

EXCEL TRICKS THAT WILL MAKE YOU SAY WOW!

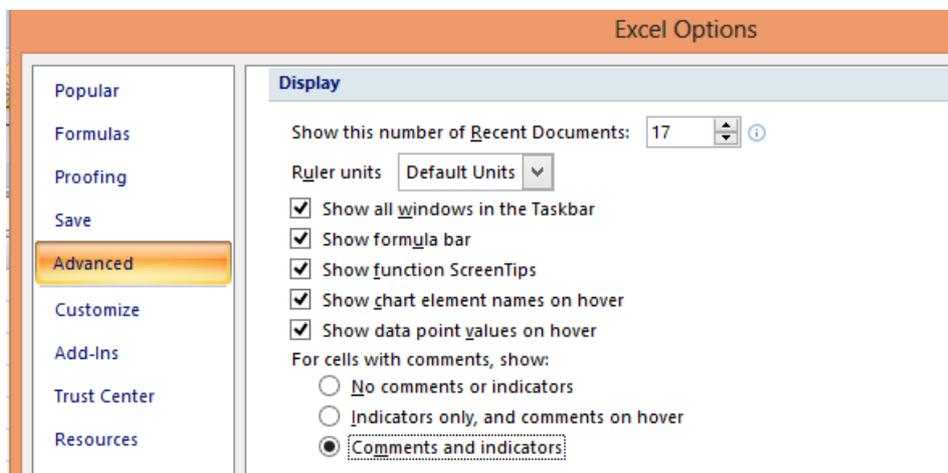
COOL COMMENTS!

Have you ever used comments on your excel sheet? how about comments that look cool? yes, you can use your creativity on Excel in many ways that will enhance your work and creating cool comments is one of them.

But before we show you the trick, let us make the comments visible always. By default, you can see them only when you hover over the commented cell. To do this, go to

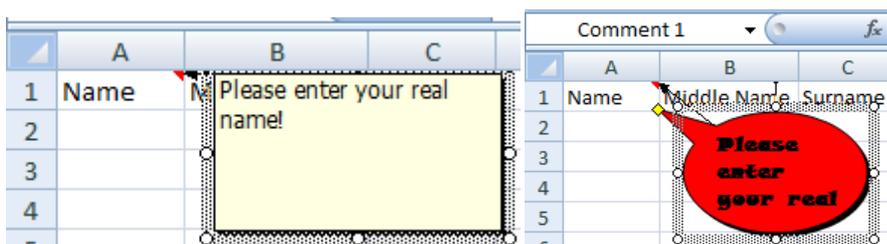
File -> Excel Options -> Advanced -> Display

and select the "Comments and Indicators" under "For cells with comments, show:"



How does this comment look on Excel?

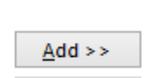
How about this one?



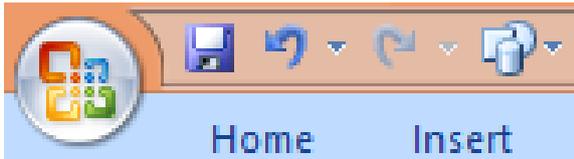
Steps to make the cool comment:

1. Go to Excel Options --> Customized and Select "Commands not in the ribbon" under drop down in "Choose Commands"

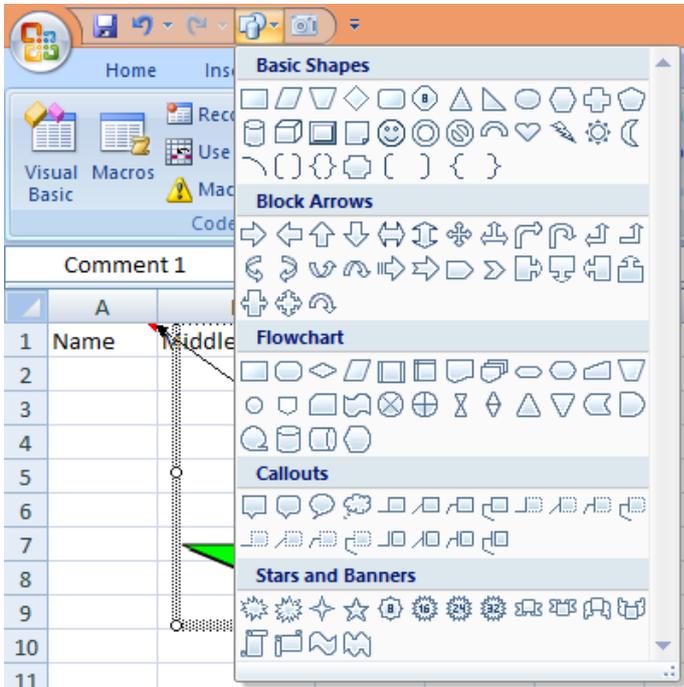
2. Choose **Drawing Tools/Format Tab** and add it to the Customized Access toolbar by clicking



