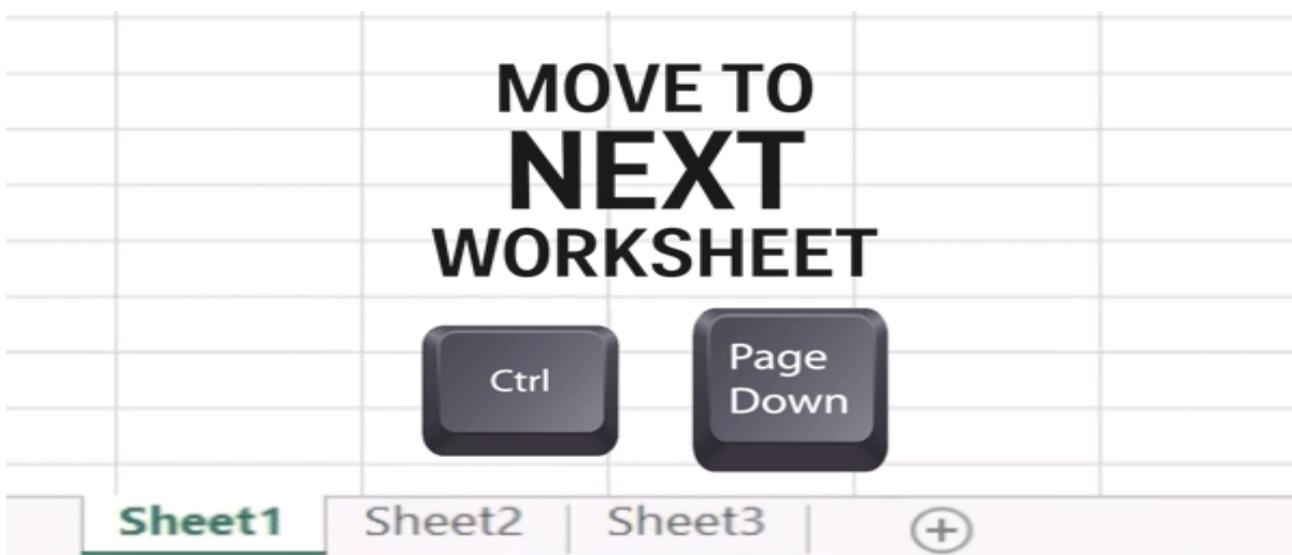


10 Amazing Excel tricks that will change your life!!

Microsoft Excel has amazing features and shortcuts. In this article, we are presenting 10 basic but most useful shortcuts and functions that absolutely everyone need to know to become Excellent in Excel.

Have a look at it and if you have any query you can mail us at info@amazingexcel.com.

1. Jump from worksheet to worksheet with Ctrl + PgDn and Ctrl + PgUp



Related article: [How to edit multiple worksheets at the same time?](#)

2. Jump to the end of a data range or the next data range with Ctrl + Arrow

Move from cell to cell with arrow keys. But if you want to get around faster, hold down the Ctrl key and hit the arrow keys. Simple!!

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5		Member	Posts	Likes				
6		Anil Taneja	1043	775				
7		Anita Gupta	683	544				
8		Jon Lesser	865	748				
9		Kevin Szymanski	685	683				
10		Mark Linford	498	902				
11		Michael Cheung	687	453				
12		Michael Stern	556	876				
13		Trevor Baine	649	1208				
14								
15								



Very Important: [Useful Excel Tips for evaluation of formulas](#)

3. Add the Shift key to select data

Ctrl + Shift + Arrow will extend the current selection to the last nonblank cell in that direction:

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5		Member	Posts	Likes				
6		Anil Taneja	1043	775				
7		Anita Gupta	683	544				
8		Jon Lesser	865	748				
9		Kevin Szymanski	685	683				
10		Mark Linford	498	902				
11		Michael Cheung	687	453				
12		Michael Stern	556	876				
13		Trevor Baine	649	1208				
14								
15								

4. Double click to copy down

To copy a formula or value down the length of your data set, you don't need to hold and drag the mouse all the way down. Just double click the tiny box at the bottom right-hand corner of the cell:

9	Anil Taneja	66	4%
10	Anita Gupta	79	
11	Jon Lesser	56	
12	Kevin Szymanski	121	
13	Mark Linford	366	
14	Michael Cheung	59	
15	Michael Stern	392	
16	Tevor Baine	591	
17		1729	
18			
19			
20			
21			

5. Use shortcuts to quickly format values

For a number with two decimal points, use **Ctrl + Shift + !**. For dollars use **Ctrl + Shift + \$**. For percentages it's **Ctrl**

+ **Shift** + **%**. The last two should be pretty easy to remember:

0.87736
0.26942
0.50485
0.82005
0.12705
0.65266
0.44603

Want to speed-up your work?? Check this out : [10 Best Tips to Format your data quickly](#)

6. Lock cells with F4

When copying formulas in Excel, sometimes you want your input cells to move with your formulas BUT SOMETIMES YOU DON'T. When you want to lock one of your inputs you need to put dollar signs before the column letter and row number. Typing in the dollar signs is insane and a huge waste of time. Instead, after you select your cell, hit F4 to insert the dollar signs and lock the cell. If you continue to hit the F4 key, it will cycle through different options: lock cell, lock row number, lock column letter, no lock.

**LOCK
CELLS**

7. Summarize data with CountIF and SumIF

CountIF and CountIFS will count the number of times a value appears in a selected range. The first input is the range of values you want to count in. The second input is the criteria, or particular value, you are looking for.

