Twitter Thread by Blake Burge ■



Blake Burge ■
@blakeaburge

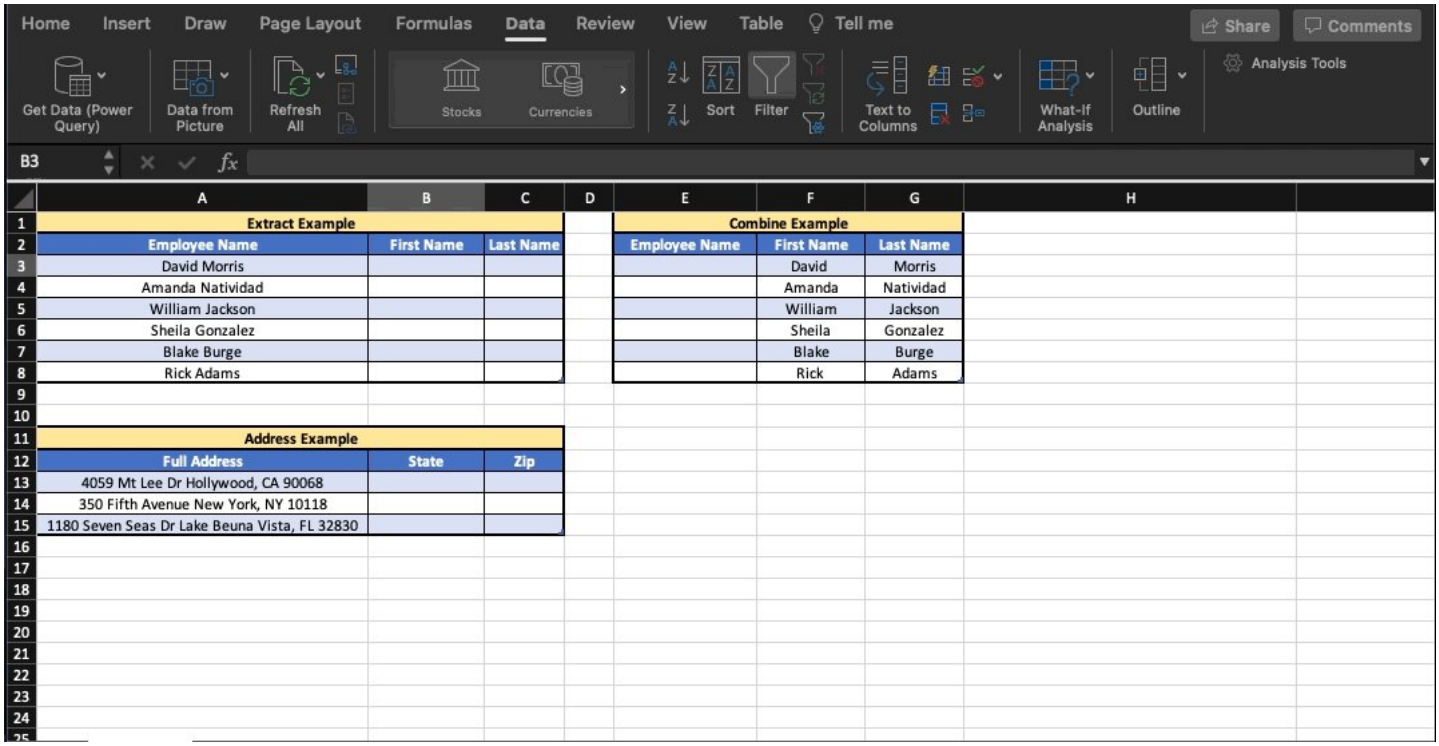
10 powerful Excel features every user should know: ■

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.



	A	B	C	D	E	F	G	H
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								
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22								
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24								

