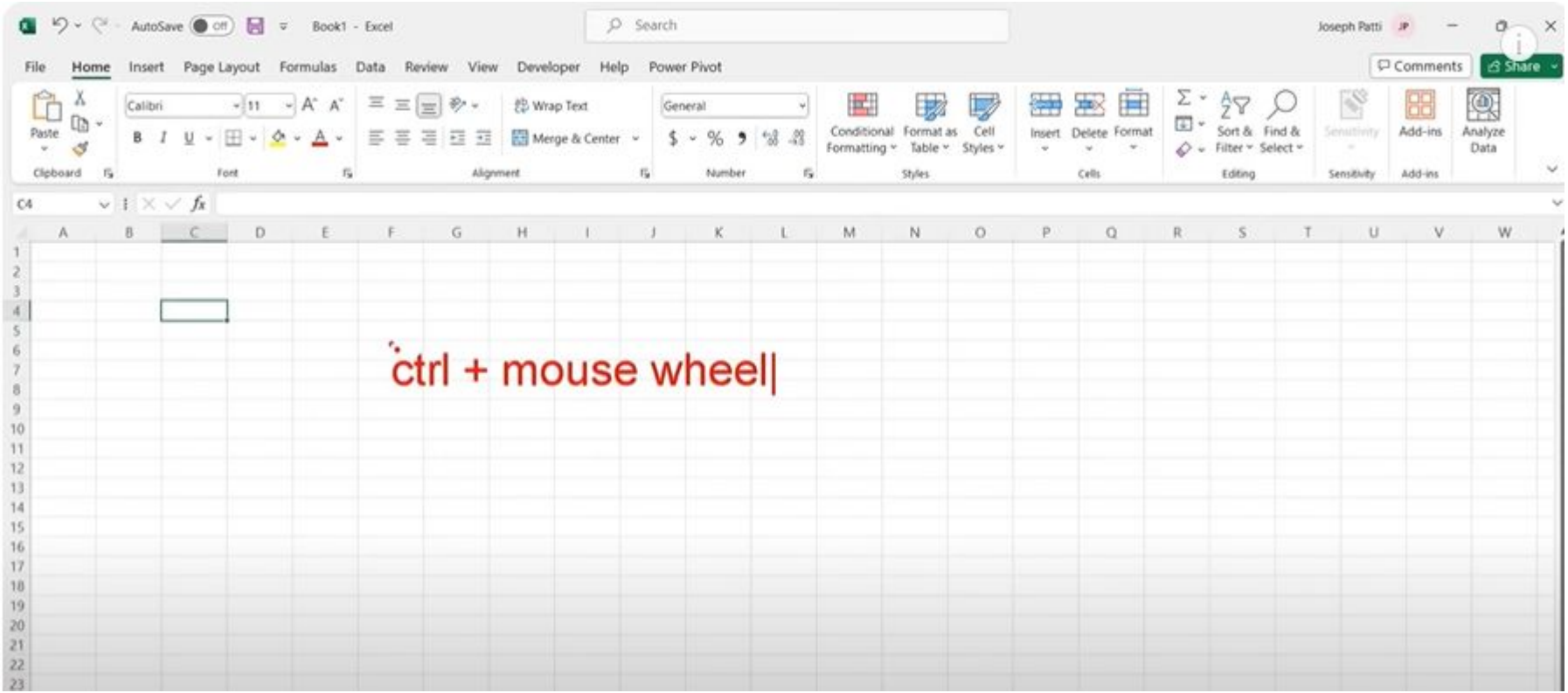
For Zoom in and out



Customize the ribbon settings

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

General options for working with Excel.

User Interface options

When using multiple displays:
- (•) Optimize for best appearance
- ( ) Optimize for compatibility (application restart required)

[x] Show Mini Toolbar on selection
[x] Show Quick Analysis options on selection
[x] Enable Live Preview
[ ] Collapse the ribbon automatically

ScreenTip style: Show feature descriptions in ScreenTips

When creating new workbooks

Use this as the default font: Body Font
Font size: 11
Default view for new sheets: Normal View
Include this many sheets: 1

Personalize your copy of Microsoft Office

User name: ADMIN
[ ] Always use these values regardless of sign in to Office.
Office Theme: Use system setting

Privacy Settings

Privacy Settings...

LinkedIn Features

Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry.
[x] Enable LinkedIn features in my Office applications
About LinkedIn Features Manage LinkedIn account associations

Start up options

Choose the extensions you want Excel to open by default: Default Programs...
[x] Tell me if Microsoft Excel isn't the default program for viewing and editing spreadsheets.
[x] Show the Start screen when this application starts

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Change options related to formula calculation, performance, and error handling.

Calculation options

Workbook Calculation
- Automatic
- Automatic except for data tables
- Manual
  - Recalculate workbook before saving

Enable iterative calculation
Maximum Iterations: 100
Maximum Change: 0.001

Working with formulas

- R1C1 reference style
- Formula AutoComplete
- Use table names in formulas
- Use GetPivotData functions for PivotTable references
- Use monospace font for all formulas

Error Checking

- Enable background error checking

Indicate errors using this color:

Reset Ignored Errors

Error checking rules

- Cells containing formulas that result in an error
- Inconsistent calculated column formula in tables
- Cells containing years represented as 2 digits
- Numbers formatted as text or preceded by an apostrophe
- Formulas inconsistent with other formulas in the region
- Formulas which omit cells in a region
- Unlocked cells containing formulas
- Formulas referring to empty cells
- Data entered in a table is invalid
- Misleading number formats
- Cells containing data types that couldn't refresh

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
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- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Change options related to data import and data analysis.

Data options

Make changes to the default layout of PivotTables: Edit Default Layout...

- [x] Disable undo for large PivotTable refresh operations to reduce refresh time
  - Disable undo for PivotTables with at least this number of data source rows (in thousands): 300
- [ ] Prefer the Excel Data Model when creating PivotTables, QueryTables and Data Connections
- [x] Disable undo for large Data Model operations
  - Disable undo for Data Model operations when the model is at least this large (in MB): 8
- [x] Enable Data Analysis add-ins: Power Pivot, Power View and 3D Maps
- [ ] Disable automatic grouping of Date/Time columns in PivotTables

Show legacy data import wizards

- [ ] From Access (Legacy)
- [ ] From Web (Legacy)
- [ ] From Text (Legacy)
- [ ] From SQL Server (Legacy)
- [ ] From OData Data Feed (Legacy)
- [ ] From XML Data Import (Legacy)
- [ ] From Data Connection Wizard (Legacy)
- [ ] From Microsoft Query (Legacy)

Automatic Data Conversion

- [ ] Enable all default data conversions below when entering, pasting, or loading text into Excel
  - [ ] Remove leading zeros and convert to a number
  - [ ] Keep first 15 digits of long numbers and display in scientific notation
  - [ ] Convert digits surrounding the letter "E" to a number in scientific notation

Additional Options

- [ ] When loading a .csv file or similar file, notify me of any automatic data conversions

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
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Change how Excel corrects and formats your text.

AutoCorrect options

Change how Excel corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

- [x] Ignore words in UPPERCASE
- [x] Ignore words that contain numbers
- [x] Ignore Internet and file addresses
- [x] Flag repeated words
- [ ] Enforce accented uppercase in French
- [ ] Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings

Spanish modes: Tuteo verb forms only

Dictionary language: English (India)

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Customize how workbooks are saved.

Save workbooks

Save files in this format: Excel Workbook

[x] Save AutoRecover information every 10 minutes

[x] Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\ADMIN\AppData\Roaming\Microsoft\Excel\

[ ] Don't show the Backstage when opening or saving files with keyboard shortcuts

[x] Show additional places for saving, even if sign-in may be required.

[x] Save to Computer by default

Default local file location: C:\Users\ADMIN\Documents

Default personal templates location: C:\Users\ADMIN\Documents\Custom Office Templates\

[ ] Show data loss warning when editing comma delimited files (*.csv)

AutoRecover exceptions for: Book1.xlsx

[ ] Disable AutoRecover for this workbook only

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.

Learn more

Server drafts location: C:\Users\ADMIN\Documents\SharePoint Drafts\

Preserve visual appearance of the workbook

Choose what colors will be seen in previous versions of Excel: Colors...

Cache Settings

Days to keep files in the Office Document Cache: 14

[ ] Delete files from the Office Document Cache when they are closed

Delete files in the cache that have been saved for faster viewing. This will not delete items pending upload to the server, nor items with upload errors. Delete cached files

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Set the Office Language Preferences

Office display language

Buttons, menus, and other controls will show in the first available language on this list.

1. Match Microsoft Windows [English] <preferred>	
2. English	

Add a Language...
Move Up
Move Down
Set as Preferred

Office authoring languages and proofing

Manage languages used for creating and editing documents, including proofing tools such as spelling and grammar check.

English (India) <preferred>	Proofing installed
English (United Kingdom)	Proofing installed

Add a Language...
Remove
Set as Preferred

☐ Store my authoring languages in the cloud for my account.

Install additional keyboards from Windows Settings

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Make Excel more accessible.

Make your document accessible to others

The accessibility checker helps you find and fix content in your document that may make it harder for people with disabilities to consume your content. You can get to it from Review > Check Accessibility. Office can remind you about accessibility issues while you work by showing a reminder in the Status Bar.

☑ Keep accessibility checker running while I work

Feedback options

☐ Provide feedback with sound

Sound Scheme: Modern

☑ Provide feedback with animation

Application display options

ScreenTip style: Show feature descriptions in ScreenTips

☑ Show function ScreenTips

☑ Show the Start screen when this application starts

Document display options

Font size: 11

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Advanced options for working with Excel.

Editing options

- [x] After pressing Enter, move selection
  - Direction: Down
- [ ] Automatically insert a decimal point
  - Places: 2
- [x] Enable fill handle and cell drag-and-drop
  - [x] Alert before overwriting cells
- [x] Allow editing directly in cells
- [x] Extend data range formats and formulas
- [x] Enable automatic percent entry
- [x] Enable AutoComplete for cell values
  - [x] Automatically Flash Fill
- [ ] Zoom on roll with IntelliMouse
- [x] Alert the user when a potentially time consuming operation occurs
  - When this number of cells (in thousands) is affected: 33,554
- [x] Use system separators
  - Decimal separator: .
  - Thousands separator: ,

Cursor movement:

- (•) Logical
- ( ) Visual

- [ ] Do not automatically hyperlink screenshot

Cut, copy, and paste

- [x] Show Paste Options button when content is pasted
- [x] Show Insert Options buttons
- [x] Cut, copy, and sort inserted objects with their parent cells
- [x] Warn if external clipboard operation fails

Pen

- [ ] Use pen to select and interact with content by default

Image Size and Quality Book1.xlsx

- [ ] Discard editing data
- [ ] Do not compress images in file

Default resolution: 220 ppi

Print

- [ ] High quality mode for graphics

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Print

- [ ] High quality mode for graphics
- [ ] Include fonts that are stored on the printer

Chart

- [x] Show chart element names on hover
- [x] Show data point values on hover
- [x] Properties follow chart data point for all new workbooks
- Current workbook: Book1.xlsx
- [x] Properties follow chart data point for current workbook

Display

- Show this number of Recent Workbooks: 50
- [ ] Quickly access this number of Recent Workbooks: 4
- Show this number of unpinned Recent Folders: 50
- Ruler units: Default Units
- [x] Show formula bar
- [x] Show function ScreenTips
- [ ] Disable hardware graphics acceleration
- For cells with comments, show:
  - ( ) No comments or indicators
  - (•) Indicators only, and comments on hover
  - ( ) Comments and indicators
- Default direction:
  - ( ) Right-to-left
  - (•) Left-to-right

Display options for this workbook: Book1

- [x] Show horizontal scroll bar
- [x] Show vertical scroll bar
- [x] Show sheet tabs
- [x] Group dates in the AutoFilter menu
- For objects, show:
  - (•) All
  - ( ) Nothing (hide objects)

Display options for this worksheet: Sheet1

- [x] Show row and column headers
- [ ] Show formulas in cells instead of their calculated results
- [ ] Show sheet right-to-left
- [ ] Show page breaks
- [x] Show a zero in cells that have zero value

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

[x] Show row and column headers
[ ] Show formulas in cells instead of their calculated results
[ ] Show sheet right-to-left
[ ] Show page breaks
[x] Show a zero in cells that have zero value
[x] Show outline symbols if an outline is applied
[x] Show gridlines
Gridline color

Formulas

[x] Enable multi-threaded calculation
Number of calculation threads
(•) Use all processors on this computer: 4
( ) Manual 4
[ ] Allow user-defined XLL functions to run on a compute cluster
Cluster type: Options...

When calculating this workbook: Book1.xlsx

[x] Update links to other documents
[ ] Set precision as displayed
[ ] Use 1904 date system
[x] Save external link values

General

[ ] Ignore other applications that use Dynamic Data Exchange (DDE)
[ ] Ask to update automatic links
[ ] Show add-in user interface errors
[x] Scale content for A4 or 8.5 x 11" paper sizes
[ ] Always open encrypted files in this app
At startup, open all files in:
Web Options...
[x] Enable multi-threaded processing
Create lists for use in sorts and fill sequences: Edit Custom Lists...

Lotus compatibility

Microsoft Excel menu key: /
[ ] Transition navigation keys

Lotus compatibility Settings for: Sheet1

[ ] Transition formula evaluation
[ ] Transition formula entry

OK Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Customize the Ribbon.

Choose commands from: All Commands

- +/- Buttons
- <<No label>>
- 3-D Color
- 3-D Effects
- 3D Map
- 3D Models [Insert a 3D Model]
- 3-D On/Off
- 3-D Options... [More 3-D Bevel O...
- 3-D Options... [More 3-D Text Edg...
- 3-D Rotation
- 3-D Rotation [3-D Picture Rotation]
- 3-D Rotation [3-D Text Rotation]
- 3-D Rotation Options... [More 3-D...
- 3-D Rotation Options... [More 3-D...
- A Date Occurring...
- About
- Above Average...
- Accent in Equation
- Accept/Reject Changes
- Accessibility
- Accessibility Checker
- Accessibility Help [Best Accessibili...
- Accessible Cell Styles
- Accounting Number Format
- Accounting Number Formats
- Across Worksheets... [Fill Across...
- Add a Digital Signature
- Add Assistant
- Add Chart Element
- Add Current Pen to Favorite Pens
- Add or Remove Filters
- Add Selected Data to 3D Maps
- Add Shape Above
- Add Shape After
- Add Shape Before
- Add Shape Below
- Add Shape Options
- Add Shape to SmartArt
- Add Signature Services...
- Add Text Bullet to SmartArt
- Add to Data Model
- Add to Data Model
- Add to Print Area
- Add-in1

Add >>

<< Remove

Customize the Ribbon: All Tabs

Main Tabs
- Background Removal
- Home
- Insert
- Draw
- Page Layout
- Formulas
- Data
- Review
- View
- Developer
- Add-ins
- Help
- Inquire
- Power Pivot

SmartArt Tools
- SmartArt Design
- Format

Chart Tools
- Chart Design
- Format

Drawing Tools
- Shape Format

Picture Tools
- Picture Format

PivotTable Tools
- PivotTable Analyze
- Design

Header & Footer Tools
- Header & Footer

Table Tools
- Table Design

PivotChart Tools
- PivotChart Analyze
- Design
- Format

Ink Tools

New Tab | New Group | Rename...

Customizations: Reset | Import/Export

OK | Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Customize the Ribbon.

Choose commands from: All Commands

- +/- Buttons
- <<No label>>
- 3-D Color
- 3-D Effects
- 3D Map
- 3D Models [Insert a 3D Model]
- 3-D On/Off
- 3-D Options... [More 3-D Bevel O...
- 3-D Options... [More 3-D Text Edg...
- 3-D Rotation
- 3-D Rotation [3-D Picture Rotation]
- 3-D Rotation [3-D Text Rotation]
- 3-D Rotation Options... [More 3-D...
- 3-D Rotation Options... [More 3-D...
- A Date Occurring...
- About
- Above Average...
- Accent in Equation
- Accept/Reject Changes
- Accessibility
- Accessibility Checker
- Accessibility Help [Best Accessibili...
- Accessible Cell Styles
- Accounting Number Format
- Accounting Number Formats
- Across Worksheets... [Fill Across...
- Add a Digital Signature
- Add Assistant
- Add Chart Element
- Add Current Pen to Favorite Pens
- Add or Remove Filters
- Add Selected Data to 3D Maps
- Add Shape Above
- Add Shape After
- Add Shape Before
- Add Shape Below
- Add Shape Options
- Add Shape to SmartArt
- Add Signature Services...
- Add Text Bullet to SmartArt
- Add to Data Model
- Add to Data Model
- Add to Print Area
- Add-in1

Add >>

<< Remove

Customize the Ribbon: All Tabs

- SmartArt Design
- Format

Chart Tools
- Chart Design
- Format

Drawing Tools
- Shape Format

Picture Tools
- Picture Format

PivotTable Tools
- PivotTable Analyze
- Design

Header & Footer Tools
- Header & Footer

Table Tools
- Table Design

PivotChart Tools
- PivotChart Analyze
- Design
- Format

Ink Tools
- Ink

Sparkline Tools
- Sparkline

Timeline Tools
- Timeline

Slicer Tools
- Slicer

Query Tools
- Query

Equation Tools
- Equation

Graphics Tools
- Graphics Format

3D Model Tools
- 3D Model

Accessibility
- Accessibility

New Tab | New Group | Rename...

Customizations: Reset

Import/Export

OK | Cancel

Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Customize the Quick Access Toolbar.

Choose commands from: All Commands

- <Separator>
- +/- Buttons
- <<No label>>
- <<No label>>
- 3-D Color
- 3-D Effects
- 3-D Effects
- 3D Map
- 3D Model Views
- 3D Models [Insert a 3D Model]
- 3-D On/Off
- 3-D Options... [More 3-D Bevel O...
- 3-D Options... [More 3-D Text Ed...
- 3-D Rotation
- 3-D Rotation [3-D Picture Rotation]
- 3-D Rotation [3-D Text Rotation]
- 3-D Rotation Options... [More 3-...
- 3-D Rotation Options... [More 3-...
- A Date Occurring...
- About
- Above Average...
- Accent in Equation
- Accept/Reject Changes
- Accessibility
- Accessibility
- Accessibility
- Accessibility Checker
- Accessibility Help [Best Accessibi...
- Accessible Cell Styles
- Accounting Number Format
- Accounting Number Formats

Add >>

<< Remove

Customize Quick Access Toolbar: For all documents (default)

- Save
- Undo
- Redo

Modify...

Customizations: Reset

Import/Export

Show Quick Access Toolbar below the Ribbon

OK

Cancel

Book1 - Excel

Sign in

File | Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Developer | Help | Inquire | Power Pivot | Tell me what you want to do

Help | Contact Support | Feedback | Show Training | Community | Excel Blog

Help | Community

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Y23

Sheet1

Help

Search help

- Get started
- Collaborate
- Formulas & functions
- Import & analyze
- Format data
- Troubleshoot

Map charts

New in Excel 2019: You can now create map charts to compare values across geographical regions.

Create a map chart

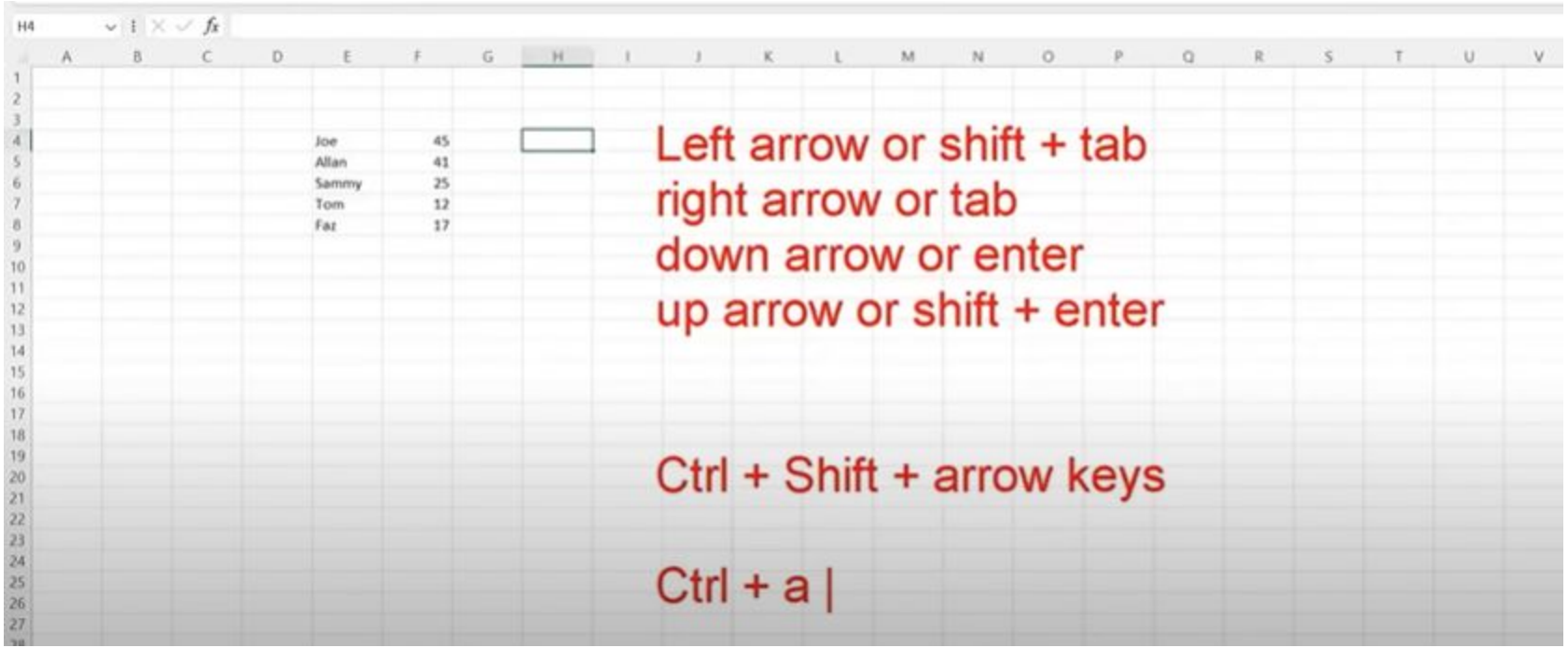
Was this helpful? Yes No

Featured help

Convert text to numbers

Ready | Accessibility: Good to go | 115%

			select any cell then click cntrl +a to select all cells which have values
	kailash		cntrl + Shift + down arrow
	mouli		
	arun		to select all cells in coulmns
	mouli		
	kailash	3	click kailas cell
	mouli	4	cntrl + shift + right arrow to to select right column
	arun	5	then
	mouli	6	cntrl + shift + down arrow to select all


H4
Joe 45
Allan 41
Sammy 25
Tom 12
Faz 17
Left arrow or shift + tab
right arrow or tab
down arrow or enter
up arrow or shift + enter
Ctrl + Shift + arrow keys
Ctrl + a |

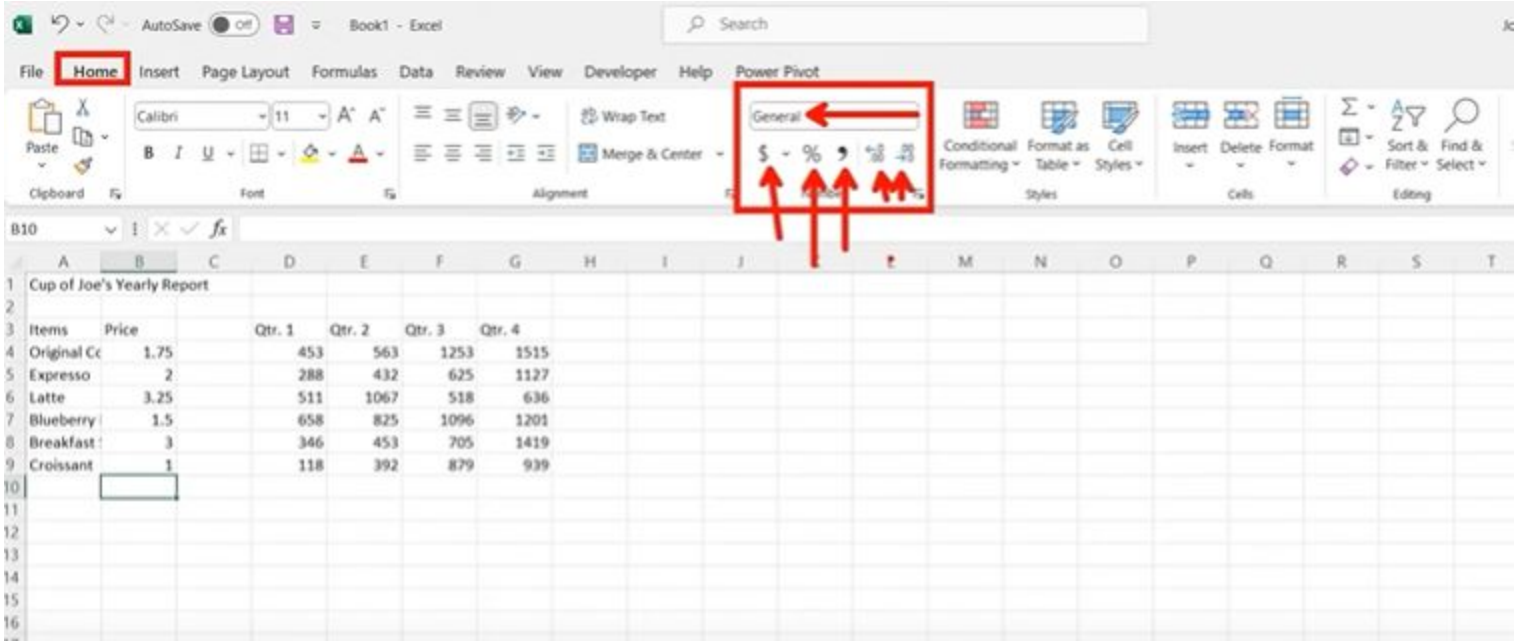
H3

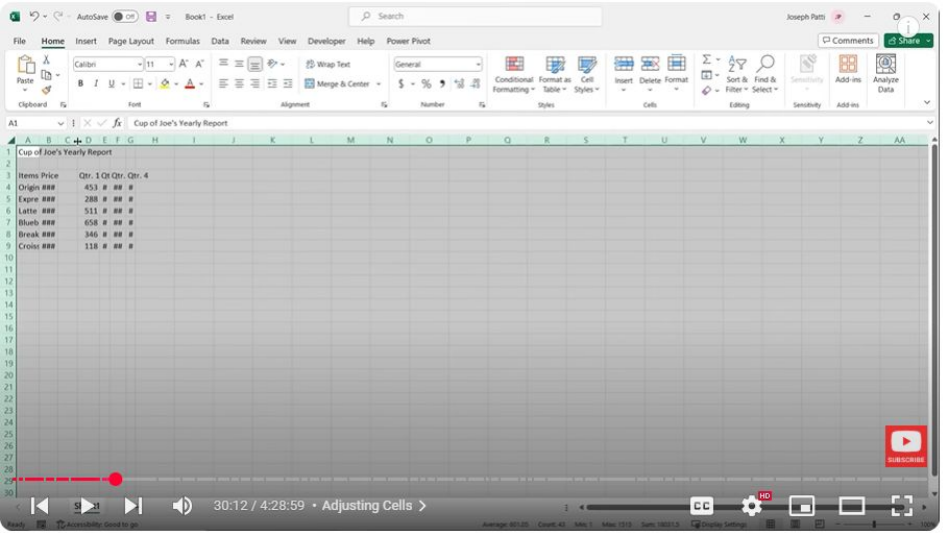
Cup of Joe's Yearly Report

Items	Price		Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Original Co	1.75		453	563	1253	1515
Expresso	2		288	432	625	1127
Latte	3.25		511	1067	518	636
Blueberry	1.5		658	825	1096	1201
Breakfast	3		346	453	705	1419
Croissant	1		118	392	879	939

Backspace = replace data

Delete = delete data


AutoSave
Off
Book1 - Excel
Search
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
B10
Cup of Joe's Yearly Report
Items
Price
Qtr. 1
Qtr. 2
Qtr. 3
Qtr. 4
Original Cc 1.75 453 563 1253 1515
Expresso 2 288 432 625 1127
Latte 3.25 511 1067 518 636
Blueberry 1.5 658 825 1096 1201
Breakfast 3 346 453 705 1419
Croissant 1 118 392 879 939



Next: Excel Intro to Data Analysis Tutorial

Excel Training - 4 / 64

Show chat replay

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Get genuine Office | Learn more

A1 | cup of joes yearly report

	A	B	C	D	E	F	G
1	cup of joes yearly report						
2							
3	items	price		qtr 1	qtr 2	qtr 3	qtr 4
4	original coffee	$1.75		357	357	357	357
5	expresso	$2.00		657	657	657	657
6	latte	$3.25		957	957	957	957
7	bluberry muffins	$1.50		1257	1257	1257	1257
8	breakfast sandwich	$3.00		1557	1557	1557	1557
9	briyani	$1.00		1857	1857	1857	1857

*Untitled - Notepad

File Edit Format View Help

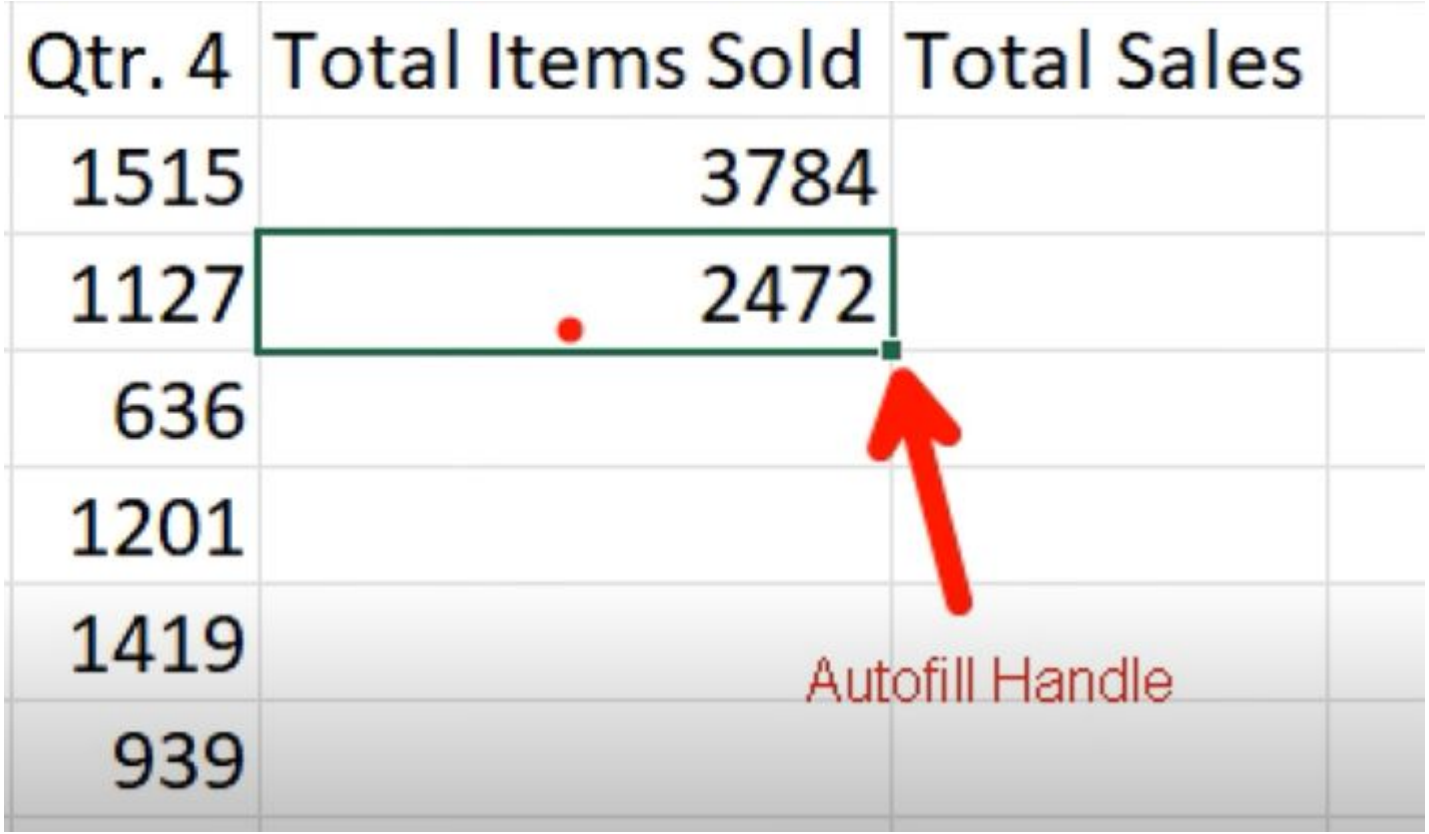
```
while enter 2.00 in cell
it takes 2 default in excel

change price format to dollar

then select top left arrow it select all the cells
then double click any column heading corner
it formattted the spaces align neatly(if any ### is filled)
```

1	Calculations	Formulas	Functions
2	15	15	15
3	Slow	Slow	Fast
4	Not Dynamic	Dynamic	Dynamic
5		Mutiply	
		Divide	
		Subtract	

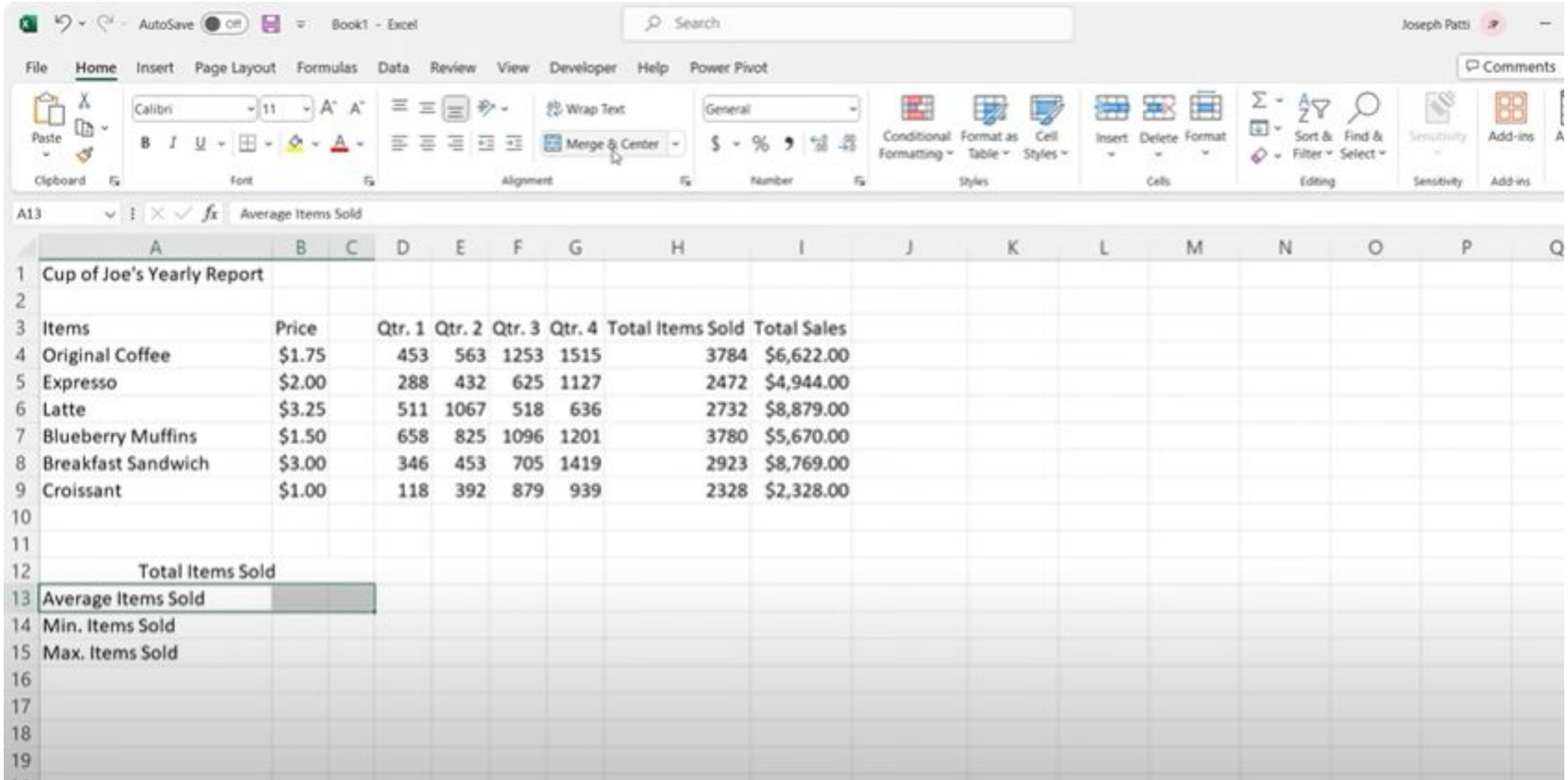
Just double click the autofill it applies all cells in same column



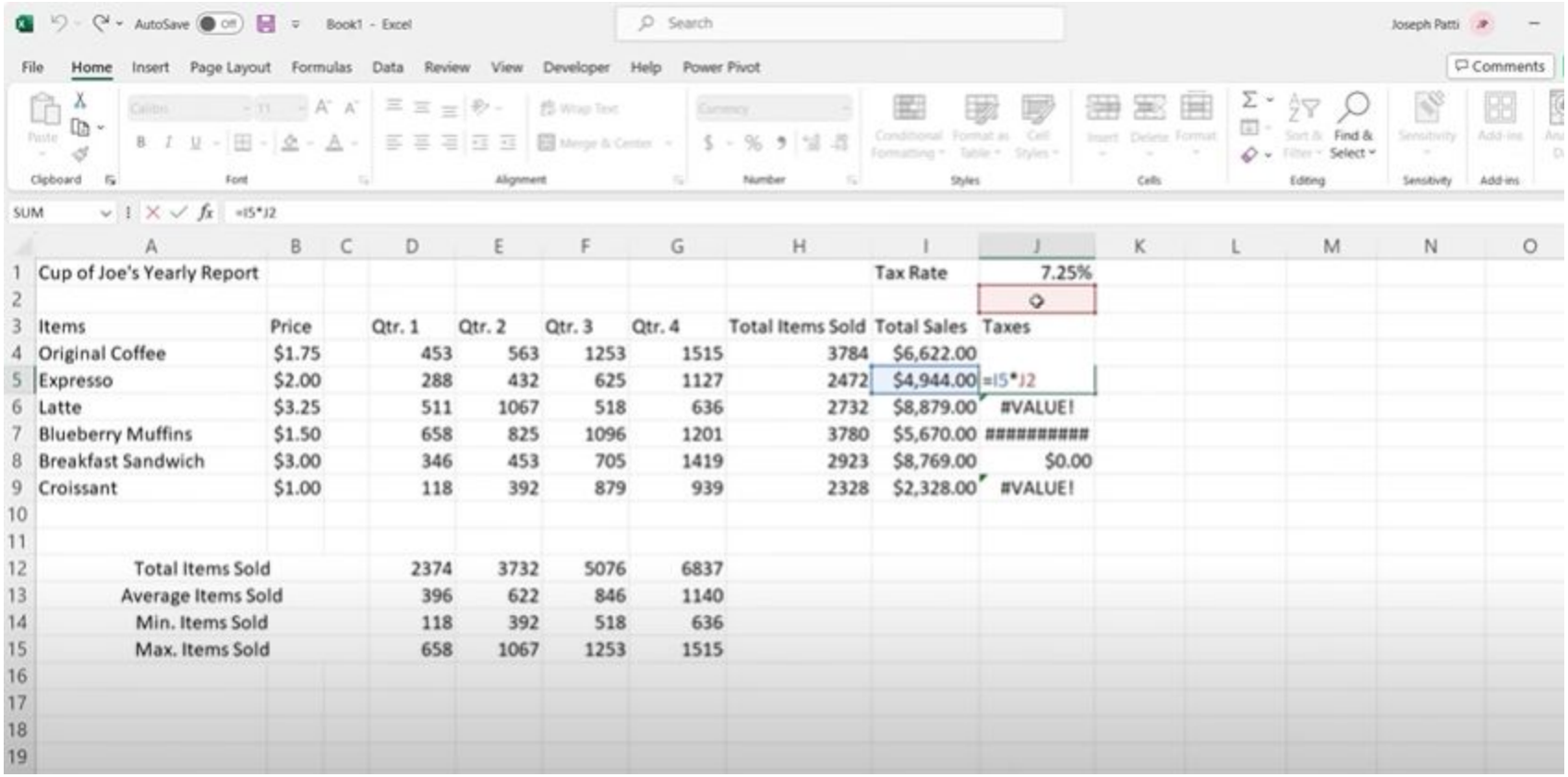
Cup of Joe's Yearly Report

Items	Price	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total Items Sold	Total Sales
Original Coffee	$1.75	453	563	1253	1515	3784	$6,622.00
Expresso	$2.00	288	432	625	1127	2472	
Latte	$3.25	511	1067	518	636	2732	
Blueberry Muffins	$1.50	658	825	1096	1201	3780	
Breakfast Sandwich	$3.00	346	453	705	1419	2923	
Croissant	$1.00	118	392	879	939	2328	

Merge and center cell

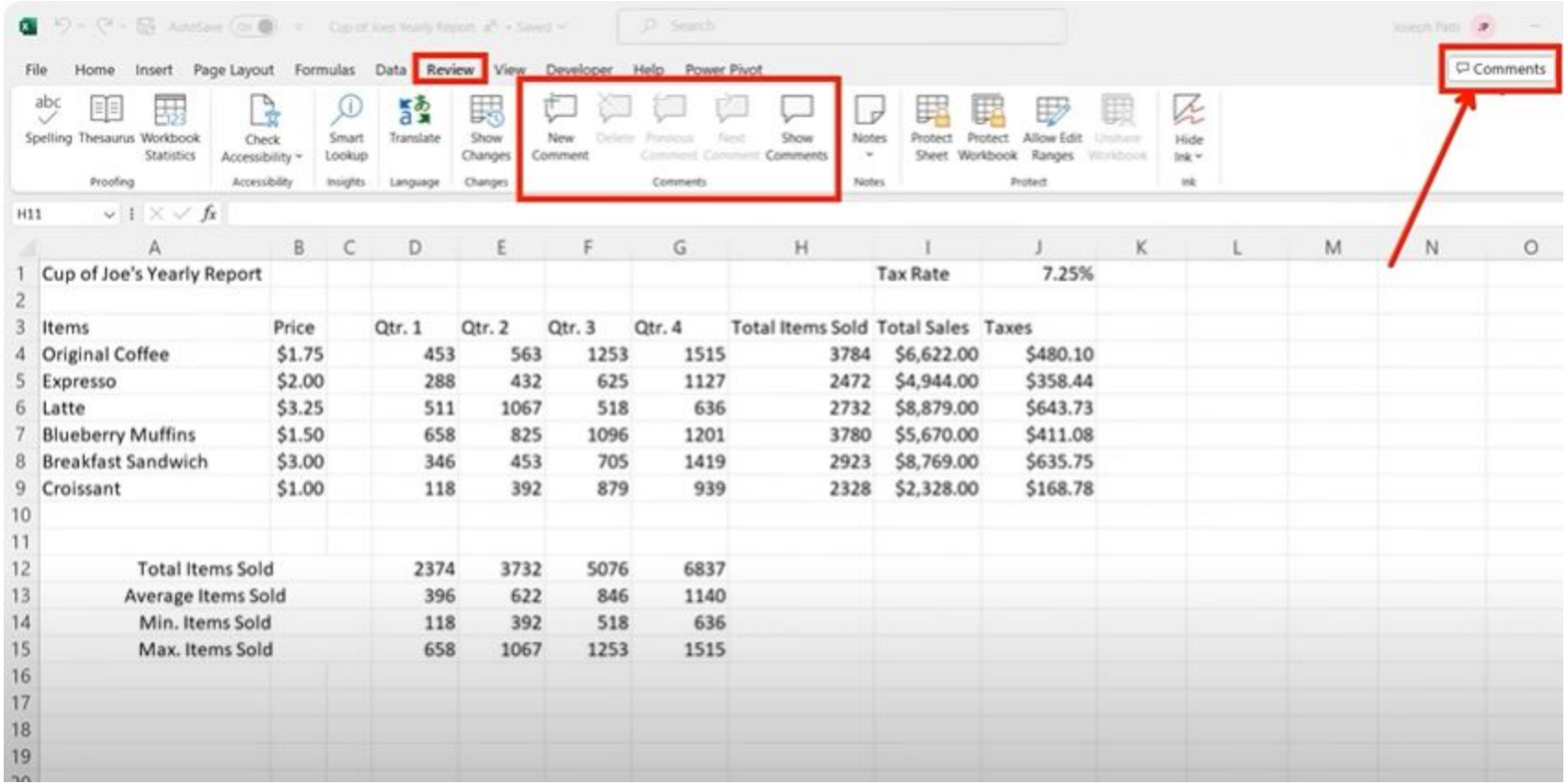


normal	select 1 plus cntrl + auto fill(double click)		select 1 plus cntrl + auto fill(double click)			
1	1	2	12-12-2023	week 1	jan	mon
1	2	4	13-12-2023	week 2	feb	tue
1	3	6	14-12-2023	week 3	mar	wed
1	4	8	15-12-2023	week 4	apr	thu
1	5	10	16-12-2023	week 5	may	fri
1	6	12	17-12-2023	week 6	jun	sat
1	7	14	18-12-2023	week 7	jul	sun
1	8	16	19-12-2023	week 8	aug	mon



	A	B	C	D	E	F	G	H	I	J
1	Cup of Joe's Yearly Report								Tax Rate	7.25%
2										
3	Items	Price		Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total Items Sold	Total Sales	Taxes
4	Original Coffee	$1.75		453	563	1253	1515	3784	$6,622.00	
5	Expresso	$2.00		288	432	625	1127	2472	$4,944.00	=I5*J2
6	Latte	$3.25		511	1067	518	636	2732	$8,879.00	#VALUE!
7	Blueberry Muffins	$1.50		658	825	1096	1201	3780	$5,670.00	##########
8	Breakfast Sandwich	$3.00		346	453	705	1419	2923	$8,769.00	$0.00
9	Croissant	$1.00		118	392	879	939	2328	$2,328.00	#VALUE!
10										
11										
12	Total Items Sold			2374	3732	5076	6837			
13	Average Items Sold			396	622	846	1140			
14	Min. Items Sold			118	392	518	636			
15	Max. Items Sold			658	1067	1253	1515			

	F	G	H	I	J	K	L
				Tax Rate	7.25%		
	Qtr. 3	Qtr. 4	Total Items Sold	Total Sales			
563	1253	1515	3784	$6,622.00	=I4*$J$1		
432	625	1127	2472	$4,944.00			
067	518	636	2732	$8,879.00			
325	1096	1201	3780	$5,670.00			
453	705	1419	2923	$8,769.00			
392	879	939	2328	$2,328.00			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Cup of Joe's Yearly Report
Tax Rate
7.25%
Items
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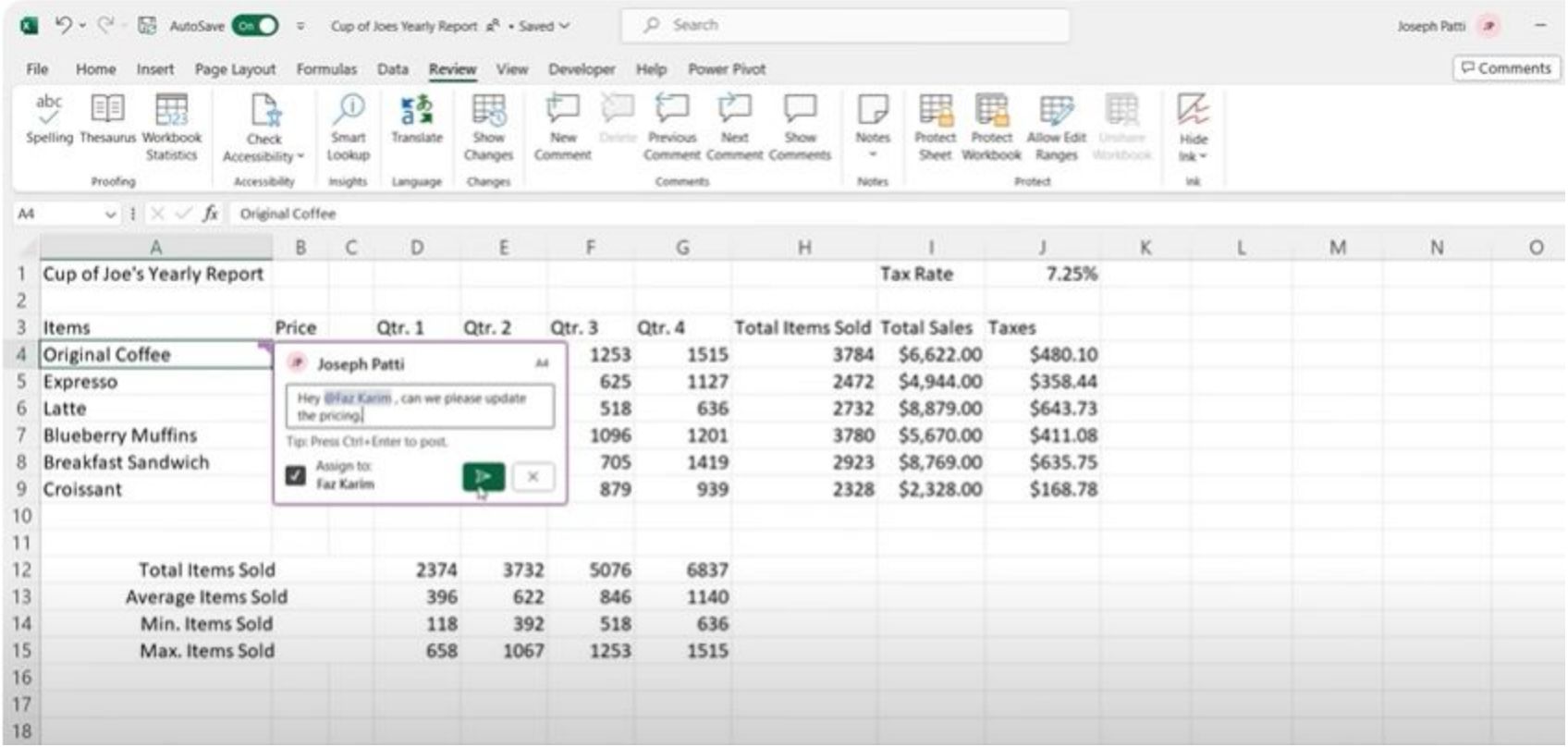
Qtr. 2
Qtr. 3
Qtr. 4
Total Items Sold
Total Sales
Taxes
Original Coffee $1.75 453 563 1253 1515 3784 $6,622.00 $480.10
Expresso $2.00 288 432 625 1127 2472 $4,944.00 $358.44
Latte $3.25 511 1067 518 636 2732 $8,879.00 $643.73
Blueberry Muffins $1.50 658 825 1096 1201 3780 $5,670.00 $411.08
Breakfast Sandwich $3.00 346 453 705 1419 2923 $8,769.00 $635.75
Croissant $1.00 118 392 879 939 2328 $2,328.00 $168.78
Total Items Sold 2374 3732 5076 6837
Average Items Sold 396 622 846 1140
Min. Items Sold 118 392 518 636
Max. Items Sold 658 1067 1253 1515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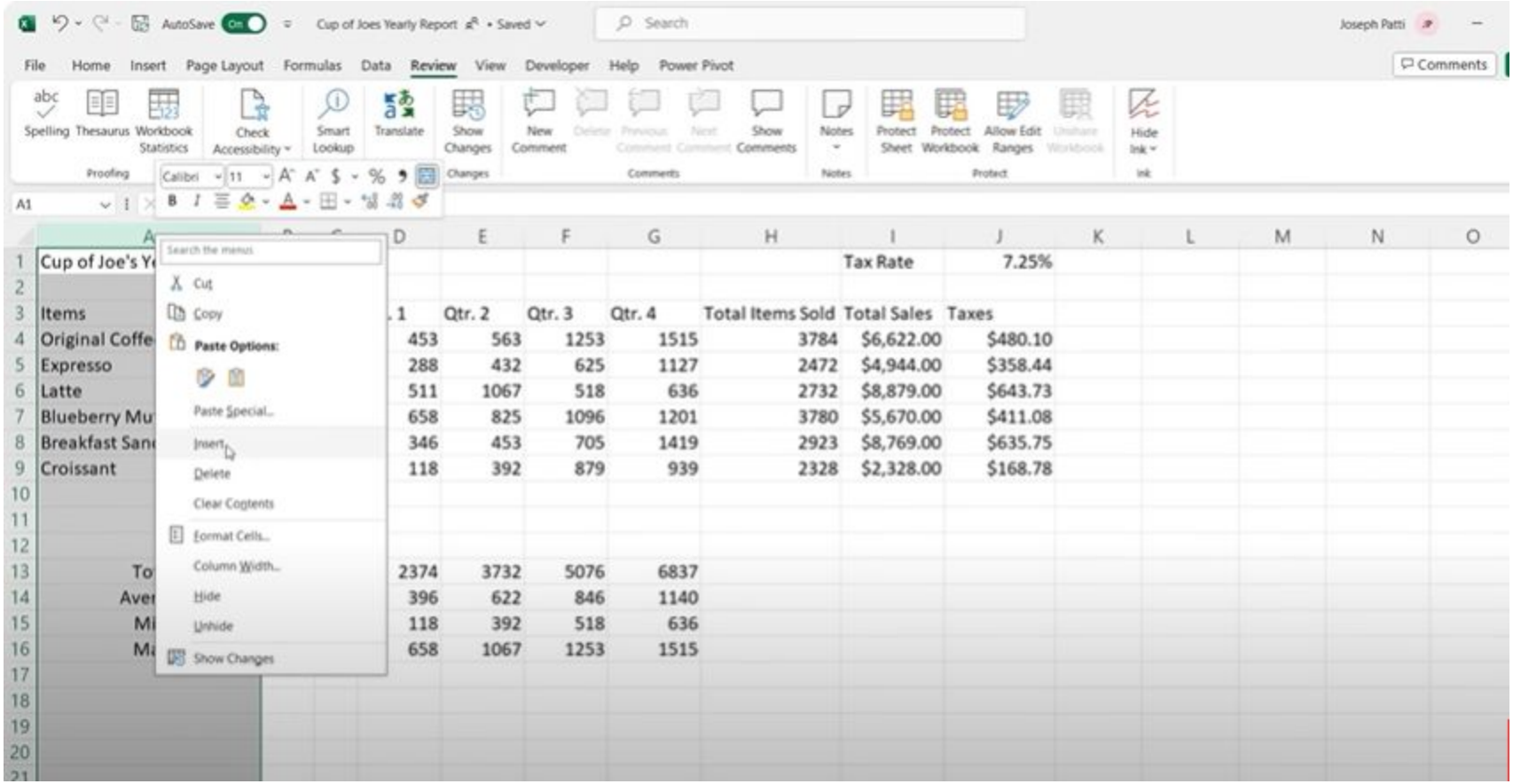
A4 Original Coffee
Cup of Joe's Yearly Report
Tax Rate 7.25%
Items Price Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 Total Items Sold Total Sales Taxes
Original Coffee 1253 1515 3784 $6,622.00 $480.10
Expresso 625 1127 2472 $4,944.00 $358.44
Latte 518 636 2732 $8,879.00 $643.73
Blueberry Muffins 1096 1201 3780 $5,670.00 $411.08
Breakfast Sandwich 705 1419 2923 $8,769.00 $635.75
Croissant 879 939 2328 $2,328.00 $168.78
Joseph Patti A4
Hey @Faz Karim , can we please update the pricing
Tip: Press Ctrl+Enter to post.
Assign to: Faz Karim
Total Items Sold 2374 3732 5076 6837
Average Items Sold 396 622 846 1140
Min. Items Sold 118 392 518 636
Max. Items Sold 658 1067 1253 1515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Expresso 288 432 625 1127 2472 $4,944.00 $358.44
Latte 511 1067 518 636 2732 $8,879.00 $643.73
Blueberry Mu 658 825 1096 1201 3780 $5,670.00 $411.08
Breakfast San 346 453 705 1419 2923 $8,769.00 $635.75
Croissant 118 392 879 939 2328 $2,328.00 $168.78
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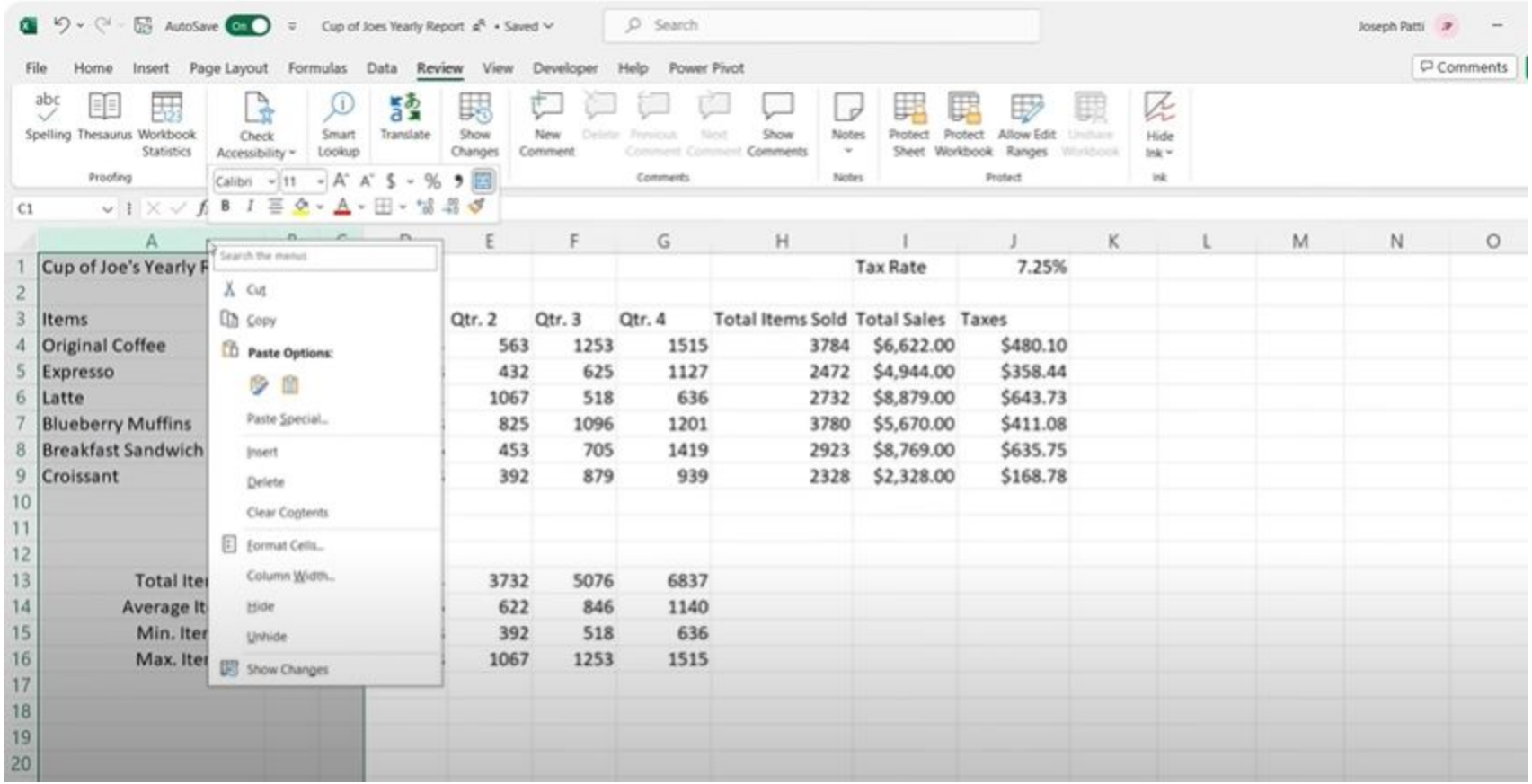
For multiple rows or columns we want to inserted means :

Ex:3 col

So select any col then ri8 click plus insert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Tax Rate 7.25%
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Expresso 432 625 1127 2472 $4,944.00 $358.44
Latte 1067 518 636 2732 $8,879.00 $643.73
Blueberry Muffins 825 1096 1201 3780 $5,670.00 $411.08
Breakfast Sandwich 453 705 1419 2923 $8,769.00 $635.75
Croissant 392 879 939 2328 $2,328.00 $168.78
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A1 cup of joes yearly report

	A	B	C	D	E	F
1	cup of joes yearly report					
2						
3				items	price	
4				original coffee	$1.75	
5				expresso	$2.00	
6				latte	$3.25	
7				bluberry muffins	$1.50	
8				breakfast sandwich	$3.00	
9				briyani	$1.00	
10						
11						
12						
13						
14				**total items sold**		
15				**avg items sold**		
16				**min item sold**		
17				**max item sold**		
18						
19						
20						
21						

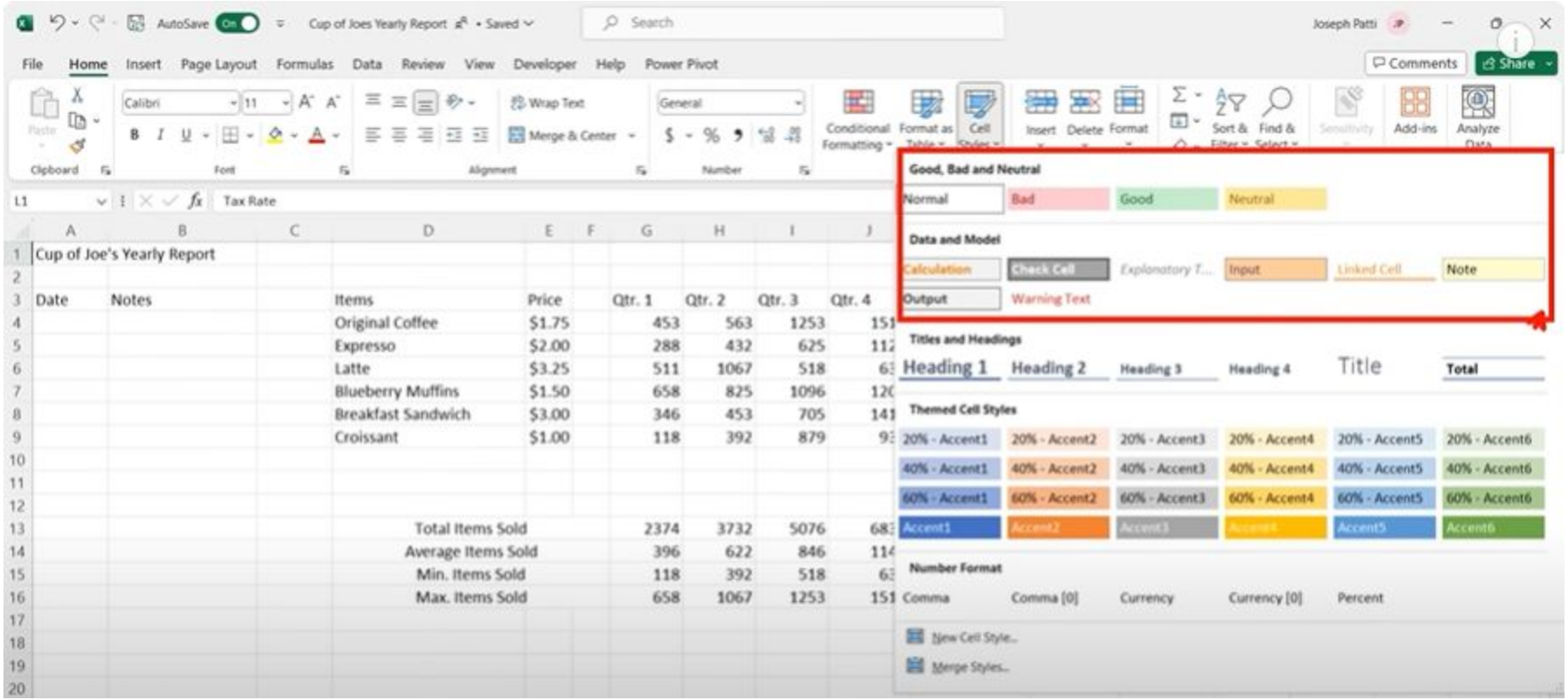
Translator

From English (detected)

cup of joes yearly report

To Tamil

கப் ஆஃப் ஜோஸ் வருடாந்திர அறிக்கை


Cup of Joe's Yearly Report
Date
Notes
Items
Price
Qtr. 1
Qtr. 2
Qtr. 3
Qtr. 4
Original Coffee $1.75 453 563 1253
Expresso $2.00 288 432 625
Latte $3.25 511 1067 518
Blueberry Muffins $1.50 658 825 1096
Breakfast Sandwich $3.00 346 453 705
Croissant $1.00 118 392 879
Total Items Sold 2374 3732 5076
Average Items Sold 396 622 846
Min. Items Sold 118 392 518
Max. Items Sold 658 1067 1253
Tax Rate
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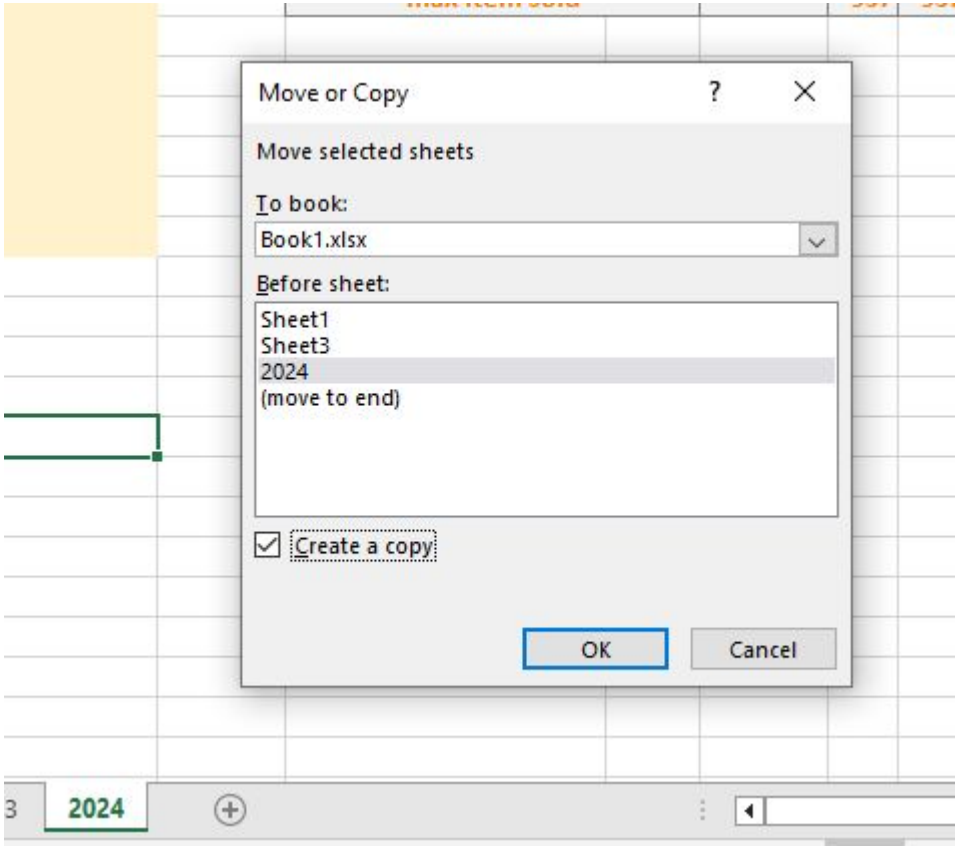
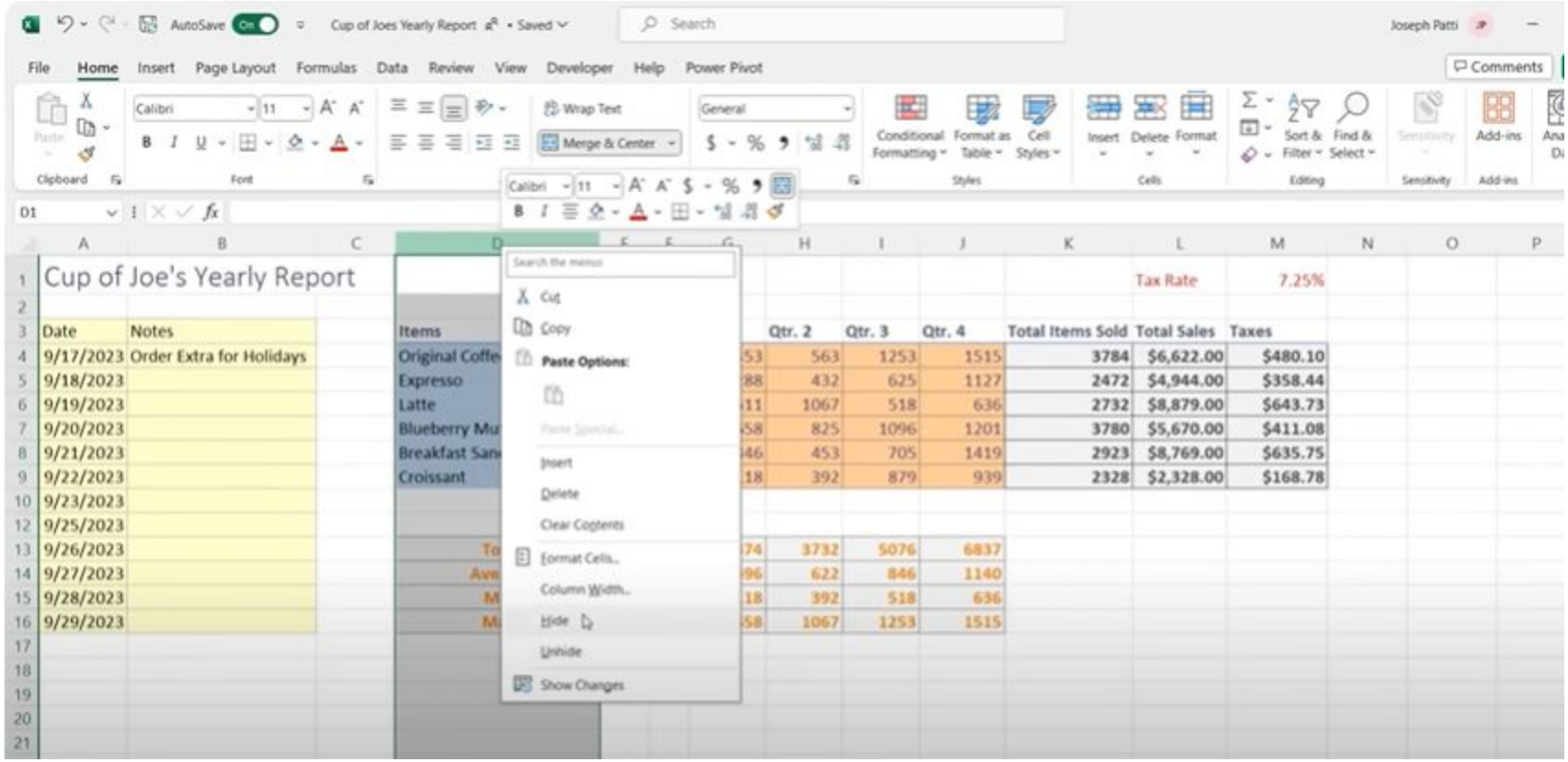


