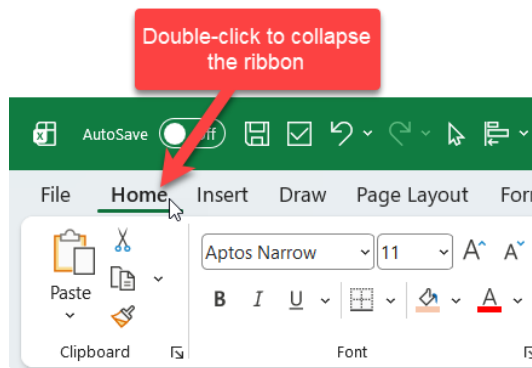


19 Hidden Excel Features

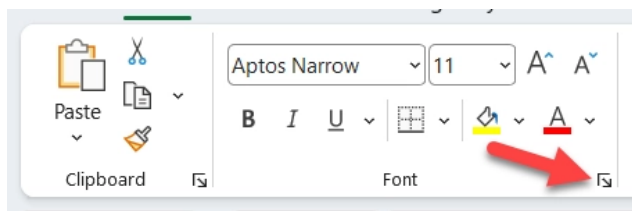
Excel has been around for over 40 years, and it has accumulated a ton of features that can feel hidden or forgotten. Here are 19 things you might not have known you can click.

Ribbon

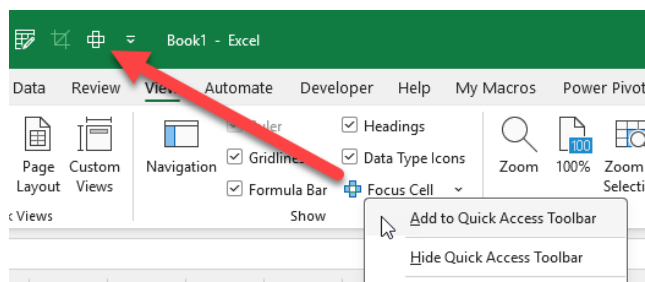
- 1. Hide Ribbon** Double-click any ribbon tab to collapse the ribbon and free up screen space. (Win, Mac)



- 2. Ribbon Dialog Buttons** Click the small arrow icons in the corner of ribbon groups to open Format Cells and other dialog boxes. (Win)

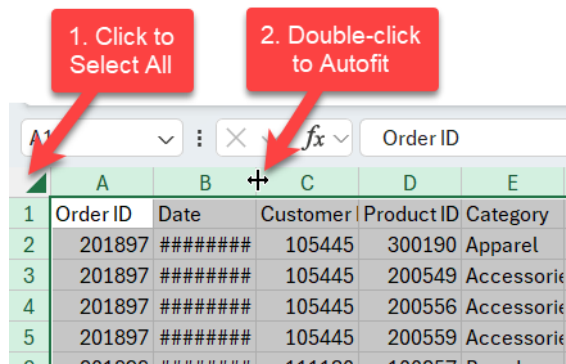


- 3. Add Buttons to Quick Access Toolbar** Right-click any ribbon button and choose "Add to Quick Access Toolbar" to pin it for one-click access. (Win)

