

Quick Analysis

analyze and visualize data instantly

<https://support.office.com/en-ie/article/analyze-your-data-instantly-9e382e73-7f5e-495a-a8dc-be8225b1bb78>

Conditional Formatting

highlight cells with different colors or symbols depending on the cells' values

<https://www.excel-easy.com/data-analysis/conditional-formatting.html>

Sum If

a function that adds values in a range that meets criteria you specify

<https://support.office.com/en-us/article/sumif-function-169b8c99-c05c-4483-a712-1697a653039b>

Sub Total

a function that returns a subtotal of the values that are not filtered out

<https://support.office.com/en-ie/article/subtotal-function-7b027003-f060-4ade-9040-e478765b9939>

Slicers

buttons that allow you to filter data in a table or PivotTable

<https://www.contextures.com/excelpivotableslicers.html>

Show Formulas Shortcut

a shortcut that shows the formulas in every cell of a spreadsheet

<https://spreadsheeto.com/show-formulas/>

Track Changes

enable track changes in Excel

<https://trumpexcel.com/track-changes-in-excel/>

Data Validation

a feature that creates a validation rule that controls what type of data can be entered into a certain cell

<https://www.ablebits.com/office-addins-blog/2017/08/16/data-validation-excel/>

Forecast

predict values using historical time-based data

<https://support.office.com/en-us/article/create-a-forecast-in-excel-for-windows-22c500da-6da7-45e5-bfdc-60a7062329fd>

Transpose

rotate values from rows to columns or vice versa

<https://support.office.com/en-ie/article/transpose-rotate-data-from-rows-to-columns-or-vice-versa-3419f2e3-beab-4318-aae5-d0f862209744>

Transpose Function

rotate values from rows to columns or vice versa without creating a copy of the data

<https://support.office.com/en-ie/article/transpose-function-ed039415-ed8a-4a81-93e9-4b6dfac76027>

Scenario Manager

tool to review the impact of different scenarios without changing the data

<https://www.youtube.com/watch?v=c0tdVIPvFZ4>

Goal Seek

a tool to determine the input values needed to achieve a specific goal

<https://www.youtube.com/watch?v=fcKCUDyF73Y>

Convert Function

convert a number from one measurement system to another

<https://support.office.com/en-ie/article/convert-function-d785bef1-808e-4aac-bdcd-666c810f9af2>

Import data from a website

<https://www.youtube.com/watch?v=2bYXvtpSeEg>

Real-Time updates for imported data

<https://www.youtube.com/watch?v=9voMMb4vFb8>

V-Lookup

find values in a table or a range by row

<https://support.office.com/en-us/article/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1>

Merge tables using Power Query

https://www.youtube.com/watch?v=M_jlsnksv7I

Transpose data using Power Query

rotate values from rows to columns or vice versa using Power Query

<https://www.myexcelonline.com/blog/transpose-using-power-query-excel/>

Select all Blank Cells

<https://fiveminutelessons.com/learn-microsoft-excel/select-all-blank-cells-within-range-cells>

Enter a Formula in Multiple Cells

<https://fiveminutelessons.com/learn-microsoft-excel/quickly-enter-formula-multiple-cells>

Data Analysis Add-in

perform complex statistical analysis in Excel

<https://support.office.com/en-ie/article/use-the-analysis-toolpak-to-perform-complex-data-analysis-6c67ccf0-f4a9-487c-8dec-bdb5a2cefab6>

3D Reference

reference the same cell in multiple worksheets

<https://bettersolutions.com/excel/formulas/three-dimensional.htm>

People Graph

create a cool infographic with people

<http://beatexcel.com/people-graph/>

Link Charts

paste charts or graphs from Excel to Word that are automatically updated when edited

<https://officeskills.org/blog/1276/>

Magnifier

magnify all or parts of a windows screen using ALT and +

Documentation with N()

insert text in a formula by adding N("insert text here")

Trim

clean data with extra spaces

<https://corporatefinanceinstitute.com/resources/excel/study/advanced-excel-formulas-must-know/>

Normalize text

an alternate way of trimming extra spaces when TRIM() doesn't work

<https://www.lifewire.com/when-excels-trim-function-doesnt-work-3123658>

In-cell graphs

use conditional formatting to create an in-cell graph

<https://chandoo.org/wp/want-to-be-an-excel-conditional-formatting-rock-star-read-this/>

Dynamic ranges

make charts with dynamic

<https://chandoo.org/wp/dynamic-chart-data-series/>

Custom lists

create a custom list that auto-fills with names, locations, or anything else

<https://www.dummies.com/software/microsoft-office/excel/how-to-use-custom-lists-with-excel-2010s-autofill-feature/>

Array formula

performs an operation on multiple values instead of one

<https://exceljet.net/glossary/array-formula>

Sparklines

adds small charts that show trends and are aligned with a row

<https://chandoo.org/wp/excel-sparklines-tutorial/>

Small Multiples

quickly create a series of similar charts with the same scale and axis for comparison

<https://stephanieevergreen.com/super-fast-small-multiples/>

Gantt chart from conditional formatting

create a quick project plan using conditional formatting

<https://chandoo.org/wp/want-to-be-an-excel-conditional-formatting-rock-star-read-this/>

Power View

create interactive charts, graphs, maps and other visuals

<https://support.office.com/en-us/article/power-view-overview-and-learning-5380e429-3ee0-4be2-97b7-64d7930020b6>

Power Maps

create maps and cinematic tours of data in 3D

<https://support.office.com/en-gb/article/get-started-with-3d-maps-6b56a50d-3c3e-4a9e-a527-eea62a387030>

Wildcard characters

filter, lookup, find, replace, and other functions using wildcard characters

* (asterisk) – any number of characters. *Ex** would find words like *Excel*, *Examples*, *Expert*

? (question mark) – represents a single character. *Tr?mp* could mean *Trump* or *Tramp*

~ (tilde) – used to identify a wildcard character in text. Looking for *Excel*?* Type *Excel~**

Create a command shortcut

use a simple macro recording to create custom keyboard shortcuts

<https://www.makeuseof.com/tag/make-excel-keyboard-shortcuts-easy-way/>

Access all keyboard commands

with ALT