Group the three sheets while holding the sheet by cntrl key then delete unwanted things it affects all sheets

cup of joes yearly report

dates	notes	items
		original coffee
		expresso
		latte
		bluberry muffin
		breakfast sandv
		briyani
		total it
		avg ite
		min it
		max it

Sheet1 | Sheet3 | 2024 | 2025 | 2026 | 2027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Cup of Joe's Yearly Report
Tax Rate
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Date
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Qtr. 3
Qtr. 4
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Total Sales
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9/18/2023
Expresso
432 625 1127 2472 $4,944.00 $358.44
9/19/2023
Latte
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9/20/2023
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825 1096 1201 3780 $5,670.00 $411.08
9/21/2023
Breakfast San
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Croissant
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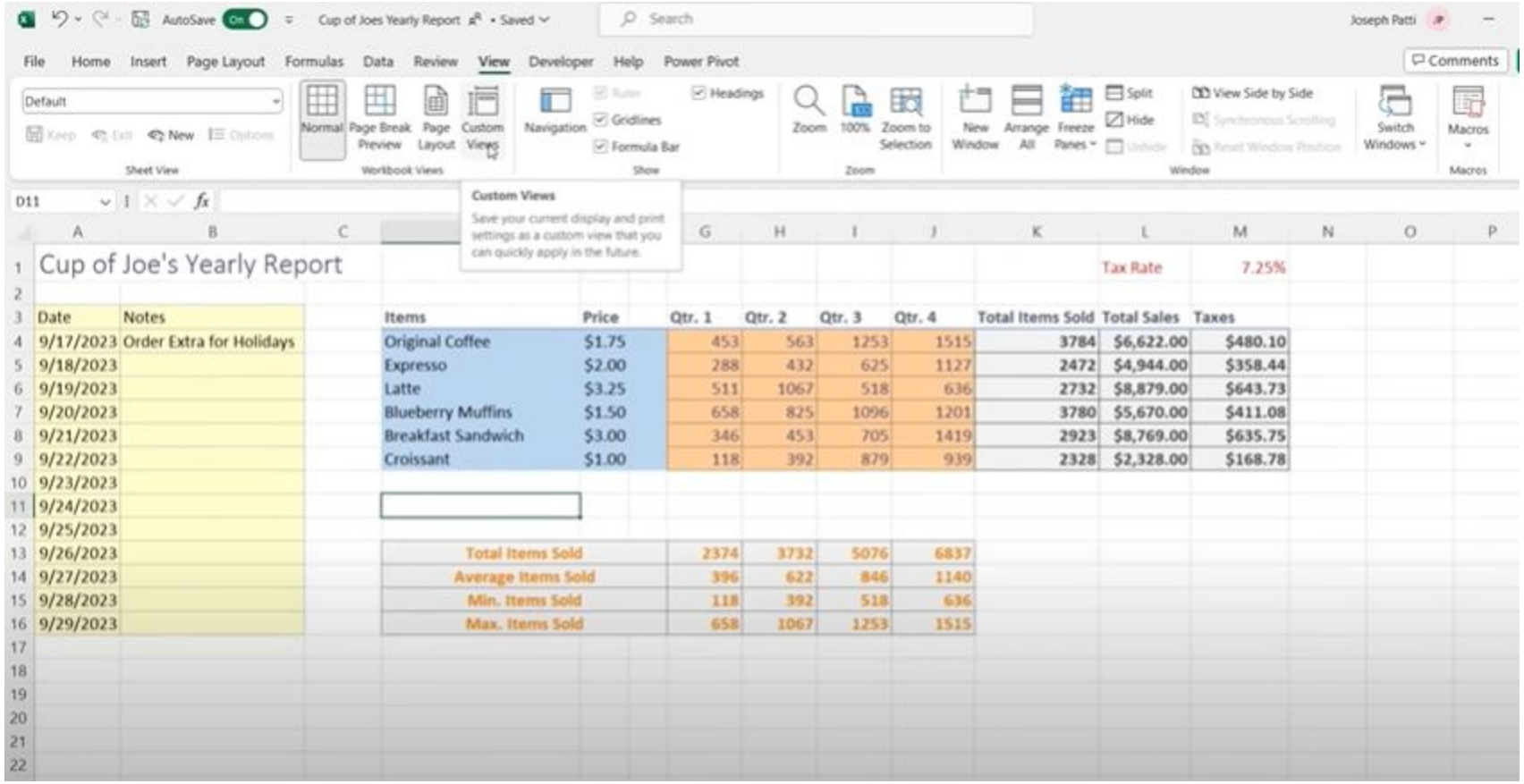
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Tax Rate 7.25%
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9/20/2023 Blueberry Muffins $1.50 658 825 1096 1201 3780 $5,670.00 $411.08
9/21/2023 Breakfast Sandwich $3.00 346 453 705 1419 2923 $8,769.00 $635.75
9/22/2023 Croissant $1.00 118 392 879 939 2328 $2,328.00 $168.78
9/23/2023
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9/25/2023
9/26/2023 Total Items Sold 2374 3732 5076 6837
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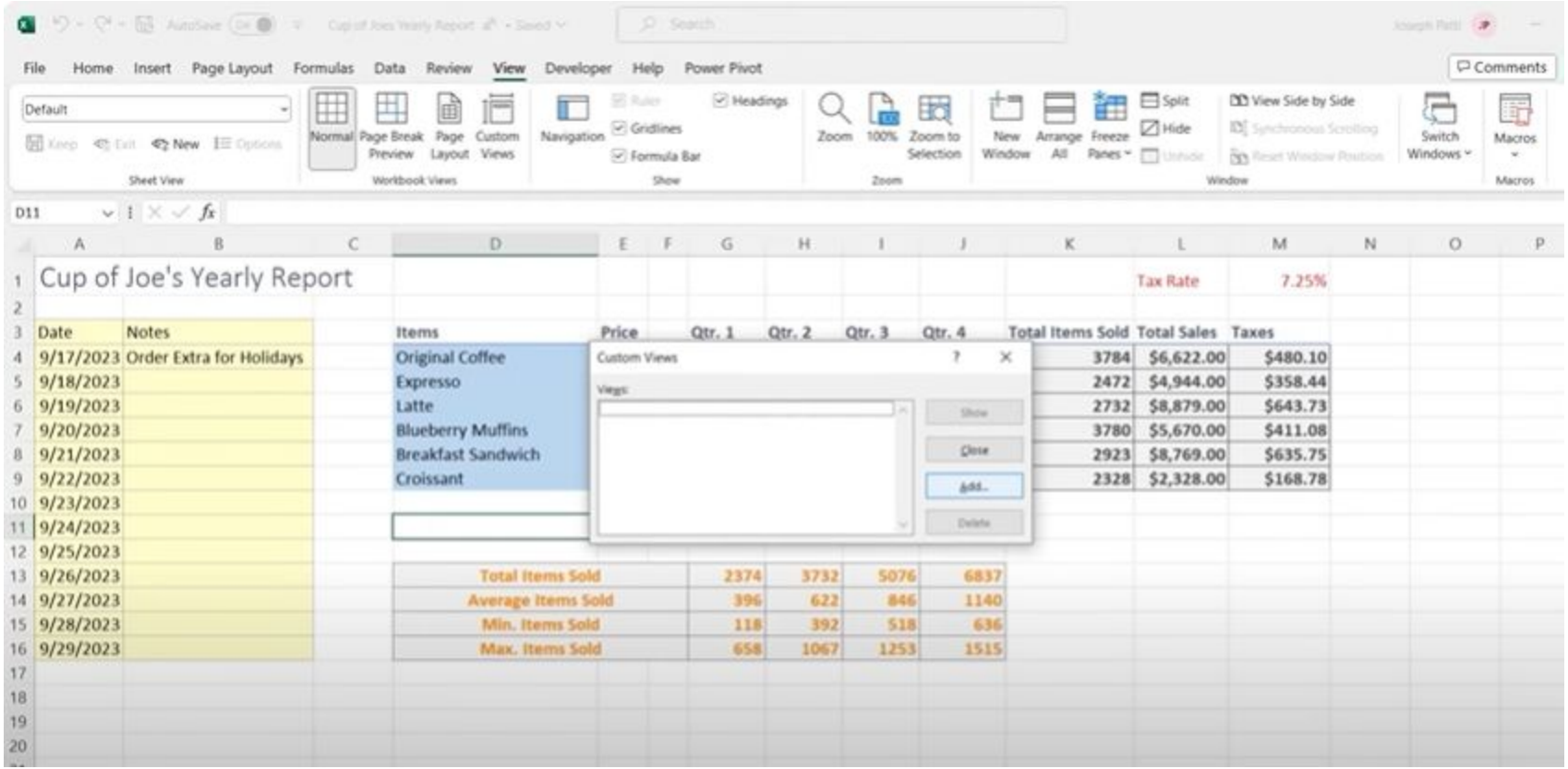
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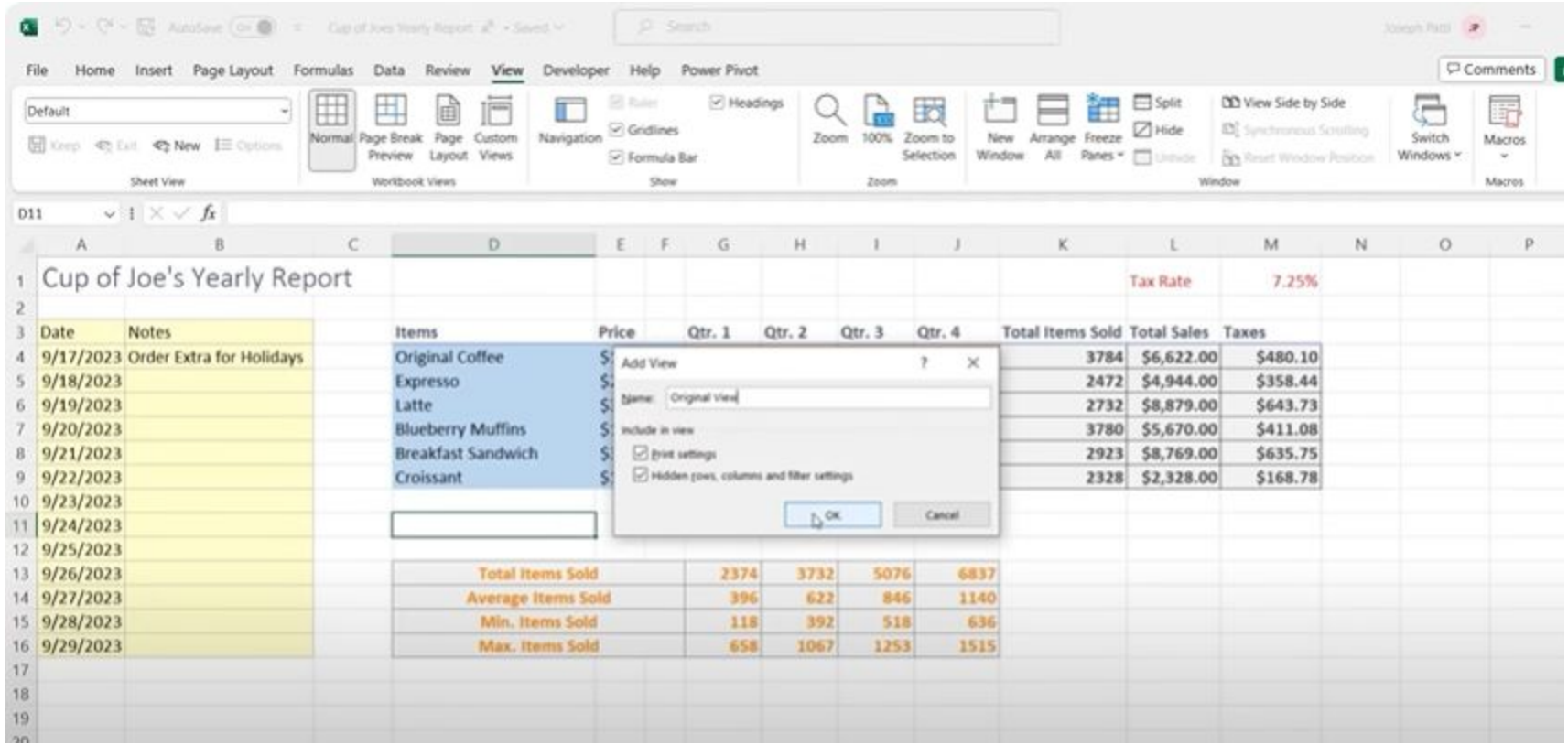
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3732
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Max. Items Sold
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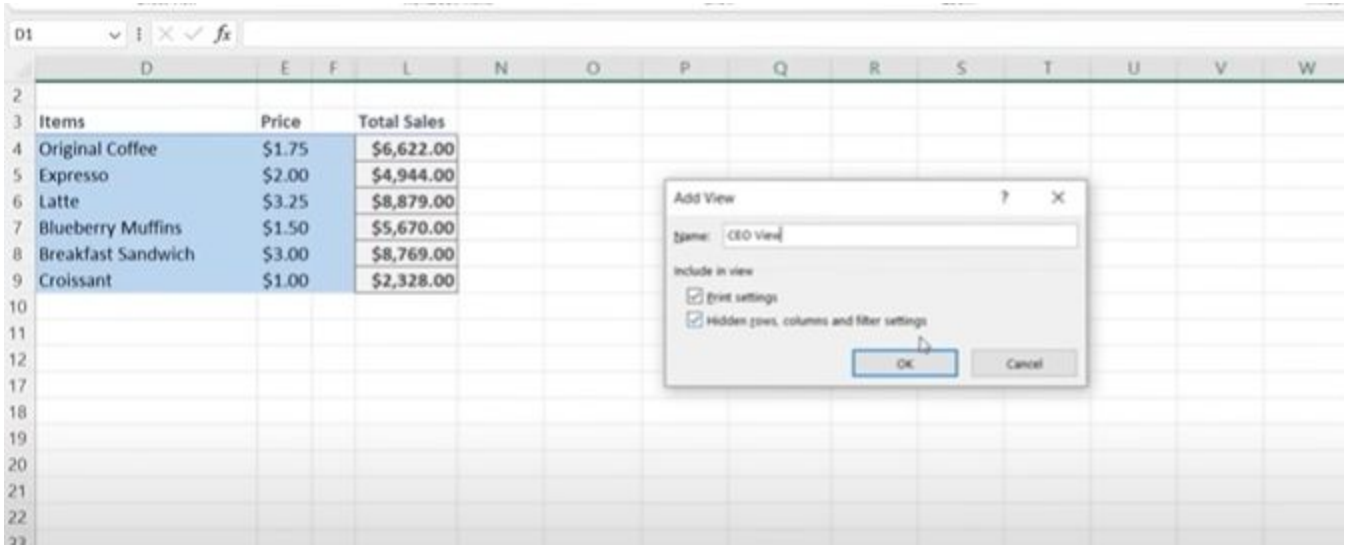
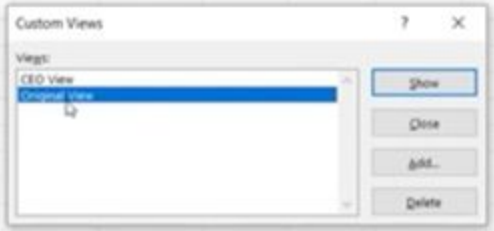


Items	Price	Total Sales
Original Coffee	$1.75	$6,622.00
Expresso	$2.00	$4,944.00
Latte	$3.25	$8,879.00
Blueberry Muffins	$1.50	$5,670.00
Breakfast Sandwich	$3.00	$8,769.00
Croissant	$1.00	$2,328.00



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Add the suggest one to change

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D3 Itms

Cup of Joe's Yearly Report

7.25%

Date	Notes
9/17/2023	Order Extra for Holidays
9/18/2023	
9/19/2023	
9/20/2023	
9/21/2023	
9/22/2023	
9/23/2023	
9/24/2023	
9/25/2023	
9/26/2023	
9/27/2023	
9/28/2023	
9/29/2023	

Itms	Pric
Original Coffee	$1.75
Expresso	$2.00
Ltte	$3.25
Blueberry Muffins	$1.50
Breakfast Sandwich	$3.00
Croissant	$1.00

Total Items Sold				
Average Items Sold				
Min. Items Sold	118	392	518	636
Max. Items Sold	658	1067	1253	1515

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$480.10
$358.44
$643.73
$411.08
$635.75
$168.78

Spelling: English (United States)

Not in Dictionary: Itms

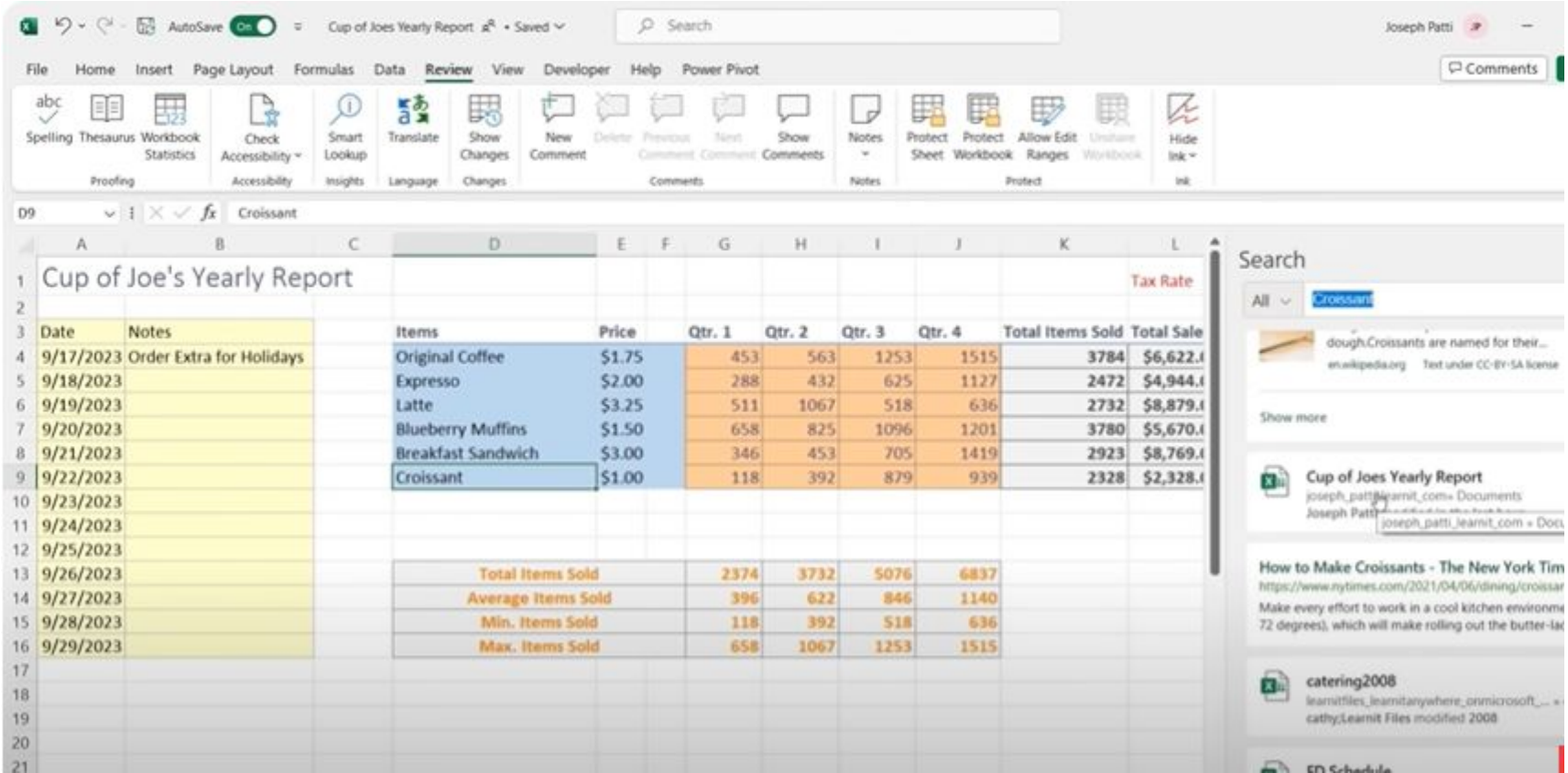
Suggestions: Items, Its, Times, It's, Ras, Ifys

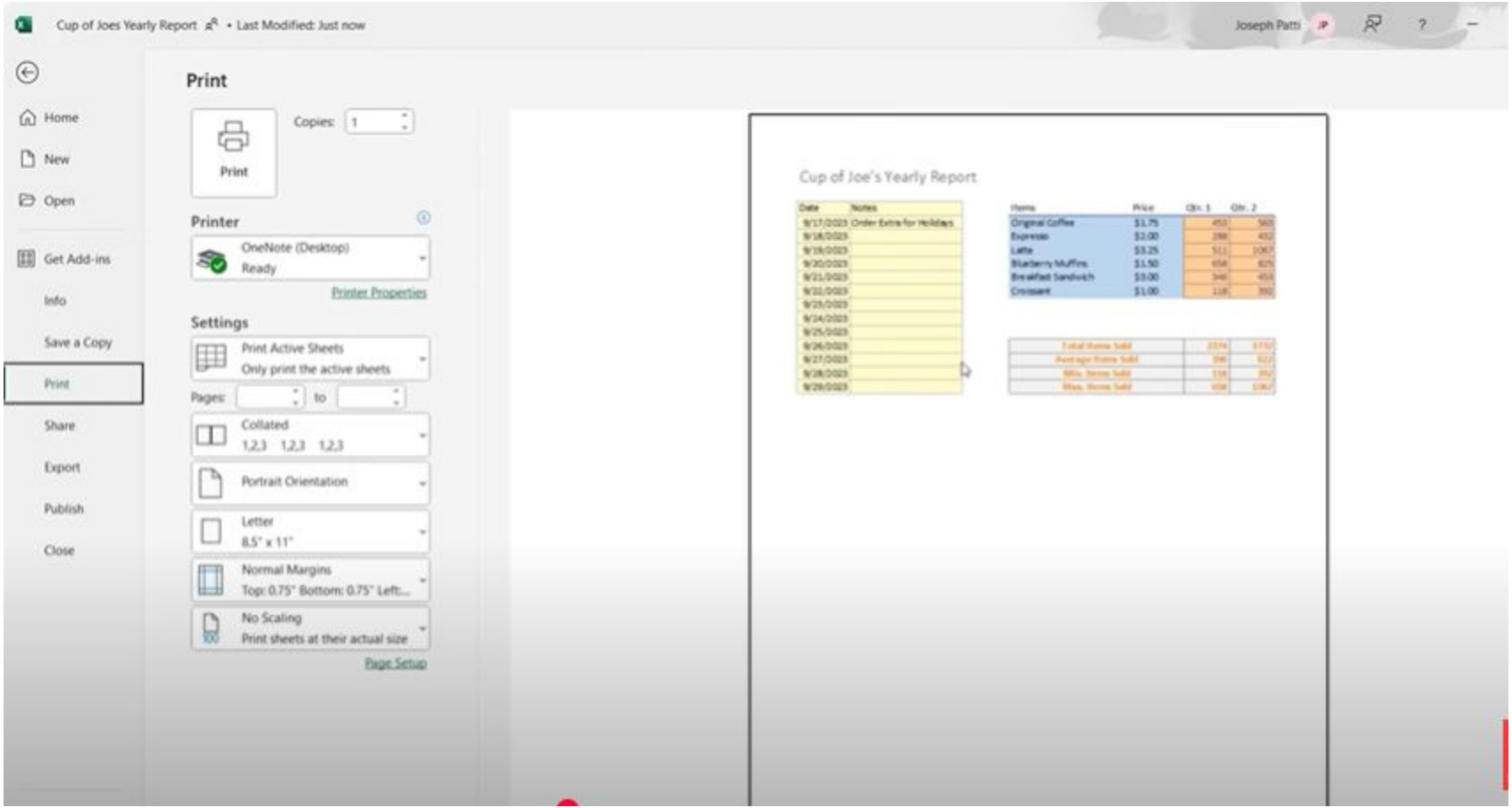
Ignore Once | Ignore All | Add to Dictionary | Change | Change All | AutoCorrect | Cancel

Dictionary language: English (United States)

Options... | Undo Last

Yes, a **Microsoft account** is required to use **Smart Lookup** in Excel. Additionally, you need an **active internet connection** because Smart Lookup fetches results from the web using **Microsoft Bing**.




Cup of Joes Yearly Report • Last Modified: Just now
Joseph Patti
Home
New
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Page Setup
Cup of Joe's Yearly Report

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot Header & Footer

Header Footer | Page Number | Number of Pages | Current Date | Current Time | File Path | File Name | Sheet Name | Picture | Format Picture | Go to Header | Go to Footer | Different First Page | Different Odd & Even Pages | Scale with Document | Align with Page Margins

Header & Footer | Header & Footer Elements | Navigation | Options

Insert Pictures

From a file — Browse

Bing Image Search — Search Bing

OneDrive - Personal — Browse

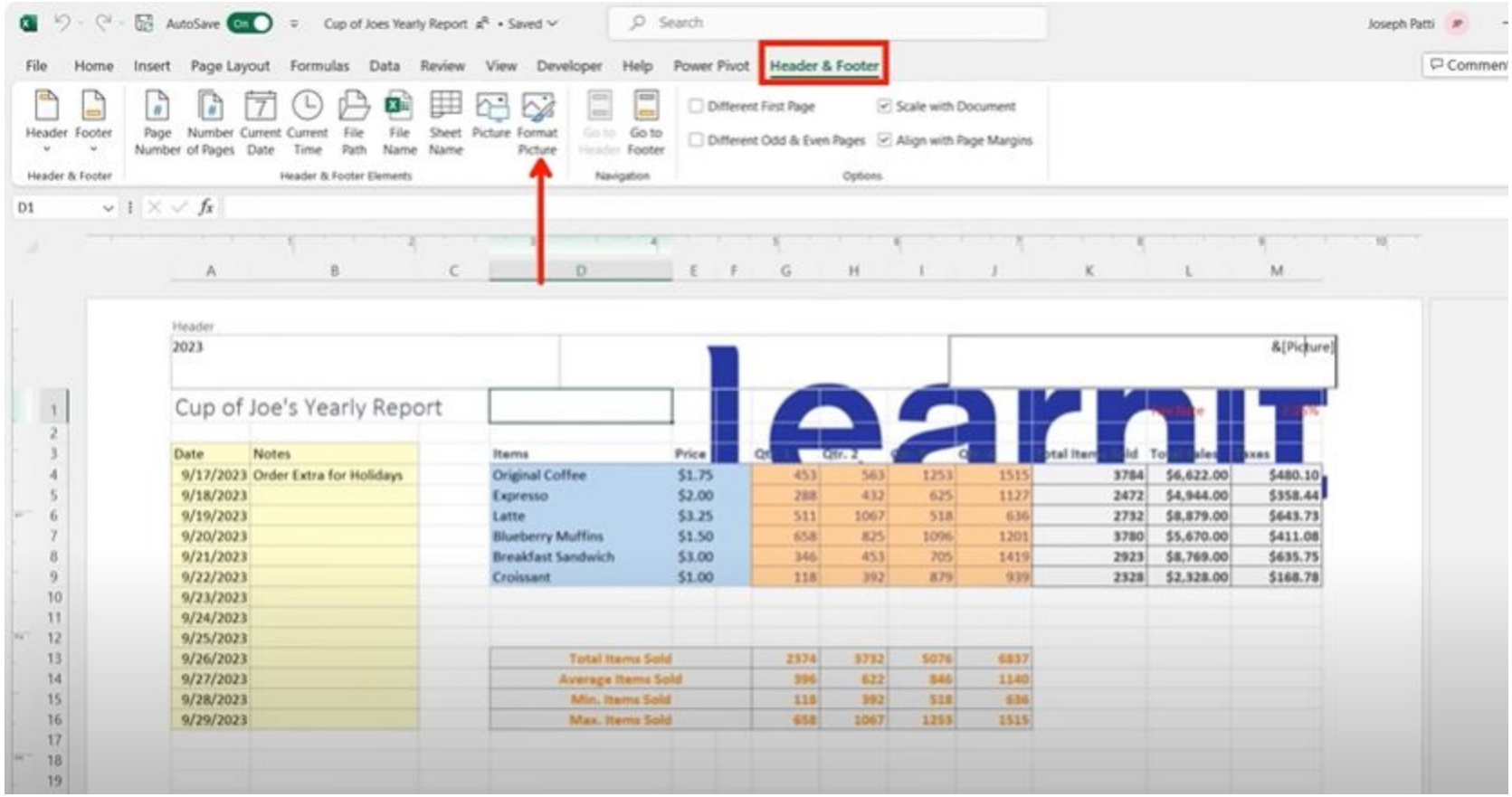
Header
2023

Cup of Joe's Yearly Report

Date	Notes
9/17/2023	Order Extra for Holidays
9/18/2023	
9/19/2023	
9/20/2023	
9/21/2023	
9/22/2023	
9/23/2023	
9/24/2023	
9/25/2023	
9/26/2023	
9/27/2023	
9/28/2023	
9/29/2023	

Min. Items Sold	118	392	518	636
Max. Items Sold	658	1067	1253	1515

Sales	Taxes
22.00	$480.10
44.00	$358.44
79.00	$643.73
70.00	$411.08
69.00	$635.75
28.00	$168.78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Cup of Joes Yearly Report • Saved
Search
Joseph Patti
File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot Header & Footer
Header Footer
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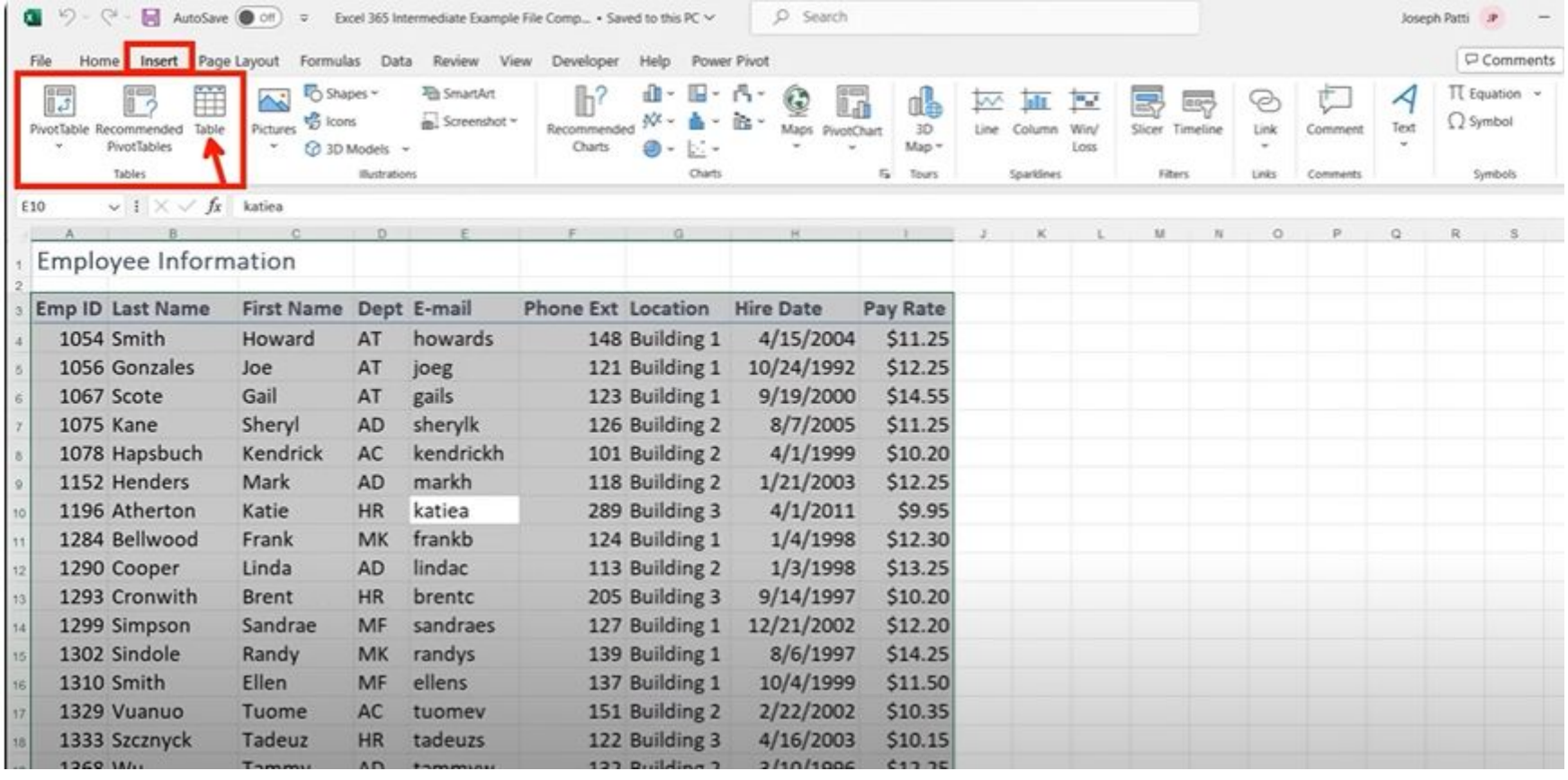
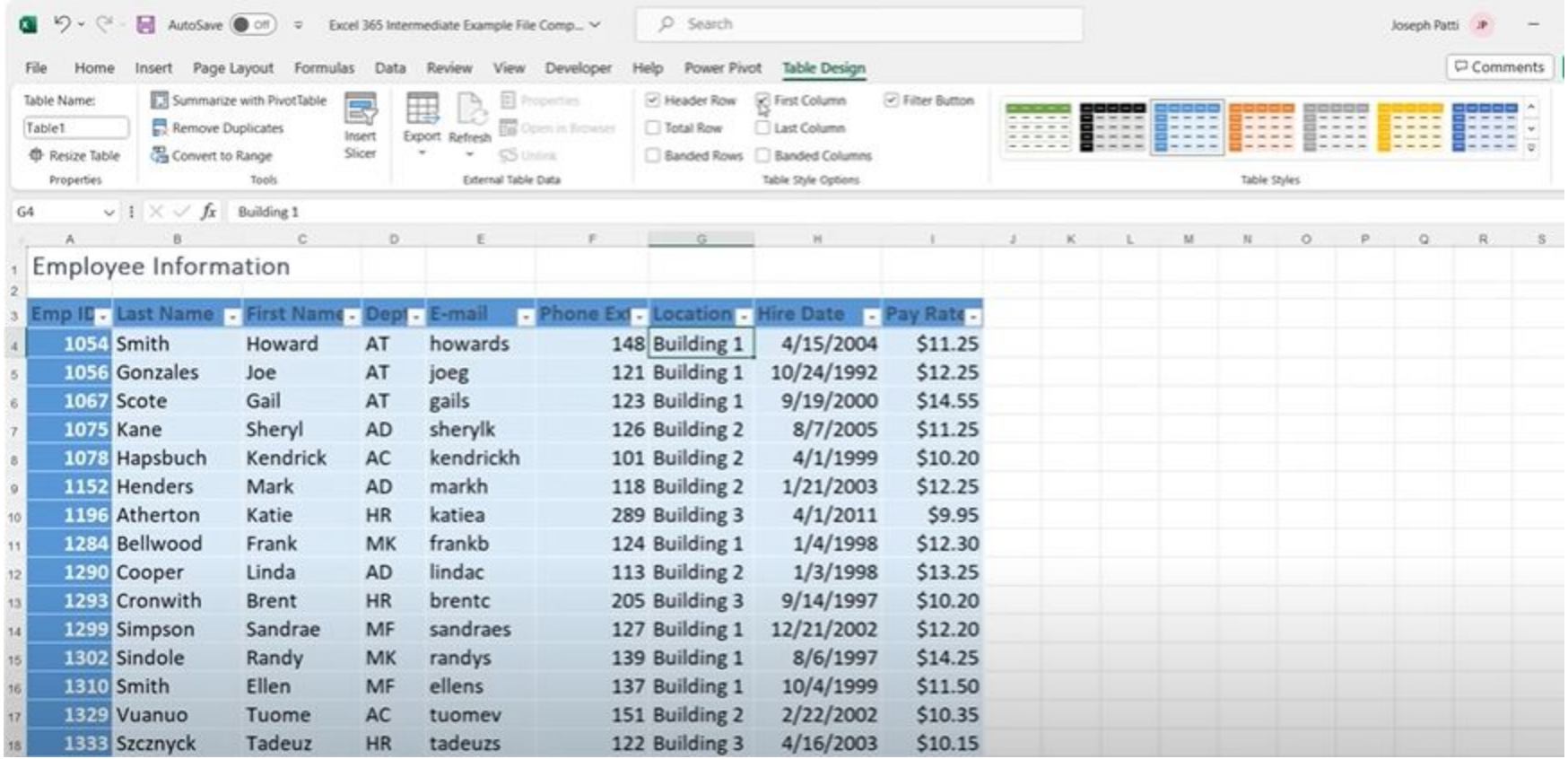
Go to Header Go to Footer
Different First Page
Different Odd & Even Pages
Scale with Document
Align with Page Margins
Header & Footer
Header & Footer Elements
Navigation
Options
D1
Header
2023
&[Picture]
Cup of Joe's Yearly Report
Date Notes Items Price Qtr. 2 Total Items Sold Total Sales Taxes
9/17/2023 Order Extra for Holidays Original Coffee $1.75 453 563 1253 1515 3784 $6,622.00 $480.10
9/18/2023 Expresso $2.00 288 432 625 1127 2472 $4,944.00 $358.44
9/19/2023 Latte $3.25 511 1067 518 636 2732 $8,879.00 $643.73
9/20/2023 Blueberry Muffins $1.50 658 825 1096 1201 3780 $5,670.00 $411.08
9/21/2023 Breakfast Sandwich $3.00 346 453 705 1419 2923 $8,769.00 $635.75
9/22/2023 Croissant $1.00 118 392 879 939 2328 $2,328.00 $168.78
9/23/2023
9/24/2023
9/25/2023
9/26/2023 Total Items Sold 2574 3732 5076 6837
9/27/2023 Average Items Sold 396 622 846 1140
9/28/2023 Min. Items Sold 118 392 518 636
9/29/2023 Max. Items Sold 658 1067 1253 1515
learnIT

Convert to table



Employee Information

Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date	Pay Rate
1054	Smith	Howard	AT	howards	148	Building 1	4/15/2004	$11.25
1056	Gonzales	Joe	AT	joeg	121	Building 1	10/24/1992	$12.25
1067	Scote	Gail	AT	gails	123	Building 1	9/19/2000	$14.55
1075	Kane	Sheryl	AD	sherylk	126	Building 2	8/7/2005	$11.25
1078	Hapsbuch	Kendrick	AC	kendrickh	101	Building 2	4/1/1999	$10.20
1152	Henders	Mark	AD	markh	118	Building 2	1/21/2003	$12.25
1196	Atherton	Katie	HR	katiea	289	Building 3	4/1/2011	$9.95
1284	Bellwood	Frank	MK	frankb	124	Building 1	1/4/1998	$12.30
1290	Cooper	Linda	AD	lindac	113	Building 2	1/3/1998	$13.25
1293	Cronwith	Brent	HR	brentc	205	Building 3	9/14/1997	$10.20
1299	Simpson	Sandrae	MF	sandraes	127	Building 1	12/21/2002	$12.20
1302	Sindole	Randy	MK	randys	139	Building 1	8/6/1997	$14.25
1310	Smith	Ellen	MF	ellens	137	Building 1	10/4/1999	$11.50
1329	Vuanuo	Tuome	AC	tuomev	151	Building 2	2/22/2002	$10.35
1333	Szcznyck	Tadeuz	HR	tadeuzs	122	Building 3	4/16/2003	$10.15
1368	Wu	Tammy	AD	tammyw	132	Building 2	3/10/1996	$12.25



Employee Information

Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date	Pay Rate
1054	Smith	Howard	AT	howards	148	Building 1	4/15/2004	$11.25
1056	Gonzales	Joe	AT	joeg	121	Building 1	10/24/1992	$12.25
1067	Scote	Gail	AT	gails	123	Building 1	9/19/2000	$14.55
1075	Kane	Sheryl	AD	sherylk	126	Building 2	8/7/2005	$11.25
1078	Hapsbuch	Kendrick	AC	kendrickh	101	Building 2	4/1/1999	$10.20
1152	Henders	Mark	AD	markh	118	Building 2	1/21/2003	$12.25
1196	Atherton	Katie	HR	katiea	289	Building 3	4/1/2011	$9.95
1284	Bellwood	Frank	MK	frankb	124	Building 1	1/4/1998	$12.30
1290	Cooper	Linda	AD	lindac	113	Building 2	1/3/1998	$13.25
1293	Cronwith	Brent	HR	brentc	205	Building 3	9/14/1997	$10.20
1299	Simpson	Sandrae	MF	sandraes	127	Building 1	12/21/2002	$12.20
1302	Sindole	Randy	MK	randys	139	Building 1	8/6/1997	$14.25
1310	Smith	Ellen	MF	ellens	137	Building 1	10/4/1999	$11.50
1329	Vuanuo	Tuome	AC	tuomev	151	Building 2	2/22/2002	$10.35
1333	Szcznyck	Tadeuz	HR	tadeuzs	122	Building 3	4/16/2003	$10.15

F19 | 132

Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date	Pay Rate
1302	Sindole	Randy	MK	randys	139	Building 1	8/6/1997	$14.25
1310	Smith	Ellen	MF	ellens	137	Building 1	10/4/1999	$11.50
1329	Vuanuo	Tuome	AC	tuomev	151	Building 2	2/22/2002	$10.35
1333	Szcznyck	Tadeuz	HR	tadeuzs	122	Building 3	4/16/2003	$10.15
1368	Wu	Tammy	AD	tammyw	132	Building 2	3/10/1996	$12.25
1509	Kegler	Pam	AT	pamk	135	Building 1	6/19/1998	$13.25
1516	Bell	Tom	AC	tomb	105	Building 2	3/6/1998	$9.50
1529	Kellerman	Tommie	MK	tomk	129	Building 1	1/28/2000	$11.30
1656	Kourios	Theo	MF	theok	149	Building 1	12/13/2000	$12.35
1672	Dixon-Waite	Sherrie	MF	sherried	114	Building 1	4/16/2003	$11.90
1673	Boughton	Frank	AD	fboughton	112	Building 2	3/25/2005	$11.85
1676	Miller	Janet	MK	janetm	115	Building 1	10/26/1994	$10.75
1721	Alstain	Isolde	HR	isoldea	102	Building 3	8/6/2003	$9.75
1723	Sammler	Mark	MK	marks	145	Building 1	2/10/1991	$13.95
1758	Brwyne	Melia	AC	meliab	107	Building 2	3/18/1995	$11.20
1792	Barton	Eileen	AT	eileenb	111	Building 1	12/24/2003	$10.30
1814	Al-Sabah	Daoud	HR	daouda	103	Building 3	3/4/2002	$12.25
1908	Zostoc	Melissa	AT	melissaz	152	Building 1	5/15/1997	$10.25
1931	Mueller	Ursula	AC	ursulam	110	Building 2	6/20/2002	$9.85

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot Table Design Comments

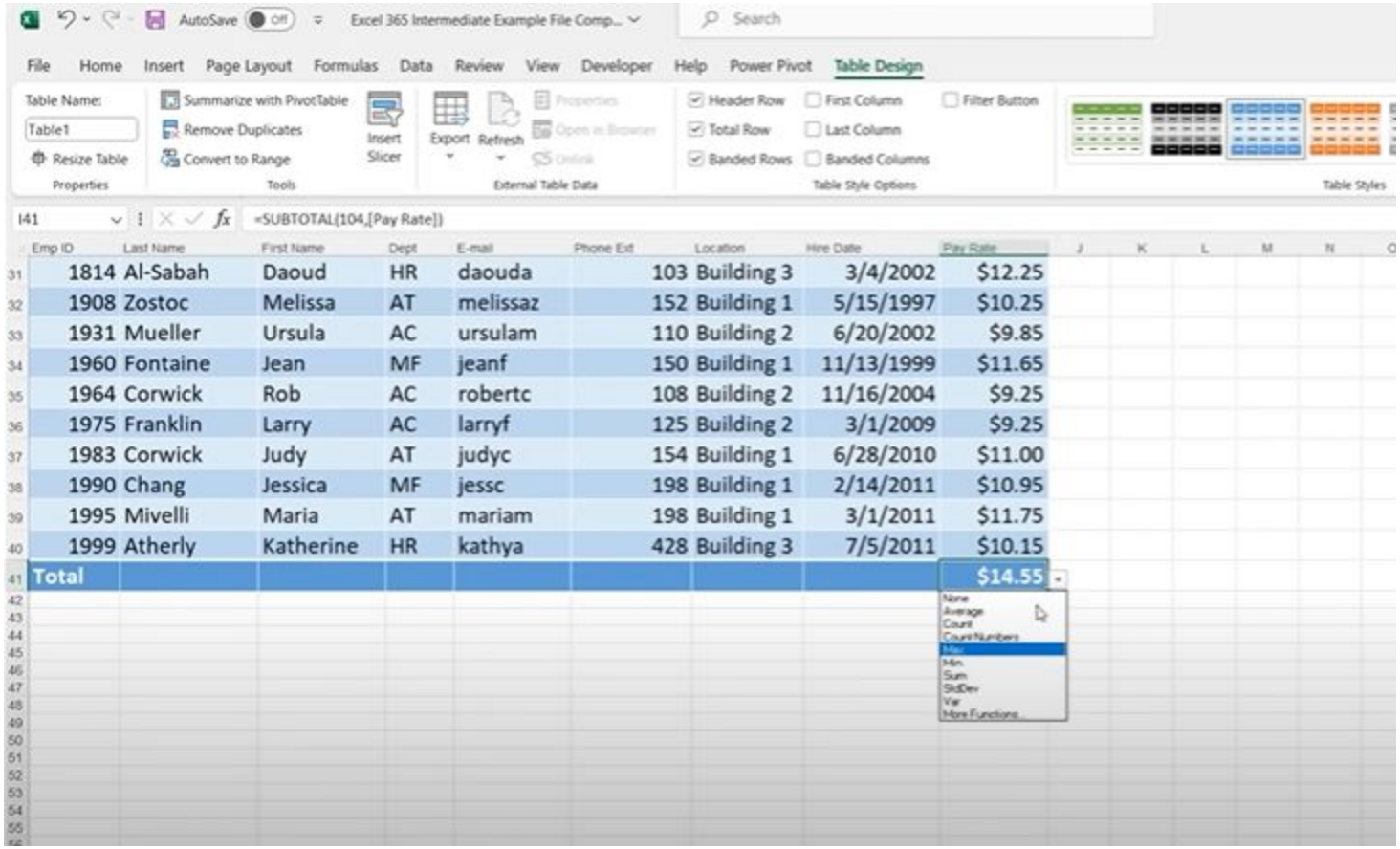
Table Name: Table1 | Resize Table | Summarize with PivotTable | Remove Duplicates | Convert to Range | Insert Slicer | Export | Refresh | Properties | Open in Browser | Unlink | Header Row | Total Row | Banded Rows | First Column | Last Column | Banded Columns | Filter Button

Properties | Tools | External Table Data | Table Style Options | Table Styles

H9 | 1/21/2003

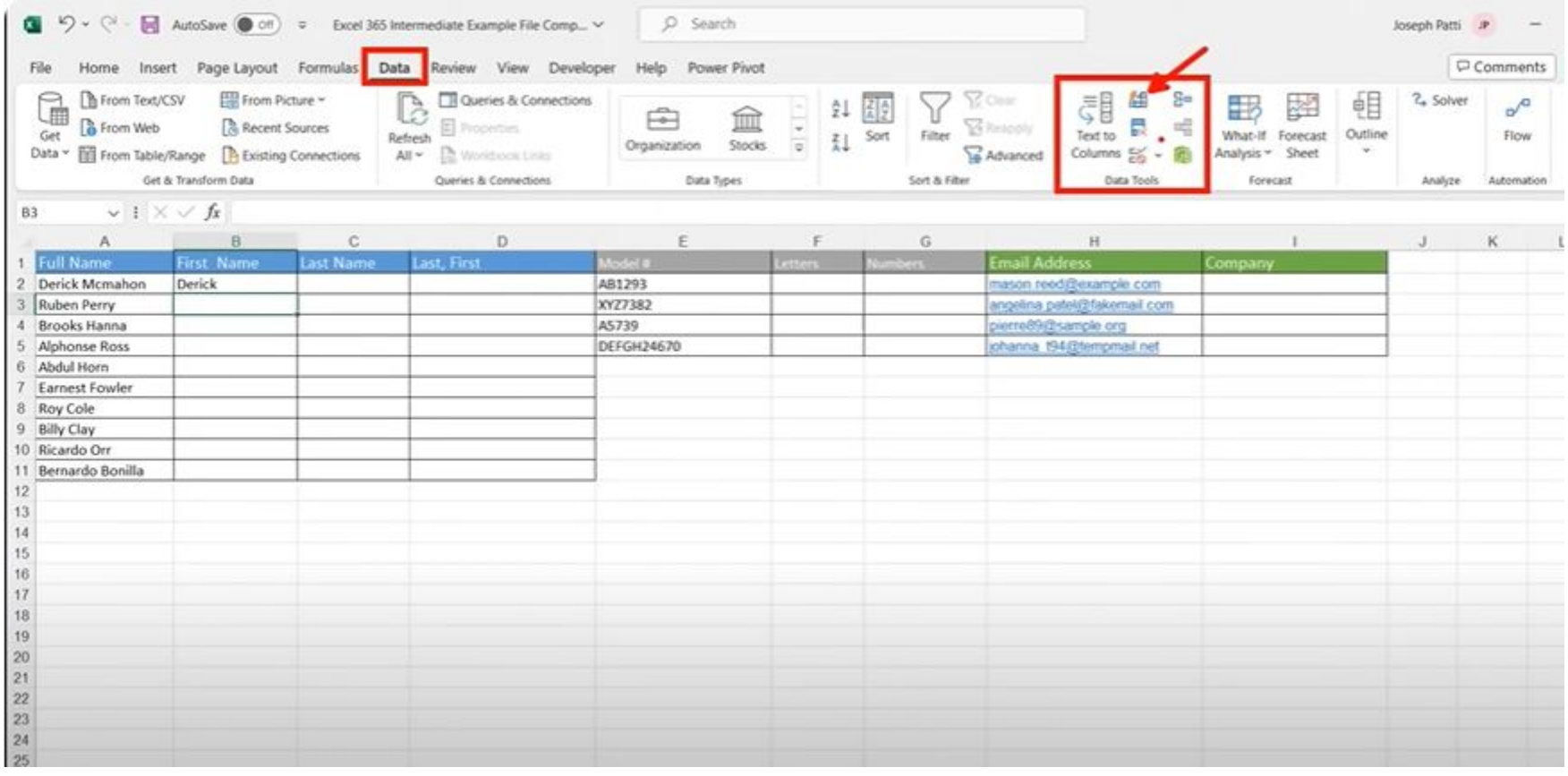
Employee Information

Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date	Pay Rate
1054	Smith	Howard	AT	howards	148	Building 1	4/15/2004	$11.25
1056	Gonzales	Joe	AT	joeg	121	Building 1	10/24/1992	$12.25
1067	Scote	Gail	AT	gails	123	Building 1	9/19/2000	$14.55
1075	Kane	Sheryl	AD	sherylk	126	Building 2	8/7/2005	$11.25
1078	Hapsbuch	Kendrick	AC	kendrickh	101	Building 2	4/1/1999	$10.20
1152	Henders	Mark	AD	markh	118	Building 2	1/21/2003	$12.25
1196	Atherton	Katie	HR	katiea	289	Building 3	4/1/2011	$9.95
1284	Bellwood	Frank	MK	frankb	124	Building 1	1/4/1998	$12.30
1290	Cooper	Linda	AD	lindac	113	Building 2	1/3/1998	$13.25
1293	Cronwith	Brent	HR	brentc	205	Building 3	9/14/1997	$10.20
1299	Simpson	Sandrae	MF	sandraes	127	Building 1	12/21/2002	$12.20
1302	Sindole	Randy	MK	randys	139	Building 1	8/6/1997	$14.25
1310	Smith	Ellen	MF	ellens	137	Building 1	10/4/1999	$11.50
1329	Vuanuo	Tuome	AC	tuomev	151	Building 2	2/22/2002	$10.35
1333	Szcznyck	Tadeuz	HR	tadeuzs	122	Building 3	4/16/2003	$10.15
1368	Wu	Tammy	AD	tammyw	132	Building 2	3/10/1996	$12.25
1509	Kegler	Pam	AT	pamk	135	Building 1	6/19/1998	$13.25



Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date	Pay Rate
1814	Al-Sabah	Daoud	HR	daouda	103	Building 3	3/4/2002	$12.25
1908	Zostoc	Melissa	AT	melissaz	152	Building 1	5/15/1997	$10.25
1931	Mueller	Ursula	AC	ursulam	110	Building 2	6/20/2002	$9.85
1960	Fontaine	Jean	MF	jeanf	150	Building 1	11/13/1999	$11.65
1964	Corwick	Rob	AC	robertc	108	Building 2	11/16/2004	$9.25
1975	Franklin	Larry	AC	larryf	125	Building 2	3/1/2009	$9.25
1983	Corwick	Judy	AT	judyc	154	Building 1	6/28/2010	$11.00
1990	Chang	Jessica	MF	jessc	198	Building 1	2/14/2011	$10.95
1995	Mivelli	Maria	AT	mariam	198	Building 1	3/1/2011	$11.75
1999	Atherly	Katherine	HR	kathya	428	Building 3	7/5/2011	$10.15
Total								$14.55

Flash fill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Joseph Patti
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From Table/Range
From Picture
Recent Sources
Existing Connections
Get & Transform Data
Refresh All
Queries & Connections
Properties
Workbook Links
Queries & Connections
Organization
Stocks
Data Types
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Advanced
Sort & Filter
Text to Columns
Data Tools
What-If Analysis
Forecast Sheet
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Outline
Solver
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Flow
Automation
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Numbers
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Derick
AB1293
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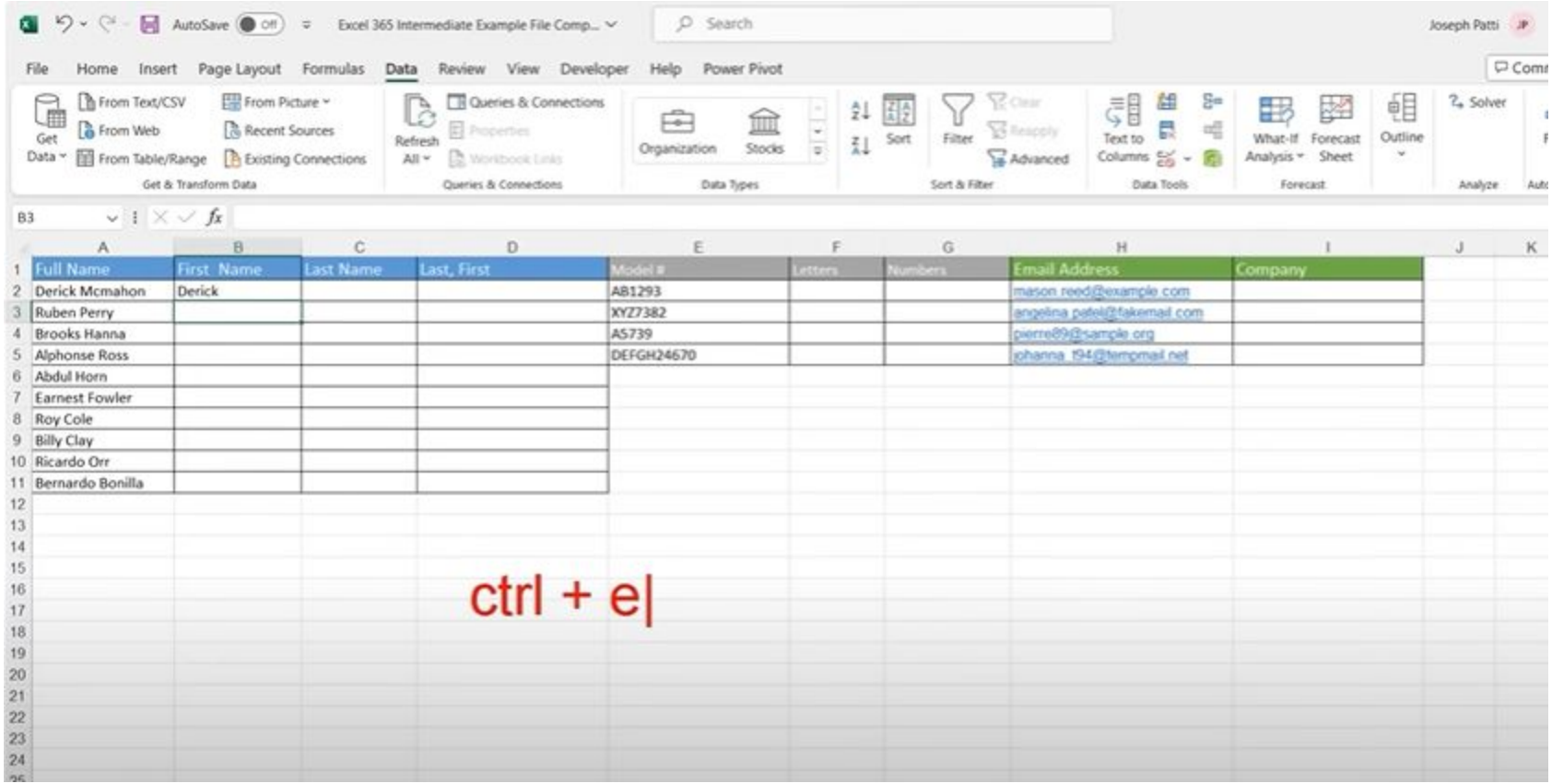
Ruben Perry
XYZ7382
angelina.patel@fakemail.com
Brooks Hanna
A5739
pierre89@sample.org
Alphonse Ross
DEFGH24670
johanna_t94@tempmail.net
Abdul Horn
Earnest Fowler
Roy Cole
Billy Clay
Ricardo Orr
Bernardo Bonilla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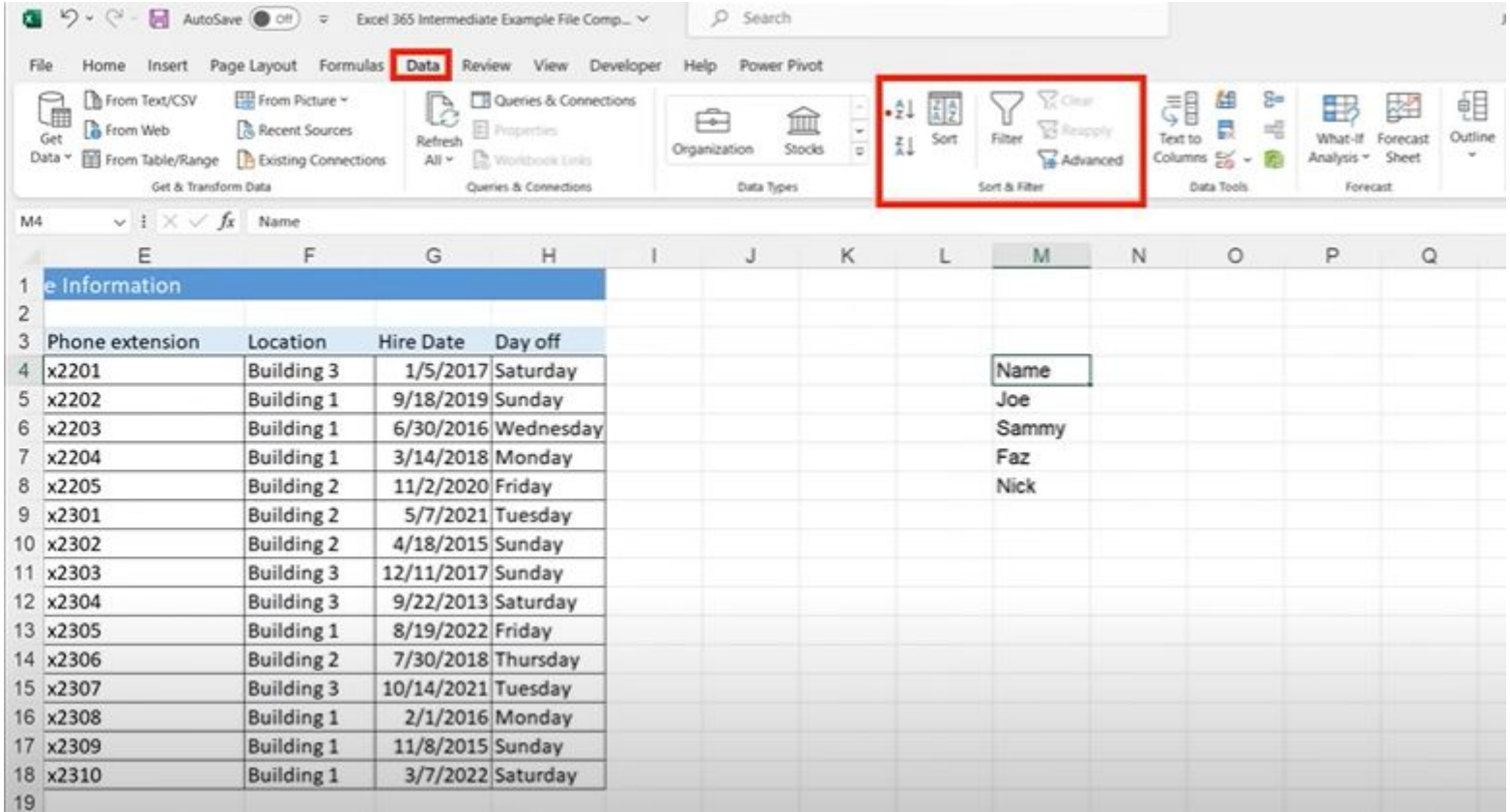
Refresh All
Queries & Connections
Properties
Workbook Links
Queries & Connections
Organization
Stocks
Data Types
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Data Tools
What-If Analysis
Forecast Sheet
Forecast
Outline
Solver
Analyze
B3
Full Name | First Name | Last Name | Last, First | Model # | Letters | Numbers | Email Address | Company
Derick Mcmahon | Derick | | | AB1293 | | | mason.reed@example.com |
Ruben Perry | | | | XYZ7382 | | | angelina.patel@fakemail.com |
Brooks Hanna | | | | A5739 | | | pierre89@sample.org |
Alphonse Ross | | | | DEFGH24670 | | | johanna_f94@tempmail.net |
Abdul Horn
Earnest Fowler
Roy Cole
Billy Clay
Ricardo Orr
Bernardo Bonilla
ctrl + e

sort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Recent Sources
Existing Connections
Get & Transform Data
Refresh All
Queries & Connections
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Workbook Links
Queries & Connections
Organization
Stocks
Data Types
Sort
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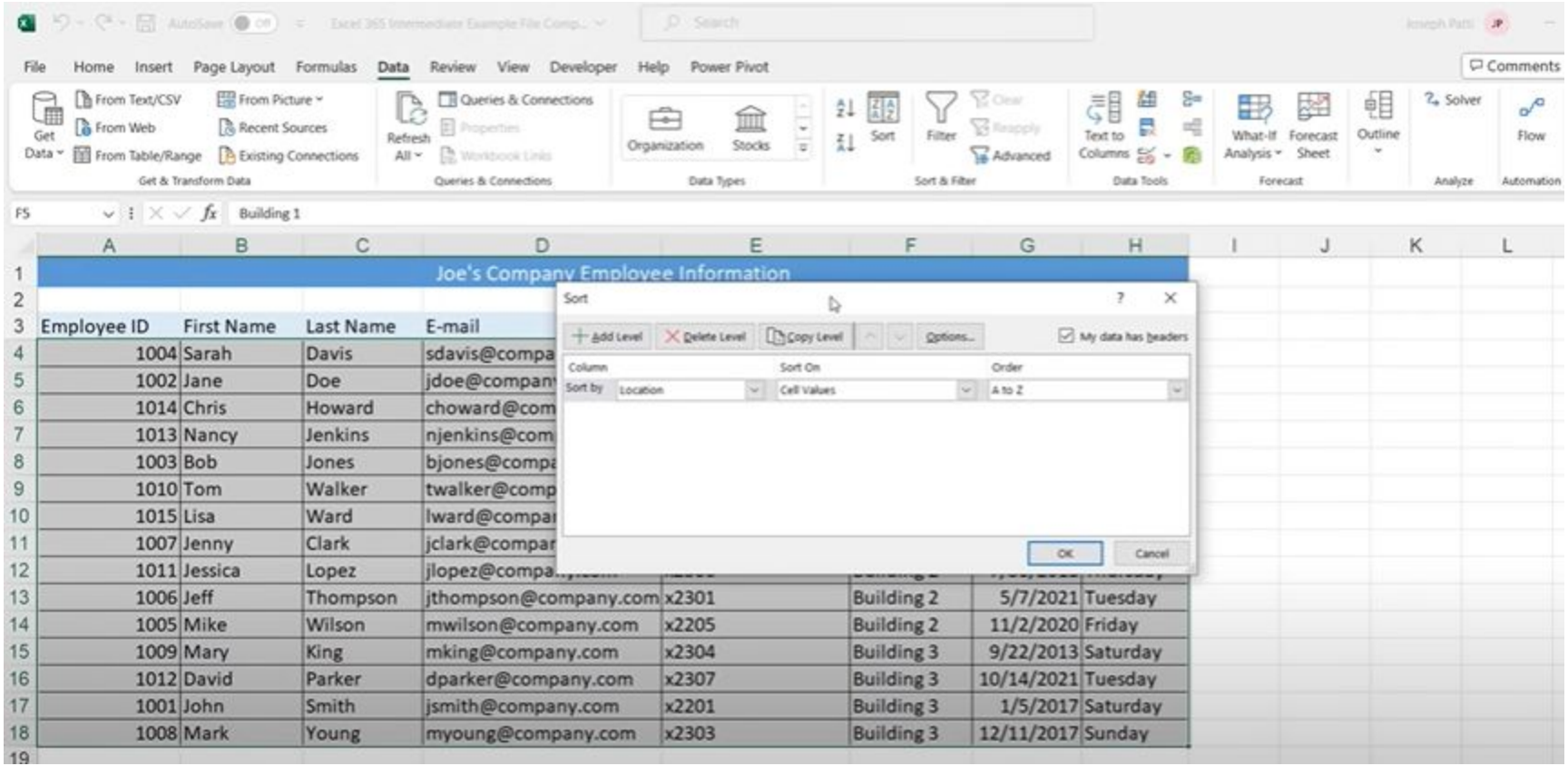
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Data Tools
What-If Analysis
Forecast Sheet
Forecast
Outline
M4
Name
e Information
Phone extension
Location
Hire Date
Day off
x2201 Building 3 1/5/2017 Saturday
x2202 Building 1 9/18/2019 Sunday
x2203 Building 1 6/30/2016 Wednesday
x2204 Building 1 3/14/2018 Monday
x2205 Building 2 11/2/2020 Friday
x2301 Building 2 5/7/2021 Tuesday
x2302 Building 2 4/18/2015 Sunday
x2303 Building 3 12/11/2017 Sunday
x2304 Building 3 9/22/2013 Saturday
x2305 Building 1 8/19/2022 Friday
x2306 Building 2 7/30/2018 Thursday
x2307 Building 3 10/14/2021 Tuesday
x2308 Building 1 2/1/2016 Monday
x2309 Building 1 11/8/2015 Sunday
x2310 Building 1 3/7/2022 Saturday
Name
Joe
Sammy
Faz
Nick



