

# Excel Tips: 38 extremely useful tips + shortcuts

Excel tips - TipsMake will introduce to you 100 extremely useful Excel tips, it is imperative to remember not to forget

The skill of using Excel skillfully and mastering Excel tricks will be of great help to your advancement or study. Knowing that problem, TipsMake offers a series of 38 extremely useful Excel tips, helping you become more and more professional in the eyes of friends and colleagues.

## 1. Excel trick - Smart search in Excel

Surely you already know the search function in excel by pressing Ctrl + F or Home - Find, but in case you are not sure about the search results?

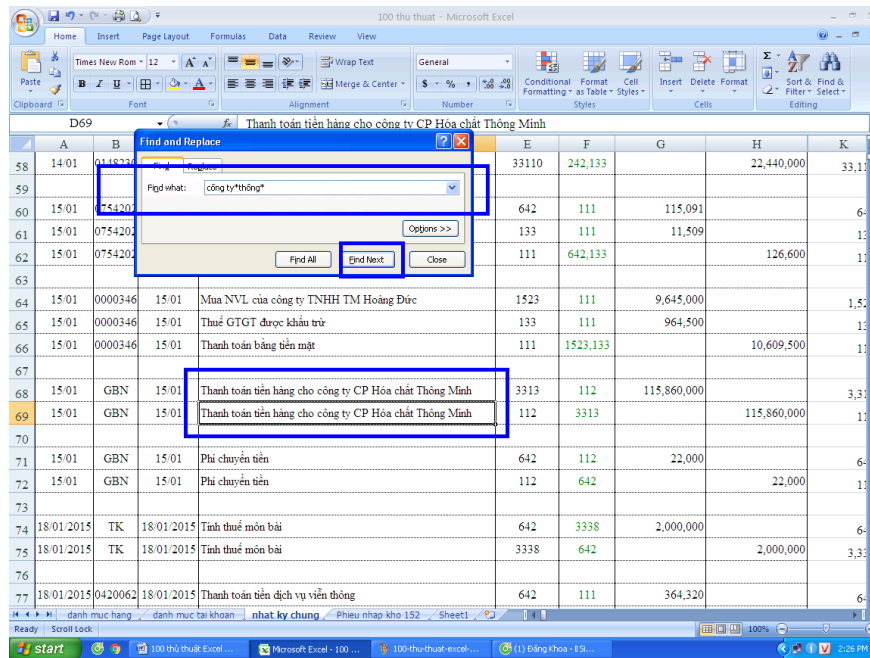
TipsMake for example, if you want to search for the phrase 'Smart Chemical Joint Stock Company' in the general diary book on excel, but you can't remember the word 'Minh' but only the Company . Update . something, and in particular, something you don't remember.

In this case, maybe not, but fortunately, thanks to the intelligence of excel and your cleverness, you can apply the following excel trick:

- Step 1: Turn on the search function in excel by clicking the Find commands on the Ribbon or using the key combination Ctrl + F

- Step 2: Enter the phrase: Company \* Update \*

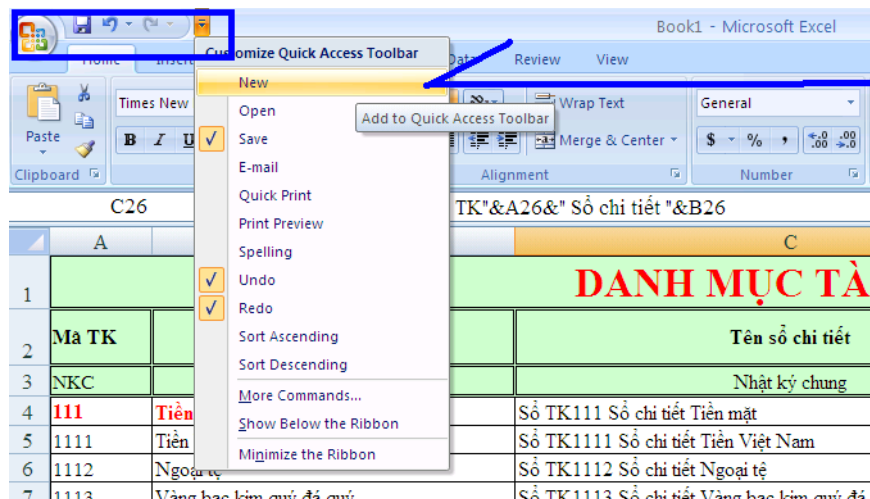
---> Enjoy the results!