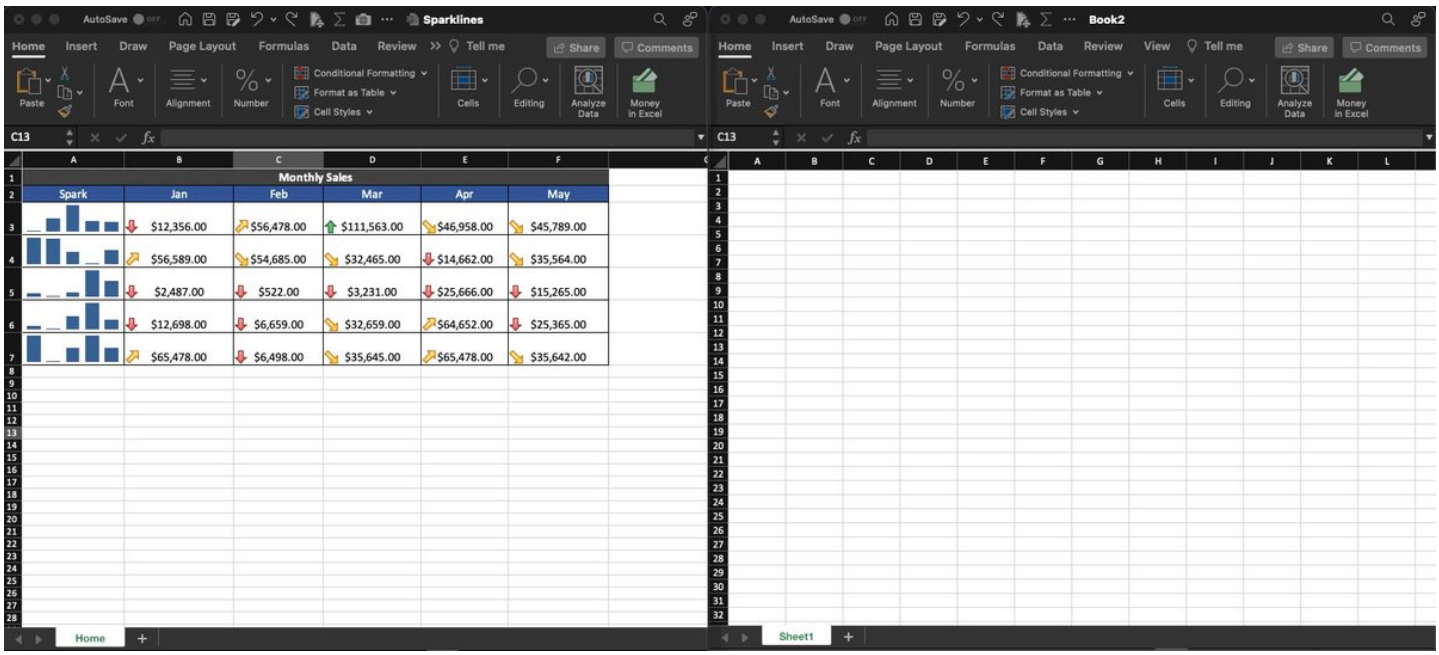
Camera Snapshot

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! ■



Analyze Data:

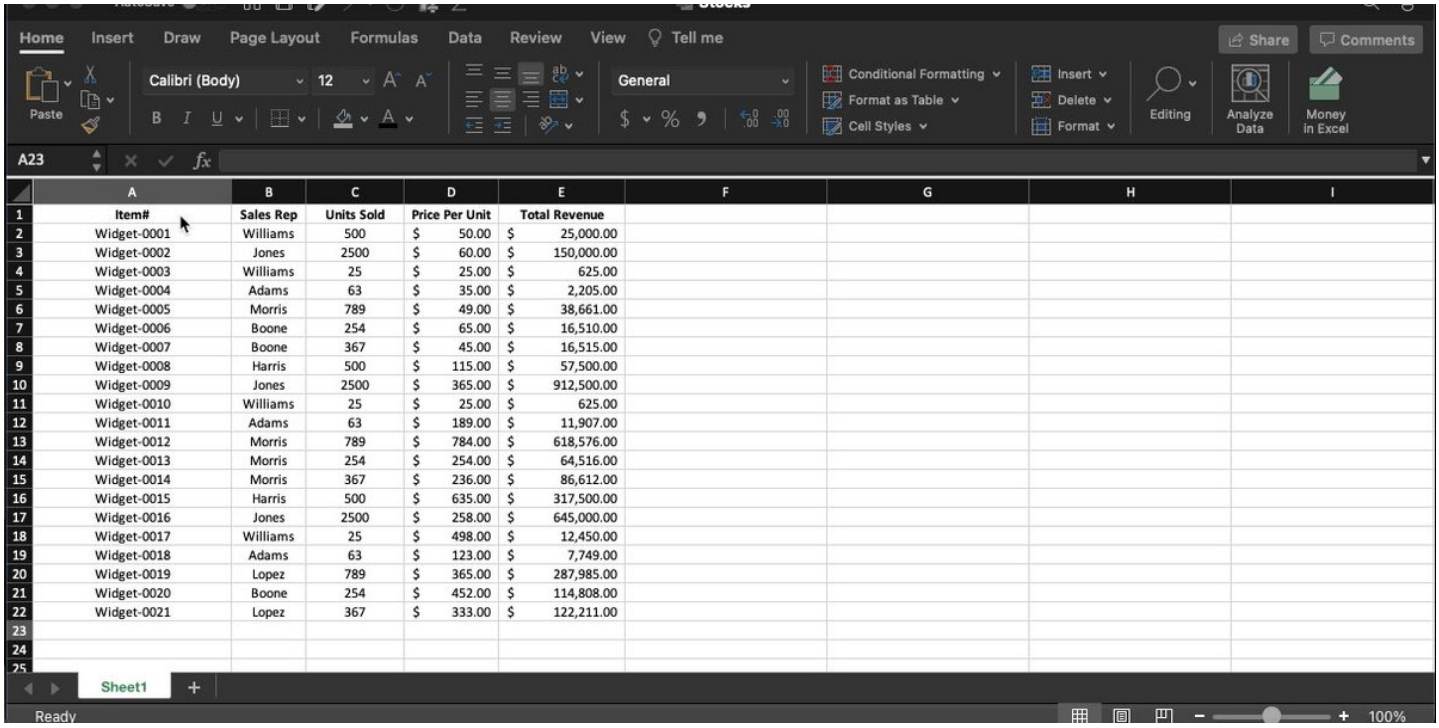
I was never very good at Pivot tables, graphs, & analyzing data on my own.