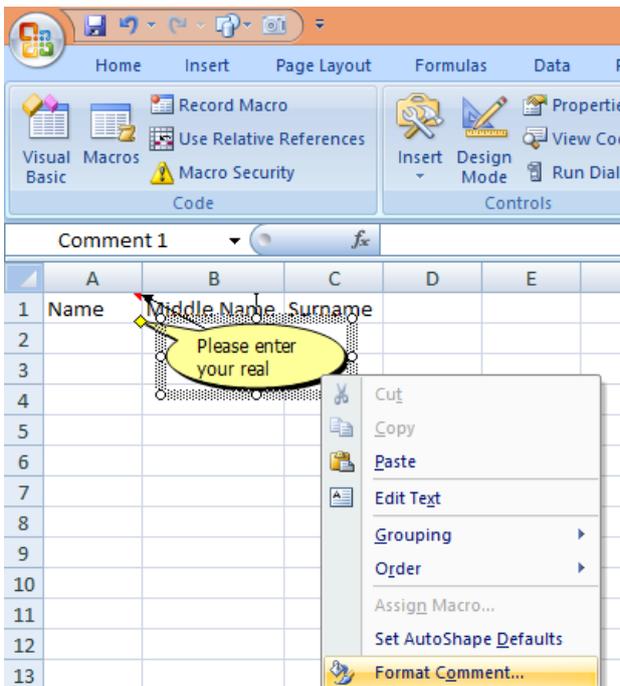
This will add the drawing options on the quick access toolbar which will show up like this:



3. Now select the comment and then click on this drawing tool, select your custom shape



4. To change the colour , select the comment box again and do a Right Click. Select Format Comment and make changes as you wish



EXCEL HAS A CAMERA!

Have you ever tried to copy data from excel to another file like word or PowerPoint? Excel offers a clean way to do this with a shortcut which works like a screenshot but with option to select a limited area to copy.

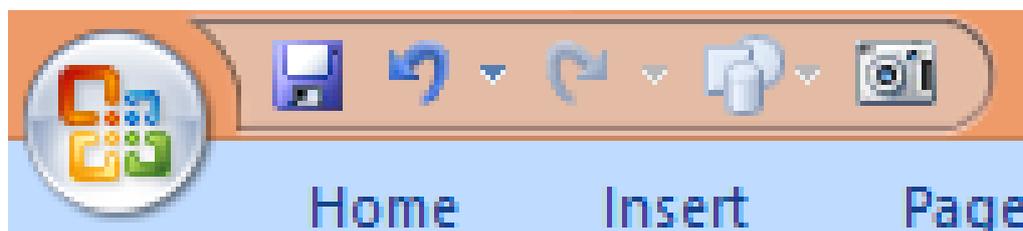
Get your Excel camera -

1. Go to **Excel Options** --> **Customized** and Select "**Commands not in the ribbon**" under drop down in "Choose Commands"

2. Choose **Camera** and add it to the Customized Access toolbar by clicking



3. You will get the camera added in the quick access toolbar



4. Now your camera is ready for use. To create a picture out of any data set, select the data and then press Camera. To paste it click anywhere on the Excel Sheet

	A	B	C	D	E	F
1	Students	Marks				
2	A	99				
3	B	70				
4	C	83				
5	D	47				
6	E	78				
7	F	89				
8	G	72				
9						
10						
11						

Students	Marks
A	99
B	70
C	83
D	47
E	78
F	89
G	72

The first one is actual data and the second is the image clicked by camera. This image can now be used for any kind of presentation.

SELECTION WITHOUT MOUSE!

Selection in Excel very easy. All you have to do is hold your mouse at the beginning of area to be selected and drag it to select the area. But, what if the data to be selected is not continuous?

You may use the standard Window shortcut : Press CTRL key and make selections with mouse. This is quite easy if entire data is visible to you in single window but what if the data is spread into thousands of rows? You may now look for some keyboard shortcut that can allow you to scan through the document and make non-adjacent selections.