Smart search in Excel

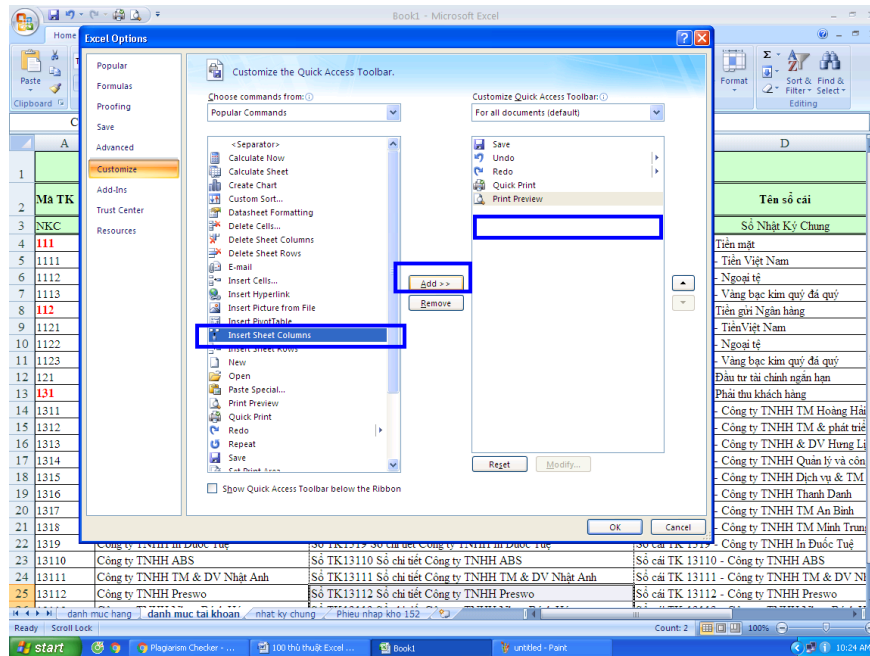
## 2. Excel Tricks - Create a quick access key in the Quick Access section

In Excel there is a toolbar called 'Quick access toolbar' - as the name implies, these tools help us access Excel's functions quickly such as undo, redo, opening new files. , save file, print fast,.... These tools usually appear on the top left of the excel interface as shown below:



Create a quick access key in Quick Access 1

As you can see in the image above, you can see that on the excel sheet above, the quick access toolbar only has shortcut shortcuts, undo and redo, to add other functions, click on the drop-down arrow and tick to select the functions you want such as 'New 'to open a new file,' Open 'to open an existing file,' Quick Print 'for quick printing,' Print Preview 'to display before printing, or' more commands' to create any additional functions you want in excel.



## Create a quick access key in Quick Access 2

As you can see in the image above, you can see all the commands in Excel and we can add or remove any commands by selecting that command and clicking add or remove and then OK.

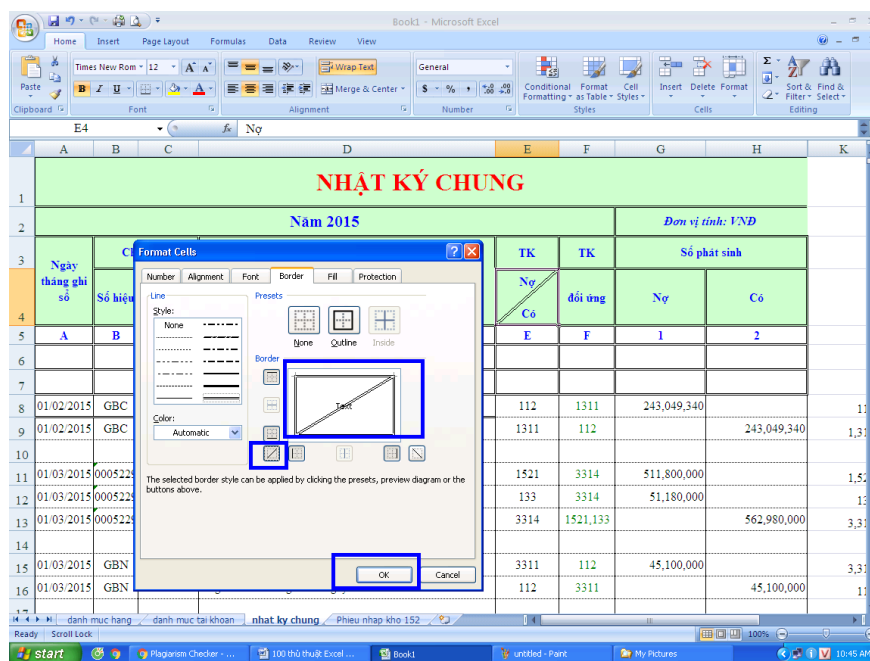
## 3. Excel trick - Add a diagonal line in a cell (cell)

There are many cases that may need to use this excel trick, usually you use it to create a diagonal line that aims to divide different attributes for any cell or a row or column. TipsMake, for example, you want to create a diagonal line separating two parts of the debit account and have it in the general diary in excel for it to look as beautiful as the image below:

NHẬT KÝ CHUNG							
Năm 2015						Đơn vị tính: VND	
Ngày tháng ghi số	Chứng từ		Diễn giải	TK	TK	Số phát sinh	
	Số hiệu	Ngày tháng		Nợ	Hối ứng	Nợ	Có
A	B	C	D	E	F	1	2
			Số dư đầu kỳ				
			Số phát sinh trong kỳ				
01/02/2015	GBC	01/02/2015	Công ty TNHH Hoàng Hải thanh toán tiền hàng	112	1311	243,049,340	
01/02/2015	GBC	01/02/2015	Công ty TNHH Hoàng Hải thanh toán tiền hàng	1311	112		243,049,340

## Create a diagonal in an excel cell 1

You do the following: In the box you want to diagonal, as shown in the picture is cell E4 -> you right-click on cell E4 then select Format Cell> click the Border tab, then click the button with the diagonal shape as shown below.



Create a diagonal in an excel cell 2

#### 4. Excel trick - Select and add column rows entirely using the keyboard

The use of a keyboard, not a mouse, will help speed up your work in Excel quite a lot. Therefore, instead of using excel as both input and drag and drop to add and remove columns, you can use the following extremely useful keyboard shortcuts:

Step 1: To add or remove any row or column, you must select that row or column first.

- Select the line: when your cursor is at any position on that line, press Shift and spacebar
- Select column: when your cursor is at any position on that line, press Ctrl and spacebar

Step 2: To add or remove lines:

- Add lines / columns: press Ctrl + Shift + +
- Decrease lines / columns: press Ctrl + -

Although you know how to use this shortcut combination, but if you just select a line and then press ctrl shift + repeatedly, it is really very tired. It is best to add a number of x rows or x columns, select exactly the same x number then add. You can select the x lines you want by pressing the arrow keys to move them up and down, left and right, noting how many columns you have selected. For example, if you select 10 rows, then press ctrl shift + will insert 10 more rows, select 100 columns will be added 100 columns, just duplicate so .



## 6. Excel trick - Delete blank cells in a data range

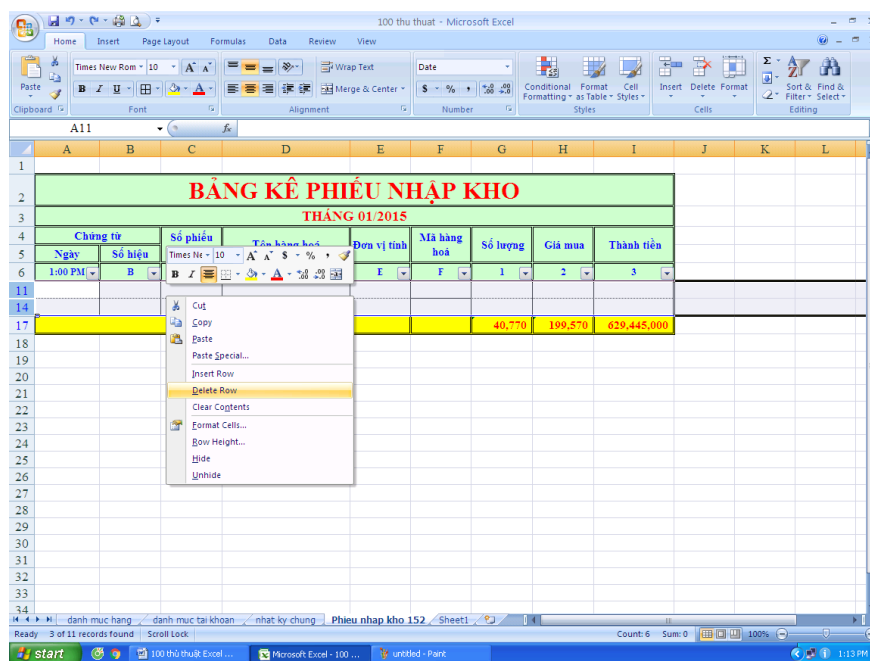
When entering data in excel there will be many cases where there are gaps in a data area. For example, the image below:

The screenshot shows an Excel spreadsheet titled "100 thu thuật - Microsoft Excel". The spreadsheet contains a table with the following data:

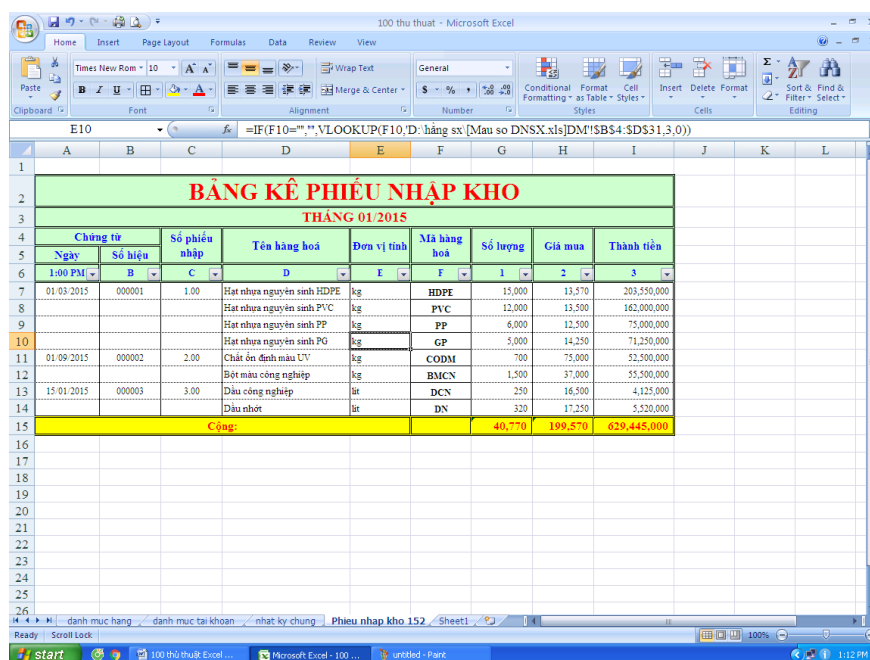
BẢNG KÊ PHIẾU NHẬP KHO									
THÁNG 01/2015									
Chung từ		Số phiếu nhập	Tên hàng hoá	Đơn vị tính	Mã hàng hoá	Số lượng	Giá mua	Thành tiền	
Ngày	Số hiệu	B	C	D	F	1	2	3	
01/03/2015	000001	1.00			HDPE	15,000	13,570	203,550,000	
					PVC	12,000	13,500	162,000,000	
					PP	6,000	12,500	75,000,000	
					GP	5,000	14,250	71,250,000	
01/09/2015	000002	2.00			CODM	700	75,000	52,500,000	
					BMCN	1,500	37,000	55,500,000	
15/01/2015	000003	3.00			DCN	250	16,500	4,125,000	
					DN	320	17,250	5,520,000	
Tổng						40,770	199,570	620,445,000	

As you can see there are 2 lines E11 and E14 empty inventory list, in case you want to delete those 2 lines, you can select those 2 lines and click delete. But in case there are a lot of blank lines or blank cells, you cannot do that very time consuming. You can apply the following excel trick:

Step 1: First scan all the data area containing the spaces you want to delete, then you turn on the Filter filter function in excel, click the drop-down arrow in any column. Once there, a menu will appear, you uncheck Select All and select the Blank at the bottom. Then all blank cells / blank lines will be immediately displayed.



Step 2: Highlight all the blank lines that appear, then right-click and select Delete Rows - Then filter is complete. And this is the result:



## 7. Excel trick - Application to filter Excel into an accounting book

The filter function in excel is a function that accountants or anyone who uses excel cannot not know. The longer you work with Excel, the more you will see the value of filtering by Filter to manage.

TipsMake for example at the end of the month, you need to filter 112 account in the General Journal to track or edit something for example. You scan all data in the account column area. Then press Ctrl + Shift + L, then just click the drop down arrow and select the account you need to filter is done.

	A	B	C	D	E	F	G	H	I
5									
6				Số dư đầu kỳ					
7				Số phát sinh trong kỳ					
8	01/02/2015	GBC	Công ty TNHH Hoàng Hải thanh toán tiền hàng	112	1311	243,049,340			11
9	01/02/2015	GBC	Công ty TNHH Hoàng Hải thanh toán tiền hàng	1311	112		243,049,340		1,3
10									
11	01/03/2015	0005229	Mua NVL của công ty TNHH Vinh Sơn	1521	3314	511,800,000			1,5
12	01/03/2015	0005229	Thuế GTGT đầu vào được khấu trừ	133	3314	51,180,000			13
13	01/03/2015	0005229	Chưa thanh toán cho người bán	3314	1521,133		562,980,000		3,3
14									
15	01/03/2015	GBN	Ứng trước tiền hàng cho công ty TNHH Thiên Ân	3311	112	45,100,000			3,3
16	01/03/2015	GBN	Ứng trước tiền hàng cho công ty TNHH Thiên Ân	112	3311		45,100,000		11

## 8. Excel trick - Limiting input values ??using Data Validation in Excel

In order for you to understand this part of TipsMake, for example in an excel sheet, you have a commodity list column with a price column on the side for example. You want to limit this price range to less than 20,000, for example, because it is likely that you enter data while you are drunk, for example, you can mistype from 20,000 to 200,000 or 2,000,000 VERY RISK. So now it is best to use the trick to limit the input value using the Data Validation function in excel. Follow these steps:

- Step 1: Highlight the data area to be limited, click on the tab 'Data' on the menu bar - then go to Data Validation.