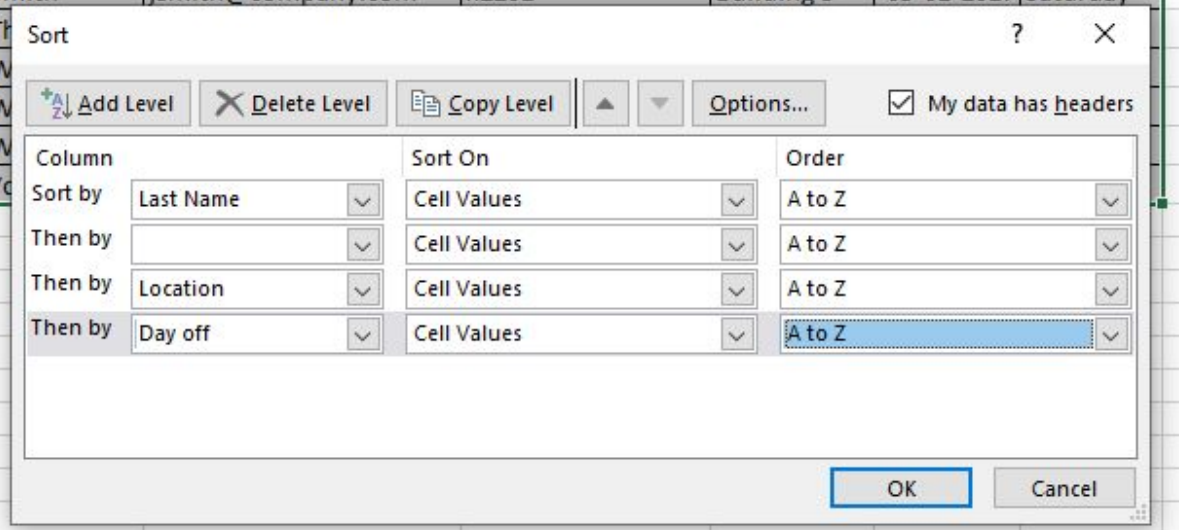
Employee ID	First Name	Last Name	E-mail				
1004	Sarah	Davis	sdavis@compa				
1002	Jane	Doe	jdoe@company				
1014	Chris	Howard	choward@com				
1013	Nancy	Jenkins	njenkins@com				
1003	Bob	Jones	bjones@compa				
1010	Tom	Walker	twalker@comp				
1015	Lisa	Ward	lward@compar				
1007	Jenny	Clark	jclark@compar				
1011	Jessica	Lopez	jlopez@compa				
1006	Jeff	Thompson	jthompson@company.com	x2301	Building 2	5/7/2021	Tuesday
1005	Mike	Wilson	mwilson@company.com	x2205	Building 2	11/2/2020	Friday
1009	Mary	King	mking@company.com	x2304	Building 3	9/22/2013	Saturday
1012	David	Parker	dparker@company.com	x2307	Building 3	10/14/2021	Tuesday
1001	John	Smith	jsmith@company.com	x2201	Building 3	1/5/2017	Saturday
1008	Mark	Young	myoung@company.com	x2303	Building 3	12/11/2017	Sunday

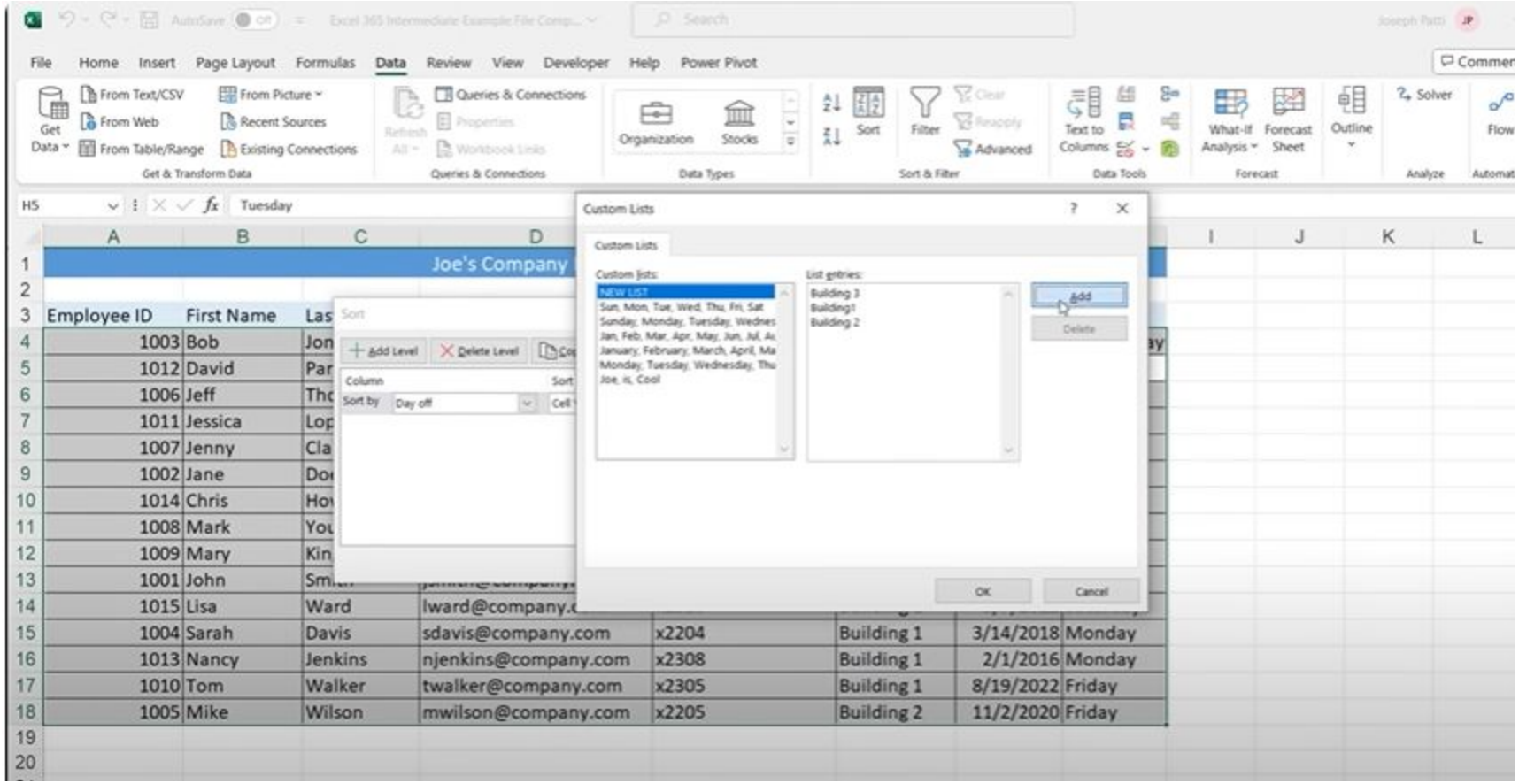
For day off sort choose custom list

A	B	C	D	E	F	G	H	I

Joe's Company Employee Information

Employee ID	First Name	Last Name	E-mail	Phone extension	Location	Hire Date	Day off
1007	Jenny	Clark	jclark@company.com	x2302	Building 2	18-04-2015	Sunday
1004	Sarah	Davis	sdavis@company.com	x2204	Building 1	14-03-2018	Monday
1002	Jane	Doe	jdoe@company.com	x2202	Building 1	18-09-2019	Sunday
1014	Chris	Howard	choward@company.com	x2309	Building 1	08-11-2015	Sunday
1013	Nancy	Jenkins	njenkins@company.com	x2308	Building 1	01-02-2016	Monday
1003	Bob	Jones	bjones@company.com	x2203	Building 1	30-06-2016	Wednesday
1009	Mary	King	mking@company.com	x2304	Building 3	22-09-2013	Saturday
1011	Jessica	Lopez	jlopez@company.com	x2306	Building 2	30-07-2018	Thursday
1012	David	Parker	dparker@company.com	x2307	Building 3	14-10-2021	Tuesday
1001	John	Smith	jsmith@company.com	x2201	Building 3	05-01-2017	Saturday
1006	Jeff	Th					
1010	Tom	W					
1015	Lisa	W					
1005	Mike	W					
1008	Mark	Yo					

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From Web
From Table/Range
From Picture
Recent Sources
Existing Connections
Get & Transform Data
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Advanced
Sort & Filter
Text to Columns
Data Tools
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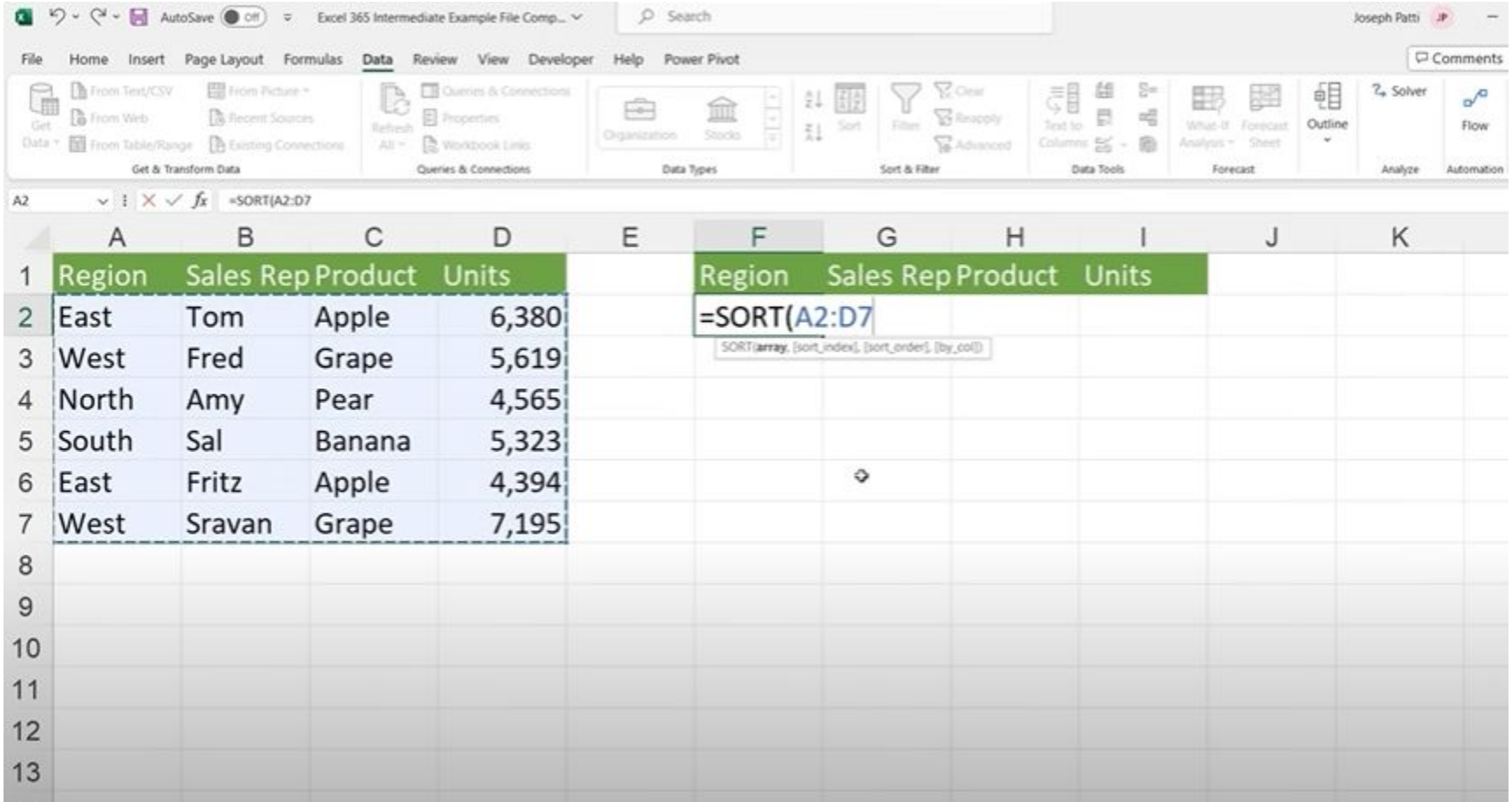
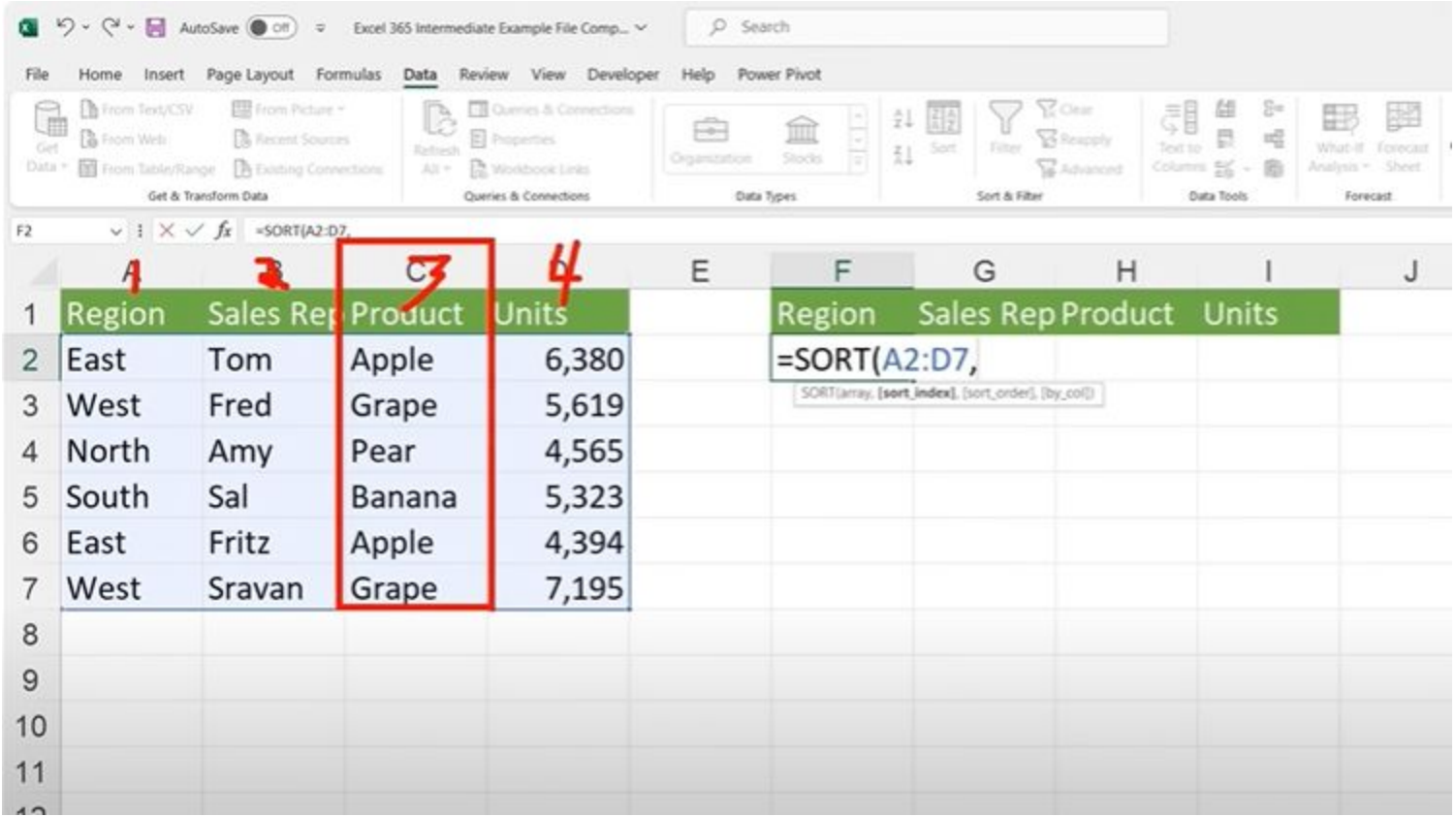
Forecast Sheet
Forecast
Outline
Solver
Analyze
Flow
H5
Tuesday
Joe's Company
Employee ID
First Name
Sort
Add Level
Delete Level
Column
Sort by
Day off
Custom Lists
Custom Lists
Custom lists:
NEW LIST
Sun, Mon, Tue, Wed, Thu, Fri, Sat
Sunday, Monday, Tuesday, Wednes
Jan, Feb, Mar, Apr, May, Jun, Jul, Au
January, February, March, April, Ma
Monday, Tuesday, Wednesday, Thu
Joe, is, Cool
List entries:
Building 3
Building1
Building 2
Add
Delete
OK
Cancel
1003 Bob
1012 David
1006 Jeff
1011 Jessica
1007 Jenny
1002 Jane
1014 Chris
1008 Mark
1009 Mary
1001 John
1015 Lisa Ward lward@company.
1004 Sarah Davis sdavis@company.com x2204 Building 1 3/14/2018 Monday
1013 Nancy Jenkins njenkins@company.com x2308 Building 1 2/1/2016 Monday
1010 Tom Walker twalker@company.com x2305 Building 1 8/19/2022 Friday
1005 Mike Wilson mwilson@company.com x2205 Building 2 11/2/2020 Friday

Sorting function

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Help
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Queries & Connections
Data Types
Sort & Filter
Data Tools
Forecast
F2
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B
C
D
E
F
G
H
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J
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4
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8
9
10
11
Region
Sales Rep
Product
Units
East
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West
Fred
Grape
5,619
North
Amy
Pear
4,565
South
Sal
Banana
5,323
East
Fritz
Apple
4,394
West
Sravan
Grape
7,195
Region
Sales Rep
Product
Units
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SORT(array, [sort_index], [sort_order], [by_col])

This function doesnt work in older versions

Region	Sales Rep	Product	Units
East	Tom	Apple	6,380
West	Fred	Grape	5,619
North	Amy	Pear	4,565
South	Sal	Banana	5,323
East	Fritz	Apple	4,394
West	Sravan	Grape	7,195

Region	Sales Rep	Product	Units

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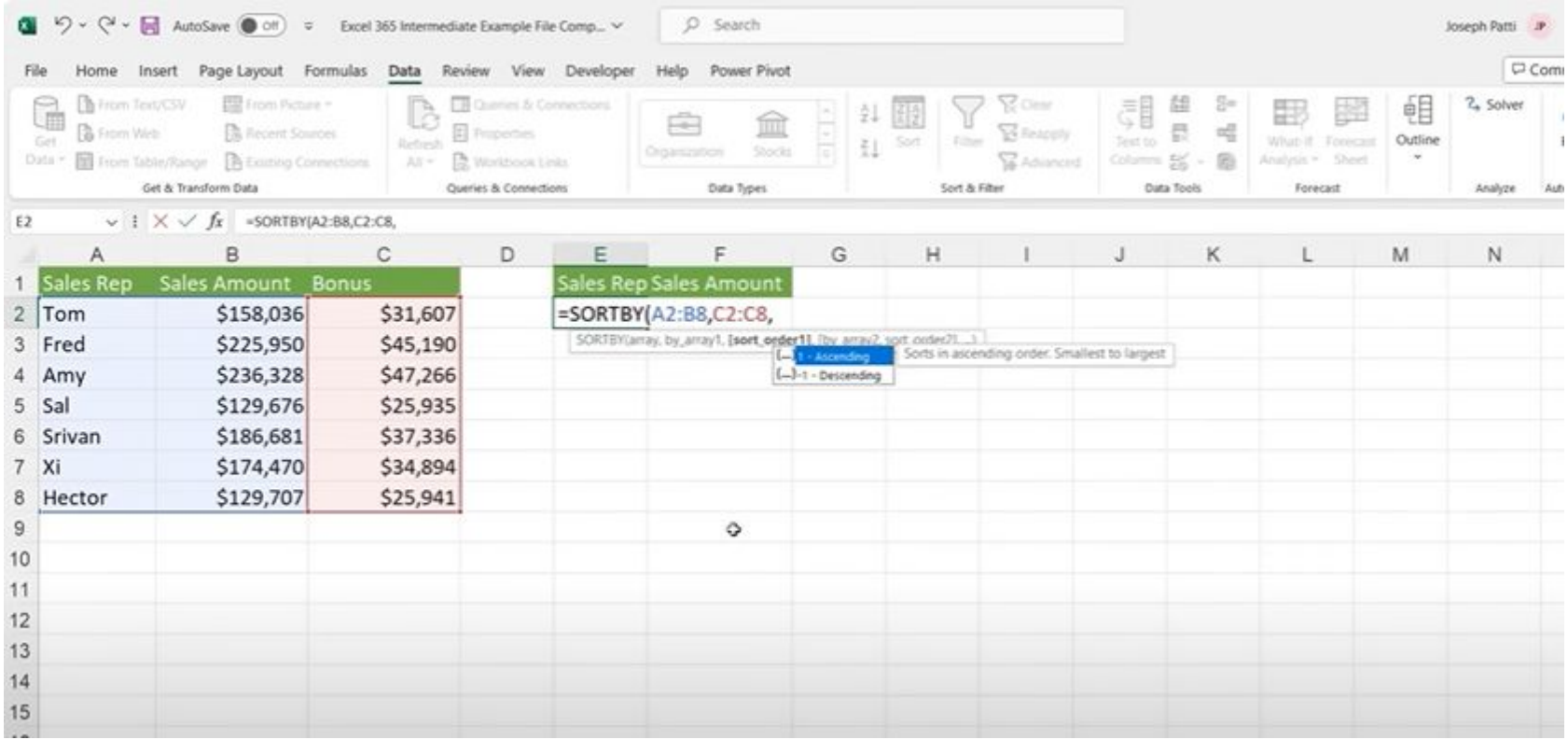
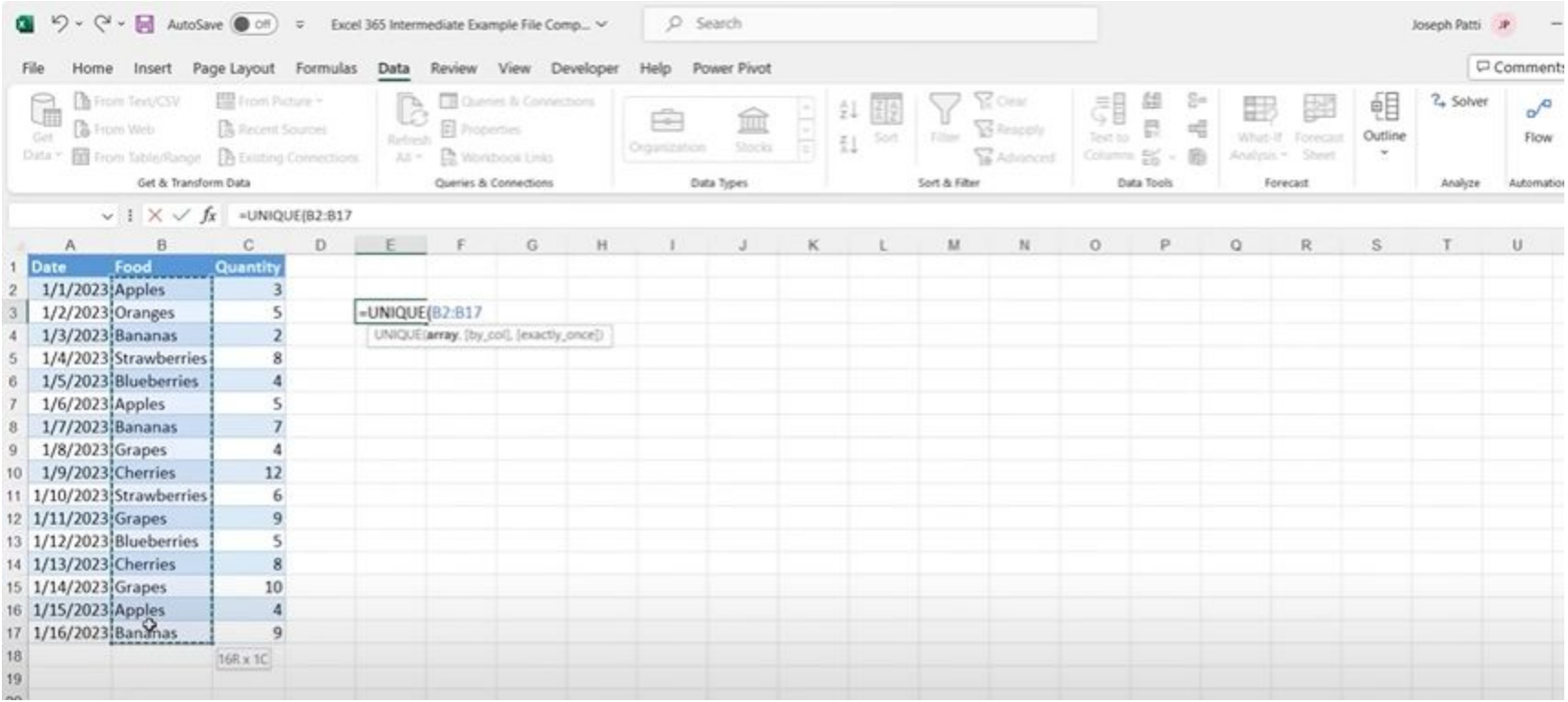
SORT(array, [sort_index], [sort_order], [by_col])

Sort by also not work in older versions(sort based on bonus)



Unique also not work in older version



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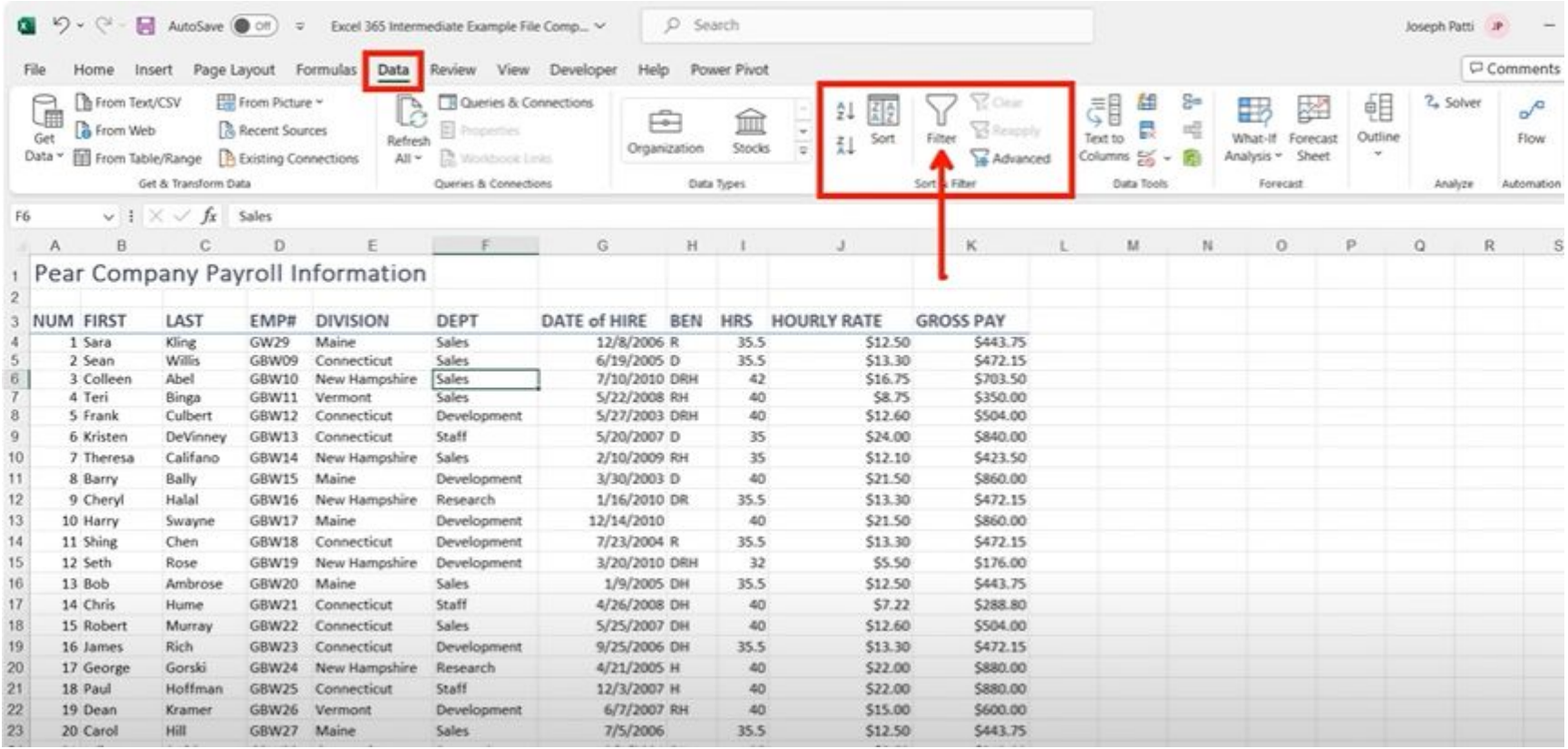
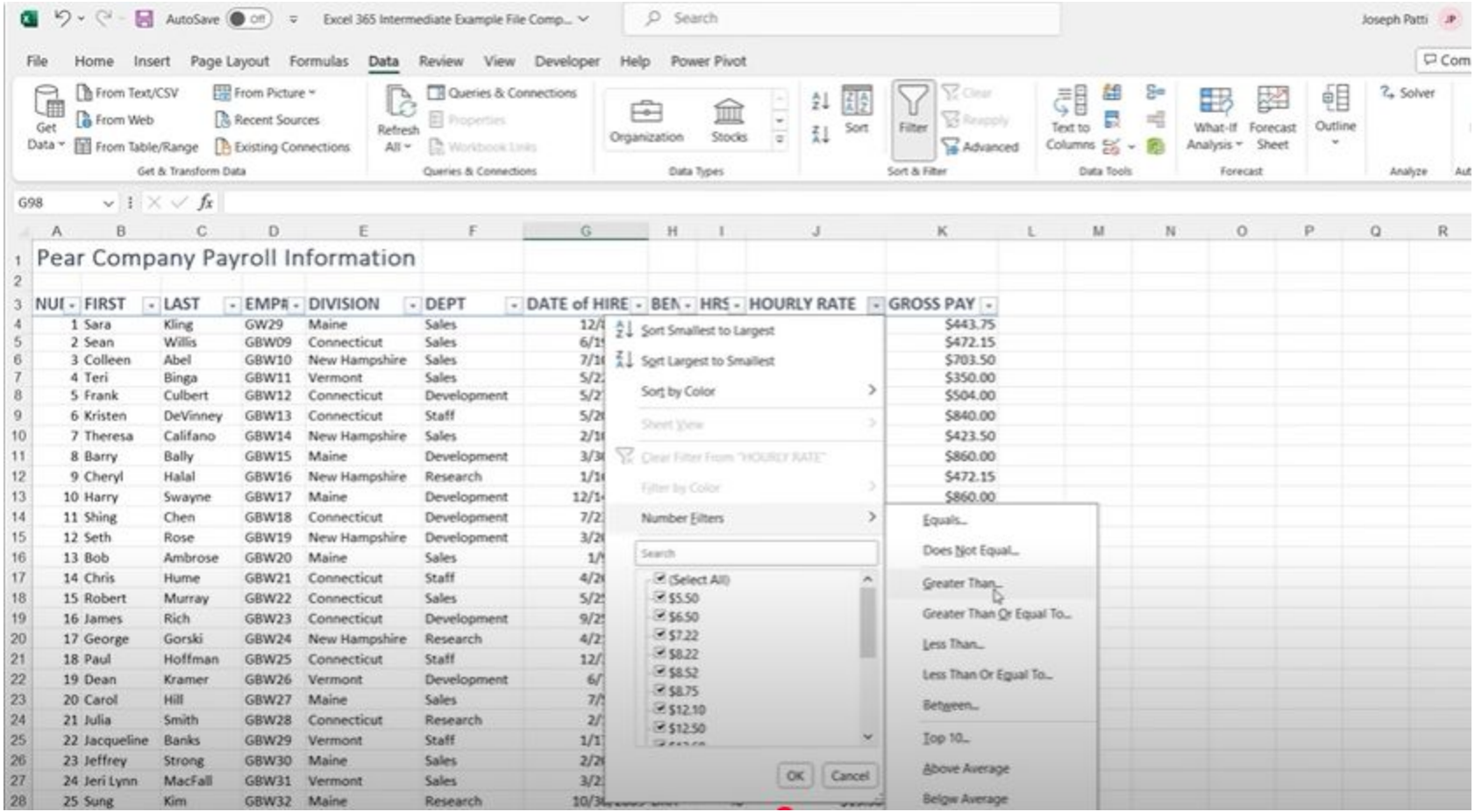


NUM	FIRST	LAST	EMP#	DIVISION	DEPT	DATE of HIRE	BEN	HRS	HOURLY RATE	GROSS PAY
1	Sara	Kling	GW29	Maine	Sales	12/8/2006	R	35.5	$12.50	$443.75
2	Sean	Willis	GBW09	Connecticut	Sales	6/19/2005	D	35.5	$13.30	$472.15
3	Colleen	Abel	GBW10	New Hampshire	Sales	7/10/2010	DRH	42	$16.75	$703.50
4	Teri	Binga	GBW11	Vermont	Sales	5/22/2008	RH	40	$8.75	$350.00
5	Frank	Culbert	GBW12	Connecticut	Development	5/27/2003	DRH	40	$12.60	$504.00
6	Kristen	DeVinney	GBW13	Connecticut	Staff	5/20/2007	D	35	$24.00	$840.00
7	Theresa	Califano	GBW14	New Hampshire	Sales	2/10/2009	RH	35	$12.10	$423.50
8	Barry	Bally	GBW15	Maine	Development	3/30/2003	D	40	$21.50	$860.00
9	Cheryl	Halal	GBW16	New Hampshire	Research	1/16/2010	DR	35.5	$13.30	$472.15
10	Harry	Swayne	GBW17	Maine	Development	12/14/2010		40	$21.50	$860.00
11	Shing	Chen	GBW18	Connecticut	Development	7/23/2004	R	35.5	$13.30	$472.15
12	Seth	Rose	GBW19	New Hampshire	Development	3/20/2010	DRH	32	$5.50	$176.00
13	Bob	Ambrose	GBW20	Maine	Sales	1/9/2005	DH	35.5	$12.50	$443.75
14	Chris	Hume	GBW21	Connecticut	Staff	4/26/2008	DH	40	$7.22	$288.80
15	Robert	Murray	GBW22	Connecticut	Sales	5/25/2007	DH	40	$12.60	$504.00
16	James	Rich	GBW23	Connecticut	Development	9/25/2006	DH	35.5	$13.30	$472.15
17	George	Gorski	GBW24	New Hampshire	Research	4/21/2005	H	40	$22.00	$880.00
18	Paul	Hoffman	GBW25	Connecticut	Staff	12/3/2007	H	40	$22.00	$880.00
19	Dean	Kramer	GBW26	Vermont	Development	6/7/2007	RH	40	$15.00	$600.00
20	Carol	Hill	GBW27	Maine	Sales	7/5/2006		35.5	$12.50	$443.75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Forecast Sheet
Forecast
Outline
Solver
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G98
Pear Company Payroll Information
NUI FIRST LAST EMP# DIVISION DEPT DATE of HIRE BEN HRS HOURLY RATE GROSS PAY
1 Sara Kling GW29 Maine Sales $443.75
2 Sean Willis GBW09 Connecticut Sales $472.15
3 Colleen Abel GBW10 New Hampshire Sales $703.50
4 Teri Binga GBW11 Vermont Sales $350.00
5 Frank Culbert GBW12 Connecticut Development $504.00
6 Kristen DeVinney GBW13 Connecticut Staff $840.00
7 Theresa Califano GBW14 New Hampshire Sales $423.50
8 Barry Bally GBW15 Maine Development $860.00
9 Cheryl Halal GBW16 New Hampshire Research $472.15
10 Harry Swayne GBW17 Maine Development $860.00
11 Shing Chen GBW18 Connecticut Development
12 Seth Rose GBW19 New Hampshire Development
13 Bob Ambrose GBW20 Maine Sales
14 Chris Hume GBW21 Connecticut Staff
15 Robert Murray GBW22 Connecticut Sales
16 James Rich GBW23 Connecticut Development
17 George Gorski GBW24 New Hampshire Research
18 Paul Hoffman GBW25 Connecticut Staff
19 Dean Kramer GBW26 Vermont Development
20 Carol Hill GBW27 Maine Sales
21 Julia Smith GBW28 Connecticut Research
22 Jacqueline Banks GBW29 Vermont Staff
23 Jeffrey Strong GBW30 Maine Sales
24 Jeri Lynn MacFall GBW31 Vermont Sales
25 Sung Kim GBW32 Maine Research
Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color
Sheet View
Clear Filter From "HOURLY RATE"
Filter by Color
Number Filters
Search
(Select All)
$5.50
$6.50
$7.22
$8.22
$8.52
$8.75
$12.10
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Cancel
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Above Average
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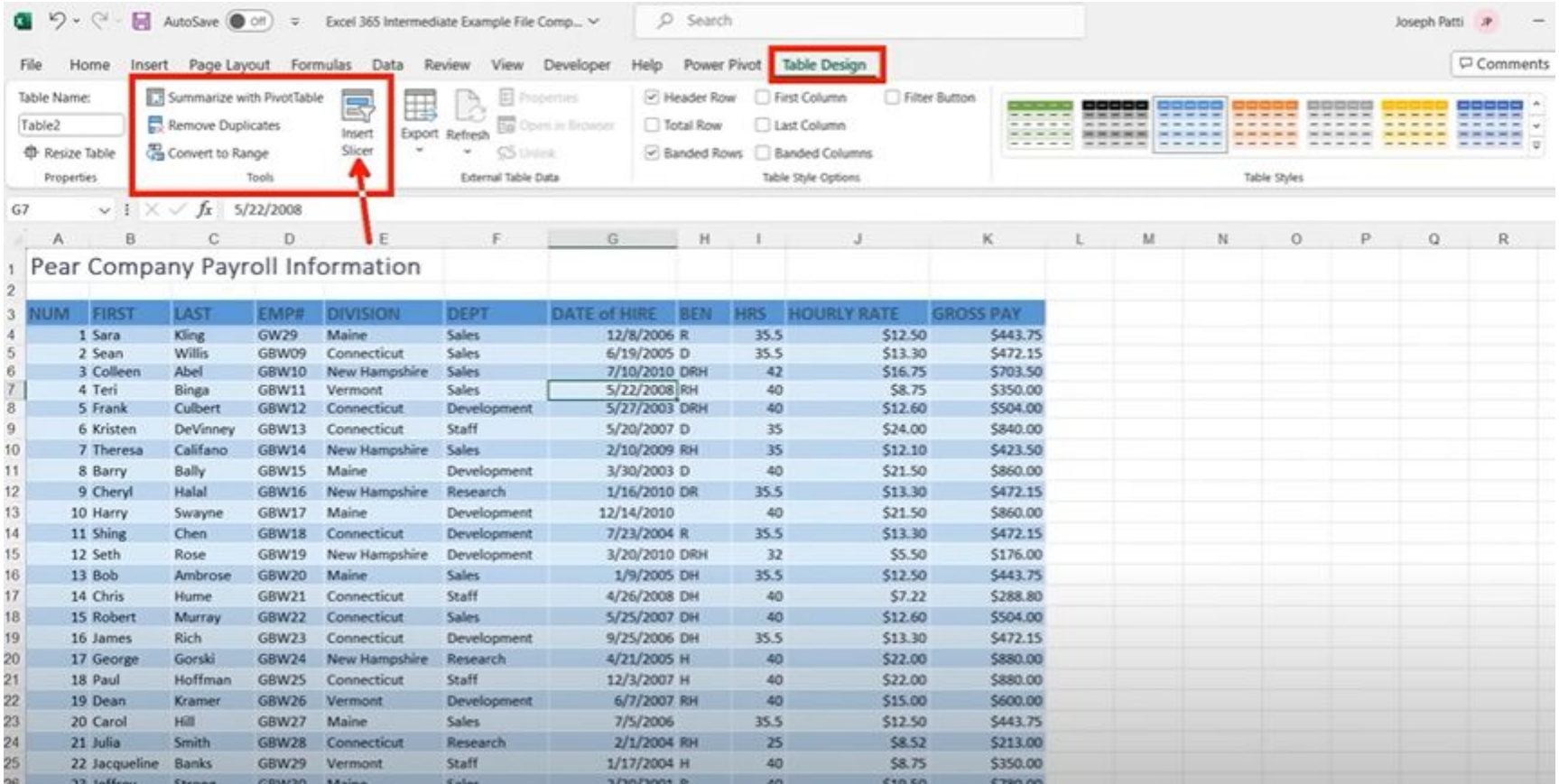

Pear Company Payroll Information

NUM	FIRST	LAST	EMP#	DIVISION	DEPT	DATE of HIRE	BEN	HRS	HOURLY RATE	GROSS PAY
1	Sara	Kling	GW29	Maine	Sales	12/8/2006	R	35.5	$12.50	$443.75
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3	Colleen	Abel	GBW10	New Hampshire	Sales	7/10/2010	DRH	42	$16.75	$703.50
4	Teri	Binga	GBW11	Vermont	Sales	5/22/2008	RH	40	$8.75	$350.00
5	Frank	Culbert	GBW12	Connecticut	Development	5/27/2003	DRH	40	$12.60	$504.00
6	Kristen	DeVinney	GBW13	Connecticut	Staff	5/20/2007	D	35	$24.00	$840.00
7	Theresa	Califano	GBW14	New Hampshire	Sales	2/10/2009	RH	35	$12.10	$423.50
8	Barry	Bally	GBW15	Maine	Development	3/30/2003	D	40	$21.50	$860.00
9	Cheryl	Halal	GBW16	New Hampshire	Research	1/16/2010	DR	35.5	$13.30	$472.15
10	Harry	Swayne	GBW17	Maine	Development	12/14/2010		40	$21.50	$860.00
11	Shing	Chen	GBW18	Connecticut	Development	7/23/2004	R	35.5	$13.30	$472.15
12	Seth	Rose	GBW19	New Hampshire	Development	3/20/2010	DRH	32	$5.50	$176.00
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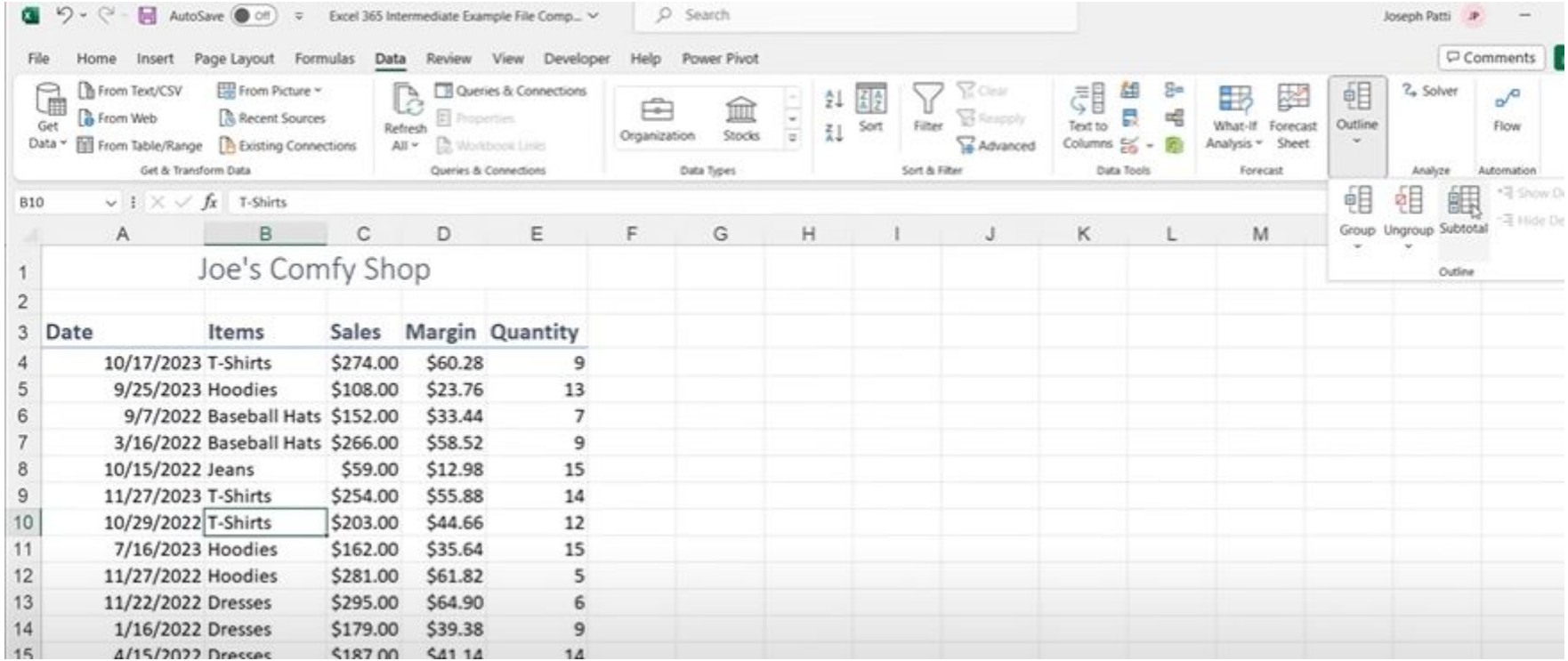
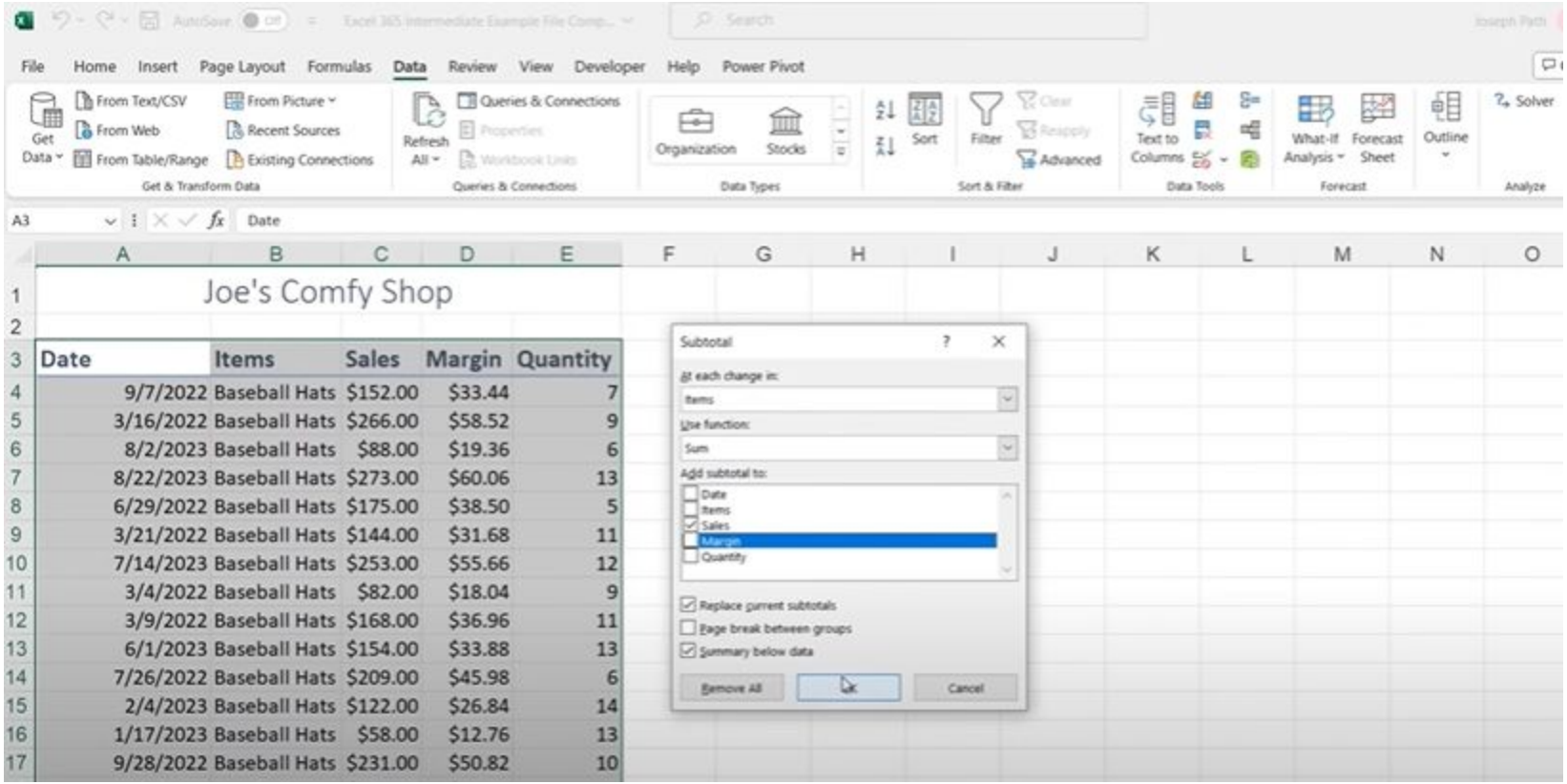
18	Paul	Hoffman	GBW25	Connecticut	Staff	12/3/2007	H	40	$22.00	$880.00
19	Dean	Kramer	GBW26	Vermont	Development	6/7/2007	RH	40	$15.00	$600.00
20	Carol	Hill	GBW27	Maine	Sales	7/5/2006		35.5	$12.50	$443.75
21	Julia	Smith	GBW28	Connecticut	Research	2/1/2004	RH	25	$8.52	$213.00
22	Jacqueline	Banks	GBW29	Vermont	Staff	1/17/2004	H	40	$8.75	$350.00

Sub totals


Joe's Comfy Shop
Date
Items
Sales
Margin
Quantity
10/17/2023 T-Shirts $274.00 $60.28 9
9/25/2023 Hoodies $108.00 $23.76 13
9/7/2022 Baseball Hats $152.00 $33.44 7
3/16/2022 Baseball Hats $266.00 $58.52 9
10/15/2022 Jeans $59.00 $12.98 15
11/27/2023 T-Shirts $254.00 $55.88 14
10/29/2022 T-Shirts $203.00 $44.66 12
7/16/2023 Hoodies $162.00 $35.64 15
11/27/2022 Hoodies $281.00 $61.82 5
11/22/2022 Dresses $295.00 $64.90 6
1/16/2022 Dresses $179.00 $39.38 9
Group
Ungroup
Subtotal
Outline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Stocks
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Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Data Tools
What-If Analysis
Forecast Sheet
Forecast
Outline
Solver
Analyze
A3
Date
Joe's Comfy Shop
Date Items Sales Margin Quantity
9/7/2022 Baseball Hats $152.00 $33.44 7
3/16/2022 Baseball Hats $266.00 $58.52 9
8/2/2023 Baseball Hats $88.00 $19.36 6
8/22/2023 Baseball Hats $273.00 $60.06 13
6/29/2022 Baseball Hats $175.00 $38.50 5
3/21/2022 Baseball Hats $144.00 $31.68 11
7/14/2023 Baseball Hats $253.00 $55.66 12
3/4/2022 Baseball Hats $82.00 $18.04 9
3/9/2022 Baseball Hats $168.00 $36.96 11
6/1/2023 Baseball Hats $154.00 $33.88 13
7/26/2022 Baseball Hats $209.00 $45.98 6
2/4/2023 Baseball Hats $122.00 $26.84 14
1/17/2023 Baseball Hats $58.00 $12.76 13
9/28/2022 Baseball Hats $231.00 $50.82 10
Subtotal
At each change in:
Items
Use function:
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Remove All
OK
Cancel

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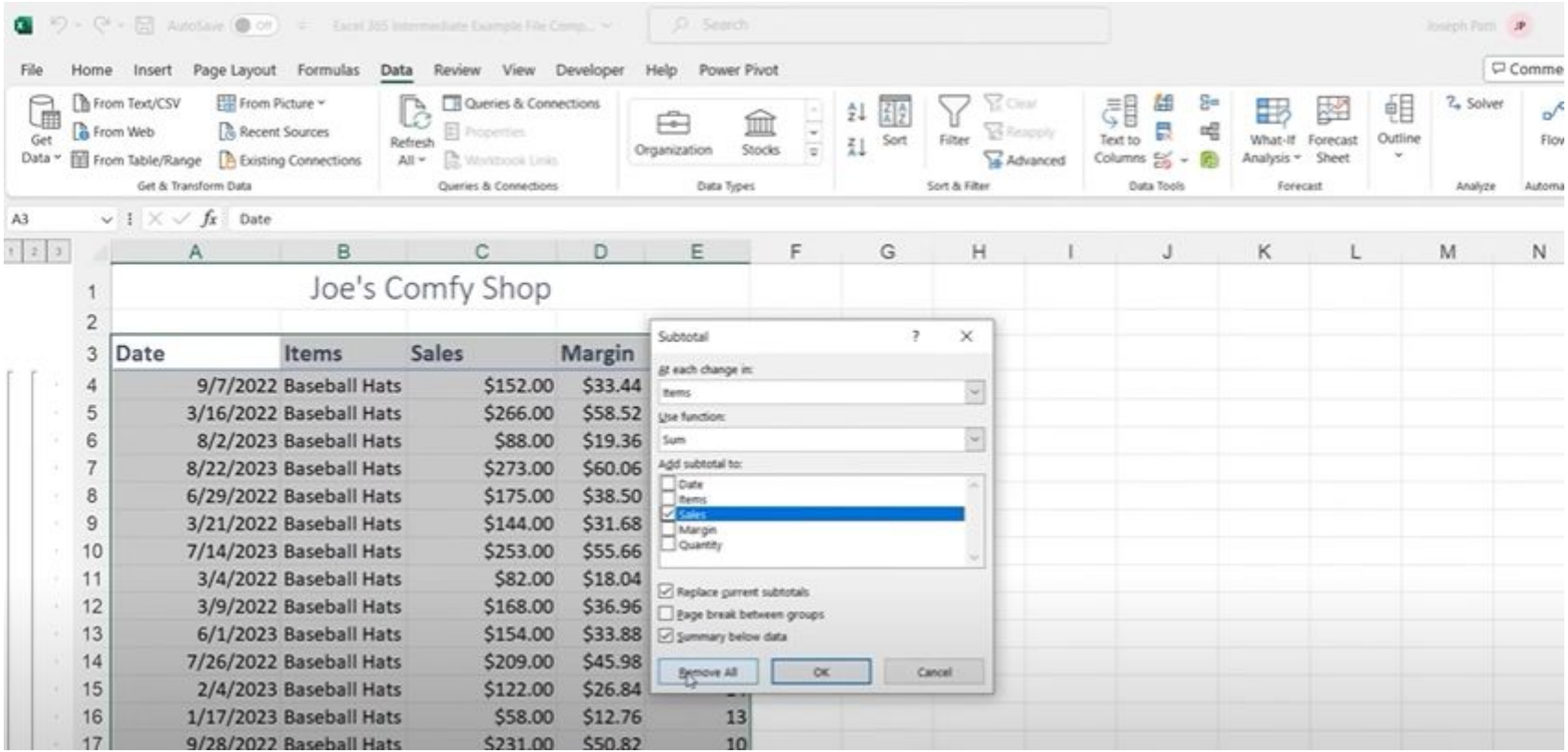
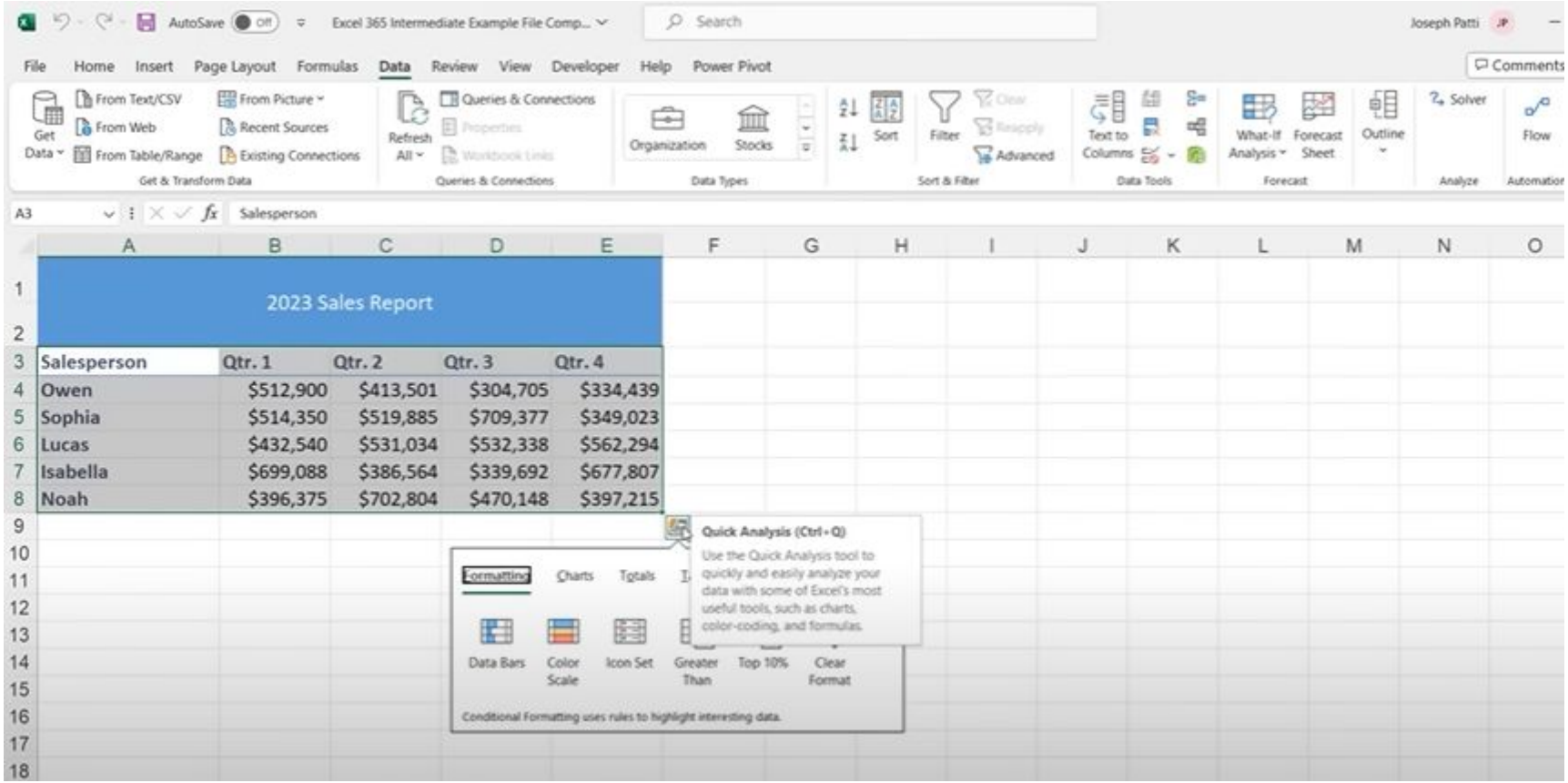
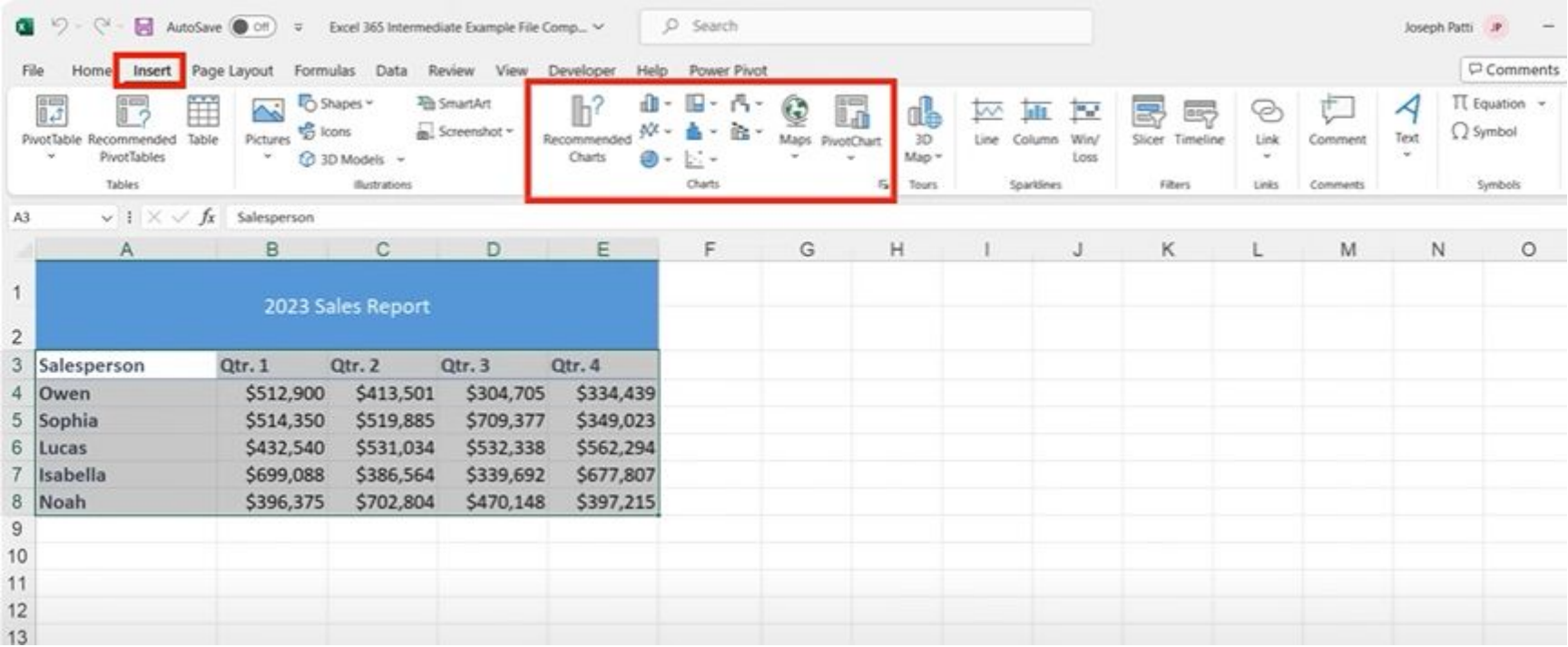


