

Tips for Upping Your Excel Game

Note: Depending on your version of Excel, tutorials may display tabs and tools in different locations.

Tip #1: Google It!

A good search engine is your best resource for finding new Excel tricks. Chances are someone has already made a YouTube video of the functionality you are dreaming of.

Keyboard Shortcuts

Save time and clicks. For example, use CTRL+RIGHT ARROW or CTRL+DOWN ARROW to select an entire row or column of data.

- How to Geek's "All the Best Microsoft Excel Keyboard Shortcuts"
<https://www.howtogeek.com/361582/all-the-best-microsoft-excel-keyboard-shortcuts/>

Maps

Excel doesn't yet have strong mapping capabilities as a default. Depending on your Excel version, add-ins may exist for creating maps. Otherwise, here are some alternatives:

- **Bubble Chart and Coordinates:** <https://www.youtube.com/watch?v=ErEeyQmvlRI>
- **Tableau Public**
Free version of a very powerful visualization software. Visualizations must be saved publically. For an introduction and training tutorials, visit: <https://www.tableau.com/learn/training>

Heatmaps

Visually communicate variation in data values.

- **Brief video tutorial:**
<https://www.youtube.com/watch?v=kkHEdUI7cfQ>

Y/Y Change	Jan 19	Feb 19	Mar 19	Apr 19
Headline	1.5%	1.5%	1.9%	2.0%
Core	2.1%	2.1%	2.0%	2.1%
Energy	-4.9%	-5.1%	-0.4%	1.7%
Food	1.6%	2.0%	2.1%	1.8%
Housing	2.9%	2.9%	2.9%	2.9%
Apparel	0.1%	-0.8%	-2.2%	-2.9%
Transportation	-1.5%	-1.6%	0.5%	1.6%
Medical Care	1.9%	1.7%	1.7%	1.9%
Recreation	1.4%	1.0%	1.2%	1.6%
Education	2.7%	2.9%	3.2%	3.3%
Other	1.9%	2.2%	2.1%	1.4%

VLOOKUPS and HLOOKUPS

Find the data you need in a large array. Ensure data accuracy, and improve data automation.

- **Basic introduction:** <https://www.youtube.com/watch?v=KANfNod8nTY>
- **5 Ways to Use VLOOKUPS:** https://www.youtube.com/watch?v=kdVArH0_KLc

Dropdowns

Create interactive worksheets and dynamic visualizations using dropdown lists.

- **Brief video tutorial:** <https://www.youtube.com/watch?v=KGNvCKiOLM0>



Slider Bars

Use slider bars to create dynamic visuals or analytical tools.



- **Brief video tutorial:** <https://www.youtube.com/watch?v=PBOswTfZBes>

Automate Data Collection and Updates

Connect remote databases to import data into Excel. Build automated charts, reports, and graphics.

- **St. Louis Federal Reserve's FRED Add-In**
Automatically import economic data into Excel: <https://fred.stlouisfed.org/fred-addin/>



- **Access data from your SQL Server**
Note: As a best practice, work with your IT staff to discuss possible data integrity and security issues: <https://www.youtube.com/watch?v=WKNnCOx6HDY>



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