

100 Excel Tricks and Tips



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51. CONCATENATE FUNCTION

Combine two columns immediately using concatenate functions

Document No	Payment No.
24673	1
24673	1
24675	1
24676	1
24677	1
24679	1
24679	2
24680	1
24683	1
24685	1
24690	1
24693	1
24697	1
24698	1
24699	1
24704	1
24707	1



Payment No
24673_1
24673_1
24675_1
24676_1
24677_1
24679_1
24679_2
24680_1
24683_1
24685_1
24690_1
24693_1
24697_1
24698_1
24699_1
24704_1

52. Operator line & Function for Joining Bank Accounts Details

Operator like functions to join values in columns without any dash or line

Acct	Check	Payment No		Bank Details
7654320	72	24673_1		1641765432072
4551221	33	24673_1		2554455122133
4551221	33	24675_1		2554455122133
4551221	33	24676_1		2554455122133
4551221	33	24677_1		2554455122133
4551221	33	24679_1		2554455122133
4551221	33	24679_2		2554455122133
7654320	72	24680_1		1641765432072
7654320	72	24683_1		1641765432072
7654320	72	24685_1		1641765432072
7654320	72	24690_1		1641765432072
4551221	33	24693_1		2554455122133
4551221	33	24697_1		2554455122133
4551221	33	24698_1		2554455122133
4551221	33	24699_1		2554455122133
4551221	33	24704_1		2554455122133

53. Excel Text Split “LEFT FUNCTION” for Getting Months Name

Find and extract Months Name using the LEFT Function

Inv	Inv Month
Invoiced	Mar
Mar 23	Apr
Apr 01	Mar
Mar 16	Mar
Mar 25	Mar
Mar 17	Apr
Apr 09	Mar
Mar 23	Mar
Mar 27	Mar
Mar 22	Mar
Mar 09	Apr
Apr 04	Mar
Feb 24	Mar
Mar 29	Feb
Apr 09	Mar
Mar 09	Mar
Mar 19	Apr

54. Excel Text Split “RIGHT FUNCTION” for PO Order Number

Find and extract Purchase Order Number using the Right Function

Customer PO		N
PO-Sydney-223809		PO Number
PO-Melbourne-327600		223809
PO-Melbourne-332589		327600
PO-Melbourne-337131		332589
PO-Melbourne-319376		337131
PO-Melbourne-334724		319376
PO-Melbourne-310607		334724
PO-Sydney-226225		310607
PO-Sydney-223858		226225
PO-Sydney-211781		223858
PO-Sydney-232805		211781
PO-Melbourne-312187		232805
PO-Melbourne-319790		312187
PO-Melbourne-327342		319790
PO-Melbourne-335460		327342
PO-Melbourne-323955		335460
		323955
		316515
		231320
		213670

55. Excel Your Task (Home work To join Bank Accounts in Way Reference to *52)

Find and extract Purchase Order Number using the Right Function

Customer PO
PO-Sydney-223809
PO-Melbourne-327600
PO-Melbourne-332589
PO-Melbourne-337131
PO-Melbourne-319376
PO-Melbourne-334724
PO-Melbourne-310607
PO-Sydney-226225
PO-Sydney-223858
PO-Sydney-211781
PO-Sydney-232805
PO-Melbourne-312187
PO-Melbourne-319790
PO-Melbourne-327342
PO-Melbourne-335460
PO-Melbourne-323955