Quick analysis



Charts (select datas then choose)



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A3 Salesperson

Salesperson	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Owen	$5,12,900	$4,13,501	$3,04,705	$3,34,439
Sophia	$5,14,350	$5,19,885	$7,09,377	$3,49,023
Lucas	$4,32,540	[illegible]	[illegible]	[illegible]
Isabella	$6,99,088			
Noah	$3,96,375			

2023 Sales Report

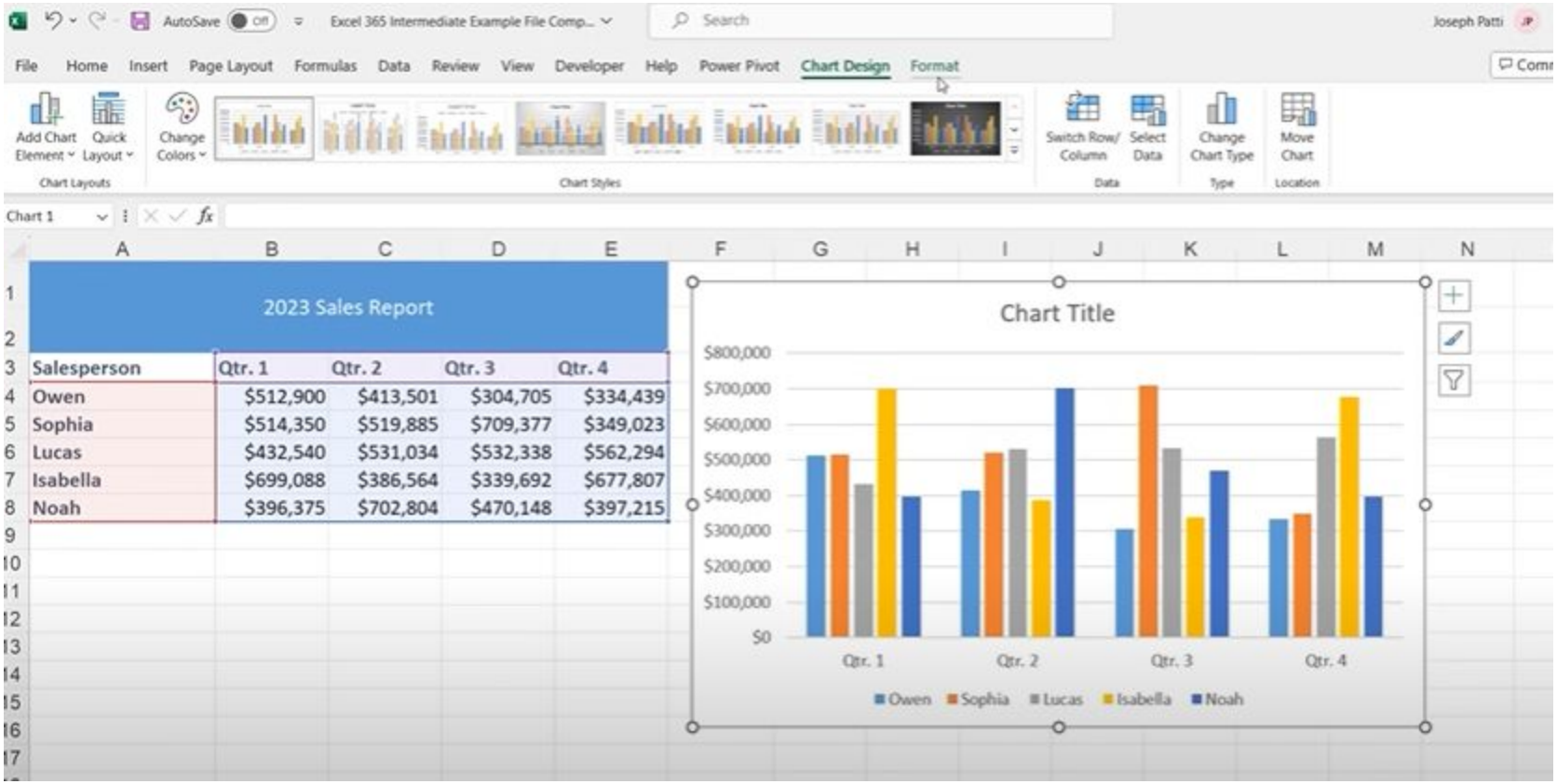
Insert Chart

Recommended Charts All Charts

Clustered Column

A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

OK Cancel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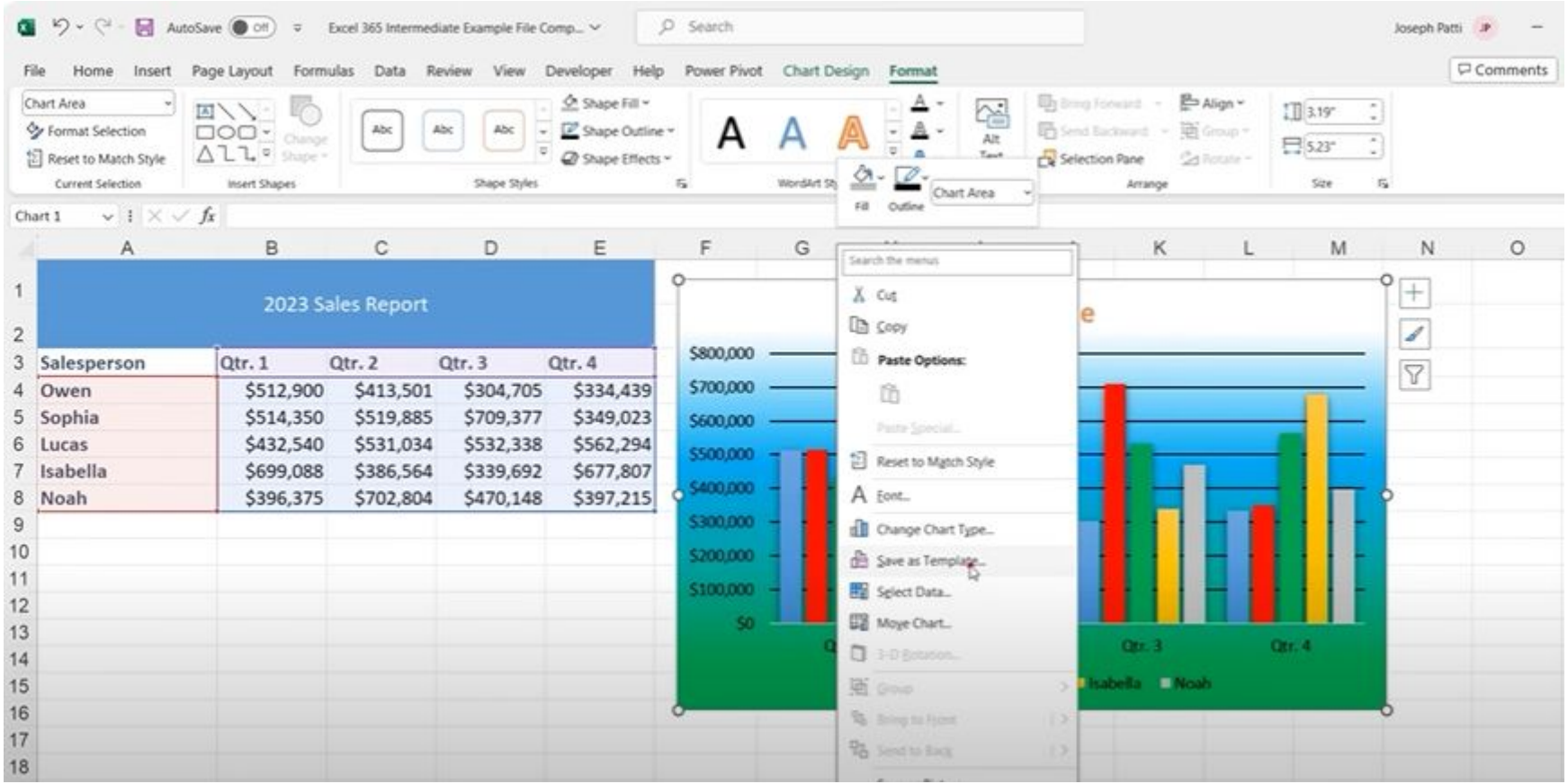
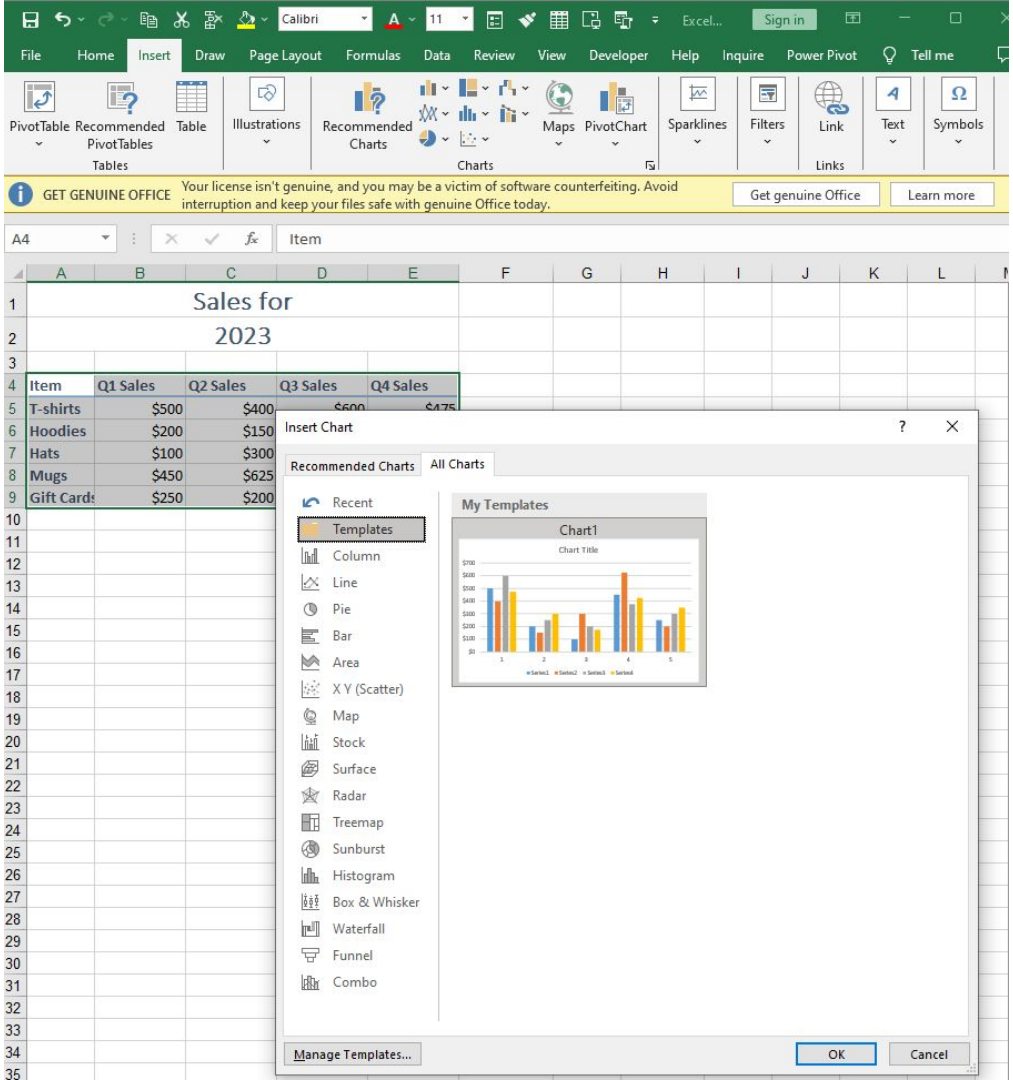
Change Colors
Chart Layouts
Chart Styles
Switch Row/ Column
Select Data
Data
Change Chart Type
Type
Move Chart
Location
Chart 1
2023 Sales Report
Salesperson
Qtr. 1
Qtr. 2
Qtr. 3
Qtr. 4
Owen $512,900 $413,501 $304,705 $334,439
Sophia $514,350 $519,885 $709,377 $349,023
Lucas $432,540 $531,034 $532,338 $562,294
Isabella $699,088 $386,564 $339,692 $677,807
Noah $396,375 $702,804 $470,148 $397,215
Chart Title
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
Qtr. 1
Qtr. 2
Qtr. 3
Qtr. 4
Owen
Sophia
Lucas
Isabella
Noah

Save templates



Use templates



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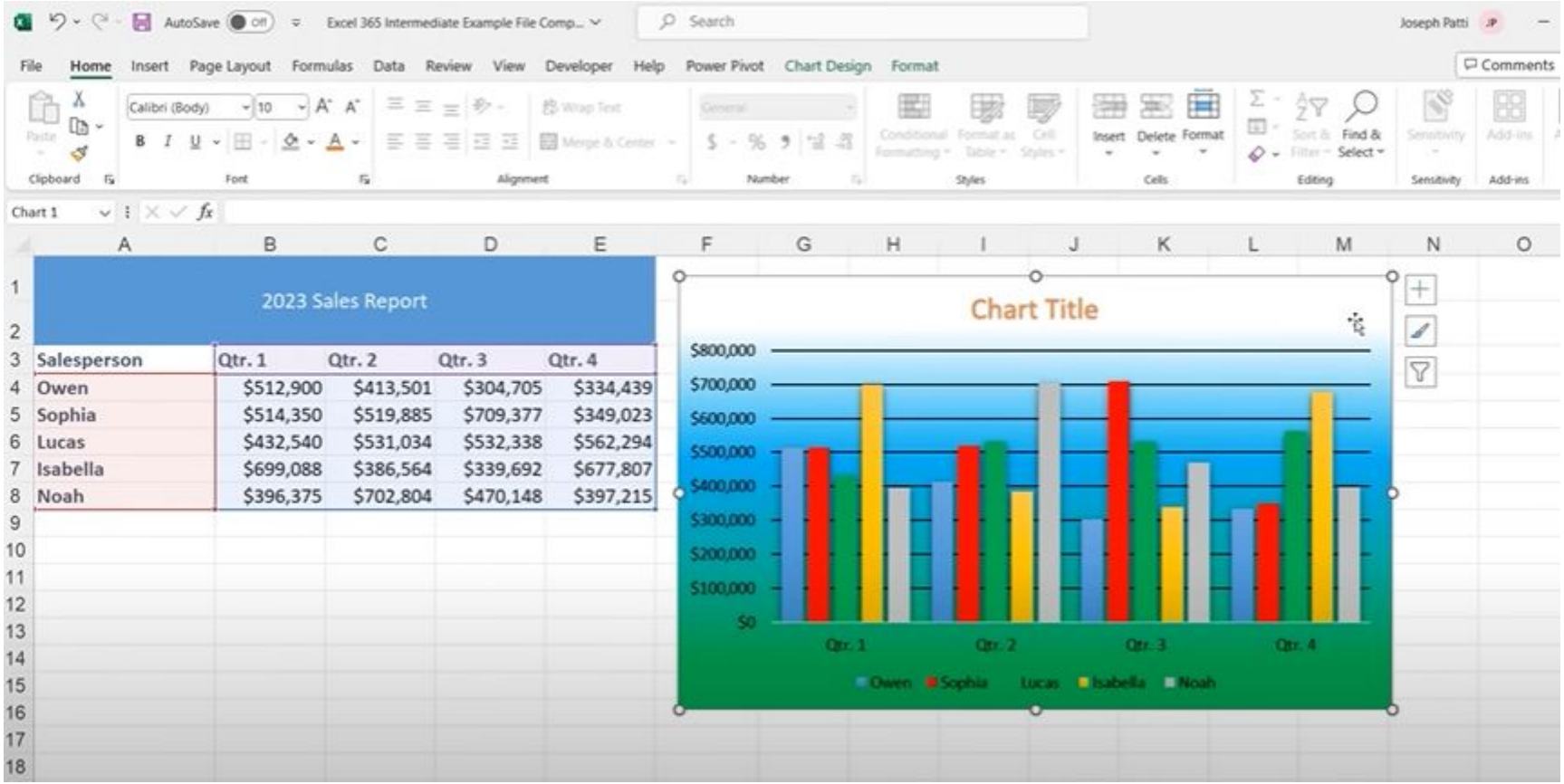

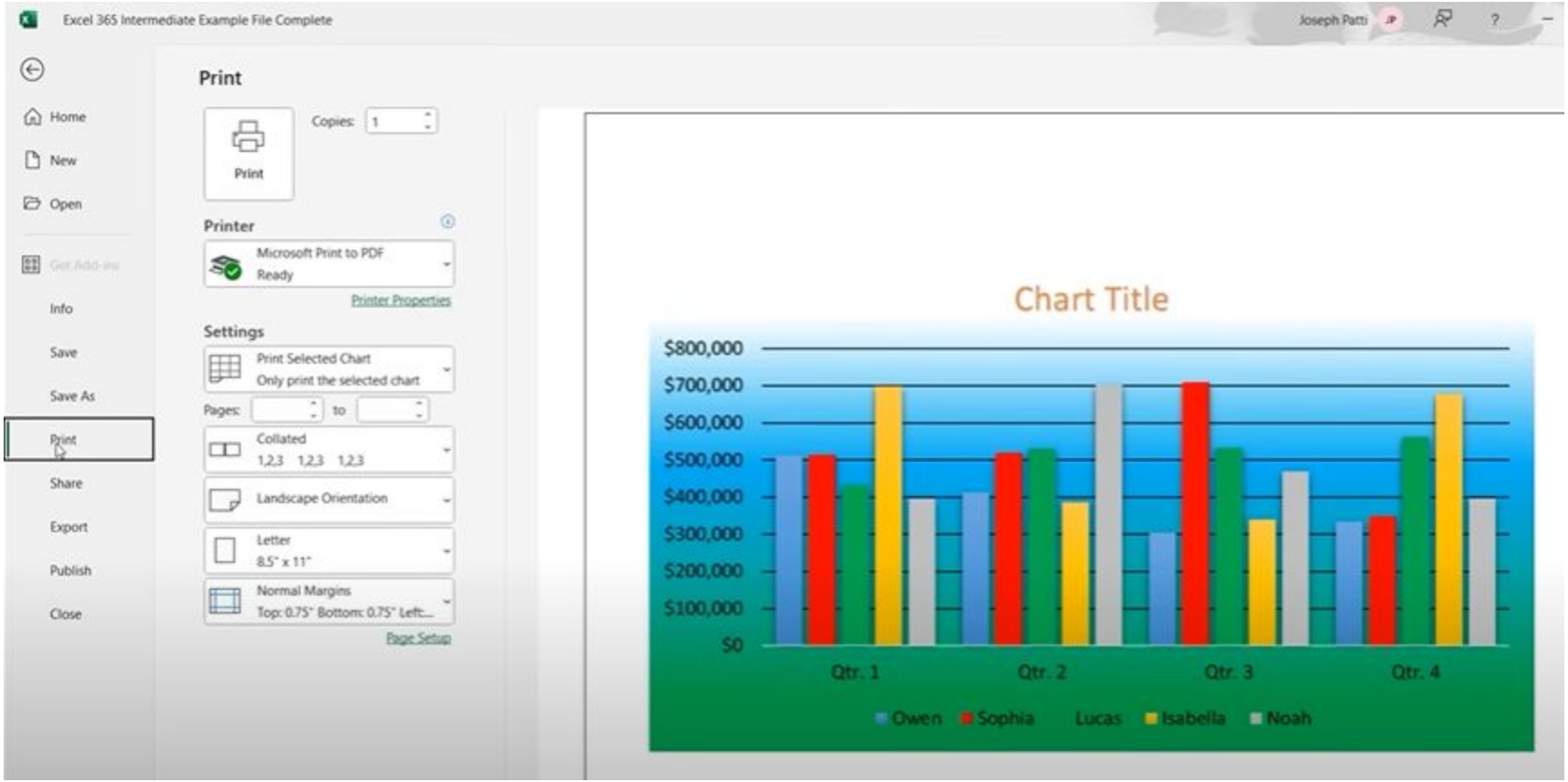
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$200,000
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Qtr. 2
Qtr. 3
Qtr. 4
Owen
Sophia
Lucas
Isabella
Noah

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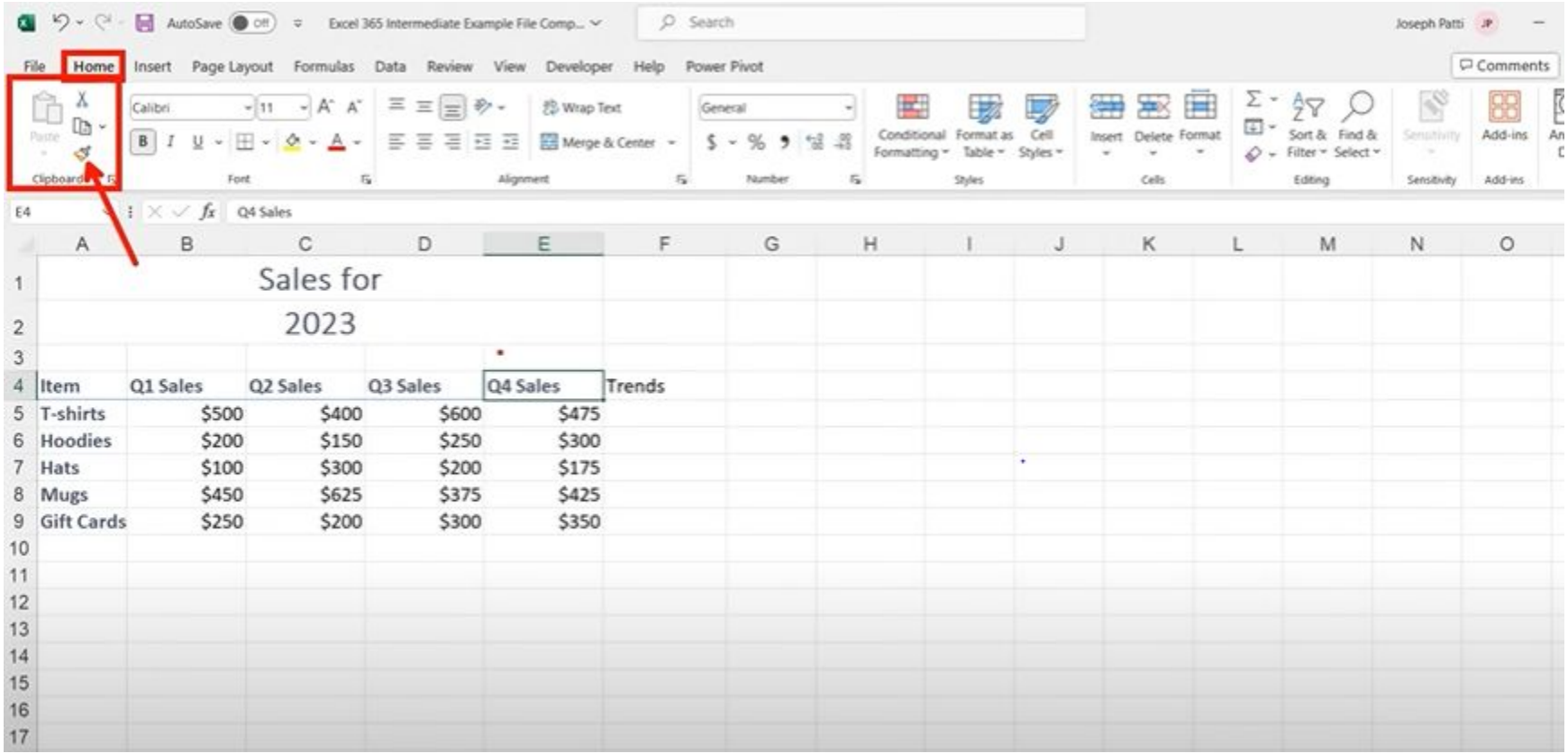

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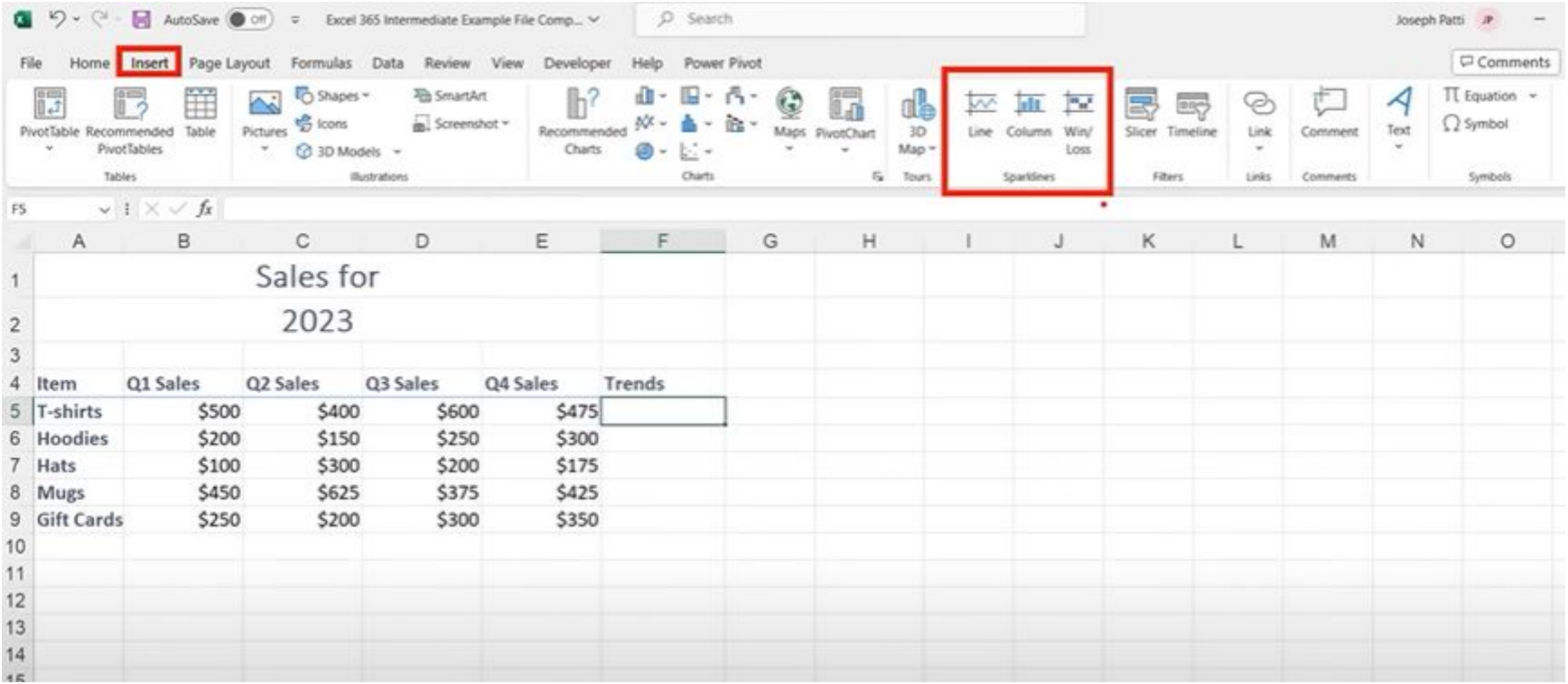
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Slicer
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Filters
Link
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Comment
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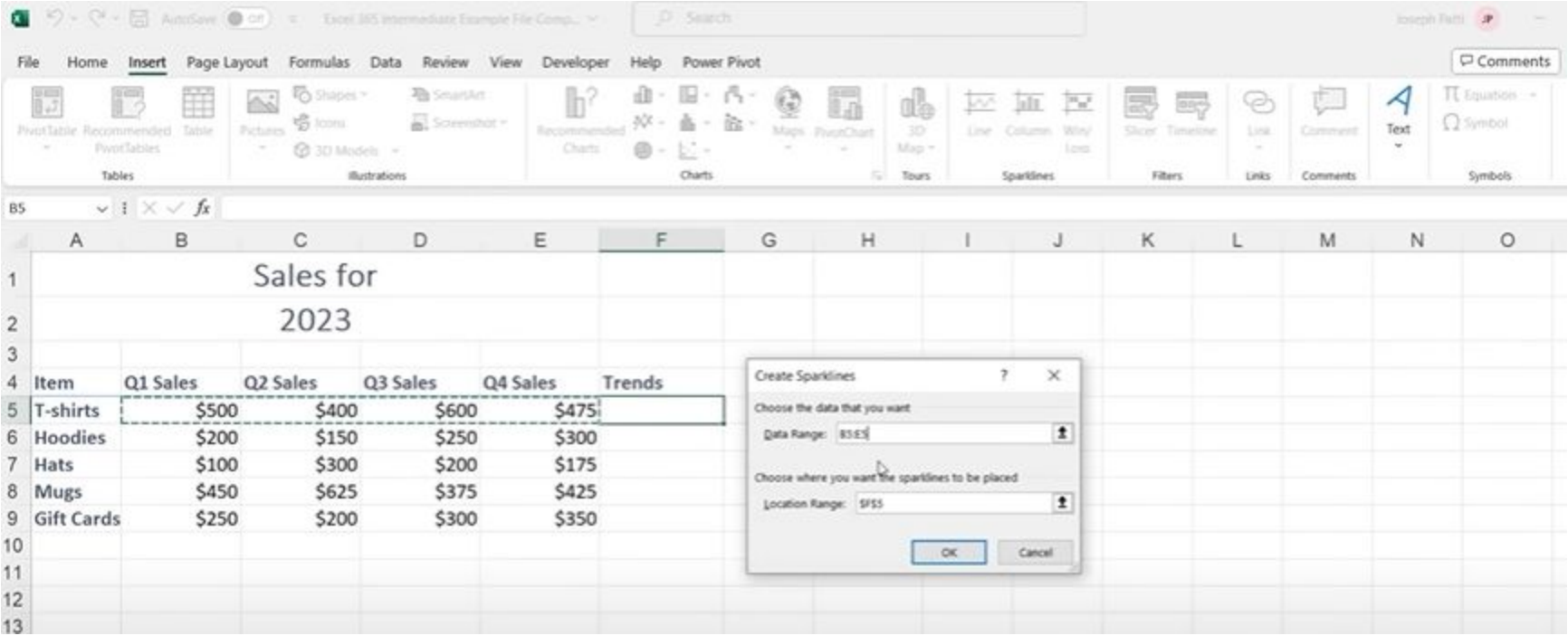
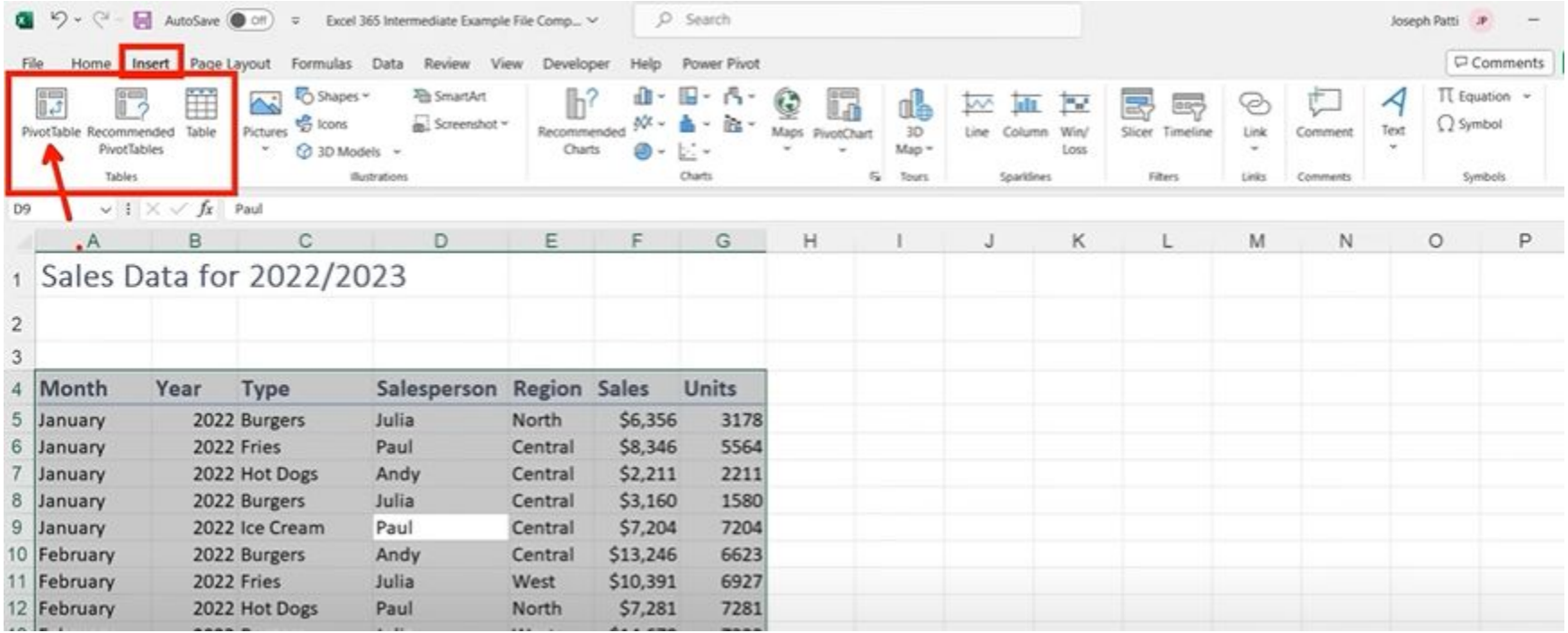
Equation
Symbol
Symbols
F5
Sales for
2023
Item
Q1 Sales
Q2 Sales
Q3 Sales
Q4 Sales
Trends
T-shirts $500 $400 $600 $475
Hoodies $200 $150 $250 $300
Hats $100 $300 $200 $175
Mugs $450 $625 $375 $425
Gift Cards $250 $200 $300 $350

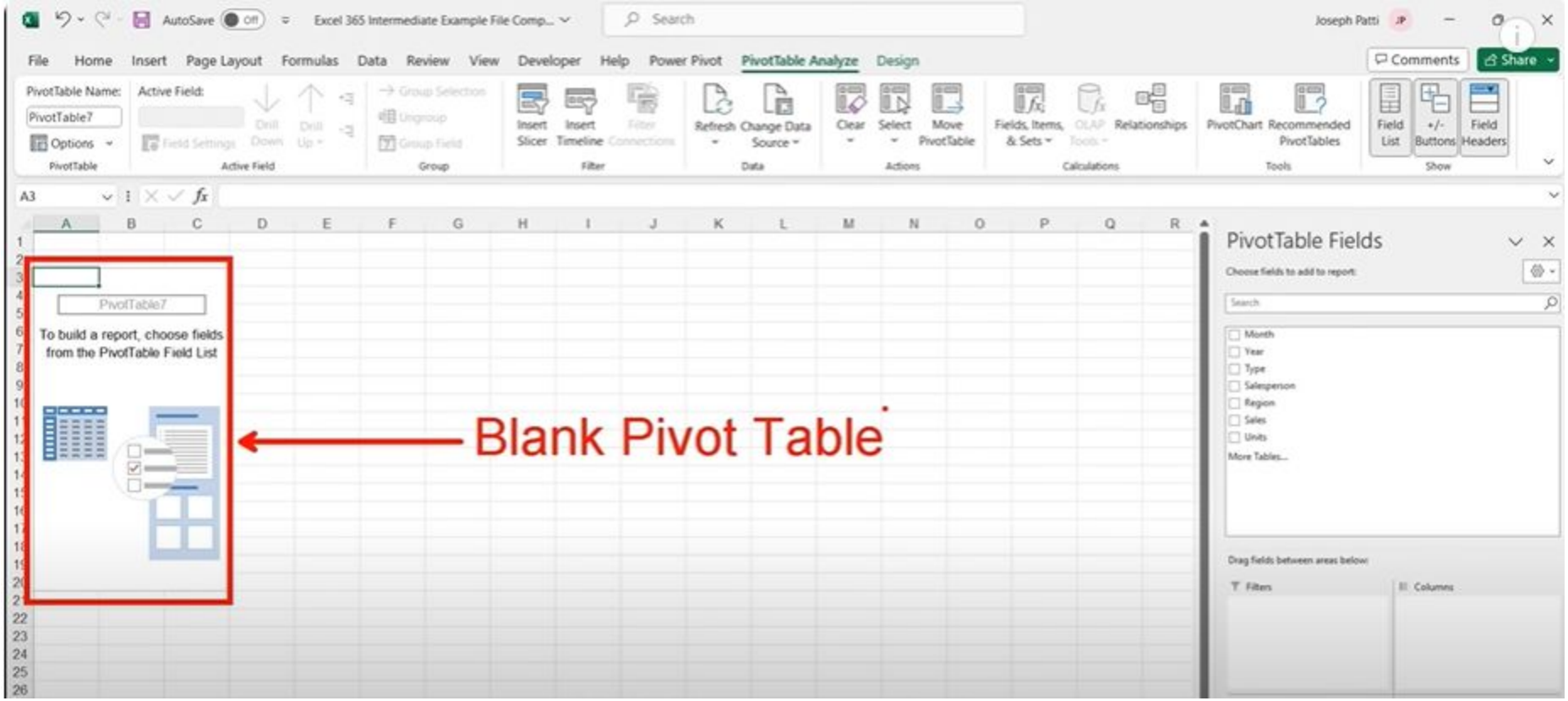
After click line spark



Pivot table



Month	Year	Type	Salesperson	Region	Sales	Units
January	2022	Burgers	Julia	North	$6,356	3178
January	2022	Fries	Paul	Central	$8,346	5564
January	2022	Hot Dogs	Andy	Central	$2,211	2211
January	2022	Burgers	Julia	Central	$3,160	1580
January	2022	Ice Cream	Paul	Central	$7,204	7204
February	2022	Burgers	Andy	Central	$13,246	6623
February	2022	Fries	Julia	West	$10,391	6927
February	2022	Hot Dogs	Paul	North	$7,281	7281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Field Settings
Drill Down
Drill Up
Active Field
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Ungroup
Group Field
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Insert Timeline
Filter Connections
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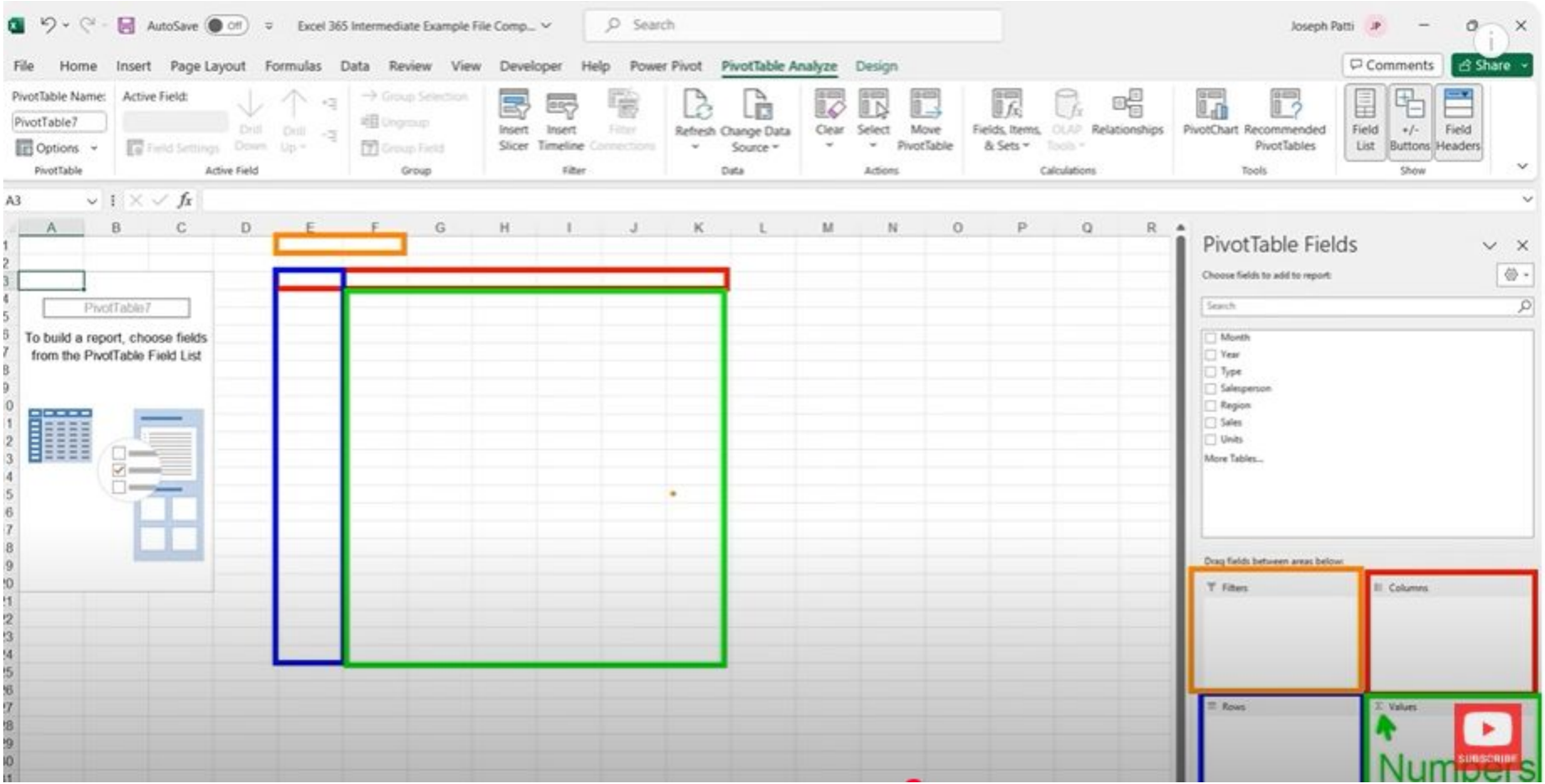
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Drill Up
Active Field
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Insert Timeline
Filter Connections
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Refresh
Change Data Source
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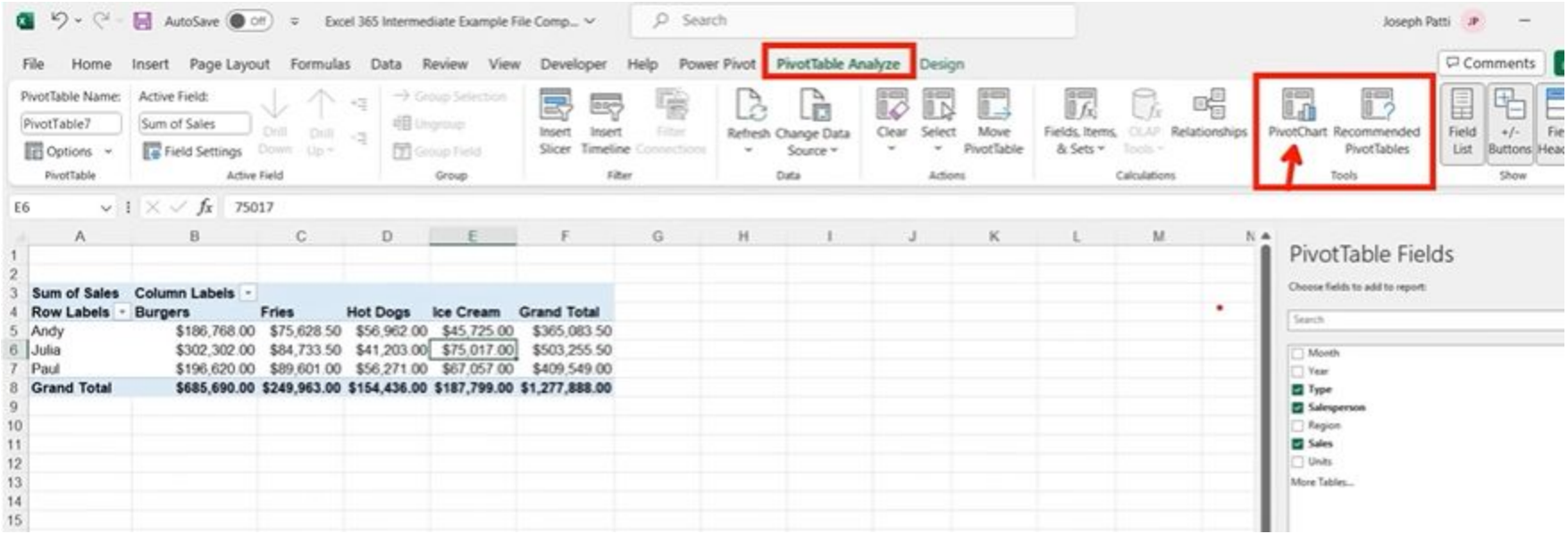
Select
Move PivotTable
Actions
Fields, Items, & Sets
OLAP Tools
Relationships
Calculations
PivotChart
Recommended PivotTables
Tools
Field List
+/- Buttons
Field Headers
Show
A3
PivotTable7
To build a report, choose fields from the PivotTable Field List
PivotTable Fields
Choose fields to add to report:
Search
Month
Year
Type
Salesperson
Region
Sales
Units
More Tables...
Drag fields between areas below:
Filters
Columns
Rows
Values
SUBSCRIBE
Numbers



Sum of Sales	Column Labels				
Row Labels	Burgers	Fries	Hot Dogs	Ice Cream	Grand Total
Andy	$186,768.00	$75,628.50	$56,962.00	$45,725.00	$365,083.50
Julia	$302,302.00	$84,733.50	$41,203.00	$75,017.00	$503,255.50
Paul	$196,620.00	$89,601.00	$56,271.00	$67,057.00	$409,549.00
Grand Total	**$685,690.00**	**$249,963.00**	**$154,436.00**	**$187,799.00**	**$1,277,888.00**

Charts and data linked by default

Sum of Sales	Column Labels				
Row Labels	Burgers	Fries	Hot Dogs	Ice Cream	Grand Total
Andy	$186,768.00	$75,628.50	$56,962.00	$45,725.00	$365,083.50
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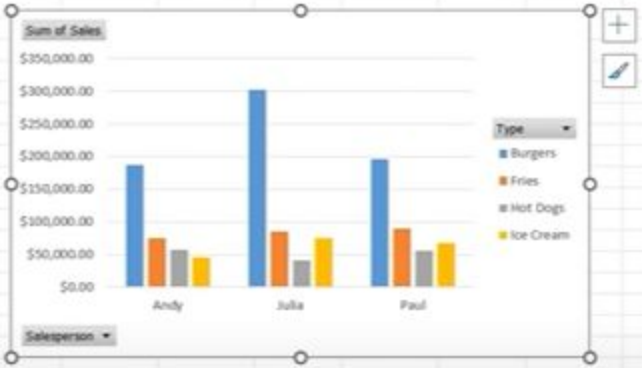
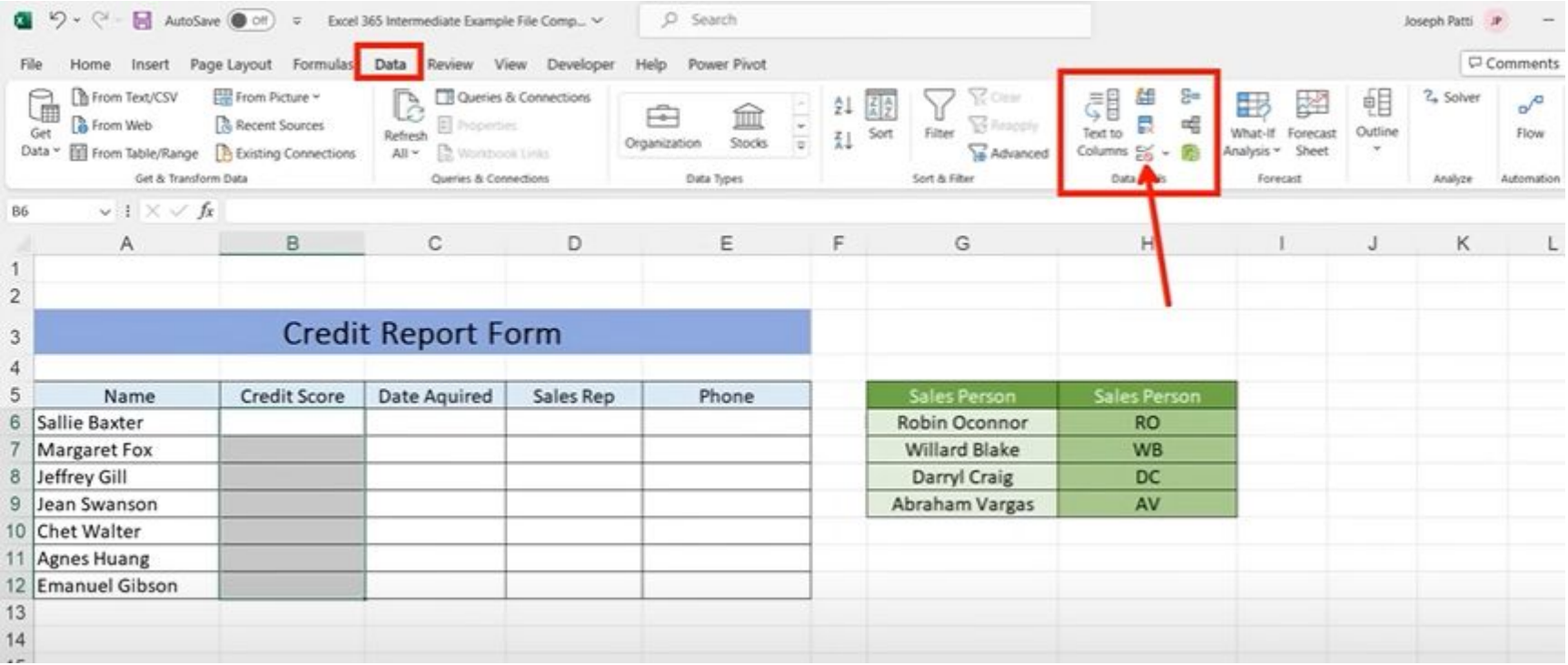
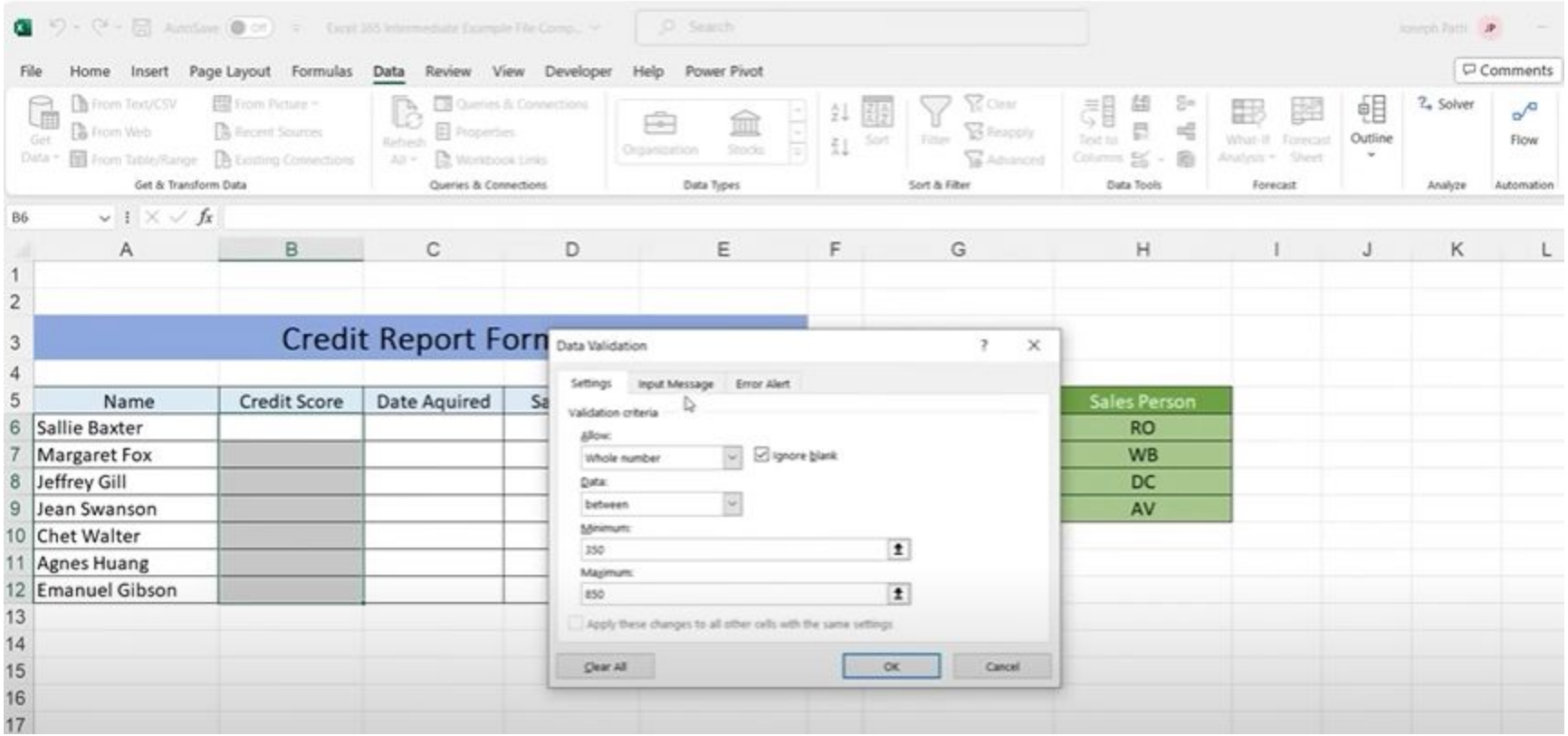
Grand Total	**$685,690.00**	**$249,963.00**	**$154,436.00**	**$187,799.00**	**$1,277,888.00**



Data validation

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Queries & Connections
Data Types
Sort & Filter
Data Tools
Forecast
Analyze
Automation
Solver
Outline
Flow
B6
Credit Report Form
Name
Credit Score
Date Aquired
Sallie Baxter
Margaret Fox
Jeffrey Gill
Jean Swanson
Chet Walter
Agnes Huang
Emanuel Gibson
Sales Person
RO
WB
DC
AV
Data Validation
Settings
Input Message
Error Alert
Validation criteria
Allow:
Whole number
Ignore blank
Data:
between
Minimum:
350
Maximum:
850
Apply these changes to all other cells with the same settings
Clear All
OK
Cancel

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot

Comments

Get & Transform Data | Queries & Connections | Data Types | Sort & Filter | Data Tools | Forecast | Analyze | Automation

G6

Name	Credit S
Sallie Baxter	
Margaret Fox	
Jeffrey Gill	
Jean Swanson	
Chet Walter	
Agnes Huang	
Emanuel Gibson	

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow: List

Ignore blank

In-cell dropdown

Data: between

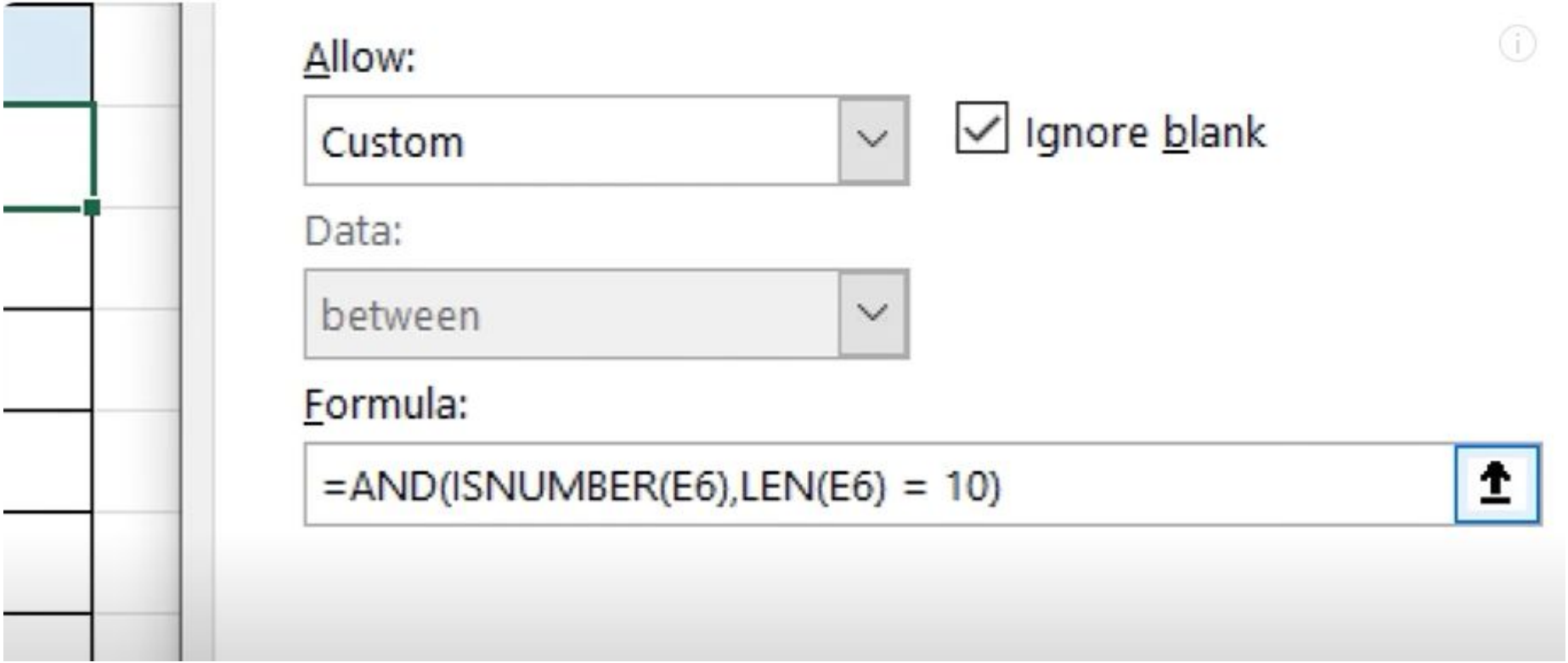
Source: =$G$6:$G$9

Apply these changes to all other cells with the same settings

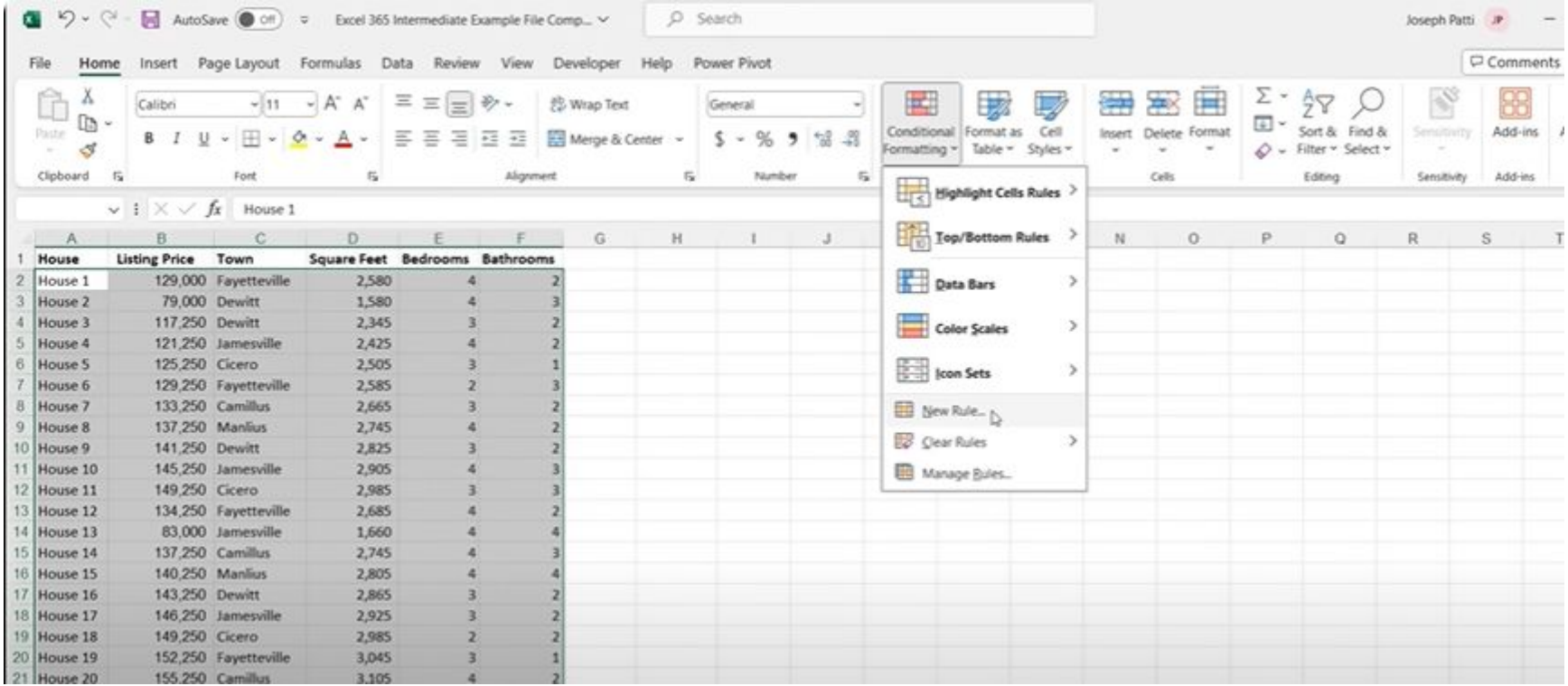
Clear All | OK | Cancel

Sales Person	Sales Person
Robin Oconnor	RO
Willard Blake	WB
Darryl Craig	DC
Abraham Vargas	AV

For number validation



User defined cond. Formatting



House	Listing Price	Town	Square Feet	Bedrooms	Bathrooms
House 1	129,000	Fayetteville	2,580	4	2
House 2	79,000	Dewitt	1,580	4	3
House 3	117,250	Dewitt	2,345	3	2
House 4	121,250	Jamesville	2,425	4	2
House 5	125,250	Cicero	2,505	3	1
House 6	129,250	Fayetteville	2,585	2	3
House 7	133,250	Camillus	2,665	3	2
House 8	137,250	Manlius	2,745	4	2
House 9	141,250	Dewitt	2,825	3	2
House 10	145,250	Jamesville	2,905	4	3
House 11	149,250	Cicero	2,985	3	3
House 12	134,250	Fayetteville	2,685	4	2
House 13	83,000	Jamesville	1,660	4	4
House 14	137,250	Camillus	2,745	4	3
House 15	140,250	Manlius	2,805	4	4
House 16	143,250	Dewitt	2,865	3	2
House 17	146,250	Jamesville	2,925	3	2
House 18	149,250	Cicero	2,985	2	2
House 19	152,250	Fayetteville	3,045	3	1
House 20	155,250	Camillus	3,105	4	2