There are two simple shortcuts to selection:

- F8: Enter into selection mode
- Shift + F8: Shift the selection to another area

jacket	like new
jacket	like new
ski dress	like new
bath cloth	Used
pullover	like new
t shirt	Used
jacket	Used
pullover	Used
jeans	like new
skirt	like new
t shirt	Used
jeans	Used
jacket	like new
jeans	like new
dress	like new
dress	like new

In the data above, if you would like to select only those rows that have "Like New" in the second column, then your steps would go like this:

1. select first cell containing "jacket" then press F8. Now you are in selection mode. Click right arrow to add "like new" to selection
2. now click down arrow twice to add next two rows to selection
3. Next row is not to be selected, so press SHIFT + F8 and you will come out of selection mode to get into the shift selection mode. now press down arrow till you reach the next row containing "like new". Press F8 again and add the cells to selection

Keep doing this as you keep adding data to selection from multiple areas of the sheet.

Note: If anytime you want to come out of the selection mode then use SHIFT + ESC while you are in selection mode (F8)

This may sound a little tricky at first but when you actually use it for a huge data, you will be amazed at its simplicity and speed.

SORTING HORIZONTALLY

Sorting is one tool that is very frequently used in Excel and most of them use it to sort data in multiple rows. But what if instead of rows, you want to sort the column data?

Let us take an example:

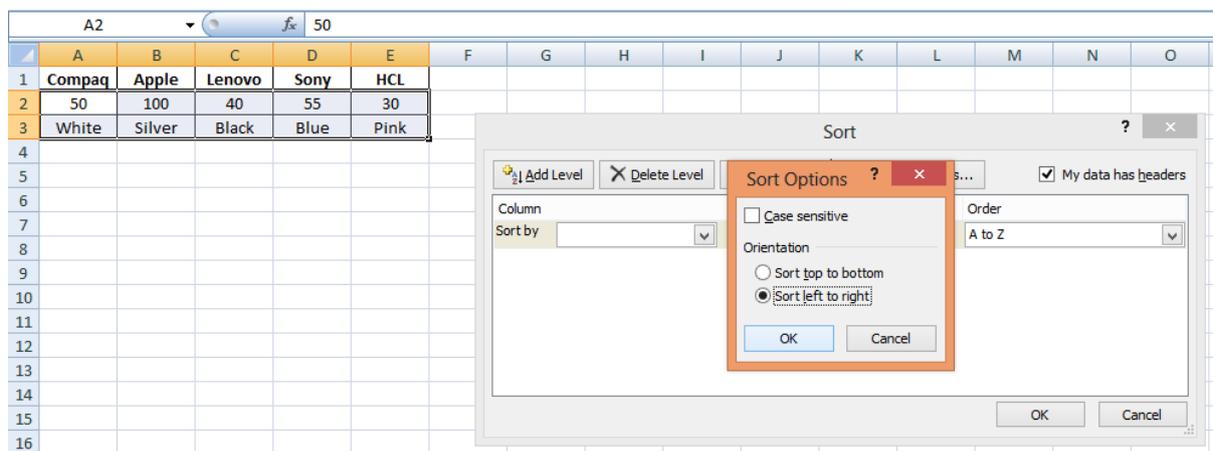
Compaq	Apple	Lenovo	Sony	HCL
50	100	40	55	30
White	Silver	Black	Blue	Pink

Here we have some data about different brands of computers and we want to sort this data columns alphabetically.

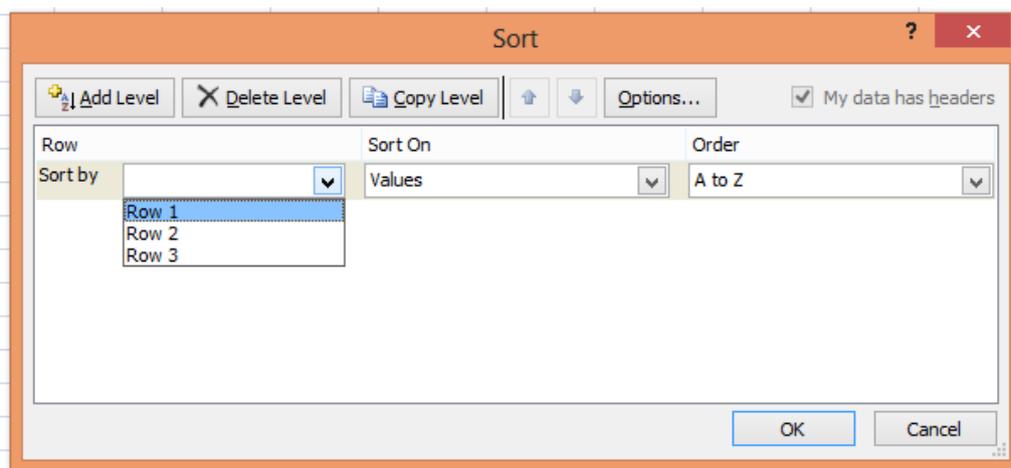
So we want to have columns placed like this: Apple in 1st Column, Compaq in 2nd, HCL in 3rd, Lenovo in 4th and Sony in Last.

