UNIVERSITY OF CAMBRIDGE
Information Services

Microsoft Excel 365: Top Tips

Welcome

Microsoft Excel 365
Top Tips

Live Online

Trainer: Simon Meaker ssm38@uis.cam.ac.uk
University Information Services – Training Services

service-desk@uis.cam.ac.uk

Welcome

- Please unmute your mic and turn your camera on and say hello.
- Please ask questions.
- Tell me once you have finished a practical activity, so we can all move on.

Course Information

Objectives

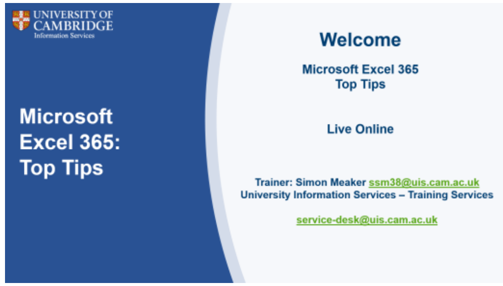
- Introduce you to Microsoft Excel 365 Top Tips
- Duration
- Delivery Style – demonstrations and practical’s

General Information

- Please fill in the Feedback form at the end of the course http://feedback.training.cam.ac.uk/uis

- Please ask questions
  (This is your course and I want you to get as much as you can out of it)

- If you need assistance with the practical's let me know and we can share desktops



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Slides

Files

LinkedIn LEARNING

Learning Paths

General Information

Course Material

Course Information

Related Courses

www.linkedin.com/learning

https://www.training.cam.ac.uk

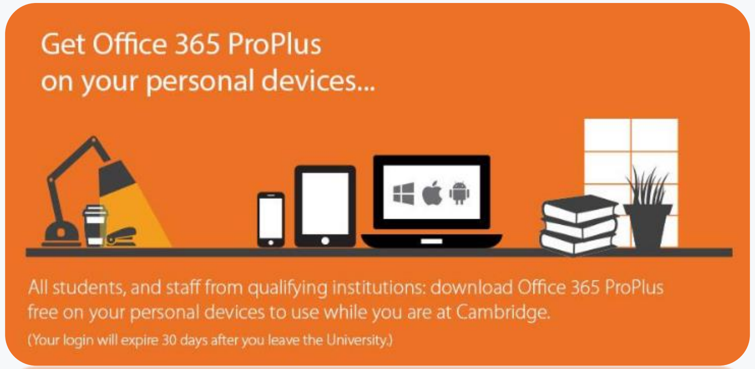
Which version
Are you using?

All exercises will work using Excel 365.

(Excel 2016 & 2019 users may have functionality missing)

Thinking of upgrading?

Staff and students can download Office 365 for free via this link



Get Office 365 ProPlus
on your personal devices...

All students, and staff from qualifying institutions: download Office 365 ProPlus free on your personal devices to use while you are at Cambridge.

(Your login will expire 30 days after you leave the University.)

Microsoft Excel 365: Top Tips Course Topics

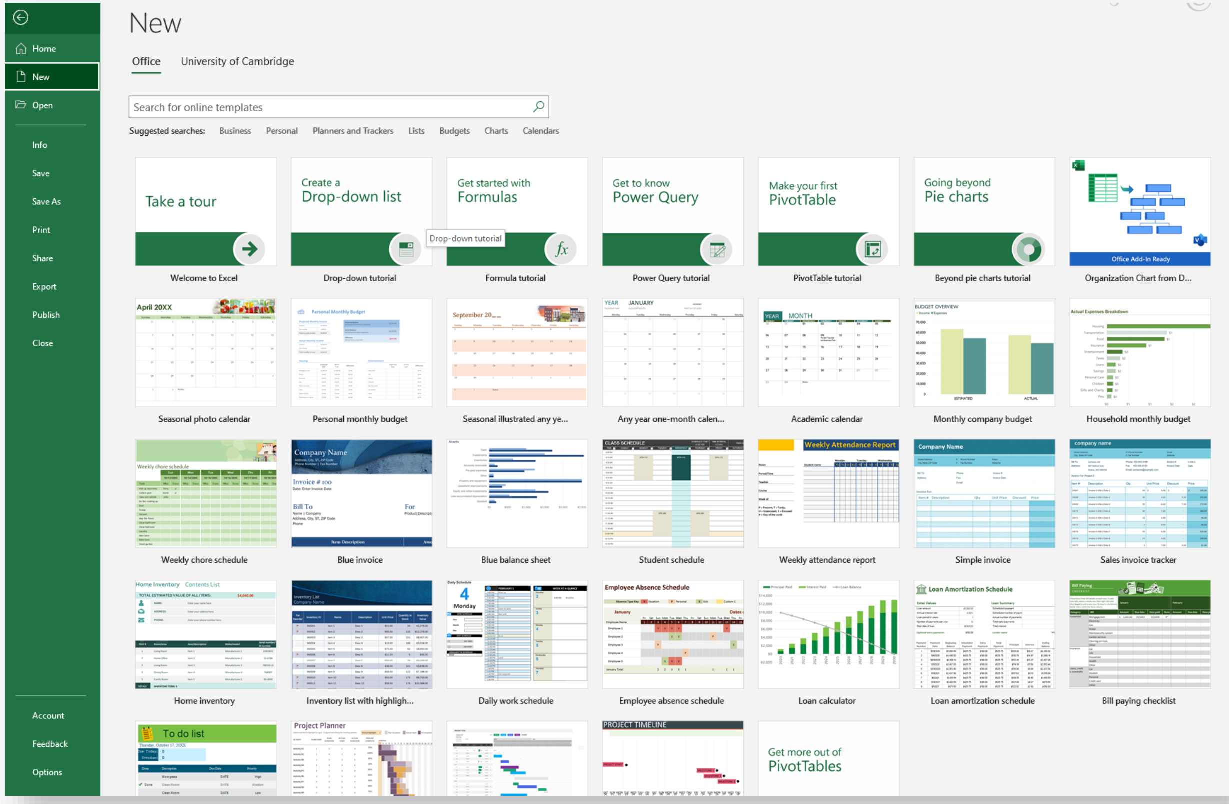
Course Topics

1. Templates
2. Keyboard Shortcuts
3. Highlight & Remove Duplicates
4. Turn a List into Table
5. Accessibility Checker
6. Flash Fill
7. Transpose Data using Paste Special
8. Convert and other functions
9. Create a Chart Template
10. ‘No effort’ Pivot Tables
11. New Chart Types
12. Turn Data into Maps
13. Stock & Geographic Data Types
14. The Analyze button
15. Workbook Statistics

Microsoft Outlook 365: Templates

Top Tip 1: Templates

Open New File & Choose a Template


New
Home
New
Open
Info
Save
Save As
Print
Share
Export
Publish
Close
Account
Feedback
Options
Office
University of Cambridge
Search for online templates
Suggested searches:
Business
Personal
Planners and Trackers
Lists
Budgets
Charts
Calendars
Take a tour
Welcome to Excel
Create a Drop-down list
Drop-down tutorial
Get started with Formulas
Formula tutorial
Get to know Power Query
Power Query tutorial
Make your first PivotTable
PivotTable tutorial
Going beyond Pie charts
Beyond pie charts tutorial
Office Add-In Ready
Organization Chart from D...
Seasonal photo calendar
Personal monthly budget
Seasonal illustrated any ye...
Any year one-month calen...
Academic calendar
Monthly company budget
Household monthly budget
Weekly chore schedule
Blue invoice
Blue balance sheet
Student schedule
Weekly attendance report
Simple invoice
Sales invoice tracker
Home inventory
Inventory list with highligh...
Daily work schedule
Employee absence schedule
Loan calculator
Loan amortization schedule
Bill paying checklist
To do list
Project Planner
PROJECT TIMELINE
Get more out of PivotTables

Struggling to make your document look professional? Start with a template and customise it to your own design.
File, New, then browse or search for a suitable template.

