

# **EXCEL PRODUCTIVITY GUIDE**

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**USEFUL TIPS | KEYBOARD SHORTCUTS | VBA CODES**

**VER-II**

# AWESOME

Thanks for downloading this e-book.



Hi,

My name is **Puneet** . I'm a 26 years old guy from India.

I'm on a mission.

And, **my mission is to help people & learn Microsoft Excel.**

So, that's why I am helping people who want to learn Microsoft Excel.

I have founded ExcelChamps to reach more & more people.

I have created this E-Book with love, for people who want to drive their skills to next level.



[Read My Story](#)

WITH ❤️  
Puneet Gogia

# SUPER USEFUL EXCEL SHORTCUTS

*80 Daily Use Excel Keyboard Shortcuts*



## Key

## Description

Ctrl + Up Arrow

Move to the top end.

Ctrl + Down Arrow

Move to the down end.

Ctrl + Right Arrow

Move to the Right end.

Ctrl + Left Arrow

Move to the Left end.

Ctrl + C

Copy

Ctrl + V

Paste

Ctrl + X

Cut

Ctrl + S

Save

Ctrl + P

Print

Ctrl + F4

Save As

Ctrl + Z

Undo last action

Ctrl + Y

Redo last action

Ctrl + A

Select All

Ctrl + Spacebar

Select Entire Column

Shift + Spacebar

Select Entire Row

Delete

Delete

F2

Edit Cell

Esc

Close Edit Mode


F1

Help

Menu Option

Right Click Menu



 Quick Tip: Try to use as more as shortcut keys you can.

# FORMATTING

## Key

## Description

Ctrl + B

Bold

Ctrl + I

Italic

Ctrl + U

Underline

Ctrl + !

Open Format Menu

Ctrl + Shift + @

Format As Time Value

Ctrl + Shift + #

Format As Date Value

Ctrl + Shift + \$

Format As Time Value

Ctrl + Shift + %

Format As Percentage Value

Alt H O I / A

Adjust Cell Width to content

Alt H B A

Apply Border

Alt H F C

Change Font Color

Alt H H

Change Cell Color

Alt H A C

Align text To Center

Alt H M C

Merge Cell

Alt H W

Wrap Text

Alt H F F

Change Font Style

Alt H F S

Change Font Size

Alt H L N

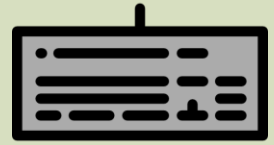
Add Conditional Formatting


Alt H T

Format as Table

Alt H J

Style Cell



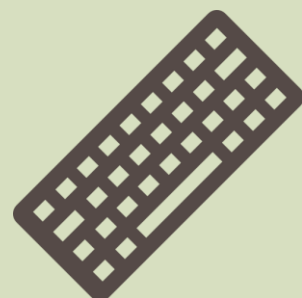
 Quick Tip: Replace your 10 most used options with shortcuts.


# INSERT & LAYOUT

## Key

## Description

Alt N V	Insert Pivot Table
Alt N T	Insert Table
Alt N P	Insert Picture
Alt N S H	Insert Shape
Alt N S C	Insert Charts
Alt N I	Insert Hyperlink
Alt N X	Insert Text Box
Alt N J	Insert Object
Alt N U	Insert Symbol
Alt N H	Insert Header & Footer
Alt N V	Insert Pivot Table
Alt W V F	Hide/Unhide Formula Bar
Alt W V H	Hide/Unhide Heading
Alt W V G	Hide/Unhide Gridlines
Alt W Q C	Change Zoom
Alt W F F	Freeze Panel
Alt W F I	Page Break View
Alt W F C	Custom View
Alt W F P	Page Layout View
Alt W A	Arrange Windows



 Quick Tip: Make your fingers learn shortcut keys.

# DATA & FORMULAS

## Key

Shift + F3

Alt M R

Alt M I

Alt M L

Alt M T

Alt M E

Alt M O

Alt M G

Alt M Q

Alt + =

Alt M N

Alt D F F

Alt A V V

Alt A M

Alt A R A

Alt A E

Alt A G

Alt A U

Alt A B

Alt A S S

## Description

Insert Function

Recently Used Functions

Financial Functions

Logical Functions

Text Functions

Date & Time Functions

Lookup Functions

Math & Trig Functions

More Functions

Auto Sum

Name Manager

Add Filters

Insert Data Validation

Remove Duplicates

Refresh All

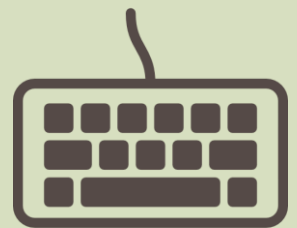
Text to Column

Group Rows & Columns

Ungroup Rows & Columns

Add Sub Total

Sort



 Quick Tip: Try to locate shortcut keys by pressing alt key..

# AMAZING EXCEL TIPS

*30 useful tips for productivity*





# WATCH WINDOW

Use watch window to track important cells in your workbook.

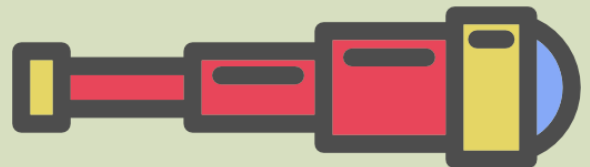
You can add all those important cells in watch window to track them on real time.

## How to

1. Go to Formula Tab -> Watch Window -> Add Watch.
2. Select the cell you want to add to watch window.

Once you add a cell into watch window it will show you following details.

1. Workbook name.
2. Worksheet name.
3. Cell name (If given).
4. Cell address.
5. Cell value.
6. Cell formula.

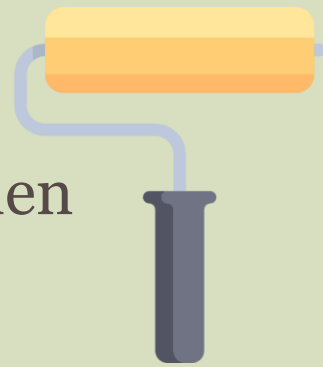


**Related Tip:** [How To Use Watch Window](#)

# FORMAT PAINTER

**Use format painter to copy formatting from one section of your worksheet to another.**

When you click on format painter button it will simply copy a cell & when to select another cell it will apply formatting on it.



## How to

1. Select the cell or a range from where you want to copy format.
2. Go to Home -> Clipboard -> Format Painter.
3. Once you click on the format painter, your mouse pointer will change icon.
4. Now, you can select the cell or range on which you want to paste that format.

**Related Tip:** [How To Use Format Painter](#)

# FILL JUSTIFY

The single core motive to use fill justify in excel is to merge the data from multiple cells into a single cell.

If you have any other idea to merge text into one cell, leave it.



Using fill justify is a better option.

