



VERSION 3.1

EXCEL CHAMPS

Presents

EXCEL PRODUCTIVITY GUIDE

**USEFUL**

**EXCEL TIPS**



# AWESOME

Thank you for downloading this guide

Hey,

My name is Puneet . I'm a 26 years old  
guy from India.

I'm on a mission.

And, my mission is to help people & learn  
Microsoft Excel.

So, that's why I am helping people who  
want to learn Microsoft Excel.

I have founded ExcelChamps to reach  
more & more people like you.

I have created this E-Book with love, for  
people who want to drive their skills to  
next level.

With love and respect,



Puneet Gogia

Follow the [real me on Instagram](#)

# IMPORTANT MESSAGE

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You can use it in several ways. Save it in your laptop, mobile, take a printout, and please, no need to say thanks. 😊

But you can't sell it or you can't make a change in it because all rights of this copy is with ExcelChamps.com.

If want some changes in it or some addition to it, you can mail me.

And, if you like this guide, don't forget to share it with your buddies.

I'm sure they will appreciate it.

Here's you can share it.



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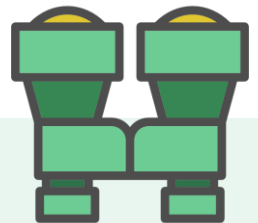
SHARE ON TWITTER

# Watch Window in Excel

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Use watch window to track important cells in your workbook.

You can add all those important cells in watch window to track them on real time.



## How To

1. Go to Formula Tab -> Watch Window -> Add Watch.
2. Select the cell you want to add to watch window.

Once you add a cell into watch window it will show you 6 different components of a cell.

# Format Painter in Excel

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Use format painter to copy formatting from one section to another.

When you click on it, it will simply copy a cell formatting & you can apply it on another cell.



## How To

1. Select the cell or a range to copy format.
2. Go to Home -> Clipboard -> Format Painter.
3. Once you click on the format painter, your mouse pointer will change icon.
4. Now, you can select the cell or range on which you want to paste that format.

# Fill Justify in Excel

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The single core motive to use fill justify in excel is to merge the data from multiple cells into a single cell.

If you have any other idea to merge text into one cell, leave it



## How To

1. First of all, make sure that the column in which your text is captured is wide enough to store the entire text into a single cell.
2. Now, select all the cell in which text is stored.
3. Go to Home Tab -> Editing Group -> Fill -> Justify.

# Sort Columns in Excel

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Sorting columns in excel mean sorting data from left to right [horizontal direction].

This is useful when you have to streamline your data columns.



## How To

1. Select the data you want to sort.
2. Go to Data Tab → Sort & Filter → Click on Sort Button.
3. Options button → Sort left to right & click OK.
4. Now select the row on the basis of which you want to sort your data & click OK.

# Undo Redo Buttons in Excel

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You can use undo and redo buttons from quick access toolbar which has a list of activities you have done.

You can undo or redo to a particular activity by using these buttons.



## How To

1. Go to File Tab → Options → Quick Access Toolbar → Select UNDO & REDO command from "Choose commands from".
2. Add both the commands to your quick access toolbar.
3. Click Ok.



# Flash Fill in Excel

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It is like a copy cat, which can do the things in the same pattern in which you are doing.

You just have to do that operation once & Flash Fill do it for the rest.



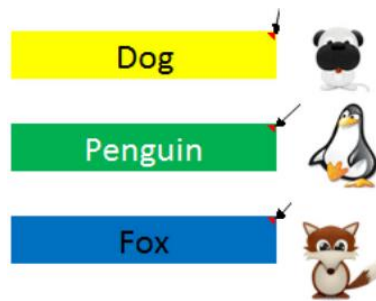
## How To

1. Go to Home Tab -> Editing -> Fill -> Flash Fill.
2. You can also add flash fill option to the quick access toolbar for your convenience.
3. To activate automatic flash fill option. Go to File -> Options -> Advance -> Editing Options -> tick mark automatically flash fills.

# Image in Cell Comment

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This is a very useful feature of the cell comment. You can add images to describe the content of the cell.



## How To

1. Open format comment option, go to color & lines options.
2. Click on the color drop down menu & then click on fill effects.
3. Select picture tab and click on select picture to add the picture.

# Add Secondary Axis in Chart

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You can add a secondary axis to your chart to show more than one data values.

That means, two independent data lines or bars.



