

# Helpful Tips for Using Microsoft Excel

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# MS Excel

## Get Started

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[Analyse and Format](#)

## Share and Print

[Collaborate in Excel](#)

[Work on a file at the same time with co-authoring](#)

[Password protect a workbook](#)

[Protect a worksheet with or without a password](#)

[Remove a password from a worksheet or workbook](#)

[Print a worksheet in landscape or portrait orientation](#)

[Print rows with column headers on top of every page](#)

[Create and print mailing labels for an address list in Excel](#)

[Set a specific print area](#)

[Insert, move, or delete page breaks in a worksheet](#)

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## Formulas and Functions

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[Create a simple formula](#)

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[Use Excel as your calculator](#)

[Summing up ways to add and count Excel data](#)

[Count how often a value occurs](#)

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[Calculate the average of a group of numbers](#)

[Sum values based on multiple conditions](#)

[Calculate percentages](#)

[Subtract numbers](#)

[Guidelines and examples of array formulas](#)

[Write, insert, or change an equation](#)

[YouTube: Learn basic formulas and functions with Microsoft Creators \(English only\)](#)

[YouTube: Learn advanced formulas and Functions with Microsoft Creators \(English only\)](#)

[SUM function](#)

[AVERAGE function](#)

[MAX function](#)

[MIN function](#)

[COUNT function](#)

[All functions \(alphabetical\)](#)

[All functions \(categories\)](#)

[YouTube: Learn basic formulas and functions with Microsoft Creators \(English only\)](#)

[YouTube: Learn advanced formulas and Functions with Microsoft Creators \(English only\)](#)

## Logical Functions

[Logically compare values with the IF function](#)

[IF function - nested formulas and avoiding pitfalls](#)

[IFS function](#)

[Count cells using a single criteria, use the COUNTIF function](#)

[Count cells using multiple criteria, use the COUNTIFS function](#)

[Count unique values among duplicates](#)

[Add values that meet a single criteria with SUMIF function](#)

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[Return the average of all cells that meet a single criteria with AVERAGEIF](#)

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[AND-function](#)

[OR-function](#)

[NOT function](#)

[All logical functions](#)

## Errors

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[How to correct #VALUE errors](#)

[How to correct #NUM errors](#)

[How to correct #NA error](#)

[How to correct #REF! error](#)

[How to correct #NAME? error](#)

[How to correct a ##### error](#)

[Hide error values and error indicators in cells](#)

[Count unique values among duplicates](#)

[All math functions](#)

## Import and Analyse

[Getting Started with Get and Transform](#)

[Import data from external data sources](#)

[View and Manage Queries in a Workbook](#)

[Add a query to an Excel worksheet](#)

[Introduction to the Query Editor](#)

[Shape data](#)

[Edit Query Step Settings](#)

[YouTube: Learn Get & Transform with Microsoft Creators \(English only\)](#)

## Tables

[Overview of Excel tables](#)

[Create and format tables](#)

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[Use calculated columns in an Excel table](#)

[Total the data in an Excel table](#)

[YouTube: Learn tables with Microsoft Creators \(English only\)](#)

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[Filter for unique values or remove duplicate values](#)

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[Create a histogram](#)

[Change axis labels in a chart](#)

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[Add a trend or moving average line to a chart](#)

[YouTube: Learn charts and dashboards with Microsoft Creators \(English only\)](#)

## Pivot Tables

[Create a PivotTable to analyze worksheet data](#)

[Use multiple tables to create a PivotTable](#)

[Calculate values in a PivotTable](#)

[Format PivotTables by using the Field List to arrange fields](#)

[Change the source data for a PivotTable](#)

[Delete a PivotTable](#)

[Create dynamic charts by using PivotCharts](#)

[Filter data in a PivotTable](#)

[Create a PivotTable timeline to filter dates](#)

[YouTube: Learn PivotTables with Microsoft Creators \(English only\)](#)

## Data Models

[Create a data model in Excel](#)

[Import Data into Excel and Create a Data Model](#)

[Power Pivot Overview and Learning](#)

[Delete relationships between tables in a Data Model](#)

[Measures in Power Pivot](#)

[Data Model specification and limits](#)

[Add worksheet data to a Data Model using a linked table](#)

[Data Analysis Expressions DAX in Power Pivot](#)

[Upgrade Power Pivot Data Models to Excel 2013 or Excel 2016](#)

[YouTube: Learn data analysis with Microsoft Creators \(English only\)](#)

## Enter Data

[Enter data manually in worksheet cells](#)

[Fill data automatically in worksheet cells](#)

[Turn Flash Fill on in Excel 2016](#)

[Move or copy worksheets or worksheet data](#)

[Create a list of sequential dates](#)

[Create a custom list](#)

[Select cells, ranges, rows, or columns on a worksheet](#)

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[Paste options](#)

[Locate hidden cells on a worksheet](#)

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[Find and remove duplicates](#)

[Learn how to use rows, columns, and cells with Microsoft Creators \(English only\)](#)

## Format Data

[Available number formats](#)

[Apply or remove cell borders](#)

[Format numbers](#)

[Format numbers as percentages](#)

[Format a date the way you want](#)

[Format text in cells](#)

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[Keeping leading zeros and large numbers](#)

[Create or delete a custom number format](#)



[Hide or show gridlines on a worksheet](#)

[Change the case of text](#)

[Convert numbers stored as text to numbers](#)

[Wrap text in a cell](#)

[Align or rotate text in a cell](#)

[Use conditional formatting to highlight information](#)

[Learn formatting with Microsoft Creators \(English only\)](#)

## Layout

[Hide or show worksheets or workbooks](#)

[Insert or delete cells, rows, and columns](#)

[Hide or show rows or columns](#)

[Move or copy cells](#)

[Change the column width and row height](#)

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[Combine text from two or more cells into one cell](#)

[Split text into different columns with the Convert Text to Columns Wizard](#)

[Freeze panes to lock rows and columns](#)

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[Automatically number rows](#)

[Group or ungroup shapes, pictures, or other objects](#)

[Insert or delete a worksheet](#)

[Split text into different columns with functions](#)

[Combine two or more columns by using a function](#)

[Consolidate data in multiple worksheets](#)

[Learn formatting with Microsoft Creators \(English only\)](#)

[Learn how to use rows, columns, and cells with Microsoft Creators \(English only\)](#)

## Validation

[Apply data validation to cells](#)

[More on data validation](#)

[Create a drop-down list](#)

[Add or remove items from a drop-down list](#)

[Remove a drop-down list](#)

## Customise

[Customize the QAT \(Quick Access Toolbar\)](#)

[Customize the ribbon in Office](#)

[View two or more worksheets at the same time](#)