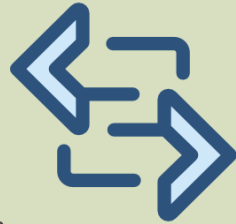
## How to

1. First of all, make sure that the column in which your text is captured is wide enough to store the entire text into a single cell.
2. Now, select all the cell in which text is stored.
3. Go to Home Tab -> Editing Group -> Fill -> Justify.
4. Now, your pre-selected data of multiple cells is converted into a single cell.

Related Tip: [How To Use Fill Justify](#)

# ***SORT COLUMNS***

**Sorting columns in excel mean sorting data from left to right [horizontal direction].**



This is useful when you have to streamline your data columns or you want to arrange them in alphabetic order.

## **How to**

1. Select the data you want to sort.
2. Go to Data Tab → Sort & Filter → Click on Sort Button. Now, you will get a pop-up window.
3. Click on options button → Select sort left to right & click Ok.
4. Now select the row on the basis of which you want to sort your data & click OK.

**Related Tip:** [How To Sort Columns in Excel](#)

# UNDO REDO BUTTONS

You can use undo and redo buttons from quick access toolbar which has a list of activities you have done.

And, you can undo or redo to a particular activity by using these buttons.



## How to

1. Go to File Tab → Options → Quick Access Toolbar → Select UNDO & REDO command from "Choose commands from".
2. Add both the commands to your quick access toolbar.
3. Click Ok.

**Related Tip:** [How To Undo & Redo Buttons](#)

# FLASH FILL

It is like a copy cat, which can do the things in the same pattern in which you are doing.

You just have to do that operation once & Flash Fill do it for the rest.



 Flash Fill

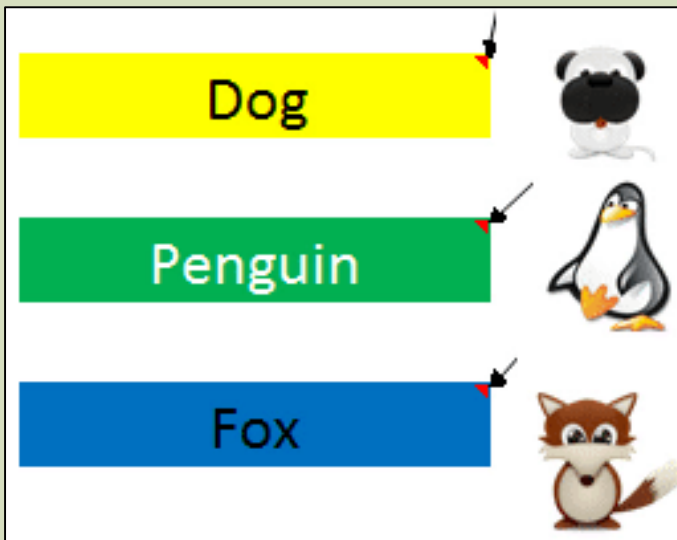
## How to

1. Go to Home Tab -> Editing -> Fill -> Flash Fill.
2. You can also add flash fill option to the quick access toolbar for your convenience.
3. To activate automatic flash fill option. Go to File -> Options -> Advance -> Editing Options -> Tick Mark automatically flash fills.

**Related Tip:** [How To Use Flash Fill](#)

# IMAGE IN CELL COMMENT

This is a very useful feature of the cell comment. You can add images to describe the content of the cell.



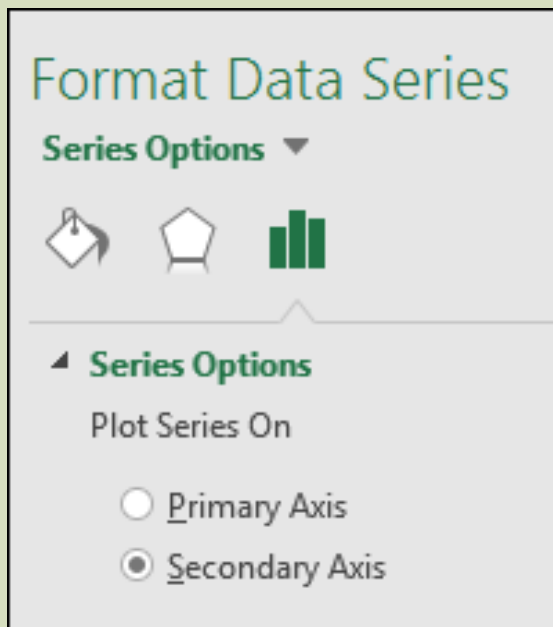
## How to

1. Open format comment option, go to color & lines option.
2. Click on the color drop down menu & then click on fill effects.
3. Select picture tab and click on select picture to add the picture.

**Related Tip:** [4 Quick Tips To Customize a Cell Comment](#)

# ADD SECONDARY AXIS

You can add a secondary axis to your chart to show more than one data values.



## How to

1. Select the data series for which you want to add a secondary axis.
2. Right Click on it & Go to Format Data Series → Series Option → Activate Secondary Axis.
3. Now, you have a two scales in your chart.

**Related Tip:** [How To Add Secondary Axis](#)



# EXCEL CAMERA TOOL

**Like a normal camera, this camera captures the picture of cell range.**

Excel Camera Tool help you to copy a range & create a Live Picture of that range. You can paste that range anywhere in your worksheet.



## **How to**

1. From your quick access toolbar, click on the down arrow.
2. You'll get a drop-down menu. Click on more commands.
3. Now, In excel options select all commands from "Choose Commands From".
4. Select Camera from the list & add it to the quick access toolbar. Click OK.

**Related Tip:** [How To Use Excel Camera Tool](#)

# IN-BUILT DATA ENTRY FORM

Microsoft Excel is loaded with a built-in data entry form.



You can use this form to enter your data into worksheet very easily. Before you use this entry form, the first thing you have to do is to activate this form

A screenshot of the 'Sale Register' data entry form. The form has a title bar with 'Sale Register', a question mark, and a close button. The main area is divided into two sections. The left section contains five input fields with labels: 'Date:', 'Product ID:', 'Product Name:', 'Quantity:', and 'Price:'. The right section is titled 'New Record' and contains four buttons: 'New', 'Delete', 'Restore', and 'Find Prev'.

## How to

1. Select Your Data & Press Alt + D + O

Related Tip: [How To Use Default Data Entry Form](#)

# PRINT TITLES

You can use “Print Title” option to print some specific data at the top of each page you print.

You can select a range of cells for this to print.