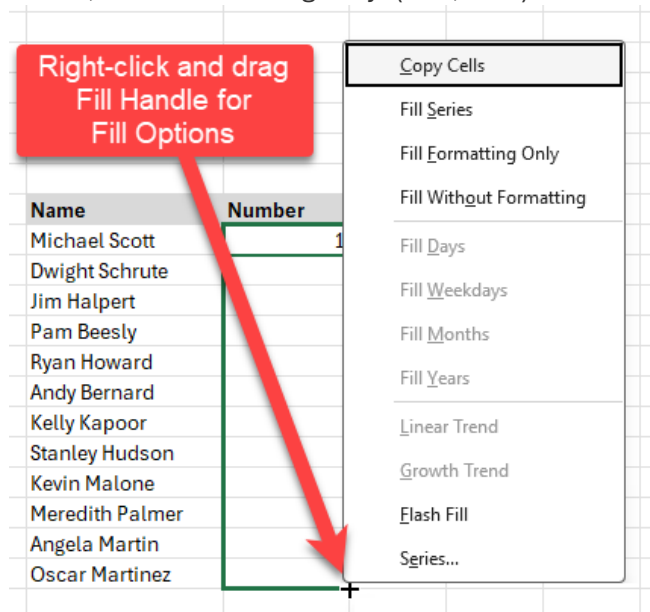


Grid and Formulas

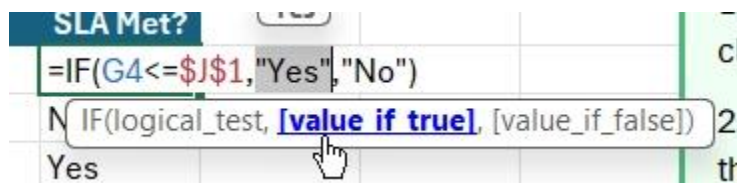
- 4. Autofit All Columns** Click the top-left corner of the grid to select all cells. Handy if you want to autofit all rows or columns at once. (Double-click between column headers to autofit just one.) (Win, Mac, Web)



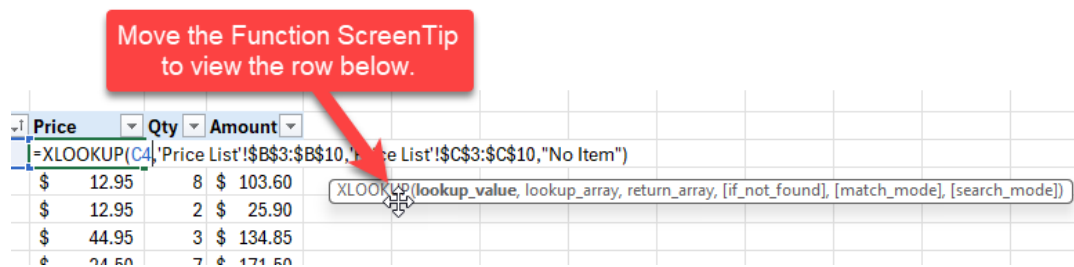
- 5. Fill Handle Options** Right-click and drag the fill handle to get more fill options, like Copy Cells, Fill Series, or Fill Formatting Only. (Win, Mac)



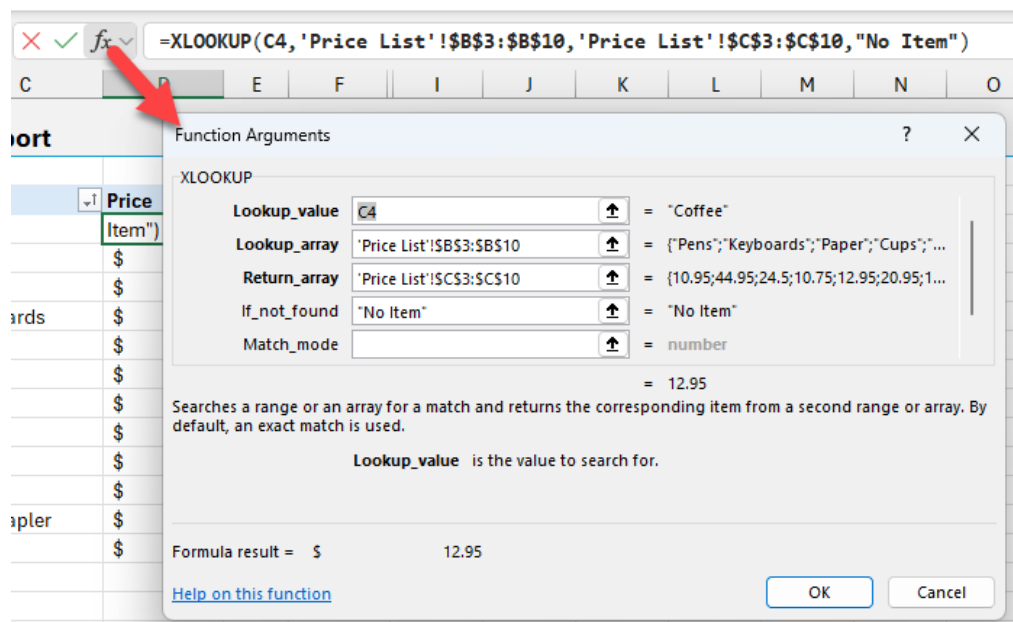
- 6. Function ScreenTip Links** In the formula screentip, click a function name to open its help page, or hover over an argument to select all the text for that argument. (Win, Mac, Web)