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!



Item#	Sales Rep	Units Sold	Price Per Unit	Total Revenue
Widget-0001	Williams	500	$ 50.00	$ 25,000.00
Widget-0002	Jones	2500	$ 60.00	$ 150,000.00
Widget-0003	Williams	25	$ 25.00	$ 625.00
Widget-0004	Adams	63	$ 35.00	$ 2,205.00
Widget-0005	Morris	789	$ 49.00	$ 38,661.00
Widget-0006	Boone	254	$ 65.00	$ 16,510.00
Widget-0007	Boone	367	$ 45.00	$ 16,515.00
Widget-0008	Harris	500	$ 115.00	$ 57,500.00
Widget-0009	Jones	2500	$ 365.00	$ 912,500.00
Widget-0010	Williams	25	$ 25.00	$ 625.00
Widget-0011	Adams	63	$ 189.00	$ 11,907.00
Widget-0012	Morris	789	$ 784.00	$ 618,576.00
Widget-0013	Morris	254	$ 254.00	$ 64,516.00
Widget-0014	Morris	367	$ 236.00	$ 86,612.00
Widget-0015	Harris	500	$ 635.00	$ 317,500.00
Widget-0016	Jones	2500	$ 258.00	$ 645,000.00
Widget-0017	Williams	25	$ 498.00	$ 12,450.00
Widget-0018	Adams	63	$ 123.00	$ 7,749.00
Widget-0019	Lopez	789	$ 365.00	$ 287,985.00
Widget-0020	Boone	254	$ 452.00	$ 114,808.00
Widget-0021	Lopez	367	$ 333.00	$ 122,211.00

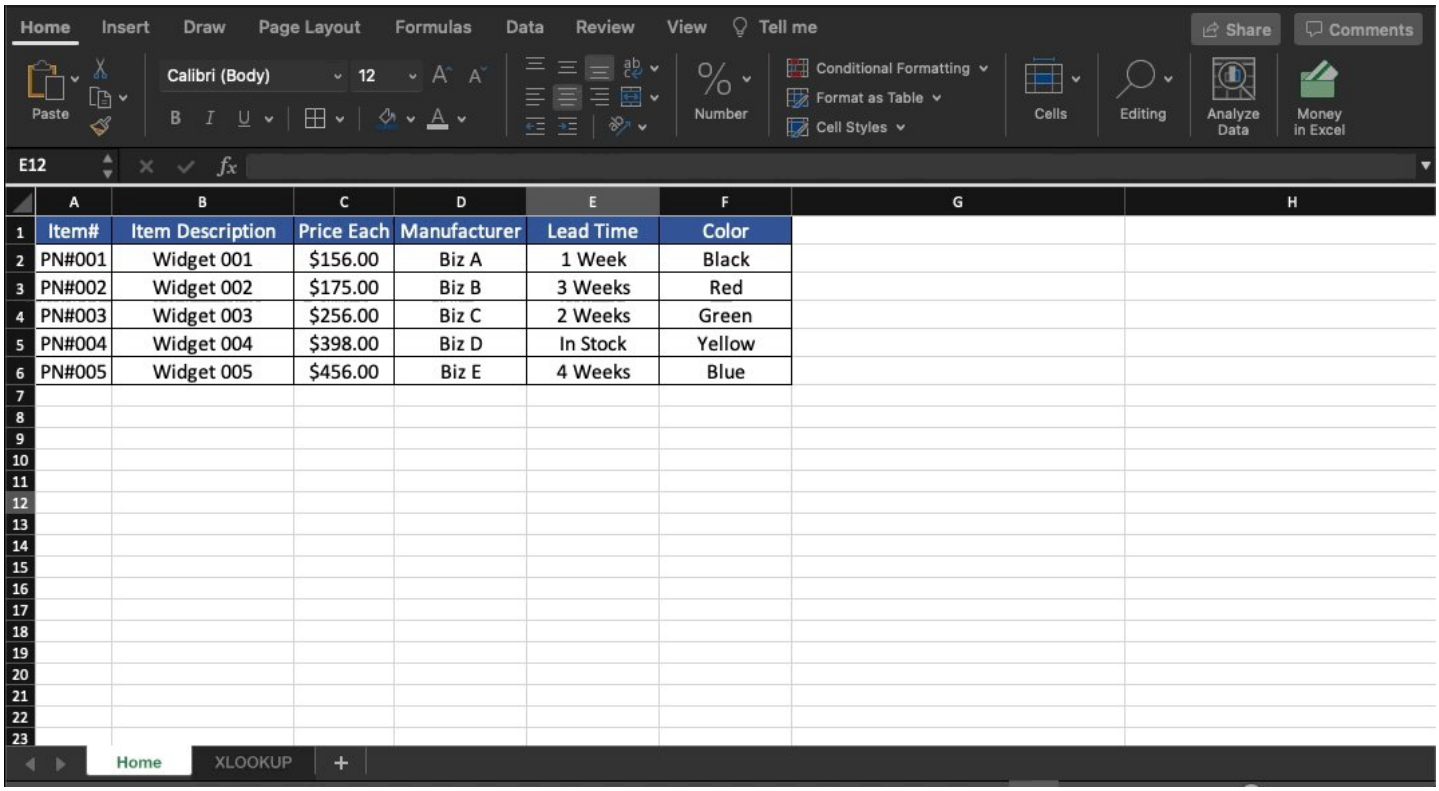
X-Lookup

If you're an old-school Excel user, there's no doubt you're familiar with V-Lookup.

