

Speed Up Your Excel Files

Follow these Steps to Improve your Files

1

Go to Formulas / Name Manager

Do you have any #Ref or other invalid references? If yes sort on these and delete them completely.

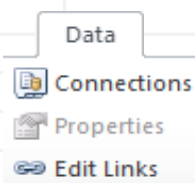
Name Manager

Name	Value	Refers To
e	#REF!	=#REF!
e	#REF!	=#REF!
f	#REF!	=#REF!

2

Go to Data / Connections

- Is **Edit Links** clickable or greyed out? If greyed out, move to the next step.



- If not, click **Edit Links** and check which files are connected. Are these still valid? If not **break the link** now.

3

Remove Invalid Formulas

Do you have old formulas that return errors in cells which you no longer need? Remove these now.

4

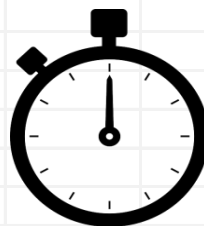
Clear unused cells from memory

Go to each worksheet - Press **Ctrl + End**. If there are many columns and rows you don't need, highlight the last row/column in your sheet and press **Ctrl + Shift + End**. From Home tab, select **Clear / Clear All**. Save the Workbook. Close and when you re-open, the last cell will have changed to the last one in your sheet.

5

Double check your formulas

Are you using too many workarounds? Is there a better function that can be used? Are you referencing too many cells? Update these now, or schedule a time when you will revise this. **Don't skip this step!**



6

Check your usage of Volatile functions and conditional formatting

Do you have too many volatile functions in your sheet? Remove these and see if there is an impact. If yes, replace these with alternate non-volatile formulas. Is too much conditional formatting making your file slow? Revise these as necessary

List of Volatile Functions

TODAY()
NOW()
OFFSET()
RAND()
RANDBETWEEN()
INDIRECT()
CELL()
INFO()

DONE