EXCELFOR PROFESSIONALS

THE ULTIMATE GUIDE MORE

ALL THE SHORTCUTS YOU NEED TO JOIN THE #NOMOUSECLUB

PLUS HELPFUL FUNCTIONS AND MORE

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FROM

TMB ANALYTICS

GENERALLY HELPFUL (10F2)



SAVE ACTIVE FILE



ACTIVATE CELL EDITING MODE



TOGGLE ABSOLUTE/ RELATIVE REFERENCES

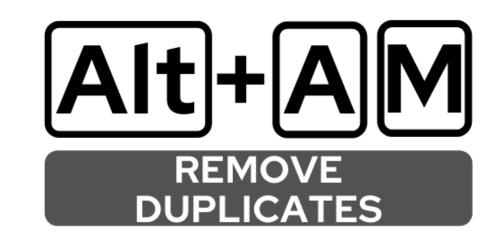


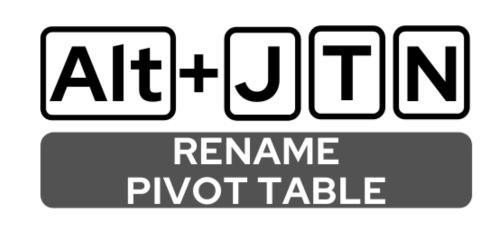






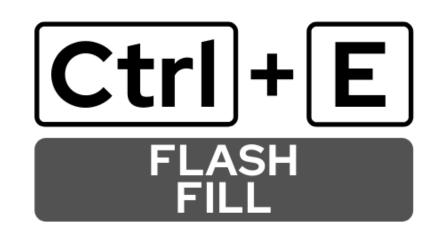




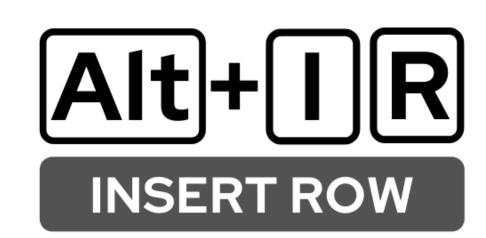


GENERALLY HELPFUL (2 OF 2)

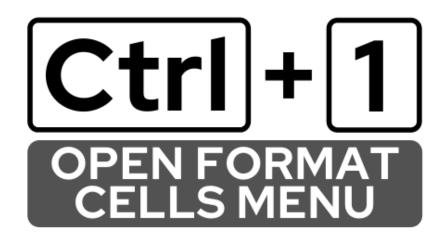




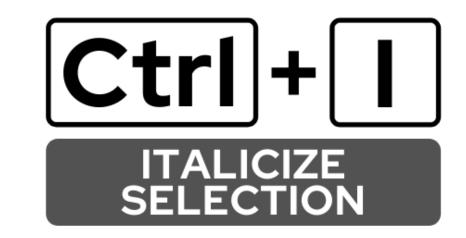




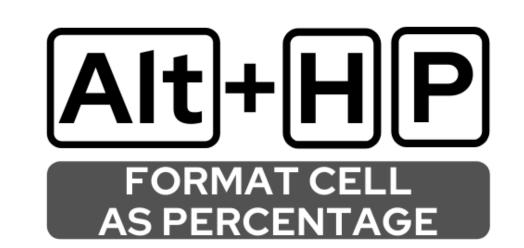
FORMATTING (10F2)











FORMATTING (2 OF 2)