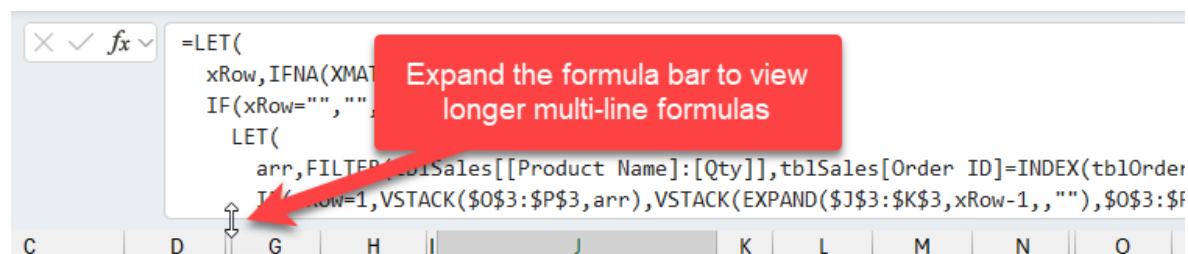
7. Move Function ScreenTip The screentip that shows the formula signature while you're editing a formula can be dragged and moved out of the way. (Win, Mac, Web)



8. Function Arguments Window Click the fx button next to the formula bar to open the Insert Function or Function Arguments window. (Win, Mac, Web)

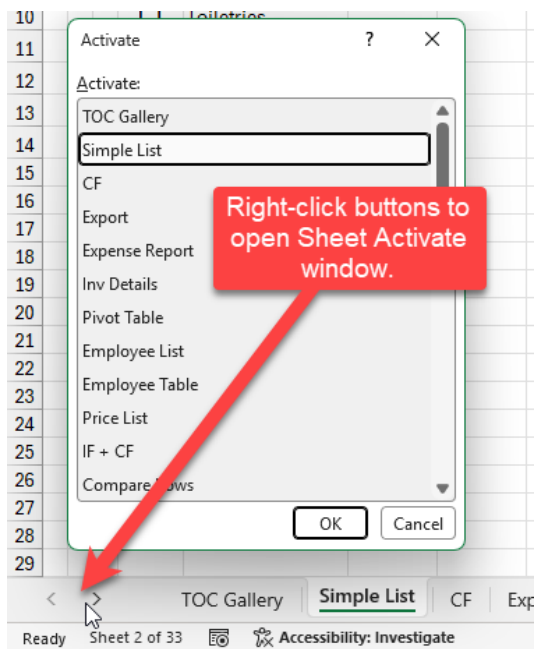


9. Expand the Formula Bar Expand the formula bar by hovering over its bottom border and dragging it down. (Win, Mac, Web)

