**Advanced Excel Masterclass – Revision Notes**

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| **SN** | **Technique** | **Description** | **Remarks** |
| **Data Cleaning** | | | |
| 1 | FlashFill (Ctrl E) | Show sample output / pattern – tough samples, more samples, no blank column |  |
| 2 | Go To – Special (Ctrl G) | Blanks, Constants, Formulas; Ctrl + Enter |  |
| 3 | Find & Replace (Ctrl H) | Wildcard characters (\*) and (?) |  |
| 4 | SUBSTITUTE | Formula version of “Find & Replace” |  |
| 5 | Text to Columns | Split text, Rectify date (22.10.2016) and cell formats |  |
| 6 | Others | TRIM, LEFT, RIGHT, MID, VALUE, LEN, SEARCH, IF |  |
| **Lookups, Aggregators & Logicals** | | | |
| 7 | VLOOKUP *“tantrums”* | Lookup value in 1st column of table array, Format – Nos. stored as text vs. General/Number, F4 and comma |  |
| 8 | VLOOKUP with TRUE (1) | Slabs in >= Ascending order |  |
| 9 | VLOOKUP with 1 MATCH | 90° table – 2D lookup – Junior follows Senior |  |
| 10 | INDEX with 2 MATCH | Reverse lookup   * Map first * Match #1: Vertical & Match #2: Horizontal |  |
| 11 | Fuzzy Lookup | Matching same names with different spellings – Rajeev vs. Rajiv |  |
| 12 | SUMIFS / COUNTIFS | Heights of Range to be equal, $, “>=”&A1, $A$1:A1 |  |
| 13 | Logical Statements | IF(AND(), \_\_ , \_\_ ); IF(OR(), \_\_ , \_\_ ); IFERROR( \_\_ , “NA”) |  |
| **Analysis** | | | |
| 14 | Pivot Table | Date & Numbers Grouping, Sparklines, Slicer, Heatmap, F11, Mathematical Calculations, 3D Data Consolidation; Power Query (Transform – Unpivot Columns) |  |
| **Calculations** | | | |
| 15 | EDATE | Expiry Date (3 months from now) |  |
| 16 | EOMONTH | End of Month (5th of next month) |  |
| 17 | TEXT | Sunday, Monday etc. |  |
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* Conflicts with *AURA [Fuzzy Lookup, PowerQuery Add in for 2013]*
* *MS OneNote: Copy text from picture (OCR)*
* *MS Word Macros (Smiley): Avoid Delete – Space*