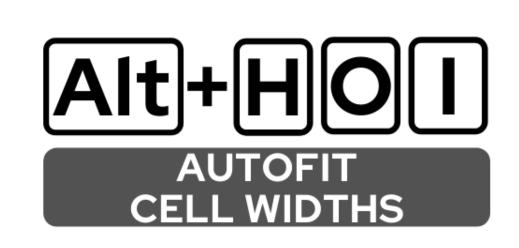
FORMATS

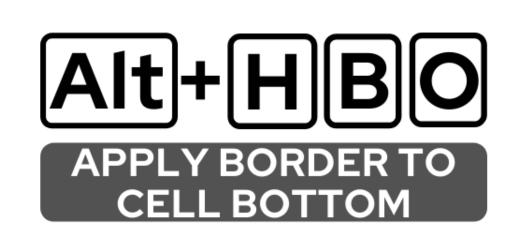
COLUMN WIDTHS







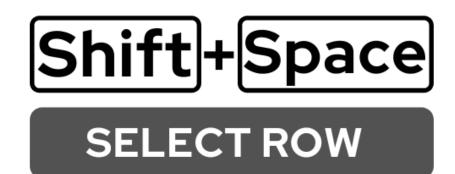




SHORTCUTS SELECTION + NAVIGATION



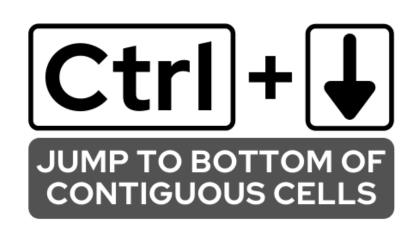


















VIEWS



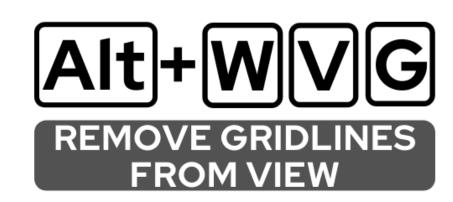


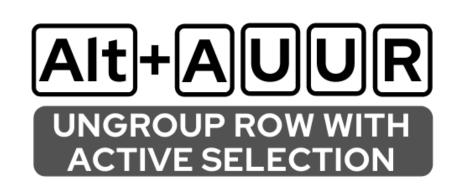




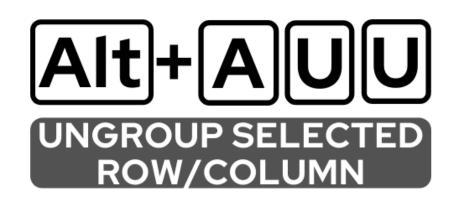




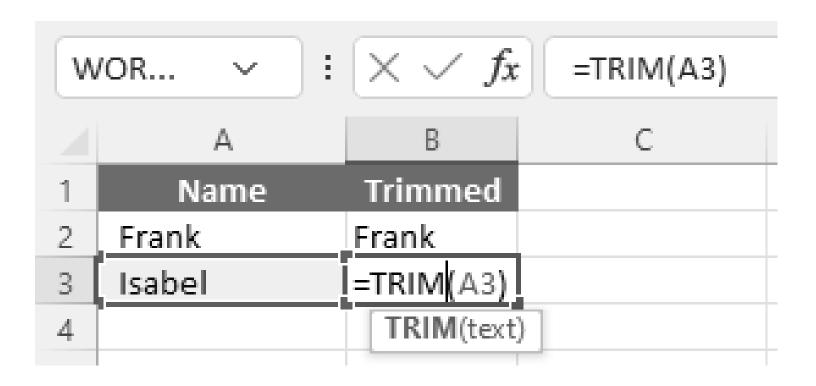






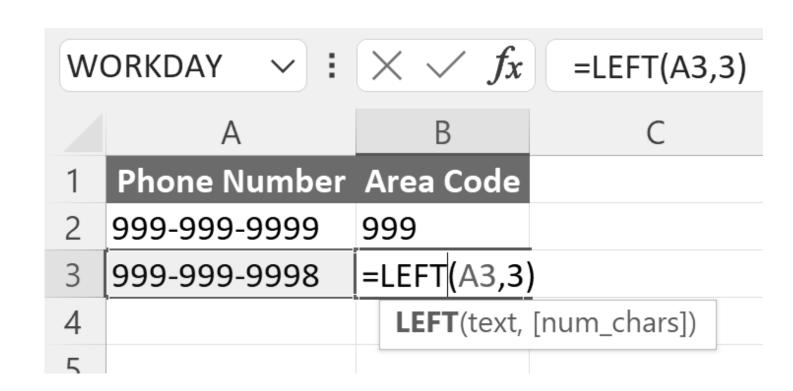


CLEANING



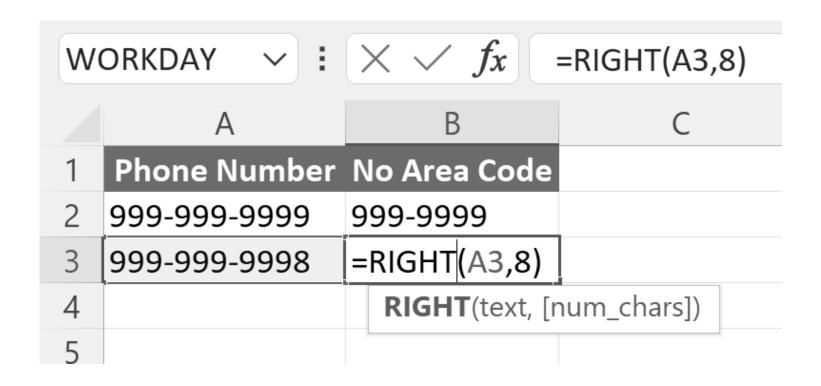
TRIM: Used in data cleaning to remove leading or trailing blanks that are often difficult to see in the source data

Syntax: TRIM(Cell Reference)



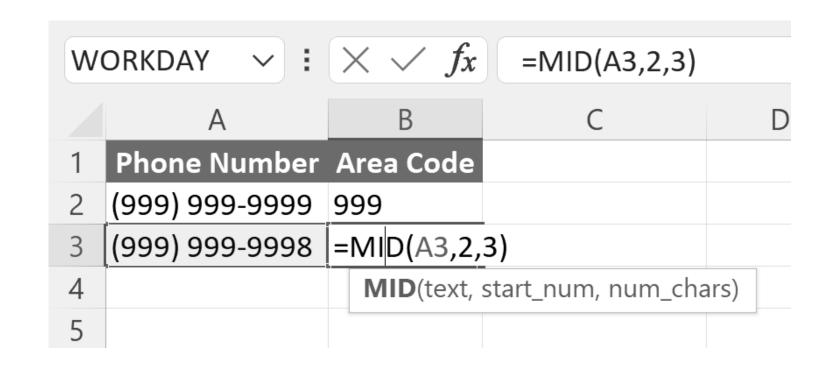
LEFT: Used to grab some number of characters starting from the left of the cell contents