=COUNTIF(range, criteria)

=COUNTIFS(criteria_range1, criteria1, [criteria_range2, criteria2], ...)

The screenshot shows the Microsoft Excel interface. The formula bar displays the formula `=COUNTIFS(C2:C9,"<D",B2:B9,"Female")`. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Name	Gender	Grade			
2	Carl	Male	A			
3	Sima	Female	C	2		
4	Rohan	Male	F	2		
5	Andrew	Male	D			
6	Pearl	Female	B			
7	Kane	Male	B			
8	Peter	Male	A			
9	Bella	Female	F			
10						
11						

Annotations in the image include a red box around the formula bar, a red box around the formula text, a red box around the result '2' in cell D3, and a red box with text explaining the result: "It returns the no of females who have grades from A to C."

See more examples here: [How to Use COUNT ,COUNTIF, COUNTIFS Function?](#)

Same way Sumif function is used to do summation of specific range with criteria.

SUMIF(range,criteria,sum range)

File Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter

Calibri 11 A A

B I U

Wrap Text Merge & Center

Clipboard Font Alignment

A12

`=SUMIF(B2:B8,">=2",C2:C8)`

	A	B	C	D	E
1	Items	Quantity	Price	SUMIF formula	
2	Mixer grinder	2	30000		
3	Juicer	1	4500		
4	Cooker	3	20000		
5	Fring pan	2	3000		
6	Mixer grinder	1	3400		
7	Juicer	2	7000		
8	Cooker	3	30000		
9					
10					
11	50000				
12	90000				

Here the range is selected and if the criteria i.e greater or equal to 2 is satisfied then summation is carried out.

Learn more: [How to use SUM, SUMIF, SUMIFS functions in excel?](#)

8. Pull out the exact data you want with VLOOKUP

VLOOKUP looks for a value in the leftmost column of a data range and will return any value to the right of it.

VLOOKUP(lookup value,data range,column number,type)

The image shows two Excel spreadsheets illustrating the VLOOKUP function. The left spreadsheet shows a table with columns A (Section) and B (values). The right spreadsheet shows a table with columns A (Section), B (Month), C (Feb), and D (Mar). A text box explains the function's purpose.

Section	Value
section1	325
section2	310
section8	325
section4	230
section6	198
section7	407
section12	270
section9	135
section10	419
section3	493
section5	130
section11	136

Section	Jan	Feb	Mar
section1	102	325	100
section2	196	310	133
section3	434	493	497
section4	284	230	223
section5	489	130	444
section6	381	198	272
section7	362	407	109
section8	321	325	128
section9	334	135	210
section10	202	419	260
section11	136	136	351
section12	214	270	372

Match Lookup value in another sheet and provide required column value

Learn VLOOKUP Basics [here](#):

Must read article: [3 most useful Lookup function to easily fetch data](#)

9. Use & to combine text string

Here we have a column of first names and last names. We can create a column with full names by using &. In Excel, & joins together two or more pieces of text. Don't forget to put a space between the names. Your formula will look like this =[First Name]&" "&[Last Name]. You can mix cell references with actual text as long as the text you want to include is surrounded by quotes:

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6	Anil	Taneja				
7	Anita	Gupta				
8	Jon	Lesser				
9	Kevin	Szymanski				
10	Mark	Linford				
11	Michael	Cheung				
12	Michael	Stern				
13	Trevor	Baine				
14						
15						

COMBINE TEXT STRINGS WITH &

10. Clean up text with LEFT, RIGHT and LEN

The LEN function in EXCEL is used to return the length of the text string.

	A	B	C	D	E	F
1	Harry Potter	12				
2						
3						
4						
5						
6						
7						

Formula bar: =LEN(A1)

Returns 12 since space is also counted as character

You can use LEFT function when you want to extract some characters from leftmost part of string.

LEFT(text string, number of characters)

B1		=LEFT(A1,LEN(A1)-3)	
A	B	C	D
1	Aagam431	Aagam	
2	Ankita Shah123	Ankita Shah	
3	Nila126	Nila	
4		LEN function count number of characters in string	
5	Execution steps		
6		Description of Highlighted part	
7	LEFT(A1,LEN(A1)-3)	A1="Aagam431" ; LEN(A1)=8	LEFT(text,num_chr) Extract leftmost characters from sting
8	LEFT(A1,LEN(A1)-3)	LEN(A1)-3=8-3=4	
9	LEFT(A1,LEN(A1)-3)	LEFT(A1,5)	
10	Result	Aagam	
11			

If you want to pull the numerical values out of this text string you have to use the RIGHT function. RIGHT grabs a number of characters from the right end of a text string.

RIGHT(text string,number of characters)

B1		=RIGHT(A1,LEN(A1)-5)			
A	B	C	D	E	F
1	Aagam4315	4315			
2	Ankit12345	12345			
3	Nilam126748	126748			
4		LEN function count number of characters in string			
5	Execution steps				
6		Description of Highlighted part			
7	RIGHT(A1,LEN(A1)-5)	A1="Aagam4315" ; LEN(A1)=9	RIGHT(text,num char) Extracts rightmost characters from string		
8	RIGHT(A1,LEN(A1)-5)	LEN(A1)-6=10-6=4			
9	RIGHT(A1,LEN(A1)-5)	RIGHT(A1,4)			
10	Result	4315			
11					

[How to remove first,last or certain characters from text using LEN function?](#)

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