Microsoft Outlook 365: Templates

Practice Choosing a Template

Choose File / New, then browse for a suitable template.

Or search online via https://templates.office.com/.

Microsoft Outlook 365: Keyboard Shortcuts

Top Tip 2: Keyboard Shortcuts

File *‘Excel 365 Top Tips’* using *‘Numbers’* worksheet

[Ctrl] and ↓	Select A4. [Ctrl] and [down arrow] will select bottom most cell in the data block. Pressing the [right arrow] will select far right cell in the date block. Adding [Shift] will select data.
[Alt][Enter]	Select I5. Click to place cursor inside the formula within the formula bar. [Alt][Enter] will insert a new line.
[Ctrl] and ‘ [apostrophe]	Select a blank cell beneath one with data. Copies the data from the cell above
[Ctrl] and ; [semicolon] **[Ctrl] [Shift] and ; [semicolon]**	Select a blank cell and insert the current date. Or include [Shift] to insert the current time. (Stays static – does not update when date or time changes)
Highlight a row or column, then press Ctrl, Shift +	Inserts a row above or a column to the left
F2 **Esc to quit the formula**	Select a cell with data. Edits the active cell and positions the insertion point at the end of the cell contents

Microsoft Outlook 365: Keyboard Shortcuts

Practice Keyboard Shortcuts

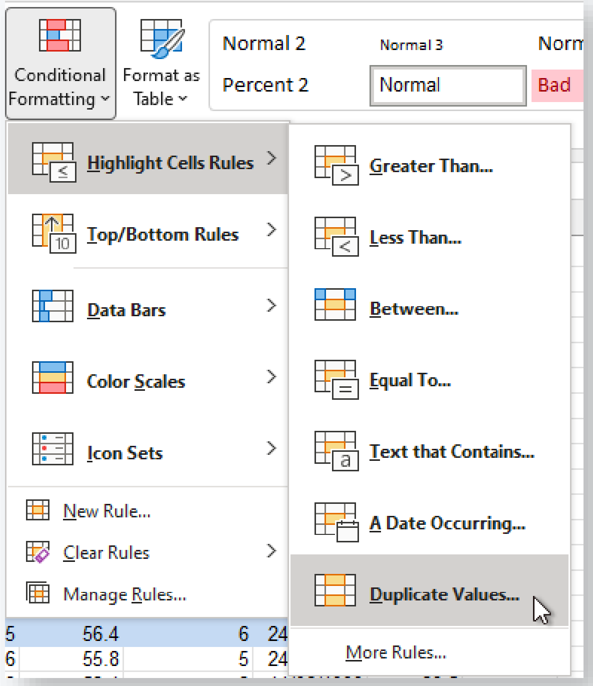
Try out the shortcuts below.

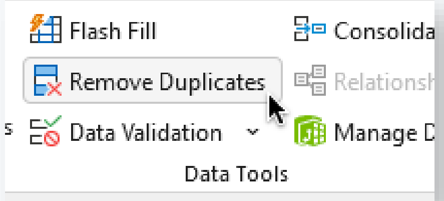
[Ctrl] and ↓	Select A4. [Ctrl] and [down arrow] will select bottom most cell in the data block. Pressing the [right arrow] will select far right cell in the date block. Adding [Shift] will select data.
[Alt][Enter]	Select I5. Click to place cursor inside the formula within the formula bar. [Alt][Enter] will insert a new line.
[Ctrl] and ‘ [apostrophe]	Select a blank cell beneath one with data. Copies the data from the cell above
[Ctrl] and ; [semicolon] **[Ctrl] [Shift] and ; [semicolon]**	Select a blank cell and insert the current date. Or include [Shift] to insert the current time. (Stays static – does not update when date or time changes)
Highlight a row or column, then press Ctrl, Shift +	Inserts a row above or a column to the left
F2 **Esc to quit the formula**	Select a cell with data. Edits the active cell and positions the insertion point at the end of the cell contents

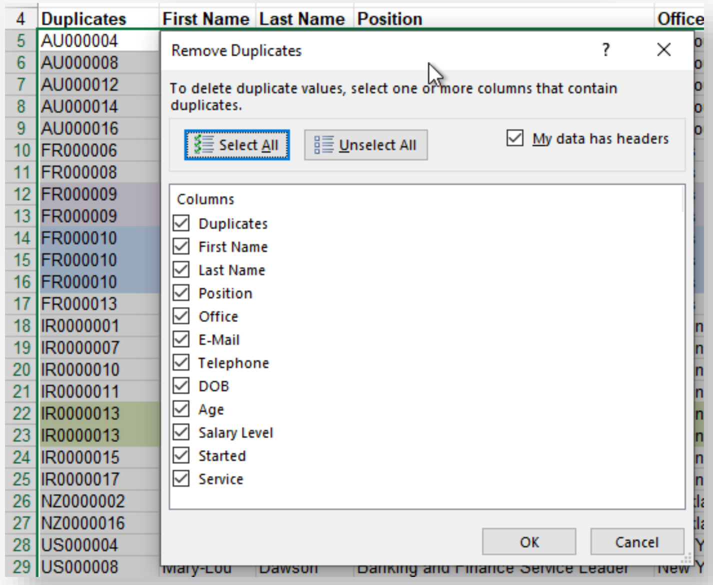
Microsoft Outlook 365: Highlight & Remove Duplicates

Top Tip 3: Highlight & Remove Duplicates

File *'Excel 365 Top Tips'* using *'Duplicates'* worksheet


Conditional Formatting
Format as Table
Normal 2
Normal 3
Percent 2
Normal
Bad
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Greater Than...
Less Than...
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...


Flash Fill
Remove Duplicates
Data Validation
Data Tools


Duplicates
First Name
Last Name
Position
Office
Remove Duplicates
Select All
Unselect All
OK
Cancel

	Duplicates
5	AU000004
6	AU000008
7	AU000012
8	AU000014
9	AU000016
10	FR000006
11	FR000008
12	FR000009
13	FR000009
14	FR000010
15	FR000010
16	FR000010
17	FR000013
18	IR0000001
19	IR0000007
20	IR0000010
21	IR0000011
22	IR0000013
23	IR0000013
24	IR0000015
25	IR0000017
26	NZ0000002
27	NZ0000016
28	US000004
29	US000008

To delete duplicate values, select one or more columns that contain duplicates.

☑ My data has headers

Columns
☑ Duplicates
☑ First Name
☑ Last Name
☑ Position
☑ Office
☑ E-Mail
☑ Telephone
☑ DOB
☑ Age
☑ Salary Level
☑ Started
☑ Service

Microsoft Outlook 365: Highlight & Remove Duplicates

Practice Highlight & Remove Duplicates

File *‘Excel 365 Top Tips’* using *‘Duplicates’* worksheet

To Highlight Duplicate Values

Select A4:A30
Home tab / Conditional Formatting / Highlight Cell Rules / Duplicate Values / Press OK

To Remove Duplicate Values

Select A4:L30
Data tab / Remove Duplicates
In the panel choose ‘Unselect All’
Then tick only the ‘Duplicates Column’

Microsoft Outlook 365: Turn a List into a Table

Top Tip 4: Turn a List into a Table

File *'Excel 365 Top Tips'* using *'Numbers'* worksheet

Select the 'Numbers' worksheet. Pressing CTRL+T within a worksheet range turns that range into a table.