Syntax: LEFT(Cell Reference,char num)



RIGHT: Used to grab some number of characters starting from the right of the cell contents

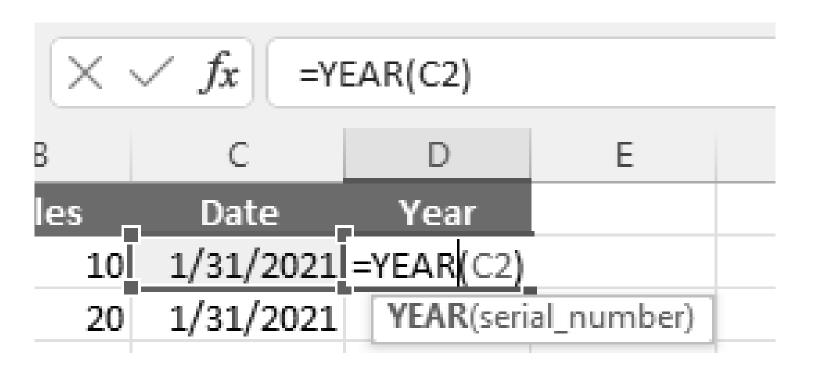
Syntax: RIGHT(Cell Ref,char num)



MID: Used to grab some number of characters starting from a designated count from the left of a cell's contents

Syntax: MID(Cell Ref,Start Num, Char Num)

FUNCTIONS MANIPULATING (10F 2)



YEAR: Used to extract the year from a date. Similar to MONTH, DAY, and other related functions

Syntax: YEAR(Date Reference)

WOR \checkmark : $\times \checkmark fx$ =EOMONTH(C4,0)									
	А	В	С	D	Е	F			
1	Name	Sales	Date	End of Month					
2	Jim	10	9/18/2021	9/30/2021					
3	Jane	20	1/15/2021	1/31/2021					
4	Jon	15	2/1/2021	=EOMONTH(C4	١,0)				
5	Julia	25	3/5/2021	EOMONTH(sta	art_date, mor	nths)			
6	Jorge	5	12/22/2021	12/31/2021					
7	Jane	15	11/14/2021	11/30/2021					
8	Jon	25	6/2/2021	6/30/2021					

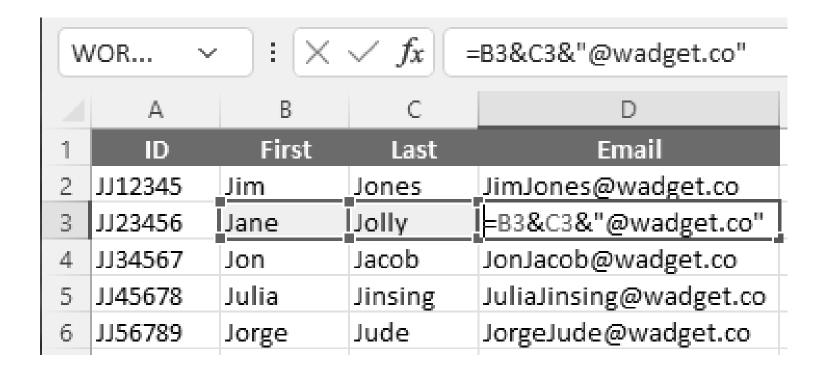
EOMONTH: Used to derive the last day in a month determined by a dated cell and a specific number of months to roll forward.

Syntax: EOMONTH(Date Cell, Months)

f_x =TEXT(E4,"MMMM")									
С	D	E	F	G					
Last	Email	Join Date	Join Month						
ones	JimJones@wadget.co	2/23/2021	February						
olly	JaneJolly@wadget.co	4/15/2021	April						
icob	JonJacob@wadget.co	6/17/2021	=TEXT(E4,"MMMM")						
nsing	JuliaJinsing@wadget.co	9/5/2021	S TEXT(value, fo	rmat_text)					
ıde	JorgeJude@wadget.co	11/19/2021	November						

TEXT: Incredibly useful function for a variety of things, namely in extracting specialized formats from cells.

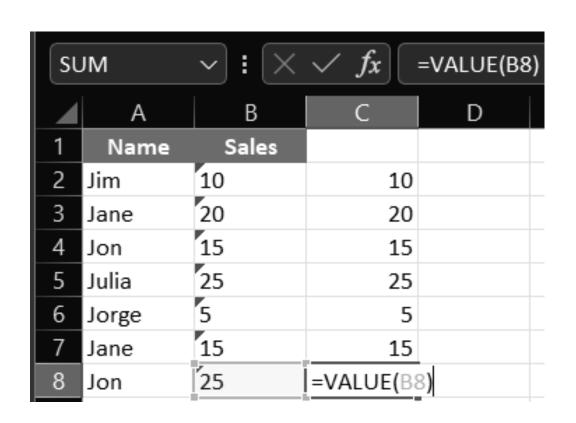
Syntax: TEXT(Cell Reference, Format)



Not CONCATENATE: Instead of the CONCATENATE or CONCAT functions, use the ampersand (&) to join strings and cell contents to create something new.

