

# 100 Excel Tricks and Tips



**University of Karachi (Mathematics Department)**

**Engineer Syed Umaid Ahmed**

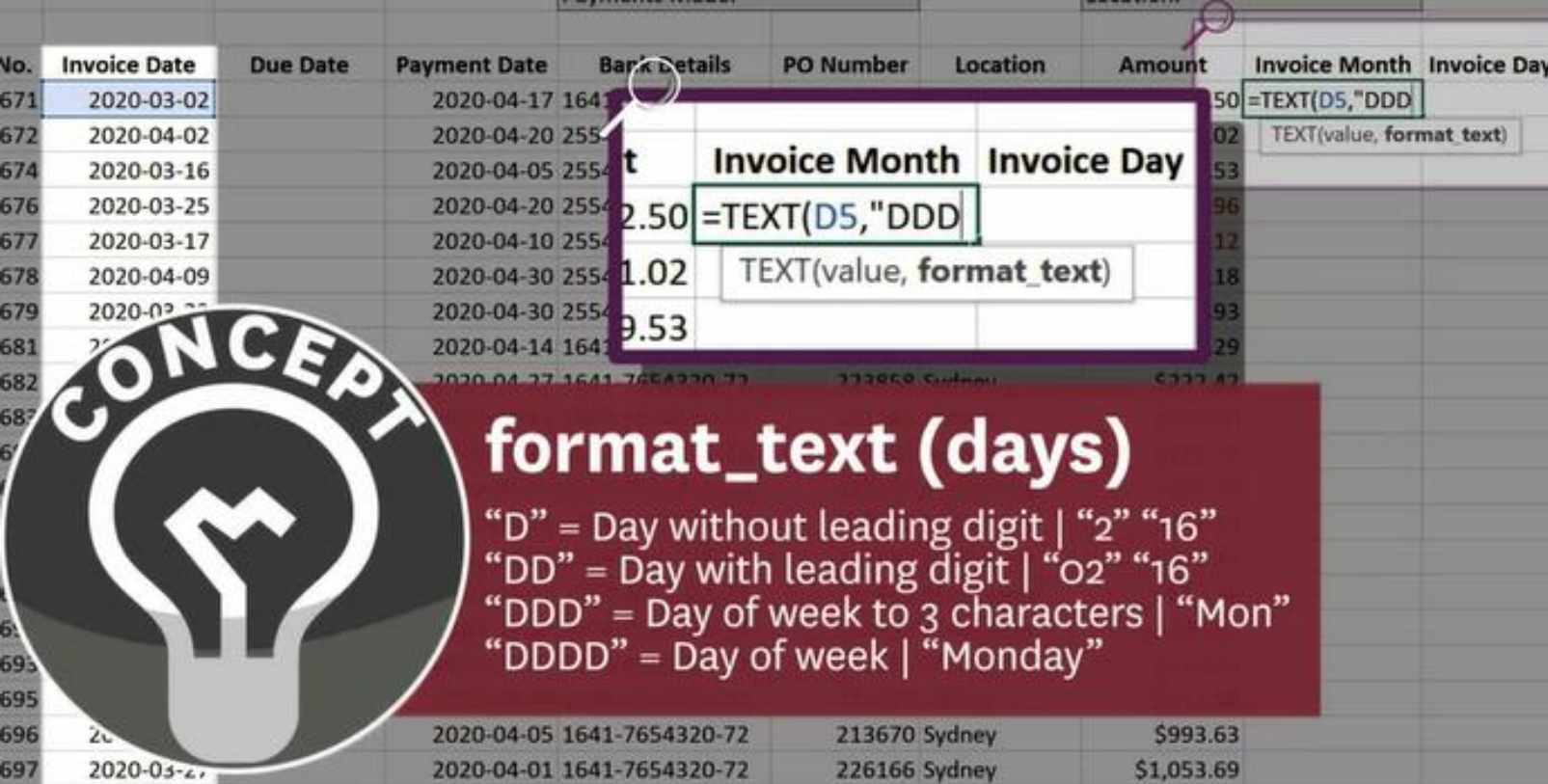
*BE (EE), ME (Mechatronics)*

*NED University of Engineering & Technology*



## 61. Using DATE Functions of Prev\* Lectures with Studied Functions

Extracting the dates from already existed Text Columns



The image shows an Excel spreadsheet with columns: No., Invoice Date, Due Date, Payment Date, Bank Details, PO Number, Location, Amount, Invoice Month, and Invoice Day. Rows 671 to 697 are visible. A callout box highlights the formula `=TEXT(D5,"DDD")` in the Invoice Month column, with a tooltip showing `TEXT(value, format_text)`. A red box at the bottom contains a lightbulb icon and the text "CONCEPT format\_text (days)".

