

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.

Home Insert Draw Page Layout Formulas Data Review View Table Tell me Share Comments									
Get Data (Power Query)		Data from Picture	Refresh All	Stocks	Currencies	Sort	Filter	Text to Columns	What-If Analysis
Analysis Tools									
B3									
A	B	C	D	E	F	G	H		
Extract Example				Combine Example					
Employee Name	First Name	Last Name		Employee Name	First Name	Last Name			
David Morris					David	Morris			
Amanda Natividad					Amanda	Natividad			
William Jackson					William	Jackson			
Sheila Gonzalez					Sheila	Gonzalez			
Blake Burge					Blake	Burge			
Rick Adams					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									

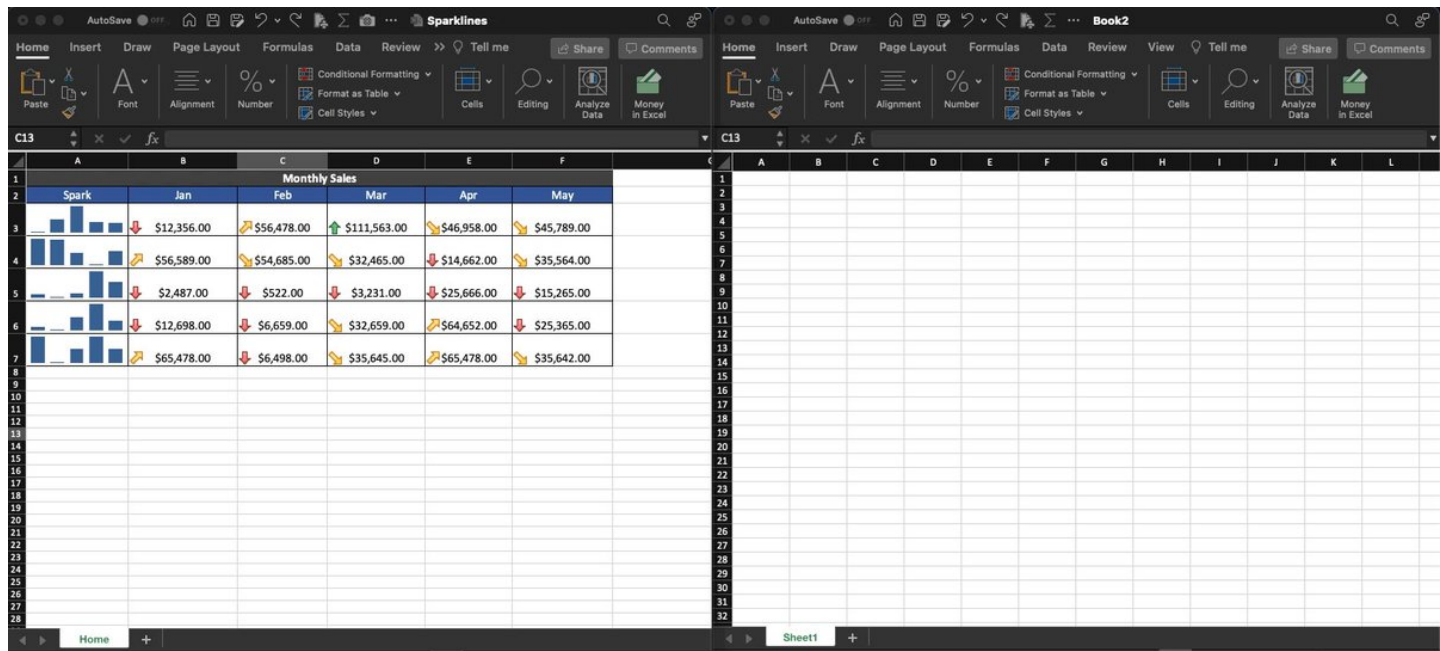
Camera Snapshot

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!