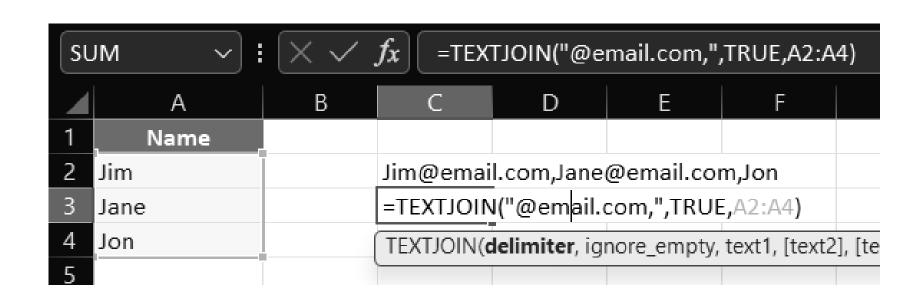
Syntax: Cell&"Text1"&Cell&"Text2"

MANIPULATING (2 OF 2)



VALUE: Used to extract the value from a value stored as text. Helpful if you want to maintain original data.

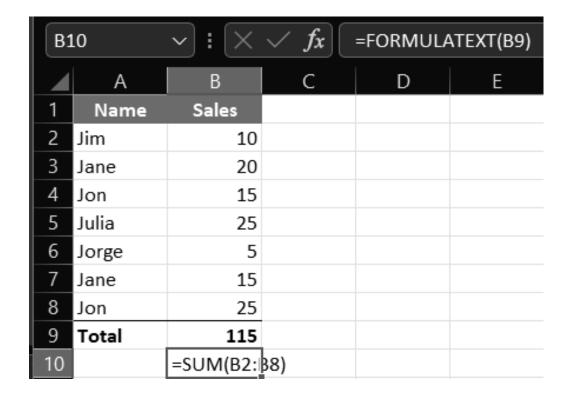
Syntax: VALUE(Text Reference)



TEXTJOIN: Used to combine an array of values into one string with custom delimiter and empty cell rule options.

Syntax:

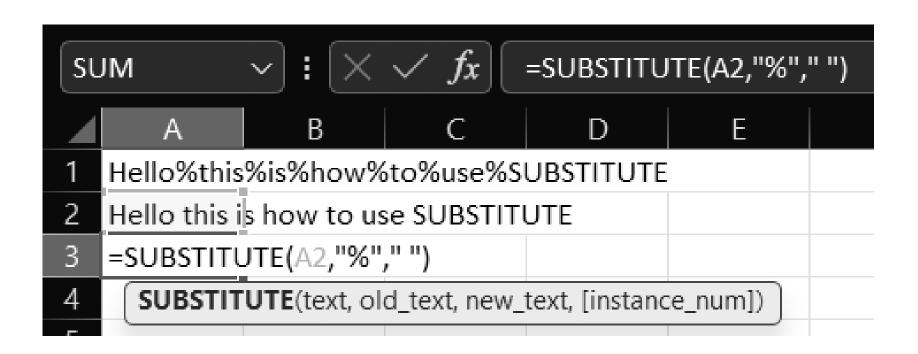
TEXTJOIN(delimiter,empty cell rule, array)



FORMULATEXT: Quick way to show the formula in another cell without having to copy and paste using apostrophes or other work arounds.

Syntax:

FORMULATEXT(Cell reference)

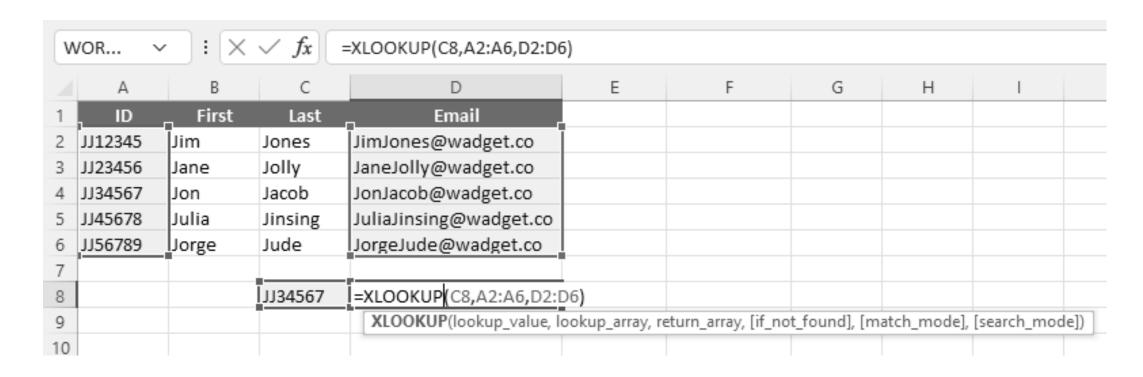


SUBSTITUTE: Useful function to replace specific values within a string and maintain original data.