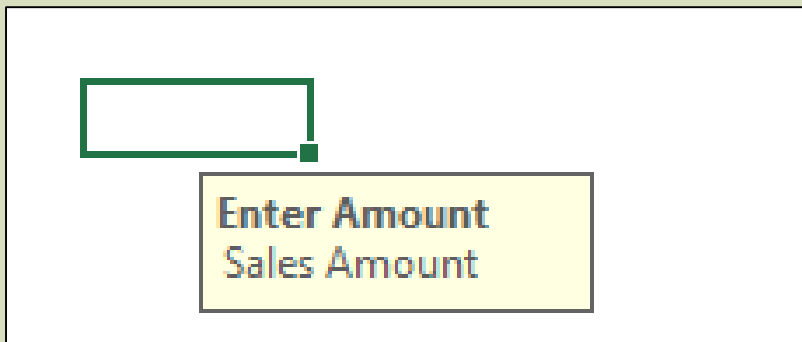
## How to

1. Go to -> Page Layout -> Sheet ->
2. Add Print Area in print area input box which you want print.
3. In Rows To Repeat At Top add the row area which you want to print at top of every page.
4. In Columns To Repeat At Left add the column area which you want to print at left of every page
5. Click Ok.

# CREATE A CELL MESSAGE

You can create a cell message for some specific cells.

Whenever user select those cell, it will pop-up a message which you have specified.



## How to

1. Go to Data tab -> Data Tools.
2. In Data Validation
3. Click input message
4. Enter Title & Message
5. Click OK

# MULTIPLY WITH PASTE SPECIAL

For example, You have a data table with call tariff rates from India to other countries.

Due to some hike in costing you have to increase your tariff rates by 20%. You can

use here paste special operations to multiply.



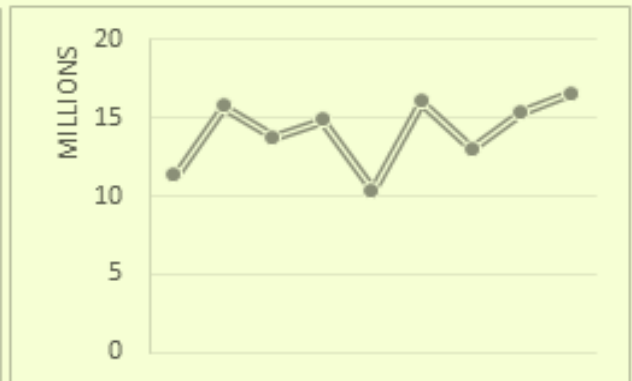
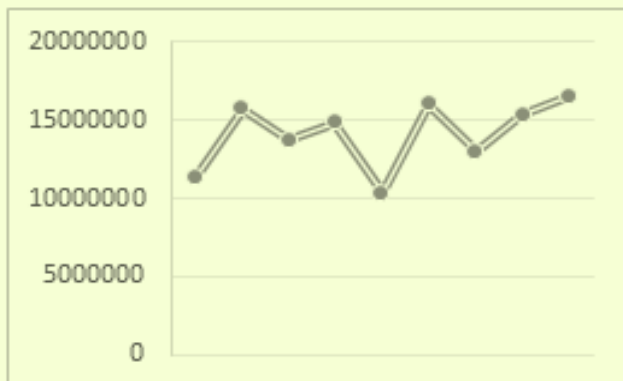
## How to

1. Select the cell in which you have your %age of increment(I have used 1.2 for increasing the tariff by 20%) & copy it.
2. Now, select the entire range on which you want to apply the calculation.
3. Use shortcut key [Alt + E + S] to get the paste special dialog box.
4. Go to Operation, select the “multiply” option, click okay.

**Related Tip:** [Multiply With Paste Special](#)

# CHANGE DISPLAY UNITS

If you are dealing with the large number in your excel chart, you can change the units for your axis values.



## How to

1. Select chart axis your chart & open format "Format Axis" options.
2. In axis options, go to "Display Units" where you can select unit for your axis values.

# HIDE EMPTY GAP IN CHART

Let's say if you have a chart with monthly sales in which Jun has no amount & cell is empty.

You can use following options for that empty cell.

1. Show gap for the empty cell.
2. Use zero.
3. Connect data points with the line.

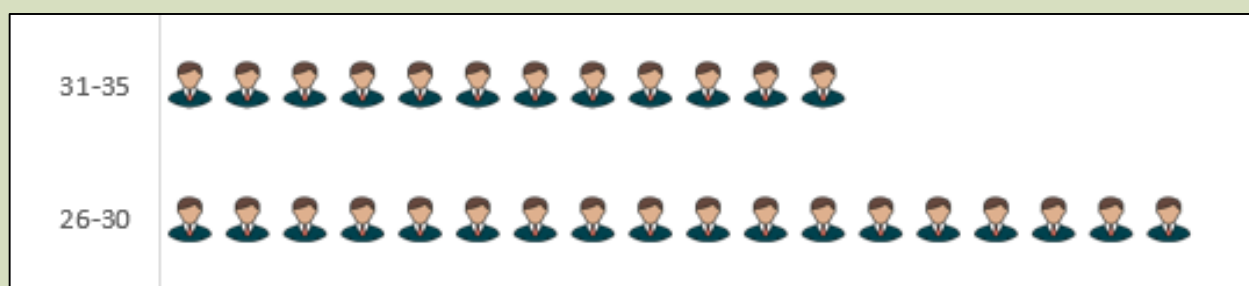


## How to

1. Right, click on your chart & select "Select Data".
2. In select data window, click on "Hidden and Empty Cell".
3. Select your desired option from "Show Empty Cell as".

# INSERT PICTURE IN CHART

It has a limited use but it's pretty cool to use an image in your chart.



## How to

1. Select data bar in your chart.
2. Go to Fill & Line. In "Fill" option, select picture & texture fill.
3. In "Insert Picture From" click on file to select an image.
4. Select "Stack" after that.



# COPY CHART FORMATTING

Let's say, with your extreme efforts, you have formatted a chart. And, you realize that you have more charts to format.

**It's a pain.** But, I have a super quick solution.

## How to

1. Right-click on the chart from which you want to copy the chart formatting.
2. Click on the copy.
3. Right-click on the other chart on which you want to apply/paste the formatting.
4. Go to Home tab -> Clipboard -> Paste -> Paste Special.
5. Now, you have a pop-up window. Select formats.
6. Click OK

**Related Tip:** [How To Copy Chart Formatting](#)

# AUTO FORMAT OPTION

**AutoFormat is a very handy & powerful tool to apply some quick formats to your data.**



You just have to select a format to apply & Excel will apply a pre-designed format to your data.

