

Configuring a row to remain on screen

```
View>Freeze-Panes
```

Removing empty rows

```
select-column > sort-and-filter > click on filter arrow >  
deselect all > select blanks
```

Removing Duplicate entries

```
select-column > conditional-forwarding > highlight cells  
rules > Duplicate values
```

Using proper casing for words

Insert a helper column/row > in the first cell type

```
=PROPER(A1)
```

Use the fill handle to drag across the other records

Copy the helper column and then paste it on the original column/row to replace it.

Converting Upper to lower/ lower to upper case

Insert a helper column/row > in the first cell type

```
=UPPER(A1)
```

Use the fill handle to drag across the other records

*Copy the helper column and then paste it on the original column/row to replace it.

Removing unwanted spaces with TRIM function

Insert a helper column/row > in the first cell type

```
=TRIM(A1)
```

Use the fill handle to drag across the other records

*Copy the helper column and then paste it on the original column/row to replace it.

Combining multiple columns into one column

```
Insert a helper column/row > in the first cell type  
column/row title > in the second cell, type the format  
of your choice > Use the fill handle to drag across the  
other records
```

Splitting one column into two separate columns

Insert two or three columns/rows beside the original one > the new columns/rows need to have same formatting as the

original one >

Select all records in the original column/row > Data tab > Text to columns tool > Delimited > Space > Select the destination or

[The below formulas apply to a case of splitting name and surname. Modify it based on the scenario]

```
=LEFT(A2,SEARCH(" ",A2,1)) > In the next cell type >  
=RIGHT(A2,LEN(A2)-SEARCH(" ",A2,1)) > Fill handle
```

Conditional Function IF

```
Insert a helper column/row > in the first cell type > =  
IF(G2="shipped","1","0") > Use the fill handle to drag  
across the other records
```

Conditional Function IFS

Insert a helper column/row > in the first cell type

```
= IFS(G2="shipped","1",G2="Not-shipped","0")
```

Use the fill handle to drag across the other records

Statistical COUNTIF function

Count the number of cell values that meet specified criteria
Number of cells with france as a value from x2 till x115

```
=COUNTIF(X2:X115,"france")
```

SUMIF Function

Sum the values in a given range that match a specified criteria

```
=SUMIF(E2:E115, ">3000")
```

Pivot Tables

Formatting Data as a table

```
select any cell > Format as table
```

Creating a pivot table

```
select any cell > Insert > Pivot Table
```

Text wrapping

Used to automatically change cell height in order to allow all of the text to fit inside.