

Excel Top Ten for Accountants

Okay Top 14 but who's counting

1. [Flash Fill](#)
 - a. Have Excel automatically populate data
2. [Filtering Tables](#)
 - a. Filters, Keyboard shortcuts for filtering, slicers and advanced filters
3. [Paste Special](#)
 - a. Updating data with consistent changes and no formulas
4. [Go to Special and Outlining](#)
 - a. Use these tools when you can't see the forest for the trees
5. [Auditing a spread sheet](#)
 - a. Quickly find errors in a sheet
6. [Using Named Ranges in Formulas](#)
 - a. Make formulas that automatically update when data is added or removed
7. [Goal Seek](#)
 - a. Getting the answer, you need, quickly,
8. [Using IFS](#)
 - a. Calculating results based on multiple conditions
9. [Index Match or XLookup](#)
 - a. Use Index Match or the new Xlookup
10. [VLookup with 2 variables](#)
 - a. Find the intersection of a row and column in data
11. [CountIFS and SumIFS](#)
 - a. Count or Sum data from a table based on multiple criteria
12. [Totalling Sheets](#)
 - a. How to get totals across multiple sheets and automatically update when new data is added
13. Charts and Sparklines
 - a. Shortcuts for making and customizing charts and making mini charts
14. Pivot Tables
 - a. No top any Excel list would be complete without Pivot tables