## **How to**

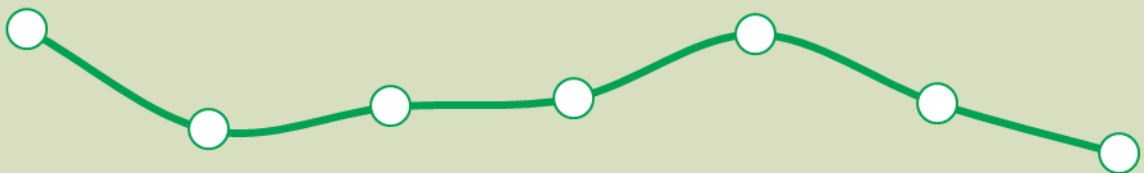
1. Go to File → Options → Quick Access Toolbar → Select AutoFormat from the list.
2. Add to the Quick access toolbar.
3. Select your data.
4. Click on the auto format button in quick access toolbar.
5. Select the format you want.
6. Click OK.

**Related Tip:** [How To Use Auto Format](#)

# SMOOTH LINES IN LINE CHART

If you love to use line chart then you are awesome but it would be more awesome if you use a smooth line in the chart.

**This will give a smart look to your chart.**



Smoothed line

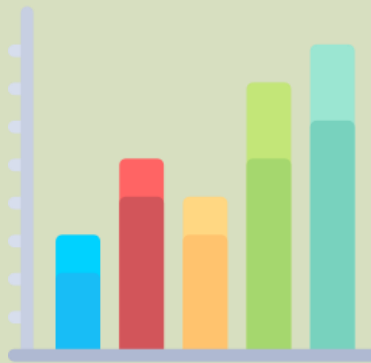
## How to

1. Select data line in your chart & right click on it.
2. Select "Format Data Series".
3. Go To Fill & Line -> Line -> Tick "Smoothed Line".

# SHOW DATA FOR HIDDEN CELLS

When you hide a cell from the data range of your chart, it will also hide from the chart as well.

And, if you want not to hide data values from your chart even a cell is hidden, just follow these steps.

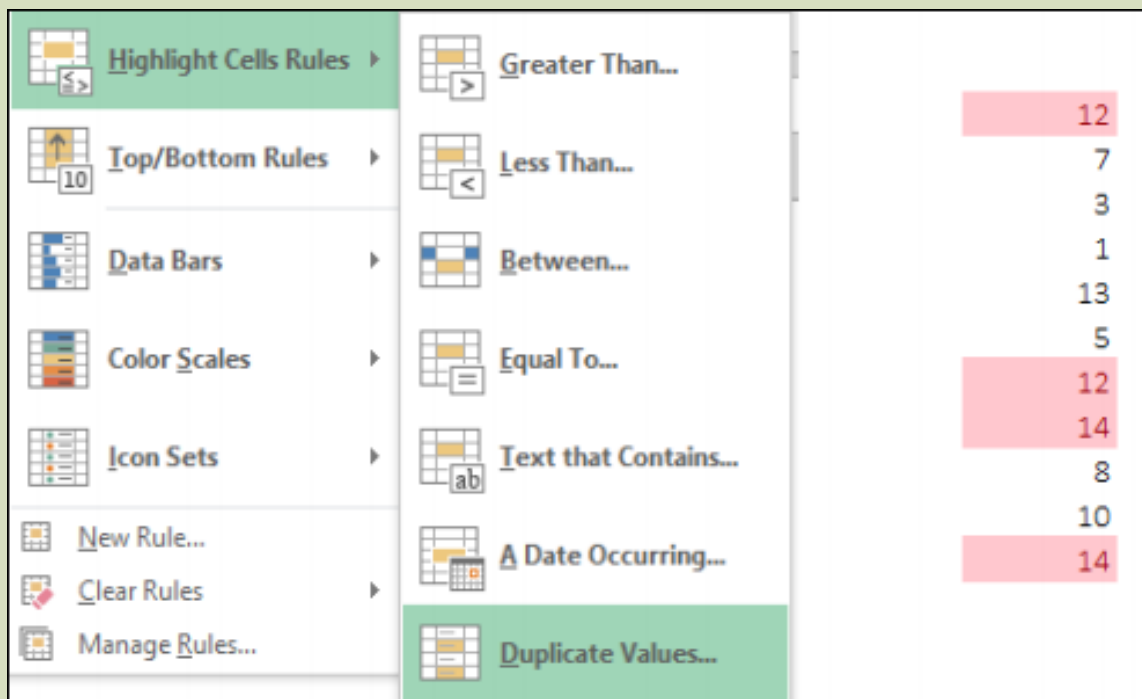


## How to

1. Select your chart & right click on it.
2. Go to -> Select Data -> Hidden and empty cells.
3. From the pop-up window, tick mark "Show data in hidden rows & columns".

# HIGHLIGHT DUPLICATES

Easiest way to highlight duplicate values is by using **Conditional Formatting**.