Tables offer several advantages over ordinary ranges.

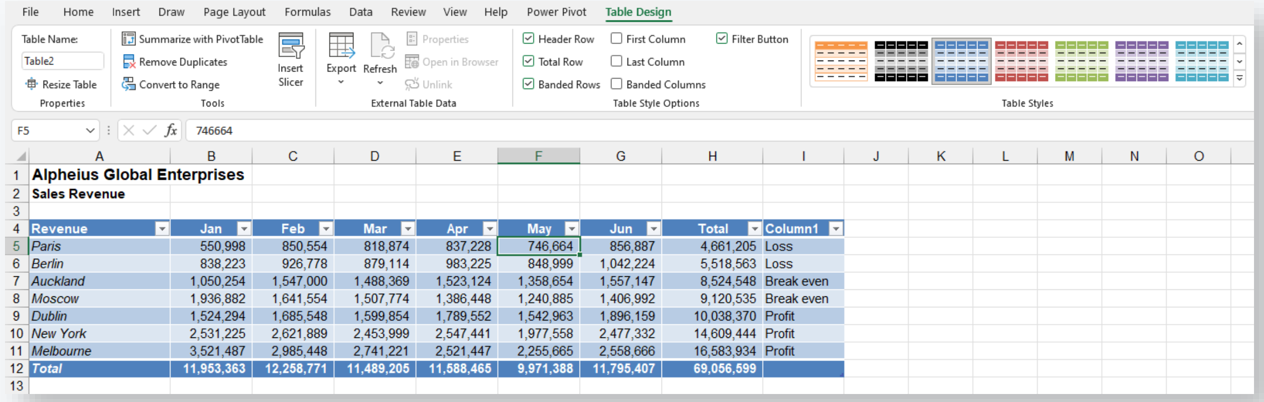

File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Help
Power Pivot
Table Design
Summarize with PivotTable
Remove Duplicates
Convert to Range
Insert Slicer
Export
Refresh
Properties
Open in Browser
Unlink
Resize Table
Properties
Tools
External Table Data
Table Style Options
Table Styles

Table Name: Table2

☑ Header Row
☑ Total Row
☑ Banded Rows
☐ First Column
☐ Last Column
☐ Banded Columns
☑ Filter Button

F5: 746664

Alpheius Global Enterprises

Sales Revenue

Revenue	Jan	Feb	Mar	Apr	May	Jun	Total	Column1
Paris	550,998	850,554	818,874	837,228	746,664	856,887	4,661,205	Loss
Berlin	838,223	926,778	879,114	983,225	848,999	1,042,224	5,518,563	Loss
Auckland	1,050,254	1,547,000	1,488,369	1,523,124	1,358,654	1,557,147	8,524,548	Break even
Moscow	1,936,882	1,641,554	1,507,774	1,386,448	1,240,885	1,406,992	9,120,535	Break even
Dublin	1,524,294	1,685,548	1,599,854	1,789,552	1,542,963	1,896,159	10,038,370	Profit
New York	2,531,225	2,621,889	2,453,999	2,547,441	1,977,558	2,477,332	14,609,444	Profit
Melbourne	3,521,487	2,985,448	2,741,221	2,521,447	2,255,665	2,558,666	16,583,934	Profit
Total	**11,953,363**	**12,258,771**	**11,489,205**	**11,588,465**	**9,971,388**	**11,795,407**	**69,056,599**	

Advantages →

Microsoft Outlook 365: Turn a List into a Table

Top Tip 4: Turn a List into a Table

File *'Excel 365 Top Tips'* using *'Numbers'* worksheet

Tables offer several advantages over ordinary ranges

- You can apply styles to them such as apply horizontal banding.
- Filtering is automatically switched on.
- Tables expand intelligently as your data grows. If you add a row or column, all formatting and formulas are included (also mouse over the bottom right cell, when the mouse pointer changes shape to a double-headed arrow, hold and pull down to increase the table size).
- Pivot tables and Pivot charts built from table columns expand/contract automatically as the data changes. (The PivotTable 'Refresh' button needs to be clicked to achieve this).
- You can toggle a total row on or off, displaying sums, averages, and other aggregate calculations when needed.

Microsoft Outlook 365: Turn a List into a Table

Practice Turning a List into a Table

File *‘Excel 365 Top Tips’* using *‘Numbers’* worksheet

Select any cell in the Revenue table
Press Ctrl + T
A ‘Create Table’ box will appear, the range should be $A$4:$I$11 by default.
Make sure ‘My Table has Headers’ is ticked.
Press OK

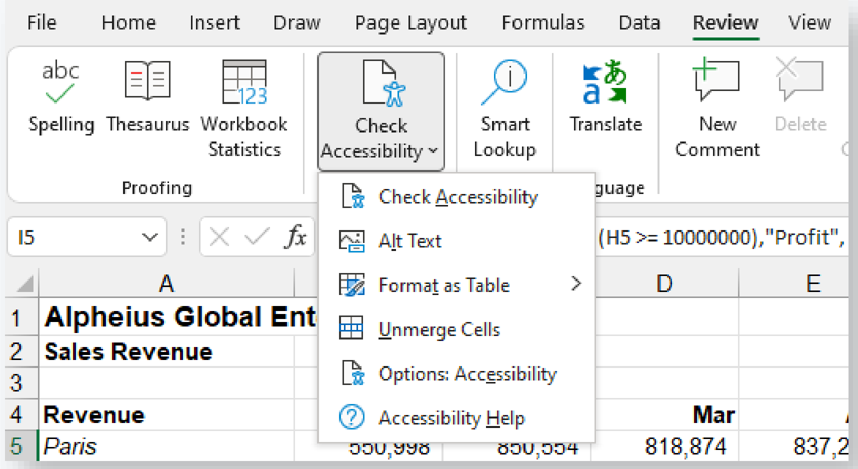
On the ‘Table Design’ tab tick ‘Total Row’.
Sum up the Columns
Choose a different ‘Table Style’

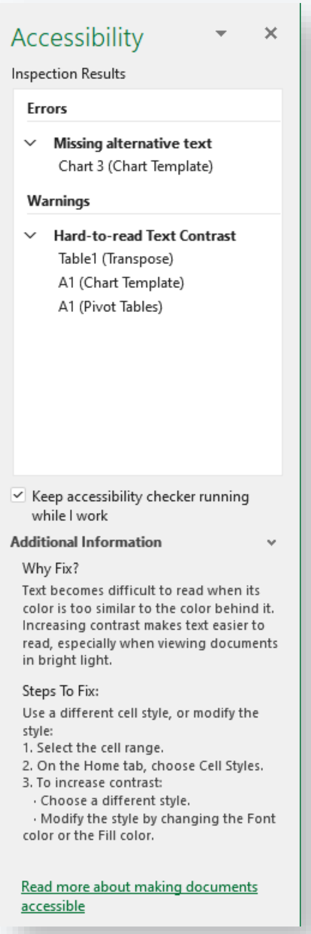
Microsoft Outlook 365: Accessibility Checker

Top Tip 5: Accessibility Checker

File *‘Excel 365 Top Tips’* or open a new Template

Under the ‘Review’ tab, select ‘Check Accessibility’.