X is the new & improved version, here's why:

•Lookup array does NOT have to be only on the left-hand side.
•Allows you to return multiple values at the same time.

Here's how: ■■



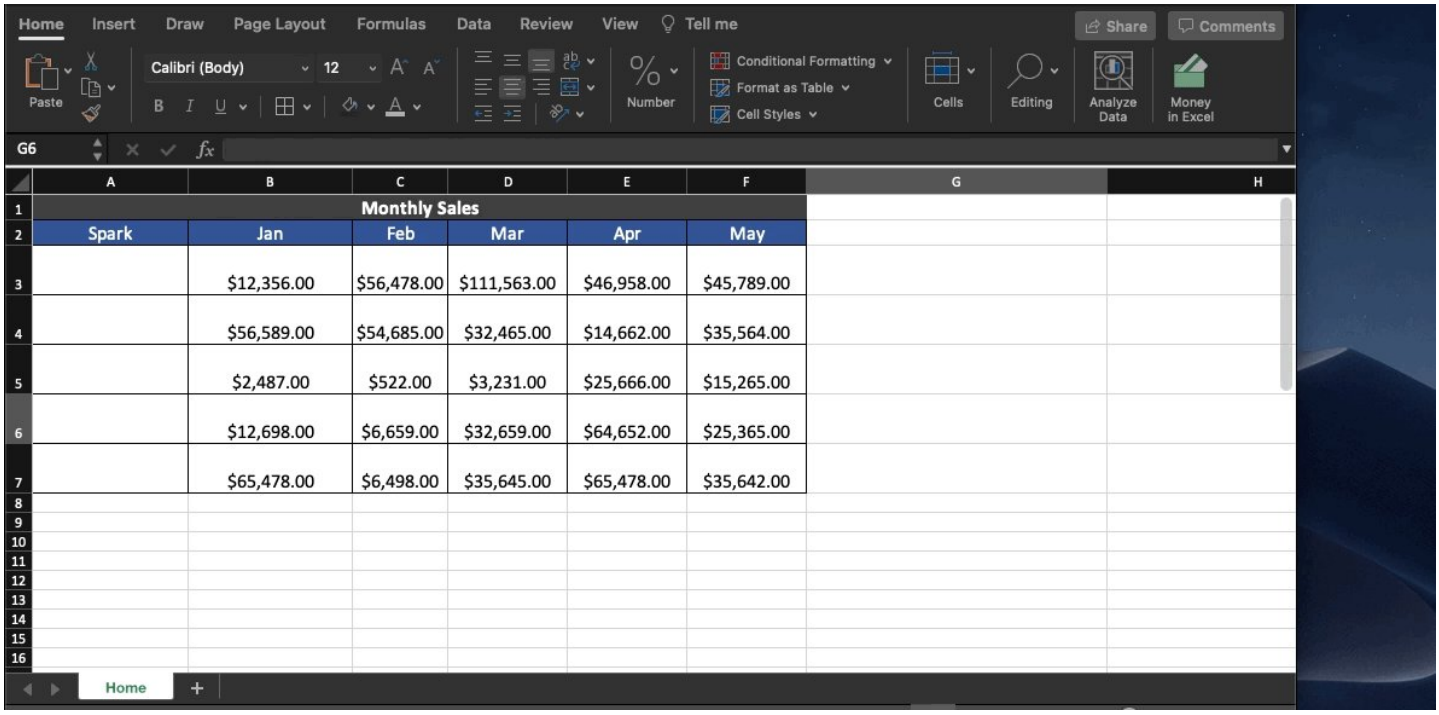
Item#	Item Description	Price Each	Manufacturer	Lead Time	Color
PN#001	Widget 001	$156.00	Biz A	1 Week	Black
PN#002	Widget 002	$175.00	Biz B	3 Weeks	Red
PN#003	Widget 003	$256.00	Biz C	2 Weeks	Green
PN#004	Widget 004	$398.00	Biz D	In Stock	Yellow
PN#005	Widget 005	$456.00	Biz E	4 Weeks	Blue

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



Geography / Maps:

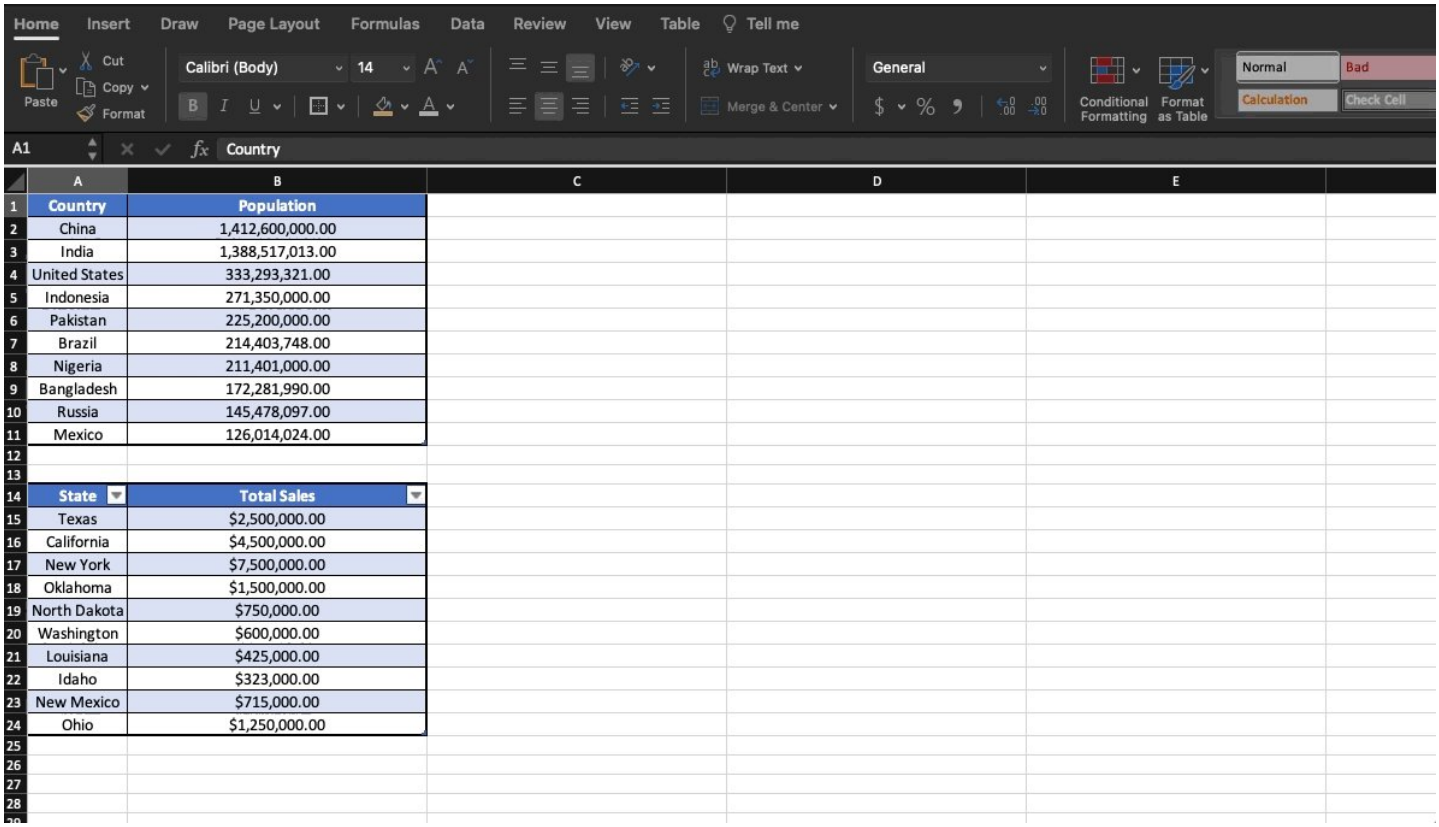
Often, a geographical representation of your data can be quite useful.

Need to see where the majority of your customers live?

Interested in which states are driving the most revenue?

•Select your range of data
•Insert ■ Map

It's that easy.