Home

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Conditional Formatting

Format as Table

Cell Styles

Cells

Editing

Analyze Data

Money in Excel

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


XLOOKUP

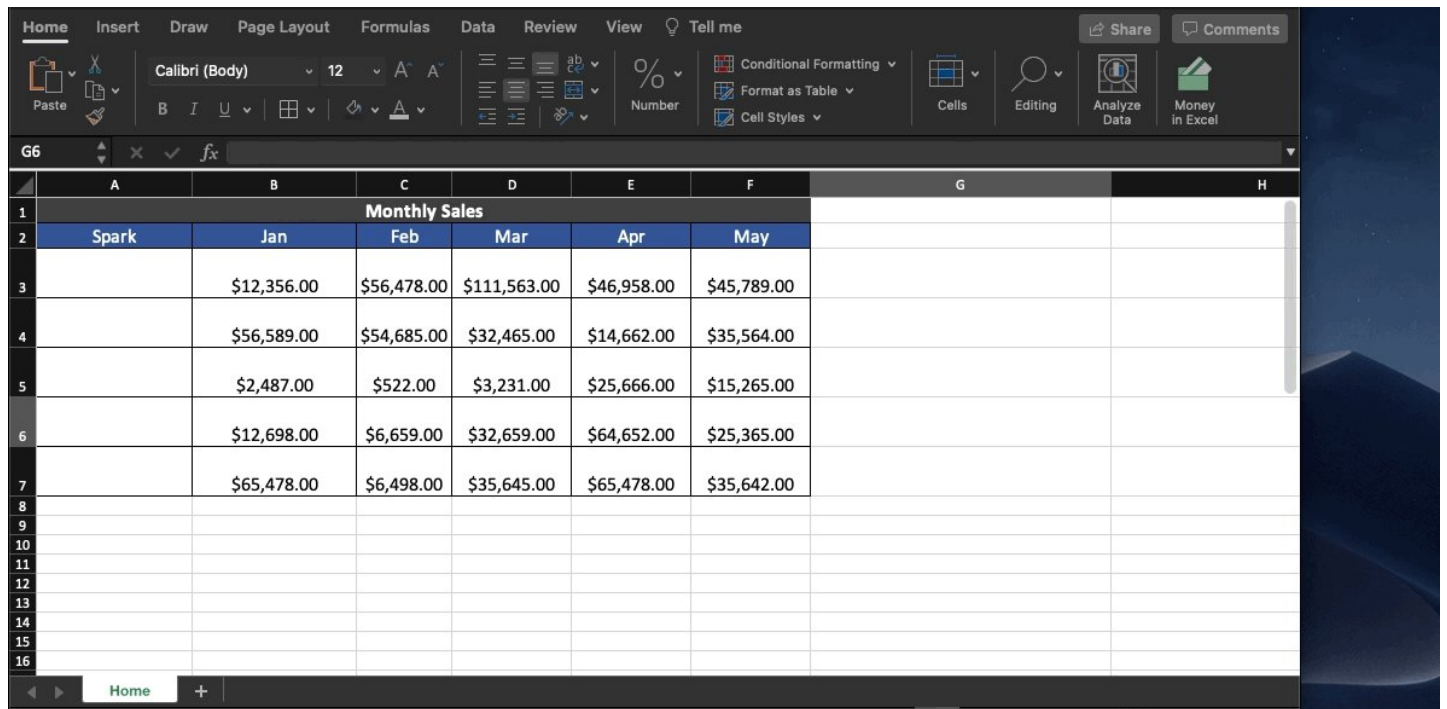
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Sparklines:

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.

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Table

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Conditional Formatting

Format as Table

Normal

Bad

Calculation

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Country

	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						
29						

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.