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Spelling
Thesaurus
Workbook Statistics
Proofing
Check Accessibility
Smart Lookup
Translate
guage
New Comment
Delete
Check Accessibility
Alt Text
Format as Table
Unmerge Cells
Options: Accessibility
Accessibility Help
I5
fx
(H5 >= 10000000),"Profit",
A
D
E
1 Alpheius Global Ent
2 Sales Revenue
3
4 Revenue
Mar
5 Paris
550,998
850,554
818,874
837,2


Accessibility

Inspection Results

Errors

Missing alternative text
Chart 3 (Chart Template)

Warnings

Hard-to-read Text Contrast
Table1 (Transpose)
A1 (Chart Template)
A1 (Pivot Tables)

☑ Keep accessibility checker running while I work

Additional Information

Why Fix?

Text becomes difficult to read when its color is too similar to the color behind it. Increasing contrast makes text easier to read, especially when viewing documents in bright light.

Steps To Fix:

Use a different cell style, or modify the style:
1. Select the cell range.
2. On the Home tab, choose Cell Styles.
3. To increase contrast:
   - Choose a different style.
   - Modify the style by changing the Font color or the Fill color.

Read more about making documents accessible

When your spreadsheets are accessible you unlock your content to everyone, and people with differing abilities can read and use Excel workbooks and charts.

Microsoft Outlook 365: Accessibility Checker

Practice using the Accessibility Checker

File *‘Excel 365 Top Tips’* or open a new Template

Using the current *‘Excel 365 Top Tips’* workbook or a new template of your choice run the ‘Accessibility Checker’ to look for problems with your spreadsheet.

Select the ‘Review’ tab
Press the ‘Accessibility Checker’ button

The panel on the right will list the problems and will advise on how to correct them.

More information can be found at these two Microsoft Support sites:

Make your Excel documents accessible to people with disabilities

Improve accessibility with the Accessibility Checker

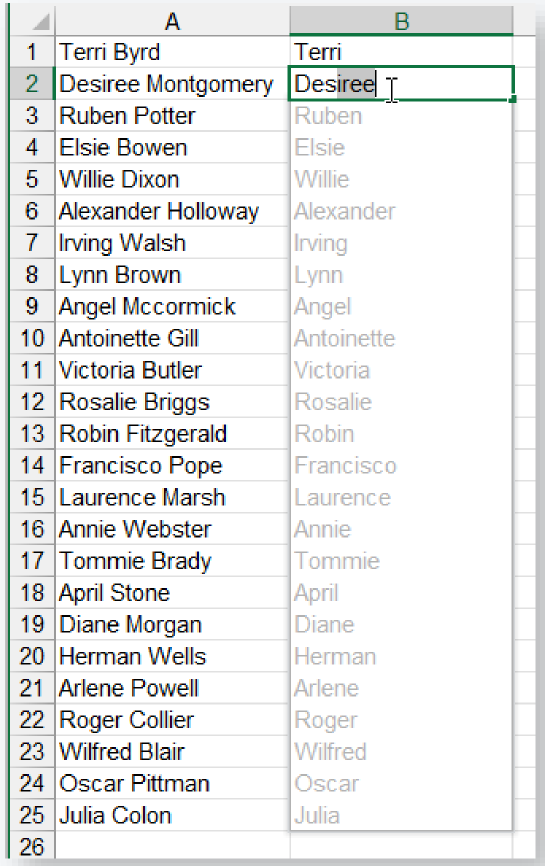
Microsoft Outlook 365: Flash Fill

Top Tip 6: Flash Fill

File *‘Excel 365 Top Tips’* using *‘Names’* worksheet

Flash fill deals with multiple data in a single column to separate out data based on the pattern you need, e.g. separating the first name from a last name.
To use the feature:

Use the Flash Fill button
Or look out for auto Flash Fill



	A	B
1	Terri Byrd	Terri
2	Desiree Montgomery	Desiree
3	Ruben Potter	Ruben
4	Elsie Bowen	Elsie
5	Willie Dixon	Willie
6	Alexander Holloway	Alexander
7	Irving Walsh	Irving
8	Lynn Brown	Lynn
9	Angel Mccormick	Angel
10	Antoinette Gill	Antoinette
11	Victoria Butler	Victoria
12	Rosalie Briggs	Rosalie
13	Robin Fitzgerald	Robin
14	Francisco Pope	Francisco
15	Laurence Marsh	Laurence
16	Annie Webster	Annie
17	Tommie Brady	Tommie
18	April Stone	April
19	Diane Morgan	Diane
20	Herman Wells	Herman
21	Arlene Powell	Arlene
22	Roger Collier	Roger
23	Wilfred Blair	Wilfred
24	Oscar Pittman	Oscar
25	Julia Colon	Julia
26		

Microsoft Outlook 365: Flash Fill

Practice Flash Fill

File *‘Excel 365 Top Tips’* using *‘Names’* worksheet

Click in the first cell to the right of the list (i.e. B1).

Type the element from the left-hand cell that you want to extract or copy.

Select the Data tab,
Data Tools Group,
Flash Fill button.

Try copying just the first or last name
or
making an email address, i.e t.byrd@cam.ac.uk

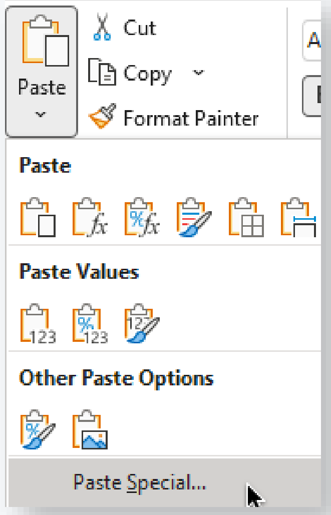
Look out for auto Flash Fill!

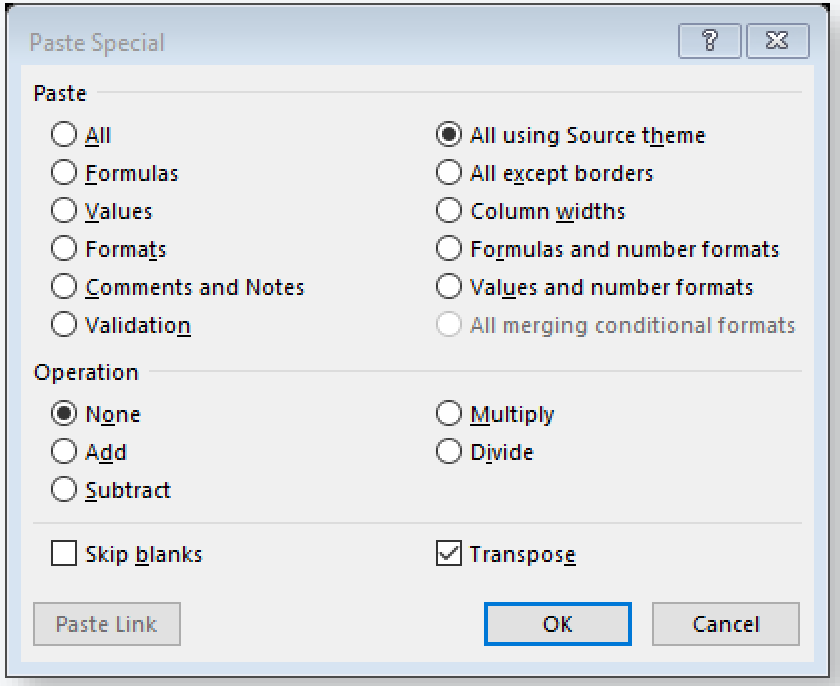
Microsoft Outlook 365: Transpose Data using Paste Special

Top Tip 7: Transpose Data using Paste Special

File *‘Excel 365 Top Tips’* using *‘Transpose’* worksheet

Excel’s Paste Special command offers various options other than a simple paste of copied data, for example, pasting the cell contents without any formatting, or paste values which removes the formula and leaves just the result. Transpose switches your data around.