Syntax:

SUBSTITUTE(Cell Reference, what to substitute, with what)

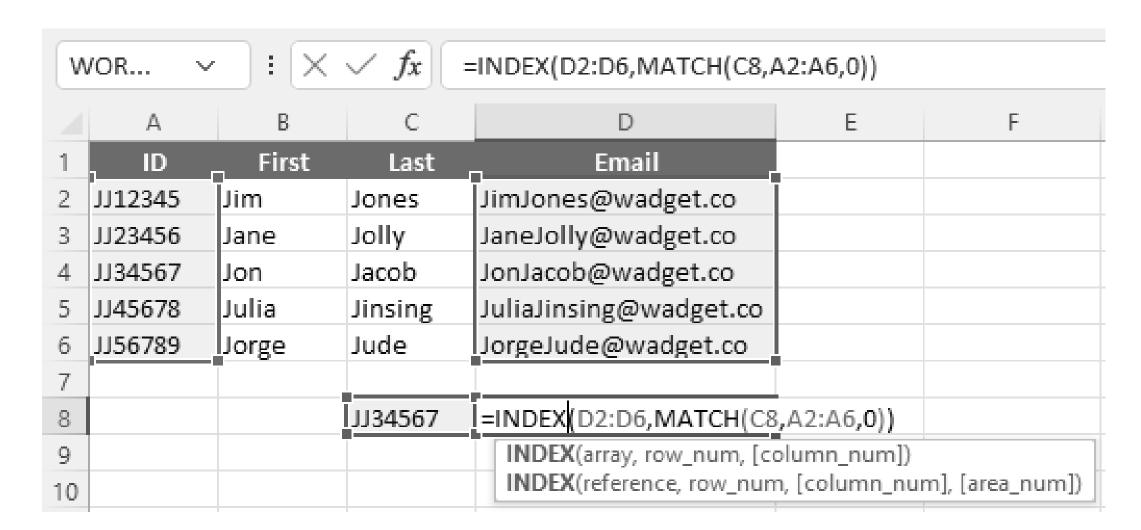
LOOKUPS



XLOOKUP: Used to look up values using an index reference. Replaces VLOOKUP, HLOOKUP, and INDEX/MATCH if used carefully.

Syntax:

XLOOKUP(Lookup value, Lookup Array, Return Array)

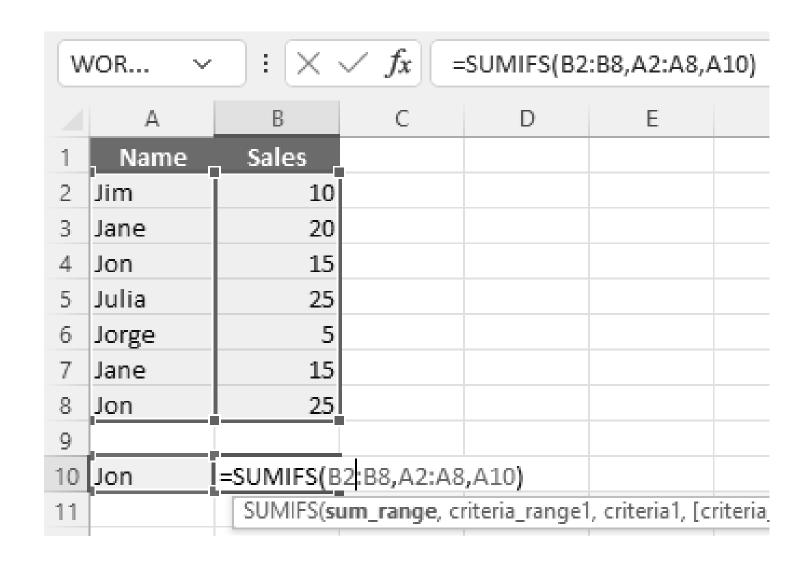


INDEX/MATCH: If you do not have XLOOKUP available on your version of Excel, INDEX/MATCH is the next best option. It uses the combination of functions to perform lookups in a much more flexible way than VLOOKUP and HLOOKUP.

Syntax:

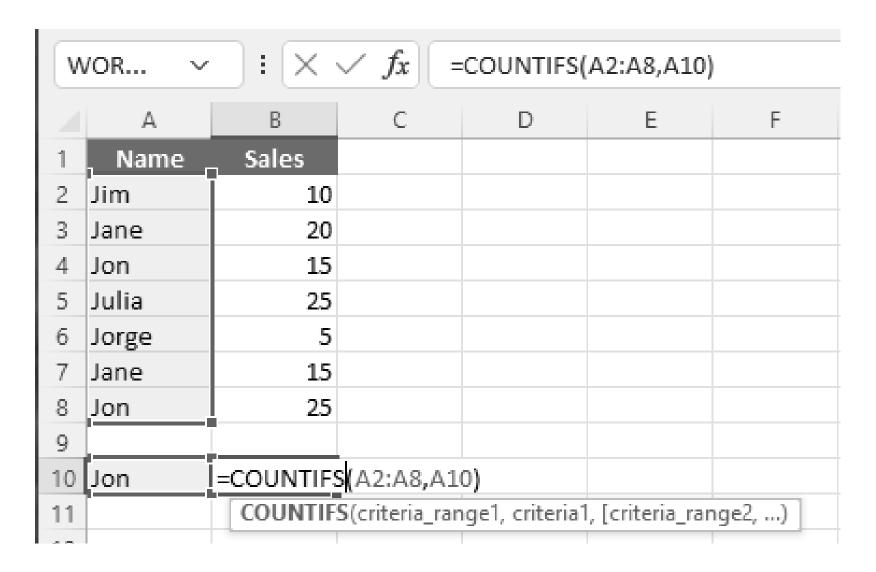
INDEX(Return Array, MATCH (Lookup Value, Lookup Array, O))