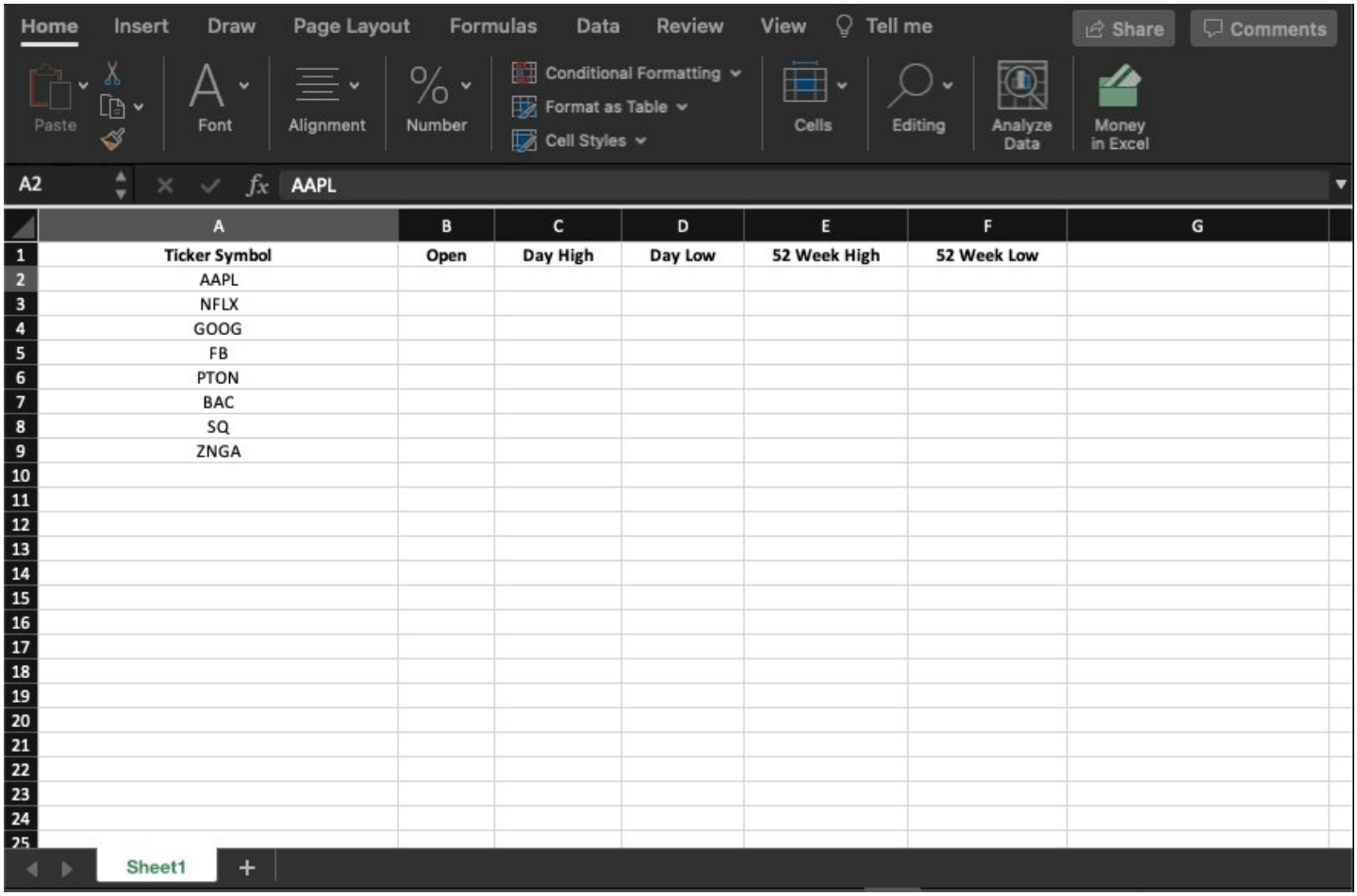


	A	B	C	D	E
1	**Country**	**Population**			
2	China	1,412,600,000.00			
3	India	1,388,517,013.00			
4	United States	333,293,321.00			
5	Indonesia	271,350,000.00			
6	Pakistan	225,200,000.00			
7	Brazil	214,403,748.00			
8	Nigeria	211,401,000.00			
9	Bangladesh	172,281,990.00			
10	Russia	145,478,097.00			
11	Mexico	126,014,024.00			
12					
13					
14	**State**	**Total Sales**			
15	Texas	$2,500,000.00			
16	California	$4,500,000.00			
17	New York	$7,500,000.00			
18	Oklahoma	$1,500,000.00			
19	North Dakota	$750,000.00			
20	Washington	$600,000.00			
21	Louisiana	$425,000.00			
22	Idaho	$323,000.00			
23	New Mexico	$715,000.00			
24	Ohio	$1,250,000.00			
25					
26					
27					
28					

Live stockmarket data:

Easily track 31 different metrics related to companies of your choice.

- Enter ticker symbols
- Select the "Data" tab
- Select "Stocks"
- Choose the metrics you'd like to track.