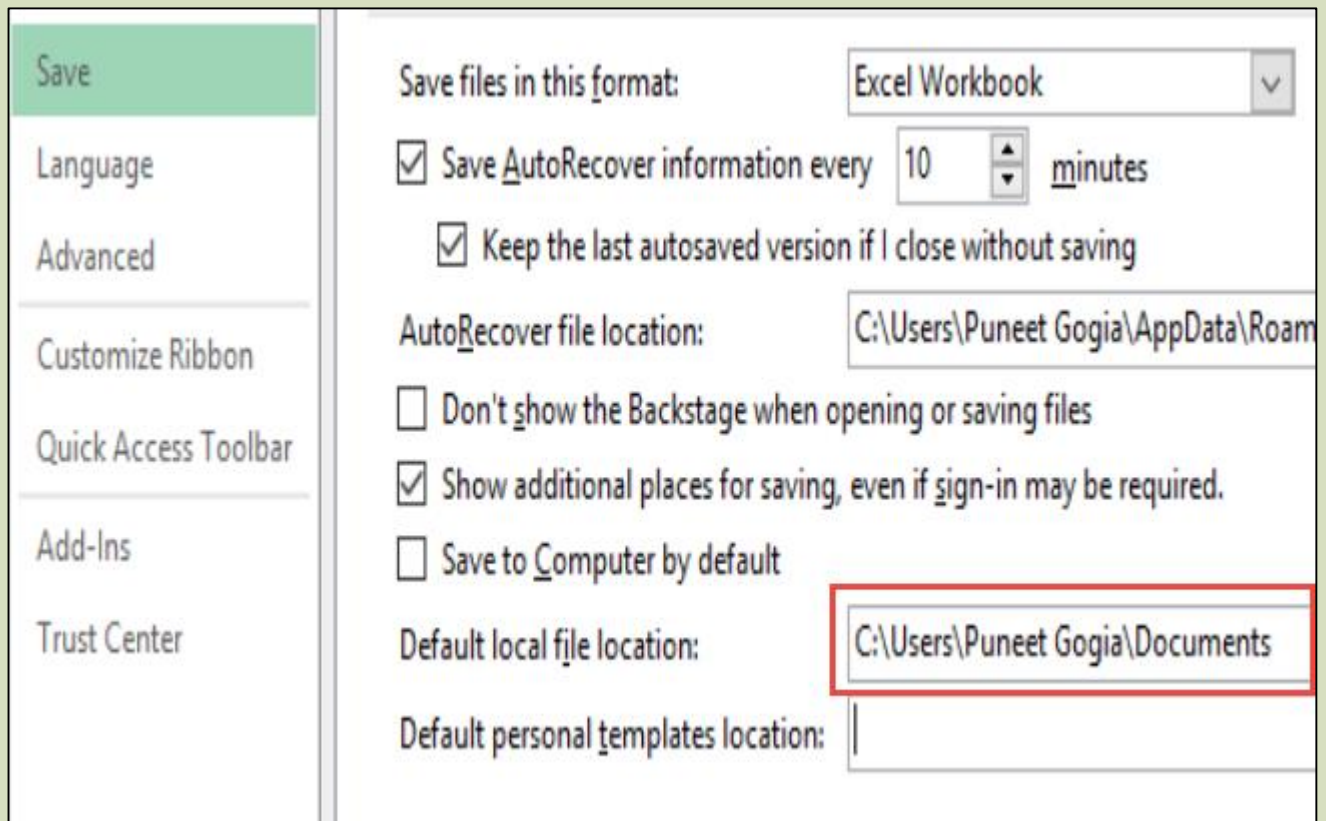


## How to

1. Select the data -> Go to Home Tab.
2. In Styles -> Click Conditional Formatting.
3. In Highlight Cell Rules -> Select Highlight Duplicate Values.

# CHANGE LOCAL FILE LOCATION

Want to open same location every time when you save your file?



The screenshot shows the 'Save' section of the Microsoft Excel Options dialog box. The left sidebar lists 'Save', 'Language', 'Advanced', 'Customize Ribbon', 'Quick Access Toolbar', 'Add-Ins', and 'Trust Center'. The main area contains the following settings:

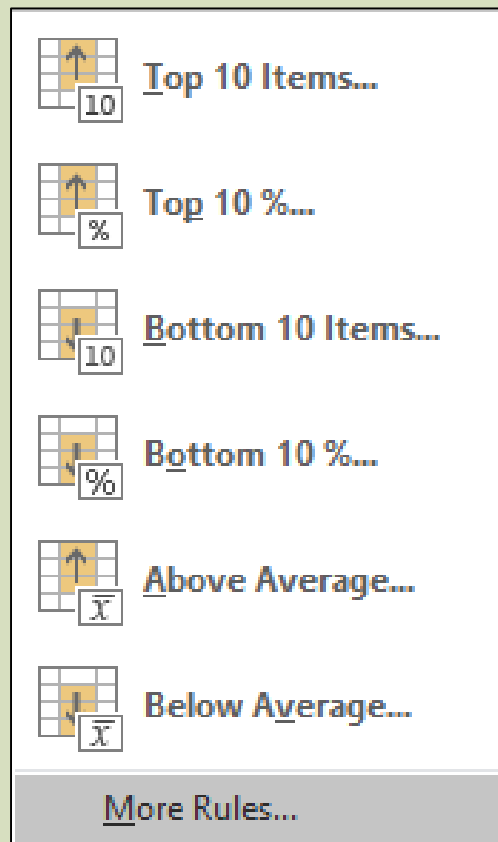
- Save files in this format: Excel Workbook
- Save AutoRecover information every 10 minutes
- Keep the last autosaved version if I close without saving
- AutoRecover file location: C:\Users\Puneet Gogia\AppData\Roam
- Don't show the Backstage when opening or saving files
- Show additional places for saving, even if sign-in may be required.
- Save to Computer by default
- Default local file location: C:\Users\Puneet Gogia\Documents (highlighted with a red box)
- Default personal templates location: |

## How to

1. Go to File -> Options-> Save -> Default Local File Location.
2. Enter new path you want to set as default.
3. Click OK.

# HIGHLIGHT TOP / BOTTOM 10

You can use conditional formatting to highlight top 10 or bottom 10 values.



## How to

1. Select your data.
2. Go to Home -> Style -> Conditional Formatting -> Top/Bottom Rules.
3. Select the option you want to apply.

## Working with large data sets?

Then it's must to freeze headings.



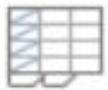
### **Freeze Panes**

Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).



### **Freeze Top Row**

Keep the top row visible while scrolling through the rest of the worksheet.



### **Freeze First Column**

Keep the first column visible while scrolling through the rest of the worksheet.

## **How to**

1. Go to View Tab -> Windows -> Freeze Panel.
2. You have three option to freeze.
  1. One is to free first column of the worksheet.
  2. Second is to freeze first row.
  3. Third is to freeze rows & columns bases on the current selection.



# ADD A HYPERLINK

Using a **hyperlink** you can link a cell with a specific webpage, file or a place in your workbook.



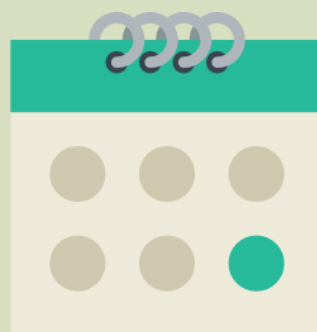
## How to

1. Select the cell on which you want to add the hyperlink.
2. Right click & select Add Hyperlink. Now, you get a pop-up window.
3. Add the address of the location into address bar & you can also add ScreenTip to show a message on mouse hover.
4. Click OK.

# GROUP DATES IN PIVOT TABLE

Grouping dates in pivot table will allow you to combine dates in the form of months, quarters, years.

And, **the best part of this option is you don't have to put those extra columns in your source data.**



## How to

1. Select any of the cells which has a date in it.
2. Right click on it & select group.
3. You will get a pop-up window to group dates.
4. Select "Month" in the group by option.
5. Click OK.

**Related Tip:** [How To Group Dates In Pivot Table](#)

# GOAL SEEK

By using goal seek you can find a possible input or value to get the desired result.