FUNCTIONS CALCULATIONS (10F2)



SUMIFS: Used to sum values from a data set using specific criteria

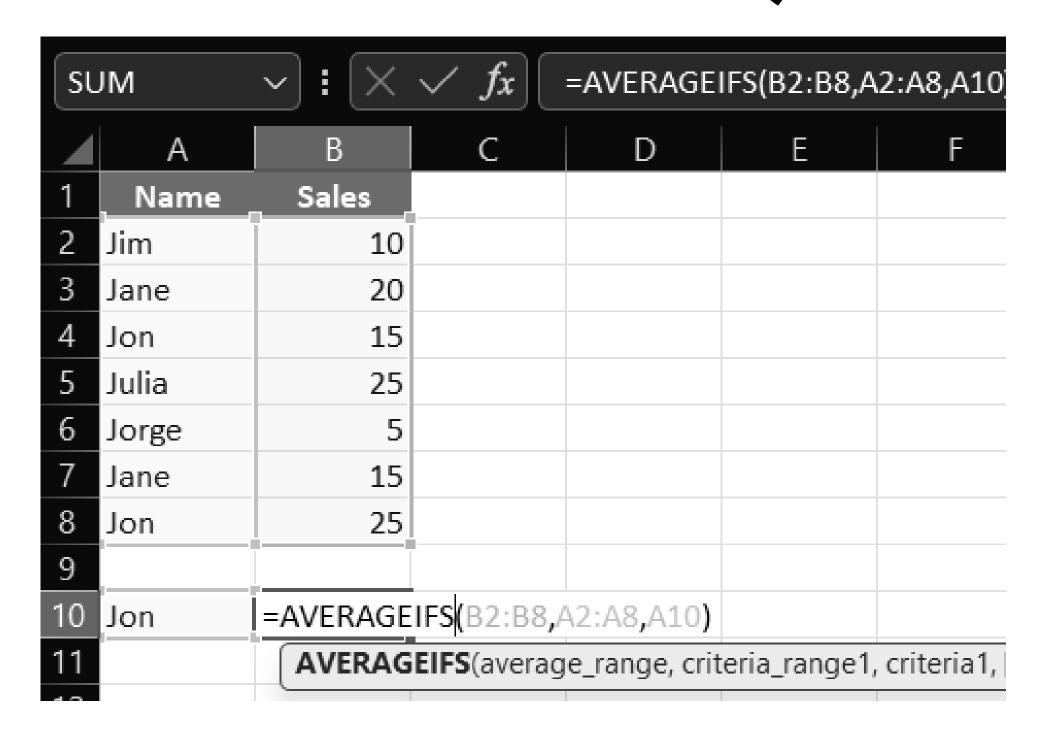
Syntax:SUMIFS(Sum Range,Criteria range 1, Criteria 1, Criteria Range N, Criteria N)



COUNTIFS: Used to count instances from a data set using specific criteria

Syntax: COUNTIFS(Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

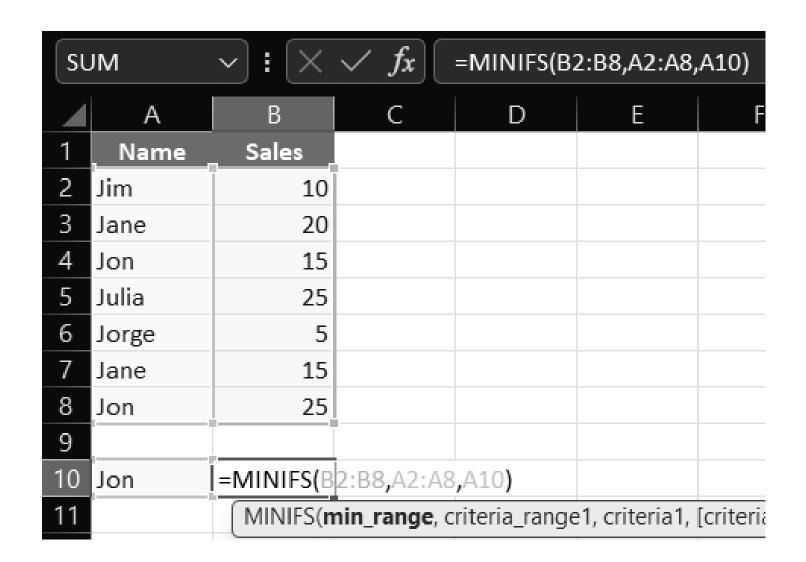
CALCULATIONS (2 OF 2)

