

Speed Up Excel

- QUICK FIXES FOR SLOW SPREADSHEETS -

1 Optimize Formulas

In formulas, **use a specific range** such as C1:C3000 instead of the entire column like C:C to include just the cells with your data. With Microsoft 365, you can use new, simple functions like FILTER, SORT, VSTACK, and TEXTSPLIT to do tasks that used to need complex formulas.

2 Volatile Functions

Functions like NOW, TODAY, INDIRECT, OFFSET, RAND, RANDBETWEEN, and RANDARRAY recalculate with every edit, slowing your workbook. **Use them minimally** and for single-use, overwrite with static values.

3 Calculation Mode

To speed up Excel, **turn off auto-calculation** in Formulas > Calculation Options and use F9 for manual recalculation. Office Insiders can enable **Stale Value Formatting** for outdated cells. If Autosave is off, activate "Recalculate workbook before saving" in File > Options > Formulas.

4 External Links

External workbook links can cause Excel to lag. Use the Workbook Links (formerly Edit Links) in Data > Queries & Connections to **update or remove** them. For importing data, Power Query is a better option than direct links.

5 File Size

Reduce Excel file size by using **Power Query** to split data from analysis. Remove extra cells with Ctrl + End to check the used range and delete excess. **Compress images** in Picture Format. To find large sheets, delete them one at a time in a file copy, save, and check for size reduction, then fix the problematic sheet.

6 Formatting

Remove hidden formatting in Excel with Microsoft 365's Check Performance "Optimize" options in the Review tab. **Manage conditional formatting** in Conditional Formatting > Manage Rules to avoid slowdowns, applying rules only to necessary cells.