Paste
Cut
Copy
Format Painter
Paste
Paste Values
Other Paste Options
Paste Special...


Paste Special

Paste

○ All
○ Formulas
○ Values
○ Formats
○ Comments and Notes
○ Validation
● All using Source theme
○ All except borders
○ Column widths
○ Formulas and number formats
○ Values and number formats
○ All merging conditional formats

Operation

● None
○ Add
○ Subtract
○ Multiply
○ Divide

☐ Skip blanks
☑ Transpose

Paste Link
OK
Cancel

Microsoft Outlook 365: Transpose Data using Paste Special

Practice Transposing Data

File *‘Excel 365 Top Tips’* using *‘Transpose’* worksheet

Select A4:I11 and copy the data (Ctrl + C).

Click the cell where you want to start pasting the data.

On the Home tab go to the Clipboard group on the left of the ribbon.

Click the bottom half of the Paste button.

Select ‘Paste Special’.

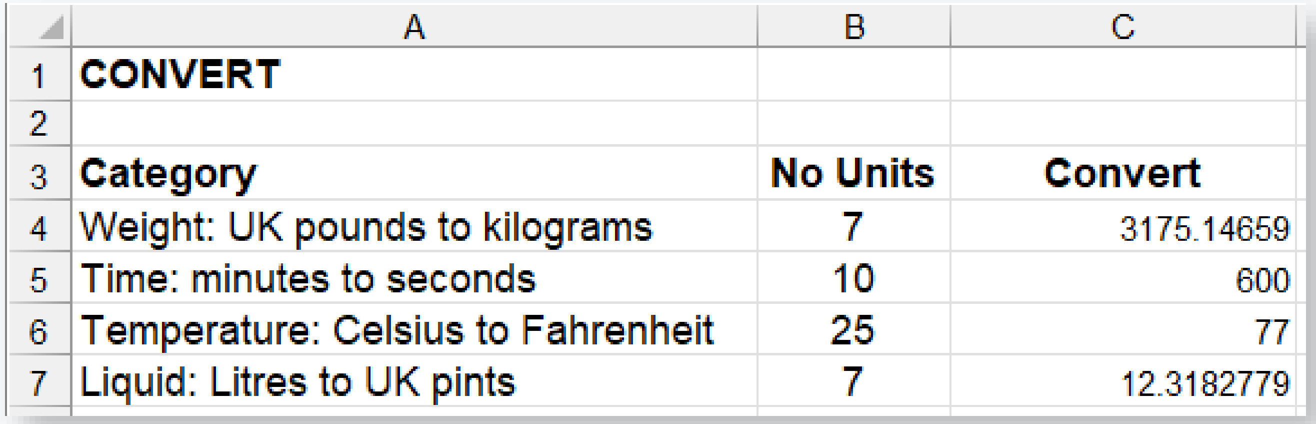
Choose ‘All using Source theme’ and tick the ‘Transpose’ check box and press OK.

Microsoft Outlook 365: Convert and other functions

Top Tip 8: Convert and other functions

File *'Excel 365 Top Tips'* using *'Convert'* worksheet

= CONVERT can convert a number from one measurement system to another.



	A	B	C
1	**CONVERT**		
2			
3	**Category**	**No Units**	**Convert**
4	Weight: UK pounds to kilograms	7	3175.14659
5	Time: minutes to seconds	10	600
6	Temperature: Celsius to Fahrenheit	25	77
7	Liquid: Litres to UK pints	7	12.3182779

Microsoft Outlook 365: Convert and other functions

Practice Converting Data

File *‘Excel 365 Top Tips’* using *‘Convert’* worksheet

Select cell C4.

Try to find the correct conversion units for:

Weight
Time
Temperature
Liquid

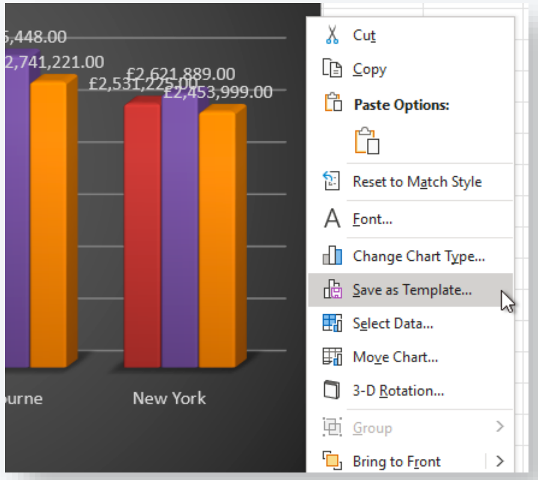
Using =Convert(number, From Unit, To Unit)

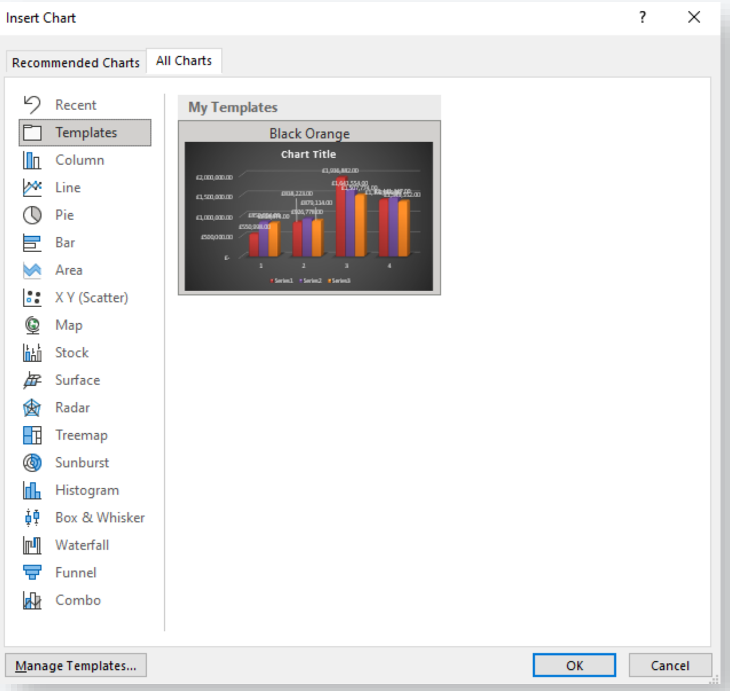
Microsoft Outlook 365: Create a Chart Template

Top Tip 9: Create a Chart Template

File *‘Excel 365 Top Tips’* using *‘Chart Template’* worksheet

Saving a chart as a template saves the chart formatting and appearance, not the data. First create a chart and format it as you want. Then Save as Template.


,448.00
2,741,221.00
£2,621,889.00
£2,531,225.00
£2,453,999.00
urne
New York
Cut
Copy
Paste Options:
Reset to Match Style
Font...
Change Chart Type...
Save as Template...
Select Data...
Move Chart...
3-D Rotation...
Group
Bring to Front


Insert Chart
?
Recommended Charts
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Map
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Funnel
Combo
My Templates
Black Orange
Chart Title
Manage Templates...
OK
Cancel

Microsoft Outlook 365: Create a Chart Template

Practice Creating a Chart Template

File ‘Excel 365 Top Tips’ using ‘Chart Template’ worksheet

Select A5:D9.
On the Insert tab click Clustered Column and click OK.

Change the formatting from the Chart Tools, Design tab.

Right click the chart border and choose ‘Save as Template’ to the suggested location of: ‘C:\Users\yourusername\AppData\Roaming\Microsoft\Templates\Charts.