## How To

1. Select the data series for which you want to add a secondary axis.
2. Right Click on it & Go to Format Data Series → Series Option → Activate Secondary Axis.
3. Now, you have a two scales in your chart.

# Camera Tool in Excel

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Like a normal camera, this camera captures the picture of cell range. It can help you to copy a range & create a live picture of it and you can paste it anywhere in your worksheet.



## How To

1. From your quick access toolbar, click on the down arrow.
2. Then, click on more commands.
3. Now, In excel options select all commands from "Choose Commands From".
4. Select Camera from the list -> add -> Click OK.

# In-Built Data Entry Form

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Microsoft Excel is loaded with a built in data entry form. You can use it to enter your data into worksheet. But before that you need to activate this form.



## How To

- Method1: Select your data & press Alt + D + O.
- Method2: Add it in your quick access toolbar.
- Method3: Run the below macro to activate it.

```
Sub DataForm()  
ActiveSheet.ShowDataForm  
End Sub
```

# Print Titles on Every Page

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You can use "Print Title" option to print some specific data at the top of each page you print.

You can select a range of cells for this to print.



## How To

1. Go to -> Page Layout -> Sheet. Add Print Area in print area input box which you want print.
2. In Rows To Repeat At Top add the row area which you want to print at top of every page.
3. In Columns To Repeat At Left, add the column area which you want to print at left of every page. Then click OK.

# Create a Cell Message

---

You can create a cell message for some specific cells.

Whenever user select those cell, it will pop-up a message which you have specified.



## How To

1. Go to Data tab -> Data Tools.
2. In Data Validation
3. Click input message
4. Enter Title & Message
5. Click OK

# Multiply With Paste Special

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For example, you have a data table with call tariff rates from India to other countries. Due to some hike in costing you have to increase your tariff rates by 20%. You can use here paste special operations to multiply.



## How To

1. Select the cell in which you have your %age of increment & copy it.
2. Now, select the entire range on which you want to apply the calculation.
3. Use shortcut key Alt + E + S.
4. Go to Operation, select the "multiply" option, click okay.



# Change Display Units

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If you are dealing with the large number in your excel chart, you can change the units for your axis values. It will help user to understand the values easily.



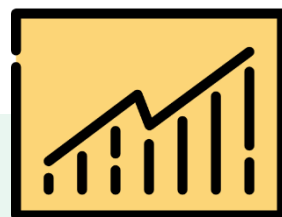
## How To

1. Select chart axis your chart and open format "Format Axis" options (With right click).
2. In axis options, go to "Display Units" where you can select unit for your axis values.
3. Change it wo million or thousands.

# Hide Empty Gap in Chart

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Let's say if you have a chart with monthly sales in which Jun has no amount & cell is empty. You can: show gap for the empty cell, use a zero or connect data points with the line.



## How To

1. Right, click on your chart & select "Select Data".
2. In select data window, click on "Hidden and Empty Cell".
3. Select your desired option from "Show Empty Cell as".

# Insert Picture in Chart

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It has a limited use but it's pretty cool to use an image in your chart.

It will help you to make your charts more meaningful and understandable to your user.

## How To

1. Select data bar in your chart.
2. Go to Fill & Line. In "Fill" option, select picture & texture fill.
3. In "Insert Picture From" click on file to select an image.
4. Select "Stack" after that.

# Copy Chart Formatting

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Let's say, with your extreme efforts, you have formatted a chart. And, you realize that you have more charts to format. It's a pain. But, I have a super quick solution.

## How To

1. Right-click on the chart from which you want to copy the chart formatting. Click on the copy.
2. Right-click on the other chart. Go to Home tab -> Clipboard -> Paste -> Paste Special.
3. Now, you have a pop-up window. Select formats.
4. Click OK

# Auto Format Option

---

AutoFormat is a very handy & powerful tool to apply some quick formats to your data.

You just have to select a format to apply & Excel will apply a pre-designed format to your data.

## How To

1. Go to File → Options → Quick Access Toolbar → Select AutoFormat from the list.
2. Add to the Quick access toolbar.
3. Select your data.
4. Click on the auto format button in quick access toolbar.
5. Select the format you want. Click OK.

# Smooth Lines In Line Chart

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If you love to use line chart then you are awesome but it would be more awesome if you use a smooth line in the chart. This will give a smart look to your chart.