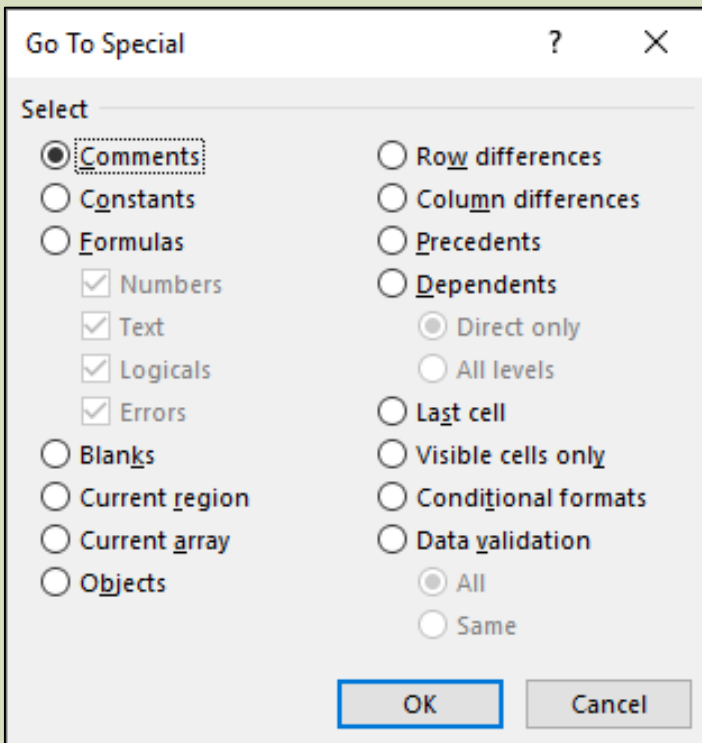
In simple words, If you know what actual result value you want, you can use goal seek to find the best input value for getting it.

## How to

1. Go to Data Tab → What If Analysis → Goal Seek.
2. Use shortcuts key Alt + T + G.
3. Set Cell – Cell in which you want the desired result.
4. To Value – Value you want as a result.
5. By Changing Cell – Cell in which you want alteration to come up with the result equals to the “To Value”.

# DELETE BLANK CELLS

If you have blank cells in your data & you want to delete them you can do it by using go to special option.



## How to

1. Press CTRL+G to open the Go To Dialog Box
2. Go to > Special > Blanks.
3. Select cells, rows or columns.
4. Click OK.

# TEXT TO SPEECH

**Text-To-Speech In Excel is an option allows you to make excel speak what you have typed in your spreadsheet.**



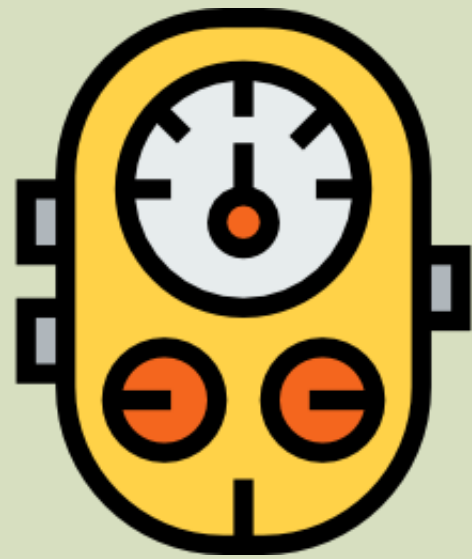
## **How to**

1. Click on File -> Options -> Customize Ribbon.
2. Select "Main Tab" from the drop-down option.
3. Now, Select the home tab, add a new group.
4. Rename the new group with "Speech". And, Choose 'Commands Not In Ribbon' from "Chose Commands From" option.
5. Now, Select all 5 commands starting with "Speak" & add them to the new group. Click OK.
6. Now, You have a new group with 5 options in your home tab.

# SPEED-O-METER

Microsoft has introduced a nice app feature in excel 2013. You can download lots of useful charts from the app store.

**Fortunately, we also have a Speed-O-Meter on app store & it's free. So, before using it, you have to download it in your excel application.**



## How to

1. Go to Insert -> Store -> Search for Gauge Chart & Install it.
2. It will give you a cool gauge chart which looks like a speed-o-meter.

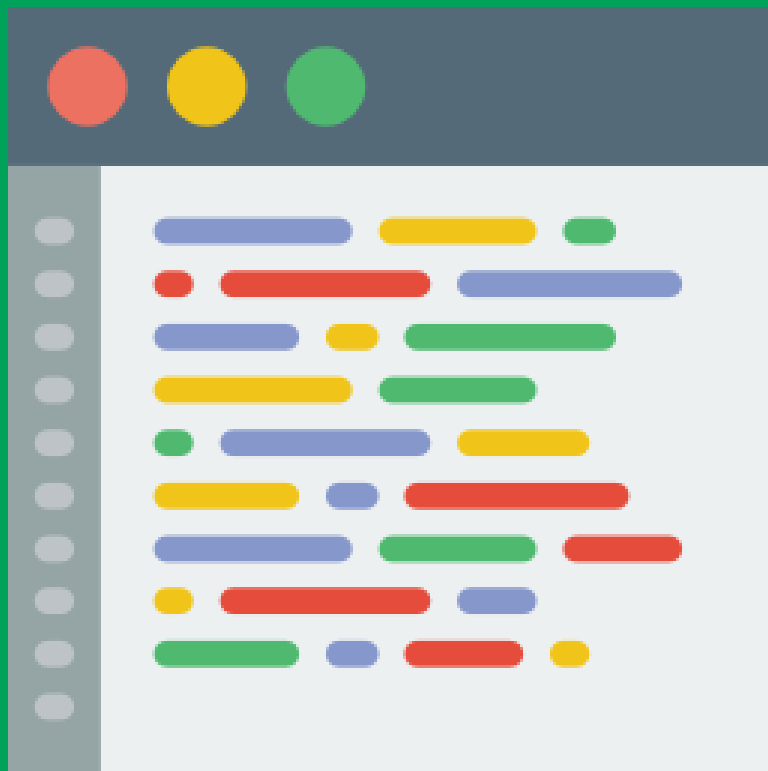
# ***OTHER BONUS STUFF***

## **Free Templates**

- [Excel Expense Tracking Template](#)
- [Daily Sales Report Template](#)
- [Excel Gantt Chart Template](#)
- [Excel Inventory Management Template](#)

## **101 [Excel Functions](#) With Examples & Downloadable Samples Files**

# 20 READY TO USE VBA CODES





## 1. Create a Backup of a Current Workbook

```
Sub FileBackUp()  
ThisWorkbook.SaveCopyAs Filename:=ThisWorkbook.Path & _  
"\" & Format(Date, "mm-dd-yy") & " " & _  
ThisWorkbook.name  
End Sub
```

## 2. Close All Workbooks at Once

```
Sub CloseAllWorkbooks()  
Dim wbs As Workbook  
For Each wbs In Workbooks  
wbs.Close SaveChanges:=True  
Next wb  
End Sub
```

## 3. Hide All but the Active Worksheet

```
Sub HideWorksheet()  
Dim ws As Worksheet  
For Each ws In ThisWorkbook.Worksheets  
If ws.Name <> ThisWorkbook.ActiveSheet.Name Then  
ws.Visible = xlSheetHidden  
End If  
Next ws  
End Sub
```

## 4. Unhide All Hidden Worksheets

```
Sub UnhideAllWorksheet()  
Dim ws As Worksheet  
For Each ws In ActiveWorkbook.Worksheets  
ws.Visible = xlSheetVisible  
Next ws  
End Sub
```