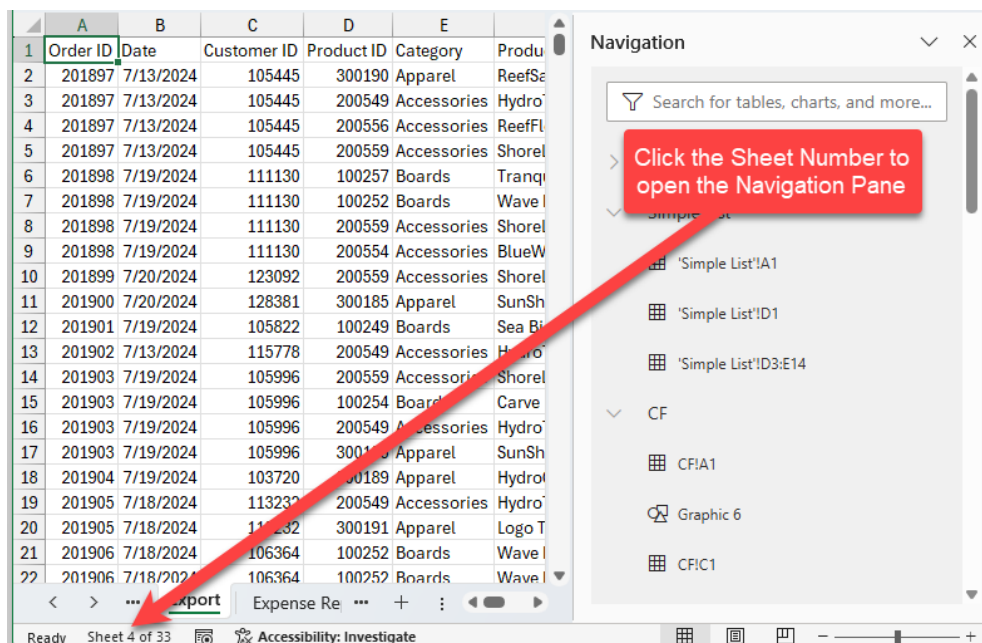


Status Bar

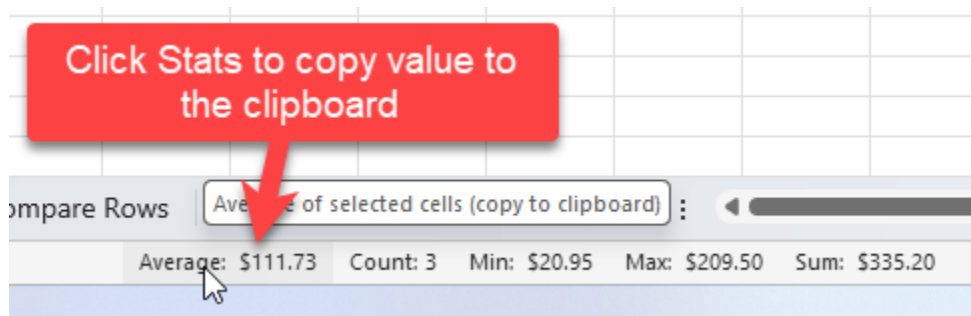
- 10. Sheet Activate Window** Click the sheet navigation arrows in the bottom-left corner to open a full list of sheets in your workbook. (Win, Mac, Web)



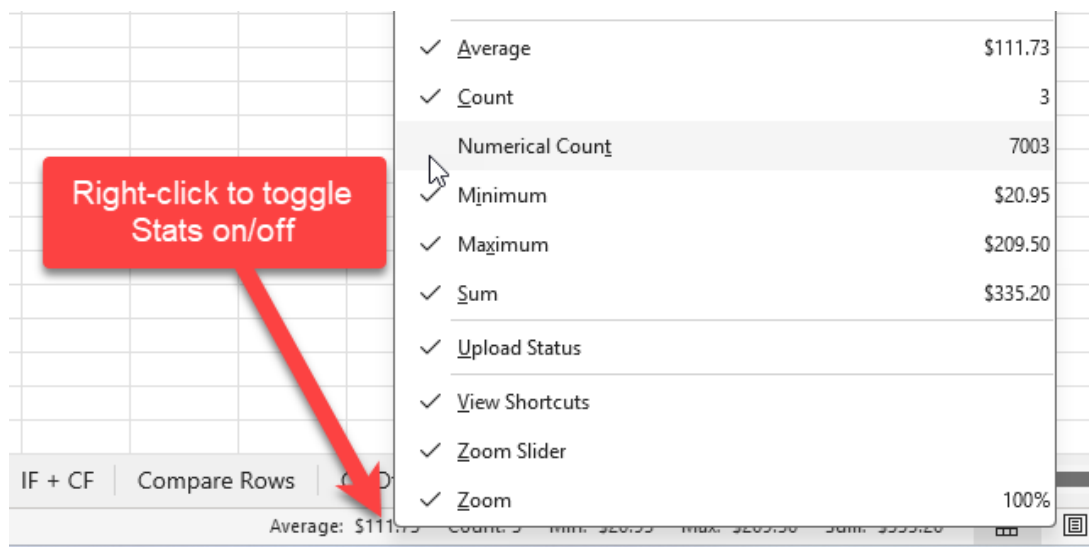
- 11. Navigation Pane** Click the sheet count next to the navigation arrows to open the Navigation Pane. (Win, Mac, Web)



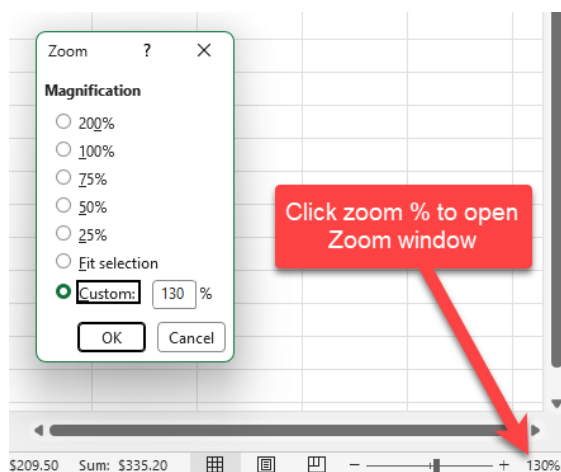
12. Copy Status Bar Stats Left-click any stat in the status bar (Sum, Average, Count, etc.) to copy that value straight to your clipboard. (Win, Mac)