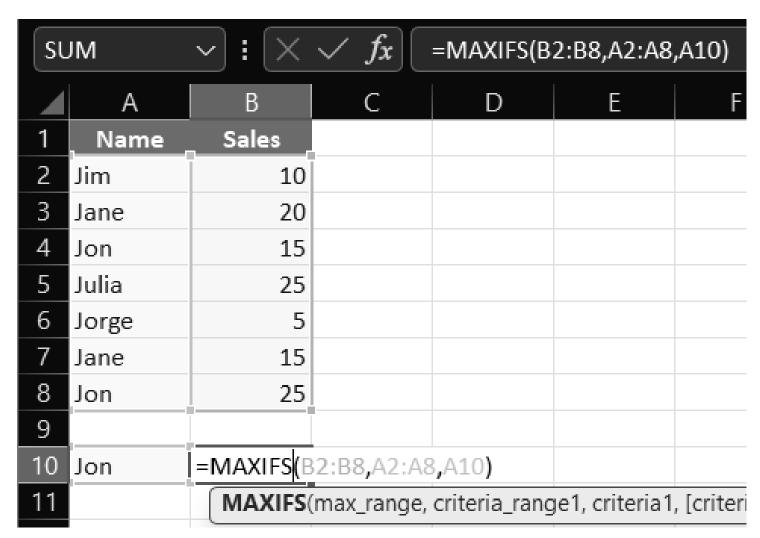


AVERAGEIFS: Used to average values from a data set using specific criteria

Syntax:

AVERAGEIFS (Average Range, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)





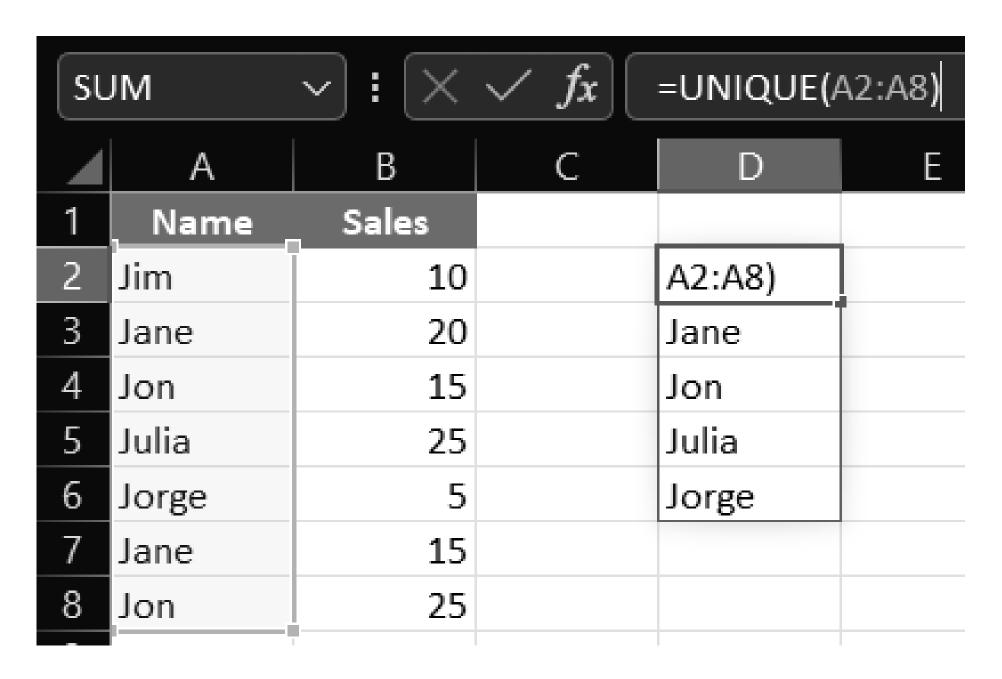
MINIFS/MAXIFS: Used to extract the minimum/maximum value from an array meeting specific criteria

Syntax:

MINIFS/MAXIFS(Value Array, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION

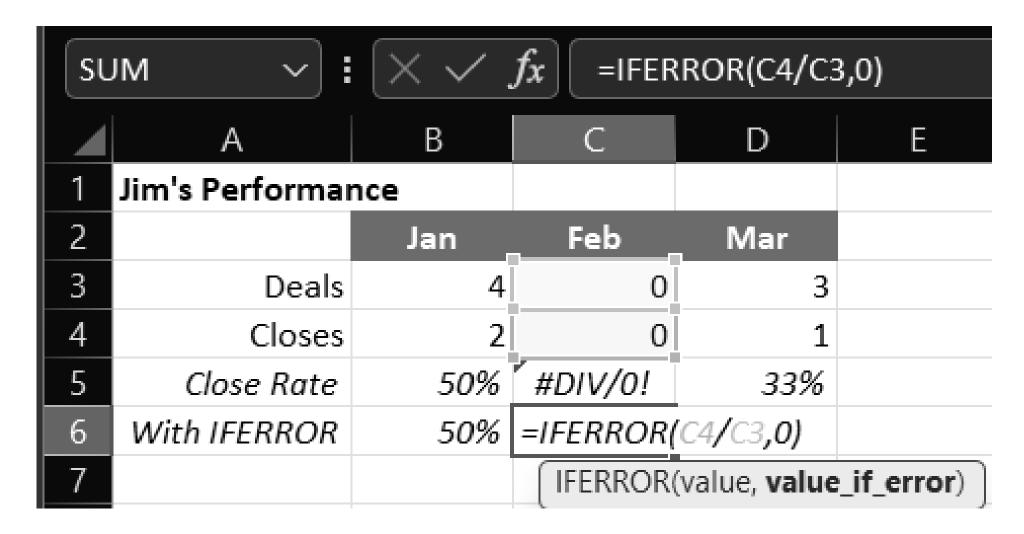
GENERALLY HELPFUL



UNIQUE: Easily extract the unique values from an Array without having to de-duplicate. It is a dynamic spill function.

Syntax:

UNIQUE(Array you want unique values from)



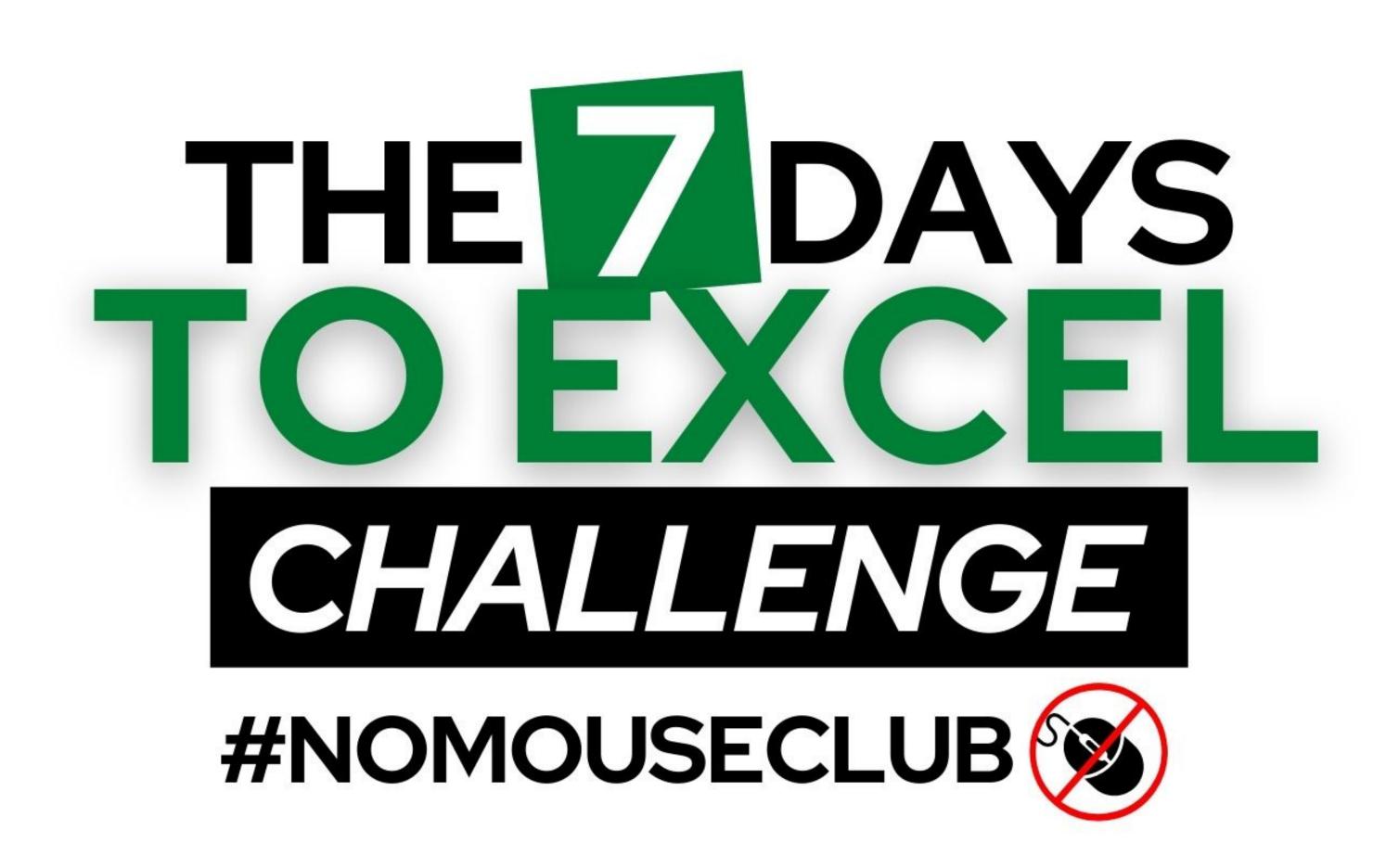
IFERROR: Used to create rules for how to present calculations with errors as outputs. Used to flag errors or clean presentation layer data.

Syntax:

IFERROR(Original calculation, Value to display if an error results)

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