Chip	December	35677	$5,412	South
2017	Mike James	August	66185	$978	West
2018	Steve Rudi	July	95938	$5,737	North
2020	Chad Lang	March	61905	$945	East
2017	Erin Brock	April	33326	$2,990	West
2019	Ray Shawn	September	37811	$1,056	North
2017	Dan Dole	February	14631	$6,693	South
2020	Alexis Salve	March	35271	$1,446	East
2021	Reagan Bosh	March	60046	$7,805	East
2018	Bre Damine	December	14370	$2,460	South
2020	Brad Heen	October	16212	$6,329	North
2020	Haley Sage	August	86338	$3,900	West
2019	Marly Mae	January	53725	$8,655	West
2017	Molly Skeen	August	38064	$7,023	North
2019	Anna Mane	August	91743	$7,817	East
2020	Mike Jones	June	36561	$4,741	West
2017	Jack Smith	August	89444	$6,160	North
2021	Ryan Rudolf	September	27218	$4,753	East
2020	Ray Bishop	June	63814	$1,278	South
2020	Anna Brock	December	17898	$2,728	South
2017	Reagan Long	November	76250	$5,493	North

10. Tables

The productivity hack you didn't know you needed: Excel Tables. Excel Tables clean up formatting, autofill formulas, and automatically expand and update charts linked to the data when rows are added. To format your data as a table, just select the data and hit CTRL T.



Take back hours of your day with these Excel productivity tips!

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https://t.co/riWzaCFeeo