## 5. Delete All but the Active Worksheet

```
Sub DeleteWorksheets()  
Dim ws As Worksheet  
For Each ws In ThisWorkbook.Worksheets  
If ws.name <> ThisWorkbook.ActiveSheet.name Then  
Application.DisplayAlerts = False  
ws.Delete  
Application.DisplayAlerts = True  
End If  
Next ws  
End Sub
```

## 6. Copy Active Worksheet Into a New Workbook

```
Sub CopyWorksheetToNewWorkbook()  
ThisWorkbook.ActiveSheet.Copy _  
Before:=Workbooks.Add.Worksheets(1)  
End Sub
```

## 7. Protect All Worksheet Instantly

```
Sub ProtecAllWorskeets()  
Dim ws As Worksheet  
Dim ps As String  
ps = InputBox("Enter a Password.", vbOKCancel)  
For Each ws In ActiveWorkbook.Worksheets  
ws.Protect Password:=ps  
Next ws  
End Sub
```

## 8. Convert All Formulas Into Values

```
Sub ConvertToValues()  
Dim MyRange As Range  
Dim MyCell As Range  
Select Case MsgBox("You Can't Undo This Action. " & "Save  
Workbook First?", vbYesNoCancel, "Alert")  
Case Is = vbYes  
ThisWorkbook.Save  
Case Is = vbCancel  
Exit Sub  
End Select  
Set MyRange = Selection  
For Each MyCell In MyRange  
If MyCell.HasFormula Then  
MyCell.Formula = MyCell.Value  
End If  
Next MyCell  
End Sub
```

## 9. Remove Spaces from Selected Cells

```
Sub RemoveSpaces()  
Dim myRange As Range  
Dim myCell As Range  
Select Case MsgBox("You Can't Undo This Action. " & "Save  
Workbook First?", _  
vbYesNoCancel, "Alert")  
Case Is = vbYes  
ThisWorkbook.Save  
Case Is = vbCancel  
Exit Sub  
End Select  
Set myRange = Selection  
For Each myCell In myRange  
If Not IsEmpty(myCell) Then  
myCell = Trim(myCell)  
End If  
Next myCell  
End Sub
```

## 10. Highlight Duplicates from Selection Spaces from Selected Cells

```
Sub HighlightDuplicateValues()  
Dim myRange As Range  
Dim myCell As Range  
Set myRange = Selection  
For Each myCell In myRange  
If WorksheetFunction.CountIf(myRange, myCell.Value) > 1  
Then  
myCell.Interior.ColorIndex = 36  
End If  
Next myCell  
End Sub
```

## 11. Hide All Pivot Table Subtotals

```
Sub HideSubtotals()  
Dim pt As PivotTable  
Dim pf As PivotField  
On Error Resume Next  
Set pt =  
ActiveSheet.PivotTables(ActiveCell.PivotTable.name)  
If pt Is Nothing Then  
MsgBox "You must place your cursor inside of a PivotTable."  
Exit Sub  
End If  
For Each pf In pt.PivotFields  
pf.Subtotals(1) = True  
pf.Subtotals(1) = False  
Next pf  
End Sub
```

## 12. Refresh All Pivot Tables

```
Sub RefreshAllPivotTables()  
Dim ws As Worksheet  
Dim pt As PivotTable  
For Each ws In ThisWorkbook.Worksheets  
For Each pt In ws.PivotTables  
pt.RefreshTable  
Next pt  
Next ws  
End Sub
```

## 13. Resize All Charts in a Worksheet

```
Sub Resize_Charts()  
Dim i As Integer  
For i = 1 To ActiveSheet.ChartObjects.Count  
With ActiveSheet.ChartObjects(i)  
.Width = 300  
.Height = 200  
End With  
Next i  
End Sub
```

## 14. Highlight the Active Row and Column

```
Private Sub Worksheet_BeforeDoubleClick(ByVal Target As Range, Cancel As Boolean)
Dim strRange As String
strRange = Target.Cells.Address & "," & _
Target.Cells.EntireColumn.Address & "," & _
Target.Cells.EntireRow.Address
Range(strRange).Select
End Sub
```

## 15. Save selected range as a PDF

```
Sub SaveAsPDF()
Selection.ExportAsFixedFormat Type:=xlTypePDF,
OpenAfterPublish:=True
End Sub
```

## 16. Create a Table of Content

```
Sub TableofContent()
Dim i As Long
On Error Resume Next
Application.DisplayAlerts = False
Worksheets("Table of Content").Delete
Application.DisplayAlerts = True
On Error GoTo 0
ThisWorkbook.Sheets.Add Before:=ThisWorkbook.Worksheets(1)
ActiveSheet.Name = "Table of Content"
For i = 1 To Sheets.Count
With ActiveSheet
.Hyperlinks.Add _
Anchor:=ActiveSheet.Cells(i, 1), _
Address:="", _
SubAddress:="" & Sheets(i).Name & "!A1", _
ScreenTip:=Sheets(i).Name, _
TextToDisplay:=Sheets(i).Name
End With
Next i
End Sub
```

## 18. Active Workbook in an Email

```
Sub Send_Mail()  
Dim OutApp As Object  
Dim OutMail As Object  
Set OutApp = CreateObject("Outlook.Application")  
Set OutMail = OutApp.CreateItem(0)  
With OutMail  
.to = "Sales@FrontLinePaper.com"  
.Subject = "Growth Report"  
.Body = "Hello Team, Please find attached Growth Report."  
.Attachments.Add ActiveWorkbook.FullName  
.display  
End With  
Set OutMail = Nothing  
Set OutApp = Nothing  
End Sub
```