=CONCATENATE(H2,"-",I2,"-",J2)						K	L
PO	ABN	Acct	Check	Payment No	Bank Details		
09	1641	7654320	72	24673_1	1641-7654320-72		
27600	2554	4551221	33	24673_1	2554-4551221-33		
32589	2554	4551221	33	24675_1	2554-4551221-33		
37131	2554	4551221	33	24676_1	2554-4551221-33		
19376	2554	4551221	33	24677_1	2554-4551221-33		
34724	2554	4551221	33	24679_1	2554-4551221-33		
10607	2554	4551221	33	24679_2	2554-4551221-33		
25	1641	7654320	72	24680_1	1641-7654320-72		
58	1641	7654320	72	24683_1	1641-7654320-72		
81	1641	7654320	72	24685_1	1641-7654320-72		
05	1641	7654320	72	24690_1	1641-7654320-72		
12187	2554	4551221	33	24693_1	2554-4551221-33		
19790	2554	4551221	33	24697_1	2554-4551221-33		
27342	2554	4551221	33	24698_1	2554-4551221-33		
35460	2554	4551221	33	24699_1	2554-4551221-33		
23955	2554	4551221	33	24704_1	2554-4551221-33		
15515	2554	4551221	33	24707_1	2554-4551221-33		
22	1641	7654320	72	24712_1	1641-7654320-72		

56. Excel Text Split “MID FUNCTION” for Location Initials

Find and extract City Location Initials using the MID Function

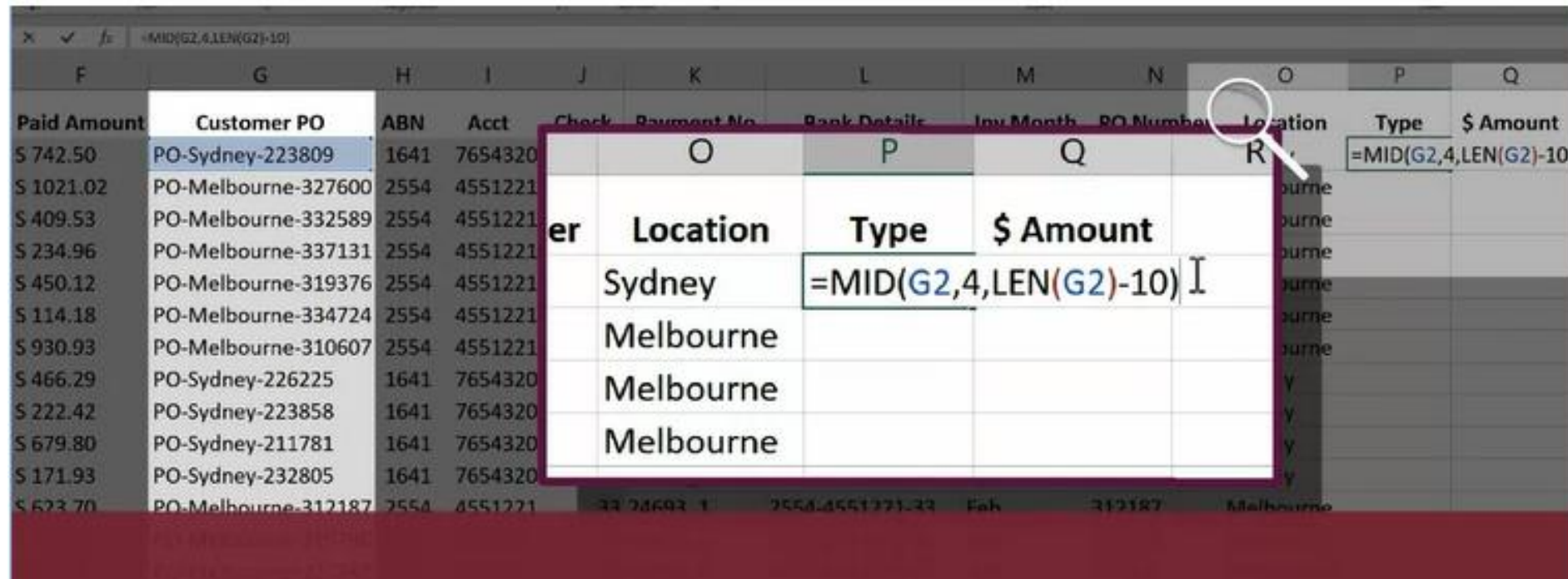
Customer PO		Location
PO-Sydney-223809		S
PO-Melbourne-327600		M
PO-Melbourne-332589		M
PO-Melbourne-337131		M
PO-Melbourne-319376		M
PO-Melbourne-334724		M
PO-Melbourne-310607		M
PO-Sydney-226225		S
PO-Sydney-223858		S
PO-Sydney-211781		S
PO-Sydney-232805		M
PO-Melbourne-312187		M
PO-Melbourne-319790		M
PO-Melbourne-327342		M
PO-Melbourne-335460		M
PO-Melbourne-323955		S
		S
		S
		S

