



# EXCEL TIPS & TRICKS

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## Simple tricks

- Select All
- Select specific range
- Resize all columns
- Fill down
- Filter
- Average, Count, Sum

[Simple](#)



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Fill down – double click will only fill to the next blank

Filter – click in any cell to turn on filter for all columns. If a column or range is selected, filter will only turn on for that column or range.



# Fancier tricks

- VLookup
- Pivot Table
- IF Statements
- Concatenate
- Conditional Formatting

[Fancy](#)



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## Simple tricks

- **Change font size**
  - With a workbook open, click File, Options. Close and reopen workbook
- **Select All**
  - Select All button or Ctrl+a
- **Select specific range**
  - Shift+Ctrl+arrow key – will only select to next blank
  - click+Shift+click
- **Resize all columns**
  - Select All
  - Mouse between any 2 column headings & double click
- **Fill down**
  - Fill down corner right click and drag
  - Double click Fill down corner – will only fill to next populated field
- **Filter**
  - Data menu
- **Average, Count, Sum**
  - Highlight data, Status bar shows results

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# Fancier tricks

- **Vlookup**
  - =VLOOKUP(B2,\$Q\$2:\$S\$386,2,FALSE)
- **Pivot Table**
  - Staff Assignment
- **IF Statements**
  - Staff salaries – looking for salaries under minimum
    - Insert column BW, filter out blanks
    - =IF(BV2>34600, BV2, 0)
- **Concatenate**
  - Use to combine names or create a SectionID
- **Conditional Formatting**
  - Uses



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