TOP 10 EXCEL TIPS

brought to you by:

JKJL EXCEL SERVICES

(as of March 2025)

1. Use Excel Tables (Ctrl + T)

Tables auto-expand with your data and make formulas cleaner using structured references. They also work seamlessly with PivotTables, Power Query, and charts.

2. Master XLOOKUP and FILTER

Replace VLOOKUP, INDEX/MATCH, and complex IFs with XLOOKUP. Use FILTER to extract dynamic, criteria-based lists without helper columns.

3. Leverage PivotTables + Slicers

Fastest way to summarize large datasets and create interactive dashboards. Use slicers to make filtering idiot-proof and presentation-friendly.

4. Avoid Merged Cells

They break sorting, filtering, formulas, and layout logic. Use “Center Across Selection” instead (Format Cells > Alignment).

5. Use Named Ranges and Dynamic Named Ranges

Makes complex formulas easier to read and audit. Combine with OFFSET, INDEX, or LET for flexible dynamic ranges.

6. Limit Volatile Functions

Avoid overusing NOW(), TODAY(), OFFSET(), INDIRECT(), RAND(), etc. They trigger recalculations every time anything changes — slowing down performance.

7. Use LET and LAMBDA for Clean, Efficient Formulas

LET stores intermediate calculations in a formula — cleaner and faster. LAMBDA lets you create your own reusable Excel functions — no VBA needed.

8. Split Full Names/Data with TEXTSPLIT or Power Query

Stop struggling with LEFT, MID, FIND, and nested formulas. Use TEXTSPLIT (Excel 365) or Power Query to slice columns cleanly.

9. Turn Off AutoCalc During Bulk Changes

For large models or dashboards, switch to manual calculation (Formulas > Calculation Options) to avoid painful slowdowns. Just remember to hit F9 to recalculate before analyzing or saving!

10. Use Power Query for Data Cleaning & Automation

Automate repetitive data import and cleanup tasks. It's point-and-click, undo-able, and far more robust than formulas or VBA for ETL tasks.