Select A13:D17.
On the Insert tab click the dialogue box launcher and choose All Charts, then the ‘Templates’ option.

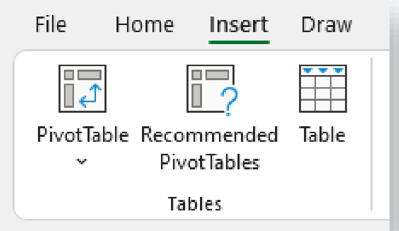
Select the template you want and click OK.

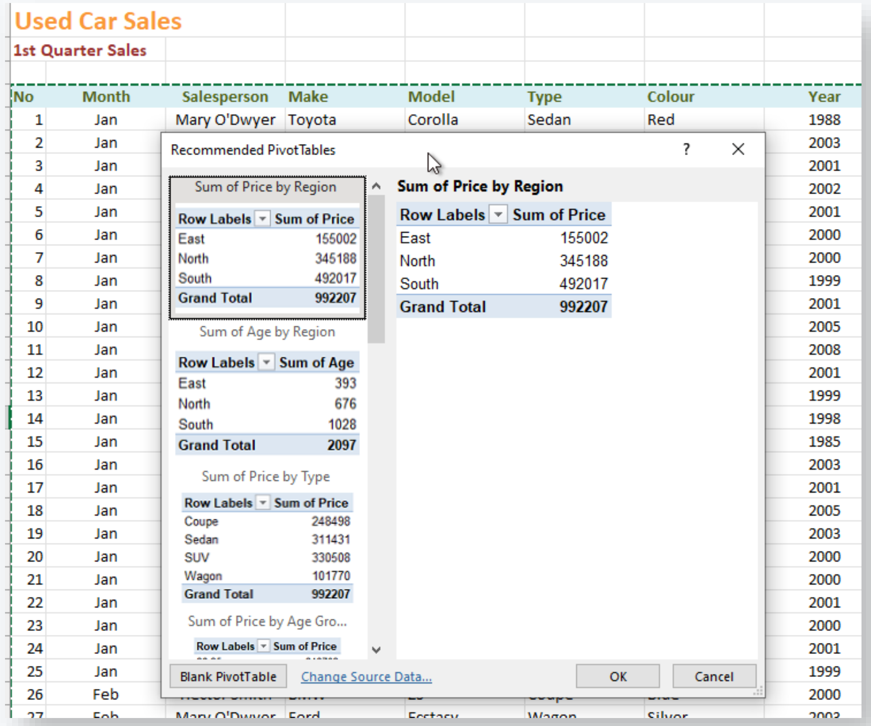
Microsoft Outlook 365: ‘No effort’ Pivot Tables

Top Tip 10: ‘No effort’ Pivot Tables

File *‘Excel 365 Top Tips’* using *‘Pivot Tables’* worksheet

Select the ‘Pivot Tables’ worksheet. Pivot Tables are a powerful analysing tool. Excel 365 makes it super easy to create a meaningful Pivot Table.




Used Car Sales

1st Quarter Sales

No	Month	Salesperson	Make	Model	Type	Colour	Year
1	Jan	Mary O'Dwyer	Toyota	Corolla	Sedan	Red	1988
2	Jan						2003
3	Jan						2001
4	Jan						2002
5	Jan						2001
6	Jan						2000
7	Jan						2000
8	Jan						1999
9	Jan						2001
10	Jan						2005
11	Jan						2008
12	Jan						2001
13	Jan						1999
14	Jan						1998
15	Jan						1985
16	Jan						2003
17	Jan						2001
18	Jan						2005
19	Jan						2003
20	Jan						2000
21	Jan						2000
22	Jan						2001
23	Jan						2000
24	Jan						2001
25	Jan						1999
26	Feb						2000

Recommended PivotTables

Sum of Price by Region

Row Labels	Sum of Price
East	155002
North	345188
South	492017
Grand Total	**992207**

Sum of Age by Region

Row Labels	Sum of Age
East	393
North	676
South	1028
Grand Total	**2097**

Sum of Price by Type

Row Labels	Sum of Price
Coupe	248498
Sedan	311431
SUV	330508
Wagon	101770
Grand Total	**992207**

Sum of Price by Age Gro...

Row Labels	Sum of Price

Sum of Price by Region

Row Labels	Sum of Price
East	155002
North	345188
South	492017
Grand Total	**992207**

Microsoft Outlook 365: ‘No effort’ Pivot Tables

Practice ‘No effort’ Pivot Tables
File ‘Excel 365 Top Tips’ using ‘Pivot Tables’ worksheet

Click in the data set you want to use.

On the Insert tab click ‘Recommended Pivot Tables’.

Excel will select all the data including the headings.

A window opens displaying a selection of Pivot Tables. Each thumbnail has a title describing what the Pivot Table is Summarising.

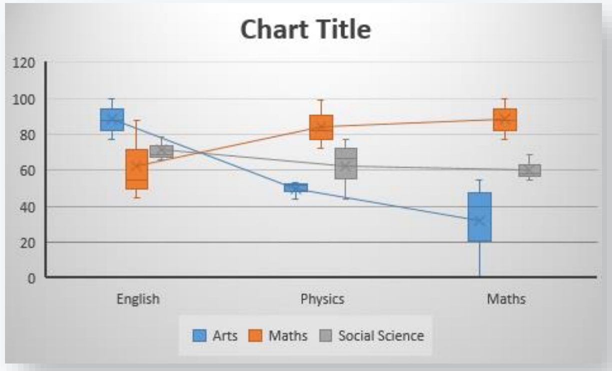
Click on the one that matches your criteria the closest and click OK. The PivotTable will be created on a separate worksheet.

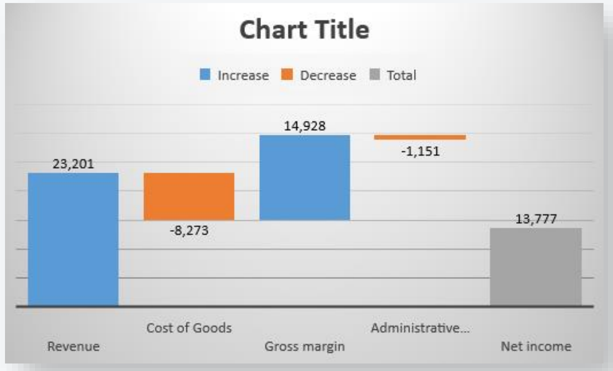
Microsoft Outlook 365: New Chart Types

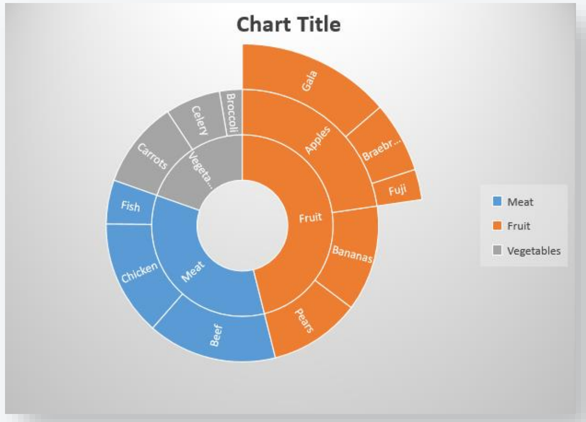
Top Tip 11: New Chart Types

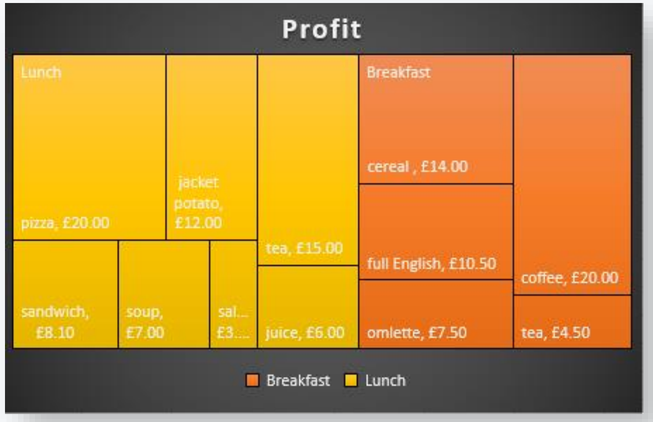
File *‘Excel 365 Top Tips’* using *‘Histogram’* worksheet and ‘Excel examples of new charts.xlsx’

Create a ‘Histogram’ chart and open the Excel workbook named ‘Excel examples of new charts.xlsx’ to view these various charts.