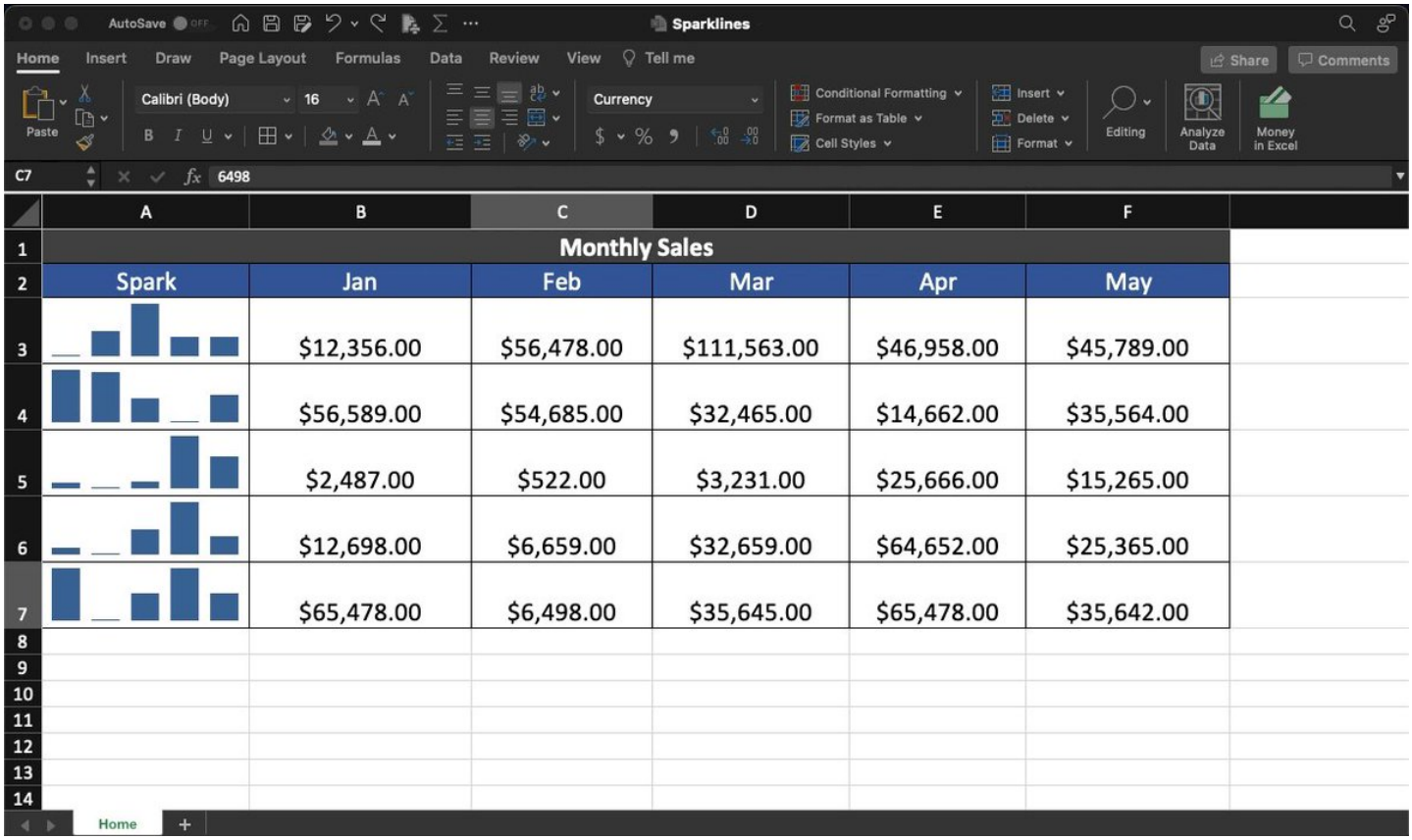
Conditional Formatting:

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:



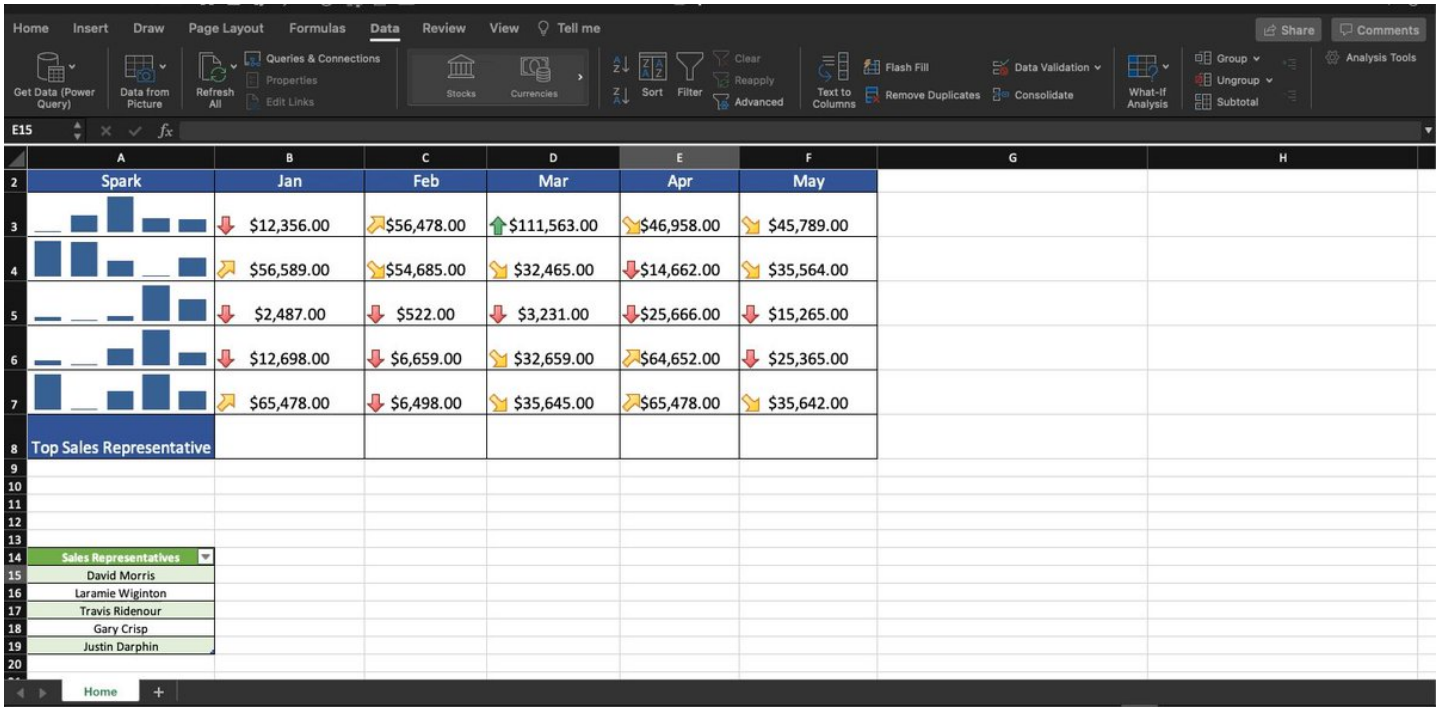
Drop Down lists:

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.



