

# Speed up Excel in 15 Easy Steps

Easy Application

Difficult Application

High Impact

Low Impact

Approach

1 Calculate using all processors

2 Close other programs

3 Use manual calculation

4 Disable all Excel add-ins

5 Same cell ranges in formulas

6 Replace formulas with values

7 Avoid conditional formatting

8 Avoid volatile formulas

9 Avoid data tables

10 Divide your file

11 Use several "small" formulas

12 Delete (formats) of unused cells

13 Optimize computer

14 Avoid large ranges in formulas

15 Move data into one sheet

- Excel often takes a long time calculating, especially in large Excel models.
- The reasons are different for each workbook. Because of that, some of the steps shown on the left hand side might work well and some won't.
- However, it's suggested to follow the orange arrow when speeding up Excel.
- For more information about each step please visit <http://professor-excel.com/15-ways-to-speed-up-excel/>.

# Speed up Excel in 15 Easy Steps

## 1 Calculate using all processors

Within Excel, go to "File", "Options", "Advanced". Scroll down, tick "Enable multi-threaded calculations" and choose "Use all processors on this computer".

## 2 Close other programs

E.g. internet browsers, music programs, other Microsoft Office programs.

## 11 Use several "small" formulas

Use several "small" formulas in different cells or rows instead of one large formula within one cell.

## 12 Delete (formats) of unused cells

Walk through the workbook and check, which content you don't need any longer.

## 3 Use manual calculation

Go to the "Formulas" ribbon, "Calculation Options" and choose "Manual"

## 4 Disable all Excel add-ins

- Go to "File", "Options", "Add-Ins".
- Select "Com Add-Ins".
- Then click on "Go".
- Untick all add-ins you don't necessarily need.



## 13 Optimize computer

- Open the control panel, go to 'System'.
- Click on "Advanced system settings".
- On the "Advanced" tab, click on "Settings" within "Performance".
- Select "Adjust for best performance".

## 5 Same cell ranges in formulas

Instead of using =SUM(\$A\$1:A3) (one part is fixed with \$-signs and one part is not), you should look of other options to replace this function.

## 6 Replace formulas with values

Copy the data (still with formulas) and paste special (Ctrl + Alt + v) them, selecting "Values" in the paste special window.

## 7 Avoid conditional formatting

If you really want to use conditional formats, you should consider dividing your file into several small files.

## 14 Avoid large ranges in formulas

Try to set the ranges in formulas as small as possible and only let Excel use ranges, which really contain necessary information.

## 8 Avoid volatile formulas

These formulas are volatile: NOW, TODAY, RAND, OFFSET, INDIRECT, INFO (depending on its arguments), CELL (depending on its arguments)

## 9 Avoid data tables

If you really want to have data tables, you could switch the calculation mode to 'Automatic Except for Data Tables'.

## 10 Divide your file

For example, you use one file for processing the raw input data. Within the second file, all major calculations are done and the third file would just display the results in a nice way.

## 15 Move data into one sheet

Using several worksheets provides a clear structure of the whole workbook. But if the calculations are spread over many worksheets, Excel will suffer performance.