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Tell me

Share

Comments

Paste

Font

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Cells

Editing

Analyze Data

Money in Excel

A2

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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:

Background Images:

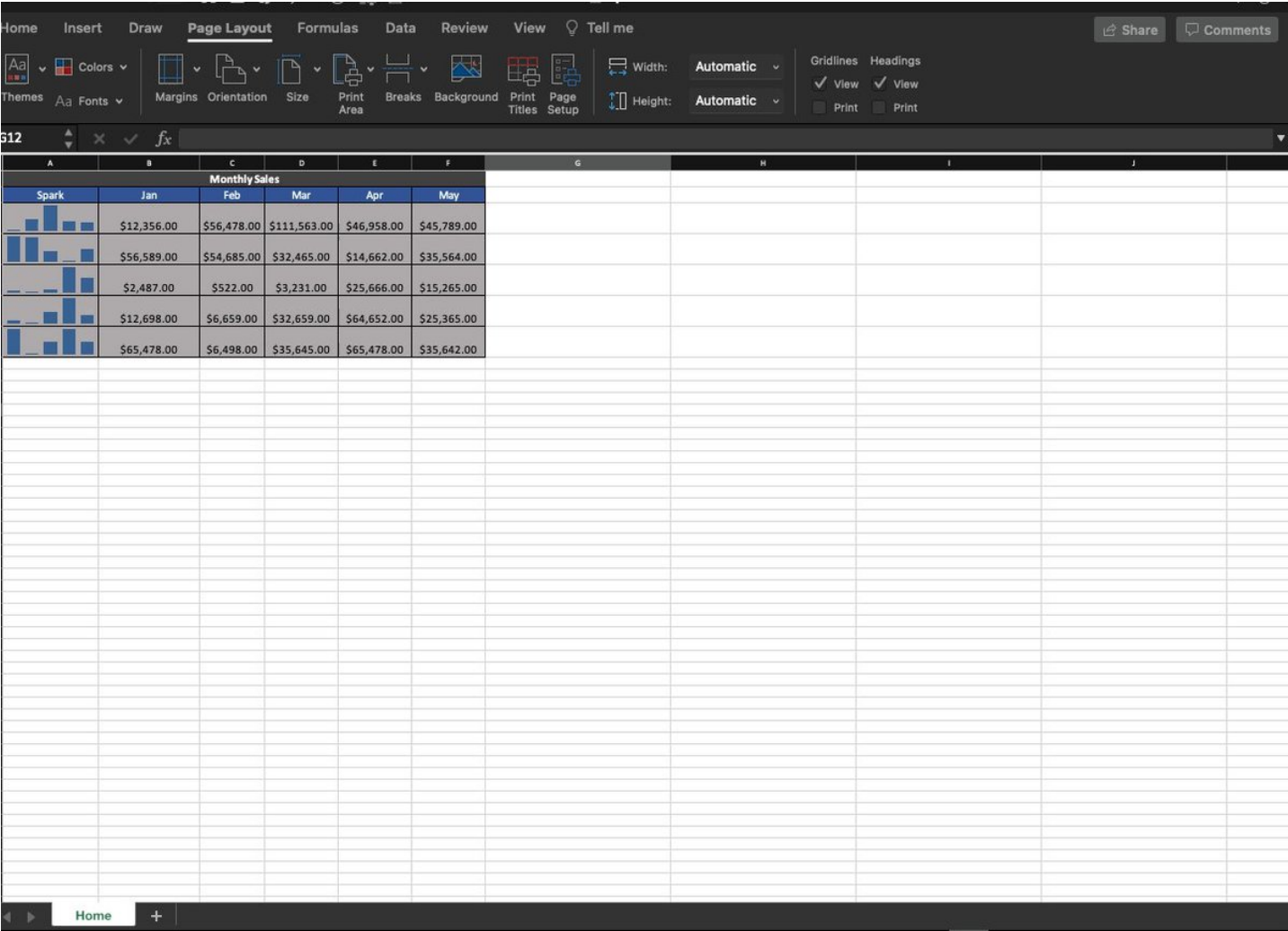
OK, I'll be honest.

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](#)