Microsoft Outlook 365: New Chart Types

Practice New Chart Types

File *‘Excel 365 Top Tips’* using *‘Histogram’* worksheet and ‘Excel examples of new charts.xlsx’

On the *‘Histogram’* worksheet select A1:A21

On the Insert tab click the dialogue box launcher and choose All Charts, then the ‘Histogram’ option.

Press OK.

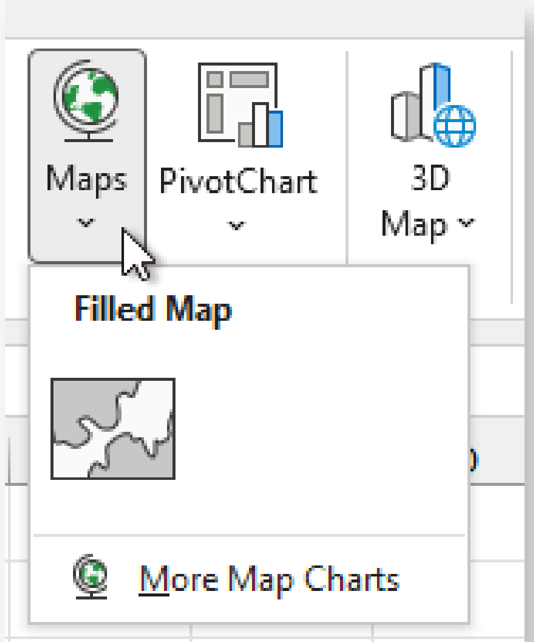
Open the ‘Excel examples of new charts.xlsx’ workbook to view other chart options available.

Microsoft Outlook 365: Turn Data into Maps

Top Tip 12: Turn Data into Maps

File *‘Excel 365 Top Tips’* using *‘Turn Data into Maps’* worksheet

Create Maps from your Data.


Maps
PivotChart
3D Map
Filled Map
More Map Charts

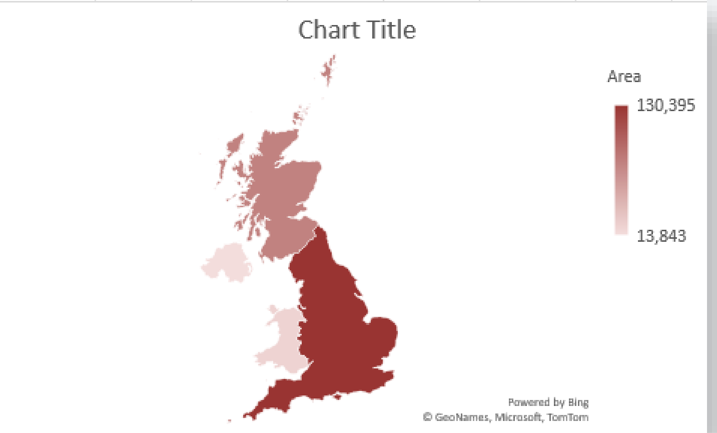


Chart Title
Area
130,395
13,843
Powered by Bing
© GeoNames, Microsoft, TomTom

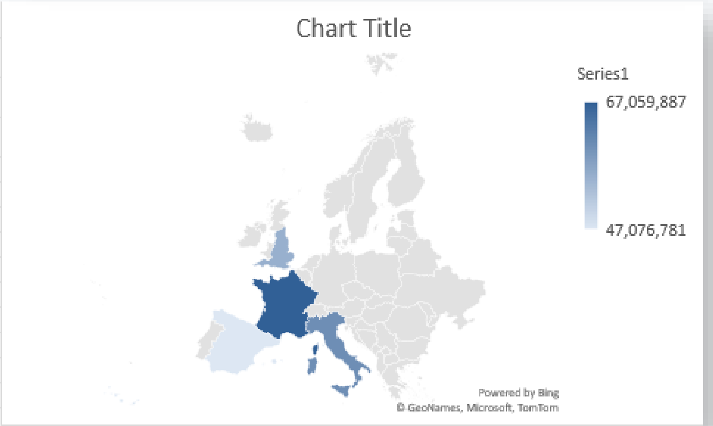


Chart Title
Series1
67,059,887
47,076,781
Powered by Bing
© GeoNames, Microsoft, TomTom

Microsoft Outlook 365: Turn Data into Maps

Practice Turning Data into Maps

File *‘Excel 365 Top Tips’* using *‘Turn Data into Maps’* worksheet

Select A2:B5

On the ‘Insert tab’ in the ‘Charts groups’ select ‘Maps’ / ‘Filled Map’.

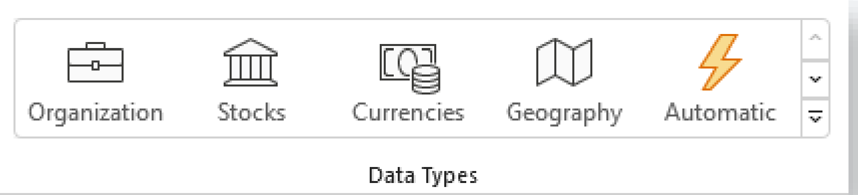
A map of the United Kingdom should be displayed. You can move this into position and change the formatting and colour using the ‘Chart Design’ tab on the ribbon.

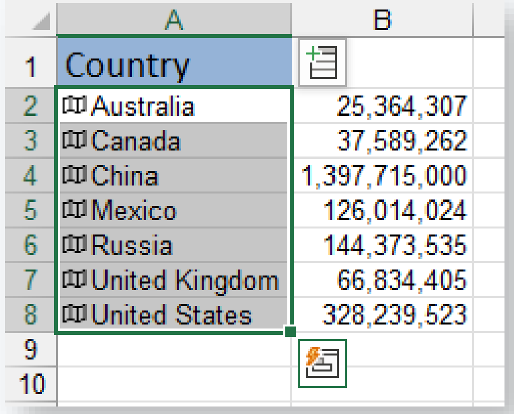
Repeat for A19:B22

Microsoft Outlook 365: Stock & Geographic Data Types

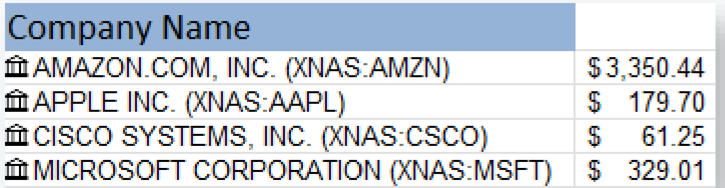
Top Tip 13: Stock & Geographic Data Types

File *‘Excel 365 Top Tips’* using *‘Data Types’* worksheet


Organization
Stocks
Currencies
Geography
Automatic
Data Types



	A	B
1	Country	
2	Australia	25,364,307
3	Canada	37,589,262
4	China	1,397,715,000
5	Mexico	126,014,024
6	Russia	144,373,535
7	United Kingdom	66,834,405
8	United States	328,239,523
9		
10		



Company Name	
AMAZON.COM, INC. (XNAS:AMZN)	$ 3,350.44
APPLE INC. (XNAS:AAPL)	$ 179.70
CISCO SYSTEMS, INC. (XNAS:CSCO)	$ 61.25
MICROSOFT CORPORATION (XNAS:MSFT)	$ 329.01

Microsoft Outlook 365: Stock & Geographic Data Types

Practice Stock & Geographic Data Types

File *'Excel 365 Top Tips'* using *'Data Types'* worksheet

Select A2:A8

On the 'Data tab' in the 'Data Types' group select 'Geography'.