## 19. Insert a Linked Picture

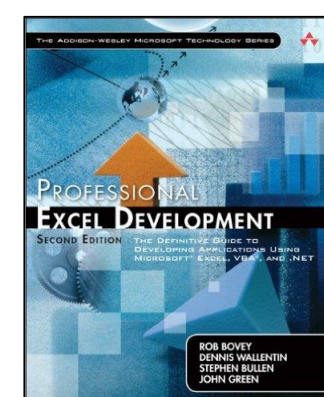
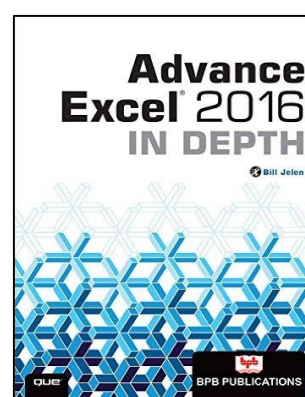
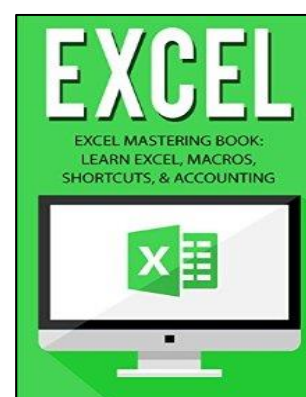
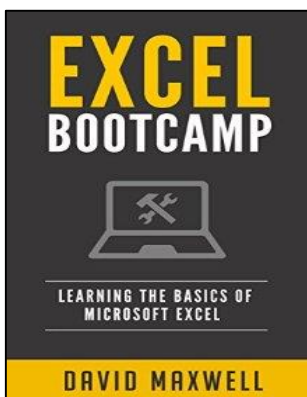
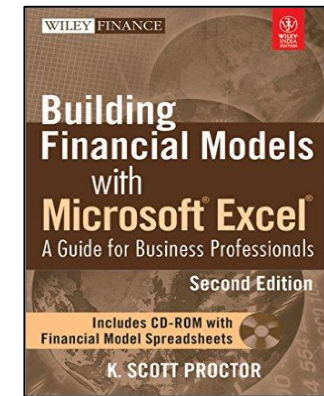
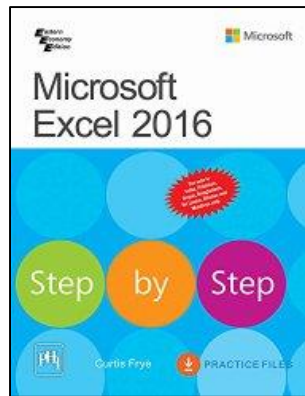
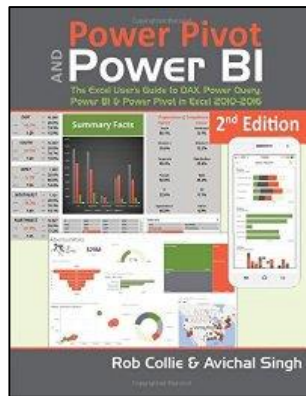
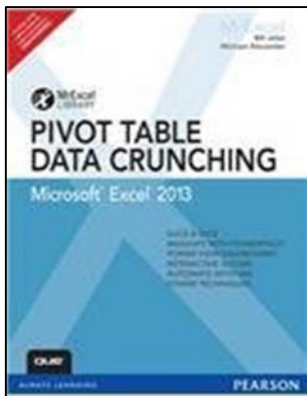
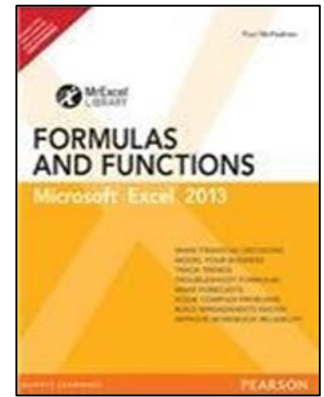
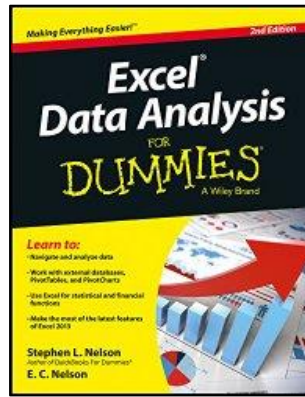
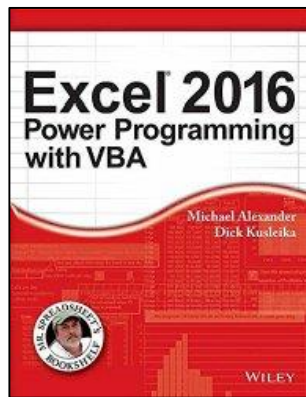
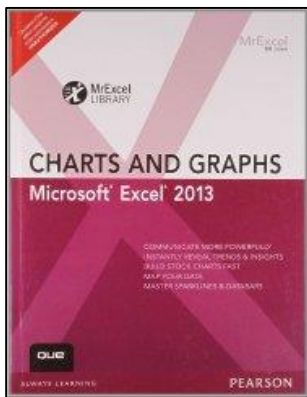
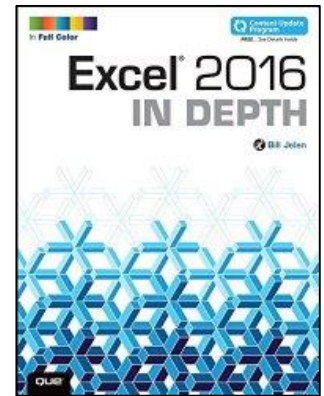
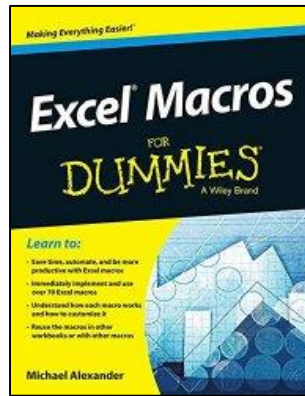
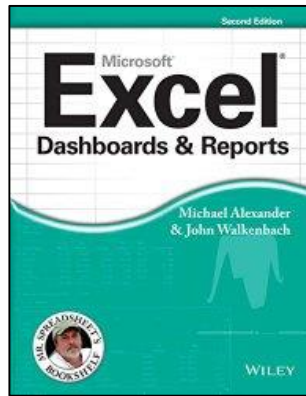
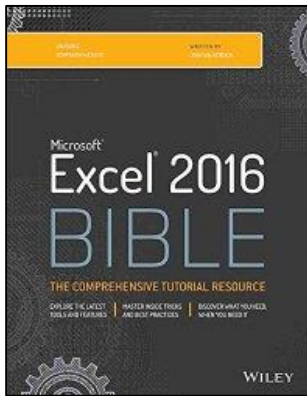
```
Sub LinkedPicture()  
Selection.Copy  
ActiveSheet.Pictures.Paste(Link:=True).Select  
End Sub
```

## 20. Highlight Top 10 Values

```
Sub TopTen()  
Selection.FormatConditions.AddTop10  
Selection.FormatConditions(Selection.FormatConditions.Count  
) .SetFirstPriority  
With SelectionWithFormatConditions(1)  
.TopBottom = xlTop10Top  
.Rank = 10  
.Percent = False  
End With  
With Selection.FormatConditions(1).Font  
.Color = -16752384  
.TintAndShade = 0  
End With  
With Selection.FormatConditions(1).Interior  
.PatternColorIndex = xlAutomatic  
.Color = 13561798  
.TintAndShade = 0  
End With  
Selection.FormatConditions(1).StopIfTrue = False  
End Sub
```



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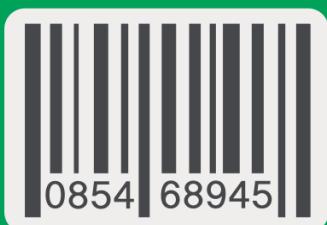


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