Background Images:

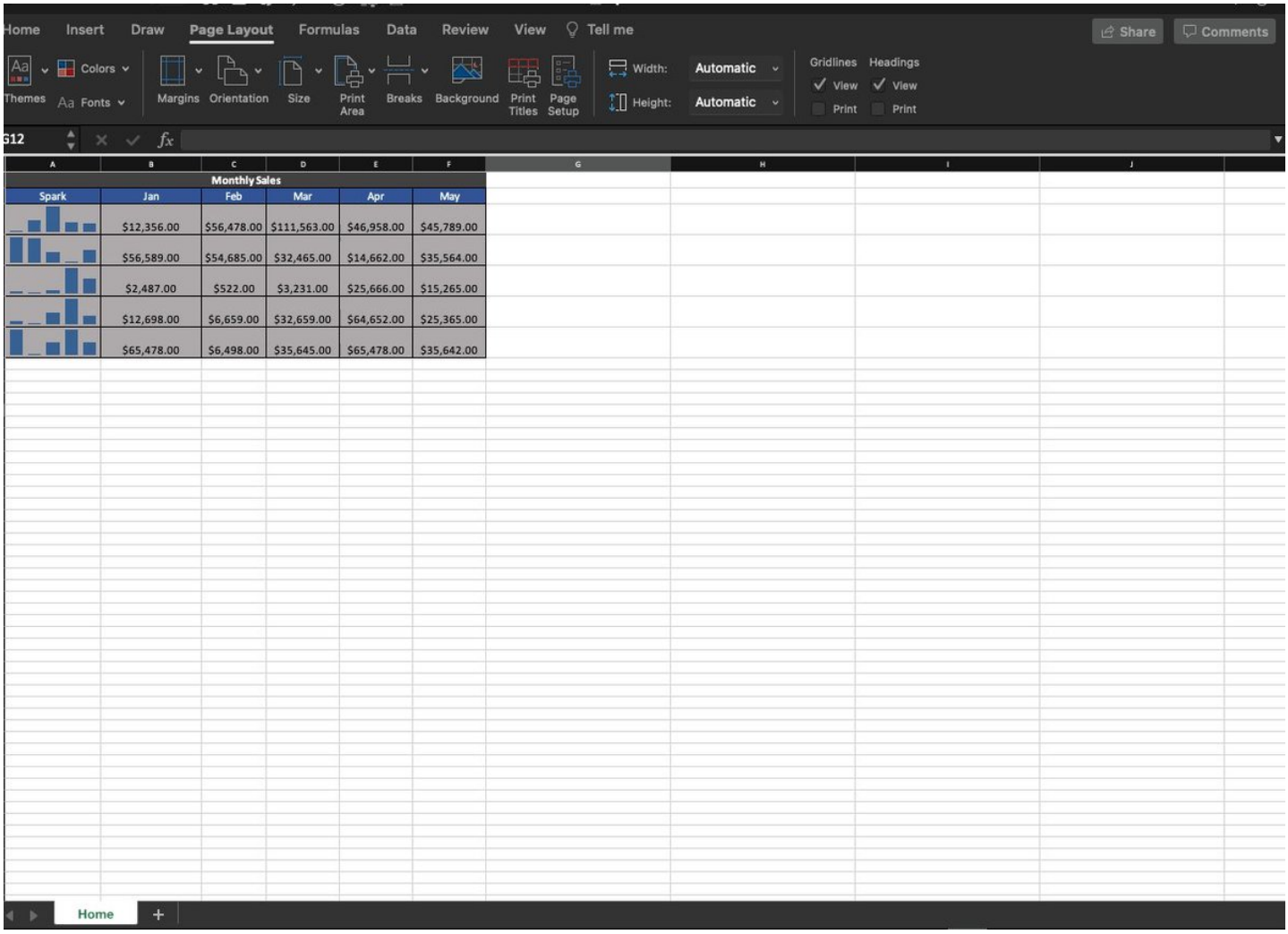
OK, I'll be honest.

I'm not sure how "powerful" this is, but man, it looks cool.

Did you know you can add your own custom background images to your spreadsheets?

You didn't? Me either.

Check it out:



Thanks for reading!

If you learned something new today:

Follow me @blakeaburge for weekly threads on business, productivity, & building a better you.

Check out my newsletter:

"While You Were Away"

•The best of Twitter

•In your inbox
•Every Sunday
https://t.co/KPDWcYfMx3

For those asking, here's another on based on Google Sheets I did a while back.
https://t.co/Mmvfz7aPpD

> 12 Google Sheets formulas guaranteed to \U0001f4c8 your productivity today:
>
> — Blake Burge \U0001f4a1 (@blakeaburge) January 21, 2022