- Did you know that you can easily transpose a chart of data with column headings to row descriptions with a click of a button. For example, instead of having the months of the year in each column, you can switch the chart to have the months in each row. All you need to do is select the chart and copy the data, place your cursor in the new cell location and select the paste (special) / transpose button which looks like this

- You can easily force a cell to display text rather than numbers or irritating date formats by simply typing an apostrophe (' symbol) in front of the characters you wish to display

- You can copy an entire worksheet WITH formatting from one excel file to another by right-clicking on the tab name and selecting the "Move or Copy" option. You must have both (the one you want to copy data from and the one to copy data to) files open in the same instance for this to work. In Excel 2013 and later you can simply drag the sheet from the tab name from one file to the other.
Also, have a look at the other paste options available to you as you can limit the function to some properties of a cell rather than all. This is useful if you want to copy formula only or formatting only etc.