So the steps would be:

1. Select the entire table or the dataset you want to sort
2. **Go to Home --> Editing --> Sort & Filter --> Custom Sort -->**



3. A new SORT window will pop up, click on Options at right and another window will pop up with two options for orientation : Sort top to Bottom and Sort Left to Right . Select "Sort Left to Right" and Click OK.



4. The window will now give you the option to sort by **Row** instead of **Columns**. Select the appropriate row (Row 1 in this case) and Click OK again to finalize sorting. The result would appear something like this:

Apple	Compaq	HCL	Lenovo	Sony
100	50	30	40	55
Silver	White	Pink	Black	Blue

The first row is sorted as brands are placed according to the first row alphabetically.

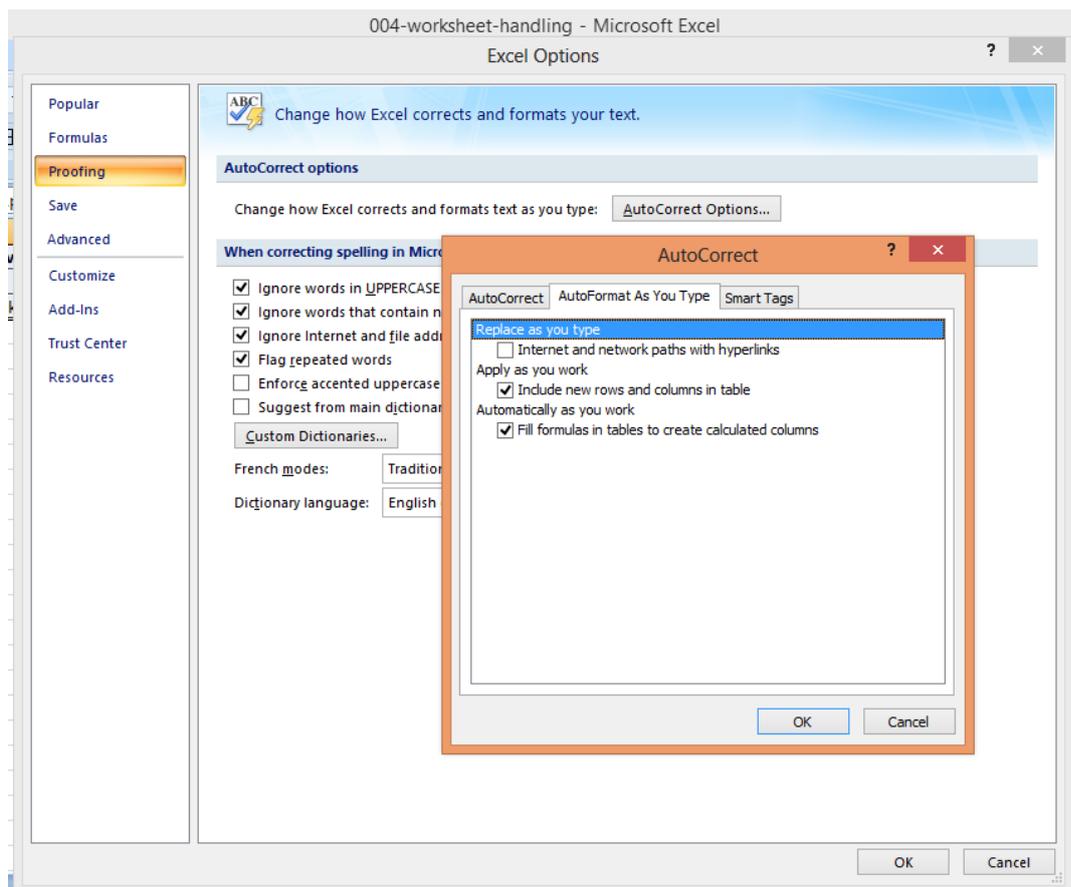
NO HYPERLINKS PLEASE!