Remove second dollar sign

0	4	2
0	4	3
5	3	2
5	4	2
5	3	1
5	2	3
5	3	2
5	4	2
5	3	2
5	4	3
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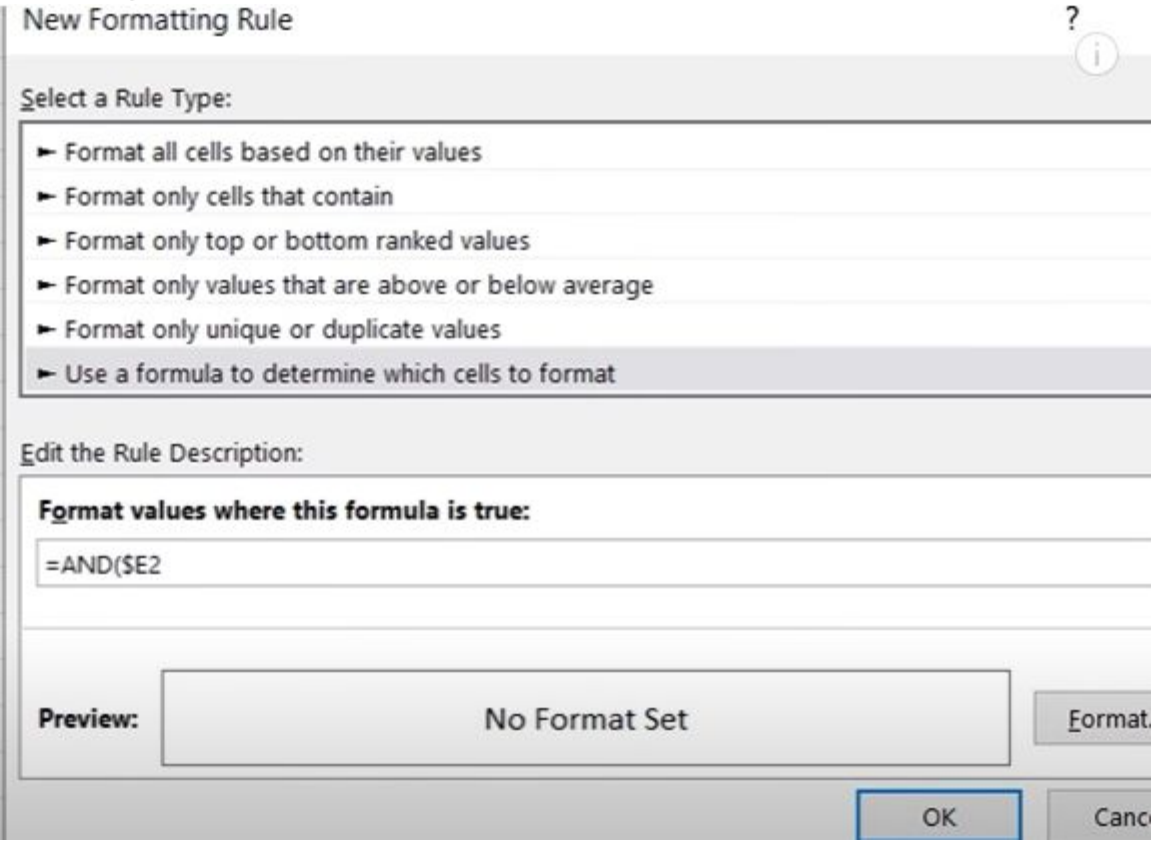
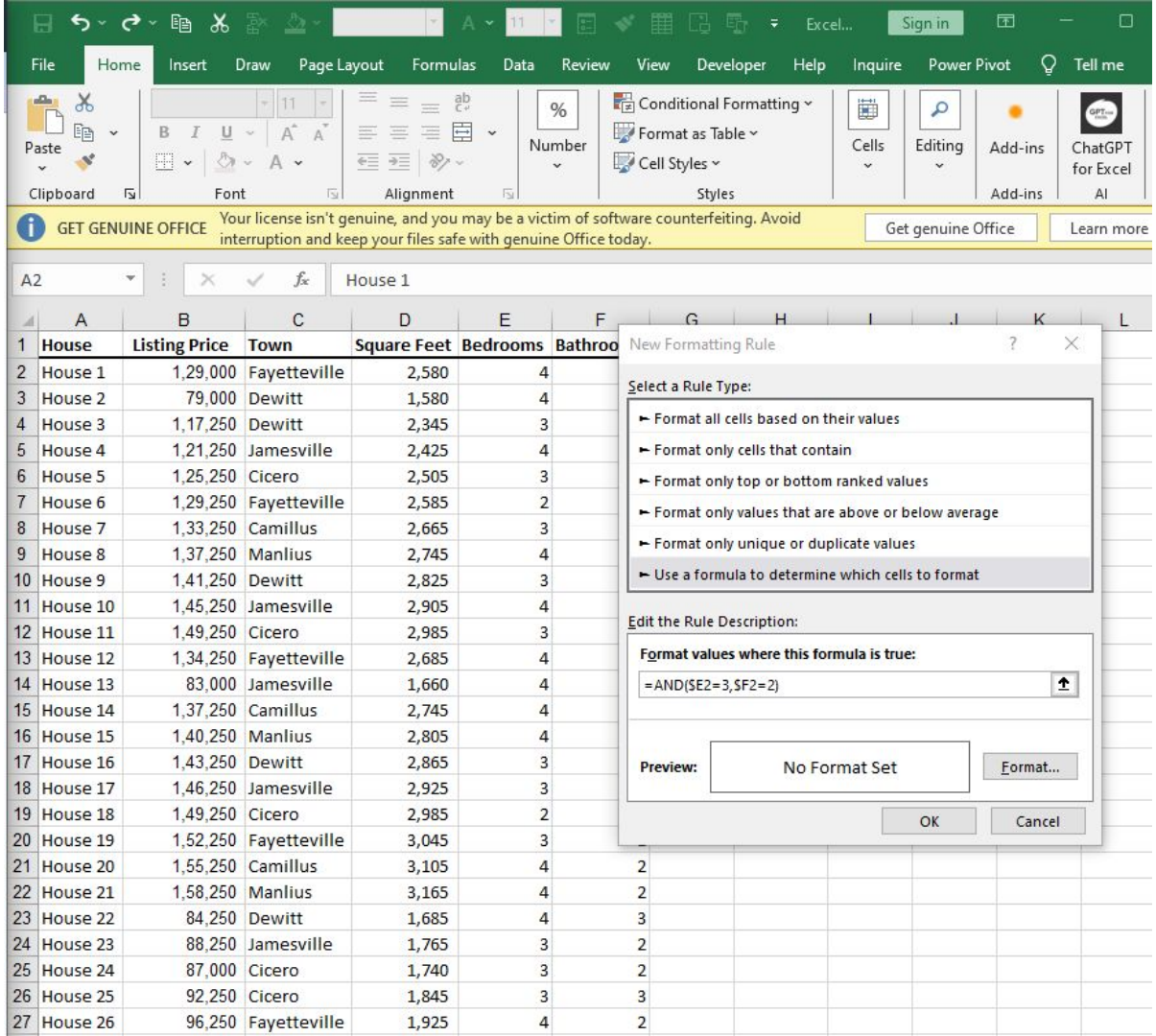
5	3	2
5	2	2

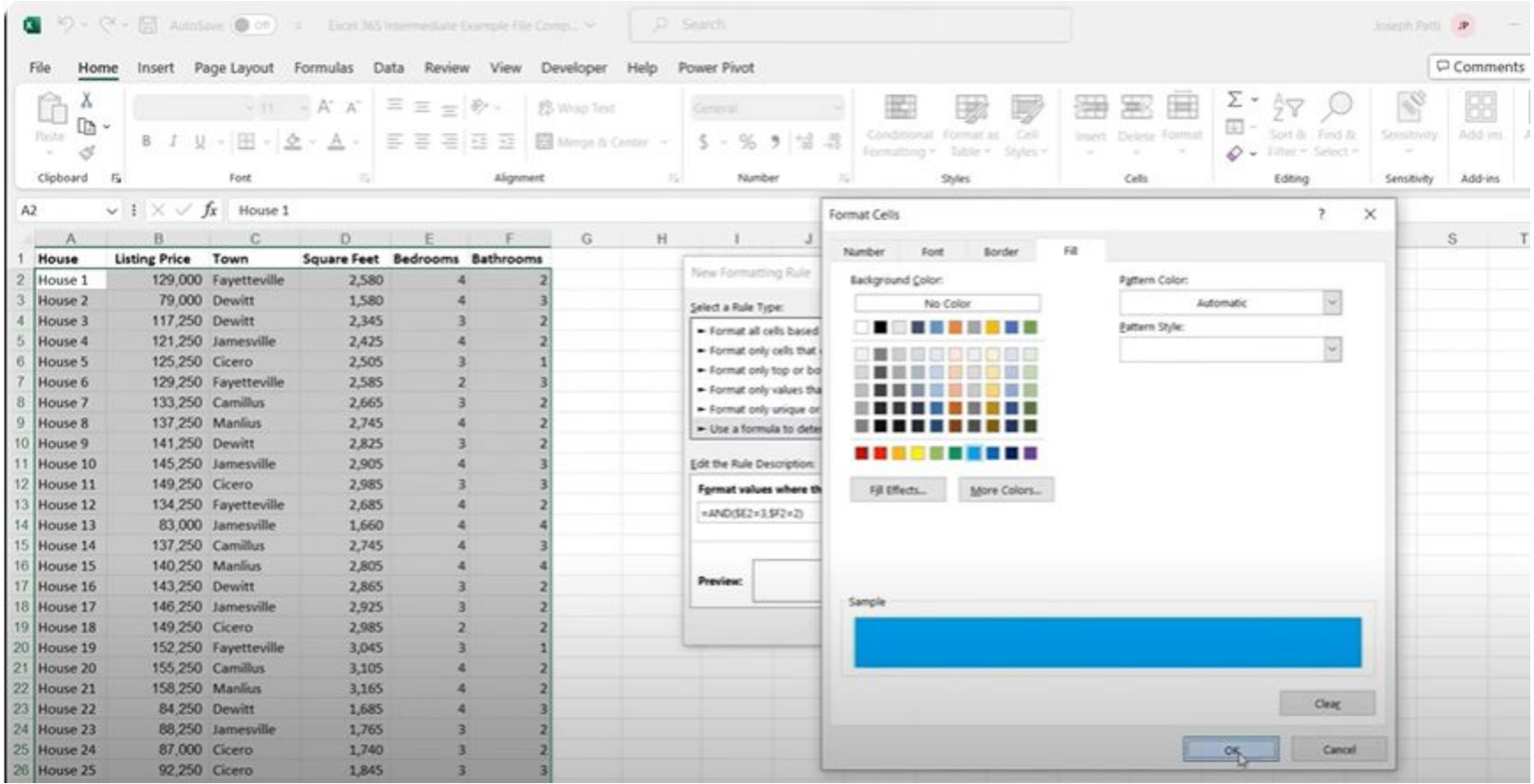


Click format



	House	Listing Price	Town	Square Feet	Bedrooms	Bathroo
2	House 1	1,29,000	Fayetteville	2,580	4	
3	House 2	79,000	Dewitt	1,580	4	
4	House 3	1,17,250	Dewitt	2,345	3	
5	House 4	1,21,250	Jamesville	2,425	4	
6	House 5	1,25,250	Cicero	2,505	3	
7	House 6	1,29,250	Fayetteville	2,585	2	
8	House 7	1,33,250	Camillus	2,665	3	
9	House 8	1,37,250	Manlius	2,745	4	
10	House 9	1,41,250	Dewitt	2,825	3	
11	House 10	1,45,250	Jamesville	2,905	4	
12	House 11	1,49,250	Cicero	2,985	3	
13	House 12	1,34,250	Fayetteville	2,685	4	
14	House 13	83,000	Jamesville	1,660	4	
15	House 14	1,37,250	Camillus	2,745	4	
16	House 15	1,40,250	Manlius	2,805	4	
17	House 16	1,43,250	Dewitt	2,865	3	
18	House 17	1,46,250	Jamesville	2,925	3	
19	House 18	1,49,250	Cicero	2,985	2	
20	House 19	1,52,250	Fayetteville	3,045	3	
21	House 20	1,55,250	Camillus	3,105	4	2
22	House 21	1,58,250	Manlius	3,165	4	2
23	House 22	84,250	Dewitt	1,685	4	3
24	House 23	88,250	Jamesville	1,765	3	2
25	House 24	87,000	Cicero	1,740	3	2
26	House 25	92,250	Cicero	1,845	3	3
27	House 26	96,250	Fayetteville	1,925	4	2

Fill color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A2
House 1
House
Listing Price
Town
Square Feet
Bedrooms
Bathrooms
House 1 129,000 Fayetteville 2,580 4 2
House 2 79,000 Dewitt 1,580 4 3
House 3 117,250 Dewitt 2,345 3 2
House 4 121,250 Jamesville 2,425 4 2
House 5 125,250 Cicero 2,505 3 1
House 6 129,250 Fayetteville 2,585 2 3
House 7 133,250 Camillus 2,665 3 2
House 8 137,250 Manlius 2,745 4 2
House 9 141,250 Dewitt 2,825 3 2
House 10 145,250 Jamesville 2,905 4 3
House 11 149,250 Cicero 2,985 3 3
House 12 134,250 Fayetteville 2,685 4 2
House 13 83,000 Jamesville 1,660 4 4
House 14 137,250 Camillus 2,745 4 3
House 15 140,250 Manlius 2,805 4 4
House 16 143,250 Dewitt 2,865 3 2
House 17 146,250 Jamesville 2,925 3 2
House 18 149,250 Cicero 2,985 2 2
House 19 152,250 Fayetteville 3,045 3 1
House 20 155,250 Camillus 3,105 4 2
House 21 158,250 Manlius 3,165 4 2
House 22 84,250 Dewitt 1,685 4 3
House 23 88,250 Jamesville 1,765 3 2
House 24 87,000 Cicero 1,740 3 2
House 25 92,250 Cicero 1,845 3 3
New Formatting Rule
Select a Rule Type:
Edit the Rule Description:
Format values where th
=AND($E2=3,$F2=2)
Preview:
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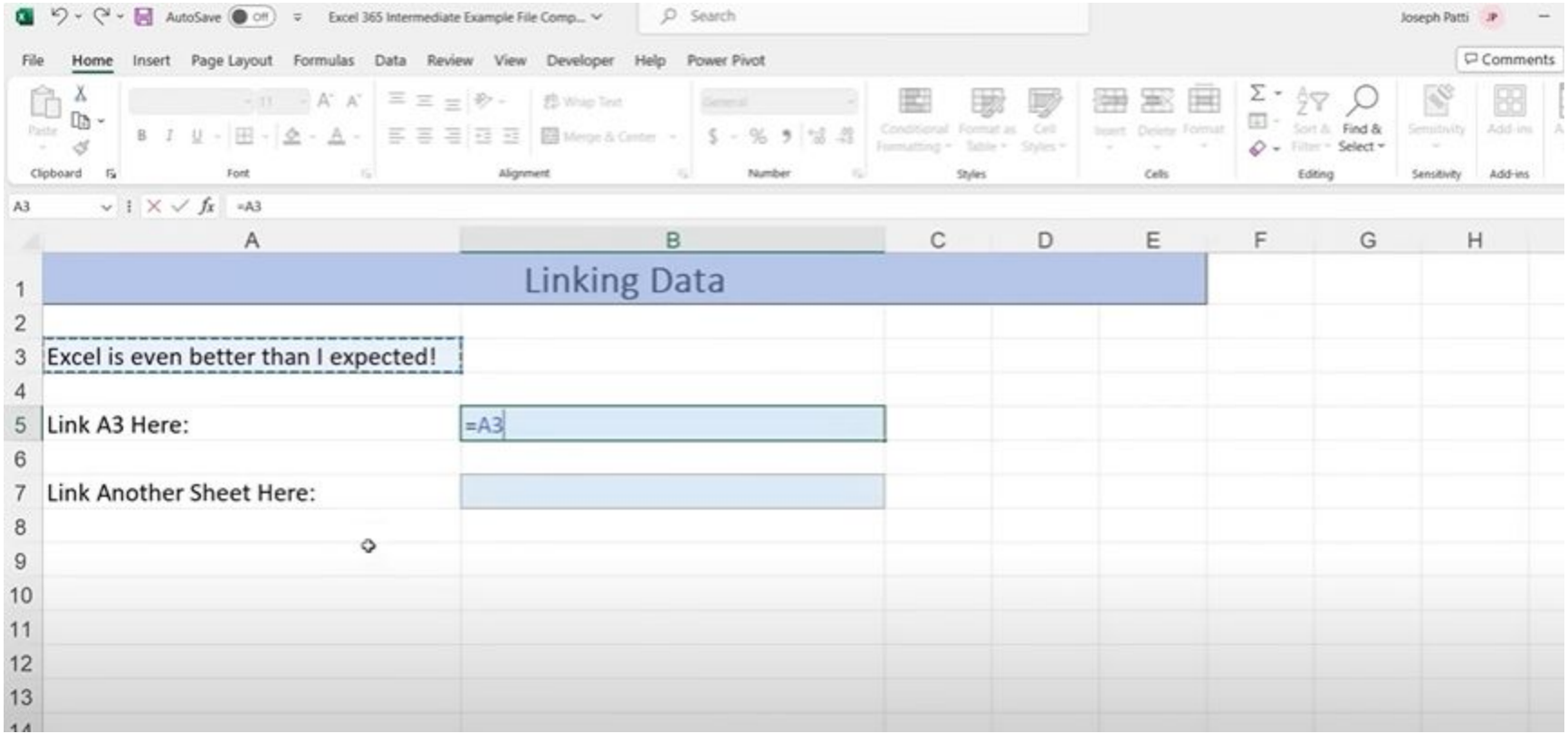
More Colors...
Sample
Clear
OK
Cancel

Linking data

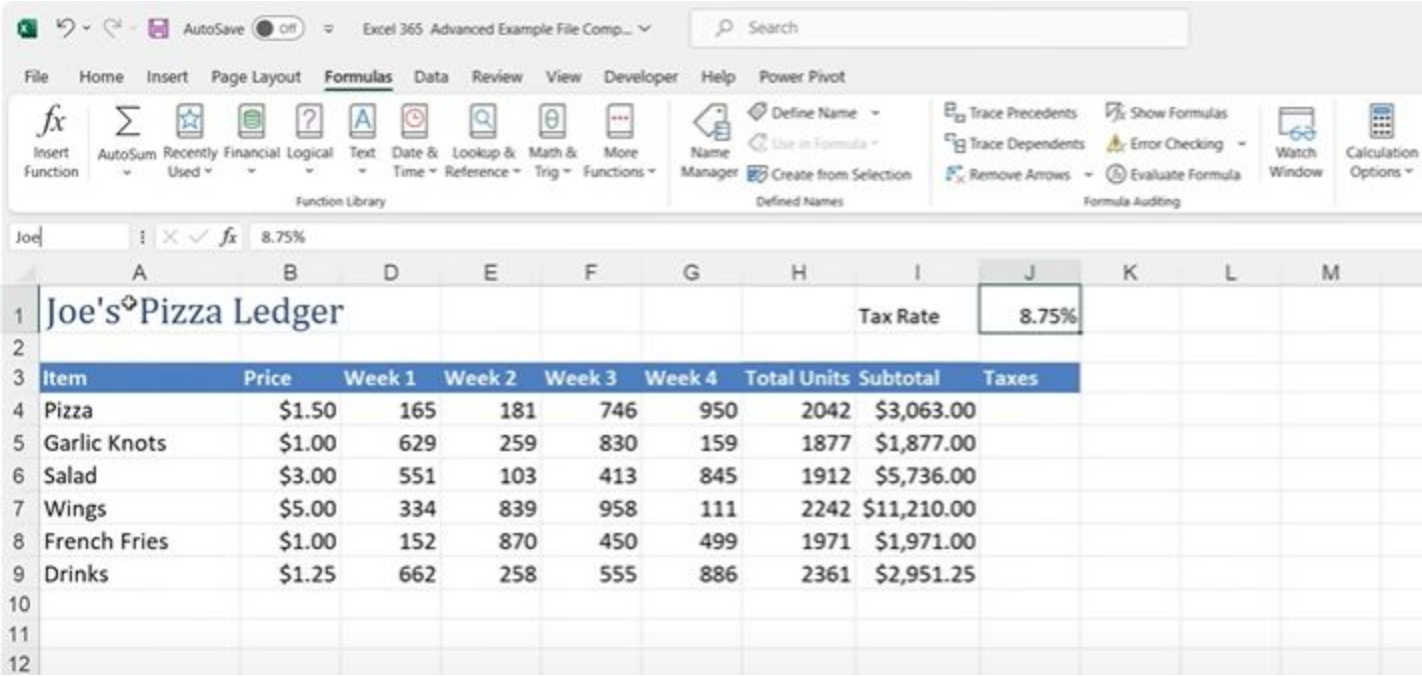


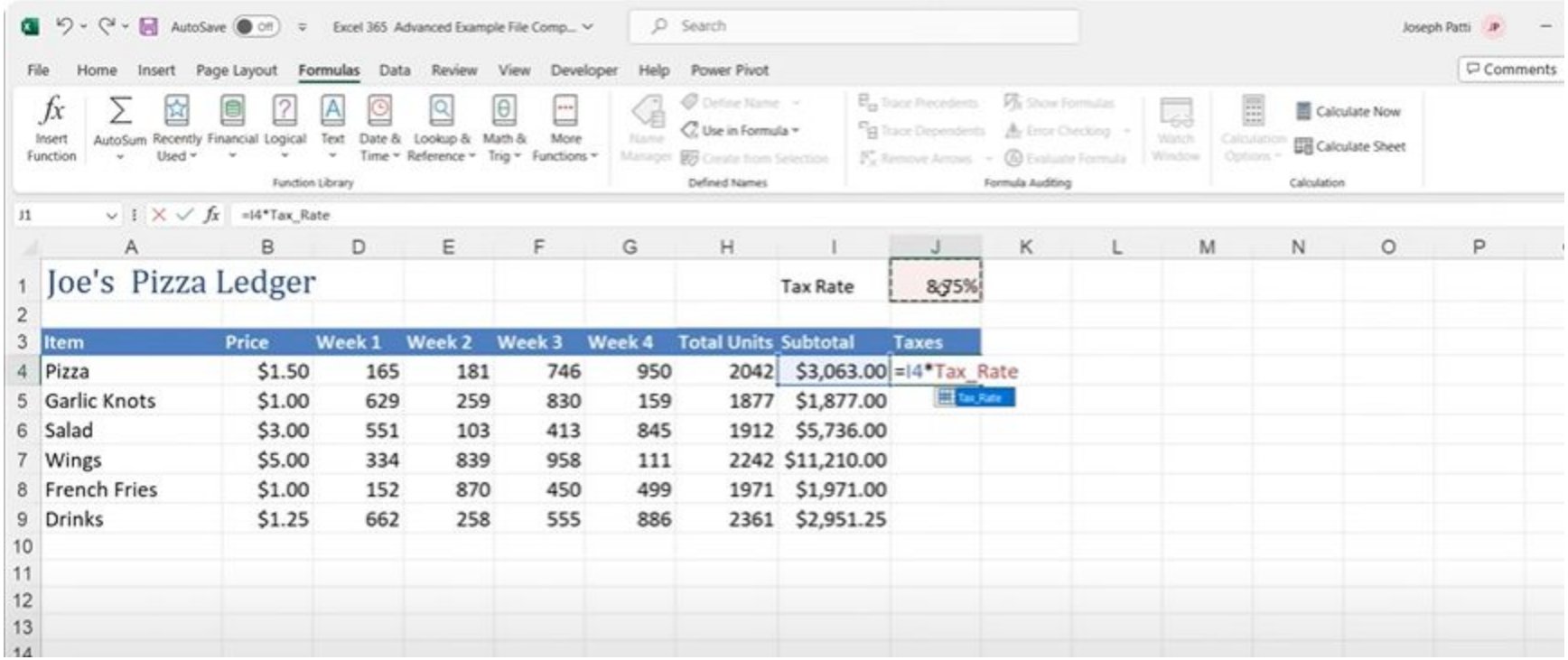
Linking Data

Excel is even better than I expected!	
Link A3 Here:	Excel is even better than I expected!
Link Another Sheet Here:	=(click any cell in any sheet)

Advanced

Named ranges

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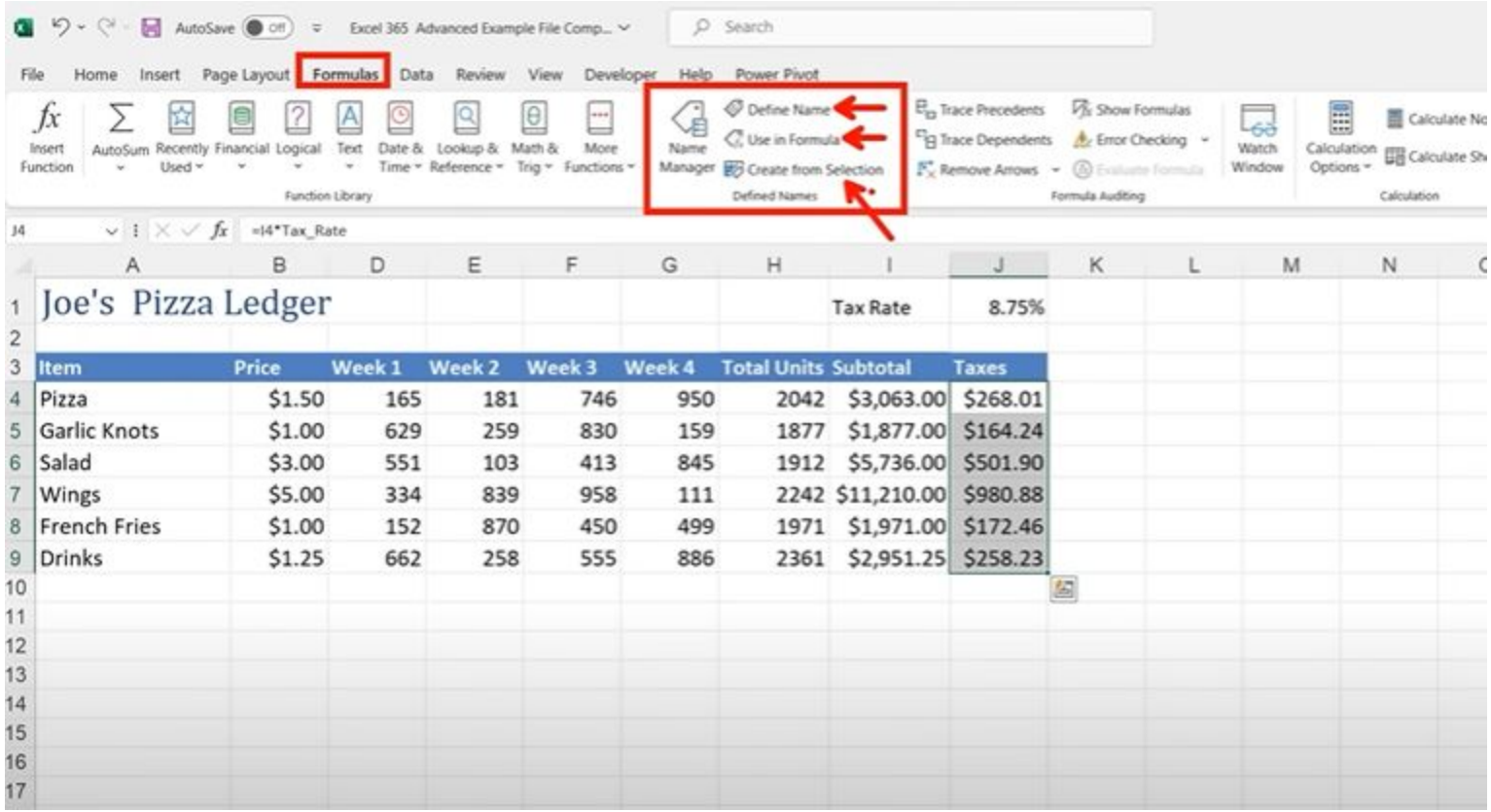
Calculation Options
Calculate Now
Calculate Sheet
Calculation
J1
=I4*Tax_Rate
Joe's Pizza Ledger
Tax Rate
8.75%
Item
Price
Week 1
Week 2
Week 3
Week 4
Total Units
Subtotal
Taxes
Pizza $1.50 165 181 746 950 2042 $3,063.00 =I4*Tax_Rate
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00
Salad $3.00 551 103 413 845 1912 $5,736.00
Wings $5.00 334 839 958 111 2242 $11,210.00
French Fries $1.00 152 870 450 499 1971 $1,971.00
Drinks $1.25 662 258 555 886 2361 $2,951.25
Tax_Rate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Joe's Pizza Ledger
Tax Rate
8.75%
Item
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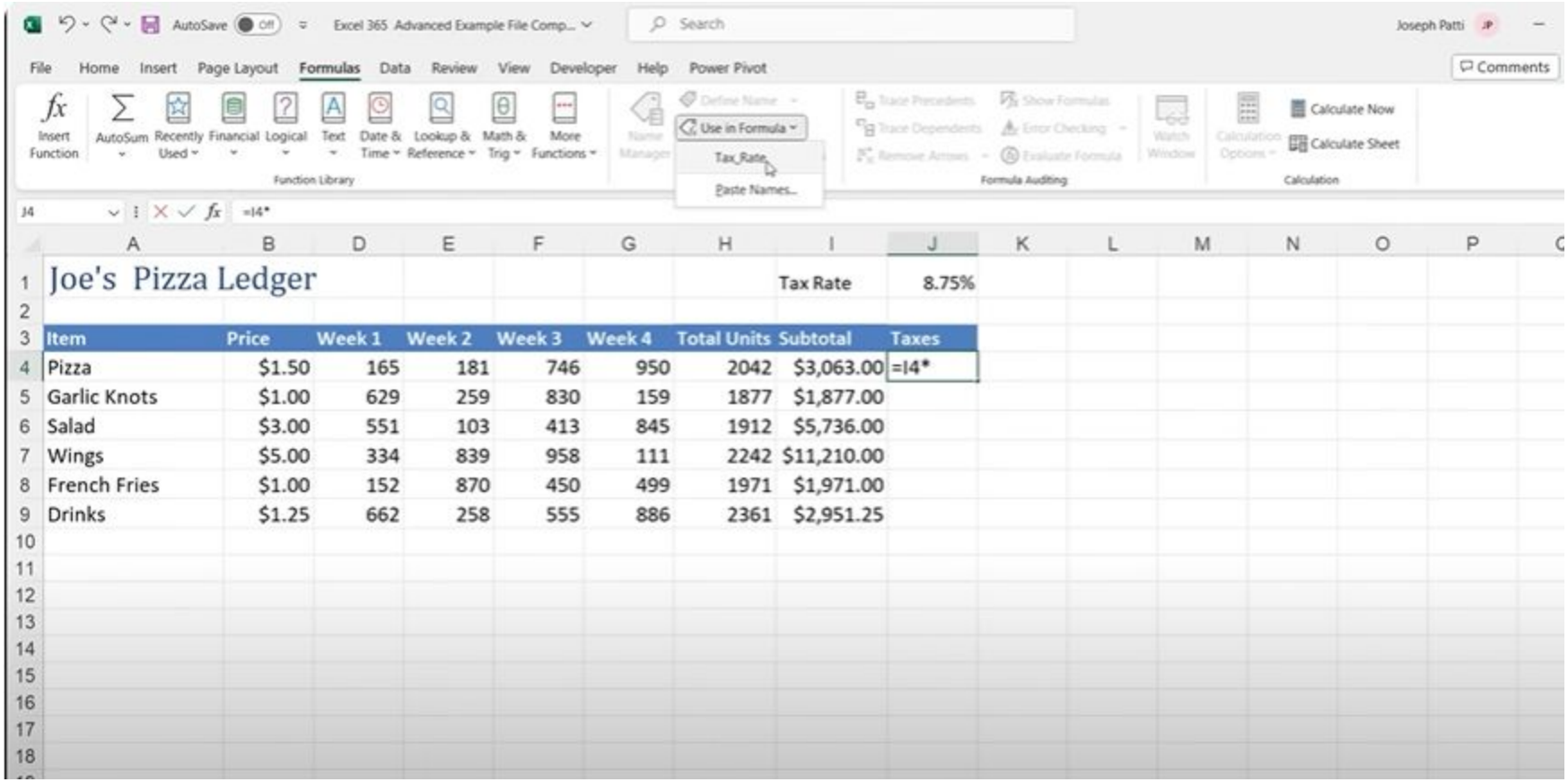
Week 2
Week 3
Week 4
Total Units
Subtotal
Taxes
Pizza $1.50 165 181 746 950 2042 $3,063.00 $268.01
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00 $164.24
Salad $3.00 551 103 413 845 1912 $5,736.00 $501.90
Wings $5.00 334 839 958 111 2242 $11,210.00 $980.88
French Fries $1.00 152 870 450 499 1971 $1,971.00 $172.46
Drinks $1.25 662 258 555 886 2361 $2,951.25 $258.23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Joe's Pizza Ledger
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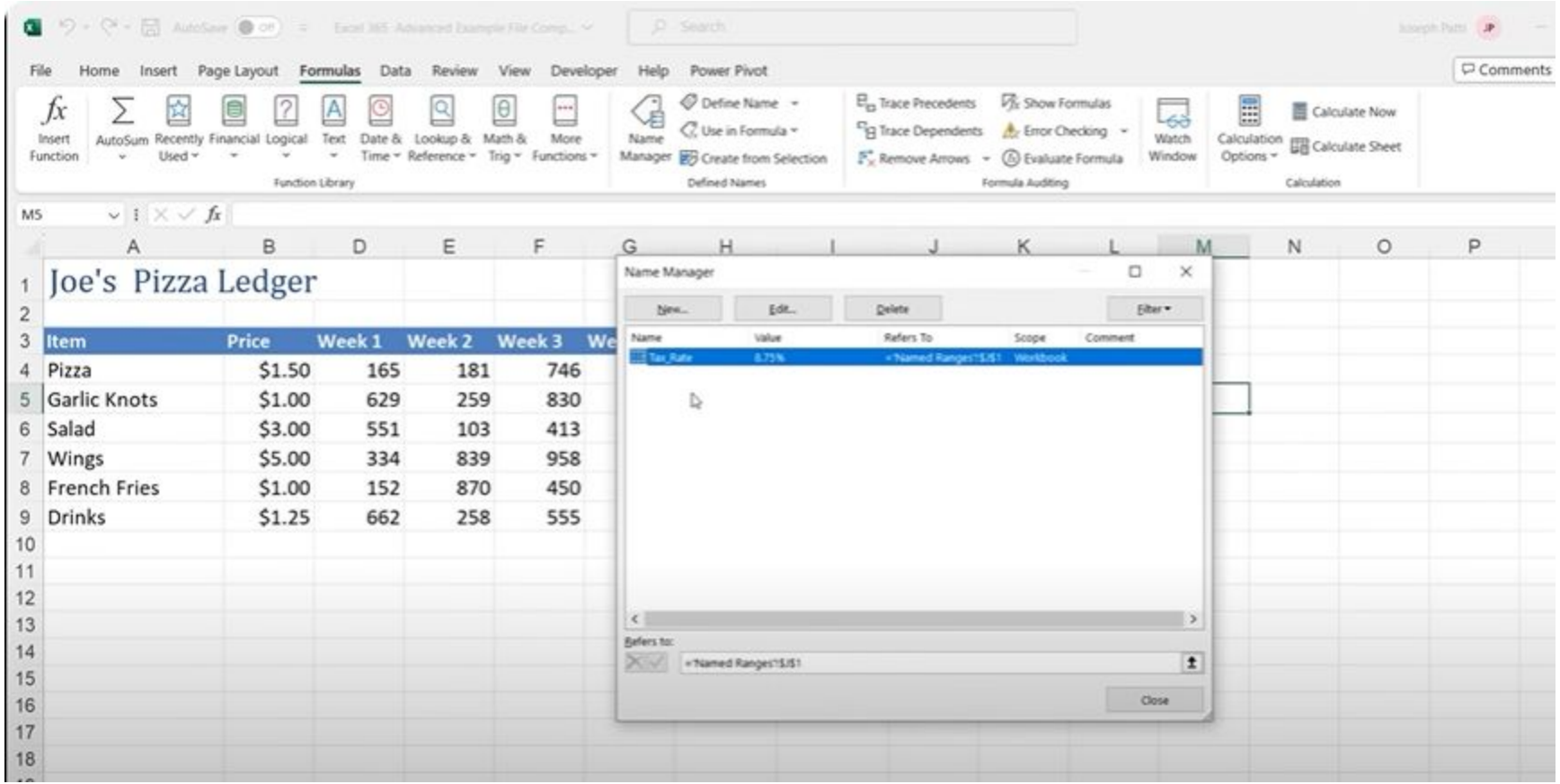
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00
Salad $3.00 551 103 413 845 1912 $5,736.00
Wings $5.00 334 839 958 111 2242 $11,210.00
French Fries $1.00 152 870 450 499 1971 $1,971.00
Drinks $1.25 662 258 555 886 2361 $2,951.25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Joe's Pizza Ledger
Item | Price | Week 1 | Week 2 | Week 3
Pizza | $1.50 | 165 | 181 | 746
Garlic Knots | $1.00 | 629 | 259 | 830
Salad | $3.00 | 551 | 103 | 413
Wings | $5.00 | 334 | 839 | 958
French Fries | $1.00 | 152 | 870 | 450
Drinks | $1.25 | 662 | 258 | 555
Name Manager
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Tax_Rate
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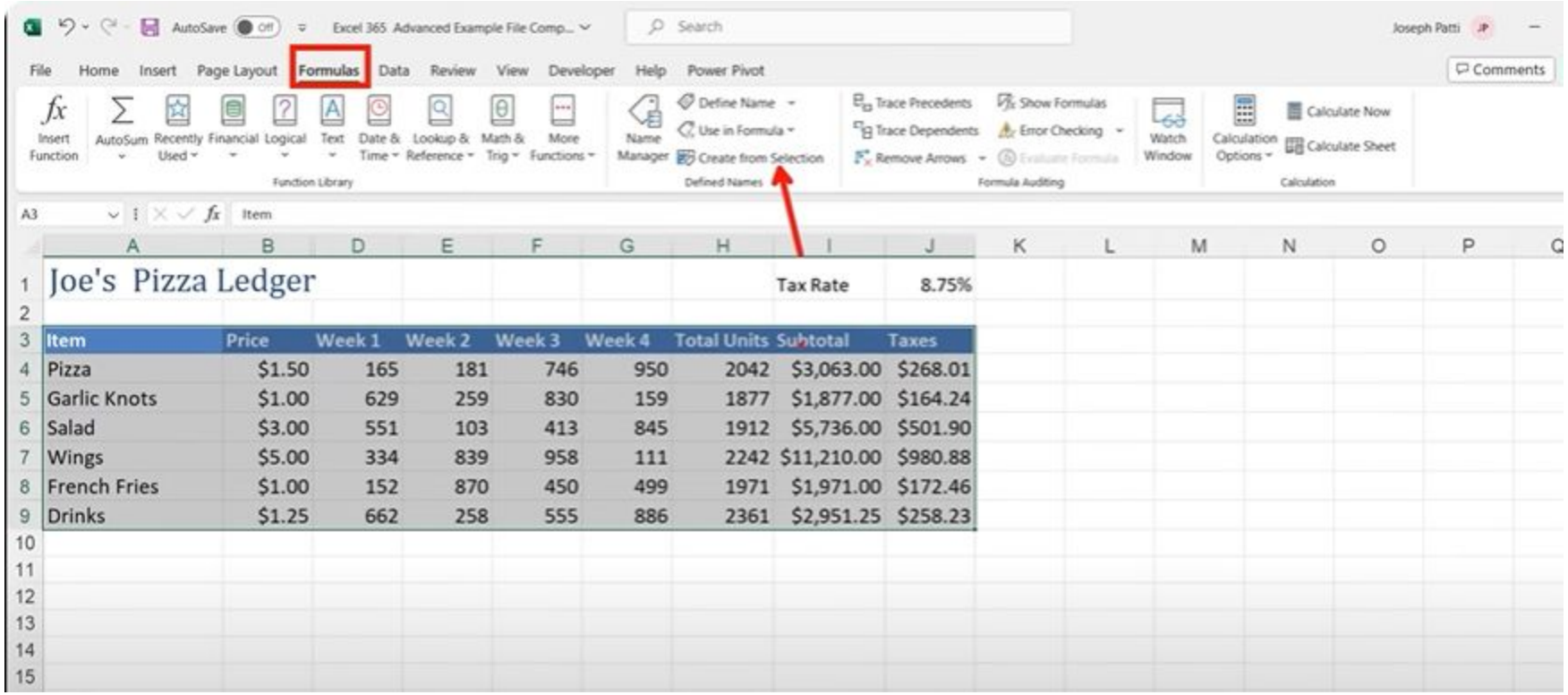
Close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Joe's Pizza Ledger
Tax Rate
8.75%
Item
Price
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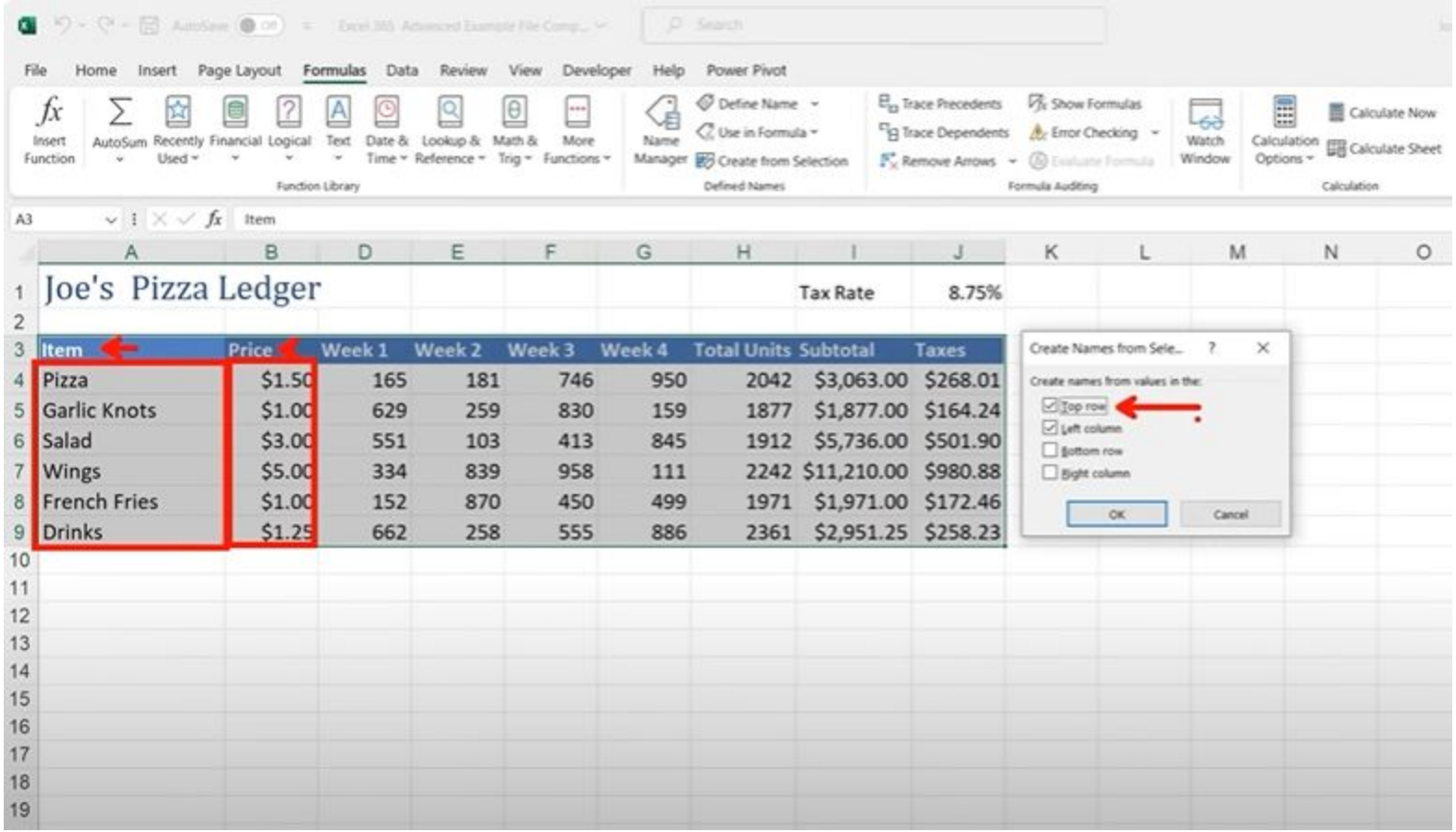
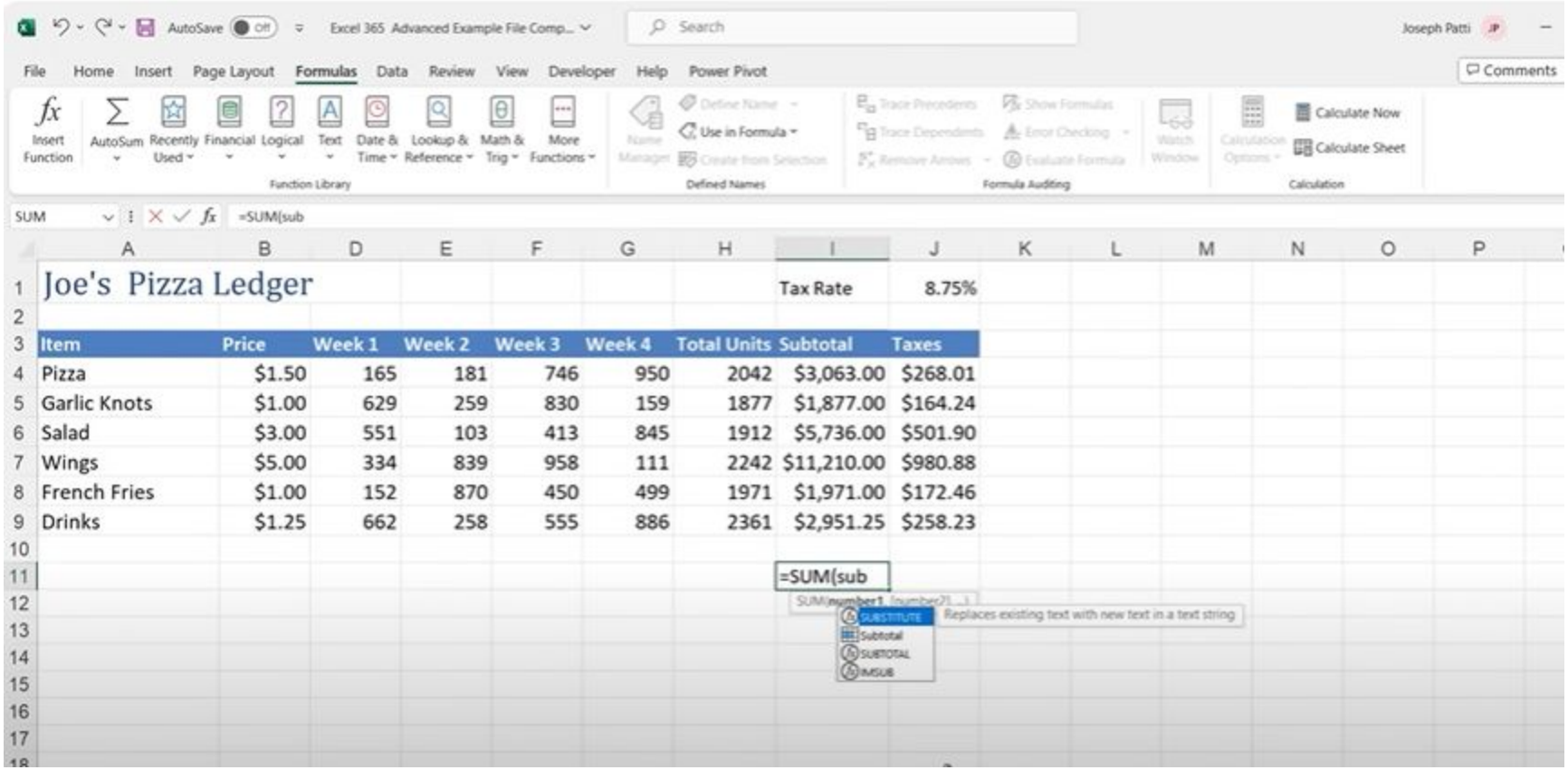
Week 2
Week 3
Week 4
Total Units
Subtotal
Taxes
Pizza $1.50 165 181 746 950 2042 $3,063.00 $268.01
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00 $164.24
Salad $3.00 551 103 413 845 1912 $5,736.00 $501.90
Wings $5.00 334 839 958 111 2242 $11,210.00 $980.88
French Fries $1.00 152 870 450 499 1971 $1,971.00 $172.46
Drinks $1.25 662 258 555 886 2361 $2,951.25 $258.23

Select top row, deselect left row

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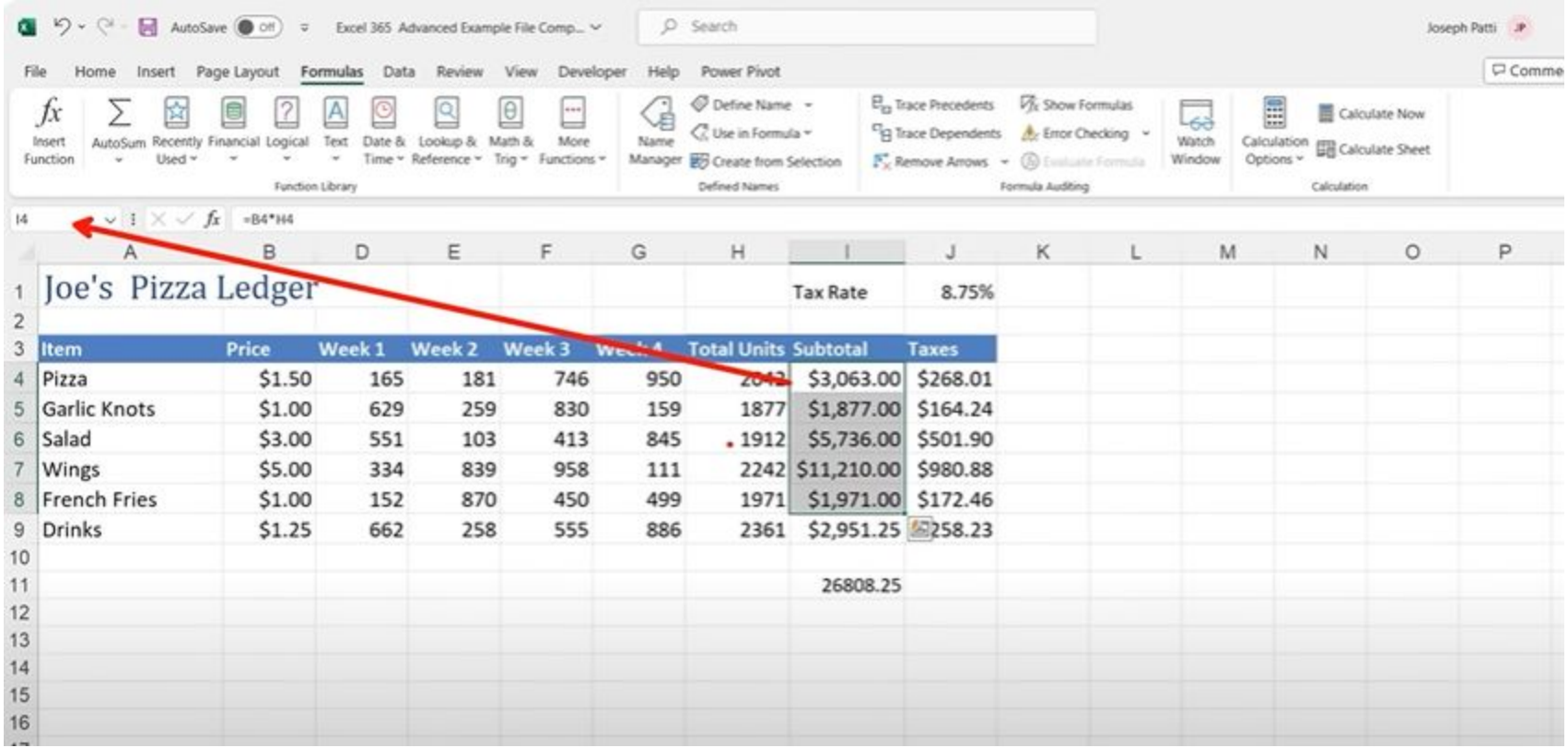
Trace Dependents
Remove Arrows
Show Formulas
Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
SUM
=SUM(sub
Joe's Pizza Ledger
Tax Rate 8.75%
Item | Price | Week 1 | Week 2 | Week 3 | Week 4 | Total Units | Subtotal | Taxes
Pizza | $1.50 | 165 | 181 | 746 | 950 | 2042 | $3,063.00 | $268.01
Garlic Knots | $1.00 | 629 | 259 | 830 | 159 | 1877 | $1,877.00 | $164.24
Salad | $3.00 | 551 | 103 | 413 | 845 | 1912 | $5,736.00 | $501.90
Wings | $5.00 | 334 | 839 | 958 | 111 | 2242 | $11,210.00 | $980.88
French Fries | $1.00 | 152 | 870 | 450 | 499 | 1971 | $1,971.00 | $172.46
Drinks | $1.25 | 662 | 258 | 555 | 886 | 2361 | $2,951.25 | $258.23
=SUM(sub
SUM(number1, [number2], ...)
SUBSTITUTE
Replaces existing text with new text in a text string
Subtotal
SUBTOTAL
IMSUB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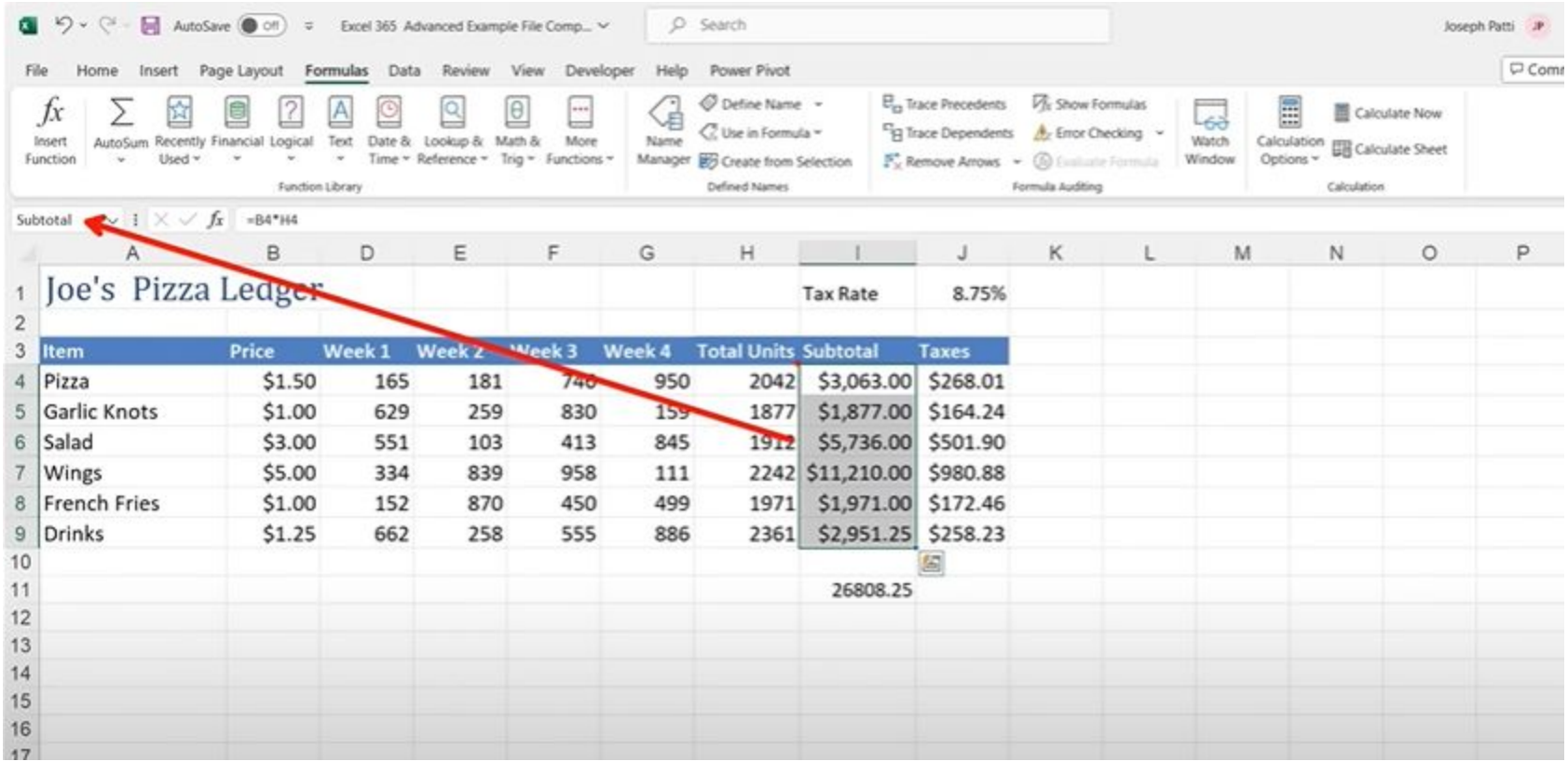
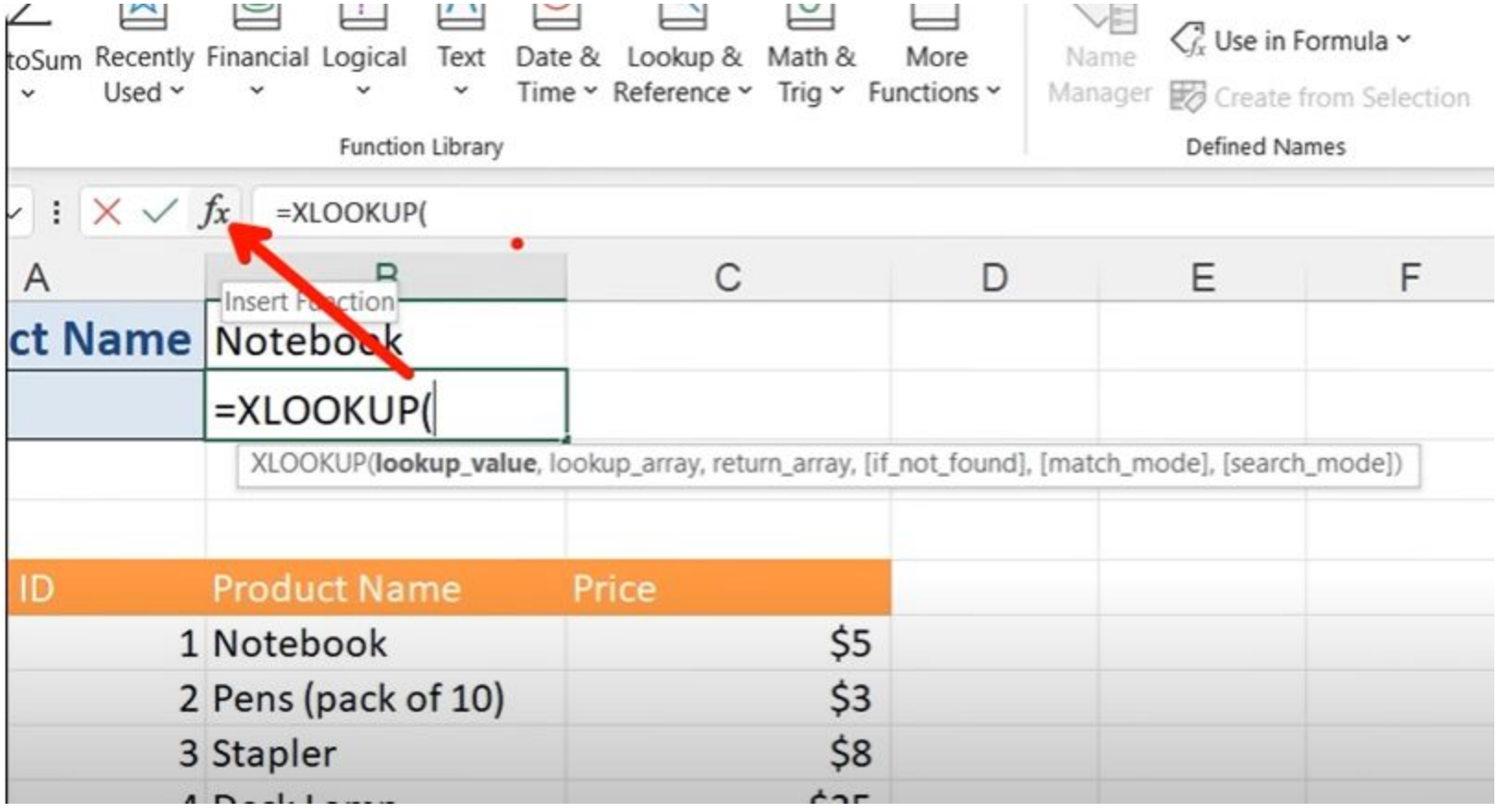
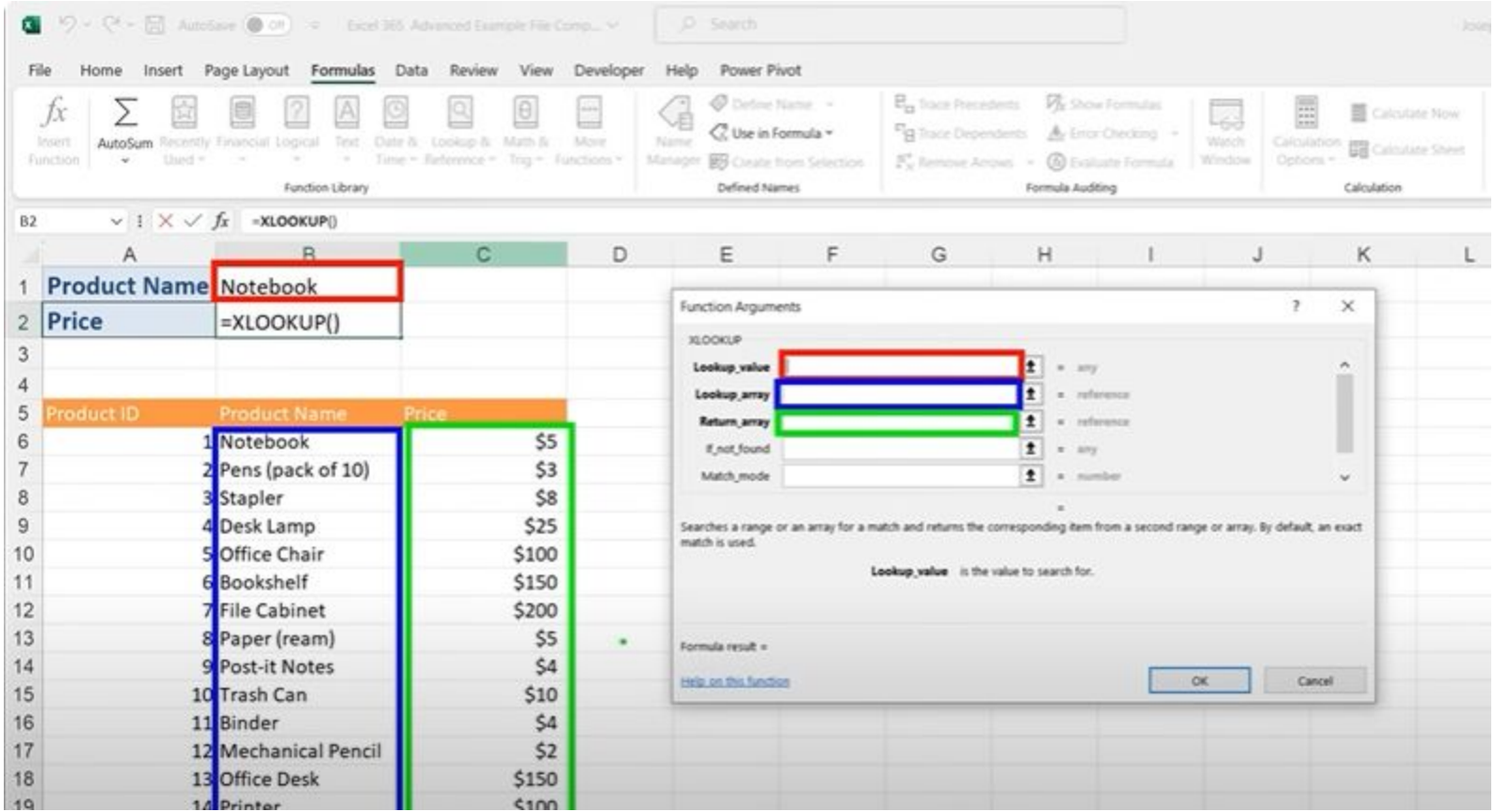
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
I4
=B4*H4
Joe's Pizza Ledger
Tax Rate 8.75%
Item Price Week 1 Week 2 Week 3 Week 4 Total Units Subtotal Taxes
Pizza $1.50 165 181 746 950 2042 $3,063.00 $268.01
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00 $164.24
Salad $3.00 551 103 413 845 1912 $5,736.00 $501.90
Wings $5.00 334 839 958 111 2242 $11,210.00 $980.88
French Fries $1.00 152 870 450 499 1971 $1,971.00 $172.46
Drinks $1.25 662 258 555 886 2361 $2,951.25 $258.23
26808.25

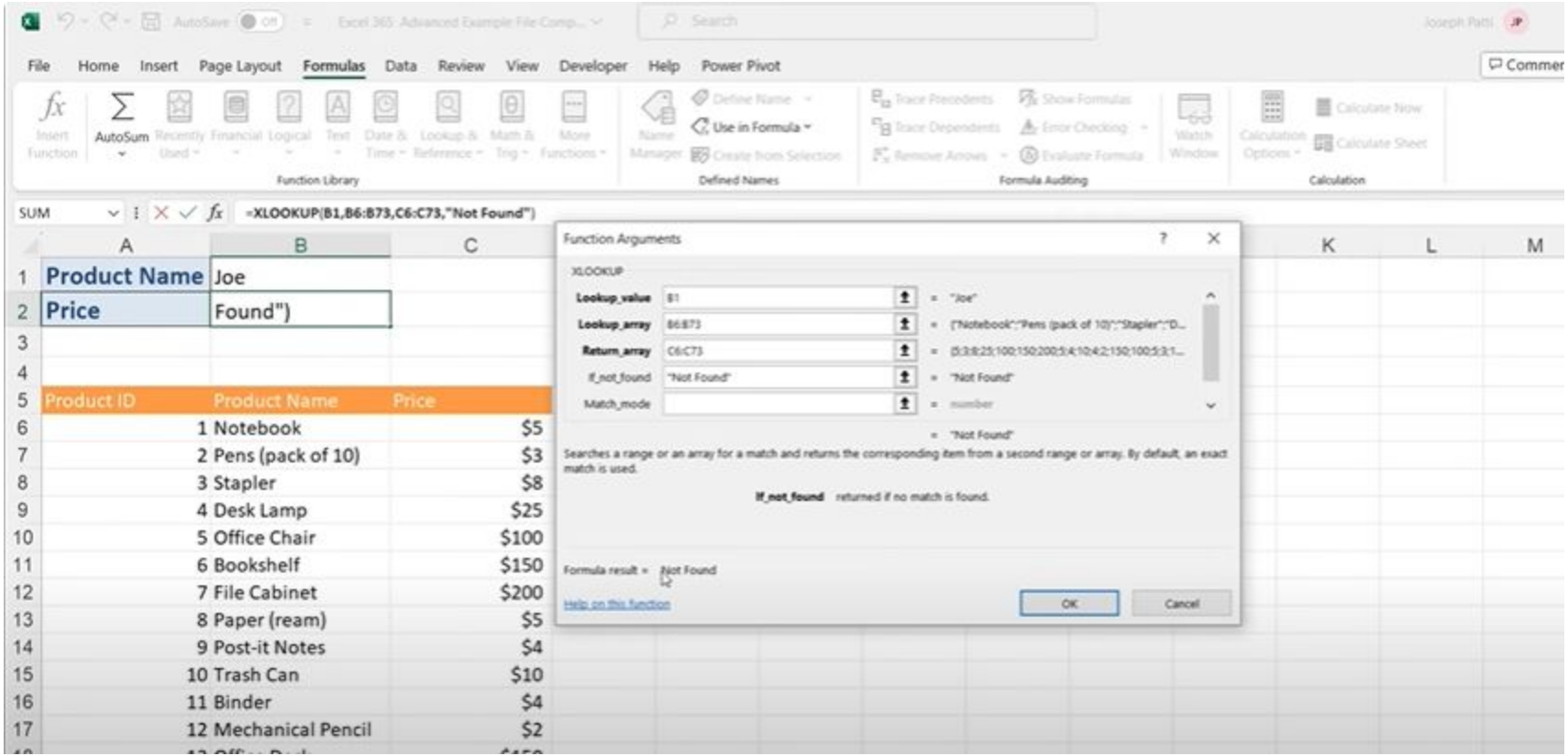

AutoSave Off
Excel 365 Advanced Example File Comp...
Search
Joseph Patti
File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
Name Manager
Define Name
Use in Formula
Create from Selection
Defined Names
Trace Precedents
Trace Dependents
Remove Arrows
Show Formulas
Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
Subtotal
=B4*H4
Joe's Pizza Ledger
Tax Rate 8.75%
Item Price Week 1 Week 2 Week 3 Week 4 Total Units Subtotal Taxes
Pizza $1.50 165 181 740 950 2042 $3,063.00 $268.01
Garlic Knots $1.00 629 259 830 159 1877 $1,877.00 $164.24
Salad $3.00 551 103 413 845 1912 $5,736.00 $501.90
Wings $5.00 334 839 958 111 2242 $11,210.00 $980.88
French Fries $1.00 152 870 450 499 1971 $1,971.00 $172.46
Drinks $1.25 662 258 555 886 2361 $2,951.25 $258.23
26808.25