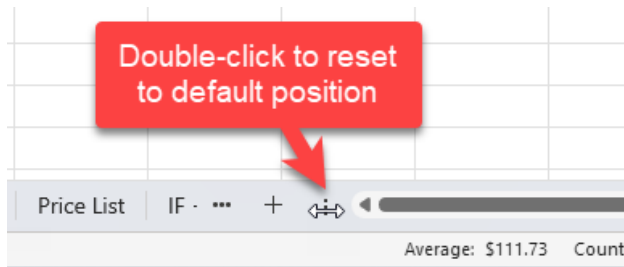
13. Enable Stats Right-click the status bar to choose which stats are displayed. (Win, Mac, Web)



14. Zoom Dialog Click the Zoom % in the bottom-right corner to open the zoom dialog box. Double-click any item on the list to select it and close the window. (Shortcut: Alt, W, J jumps back to 100%.) (Win, Mac, Web)

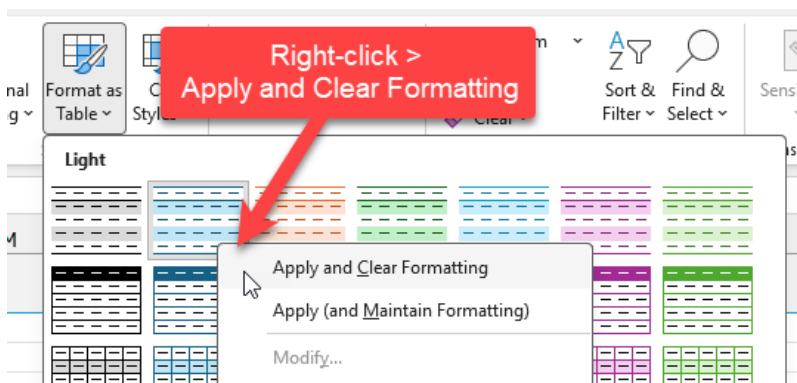


- 15. Restore Scroll Bar Size** Double-click the zoom slider to reset it to 100%. This trick also works on the Name Box. (Win)



Tables and Pivot Tables

- 16. Apply and Clear Table Formatting** With an Excel Table selected, use the Table Design tab to quickly apply or clear table formatting. (Win, Mac)



- 17. Select Table Column** Hover column header to select or reference entire column. (Win, Mac, Web)

Hover top half of header row to select entire Table column

Name	Age
Michael Scott	1
Dwight Schrute	0
Jim Halpert	0
Pam Beesly	1
Ryan Howard	1
Andy Bernard	1
Kelly Kapoor	1
Stanley Hudson	1
Kevin Malone	1
Meredith Palmer	1
Angela Martin	1
Oscar Martinez	1

18. Expand/Collapse Pivot Fields Double-click any item in a pivot table's Rows or Columns area to expand or collapse it. (Win, Mac, Web)

Apparel	AquaFlex Board Shorts	194.96
	Hydro	147.44
	Logo T	242.98
	ReefSaf	464.27
	SunShield Rash Guard	4,808.90
	TideProof Paddle Jacket	1,163.32
	WaveRider Water Shoes	2,254.59
Apparel Total		11,276.46
Boards	AquaGlide Touring Board	5,765.55

Double-click the cell to expand/collapse the group

19. Pivot Table Classic Layout Switch a pivot table to Classic Layout so you can drag and drop fields directly on the sheet. (Win, Mac)

Drop Report Filter Fields Here	
Sum of Revenue	
Category	Total
Accessories	24,022.46
Apparel	11,276.46
Boards	162,901.10
Grand Total	198,200.05

PivotTable Fields

Choose fields to add to report:

Search

- ☐ Order ID
- ☐ Date
- ☐ Customer ID
- ☐ Product ID
- ☒ **Category**
- ☐ Product Name
- ☐ Qty

Drag fields between areas below:

Drag fields onto the grid with the Classic Pivot Table Layout

Watch the full video tutorial on YouTube and [subscribe to our channel](#) for more time-saving tips like this.

Want to Save Even More Time with Excel?

Join our free masterclass, where I show you how to automate tedious Excel processes with formulas, pivot tables, and Power Query, plus when it makes sense to use AI to speed up your workflow.

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