

5 TIME SAVING EXCEL FEATURES YOU MUST USE

- 1 REMOVE DUPLICATES
- 2 CONDITIONAL FORMATTING
- 3 TEXT TO COLUMNS
- 4 FIND & REPLACE
- 5 PASTE SPECIAL

1

REMOVE DUPLICATES Duplicate values/records often find it's way in the data set. Here is how to remove duplicates from data:



1. Select the cells that have duplicates
2. Go to the Data tab click on Remove Duplicates
3. In the Remove Duplicate Dialog box, select the columns
4. Click OK



2

CONDITIONAL FORMATTING Conditional Formatting is a great tool that quickly adds a layer of visual analysis to your data.



Taking the example of a teacher who want to highlight scores less than 35, here are the steps:

1. Select the dataset
2. Go to the Home tab and click on Conditional Formatting
3. In the Highlight Cells Rules option, click on "Less Than"
4. In the "Less Than" dialog box, specify the score and formatting
5. Click OK

	A	B	C	D
1	Name	Math	Physics	Chemistry
2	Bob	76	86	73
3	Brad	64	17	88
4	Martha	95	65	37
5	Stam	74	55	65
6	Jessica	92	83	56
7	Glen	16	33	73
8	Pat	27	65	73
9	Vicky	96	71	69

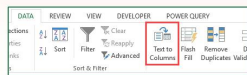
3

TEXT TO COLUMNS Text to Columns can be used when you want to split data in a cell/columns into multiple cells/columns.



Here are the steps to use Text to Columns (taking an example to split cells with names into first name & last name):

1. Select the cells that have the names
2. Go to the Data tab, and click on Text to Columns
3. In Step 1 of the Wizard, select Delimited and click on Next
4. In Step 2, select Space (deselect all others) and click on Next
5. In Step 3, specify the Destination cell address
6. Click on Finish



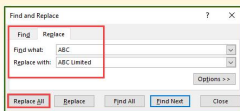
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FIND & REPLACE As the name suggests, use this to find data and replace it with something else.



Here is how to use Find and Replace in Excel:

1. Select the dataset
2. In the Home Tab click on Find & Select
3. Click on Replace
4. In the Find & Replace dialog box, specify the "Find What" and "Replace With" values
5. Click on Replace All



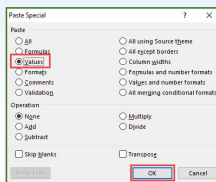
5

PASTE SPECIAL Using Paste Special, you can selectively copy and paste from a cell. For example, you can copy and paste only the formatting, or formulas, or comments, or values



Here is how to use Paste Special in Excel:

1. Copy the cell (range of cells)
2. Right-click on the destination cell and select "Paste Special".
3. In the Paste Special dialog box, select what you want to paste.
4. Click OK.



This Infographic has been created by Sumit Bansal - Founder of Trump Excel (<https://trumpexcel.com>) and an Excel MVP (Most Valuable Professional).

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