XLOOKUP

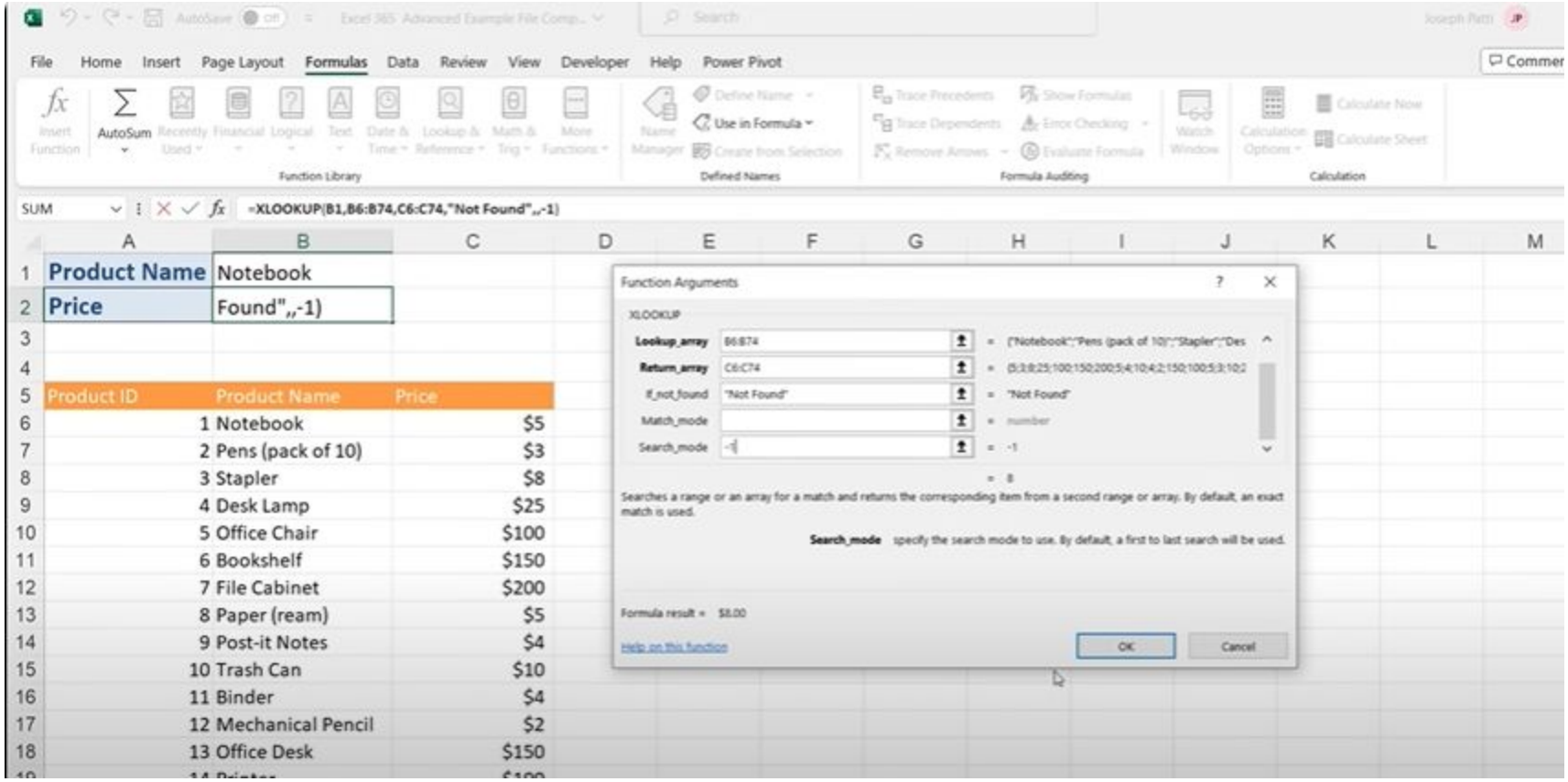

toSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
Name Manager
Use in Formula
Create from Selection
Defined Names
=XLOOKUP(
A
B
C
D
E
F
Insert Function
ct Name
Notebook
=XLOOKUP(
XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])
ID
Product Name
Price
1 Notebook $5
2 Pens (pack of 10) $3
3 Stapler $8


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Function Library
Defined Names
Formula Auditing
Calculation
B2
=XLOOKUP()
Product Name
Notebook
Price
=XLOOKUP()
Product ID
Product Name
Price
1 Notebook $5
2 Pens (pack of 10) $3
3 Stapler $8
4 Desk Lamp $25
5 Office Chair $100
6 Bookshelf $150
7 File Cabinet $200
8 Paper (ream) $5
9 Post-it Notes $4
10 Trash Can $10
11 Binder $4
12 Mechanical Pencil $2
13 Office Desk $150
Function Arguments
XLOOKUP
Lookup_value
Lookup_array
Return_array
If_not_found
Match_mode
Searches a range or an array for a match and returns the corresponding item from a second range or array. By default, an exact match is used.
Lookup_value is the value to search for.
Formula result =
Help on this function
OK
Cancel

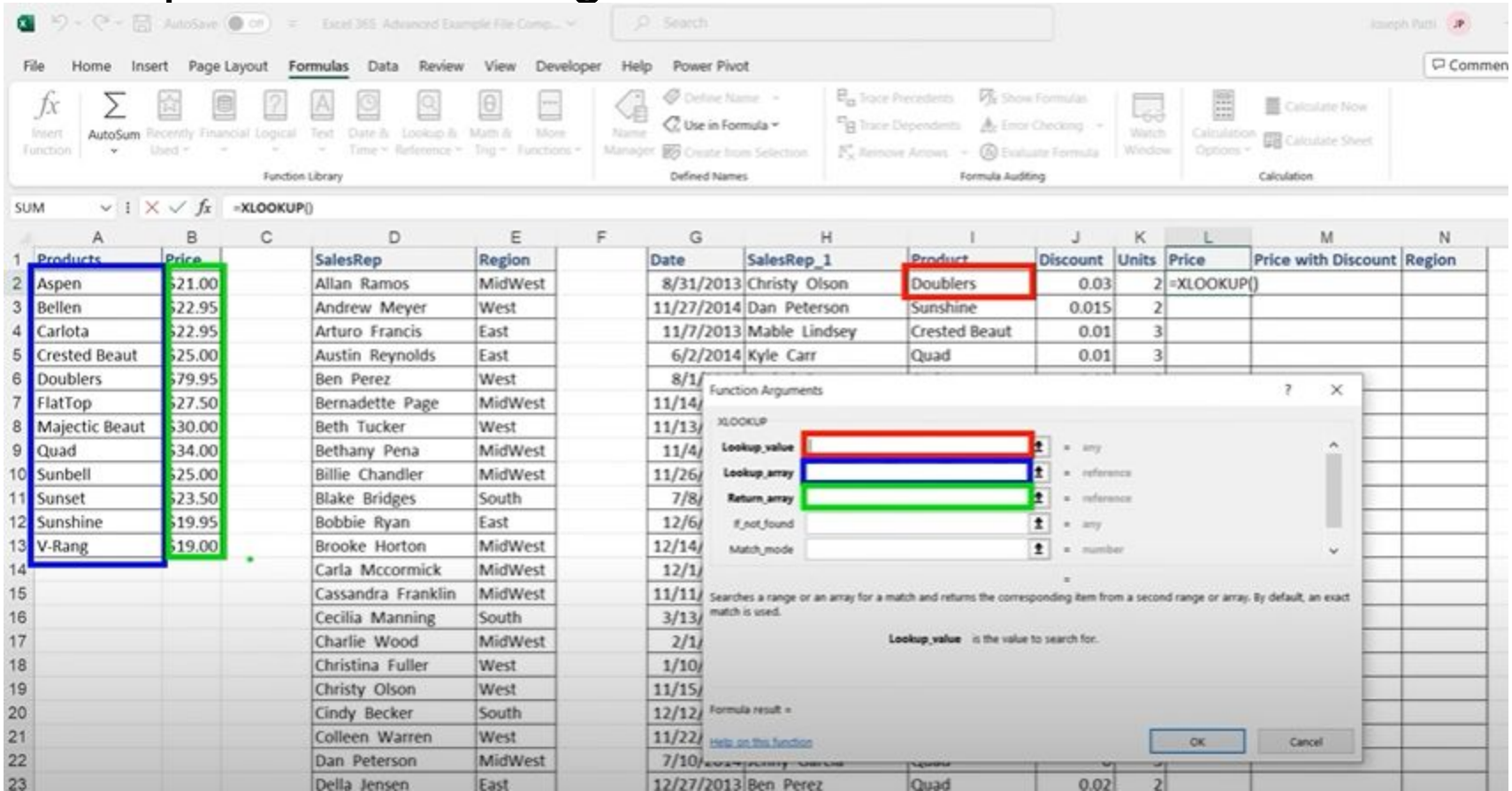
If any mismatch enter value



Define -1 in search mode(bottom to top)



Xlookup for data mining



Products	Price
Aspen	$21.00
Bellen	$22.95
Carlota	$22.95
Crested Beaut	$25.00
Doublers	$79.95
FlatTop	$27.50
Majectic Beaut	$30.00
Quad	$34.00
Sunbell	$25.00
Sunset	$23.50
Sunshine	$19.95
V-Rang	$19.00

SalesRep	Region
Allan Ramos	MidWest
Andrew Meyer	West
Arturo Francis	East
Austin Reynolds	East
Ben Perez	West
Bernadette Page	MidWest
Beth Tucker	West
Bethany Pena	MidWest
Billie Chandler	MidWest
Blake Bridges	South
Bobbie Ryan	East
Brooke Horton	MidWest
Carla Mccormick	MidWest
Cassandra Franklin	MidWest
Cecilia Manning	South
Charlie Wood	MidWest
Christina Fuller	West
Christy Olson	West
Cindy Becker	South
Colleen Warren	West
Dan Peterson	MidWest
Della Jensen	East

Date	SalesRep_1	Product	Discount	Units	Price	Price with Discount	Region
8/31/2013	Christy Olson	Doublers	0.03	2	=XLOOKUP()		
11/27/2014	Dan Peterson	Sunshine	0.015	2			
11/7/2013	Mable Lindsey	Crested Beaut	0.01	3			
6/2/2014	Kyle Carr	Quad	0.01	3			
12/27/2013	Ben Perez	Quad	0.02	2			

note:

While selecting list of data

Use f4 for absolute cell reference

Or

Name change for the list and use

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot

L2 =XLOOKUP(I2,$A$2:$A$13,$B$2:$B$13)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Products	Price		SalesRep	Region		Date	SalesRep_1	Product	Discount	Units	Price	Price with Discount	Region
2	Aspen	$21.00		Allan Ramos	MidWest		8/31/2013	Christy Olson	Doublers	0.03	2	=XLOOKUP(I2,$A$2:$A$13,$B$2:$B$13)		
3	Bellen	$22.95		Andrew Meyer	West		11/27/2014	Dan Peterson	Sunshine	0.015	2			
4	Carlota	$22.95		Arturo Francis	East		11/7/2013	Mable Lindsey	Crested Beaut	0.01	3			
5	Crested Beaut	$25.00		Austin Reynolds	East		6/2/2014	Kyle Carr	Quad	0.01	3			
6	Doublers	$79.95		Ben Perez	West		8/1/							
7	FlatTop	$27.50		Bernadette Page	MidWest		11/14/							
8	Majectic Beaut	$30.00		Beth Tucker	West		11/13/							
9	Quad	$34.00		Bethany Pena	MidWest		11/4/							
10	Sunbell	$25.00		Billie Chandler	MidWest		11/26/							
11	Sunset	$23.50		Blake Bridges	South		7/8/							
12	Sunshine	$19.95		Bobbie Ryan	East		12/6/							
13	V-Rang	$19.00		Brooke Horton	MidWest		12/14/							
14				Carla Mccormick	MidWest		12/1/							
15				Cassandra Franklin	MidWest		11/11/							
16				Cecilia Manning	South		3/13/							
17				Charlie Wood	MidWest		2/1/							
18				Christina Fuller	West		1/10/							
19				Christy Olson	West		11/15/							
20				Cindy Becker	South		12/12/							
21				Colleen Warren	West		11/22/							
22				Dan Peterson	MidWest		7/10/							
23				Della Jensen	East		12/27/2013	Ben Perez	Quad	0.02	2			

Function Arguments

XLOOKUP

Lookup_value	I2	= "Doublers"
Lookup_array	$A$2:$A$13	= {"Aspen";"Bellen";"Carlota";"Crested Beaut";"...
Return_array	$B$2:$B$13	= {21;22.95;22.95;25;79.95;27.5;30;34;25;23.5;19.9
If_not_found		= any
Match_mode		= number

= 79.95

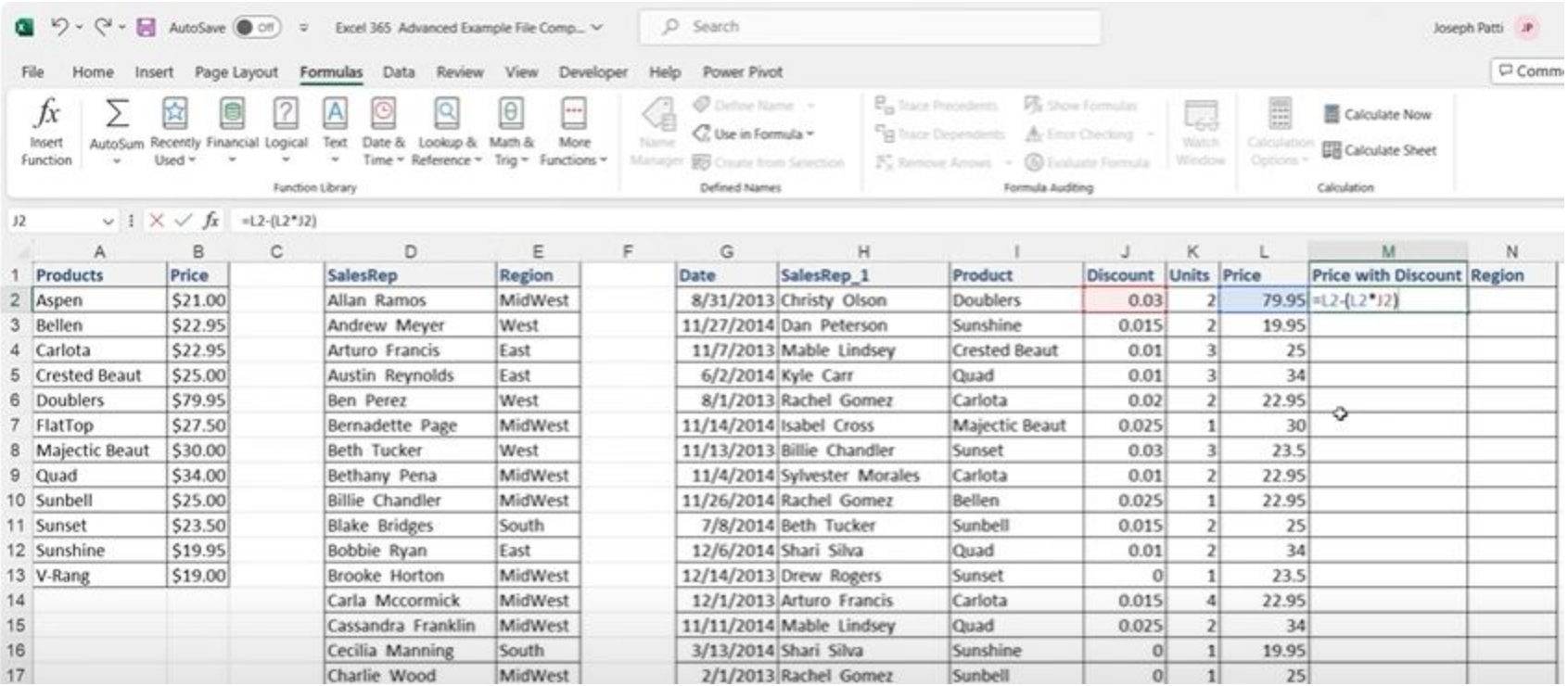
Searches a range or an array for a match and returns the corresponding item from a second range or array. By default, an exact match is used.

If_not_found returned if no match is found.

Formula result = 79.95

Help on this function

OK Cancel



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Products	Price		SalesRep	Region		Date	SalesRep_1	Product	Discount	Units	Price	Price with Discount	Region
2	Aspen	$21.00		Allan Ramos	MidWest		8/31/2013	Christy Olson	Doublers	0.03	2	79.95	=L2-(L2*J2)	
3	Bellen	$22.95		Andrew Meyer	West		11/27/2014	Dan Peterson	Sunshine	0.015	2	19.95		
4	Carlota	$22.95		Arturo Francis	East		11/7/2013	Mable Lindsey	Crested Beaut	0.01	3	25		
5	Crested Beaut	$25.00		Austin Reynolds	East		6/2/2014	Kyle Carr	Quad	0.01	3	34		
6	Doublers	$79.95		Ben Perez	West		8/1/2013	Rachel Gomez	Carlota	0.02	2	22.95		
7	FlatTop	$27.50		Bernadette Page	MidWest		11/14/2014	Isabel Cross	Majectic Beaut	0.025	1	30		
8	Majectic Beaut	$30.00		Beth Tucker	West		11/13/2013	Billie Chandler	Sunset	0.03	3	23.5		
9	Quad	$34.00		Bethany Pena	MidWest		11/4/2014	Sylvester Morales	Carlota	0.01	2	22.95		
10	Sunbell	$25.00		Billie Chandler	MidWest		11/26/2014	Rachel Gomez	Bellen	0.025	1	22.95		
11	Sunset	$23.50		Blake Bridges	South		7/8/2014	Beth Tucker	Sunbell	0.015	2	25		
12	Sunshine	$19.95		Bobbie Ryan	East		12/6/2014	Shari Silva	Quad	0.01	2	34		
13	V-Rang	$19.00		Brooke Horton	MidWest		12/14/2013	Drew Rogers	Sunset	0	1	23.5		
14				Carla Mccormick	MidWest		12/1/2013	Arturo Francis	Carlota	0.015	4	22.95		
15				Cassandra Franklin	MidWest		11/11/2014	Mable Lindsey	Quad	0.025	2	34		
16				Cecilia Manning	South		3/13/2014	Shari Silva	Sunshine	0	1	19.95		
17				Charlie Wood	MidWest		2/1/2013	Rachel Gomez	Sunbell	0	1	25		

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N2 =XLOOKUP(H2,$D$2:$D$73,$E$2:$E$73)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Products	Price		SalesRep	Region		Date	SalesRep_1	Product	Discount	Units	Price	Price with Discount	Region
2	Aspen	$21.00		Allan Ramos	MidWest		8/31/2013	Christy Olson	Doublers	0.03	2	$79.95	$77.55	=XLOOKUP(H2
3	Bellen	$22.95		Andrew Meyer	West		11/27/2014	Dan Peterson	Sunshine	0.015	2	$19.95	$19.65	$E$2:$E$73)
4	Carlota	$22.95		Arturo Francis	East		11/7/2013	Mable Lindsey	Crested Beaut	0.01	3	$25.00	$24.75	
5	Crested Beaut	$25.00		Austin Reynolds	East		6/2/2014	Kyle Carr	Quad	0.01	3	$34.00	$33.66	
6	Doublers	$79.95		Ben Perez	West		8/1/2013	Rachel Gomez	Carlota	0.02	2	$22.95	$22.49	
7	FlatTop	$27.50		Bernadette Page	MidWest		11/1						$29.25	
8	Majectic Beaut	$30.00		Beth Tucker	West		11/1						$22.80	
9	Quad	$34.00		Bethany Pena	MidWest		11/						$22.72	
10	Sunbell	$25.00		Billie Chandler	MidWest		11/2						$22.38	
11	Sunset	$23.50		Blake Bridges	South		7/						$24.63	
12	Sunshine	$19.95		Bobbie Ryan	East		12/						$33.66	
13	V-Rang	$19.00		Brooke Horton	MidWest		12/1						$23.50	
14				Carla Mccormick	MidWest		12/						$22.61	
15				Cassandra Franklin	MidWest		11/1						$33.15	
16				Cecilia Manning	South		3/1						$19.95	
17				Charlie Wood	MidWest		2/						$25.00	
18				Christina Fuller	West		1/1						$79.95	
19				Christy Olson	West		11/1						$34.00	
20				Cindy Becker	South		12/1						$19.95	
21				Colleen Warren	West		11/2						$22.38	
22				Dan Peterson	MidWest		7/1						$34.00	
23				Della Jensen	East		12/27/2013	Ben Perez	Quad	0.02	2	$34.00	$33.32	

Function Arguments

XLOOKUP

Lookup_value	H2	= "Christy Olson"
Lookup_array	$D$2:$D$73	= {"Allan Ramos";"Andrew Meyer";"Arturo Fran
Return_array	$E$2:$E$73	= {"MidWest";"West";"East";"East";"West";"MidW
if_not_found		= any
Match_mode		= number
		= "West"

Searches a range or an array for a match and returns the corresponding item from a second range or array. By default, an exact match is used.

Match_mode specify how to match lookup_value against the values in lookup_array.

Formula result = West

Help on this function

OK Cancel

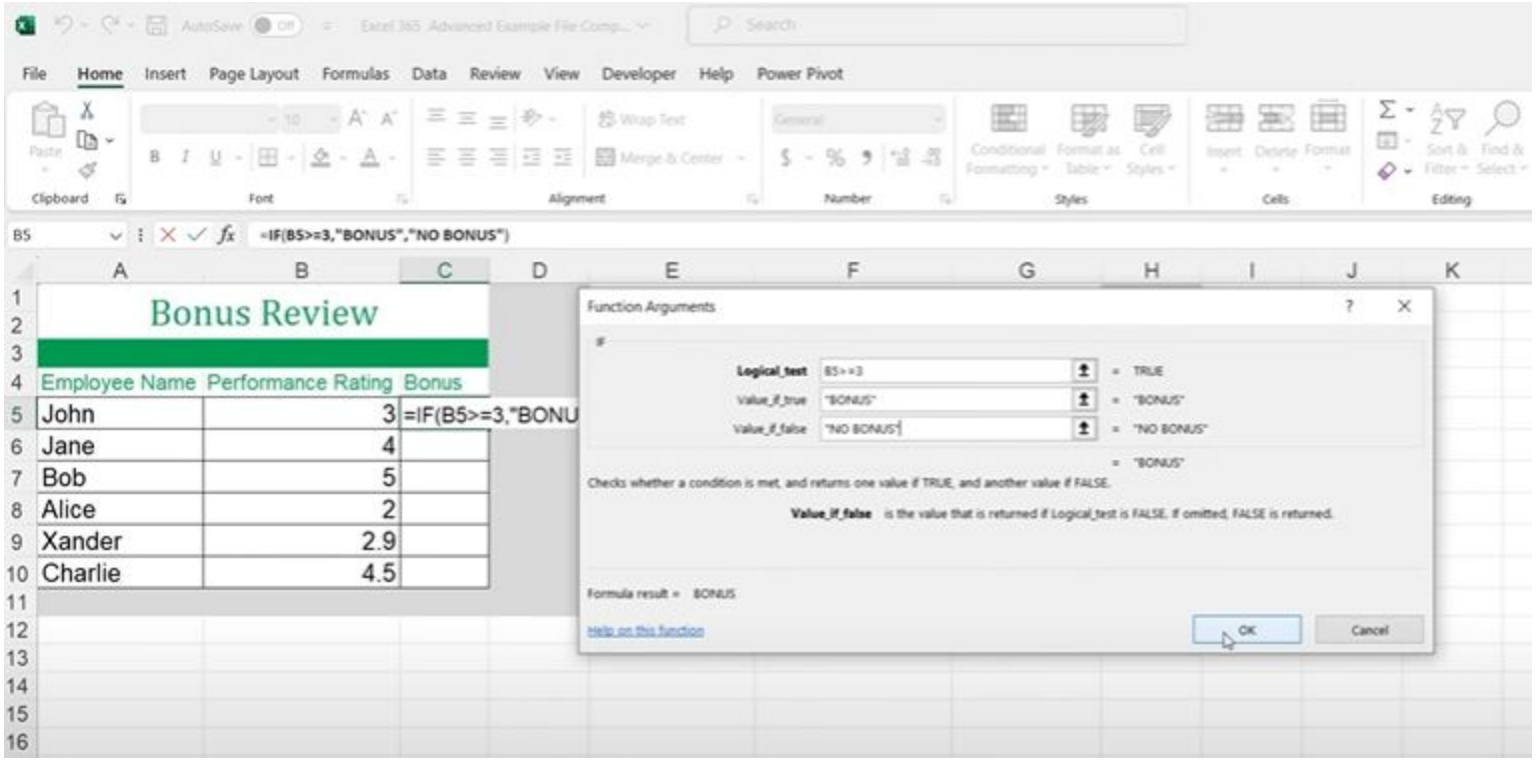
vlookup

https://www.w3schools.com/excel/excel_vlookup.php

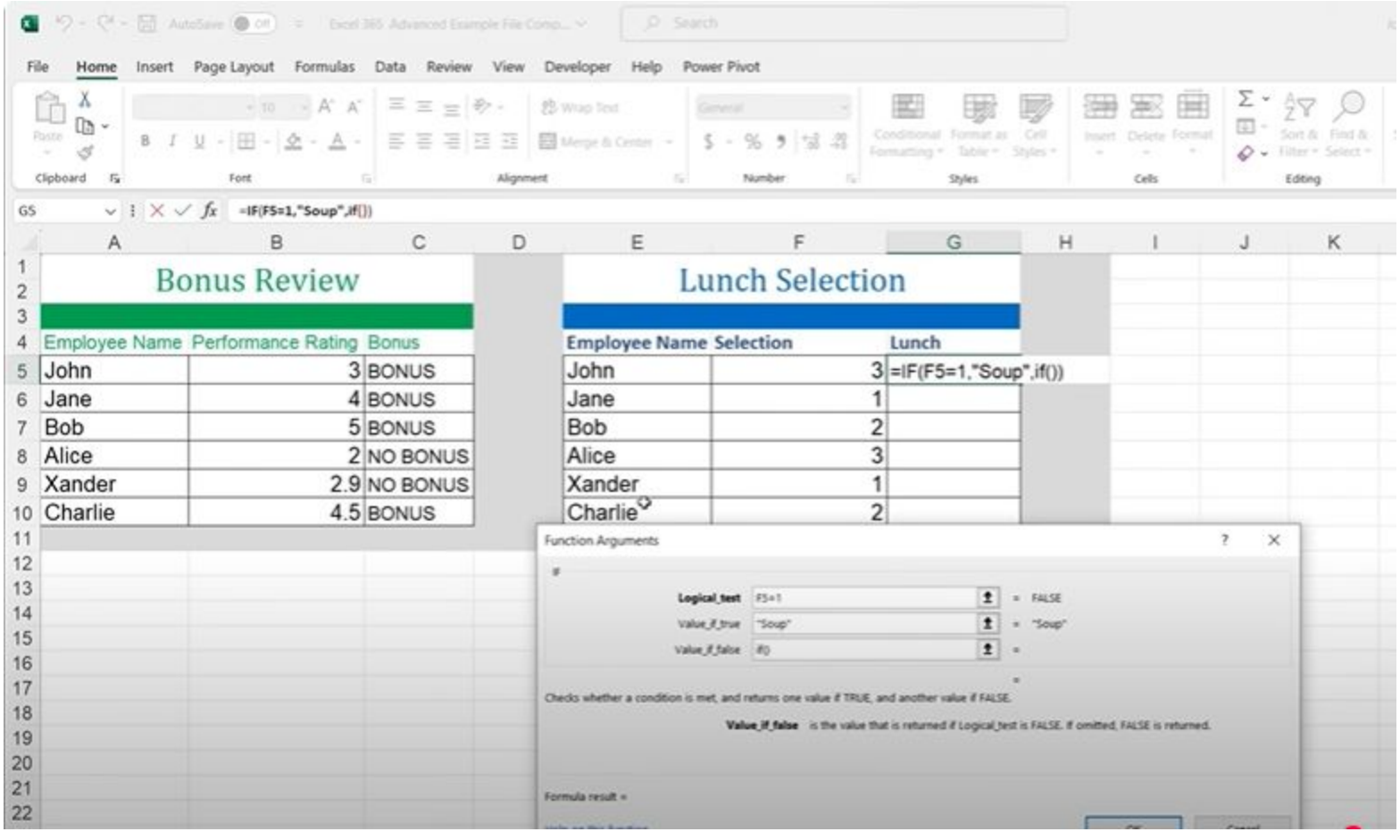
Hlookup

https://www.w3schools.com/excel/excel_vlookup.php

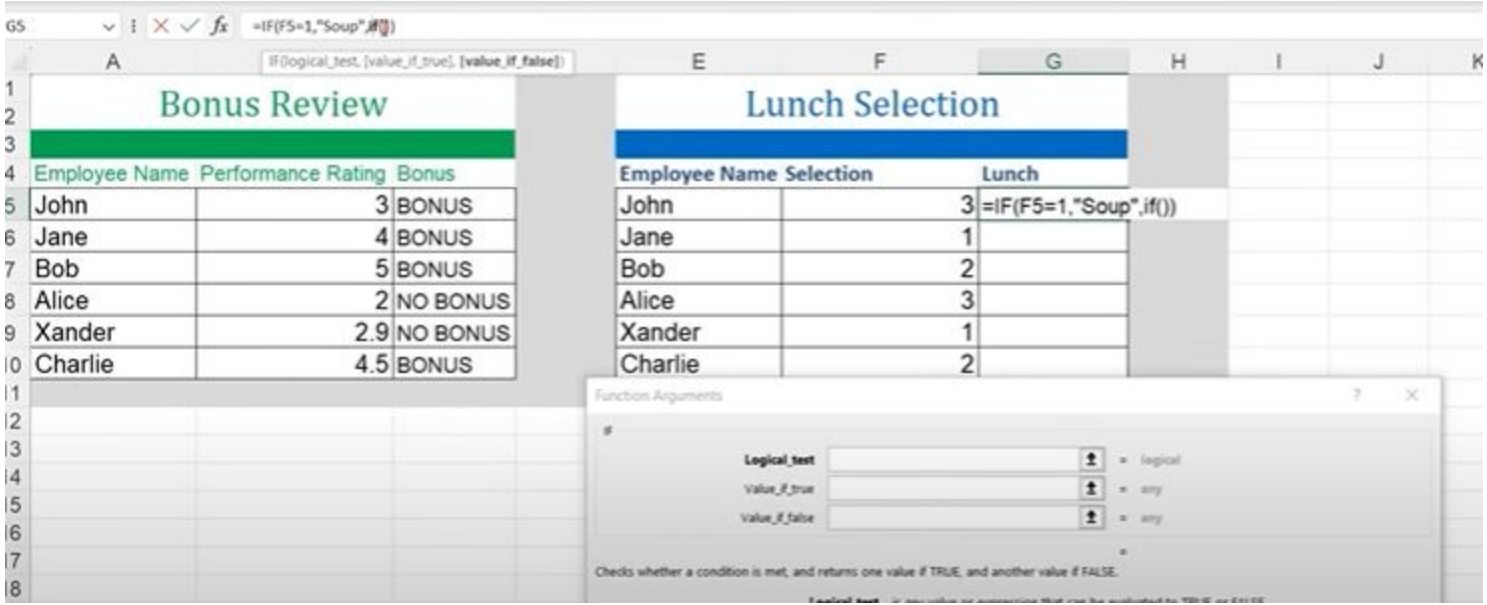
If


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
B5
=IF(B5>=3,"BONUS","NO BONUS")
Bonus Review
Employee Name
Performance Rating
Bonus
John
3
=IF(B5>=3,"BONU
Jane
4
Bob
5
Alice
2
Xander
2.9
Charlie
4.5
Function Arguments
IF
Logical_test
B5>=3
= TRUE
Value_if_true
"BONUS"
= "BONUS"
Value_if_false
"NO BONUS"
= "NO BONUS"
= "BONUS"
Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.
Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.
Formula result = BONUS
Help on this function
OK
Cancel

Nested if

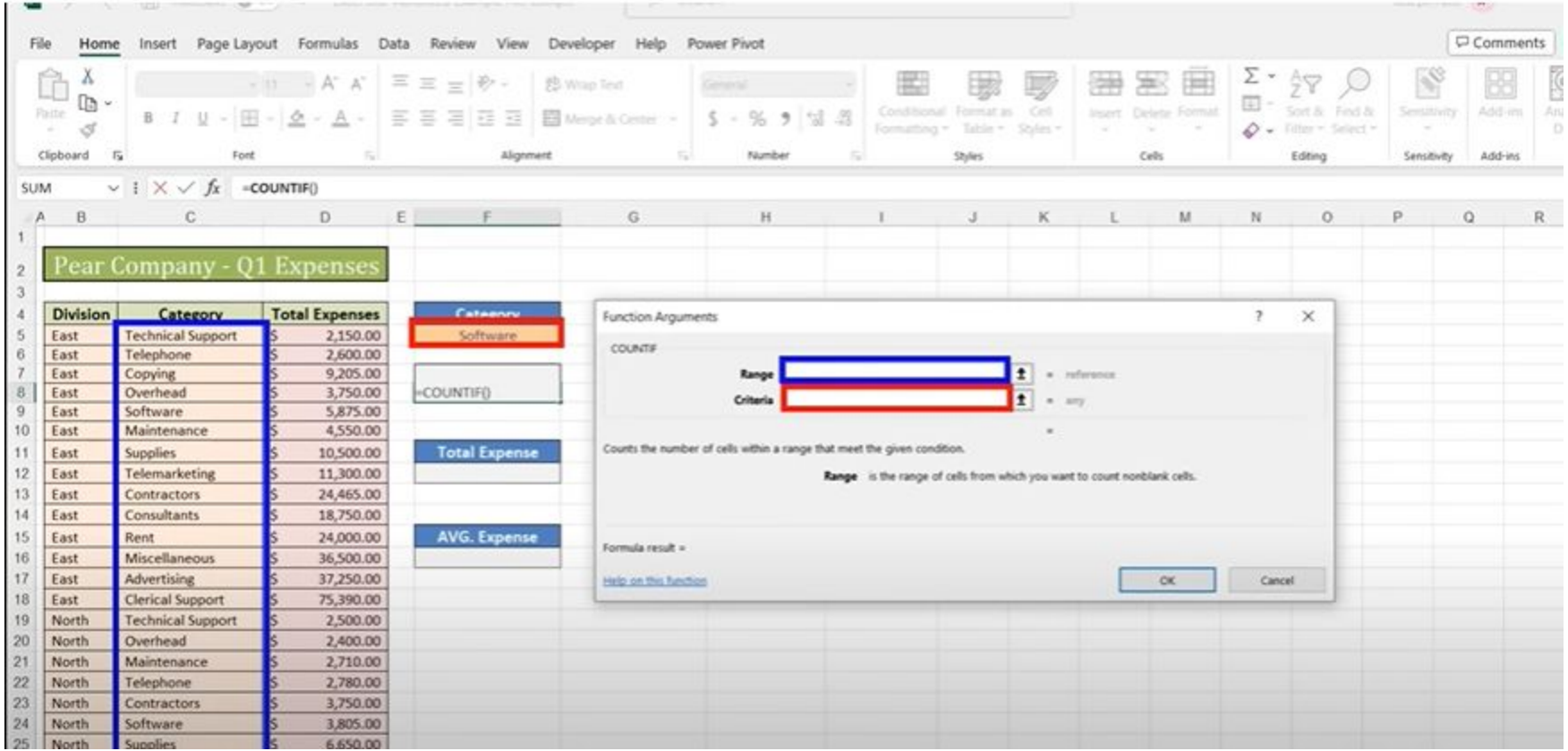

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot
GS
=IF(F5=1,"Soup",if())
Bonus Review
Employee Name Performance Rating Bonus
John 3 BONUS
Jane 4 BONUS
Bob 5 BONUS
Alice 2 NO BONUS
Xander 2.9 NO BONUS
Charlie 4.5 BONUS
Lunch Selection
Employee Name Selection Lunch
John 3 =IF(F5=1,"Soup",if())
Jane 1
Bob 2
Alice 3
Xander 1
Charlie 2
Function Arguments
Logical_test F5=1 = FALSE
Value_if_true "Soup" = "Soup"
Value_if_false if() =
Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.
Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.
Formula result =

Click 2nd if for 2nd condition

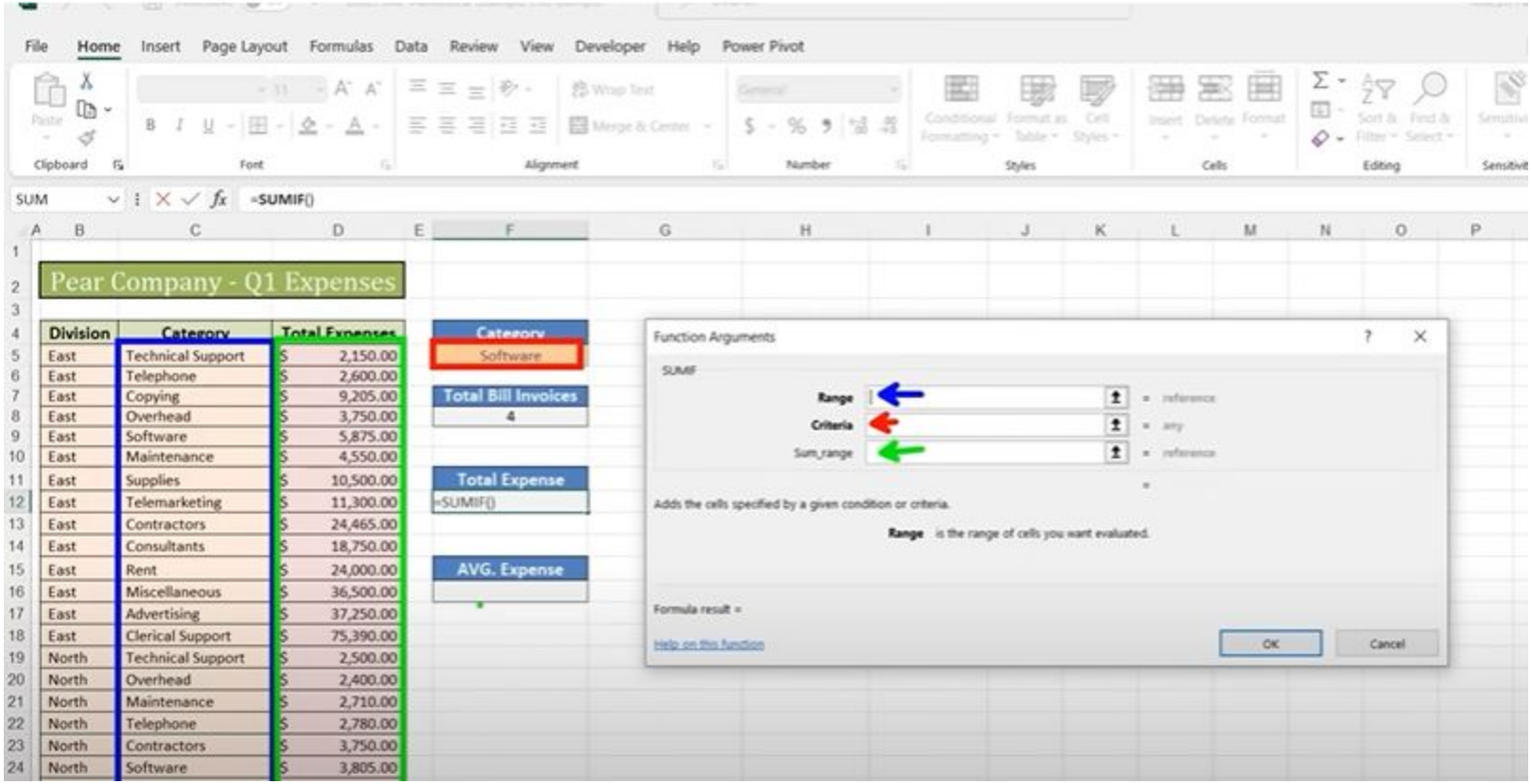


Database functions

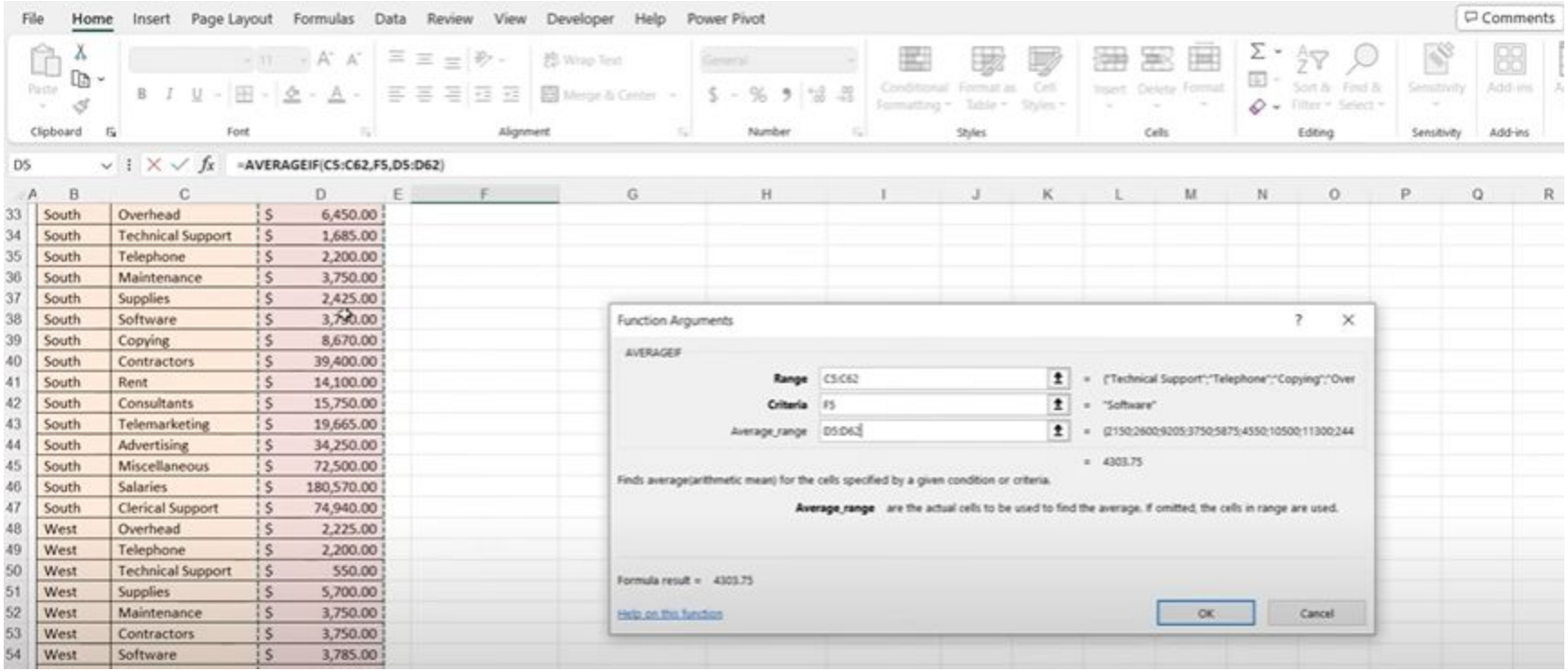
Countif func.



Sumif


File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot
SUM
=SUMIF()
Pear Company - Q1 Expenses
Division | Category | Total Expenses
East | Technical Support | $ 2,150.00
East | Telephone | $ 2,600.00
East | Copying | $ 9,205.00
East | Overhead | $ 3,750.00
East | Software | $ 5,875.00
East | Maintenance | $ 4,550.00
East | Supplies | $ 10,500.00
East | Telemarketing | $ 11,300.00
East | Contractors | $ 24,465.00
East | Consultants | $ 18,750.00
East | Rent | $ 24,000.00
East | Miscellaneous | $ 36,500.00
East | Advertising | $ 37,250.00
East | Clerical Support | $ 75,390.00
North | Technical Support | $ 2,500.00
North | Overhead | $ 2,400.00
North | Maintenance | $ 2,710.00
North | Telephone | $ 2,780.00
North | Contractors | $ 3,750.00
North | Software | $ 3,805.00
Category
Software
Total Bill Invoices
4
Total Expense
=SUMIF()
AVG. Expense
Function Arguments
SUMIF
Range
Criteria
Sum_range
Adds the cells specified by a given condition or criteria.
Range is the range of cells you want evaluated.
Formula result =
Help on this function
OK
Cancel

averageif



33	South	Overhead	$ 6,450.00
34	South	Technical Support	$ 1,685.00
35	South	Telephone	$ 2,200.00
36	South	Maintenance	$ 3,750.00
37	South	Supplies	$ 2,425.00
38	South	Software	$ 3,750.00
39	South	Copying	$ 8,670.00
40	South	Contractors	$ 39,400.00
41	South	Rent	$ 14,100.00
42	South	Consultants	$ 15,750.00
43	South	Telemarketing	$ 19,665.00
44	South	Advertising	$ 34,250.00
45	South	Miscellaneous	$ 72,500.00
46	South	Salaries	$ 180,570.00
47	South	Clerical Support	$ 74,940.00
48	West	Overhead	$ 2,225.00
49	West	Telephone	$ 2,200.00
50	West	Technical Support	$ 550.00
51	West	Supplies	$ 5,700.00
52	West	Maintenance	$ 3,750.00
53	West	Contractors	$ 3,750.00
54	West	Software	$ 3,785.00

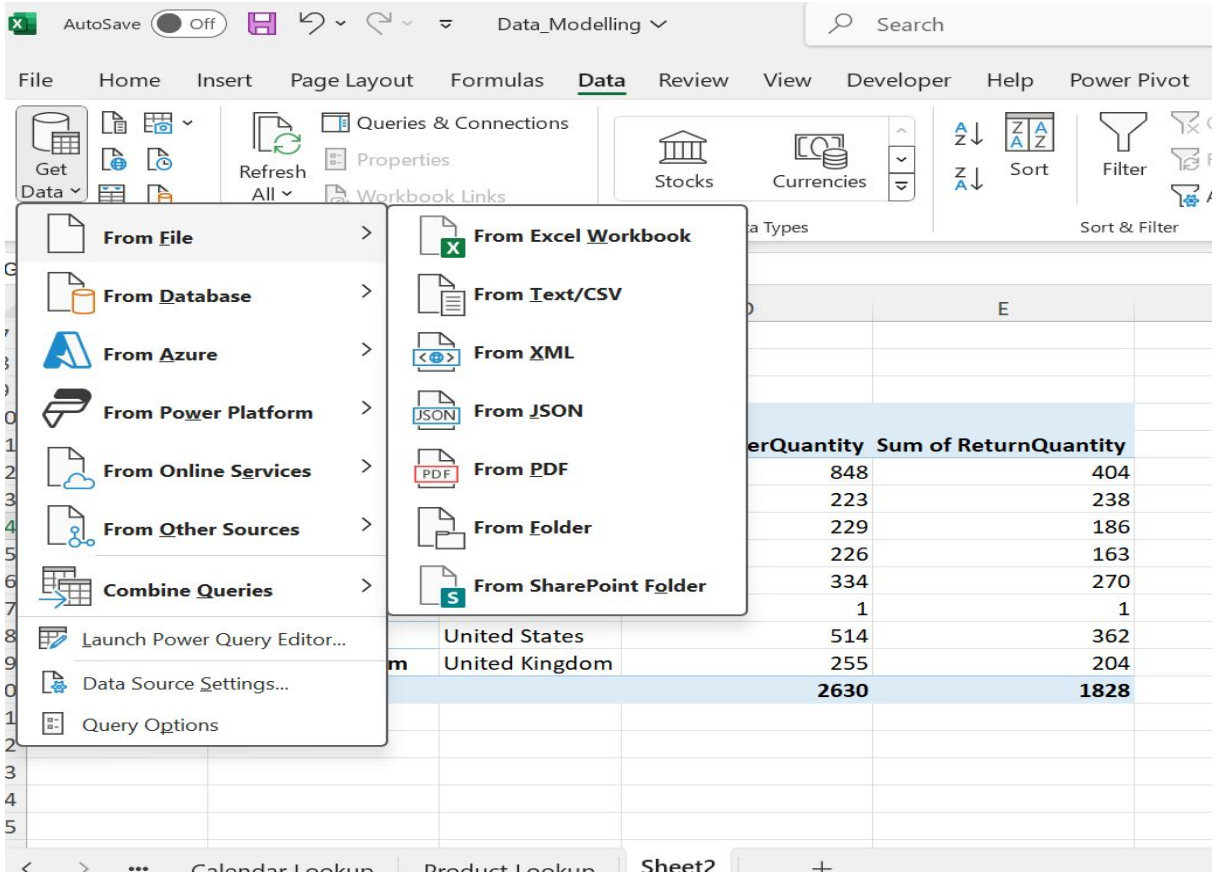
Power Query

- Power Query is an application for transforming and preparing data.
- With Power Query you can get data from sources using a graphical interface and apply transformations using a Power Query Editor.
- Using Power Query, a business intelligence tool offered by Microsoft Excel, you can import data from any number of sources, clean it, transform it, then reshape it according to your needs.

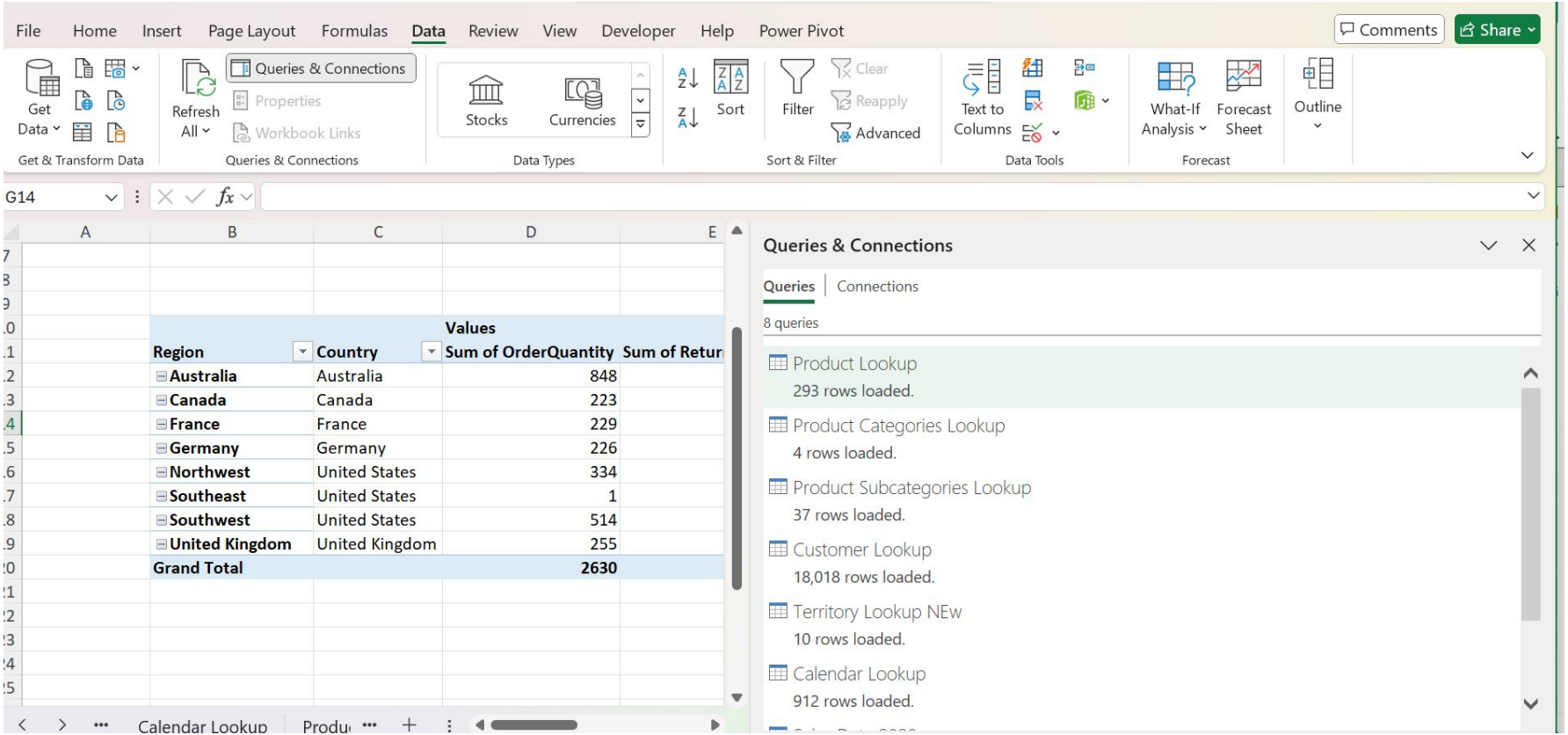
Power Query

- As the name suggests, Power Query is the most powerful data automation tool found in Excel 2010 and later.
- Power Query allows a user to import data into Excel through external sources, such as Text files, CSV files, Web, or Excel workbooks, to list a few. The data can then be cleaned and prepared for our requirements.
- Power Query has several useful features embedded in it, such as the appending of data and creating relationships between different data sets. This is called the merging of the data sets. We can also group and summarize data with the help of the tool.

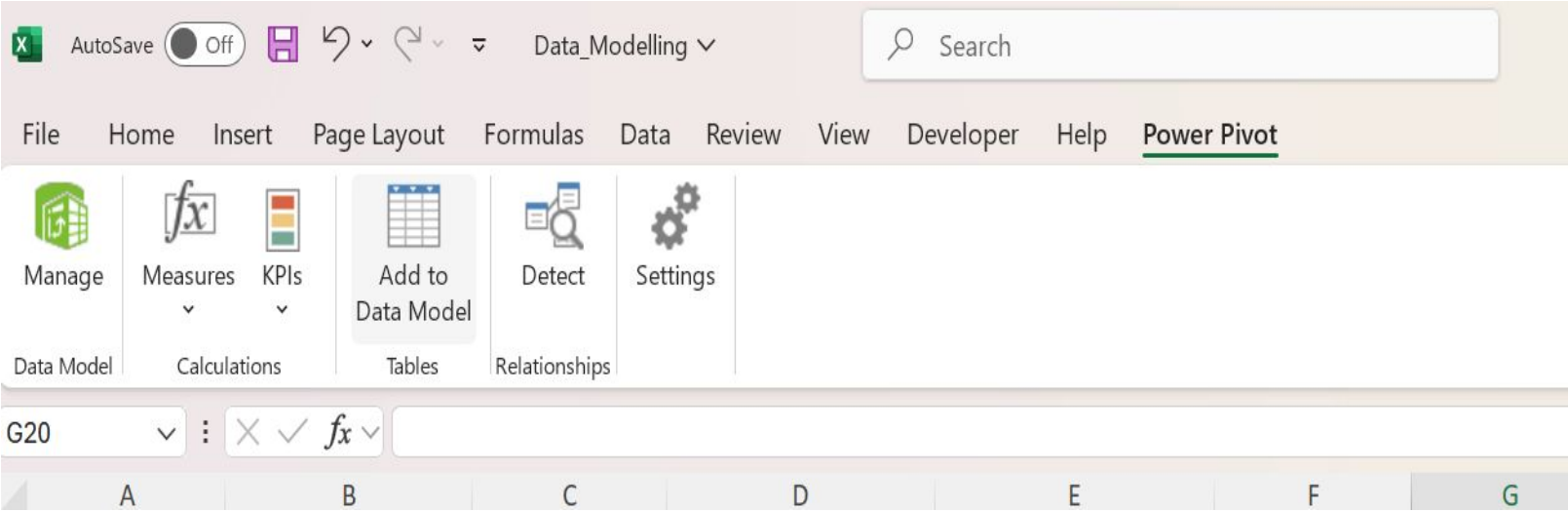
Inserting Data in Power Query



Transforming Data in Power Query



Power Pivot - Data Modelling



Power Pivot - Data View

Power Pivot for Excel - Data_Modelling.xlsx

File | Home | Design | Advanced

Paste | Paste Append | Paste Replace | Copy — Clipboard

From Database | From Data Service | From Other Sources | Existing Connections — Get External Data

Refresh | PivotTable

Data Type: | Format: | $ % , .00 .00 — Formatting

Sort A to Z | Sort Z to A | Clear Sort | Clear All Filters | Sort by Column — Sort and Filter

Find — Find

AutoSum | Create KPI — Calculations

Data View | Diagram View | Show Hidden | Calculation Area — View

[Product...

