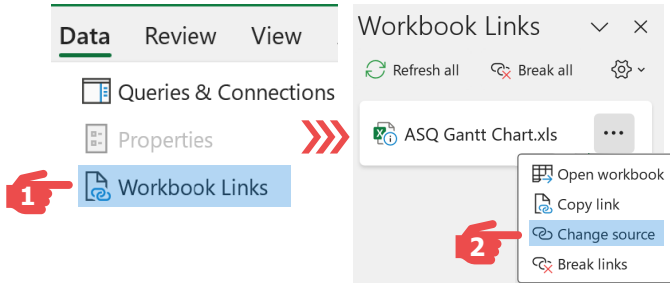


7 Things You're Doing WRONG

- IN MICROSOFT EXCEL -

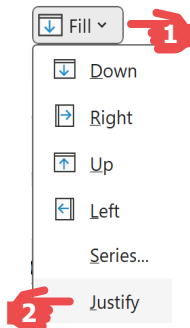
1. Creating Accidental External Links

When copying sheets between files, ensure the formulas reference the correct file. Use 'Workbook Links' to adjust links ("Change Source") to reference the current file instead of external sources.



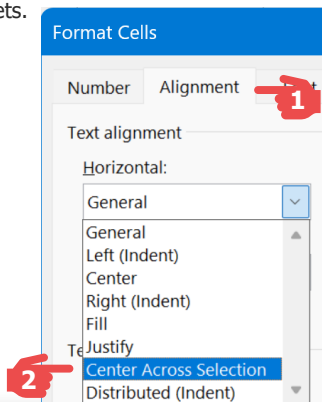
2. Manually Adjusting Text in Cells

Instead of manually cutting and pasting text to fit within cells, use the 'Fill' and 'Justify' options under the Home tab. This automatically adjusts text to fit the highlighted area.



3. Merging Cells

Use 'Center Across Selection' from Alignment settings to achieve a merged look without disrupting functions and selections in your data sets.



4. Poor File Structure

Optimize organization by using separate tabs for dashboards, calculations, and source data, instead of condensing everything onto a single sheet.



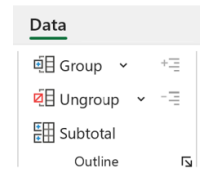
5. Hiding Rows & Columns

Use the grouping feature for a clear visual cue when condensing data, rather than hiding rows and columns, which can cause data to be missed.

Shortcuts:

Group: Shift + Alt + []

Ungroup: Shift + Alt + []



6. Hardcoding Values in Formulas

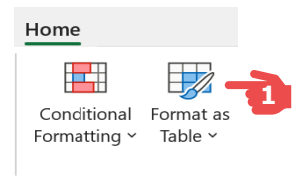
Reference input cells for variable values in formulas to ensure consistency and ease updates in your model, avoiding hardcoded values.

	A	B	C
4	Service	1500	
5	Total Charges	1800	=B4*(1+20%)
6			
7	Service	1500	
8	VAT	20%	
9	Total Charges	1800	=B7*(1+B8)
10			

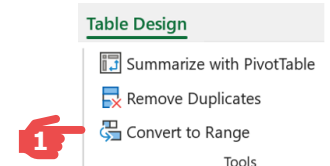
7. Not Using Excel Tables

Convert data sets to Excel tables for automatic updates to charts, formulas, Pivot Tables, and formatting when adding new data, minimizing manual adjustments.


Shortcut: Ctrl + T



To remove table formatting, select any cell within the table, go to 'Table Design', and choose 'Convert to Range'.



 Watch the full video on YouTube

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