## How To

1. Select data line in your chart & right click on it.
2. Select "Format Data Series".
3. Go To Fill & Line -> Line -> Tick "Smoothed Line".

# Show Data for Hidden Cells

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When you hide a cell from the data range of your chart, it will also hide from the chart as well.

And, if you want not to hide data values from your chart even a cell is hidden, just follow these steps.

## How To

1. Select your chart & right click on it.
2. Go to -> Select Data -> Hidden and empty cells.
3. From the pop-up window, tick mark "Show data in hidden rows & columns".

# Highlight Duplicates

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Easiest way to highlight duplicate values in entire worksheet or in selected range of cells is by using Conditional Formatting.

You just need to use following simple steps.

## How To

1. Select the data -> Go to Home Tab.
2. In Styles -> Click Conditional Formatting.
3. In Highlight Cell Rules -> Select Highlight Duplicate Values.



# Change Local File Location

---

Want to open same location every time when you save your file?

This way when you open save as dialog box you will always get the same location.

## How To

1. Go to File -> Options-> Save -> Default Local File Location.
2. Enter new path you want to set as default.
3. Click OK.

# Highlight Top / Bottom 10

---

You can use conditional formatting to highlight top 10 or bottom 10 values. There is already a pre-defined color for bottom values (red) and top values (green). But you can change it, if you need.

## How To

1. Select your data.
2. Go to Home -> Style -> Conditional Formatting -> Top/Bottom Rules.
3. Select the option you want to apply.

# Freeze Pane (rows & columns)

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Working with large data sets?

Then it's must to freeze headings.

By freezing panes you set a row and column as a fixed header and fixed column respectively.

## How To

1. Go to View Tab -> Windows -> Freeze Panel.
2. You have three option to freeze.
  - A. One is to free first column of the worksheet.
  - B. Second is to freeze first row.
  - C. Third is to freeze rows & columns bases on the current selection.

# Quickly Add a Hyperlink

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Using a hyperlink you can link a cell with a specific webpage, file or a place in your workbook.

And, in just one click you get to that particular place.

## How To

1. Select the cell, right click & select Add Hyperlink.
2. Now, you have a pop-up window.
3. Add the address of the location into address bar. You can also add a ScreenTip to show a message on mouse hover.
4. Click OK.

# Group Dates In Pivot Table

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Grouping dates in pivot table will allow you to combine dates in the form of months, quarters, years.

And, the best part of this option is you don't have to put those extra columns in your source data.

## How To

1. Select any of the cells which has a date in it.
2. Right click on it & select group.
3. You will get a pop-up window to group dates.
4. Select "Month" in the group by option.
5. Click OK.

# Delete Blank Cells

---

If you have blank cells in your data & you want to delete them you can do this by using go to special option.

It will select all the blank cells and then you delete them.

## How To

1. Press CTRL+G to open the Go To Dialog Box.
2. Go to > Special > Blanks.
3. Select cells, rows or columns.
4. Click OK.

# Goal Seek - Problem Solver

---

By using goal seek you can find a possible input or value to get the desired result.

Means, if you know what is the actual result, you can use it to find the best input value to get that result.

## How To

1. Go to Data Tab → What If Analysis → Goal Seek.
2. Set Cell - Cell in which you want the desired result.
3. To Value - Value you want as a result.
4. By Changing Cell - Cell in which you want alteration to come up with the result.

# Use Text To Speech

---

Text-To-Speech in Excel is an option which allows you to make excel speak what you have typed in your spreadsheet.

It will simply use window TTS voice to speak the data you have.

## How To

1. Go to customize ribbon options and select "Main Tab" from the drop-down option.
2. Now, select the home tab, add a new group.
3. Choose 'Commands Not In Ribbon" from "Chose Commands From" option and select all 5 commands starting with word "Speak". Add them and click OK,



# Use Text To Speech

---

Microsoft has introduced a nice app feature in excel 2013. Fortunately, we also have a Speed-O-Meter on app store & it's free.

So, before using it, you have to download it.

## How To

1. Go to Insert -> Store -> Search for Gauge Chart & Install it.
2. It will give you a cool gauge chart which looks like a speed-o-meter.

# BONUS STUFF

1. [Expense Tracking Template](#)
2. [Daily Sales Template](#)
3. [Gantt Chart Template](#)
4. [Inventory Management Template](#)
5. [Barcode Generator Template](#)
6. [101 Excel Functions with Examples](#)

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