	Produc...	ProductSubcategor...	ProductSKU	ProductName	ModelName	ProductDescription	ProductColor	ProductSize	ProductStyle	ProductCost
1	310	2	BK-R93R-62	Road-150 Red,...	Road-150	This bike is ridden b...	Red	62	U	2171.2942
2	311	2	BK-R93R-44	Road-150 Red,...	Road-150	This bike is ridden b...	Red	44	U	2171.2942
3	312	2	BK-R93R-48	Road-150 Red,...	Road-150	This bike is ridden b...	Red	48	U	2171.2942
4	313	2	BK-R93R-52	Road-150 Red,...	Road-150	This bike is ridden b...	Red	52	U	2171.2942
5	314	2	BK-R93R-56	Road-150 Red,...	Road-150	This bike is ridden b...	Red	56	U	2171.2942
6	344	1	BK-M82S-38	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Silver	38	U	1912.1544
7	345	1	BK-M82S-42	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Silver	42	U	1912.1544
8	346	1	BK-M82S-44	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Silver	44	U	1912.1544
9	347	1	BK-M82S-48	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Silver	48	U	1912.1544
10	348	1	BK-M82B-38	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Black	38	U	1898.0944
11	349	1	BK-M82B-42	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Black	42	U	1898.0944
12	350	1	BK-M82B-44	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Black	44	U	1898.0944
13	351	1	BK-M82B-48	Mountain-100 ...	Mountain-100	Top-of-the-line comp...	Black	48	U	1898.0944
14	368	2	BK-R89R-44	Road-250 Red,...	Road-250	Alluminum-alloy fra...	Red	44	U	1518.7864
15	369	2	BK-R89R-48	Road-250 Red,...	Road-250	Alluminum-alloy fra...	Red	48	U	1518.7864

Product_Subcategories_Lookup | Territory_Lookup_NEw | Returns_Data | Sales_Data_2020 | Customer_Lookup | Product_Categories_Lookup | Calendar_Lookup | Product Lookup

Record: 1 of 293

Power Pivot - Diagram View

Power Pivot for Excel - Data_Modelling.xlsx

File | Home | Design | Advanced

Paste | Paste Append | Paste Replace | Copy — Clipboard
From Database | From Data Service | From Other Sources | Existing Connections — Get External Data
Refresh | PivotTable
Data Type: | Format: — Formatting
Sort A to Z | Sort Z to A | Clear Sort | Clear All Filters | Sort by Column — Sort and Filter
Find — Find
AutoSum | Create KPI — Calculations
Data View | Diagram View | Show Hidden | Calculation Area — View

Customer_Look...
- CustomerKey
- Prefix
- FirstName
- LastName
- BirthDate
- MaritalStatus

Territory_Lookup_...
- SalesTerritoryKey
- Region
- Country
- Continent
- Image

Calendar_Look...
- Date
- Month
- Month Name
- Week of Year
- Day

Product_Categories_Look...
- ProductCategoryKey
- CategoryName

Product_Subcategories_Lookup
- ProductSubcategoryKey
- SubcategoryName
- ProductCategoryKey

Product_Lookup
- ProductSize
- ProductStyle
- ProductCost
- ProductPrice
- SKU

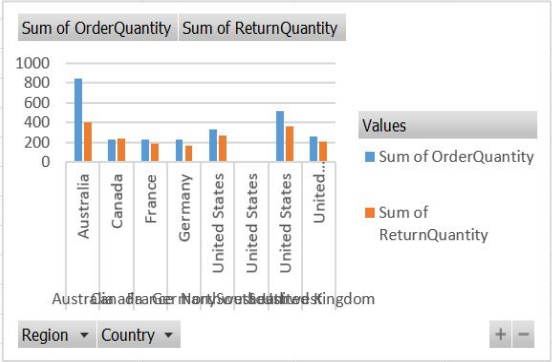
Sales_Data_2020
- StockDate
- OrderNumber
- ProductKey
- CustomerKey
- TerritoryKey

Returns_Data
- ReturnDate
- TerritoryKey
- ProductKey
- ReturnQuantity

Display

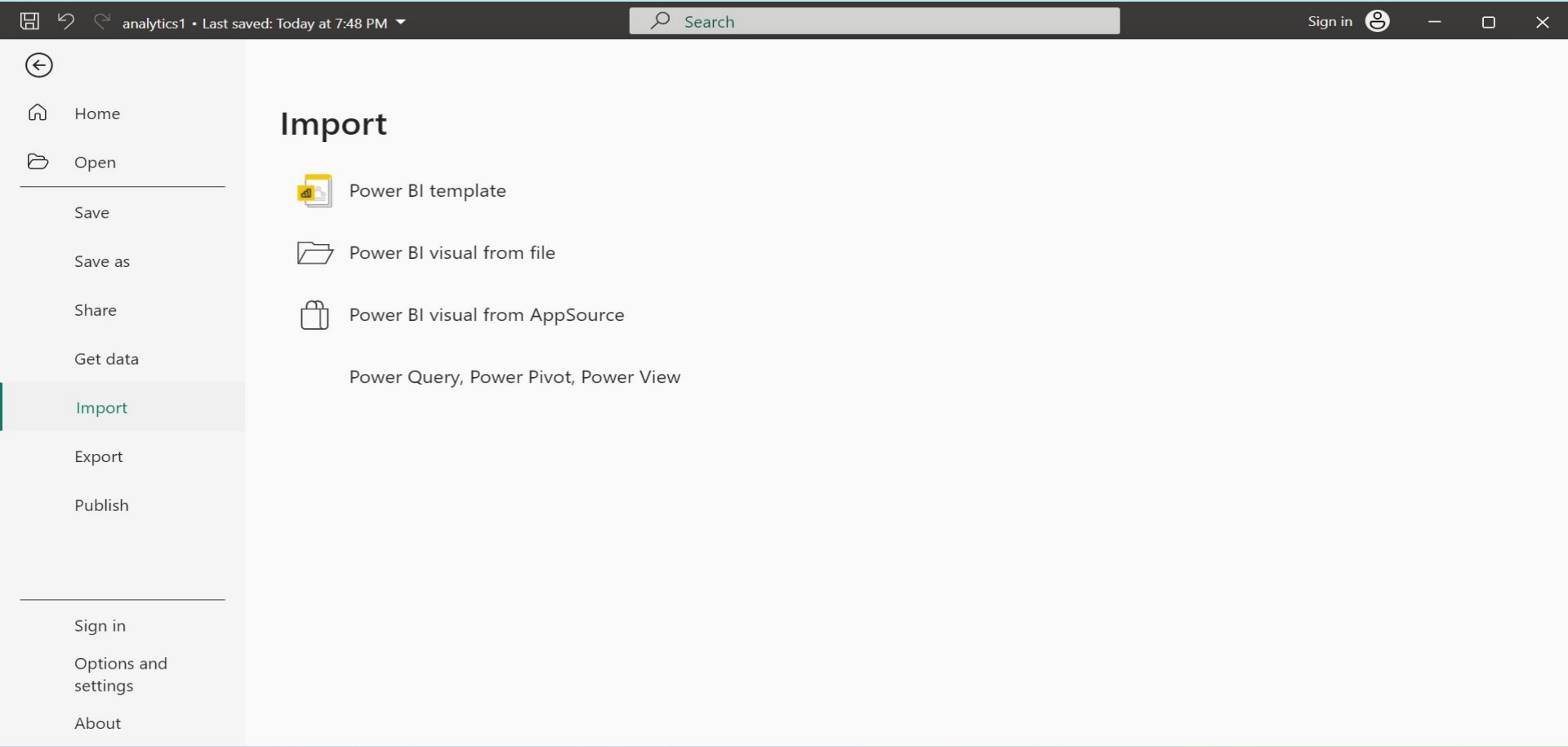
Visualizing Data in Excel using Pivot Table and Pivot Chart

Region	Country	Values	
		Sum of OrderQuantity	Sum of ReturnQuantity
Australia	Australia	848	404
Canada	Canada	223	238
France	France	229	186
Germany	Germany	226	163
Northwest	United States	334	270
Southeast	United States	1	1
Southwest	United States	514	362
United Kingdom	United Kingdom	255	204
Grand Total		**2630**	**1828**



Calendar Lookup | Product Lookup | Sheet2

Import Excel Models in PowerBI



Model View in PowerBI After Import

File Home Help

Share

Paste | Get data | Excel workbook | OneLake data hub | SQL Server | Enter data | Dataverse | Recent sources | Transform data | Refresh | Manage relationships | New measure | New column | New table | Calculation group | Manage roles | View as | Q&A setup | Language | Linguistic schema | Sensitivity | Publish

Clipboard | Data | Queries | Relationships | Calculations | Security | Q&A | Sensitivity | Share

1 Average Revenue Per Customer =

Customer Lookup
AnnualIncome
BirthDate
CustomerKey
Domain Name
EducationLevel
EmailAddress
FirstName
Full Name
Gender
Collapse

Territory Lookup
Continent
Country
Region
SalesTerritoryKey
Collapse

Product Lookup
ModelName
ProductColor
ProductCost
ProductDescription
ProductKey
ProductName
ProductPrice
ProductSize
ProductSKU
ProductSubcategoryKey
SKU TYPE
Collapse

Product Categories Loo...
CategoryName
ProductCategoryKey
Collapse

DAX Measure
% of All Orders
Collapse

Calendar Lookup
Start of Week
Start of Year
Weekend
Date Hierarchy
Start of Year
Collapse

Product Subcategories...
ProductCategoryKey
ProductSubcategoryKey
SubcategoryName
Collapse

Sales Data
CustomerKey
OrderDate
OrderLineItem
OrderNumber
OrderQuantity
ProductKey
QuantityType
Retail Price

Returns Data
ProductKey
ReturnDate
ReturnQuantity
TerritoryKey

All tables | Layout 1 | Layout 2

Properties

Data

Tables | Model

Search

DAX Measures Table
- % of All Orders
- All Orders
- Average Retail Price
- Average Revenue Per Customer
- Bike Return Rate
- Bike Returns
- Bike Sales
- Bulk Orders
- High Ticket Orders
- Overall Average Price
- Quantity Ordered
- Quantity Returned
- Red Sales
- Return Rate

Visualization in Power BI

- **After importing the excel sheet, all models will be imported along with relationships**
- **Then interactive dashboards can be created easily**

VBA

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me... cara c Share

Paste Calibri 11 General Conditional Formatting Insert Delete Format Format as Table Cell Styles

Clipboard Font Alignment Number Styles Cells Editing

G11

Microsoft Visual Basic for Applications - Book1 - [Module1 (Code)]

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

Ln 12, Col 23

Project - VBAProject

VBAProject (Book1

Microsoft Excel Ob

Sheet1 (Shee

ThisWorkbook

Modules

Module1

Properties - Sheet1

Sheet1 Worksheet

Alphabetic Categorized

(Name)	Sheet1
DisplayPageBr	False
DisplayRightTo	False
EnableAutoFilt	False
EnableCalculati	True
EnableFormatC	True
EnableOutlining	False
EnablePivotTab	False
EnableSelectio	0 - xlNoRestri
Name	Sheet1
ScrollArea	
StandardWidth	8.11
Visible	-1 - xlSheetVi

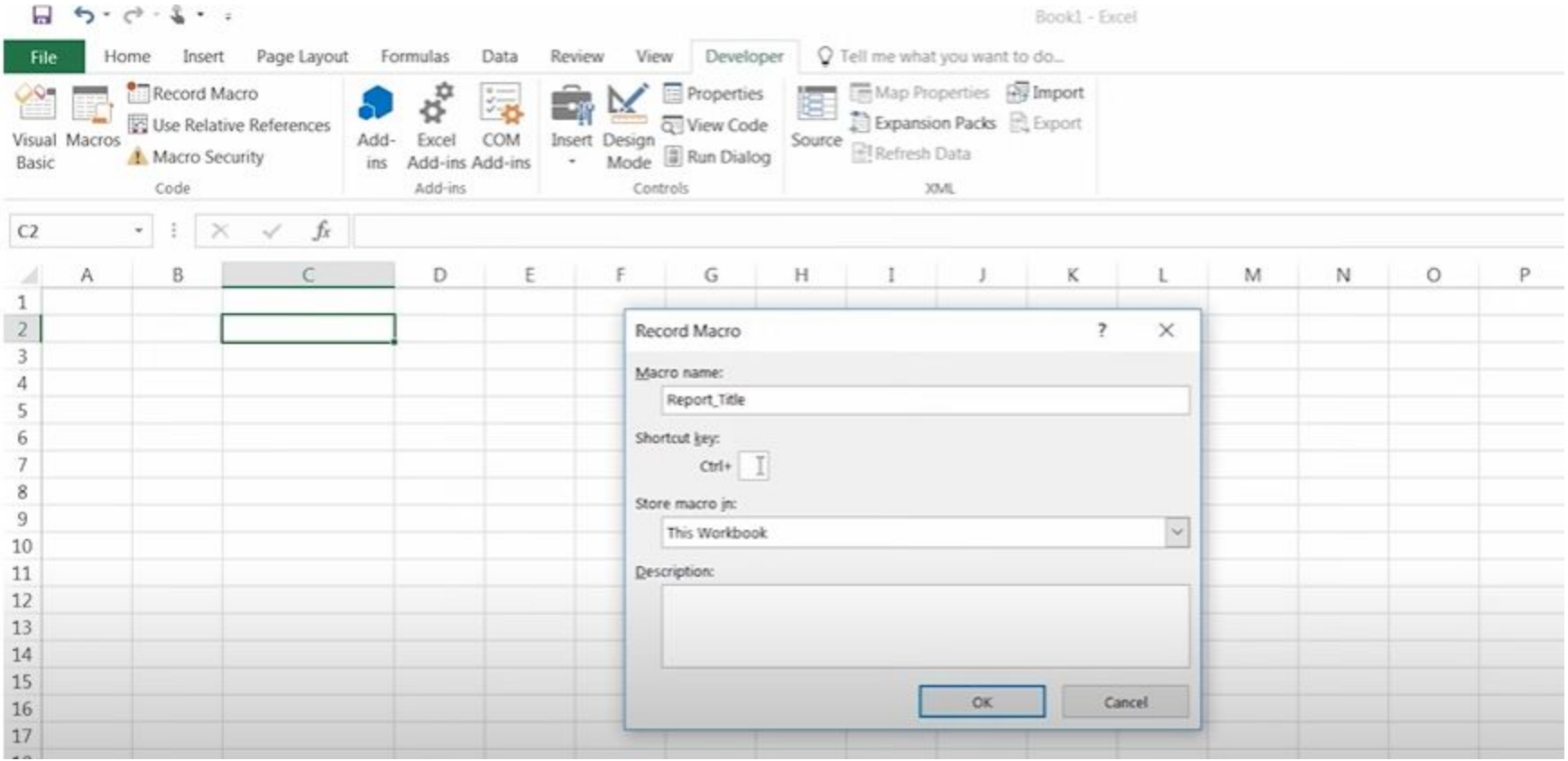
(General) ExampleMacroCode

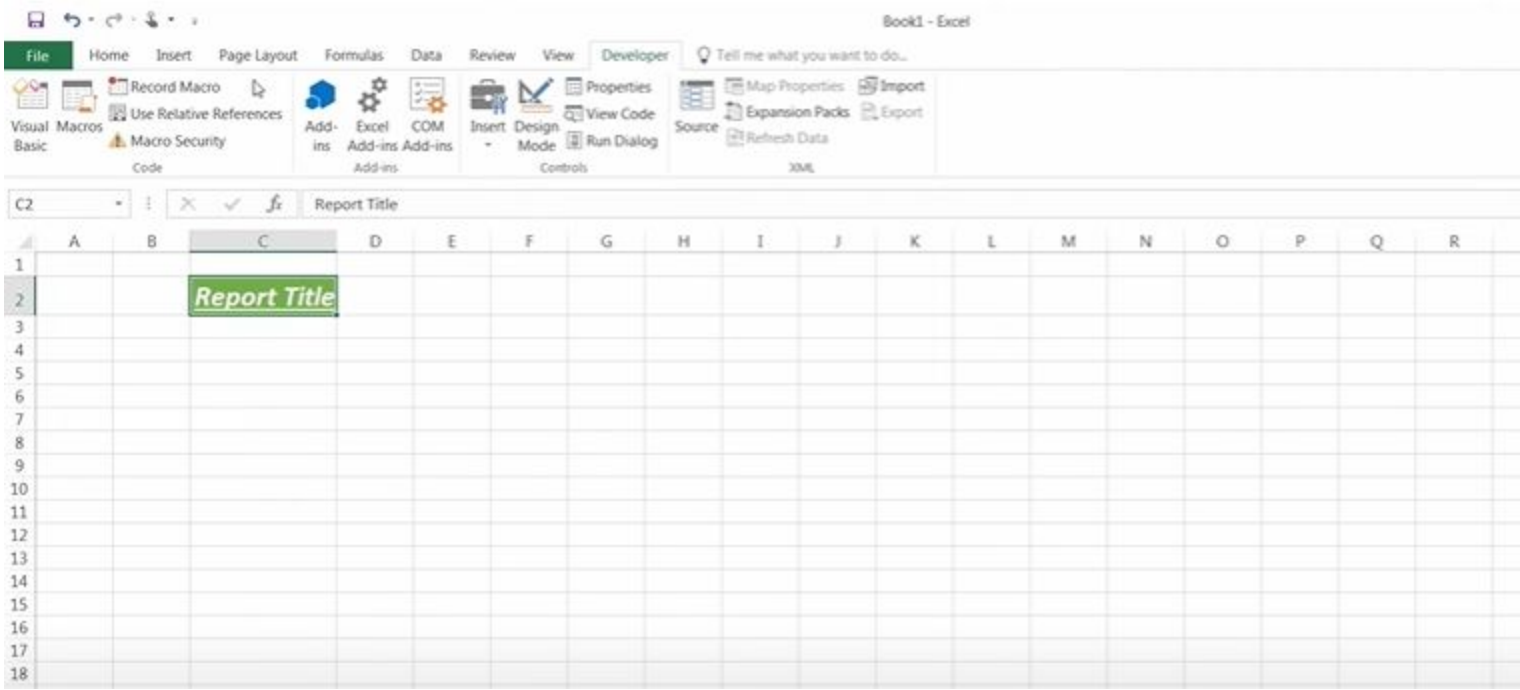
```
Sub ExampleMacroCode()
'
' ExampleMacroCode Macro
'

'
    ActiveCell.FormulaR1C1 = "This is an example Macro"
    Range("F7").Select
    ActiveCell.FormulaR1C1 = "This was recorded using the macro recorde
    Range("F8").Select
    ActiveCell.FormulaR1C1 = "Which is why some of the coding look s al
    Range("F9").Select
    ActiveCell.FormulaR1C1 = _
        "Don't worry, we'll learn how to write coding that's a little n
    Range("F10").Select

End Sub
```

Object-Oriented Programming

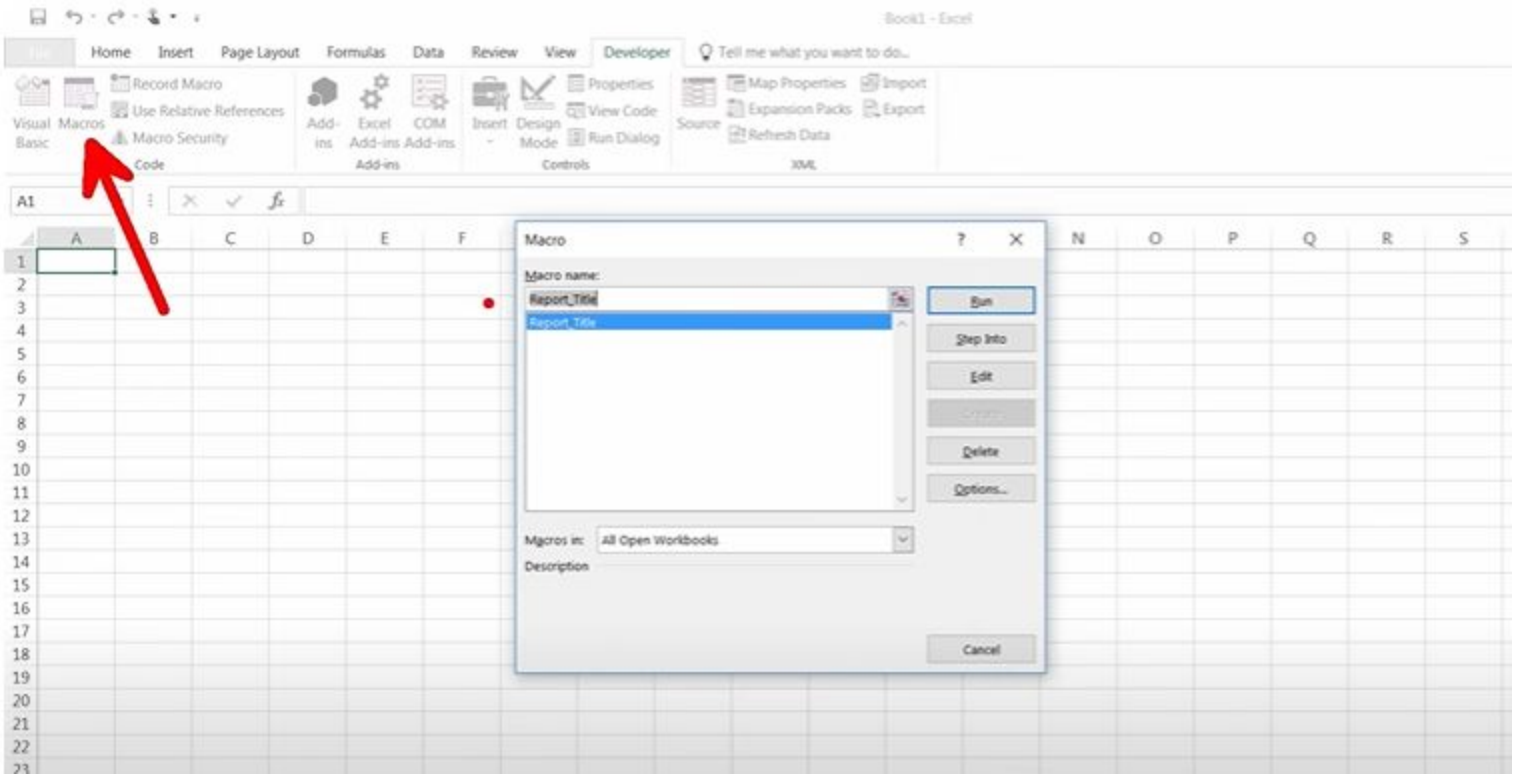
Modelled like real time objects

Record macros




Book1 - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do...
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
C2
Report Title
Report Title

Save and open new sheet run macro

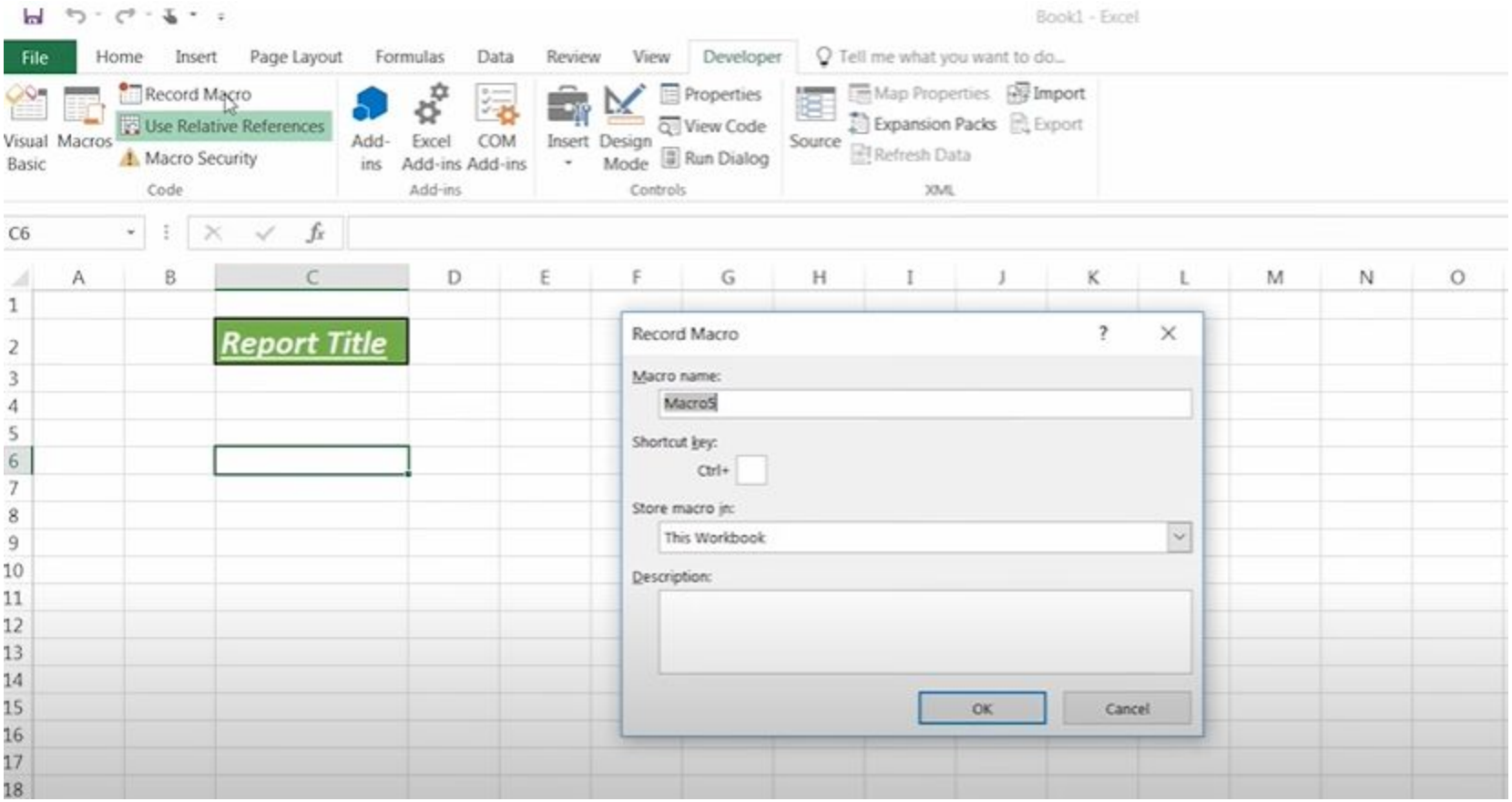


Use relative reference

Click use relative reference

Then click any cell

Record a new macro


Book1 - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do...
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
C6
Report Title
Record Macro
Macro name:
Macro5
Shortcut key:
Ctrl+
Store macro in:
This Workbook
Description:
OK
Cancel

While run the recorded macro instead of opening new sheet

Run that macro in the same sheet itself for which cell you selected

Report Title

Payroll
Office Supplies
Telephone
Rent

Table of Expenses
Payroll
Office Supplies
Telephone
Rent

Expenses I care about
Payroll
Office Supplies
Telephone
Rent

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

Visual Basic | Macros | Record Macro | Use Relative References | Macro Security (Code)
Add-ins | Excel Add-ins | COM Add-ins (Add-ins)
Insert | Design Mode | Properties | View Code | Run Dialog (Controls)
Source | Map Properties | Expansion Packs | Refresh Data | Import | Export (XML)

C11 | 7161517218

Record some macros that will...

Hint! These should all be recorded using "Rela

1	The phone number are actually in London (+44) 555-555-5555	Custom Number Format = (+##) ### ###	Ctrl + Sh
2	Change the Birthdays so they don't display the year	Custom Number Format = mmmm dd	Ctrl + Sh
3	Customize SS#'s format to display last 4 digits only.	Use Right function in column G, then copy and paste values, then copy and paste back in column E	Ctrl + Sh

Make Macros Here

Last Name	First Name	Phone	Birthday	SS#	Status
Al-Sabah	Daoud	(312) 821-1050	7/20/1982	555-55-7007	Full Time
Alstain	Isolde	(407) 731-7354	12/		
Atherly	Katherine	(713) 329-4956	12/		
Atherton	Katie	(716) 151-7218	11/		
Barton	Eileen	(708) 742-2559	7		
Bates	Verna	(714) 659-3848	4/		
Bauer	Chris	(716) 185-4525	7		
Baxter	Teresa	(914) 455-5389	4		
Bean	Deborah	(213) 630-6545	4		
Beard	Sandi	(319) 600-7063	11/		
Beasley	Timothy	(515) 884-2613	3/		
Beck	Craig	(316) 416-0215	10		
Becker	Gretchen	(607) 790-4981	1		
Bell	David	(406) 569-9651	5/		
Bellwood	Frank	(217) 609-2172	7/		
Bennett	Chris	(312) 874-2282	5		
Benson	Troy	(508) 809-7539	9/		
Berry	Jacklyn	(214) 263-6516	6/9/1976	555-55-5117	Contract
Best	Lara	(502) 572-4528	5/3/1978	555-55-8538	Full Time
Bishop	Juan	(413) 431-6324	3/19/1979	555-55-4360	Full Time

Test Macros Here

Last Name	First Name	Phone	Birthday	SS#	Status
Al-Sabah	Daoud	(312) 821-1050	7/20/1982	555-55-7007	Full Time
		(407) 731-7354	12/23/1992	555-55-5054	Half-Time
		(713) 329-4956	12/24/1978	555-55-5623	Full-Time
		(716) 151-7218	11/11/1983	555-55-6297	Full Time
		(708) 742-2559	7/5/1977	555-55-4969	Full Time
		(714) 659-3848	4/26/1981	555-55-8597	Hourly
		(716) 185-4525	7/5/1989	555-55-3641	Full Time
		(914) 455-5389	4/9/1976	555-55-3735	Full Time
		(213) 630-6545	4/8/1976	555-55-7948	Contract
		(319) 600-7063	11/13/1997	555-55-5341	Half-Time
		(515) 884-2613	3/26/1981	555-55-8716	Contract
		(316) 416-0215	10/5/1997	555-55-5046	Full Time
		(607) 790-4981	1/7/1978	555-55-5711	Full Time
		(406) 569-9651	5/28/1980	555-55-4290	Full Time
		(217) 609-2172	7/20/1981	555-55-1658	Full Time
		(312) 874-2282	5/9/1996	555-55-8324	Full Time
		(508) 809-7539	9/22/1976	555-55-0235	Half-Time
Berry	Jacklyn	(214) 263-6516	6/9/1976	555-55-5117	Contract
Best	Lara	(502) 572-4528	5/3/1978	555-55-8538	Full Time
Bishop	Juan	(413) 431-6324	3/19/1979	555-55-4360	Full Time

Record Macro

Macro name: UKPhone

Shortcut key: Ctrl+

Store macro in: This Workbook

Description:

OK | Cancel

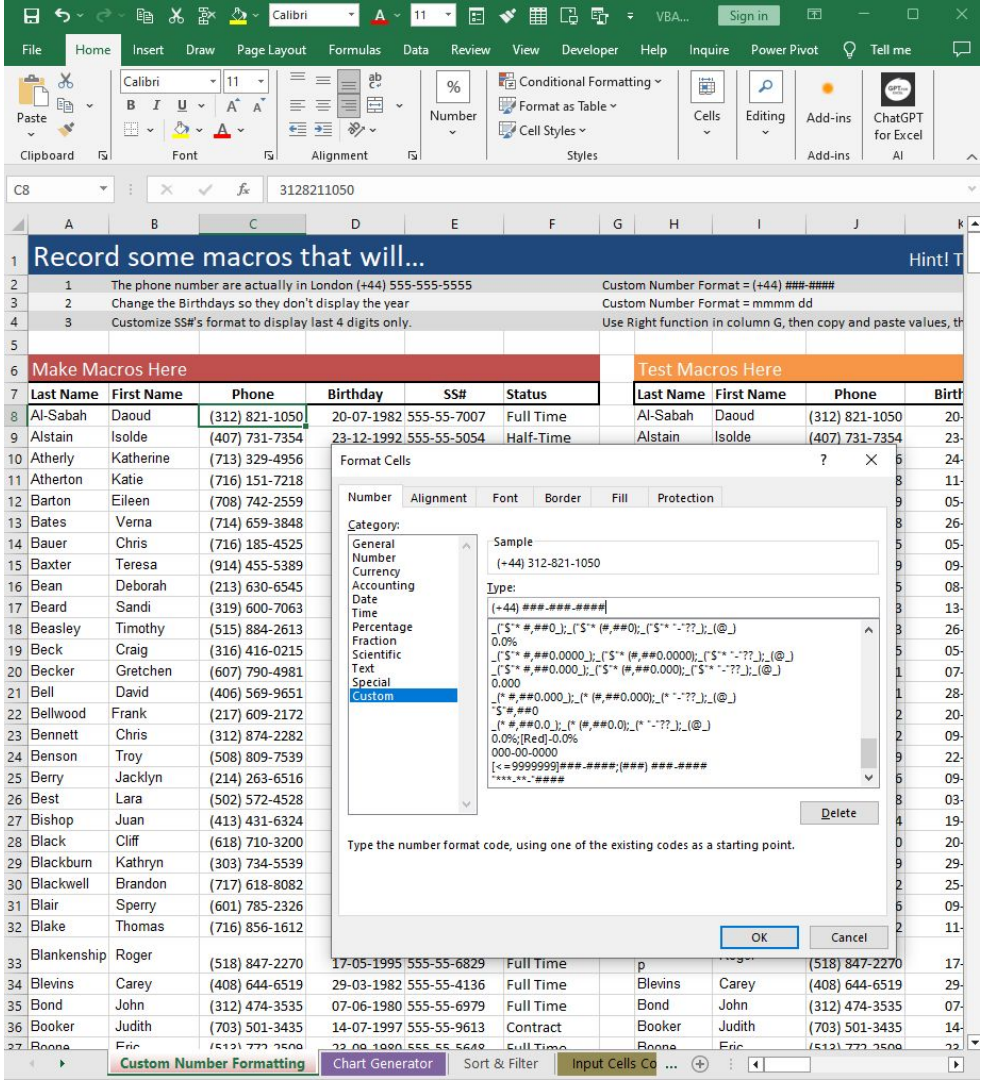
Click number format

Once done the macro

Stop it

And select full number

columns and use this macro



Make Macros Here

Last Name	First Name	Phone	Birthday	SS#	Status
Al-Sabah	Daoud	(+44) 312-821-1050	7/29/1982	555-55-7007	Full Time
Alstain	Isolde	(+44) 407-731-7354	12/23/1992	555-55-5054	Half-Time
Atherly	Katherine	(+44) 713-329-4956	12/24/1978	555-55-5623	Full-Time
Atherton	Katie	(+44) 716-151-7218	11/11/1983	555-55-6297	Full Time
Barton	Eileen	(+44) 708-742-2559	7/5/1977	555-55-4969	Full Time
Bates	Verna	(+44) 714-659-3848	4/26/1981	555-55-8597	Hourly
Bauer	Chris	(+44) 716-185-4525	7/5/1989	555-55-3641	Full Time
Baxter	Teresa	(+44) 914-455-5389	4/9/1976	555-55-3735	Full Time
Bean	Deborah	(+44) 213-630-6545	4/8/1976	555-55-7948	Contract
Beard	Sandi	(+44) 319-600-7063	11/13/1997	555-55-5341	Half-Time
Beasley	Timothy	(+44) 515-884-2613	3/26/1981	555-55-8716	Contract
Beck	Craig	(+44) 316-416-0215	10/5/1997	555-55-5046	Full Time
Becker	Gretchen	(+44) 607-790-4981	1/7/1978	555-55-5711	Full Time
Bell	David	(+44) 406-569-9651	5/28/1980	555-55-4290	Full Time
Bellwood	Frank	(+44) 217-609-2172	7/20/1981	555-55-1658	Full Time
Bennett	Chris	(+44) 312-874-2282	5/9/1996	555-55-8324	Full Time
Benson	Troy	(+44) 508-809-7539	9/22/1976	555-55-0235	Half-Time
Berry	Jacklyn	(+44) 214-263-6516	6/9/1976	555-55-5117	Contract
Best	Lara	(+44) 502-572-4528	5/3/1978	555-55-8538	Full Time
Bishop	Juan	(+44) 413-431-6324	3/19/1979	555-55-4360	Full Time
Black	Cliff	(+44) 618-710-3200	7/20/1981	555-55-8485	Full Time

security

Customize SS#'s format to display last 4 digits only.

Use Right function in column G, then copy and paste values, then copy and paste back in column E

Select one new column and do this

re					
ne	Phone	Birthday	SS#	Status	
	(+44) 312-821-1050	July 20	555-55-7007	Full Time	="***-**-"&RIGHT(E8,4)
	(+44) 407-731-7354	December 23	555-55-5054	Half-Time	
e	(+44) 713-329-4956	December 24	555-55-5623	Full-Time	
	(+44) 716-151-7218	November 11	555-55-6297	Full Time	
	(+44) 708-742-2559	July 05	555-55-4969	Full Time	
	(+44) 714-659-3848	April 26	555-55-8597	Hourly	
	(+44) 716-185-4525	July 05	555-55-3641	Full Time	
	(+44) 914-455-5389	April 09	555-55-3735	Full Time	
n	(+44) 213-630-6545	April 08	555-55-7948	Contract	
	(+44) 319-600-7063	November 13	555-55-5341	Half-Time	
	(+44) 515-884-2613	March 26	555-55-8716	Contract	
	(+44) 316-416-0215	October 05	555-55-5046	Full Time	
n	(+44) 607-790-4981	January 07	555-55-5711	Full Time	
	(+44) 406-569-9651	May 28	555-55-4290	Full Time	

After use that function

Then do autofill for current column

Then copy paste this to the original

Then stop record macro and use it

(why copy paste means directly it shows

absolute reference error)

Record some macros that will...

1	The phone number are actually in London (+44) 555-555-5555	Custom Number For
2	Change the Birthdays so they don't display the year	Custom Number For
3	Customize SS#'s format to display last 4 digits only.	Use Right function in

Make Macros Here

Last Name	First Name	Phone	Birthday	SS#	Status	
Al-Sabah	Daoud	(+44) 312-821-1050	July 20	***-**-7007	Full Time	***-**-7007
Alstain	Isolde	(+44) 407-731-7354	December 23	***-**-5054	Half-Time	***-**-5054
Atherly	Katherine	(+44) 713-329-4956	December 24	***-**-5623	Full-Time	***-**-5623
Atherton	Katie	(+44) 716-151-7218	November 11	***-**-6297	Full Time	***-**-6297
Barton	Eileen	(+44) 708-742-2559	July 05	***-**-4969	Full Time	***-**-4969
Bates	Verna	(+44) 714-659-3848	April 26	***-**-8597	Hourly	***-**-8597
Bauer	Chris	(+44) 716-185-4525	July 05	***-**-3641	Full Time	***-**-3641
Baxter	Teresa	(+44) 914-455-5389	April 09	***-**-3735	Full Time	***-**-3735
Bean	Deborah	(+44) 213-630-6545	April 08	***-**-7948	Contract	***-**-7948
Beard	Sandi	(+44) 319-600-7063	November 13	***-**-5341	Half-Time	***-**-5341
Beasley	Timothy	(+44) 515-884-2613	March 26	***-**-8716	Contract	***-**-8716
Beck	Craig	(+44) 316-416-0215	October 05	***-**-5046	Full Time	***-**-5046
Becker	Gretchen	(+44) 607-790-4981	January 07	***-**-5711	Full Time	***-**-5711
Bell	David	(+44) 406-569-9651	May 28	***-**-4290	Full Time	***-**-4290
Bellwood	Frank	(+44) 217-609-2172	July 20	***-**-1658	Full Time	***-**-1658
Bennett	Chris	(+44) 312-874-2282	May 09	***-**-8324	Full Time	***-**-8324
Benson	Troy	(+44) 508-809-7539	September 22	***-**-0235	Half-Time	***-**-0235
Berry	Jacklyn	(+44) 214-263-6516	June 09	***-**-5117	Contract	***-**-5117
Best	Lara	(+44) 502-572-4528	May 03	***-**-8538	Full Time	***-**-8538
Bishop	Juan	(+44) 413-431-6324	March 19	***-**-4360	Full Time	***-**-4360

Filter macros

Go to the sort and filter

Sheet.

Record macros

Then go to filter in data tab put filters

And click sort

And stop macros

	A	B	C	D	E	F
1	Record some macros that will...					
2	1	The phone number are actually in London (+44) 555-555-5555				Custom Num
3	2	Change the Birthdays so they don't display the year				Custom Num
4	3	Customize SS#'s format to display last 4 digits only.				Use Right fur
5						
6	Make Macros Here					
7	Last Name	First Name	Phone	Birthday	SS#	Status
8	Al-Sabah	Daoud	(+44) 312-821-1050	20-07-1982	***-**-1050	Full Time
9	Alstain	Isolde	(+44) 407-731-7354	23-12-1992	***-**-7354	Half-Time
10	Atherly	Katherine	(+44) 713-329-4956	24-12-1978	***-**-4956	Full-Time
11	Atherton	Katie	(+44) 716-151-7218	11-11-1983	***-**-7218	Full Time
12	Barton	Eileen	(+44) 708-742-2559	05-07-1977	***-**-2559	Full Time
13	Bates	Verna	(+44) 714-659-3848	26-04-1981	***-**-3848	Hourly
14	Bauer	Chris	(+44) 716-185-4525	05-07-1989	***-**-4525	Full Time
15	Baxter	Teresa	(+44) 914-455-5389	09-04-1976	***-**-5389	Full Time
16	Bean	Deborah	(+44) 213-630-6545	08-04-1976	***-**-6545	Contract
17	Beard	Sandi	(+44) 319-600-7063	13-11-1997	***-**-7063	Half-Time
18	Beasley	Timothy	(+44) 515-884-2613	26-03-1981	***-**-2613	Contract
19	Beck	Craig	(+44) 316-416-0215	05-10-1997	***-**-0215	Full Time
20	Becker	Gretchen	(+44) 607-790-4981	07-01-1978	***-**-4981	Full Time
21	Bell	David	(+44) 406-569-9651	28-05-1980	***-**-9651	Full Time
22	Bellwood	Frank	(+44) 217-609-2172	20-07-1981	***-**-2172	Full Time
23	Bennett	Chris	(+44) 312-874-2282	09-05-1996	***-**-2282	Full Time
24	Benson	Troy	(+44) 508-809-7539	22-09-1976	***-**-7539	Half-Time
25	Berry	Jacklyn	(+44) 214-263-6516	09-06-1976	***-**-6516	Contract
26	Best	Lara	(+44) 502-572-4528	03-05-1978	***-**-4528	Full Time
27	Bishop	Juan	(+44) 413-431-6324	19-03-1979	***-**-6324	Full Time
28	Black	Cliff	(+44) 618-710-3200	20-07-1981	***-**-3200	Full Time
29	Blackburn	Kathryn	(+44) 303-734-5539	29-06-1983	***-**-5539	Full Time
30	Blackwell	Brandon	(+44) 717-618-8082	25-12-1994	***-**-8082	Full Time
31	Blair	Sperry	(+44) 601-785-2326	09-11-1981	***-**-2326	Full Time
32	Blake	Thomas	(+44) 716-856-1612	11-04-1991	***-**-1612	Contract

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do...

From Access | From Web | From Text | From Other Sources | Existing Connections | New Query | Show Queries | From Table | Recent Sources | Refresh All | Connections | Properties | Edit Links | Sort | Filter | Clear | Reapply | Advanced | Text to Columns | Flash Fill | Remove Duplicates | Data Validation | Consolidate | Relationships | Manage Data Model | What-If Analysis | Forecast Sheet

Get External Data | Get & Transform | Connections | Sort & Filter | Data Tools | Forecast

D39 555-55-7007

	A	B	C	D	E	F	G	H
25	Atherton	Katie	Quality Control	555-55-6297	(716) 151-7218	11/11/1983	Full Time	35.52
26	Atherly	Katherine	Operations	555-55-5623	(713) 329-4956	12/24/1978	Full-Time	37.61
27	Corwick	Judy	Manufacturing	555-55-3593	(316) 407-8104	1/7/1978	Contract	39.63
28	Gonzales	Joe	Manufacturing	555-55-5451	(518) 529-5649	11/11/1983	Full Time	38.35
29	Chang	Jessica	Manufacturing	555-55-5738	(707) 440-2150	9/22/1976	Full Time	39.68
30	Fontaine	Jean	Professional Training Group	555-55-4014	(704) 186-8104	4/9/1976	Half-Time	31.66
31	Miller	Janet	Quality Assurance	555-55-				
32	Alstain	Isolde	Process Development	555-55-				
33	Smith	Howard	Operations	555-55-				
34	Scote	Gail	Manufacturing	555-55-				
35	Bellwood	Frank	Manufacturing	555-55-				
36	Boughton	Frank	Peptide Chemistry	555-55-				
37	Smith	Ellen	Project & Contract Services	555-55-				
38	Barton	Eileen	Manufacturing	555-55-				
39	Al-Sabah	Daoud	Quality Assurance	555-55-				
40	Cronwith	Brent	Project & Contract Services	555-55-				
41	Tate	Zachary	Peptide Chemistry	555-55-				
42	Randall	Yvonne	Peptide Chemistry	555-55-				
43	Ward	Williams	Project & Contract Services	555-55-				
44	Clark	William	Quality Assurance	555-55-				
45	Clay	William	Project & Contract Services	555-55-				
46	Frank	William	Process Development	555-55-6164	(901) 587-6028	5/28/1980	Full Time	33.49
47	Hensley	William	Project & Contract Services	555-55-0671	(317) 344-1810	5/28/1980	Full Time	34.43

Sort

Add Level | Delete Level | Copy Level | Options... | My data has headers

Column	Sort On	Order
Sort by Department	Values	A to Z
Then by Last Name	Values	A to Z

OK | Cancel

Again ,

Go to the sort and filter

Sheet.

Record macros

Then go to filter in data tab put filters

And click sort

And stop macros

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

Get External Data: From Access, From Web, From Text, From Other Sources, Existing Connections
Get & Transform: New Query, Show Queries, From Table, Recent Sources
Connections: Refresh All, Connections, Properties, Edit Links
Sort & Filter: Sort, Filter, Clear, Reapply, Advanced
Data Tools: Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate, Relationships, Manage Data Model
Forecast: What-If Analysis, Forecast Sheet
Outline: Group, Ungroup

D9 | 555-55-6829

Last Nam	First Nam	Department	SS#	Phone	Birthda	Status	Hours Worke
Bruce	Kevin	ADC	555-55-6129	(602) 629-9247	10/5/1997	Half-Time	30.27
Cameron	John	ADC	555-55-6374	(702) 129-9076	2/20/1983	Full Time	35.70
Castro	Christopher	ADC	555-55-0949	(716) 204-2331	5/28/1980	Contract	37.75
Hutchinson	Robin	ADC					
Lynch	Scott	ADC					
Blankenship	Roger	Admin Trai					
Cochran	Andrea	Admin Trai					
Curtis	Patrick	Admin Trai					
Estrada	Joan	Admin Trai					
Foster	Blane	Admin Trai					
Gibbs	Debra	Admin Trai					
Graves	Michael	Admin Trai					
Guerra	Karen	Admin Trai					
Harrington	Aron	Admin Trai					
Marshall	Anita	Admin Trai					
Melton	Scott	Admin Trai					
Owens	Dwight	Admin Trai					
Paul	Michael	Admin Training					
Shelton	Donna	Admin Training	555-55-2222	(212) 663-2360	7/5/1989	Full Time	32.01
Snyder	Duane	Admin Training	555-55-1464	(409) 281-4530	7/14/1997	Full Time	34.22
Walker	Mike	Admin Training	555-55-4784	(305) 398-6051	1/7/1978	Contract	31.23
Zoeller	Melissa	Admin Training	555-55-2474	(201) 835-9862	2/16/1978	Full Time	33.37

Sort

Add Level | Delete Level | Copy Level | Options... | My data has headers

Column	Sort On	Order
Sort by: Status	Values	A to Z
Then by: First Name	Values	A to Z

OK | Cancel

Make some macros that will:

Sort

1. by Department, then by Last Name
2. by Status, then by First Name

Filter

1. by "Operations" Department, then by "Full-Time" Status
2. By Folks who worked between 35 and 40 Hours.
3. Clear Filter

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

Visual Basic | Macros | Record Macro | Use Relative References | Macro Security (Code)

Add-ins | Excel Add-ins | COM Add-ins (Add-ins)

Insert | Design Mode | Properties | View Code | Run Dialog

Source | Map Properties | Expansion Packs | Refresh Data | Import | Export (XML)

Form Controls

ActiveX Controls

D9 | 555-55-1793

	A	B	C	SS#	Phone	Birthda	Status	Hours Worke
3	Last Nam	First Nam	Department					
4	Stevens	Andrew	Engineering/Maintenance	555-55-7459	(804) 553-6623	4/8/1976	Contract	30.85
5	Higgins	Angela	Project & Contract Services	555-55-1920	(414) 625-9106	12/25/1994	Contract	36.67
6	Flores	Angela	Quality Assurance	555-55-1517	(211) 579-6953	10/1/1988	Contract	32.86
7	Elliott	Anthony	Project & Contract Services	555-55-8637	(701) 499-8145	7/20/1981	Contract	37.26
8	Goodwin	April	Quality Control	555-55-9105	(913) 656-3683	4/9/1976	Contract	33.06
9	Byrd	Asa	Engineering/Maintenance	555-55-1793	(202) 125-9179	5/17/1995	Contract	39.22
.0	Small	Athanasios	Manufacturing	555-55-0186	(303) 845-1642	7/20/1981	Contract	33.38
.1	Spencer	Boyd	Quality Control	555-55-7504	(815) 644-3692	5/20/1989	Contract	31.95
.2	Rhodes	Brenda	Major Mfg Projects	555-55-2883	(512) 318-2167	5/17/1995	Contract	38.33
.3	Duran	Brian	Logistics	555-55-5919	(412) 865-1774	11/13/1997	Contract	35.35

Sort Dept and Last

SortStatusFirst

Last Nam	First Nam	Department	SS#	Phone	Birthda	Status	Hours Worke
Stevens	Andrew	Engineering/Maintenance	555-55-7459	(804) 553-6623	4/8/1976	Contract	30.85
Higgins	Angela	Project & Contract Services	555-55-1920	(414) 625-9106	12/25/1994	Contract	36.67
Flores	Angela	Quality Assurance	555-55-1517	(211) 579-6953	10/1/1988	Contract	32.86

Lock and unlock cells(input cell protect)

Go to the input cells

Sheet.

Record macros

Then go to developer for record macro

Then go to home tab click find and select

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

C10 | 23

Our Company

Employee Payroll

Record a Macro that:

1. Find all cells with Number Constants
2. Formats them with a fill color
3. Unlock them
4. Protects the Sheet

Tax Rate	12.50%
OT Rate	$25.00

Last Name	First Name	Rate ($)	Reg. Hours	OT Hours	Reg Pay	OT Pay	Total Pay	Taxes Withheld	Net pay
Smith	Brian	$ 23.00	40.00	5.00	$ 920.00	$ 125.00	$ 1,045.00	$ 130.63	$ 914.38
Johnson	Brittany	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Mickeley	Annie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Houser	Gregory	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56
Jackson	Jarred	$ 16.00	40.00	3.75	$ 640.00	$ 93.75	$ 733.75	$ 91.72	$ 642.03
Potter	Sarah	$ 12.50	40.00	6.00	$ 500.00	$ 150.00	$ 650.00	$ 81.25	$ 568.75
Scott	Zachary	$ 12.50	38.50	0.00	$ 481.25	$ -	$ 481.25	$ 60.16	$ 421.09
Butler	Angela	$ 14.00	40.00	5.00	$ 560.00	$ 125.00	$ 685.00	$ 85.63	$ 599.38
Jones	Annie	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Henderson	Odie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Hawkins	Barbara	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56

Find...
Replace...
Go To...
Go To Special...
Formulas
Comments
Conditional Formatting
Constants
Data Validation
Select Objects
Selection Pane...

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

C10 | 23

Our Company

Employee Payroll

Record a Macro that:

1. Find all cells with Number Constants
2. Formats them with a fill color
3. Unlock them
4. Protects the Sheet

Tax Rate	12.50%
OT Rate	$25.00

Last Name	First Name	Rate ($)	Reg. Hours	OT Hours	Reg Pay	OT Pay	Total Pay	Taxes Withheld	Net pay
Smith	Brian	$ 23.00	40.00	5.00	$ 920.00	$ 125.00	$ 1,045.00	$ 130.63	$ 914.38
Johnson	Brittany	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Mickeley	Annie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Houser	Gregory	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56
Jackson	Jarred	$ 16.00	40.00	3.75	$ 640.00	$ 93.75	$ 733.75	$ 91.72	$ 642.03
Potter	Sarah	$ 12.50	40.00	6.00	$ 500.00	$ 150.00	$ 650.00	$ 81.25	$ 568.75
Scott	Zachary	$ 12.50	38.50	0.00	$ 481.25	$ -	$ 481.25	$ 60.16	$ 421.09
Butler	Angela	$ 14.00	40.00	5.00	$ 560.00	$ 125.00	$ 685.00	$ 85.63	$ 599.38
Jones	Annie	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Henderson	Odie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Hawkins	Barbara	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56
White	Darlene	$ 12.50	40.00	6.00	$ 500.00	$ 150.00	$ 650.00	$ 81.25	$ 568.75
Douglas	Tracey	$ 12.50	38.50	0.00	$ 481.25	$ -	$ 481.25	$ 60.16	$ 421.09
Evans	Michelle	$ 14.00	40.00	5.00	$ 560.00	$ 125.00	$ 685.00	$ 85.63	$ 599.38

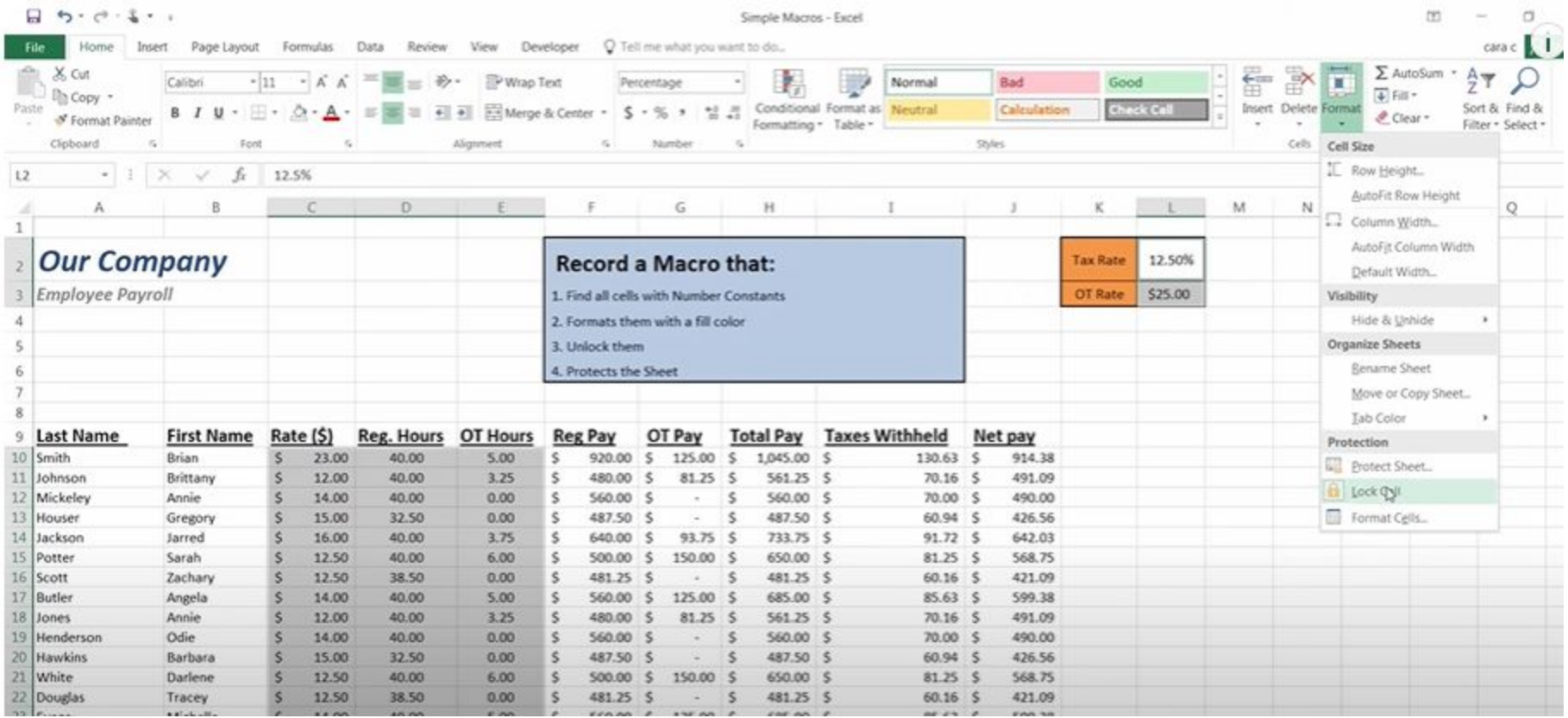
Go To Special

Select

- Comments
- Constants
- Formulas
  - Numbers
  - Text
  - Logicals
  - Errors
- Blanks
- Current region
- Current array
- Objects
- Row differences
- Column differences
- Precedents
- Dependents
  - Direct only
  - All levels
- Last cell
- Visible cells only
- Conditional formats
- Data validation
  - All
  - Same

OK | Cancel

Then unlock this



Select rate,reg hours and ot hours

And format as one color

Then go to format

Click protect sheet without password

Simple Macros - Excel

Our Company

Employee Payroll

Record a Macro that:

1. Find all cells with Number Constants
2. Formats them with a fill color
3. Unlock them
4. Protects the Sheet

Tax Rate	12.50%
OT Rate	$25.00

Last Name	First Name	Rate ($)	Reg. Hours	OT Hours	Reg Pay	OT Pay	Total Pay	Taxes Withheld	Net pay
Smith	Brian	$ 23.00	40.00	5.00	$ 920.00	$ 125.00	$ 1,045.00	$ 130.63	$ 914.38
Johnson	Brittany	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Mickeley	Annie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Houser	Gregory	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56
Jackson	Jarred	$ 16.00	40.00	3.75	$ 640.00	$ 93.75	$ 733.75	$ 91.72	$ 642.03
Potter	Sarah	$ 12.50	40.00	6.00	$ 500.00	$ 150.00	$ 650.00	$ 81.25	$ 568.75
Scott	Zachary	$ 12.50	38.50	0.00	$ 481.25	$ -	$ 481.25	$ 60.16	$ 421.09
Butler	Angela	$ 14.00	40.00	5.00	$ 560.00	$ 125.00	$ 685.00	$ 85.63	$ 599.38
Jones	Annie	$ 12.00	40.00	3.25	$ 480.00	$ 81.25	$ 561.25	$ 70.16	$ 491.09
Henderson	Odie	$ 14.00	40.00	0.00	$ 560.00	$ -	$ 560.00	$ 70.00	$ 490.00
Hawkins	Barbara	$ 15.00	32.50	0.00	$ 487.50	$ -	$ 487.50	$ 60.94	$ 426.56
White	Darlene	$ 12.50	40.00	6.00	$ 500.00	$ 150.00	$ 650.00	$ 81.25	$ 568.75

Cell Size
Row Height...
AutoFit Row Height
Column Width...
AutoFit Column Width
Default Width...
Visibility
Hide & Unhide
Organize Sheets
Rename Sheet
Move or Copy Sheet...
Tab Color
Protection
Protect Sheet...
Lock Cell
Format Cells...

Stop record the macro

Then goto test sheet

Use this protect macro

Other cells are locked while entering data

Only the colored cell only access to modify the data

Simple Macros - Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

Record Macro | Use Relative References | Macro Security | Visual Basic | Macros | Code | Add-ins | Excel Add-ins | COM Add-ins | Add-ins | Insert | Design Mode | Properties | View Code | Run Dialog | Controls | Source | Map Properties | Expansion Packs | Refresh Data | Import | Export | XML

F12 | TL's

Macro for Input Cells & Sheet Protection

Weight / M ?		145
Length (inches) ?		66.00
Per pound price	$	0.340
Freight ?		
Qty per 40' cntr =		54,357
# of plts ?		17
Pieces / skid =		3,197.49
# of plts ?		18
Pieces / skid =		3,019.85
Mixed/combination loads		

Weight A		
Wt/M ?		140
Length ?		72
Qty ?		12,144
Net =		10,200.96

PRICE	USD
	$ 0.271
Freight =	$ (0.271)
C&F =	
Load	Qty ?
Info	TL's
Round	TL's
Round QTY	
Net Wt.	Gros Wt.
43,350	44,370

Weight B	
Wt/M ?	140
Length ?	66
Qty ?	43,056
Lbs Net =	33,153.12

	TL Cx
Cntr cost	$ 14,805
Per unit freight cost	
Incl. freight	$ -
74,426	
1.37	
2.00	
108,715	

Weigth A+B	43,354	Lbs

%	FOB	C&F
1	$ 0.2739	$ 0.003
2	$ 0.2766	$ 0.005
3	$ 0.2793	$ 0.008
4	$ 0.2820	$ 0.011
5	$ 0.2847	$ 0.014
6	$ 0.2874	$ 0.016
7	$ 0.2901	$ 0.019
8	$ 0.2928	$ 0.022
9	$ 0.2956	$ 0.024
10	$ 0.2983	$ 0.027
11	$ 0.3010	$ 0.030
12	$ 0.3037	$ 0.033
13	$ 0.3064	$ 0.035
14	$ 0.3091	$ 0.038
15	$ 0.3118	$ 0.041

Conversi

cm

inches

Order Inf

Px

Qty

$ Am

$ Am

	Weights	
per piece	0.798	Lbs
per 1000	797.500	Lbs

Macro

Macro name: InputCellFormatProtect

ClearmyFilter
CopyandPasteValue
Filter35to40
FilterOpandFullTime
FilterOperationsFullTime
Highlight_Value_Cells
Hours35to40
InputCellFormatProtect
PROPERRemoveTRIM
SortDeptLast
SortDeptthenLast
SortStatusFirst

Macros in: All Open Workbooks

Description

Run | Step Into | Edit | Create | Delete | Options... | Cancel

Simple Macros - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me what you want to do...

Visual Basic | Macros | Record Macro | Use Relative References | Macro Security (Code)
Add-ins | Excel Add-ins | COM Add-ins (Add-ins)
Insert | Design Mode | Properties | View Code | Run Dialog (Controls)
Source | Map Properties | Expansion Packs | Refresh Data | Import | Export (XML)

Macro for Input Cells & Sheet Protection

Weight / M ?		145
Length (inches) ?		66.00
Per pound price		$ 0.340
Freight ?		
Qty per 40' cntr =		54,357
# of plts ?		17
Pieces / skid =		3,197.49
# of plts ?		18
Pieces / skid =		3,019.85
Mixed/combination loads		

PRICE	USD
	$ 0.271
Freight =	$ (0.271)
C&F =	
Load	
Info	
Round	
Round QTY	
Net Wt.	
43,350	44,370

	TL Cx
Cntr cost	$ 14,805
Per unit freight cost	

%	FOB	C&F
1	$ 0.2739	$ 0.003
2	$ 0.2766	$ 0.005
3	$ 0.2793	$ 0.008
4	$ 0.2820	$ 0.011
5	$ 0.2847	$ 0.014
12	$ 0.3037	$ 0.033
13	$ 0.3064	$ 0.035
14	$ 0.3091	$ 0.038
15	$ 0.3118	$ 0.041

Conversions

	Metric	US	
cm	200	78.74	inches
	US	Metric	
inches	0.185	0.47	cm

0.271	each	
4,426	pcs	
0,181	Net	
-	Gross	

Microsoft Excel

The cell or chart you're trying to change is on a protected sheet. To make a change, unprotect the sheet. You might be requested to enter a password.

OK

Weight A	
Wt/M ?	140
Length ?	72
Qty ?	12,144
Net =	10,200.96

Weight B		
	Wt/M ?	140
	Length ?	66
	Qty ?	43,056
Lbs	Net =	33,153.12

Weight C	
Wt/M ?	190
Length ?	26.25
Qty ?	8,000
Net =	3,325.00

Weight D		
	Wt/M ?	190
	Length ?	24.5
	Qty ?	3,000
Lbs	Net =	1,163.75

Weigth A+B	43,354	Lbs
Weigth C+D	4,489	Lbs

	Weights	
per piece	0.798	Lbs
per 1000	797.500	Lbs
enter pallet qty	17	plts
pcs per plt	3,197	pcs
weight per plt	2,550	Lbs

VBA scripting

Go to developer tab

Insert a module in a vba editor

Simple Workbook - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me... | cara c | Share

Visual Basic | Macros | Code
Add-ins | Excel Add-ins | COM Add-ins | Add-ins
Insert | Design Mode | Properties | View Code | Run Dialog | Controls
Source | Map Properties | Expansion Packs | Refresh Data | Import | Export | XML

B2 | Something that matters

Something that matters

Microsoft Visual Basic for Applications - Simple Workbook.xlsx

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

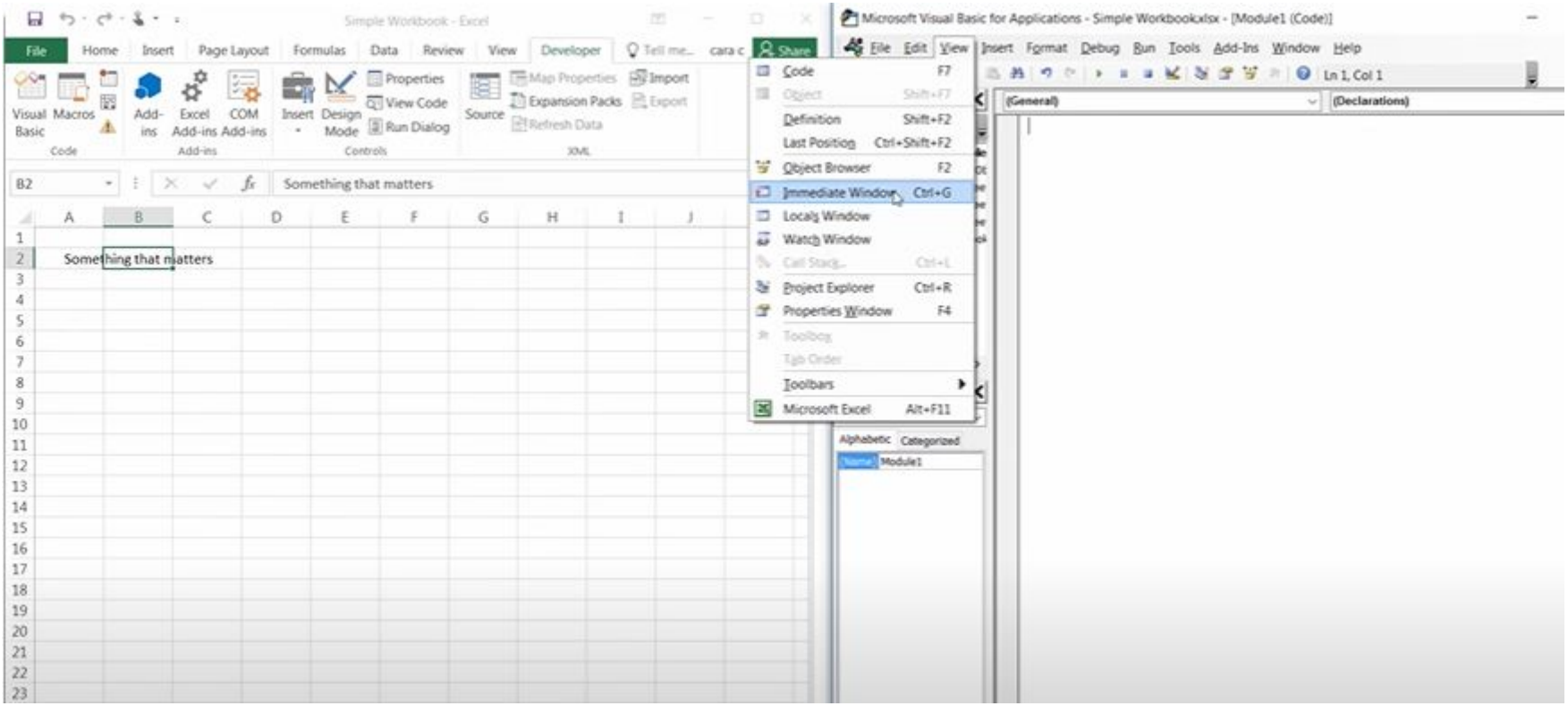
Project - VBAProject

VBAProject (Simple
Microsoft Excel Ob
Sheet1 (Shee
Sheet2 (Shee
Sheet3 (Shee
ThisWorkbook