57. Excel Full City Name using Length Functions

The location is always preceded by three characters and has seven after.

In other words, the total length of the string is always going to be 10 plus my location.

If I get the total length of the string and subtract 10, that will tell me how long my location name is.



Paid Amount	Customer PO	ABN	Acct	Check	Payment No	Bank Details	Inv Month	PO Number	Location	Type	\$ Amount
\$ 742.50	PO-Sydney-223809	1641	7654320		O	P	Q	R		=MID(G2,4,LEN(G2)-10)	
\$ 1021.02	PO-Melbourne-327600	2554	4551221						Melbourne		
\$ 409.53	PO-Melbourne-332589	2554	4551221						Melbourne		
\$ 234.96	PO-Melbourne-337131	2554	4551221						Melbourne		
\$ 450.12	PO-Melbourne-319376	2554	4551221						Melbourne		
\$ 114.18	PO-Melbourne-334724	2554	4551221						Melbourne		
\$ 930.93	PO-Melbourne-310607	2554	4551221						Melbourne		
\$ 466.29	PO-Sydney-226225	1641	7654320						Sydney		
\$ 222.42	PO-Sydney-223858	1641	7654320						Melbourne		
\$ 679.80	PO-Sydney-211781	1641	7654320						Melbourne		
\$ 171.93	PO-Sydney-232805	1641	7654320						Melbourne		
\$ 623.70	PO-Melbourne-312187	2554	4551221						Melbourne		

58. Clean Get Rid of Unknown Characters

Remove unnecessary error-based characters

CLEAN is designed to remove the first 32 non-printing characters in the ASCII table.

Inv/cr
INV
inv
INV
cr
cr
inv
inv
inv
inv
INV
inv
Inv
inv
inv
INV
INV
INV
inv



P
Type
INV
inv
INV
cr
cr
inv
inv
inv
inv
INV
inv
Inv
inv
inv
inv
INV
INV
INV
inv
inv
inv

59. TRIM for Removing Leading Spaces

Remove unnecessary leading spaces

TRIM is designed to remove the first spaces in data column.

Leading Spaces
(Spaces in Start)



P
Type
INV
inv
INV
cr
cr
inv
inv
inv
inv
INV
inv
Inv
inv
inv
inv
INV
INV
INV
inv
inv
inv



Type
INV
inv
INV
cr
cr
inv
inv
inv
inv
inv
INV
inv
Inv
inv
inv
inv
INV
INV
INV
inv
inv
inv

60. SUBSTITUTE Function: Replaces String Based on Content

Remove unnecessary leading character from the columns

Paid Amount		\$ Amount
\$ 742.50		742.50
\$ 1021.02		1021.02
\$ 409.53		409.53
\$ 234.96		234.96
\$ 450.12		450.12
\$ 114.18		114.18
\$ 930.93		930.93
\$ 466.29		466.29
\$ 222.42		222.42
\$ 679.80		679.80
\$ 171.93		171.93
\$ 623.70		623.70
\$ 221.10		221.10
\$ 393.36		393.36
\$ 642.18		642.18
\$ 499.95		499.95
\$ 299.64		299.64
\$ 312.84		312.84
\$ 993.63		993.63
\$ 1053.69		1053.69
\$ 1047.75		1047.75