**CONCEPT**

**format\_text (days)**

- "D" = Day without leading digit | "2" "16"
- "DD" = Day with leading digit | "02" "16"
- "DDD" = Day of week to 3 characters | "Mon"
- "DDDD" = Day of week | "Monday"

No.	Invoice Date	Due Date	Payment Date	Bank Details	PO Number	Location	Amount	Invoice Month	Invoice Day
671	2020-03-02		2020-04-17	1641-7654320-72					
672	2020-04-02		2020-04-20	2554					
674	2020-03-16		2020-04-05	2554					
676	2020-03-25		2020-04-20	2554	2.50				
677	2020-03-17		2020-04-10	2554					
678	2020-04-09		2020-04-30	2554	1.02				
679	2020-03-25		2020-04-30	2554	9.53				
681	2020-03-25		2020-04-14	1641					
682	2020-04-27		2020-04-27	1641-7654320-72	213670	Sydney	\$993.63		
683	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
684	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
685	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
686	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
687	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
688	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
689	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
690	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
691	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
692	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
693	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
694	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
695	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
696	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		
697	2020-04-27		2020-04-27	1641-7654320-72	226166	Sydney	\$1,053.69		

## 62. Name Range (Making Absolute Referencing Easy)

Alternate of Absolute Referencing. Easy to Use

- Max 255 characters
- Start with letter or “\_”
- Use letters, numbers & “\_”
- No spaces
- Must be unique

Incorrect	Correct
Sales Tax	SalesTax
Sales-Tax	Sales_Tax
2019Sales	Sales2019
%	Rate
NSW2019	NSW_2019

## **63. Make Whole Column as Name Box**

1. Use Ctrl+Shift+Down Key First to Select a column (Don't include heading, Its not part of Data)
2. Change the Name Box as Guided

## **64. Pro Tip: Make Whole Column as Name Box** *(But using Formula Bar, Define Name)*

1. Use Ctrl+Shift+Down Key First to Select a column (Don't include heading, Its not part of Data)
2. Change the Name Box as Guided
3. Check Scope (It would be useful)

## 65. Pro Tip: Make Whole Column as Name Box *(But From “Create from Selection”)*

1. Use Ctrl+Shift+Down Key First to Select an entire data including *columns labels*
2. Change the Name Box as Guided

## **66. Name Manager to Change names of Different Name Box** (*Formulas Section*)

We can't change the scope from workbook in this option

## 67. Perfect Use of Name Range From Other Worksheets

Calculating the same without going towards the Previous page of my workbook

*From Other Page*

\$ Amount
\$742.50
\$1,021.02
\$409.53
\$234.96
\$450.12
\$114.18
\$930.93
\$466.29
\$222.42
\$679.80
\$171.93
\$623.70
\$221.10
\$393.36
\$642.18
\$499.95
\$299.64
\$312.84
\$993.63



Analysis for MedsCo April 2020		
Supplier Statement Total:		
DC Report Total Paid:		
Difference:	\$0.00	
Locations	Number of Invoices	Total Paid
Sydney		
Melbourne		



## 68. Name Range with Count-IFS Function

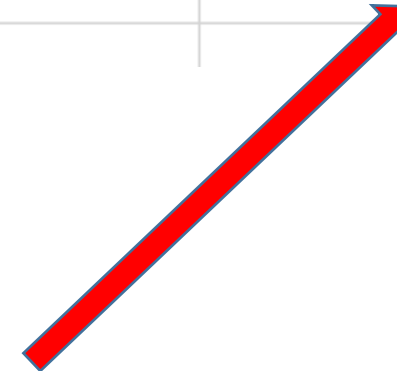
Calculating the occurrences of same name of country

*From Other Page*

Location
Sydney
Melbourne
Melbourne
Melbourne
Melbourne
Melbourne
Melbourne
Sydney
Sydney
Sydney
Sydney
Melbourne
Melbourne
Melbourne
Melbourne
Melbourne
Melbourne
Sydney
Sydney
Sydney
Melbourne



Analysis for MedsCo April 2020		
Supplier Statement Total:		
DC Report Total Paid:		
Difference:	\$0.00	
Locations	Number of Invoices	Total Paid
Sydney		
Melbourne		



## 69. Name Range with SUM-IFS Function (It has three arguments)

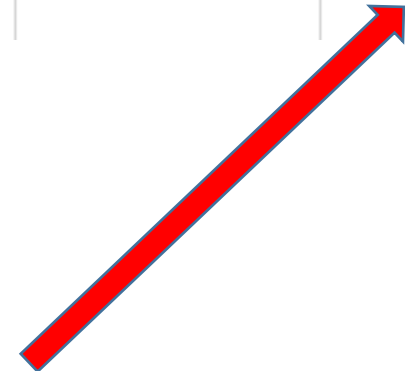
Calculating the occurrences of same name of country

*From Other  
Page*

Amount	Location
\$742.50	Sydney
\$1,021.02	Melbourne
\$409.53	Melbourne
-\$234.96	Melbourne
-\$450.12	Melbourne
\$114.18	Melbourne
\$930.93	Sydney
\$466.29	Sydney
\$222.42	Sydney
\$679.80	Sydney
\$171.93	Melbourne
\$623.70	Melbourne
\$221.10	Melbourne
\$393.36	Melbourne
\$642.18	Melbourne
\$499.95	Melbourne
\$299.64	Sydney
\$312.84	Sydney
	Sydney
	Melbourne



Analysis for MedsCo April 2020		
Supplier Statement Total:		
DC Report Total Paid:		
Difference:	\$0.00	
Locations	Number of Invoices	Total Paid
Sydney		
Melbourne		



## 70. CREATE Tick Marks for Tracking Projects Status Interesting

1. Using the Ctrl + 1

2. And for Markings, Press

**Window Button + Full Stop**

<i><b>Project</b></i>	<i><b>Status</b></i>
Project 1	✓Complete
Project 2	✓Complete
Project 3	✓Remain
Project 4	✓Complete
Project 5	✓Remain
Project 6	✓Complete
Project 7	✓Complete
Project 8	✓Remain
Project 9	✓Complete
Project 10	✓Complete
Project 11	✓Remain
Project 12	✓Complete