Copy data from web is very common but when we copy the data which has links then the hyperlinks get copied along. Most of the time, we want to appear original and do not want these links so we first spend time in copying data and then more time in removing these hyperlinks.

It is very less known feature of Excel but is very useful in such situations. You can set the Excel options to disable hyper linking.

For this, Go to Excel Options -> Proofing -> Auto Correct Options -> Choose Tab AutoFormat as you Type and uncheck "Internet and Network paths with Hyperlinks" .

Now, if you copy any data from any other file or web or even from another excel with links, your Excel file will only pick the text and not the hyperlinks.

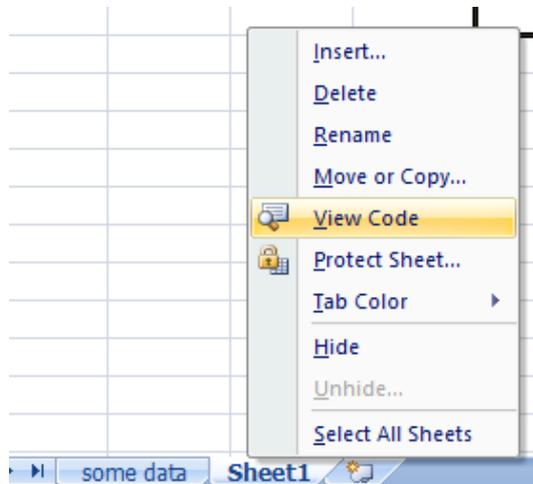


This is simple and fool proof but if you have not used it yet and you have a data full of hyperlinks already, then this may not work for you.

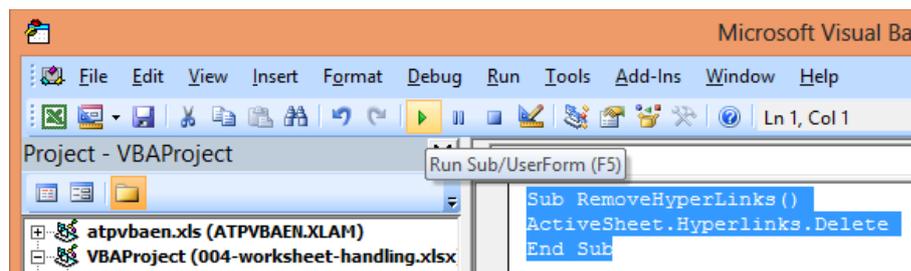
The solution is: Use VBA, you do not need to learn the entire VBA to do this but only use a simple code:

```
Sub RemoveHyperLinks()  
ActiveSheet.Hyperlinks.Delete  
End Sub
```

To use this, go to the sheet with hyperlinks, right click at the sheet tab and click on View Code. It will open up the VBA program



Now paste the code given above and run the program as shown below



You will now get rid of all the hyperlinks in your Excel Worksheet

ABSOLUTE REFERENCES:

References are used in Excel to refer to a particular cell in order to use the value of the cell in a formula. For example: value in cell A1 may be used in another cell for calculation such as "=A1+2" and the result would be the sum of value in A1 and "2"

Such type of reference is called Relative reference because if you copy the formula into another row, it will change to "A2+2" and when you use the formula in next column, it will change to "B1 + 2".

This can be useful when you are doing calculation which uses a different value every time. However, at times you may require your formula to pick a value from a single cell even after you copy it anywhere. In such cases, we use Absolute references that is denoted by \$

\$A1 will mean column A will remain constant when you copy the formula to another cell

A\$1 will mean row 1 will remain constant when you copy the formula to another cell

and \$A\$1 will make the entire reference constant by referring to the same cell all the time.

Once, you have written a formula that may contain many such references including absolute as well as relative, if you require to change the relative reference to absolute, it will take time if you keep typing \$ every time. So, excel comes with a rescue by providing a shortcut "F4".

When you want to change a relative reference to absolute reference, just select the reference , i.e. Select A1 here and press F4, and the formula will change to \$A\$1. If you want to make only the row constant, then press F4 again and formula will change to A\$1. If you want to make only the column constant, then press F4 again and formula will change to \$A1. To go back to original, press F4 again and you will have your old formula: = A1