Click on the icon which appears in cell B1 and from the submenu choose population.

Repeat for G2:G5, this time choosing 'Stocks' from the 'Data Types' group and choose 'Price' from the submenu.

To remove Data Type, select A2:A8, right click and select Data Type / Convert to text.

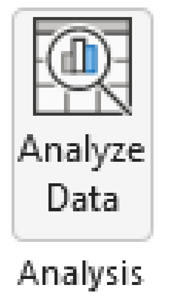
This is worth watching in your own time:
Office 365 New Features (Microsoft 365) - Use new data types in Excel

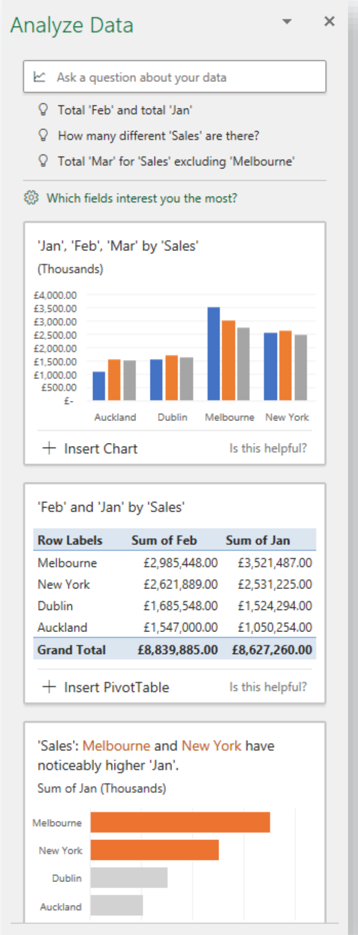
Microsoft Outlook 365: The Analyze button

Top Tip 14: The Analyze button

File *‘Excel 365 Top Tips’* using *‘Analyze button’* worksheet

The Analyze button analyses your selected data and offers a series of charts and pivot tables you may want to apply to your spreadsheet.


Analyze Data
Analysis


Analyze Data
Ask a question about your data

Total 'Feb' and total 'Jan'
How many different 'Sales' are there?
Total 'Mar' for 'Sales' excluding 'Melbourne'

Which fields interest you the most?

'Jan', 'Feb', 'Mar' by 'Sales'
(Thousands)

£4,000.00
£3,500.00
£3,000.00
£2,500.00
£2,000.00
£1,500.00
£1,000.00
£500.00
£-
Auckland
Dublin
Melbourne
New York
Insert Chart
Is this helpful?

'Feb' and 'Jan' by 'Sales'

Row Labels	Sum of Feb	Sum of Jan
Melbourne	£2,985,448.00	£3,521,487.00
New York	£2,621,889.00	£2,531,225.00
Dublin	£1,685,548.00	£1,524,294.00
Auckland	£1,547,000.00	£1,050,254.00
Grand Total	**£8,839,885.00**	**£8,627,260.00**

Insert PivotTable
Is this helpful?

'Sales': Melbourne and New York have noticeably higher 'Jan'.
Sum of Jan (Thousands)

Melbourne
New York
Dublin
Auckland

Microsoft Outlook 365: The Analyze button

Practice using the Analyze button

File *‘Excel 365 Top Tips’* using *‘Analyze button’* worksheet

Select A5:E9

On the ‘Home tab’ select the ‘Analyze’ button.

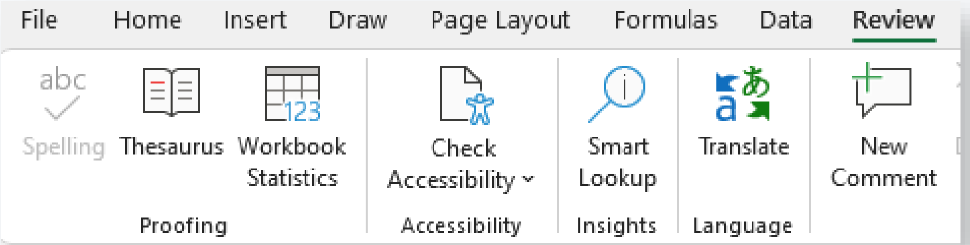
A panel will open on the right offering you choices of various charts or pivot tables which may be useful.

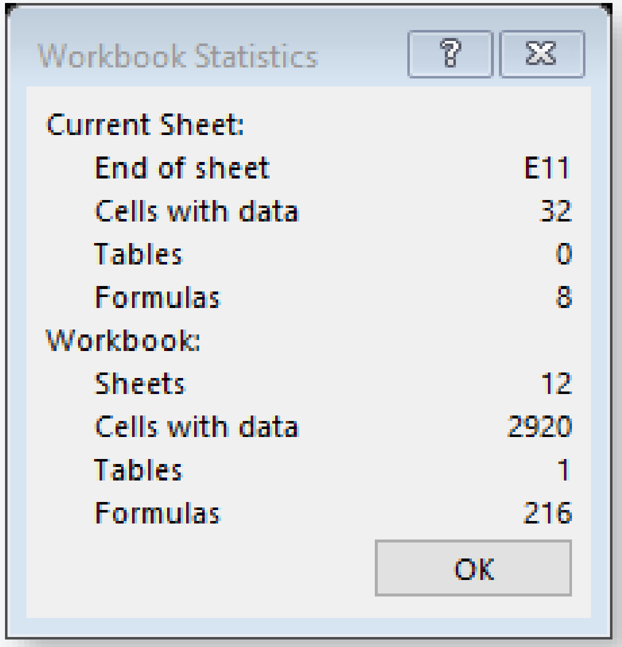
Choose one and insert it.

Microsoft Outlook 365: Workbook Statistics

Top Tip 15: Workbook Statistics

File *‘Excel 365 Top Tips’*


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
abc
Spelling
Thesaurus
Workbook Statistics
Check Accessibility
Smart Lookup
Translate
New Comment
Proofing
Accessibility
Insights
Language


Workbook Statistics
?
OK

Current Sheet:	
End of sheet	E11
Cells with data	32
Tables	0
Formulas	8
Workbook:	
Sheets	12
Cells with data	2920
Tables	1
Formulas	216

Microsoft Outlook 365: Workbook Statistics

Practice using Workbook Statistics

File *'Excel 365 Top Tips'*

Select any Worksheet within 'Excel 365 Top Tips'

On the 'Review tab' in the 'Proofing' section select the 'Workbook Statistics' button.

A panel will open showing you statistics from the Worksheet you have selected as well as the 'Excel 365 Top Tips' Workbook.

Thank you

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University Information Services – Training Services

service-desk@uis.cam.ac.uk