**Excel Tips and Tricks workshop**

## Keyboard shortcuts for Windows (Mac)

*Control* (⌘) *+ arrow key:* move to last contiguous cell

*Control* (⌘)*+ Shift + arrow key:* select all to last contiguous cell

*Control + D:* fill down

*F4* (⌘+T)*:* toggle fixed/relative references (cursor must be at cell reference in formula)

*Alt, E, D* (⌘+hyphen)*:* Delete cells/rows/columns and shift data

*Alt, I, R or C* (Control+Shift+=)*:* Insert Row (R) or Column (C)

*Alt, E, S* (⌘+Control+V)*:* Paste special

*Control* + drag to fill: switches between filling identical or series

## Problem solvers

Evaluate Formula (Formula builder)

Paste Special

Find and Replace

Fill series

Split/Freeze panes, new window

Pivot tables

## Data filters

Autofilter: dynamic filtering, hides values

Advanced filter: produce unique values

## Working with text

Text to columns

Modifying/manipulating text

* &: concatenating text, ‘: single apostrophe, display as is
* LEFT(), RIGHT(), SEARCH(), MID()
* UPPER(), LOWER(), PROPER()

## Dates

* TEXT(), MONTH(), DAY(), YEAR(), DATE()

## Conditional Statements

IF(), IFERROR(), IFNA(), ISNA(), NA()

SUMIF(), SUMIFS(), COUNTIF, COUNTIFS()

Array formulas –conditional MAX(), MIN(), etc, must use Control + Shift + Enter

## Lookup formulas

LOOKUP(), VLOOKUP()

MATCH(), INDIRECT(), OFFSET()

## Conversions

In older Excel versions, must have the data analysis tools installed. CONVERT()

## Misc

SLOPE(), INTERCEPT(), ROUND()

Conditional formatting