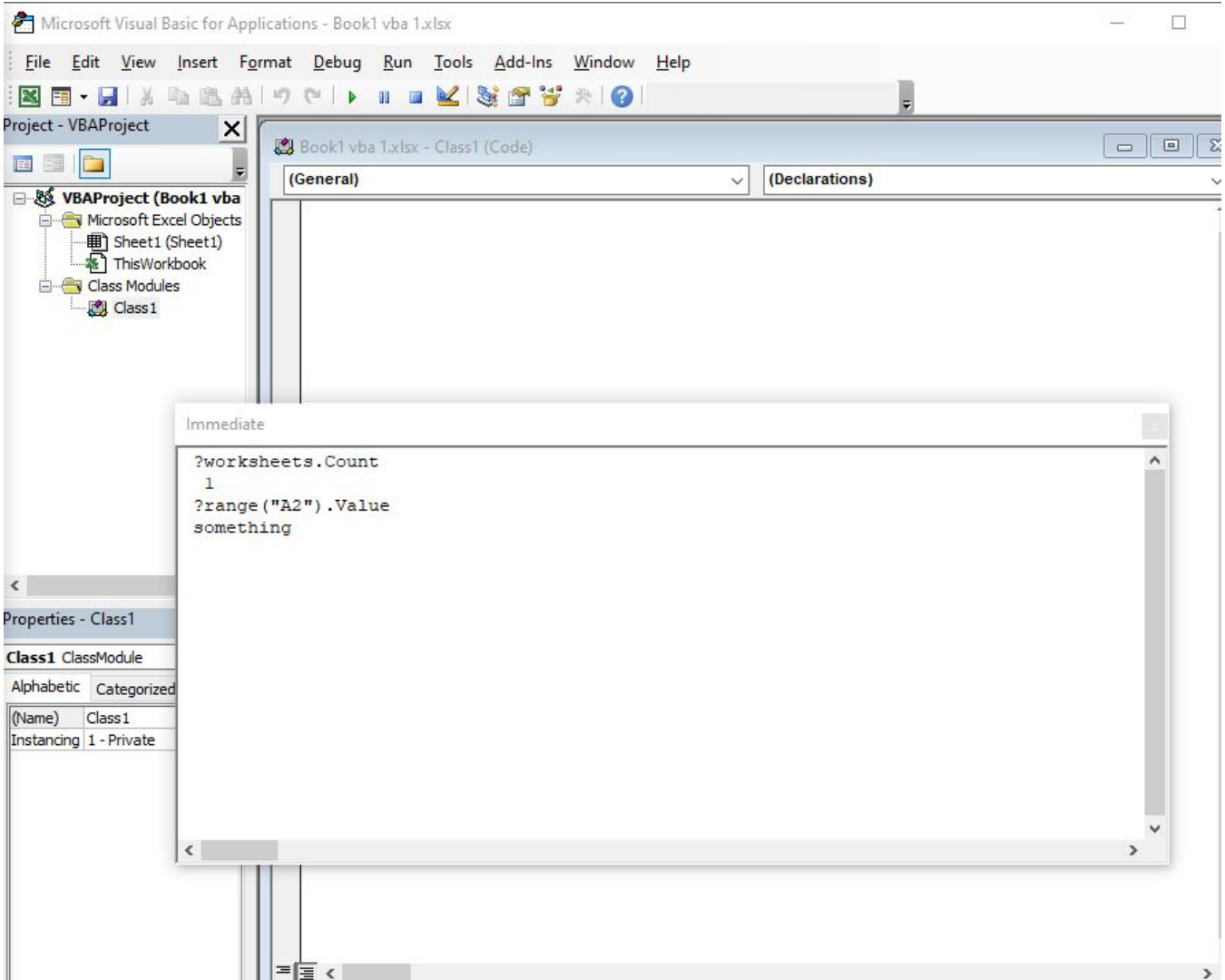
Properties

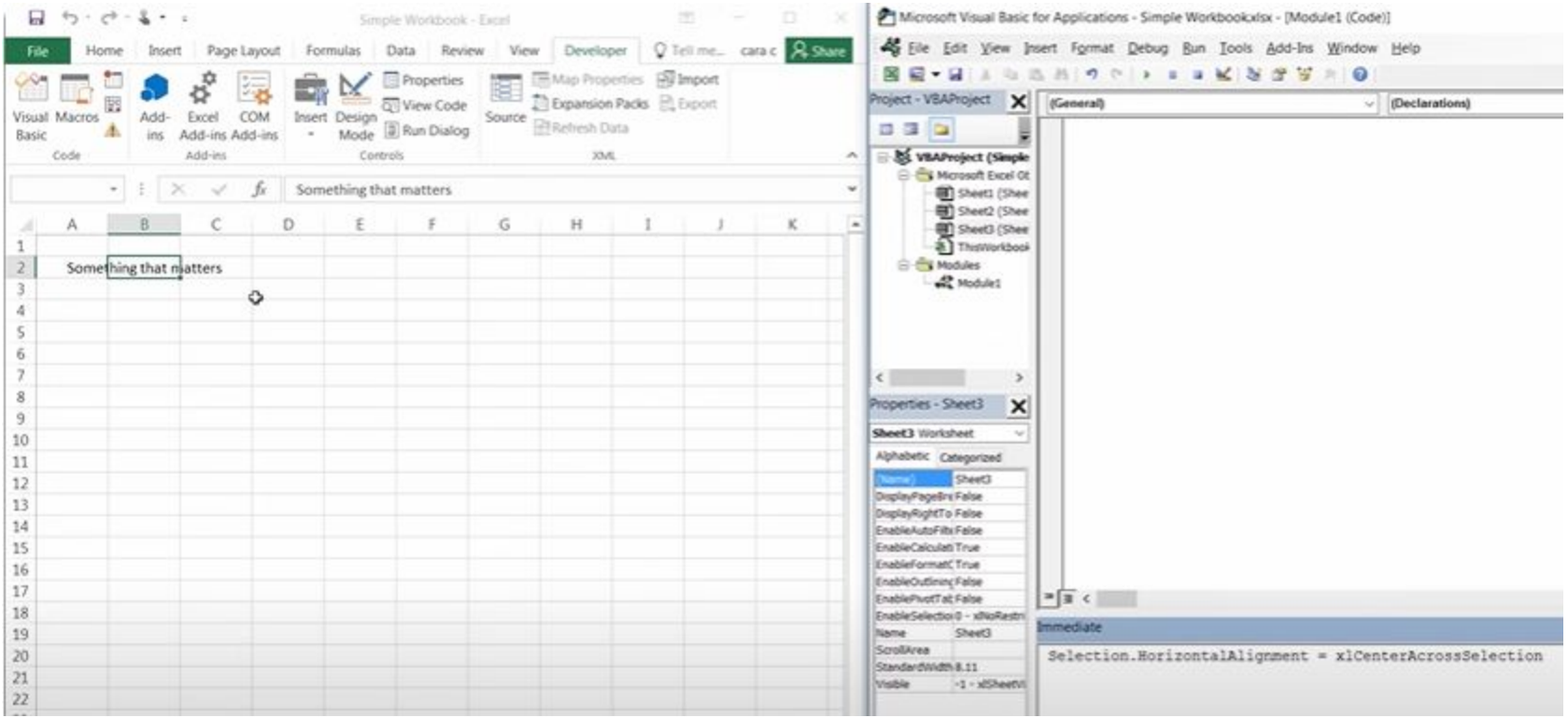
habetic | Categorized

Go to view in vba
Choose immediate window
For run little codes and ask questions

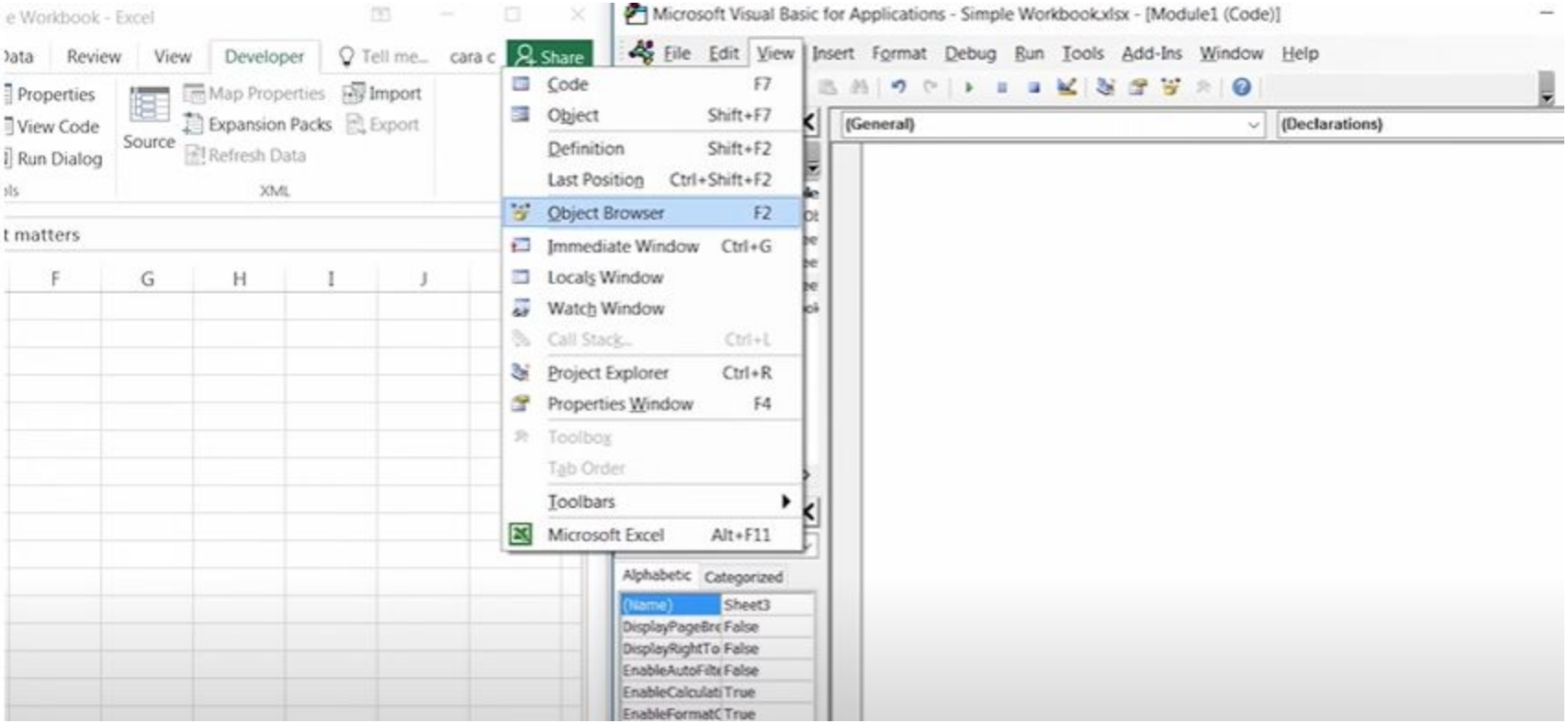

Simple Workbook - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me...
Share
Visual Basic
Macros
Add-ins
Excel Add-ins
COM Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
Code
Add-ins
Controls
XML
B2
Something that matters
Something that matters
Microsoft Visual Basic for Applications - Simple Workbook.xlsx - [Module1 (Code)]
File
Edit
View
Insert
Format
Debug
Run
Tools
Add-Ins
Window
Help
Ln 1, Col 1
(General)
(Declarations)
Code F7
Object Shift+F7
Definition Shift+F2
Last Position Ctrl+Shift+F2
Object Browser F2
Immediate Window Ctrl+G
Locals Window
Watch Window
Call Stack... Ctrl+L
Project Explorer Ctrl+R
Properties Window F4
Toolbox
Tab Order
Toolbars
Microsoft Excel Alt+F11
Alphabetic
Categorized
Module1

examples

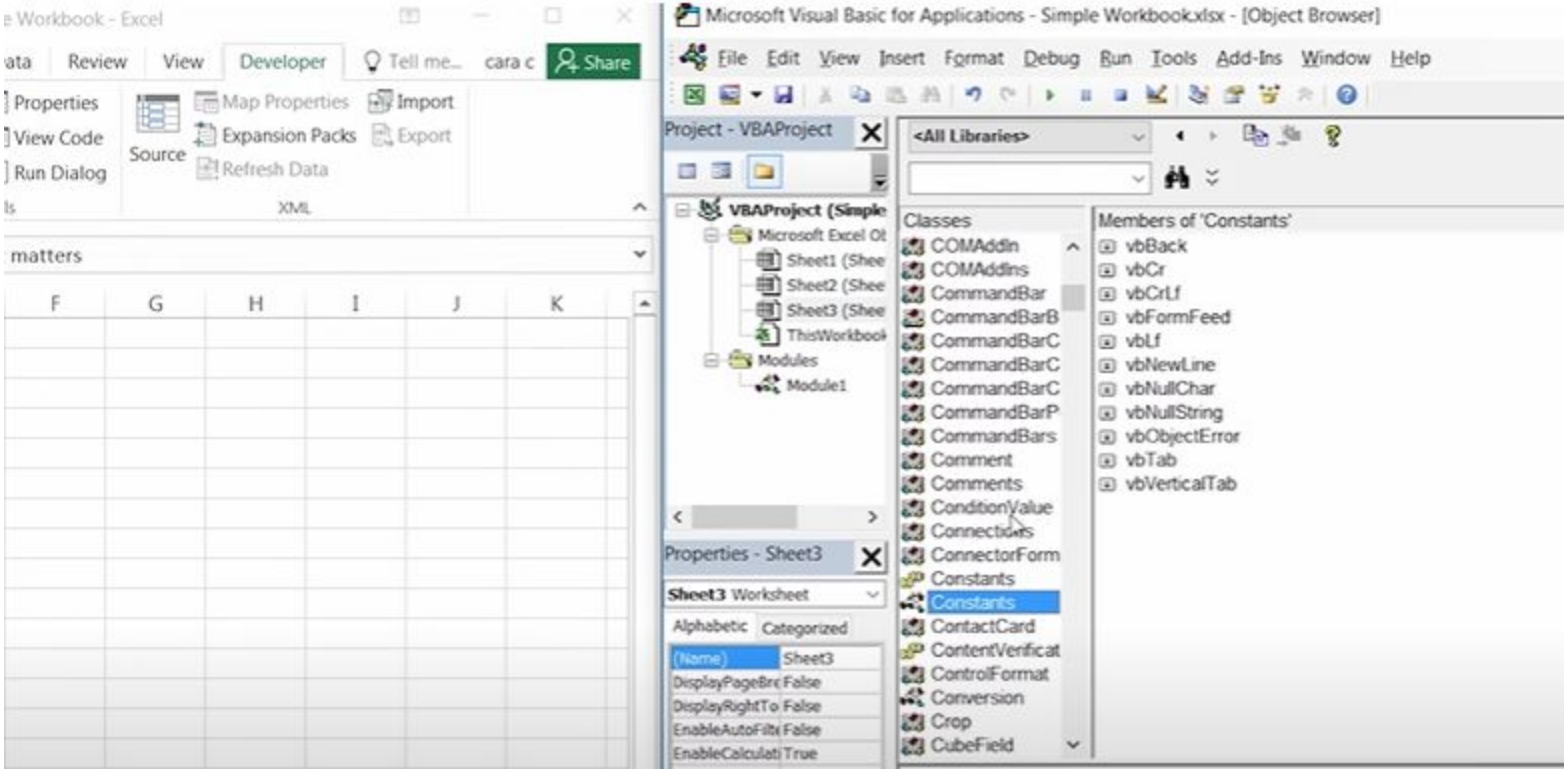

Microsoft Visual Basic for Applications - Book1 vba 1.xlsx
File Edit View Insert Format Debug Run Tools Add-Ins Window Help
Project - VBAProject
VBAProject (Book1 vba
Microsoft Excel Objects
Sheet1 (Sheet1)
ThisWorkbook
Class Modules
Class1
Book1 vba 1.xlsx - Class1 (Code)
(General)
(Declarations)
Immediate
?worksheets.Count
1
?range("A2").Value
something
Properties - Class1
Class1 ClassModule
Alphabetic
Categorized
(Name)
Class1
Instancing
1 - Private


Simple Workbook - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me...
cara c
Share
Visual Basic
Macros
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
Something that matters
Something that matters
Microsoft Visual Basic for Applications - Simple Workbook.xlsx - [Module1 (Code)]
File Edit View Insert Format Debug Run Tools Add-Ins Window Help
Project - VBAProject
VBAProject (Simple
Microsoft Excel Ob
Sheet1 (Shee
Sheet2 (Shee
Sheet3 (Shee
ThisWorkbook
Modules
Module1
Properties - Sheet3
Sheet3 Worksheet
Alphabetic
Categorized
(Name) Sheet3
DisplayPageBre False
DisplayRightTo False
EnableAutoFilt False
EnableCalculati True
EnableFormatC True
EnableOutlining False
EnablePivotTab False
EnableSelectio 0 - xlNoRestri
Name Sheet3
ScrollArea
StandardWidth 8.11
Visible -1 - xlSheetVi
(General)
(Declarations)
Immediate
Selection.HorizontalAlignment = xlCenterAcrossSelection

Oject browser



Just check the libraries you have



Mannual record vs vba

Go to font style sheet

Record macro

1. Font Styles - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me... | cara c | Share

Visual Basic | Macros | Code | Add-ins | Excel Add-ins | COM Add-ins | Add-ins | Insert | Design | Properties | View Code | Source | Map Properties | Expansion Packs | Import | Export

A1

	A	B	C
1	Our Global Company		
2	Financial Report		
3	Third Quarter		
4			
5	**Revenues (000s):**		
6		Widget sales:	$
7		Training:	$
8		Consulting:	$
9		Investments:	$
10		Rental income:	$ 235
11			
12	**Total revenues:**		$ 1,829
13			
14	**Expenses (000s):**		
15		Salaries:	$ 842
16		Materials:	$ 245
17		Taxes:	$ 15

Record Macro

Macro name: TimesNewRoman

Shortcut key: Ctrl+ T

Store macro in: This Workbook

Description:

OK | Cancel

Microsoft Visual Basic for Applications - 1. Font Styles.xlsx

File | Edit | View | Insert | Format | Debug | Run | Tools | Ad

Project - VBAProject

VBAProject (1. Fon
Microsoft Excel Ob
Sheet1 (Third
ThisWorkbook

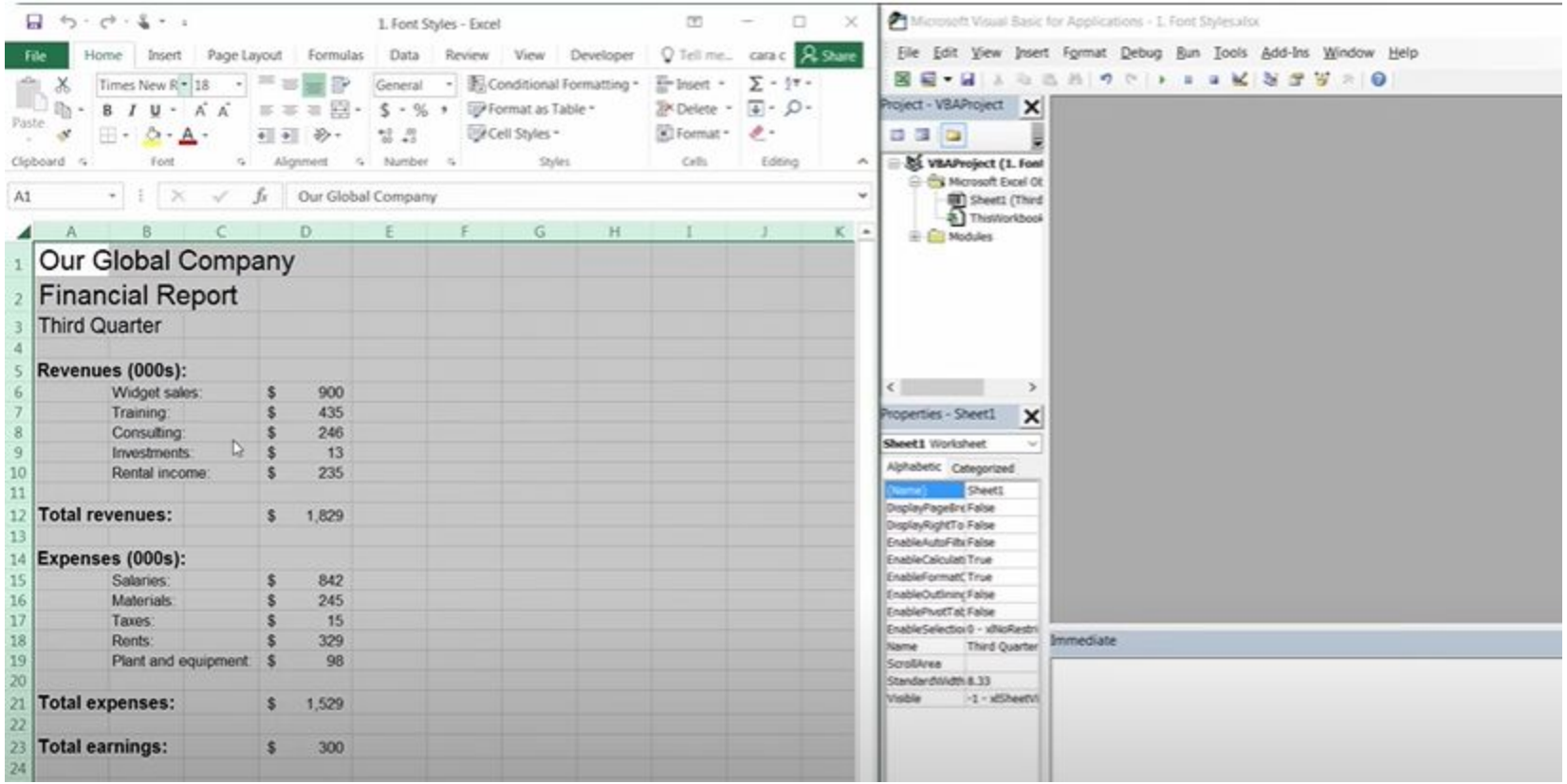
Properties - Sheet1

Sheet1 Worksheet

Alphabetic | Categorized

(Name)	Sheet1
DisplayPageBre	False
DisplayRightTo	False
EnableAutoFilt	False
EnableCalculati	True
EnableFormatC	True
EnableOutlinin	False
EnablePivotTab	False

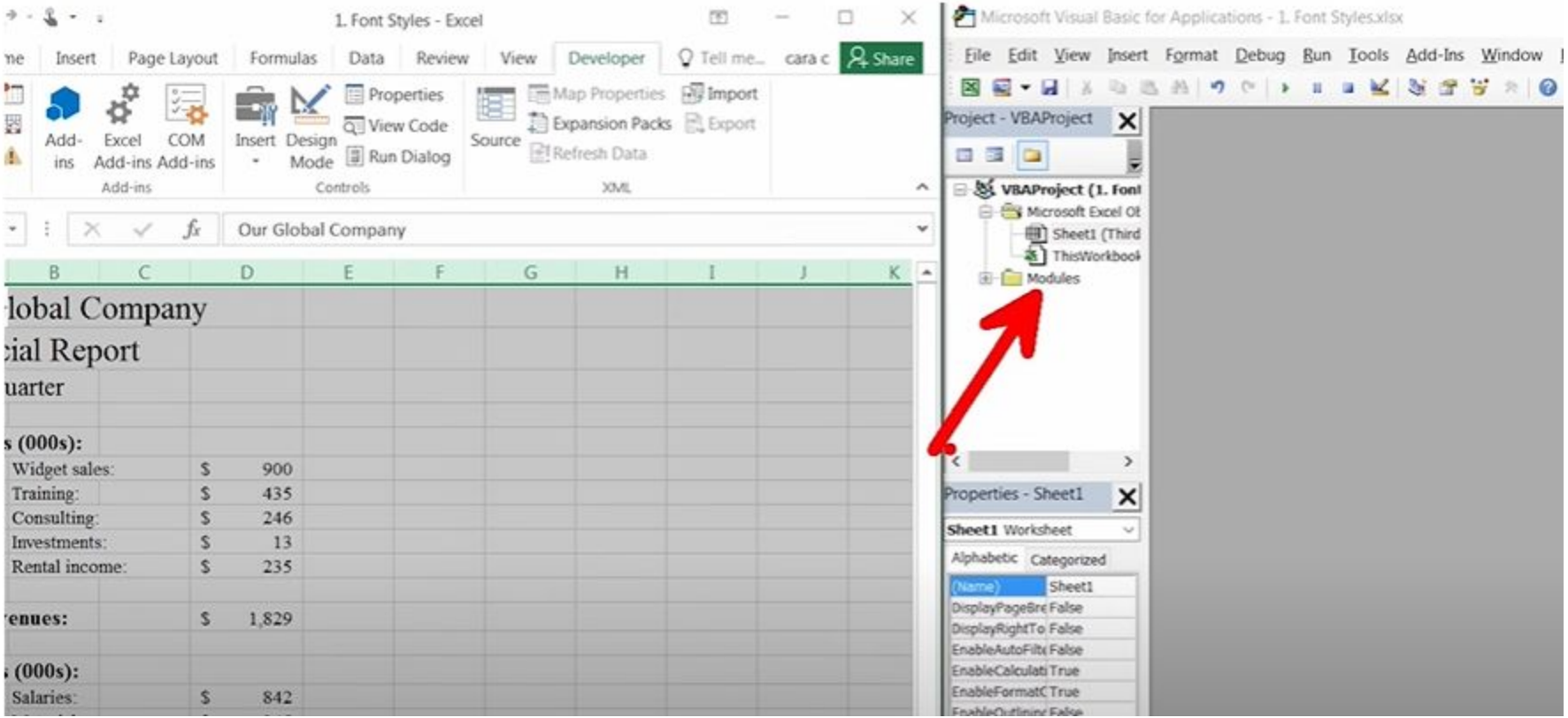
Then select entire sheet and change font as times new roman



After change the font style

Select first cell and stop recording

After this, see ,automatically one module folder added in vba window


1. Font Styles - Excel
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me...
cara c
Share
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
Our Global Company
B
C
D
E
F
G
H
I
J
K
lobal Company
cial Report
uarter
s (000s):
Widget sales: $ 900
Training: $ 435
Consulting: $ 246
Investments: $ 13
Rental income: $ 235
enues: $ 1,829
s (000s):
Salaries: $ 842
Microsoft Visual Basic for Applications - 1. Font Styles.xlsx
File
Edit
View
Insert
Format
Debug
Run
Tools
Add-Ins
Window
Project - VBAProject
VBAProject (1. Fonl
Microsoft Excel Ol
Sheet1 (Third
ThisWorkbook
Modules
Properties - Sheet1
Sheet1 Worksheet
Alphabetic
Categorized
(Name) Sheet1
DisplayPageBre False
DisplayRightTo False
EnableAutoFilt False
EnableCalculati True
EnableFormatC True

1. Font Styles - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Tell me... | cara c | Share

Visual Basic | Macros | Add-ins | Excel Add-ins | COM Add-ins | Insert | Design | Properties | View Code | Source | Map Properties | Expansion Packs | Import | Export

Code | Add-ins

A1

	A	B	C
1	Our Global Company		
2	Financial Report		
3	Third Quarter		
4			
5	**Revenues (000s):**		
6		Widget sales:	$
7		Training:	$
8		Consulting:	$
9		Investments:	$
10		Rental income:	$ 235
11			
12	**Total revenues:**		$ 1,829
13			
14	**Expenses (000s):**		
15		Salaries:	$ 842
16		Materials:	$ 245
17		Taxes:	$ 15
18		Rents:	$ 329
19		Plant and equipment:	$ 98
20			
21	**Total expenses:**		$ 1,529
22			
23	**Total earnings:**		$ 300
24			

Record Macro

Macro name: Verdana

Shortcut key: Ctrl+

Store macro in: This Workbook

Description:

OK | Cancel

Microsoft Visual Basic for Applications - 1. Font Styles.xlsx - [Module1 (Code)]

File | Edit | View | Insert | Format | Debug | Run | Tools | Add-Ins | Window | Help

Ln 21, Col 1

Project - VBAProject

VBAProject (1. Fonl
Microsoft Excel Ob
Sheet1 (Third
ThisWorkbook
Modules
Module1

Properties - Sheet1

Sheet1 Worksheet

Alphabetic | Categorized

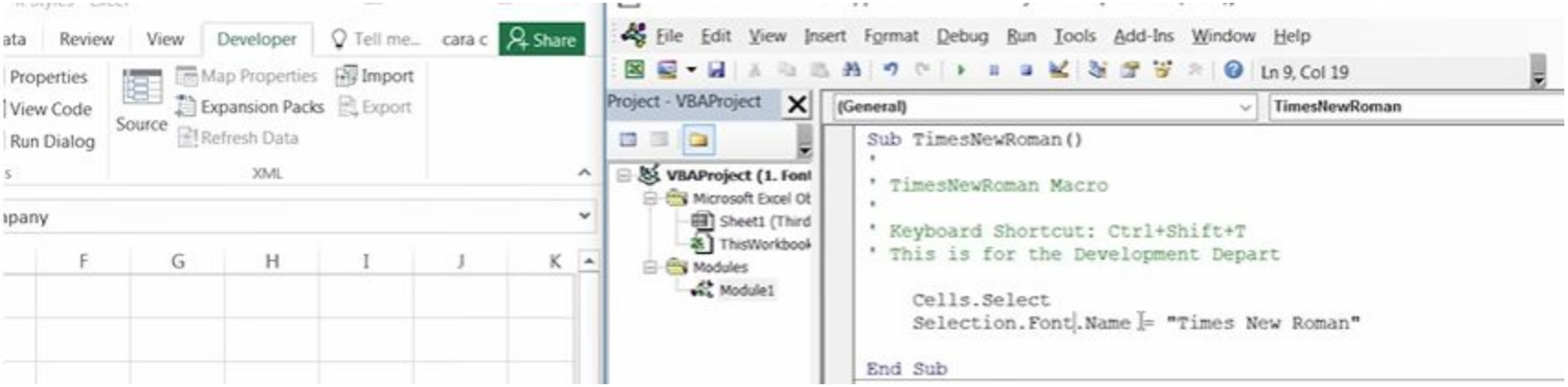
(Name)	Sheet1
DisplayPageBre	False
DisplayRightTo	False
EnableAutoFilt	False
EnableCalculati	True
EnableFormatC	True
EnableOutlining	False
EnablePivotTab	False
EnableSelectio	0 - xlNoRestri
Name	Third Quarter
ScrollArea	
StandardWidth	8.33
Visible	-1 - xlSheetVi

(General) | TimesNewRoman

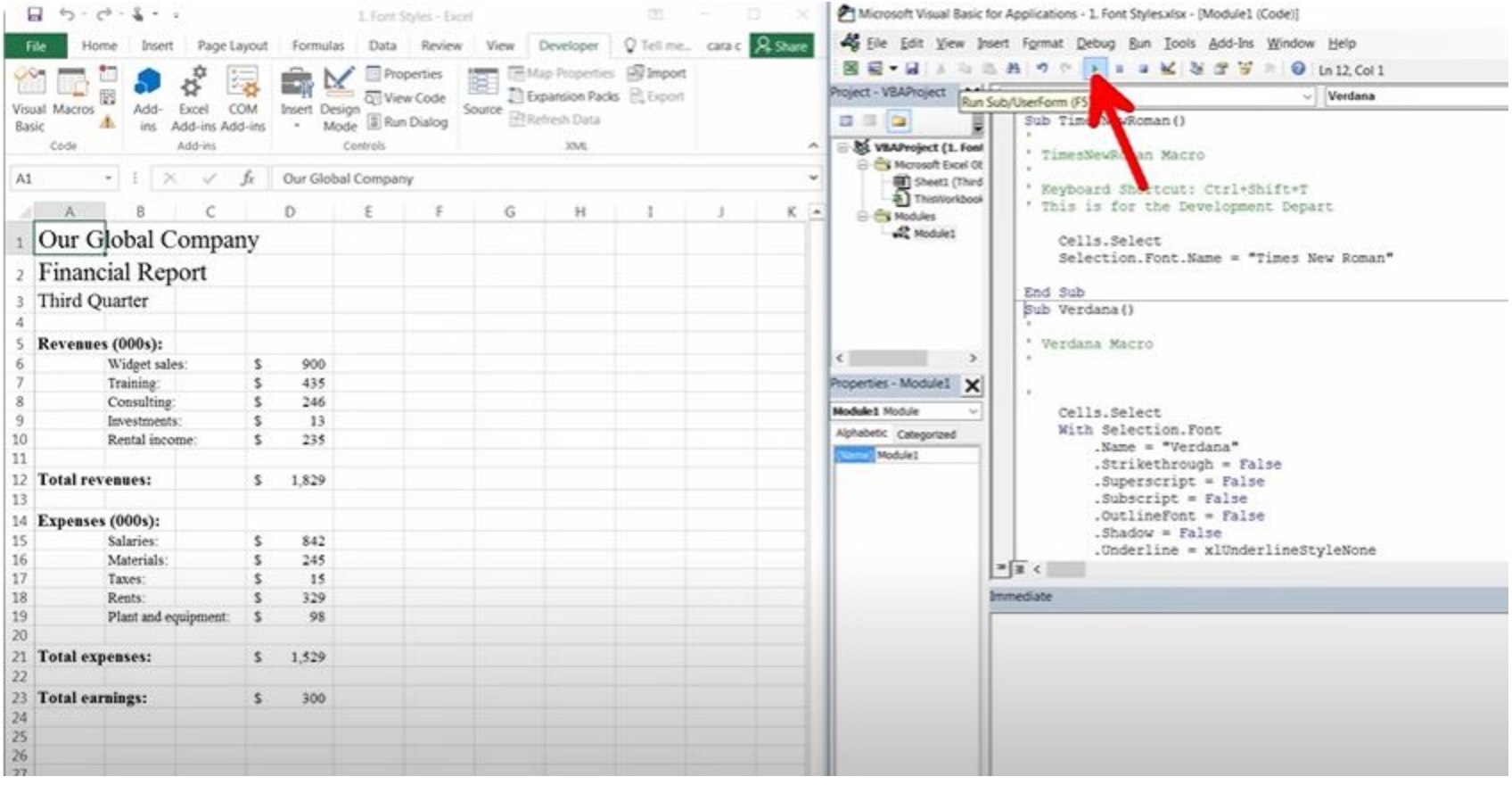
```
Sub TimesNewRoman()
'
' TimesNewRoman Macro
'
' Keyboard Shortcut: Ctrl+Shift+T
'
    Cells.Select
    With Selection.Font
        .Name = "Times New Roman"
        .Strikethrough = False
        .Superscript = False
        .Subscript = False
        .OutlineFont = False
        .Shadow = False
        .Underline = xlUnderlineStyleNone
        .ColorIndex = xlAutomatic
        .TintAndShade = 0
        .ThemeFont = xlThemeFontNone
    End With
End Sub
```

Immediate

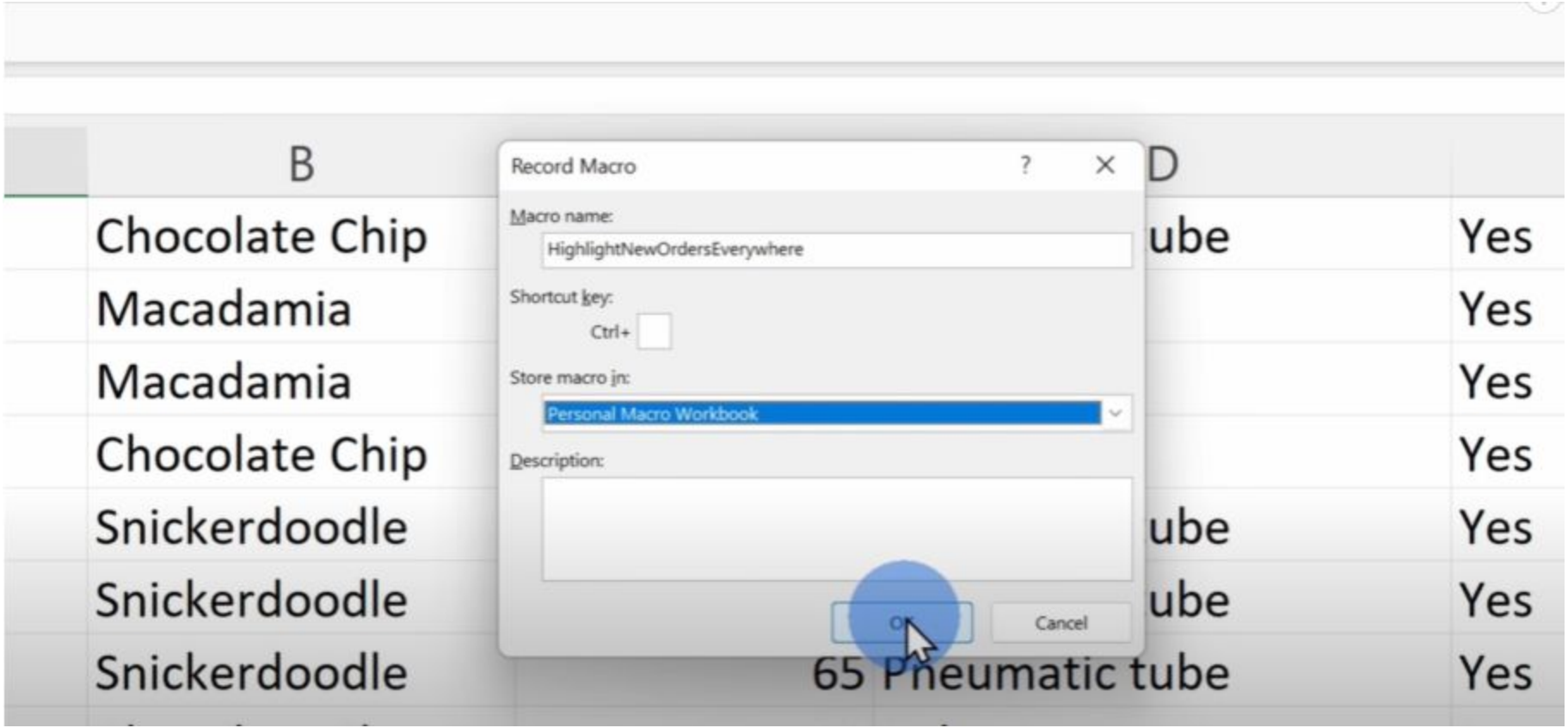
Del the unnecessary lines



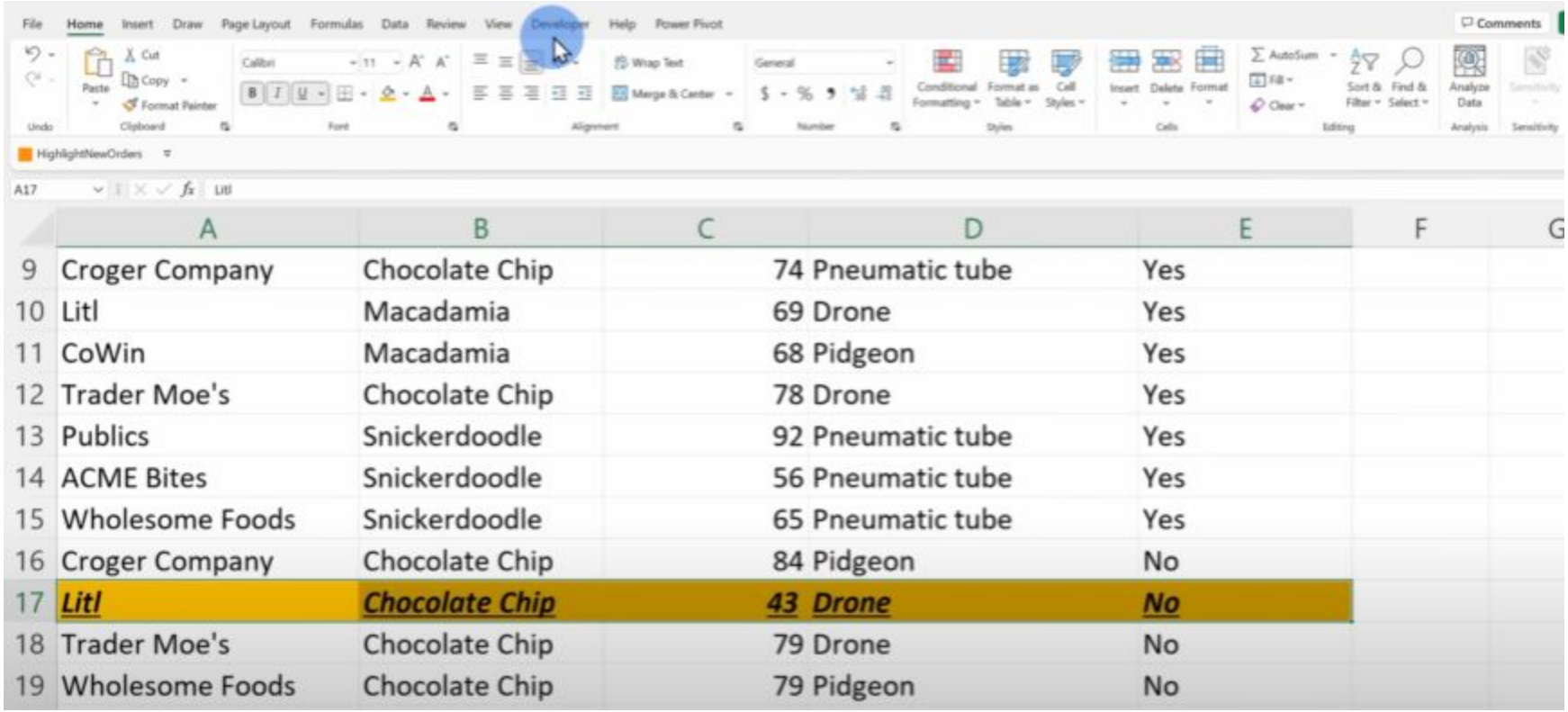
Run that macro in vba editor itself use of run button



Start vba macro file(m.a)



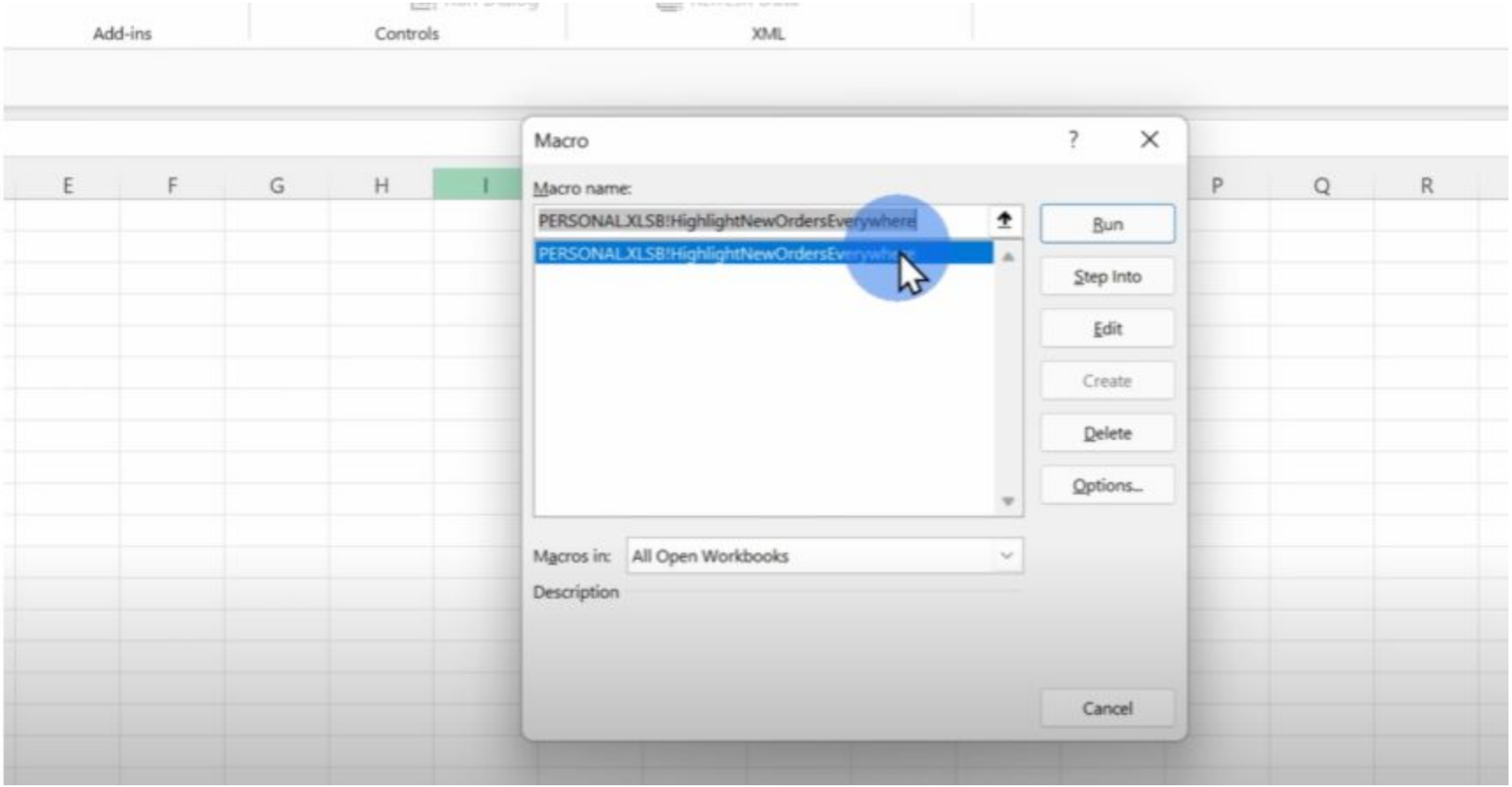
Record macro and do like this



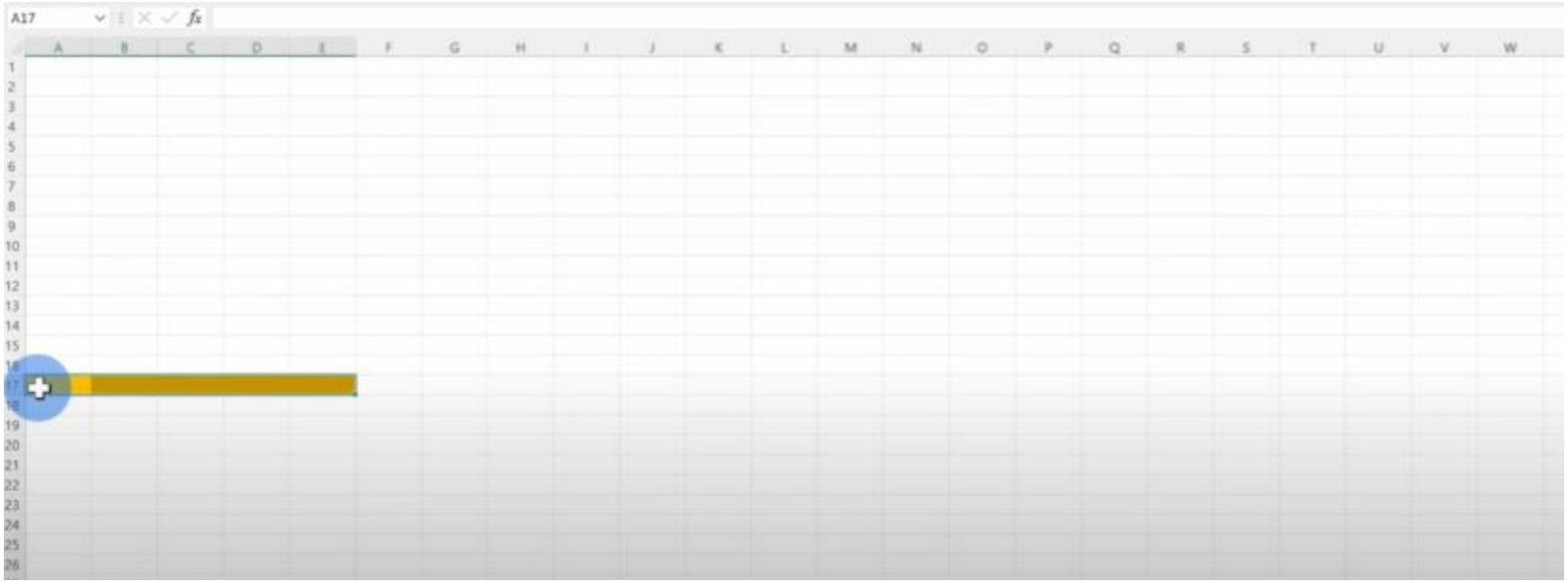
	A	B	C	D	E	F	G
9	Croger Company	Chocolate Chip	74	Pneumatic tube	Yes		
10	Litl	Macadamia	69	Drone	Yes		
11	CoWin	Macadamia	68	Pidgeon	Yes		
12	Trader Moe's	Chocolate Chip	78	Drone	Yes		
13	Publics	Snickerdoodle	92	Pneumatic tube	Yes		
14	ACME Bites	Snickerdoodle	56	Pneumatic tube	Yes		
15	Wholesome Foods	Snickerdoodle	65	Pneumatic tube	Yes		
16	Croger Company	Chocolate Chip	84	Pidgeon	No		
17	***Litl***	***Chocolate Chip***	***43***	***Drone***	***No***		
18	Trader Moe's	Chocolate Chip	79	Drone	No		
19	Wholesome Foods	Chocolate Chip	79	Pidgeon	No		

Then stop recording

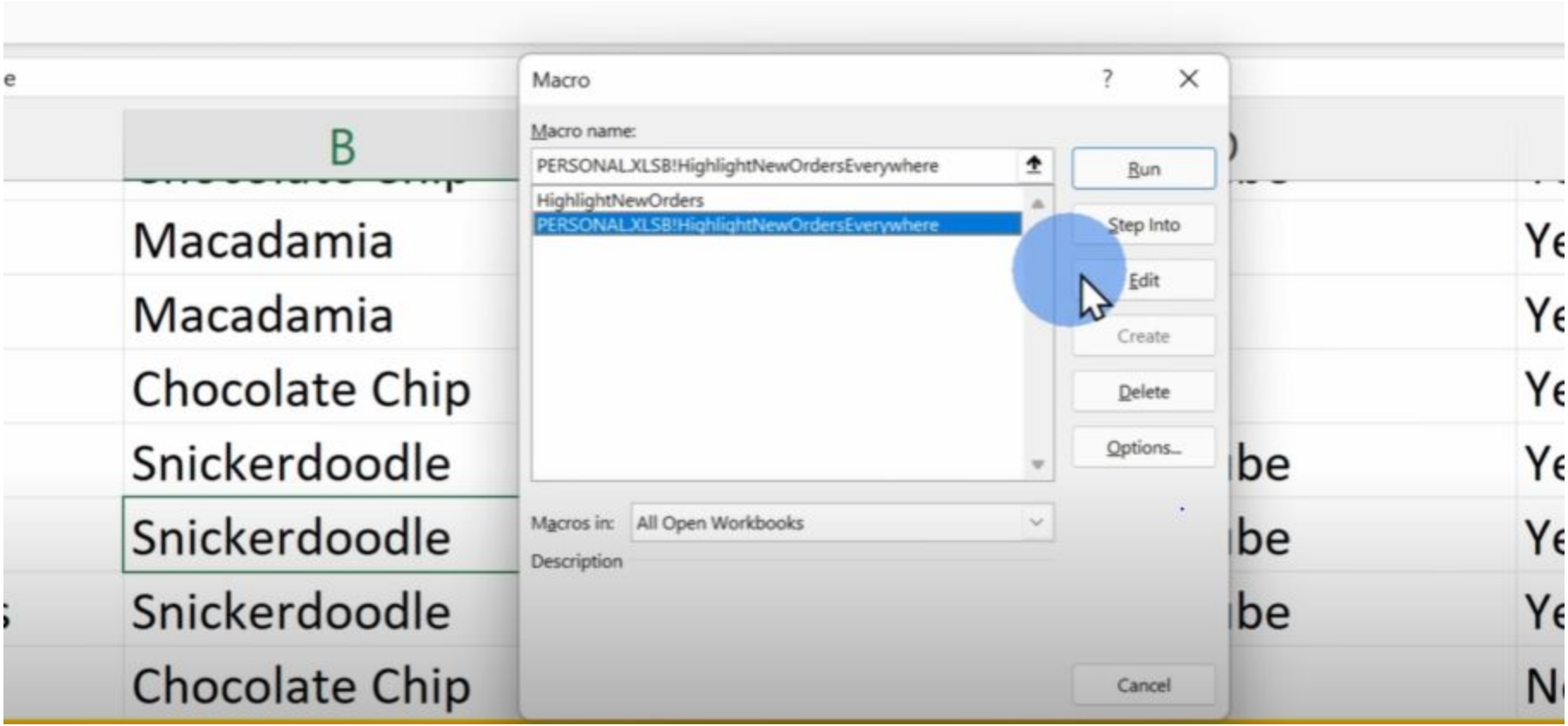
Open new fresh work book

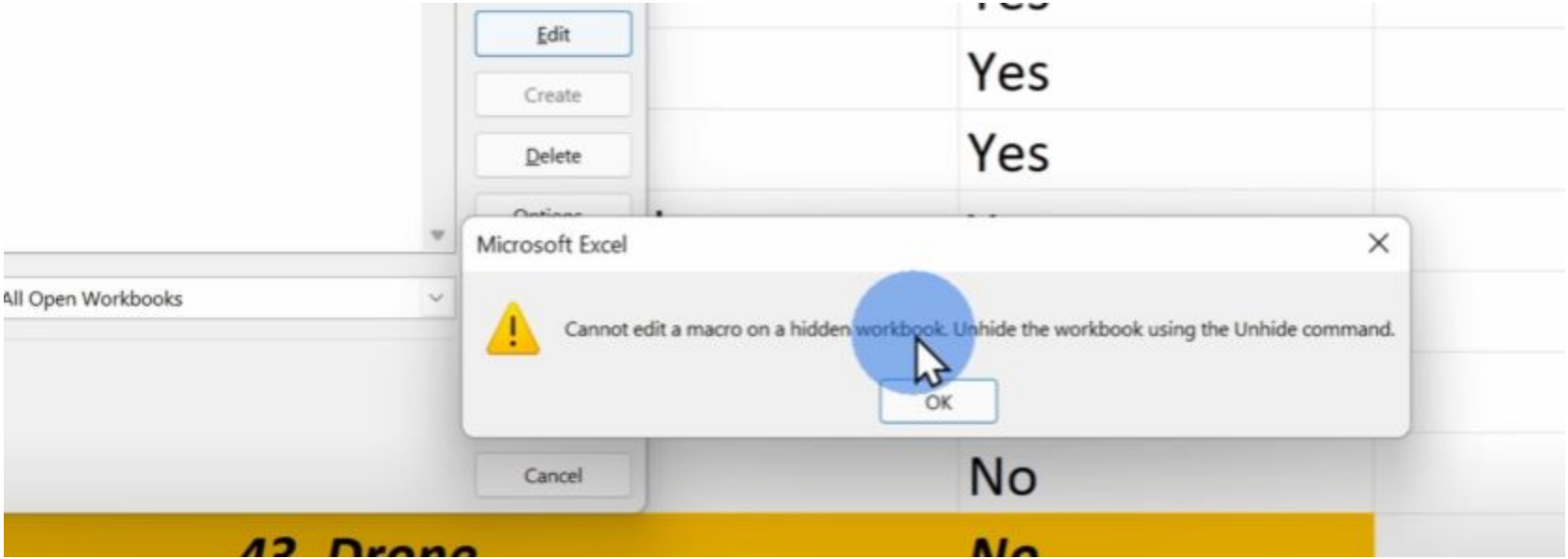

Add-ins
Controls
XML
Macro
Macro name:
PERSONAL.XLSB!HighlightNewOrdersEverywhere
PERSONAL.XLSB!HighlightNewOrdersEverywhere
Run
Step Into
Edit
Create
Delete
Options...
Macros in:
All Open Workbooks
Description
Cancel

It will run in new workbook

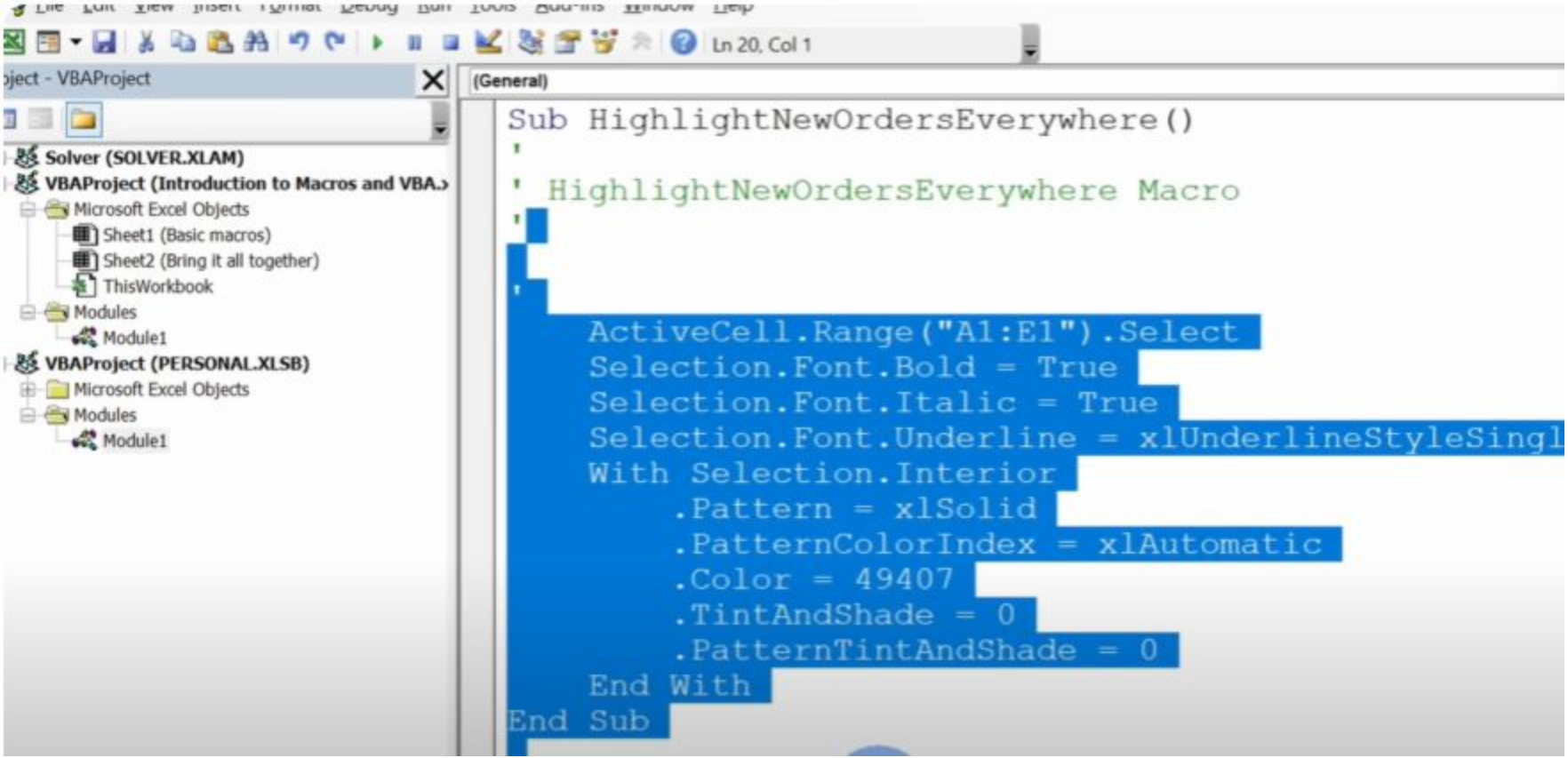


Again come to old workbook and edit that.




Edit
Create
Delete
Yes
Yes
Microsoft Excel
All Open Workbooks
Cannot edit a macro on a hidden workbook. Unhide the workbook using the Unhide command.
OK
Cancel
No

So how can edit, go to vba window for this macro



Edit the code manually

Then debug the macro side by side

Run the macro

Create another macro and record & see the code

```
Sub ClearFormatting()
'
' ClearFormatting Macro
'

'
    ActiveCell.Range("A1:E1").Select
    Selection.ClearFormats
End Sub
```

16	Croger Company	Chocolate Chip	84 Pidgeon	No
17	Litl	Chocolate Chip	43 Drone	No
18	Trader Moe's	Chocolate Chip	79 Drone	No
19	Wholesome Foods	Chocolate Chip	79 Pidgeon	No
20				

If statements

```
Sub HighlightNewOrders()
'
' HighlightNewOrders Macro
'
' Keyboard Shortcut: Ctrl+Shift+N
'
' I can type my own comment

    ActiveCell.Range("A1:E1").Select
    If Selection.Font.Bold = False Then
        Selection.Font.Bold = True
        Selection.Font.Italic = True
        Selection.Font.Underline = xlUnderlineStyleSingle
        With Selection.Interior
            .Pattern = xlSolid
            .PatternColorIndex = xlAutomatic
            .Color = 49407
            .TintAndShade = 0
            .PatternTintAndShade = 0
        End With
    Else:
        ActiveCell.Range("A1:E1").Select
        Selection.ClearFormats
    End If
End Sub
```

Select any cell and run macro

Its first highlighted

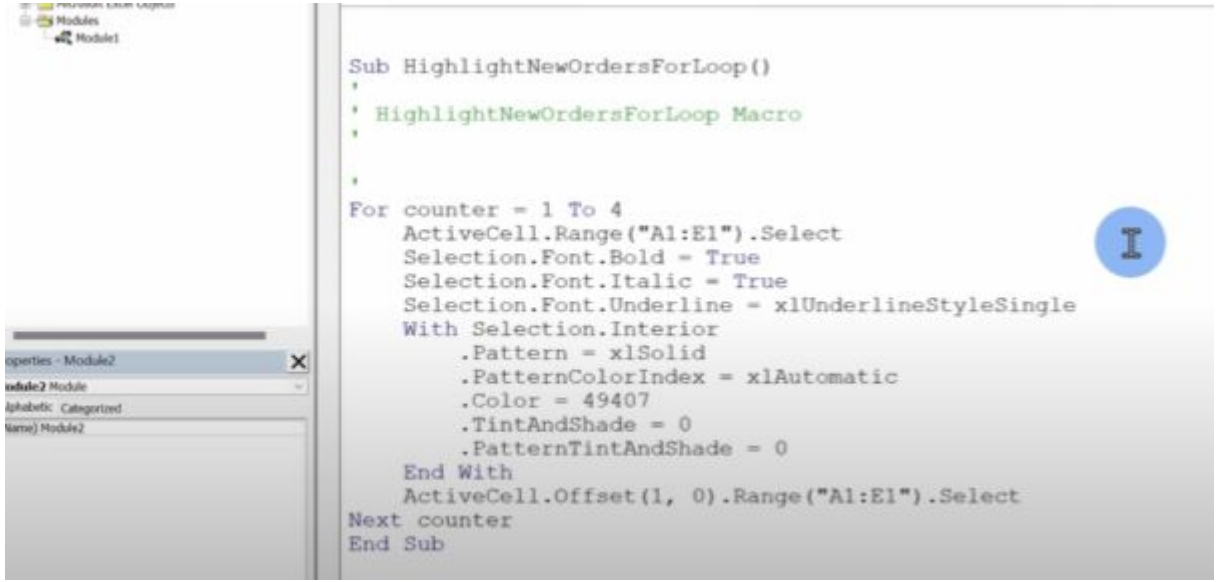
Then again click the same cell and run macro

Else statement will work so clear the format

For loop(cut the repeat process)

So record new macro and in vba use for loop

Then check the macro



Dynamically user can choose the number
How many times the code was run
So use the input box

Create like this or Edit the macro in vba

Then run it

```
Sub HighlightNewOrdersForLoopWithInput()
'
' HighlightNewOrdersForLoop Macro
'
' This variation requires user input
'
UserInput = InputBox("Enter # of rows", "Rows to highlight")

For counter = 1 To UserInput
    ActiveCell.Range("A1:E1").Select
    Selection.Font.Bold = True
    Selection.Font.Italic = True
    Selection.Font.Underline = xlUnderlineStyleSingle
    With Selection.Interior
        .Pattern = xlSolid
        .PatternColorIndex = xlAutomatic
        .Color = 49407
        .TintAndShade = 0
        .PatternTintAndShade = 0
    End With
    ActiveCell.Offset(1, 0).Range("A1:E1").Select
Next counter
```

Do while(untill the cell reach blank it will run)

```
Sub HighlightNewOrdersDoWhile()
'
' HighlightNewOrdersForLoop Macro
'
Do While ActiveCell <> ""
    ActiveCell.Range("A1:E1").Select
    Selection.Font.Bold = True
    Selection.Font.Italic = True
    Selection.Font.Underline = xlUnderlineStyleSingle
    With Selection.Interior
        .Pattern = xlSolid
        .PatternColorIndex = xlAutomatic
        .Color = 49407
        .TintAndShade = 0
        .PatternTintAndShade = 0
    End With
    ActiveCell.Offset(1, 0).Range("A1:E1").Select
Loop

End Sub
```

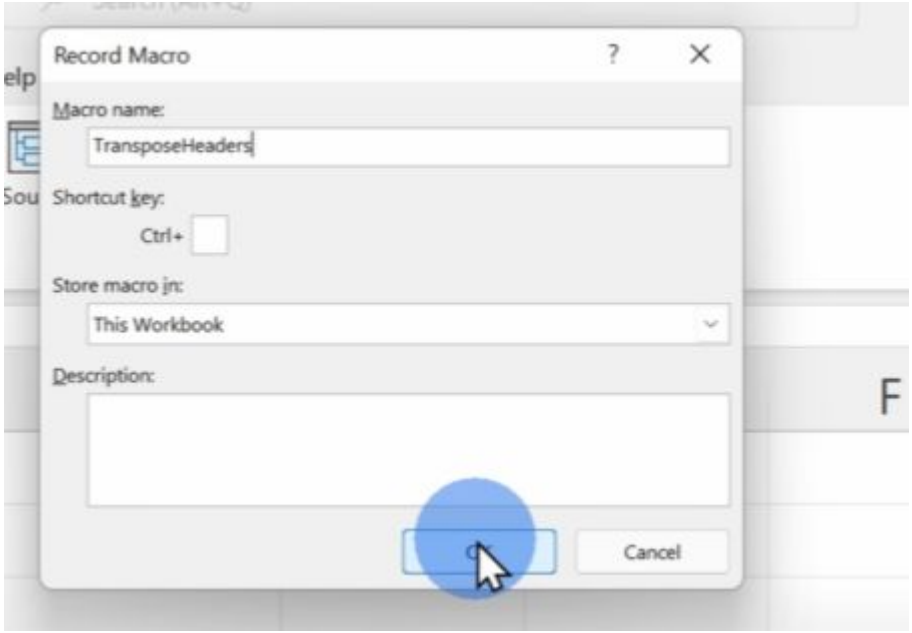
Do until loop same as do while

```
Sub HighlightNewOrdersDoUntil()
'
' HighlightNewOrdersForLoop Macro
'
Do Until IsEmpty(ActiveCell)
    ActiveCell.Range("A1:E1").Select
    Selection.Font.Bold = True
    Selection.Font.Italic = True
    Selection.Font.Underline = xlUnderlineStyleSingle
    With Selection.Interior
        .Pattern = xlSolid
        .PatternColorIndex = xlAutomatic
        .Color = 49407
        .TintAndShade = 0
        .PatternTintAndShade = 0
    End With
    ActiveCell.Offset(1, 0).Range("A1:E1").Select
Loop

End Sub
```

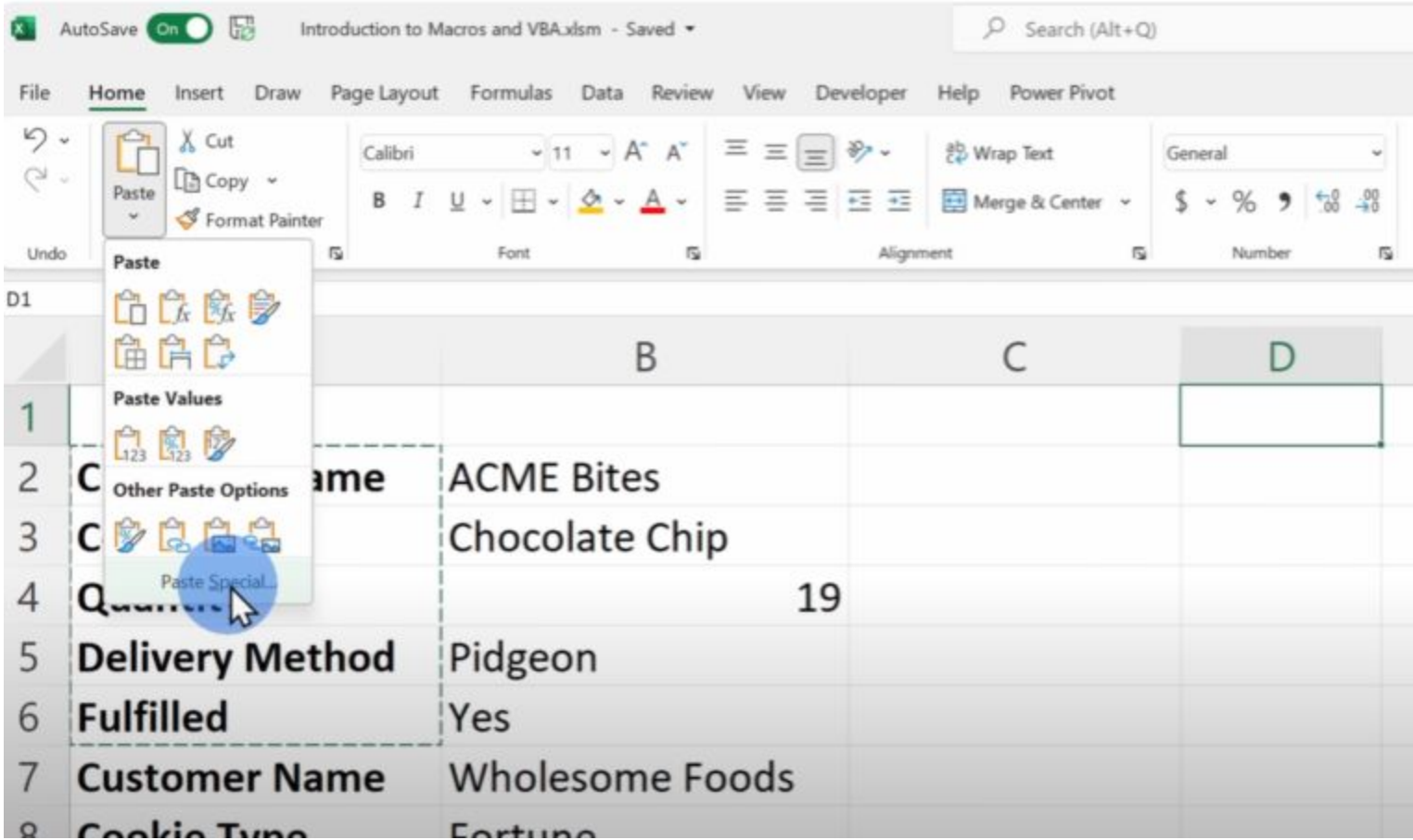
Optional topic: bring it together

Go to bring it together tab

Record new macro



Copy the headers



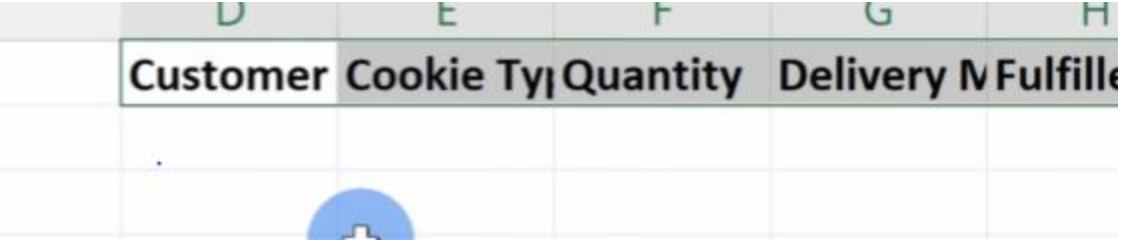
Paste special

Click transpose

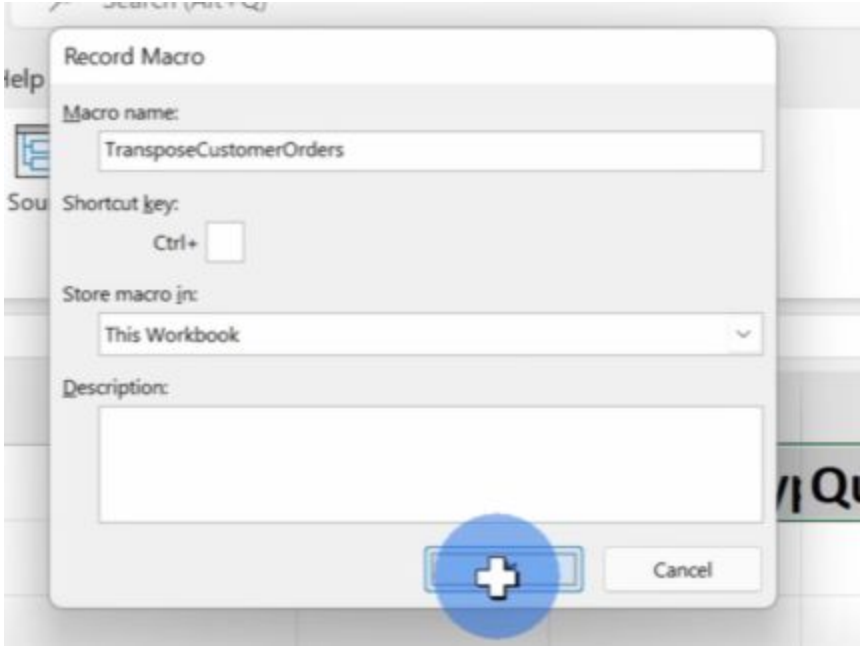
So it pasted rows to cols

Stop recording

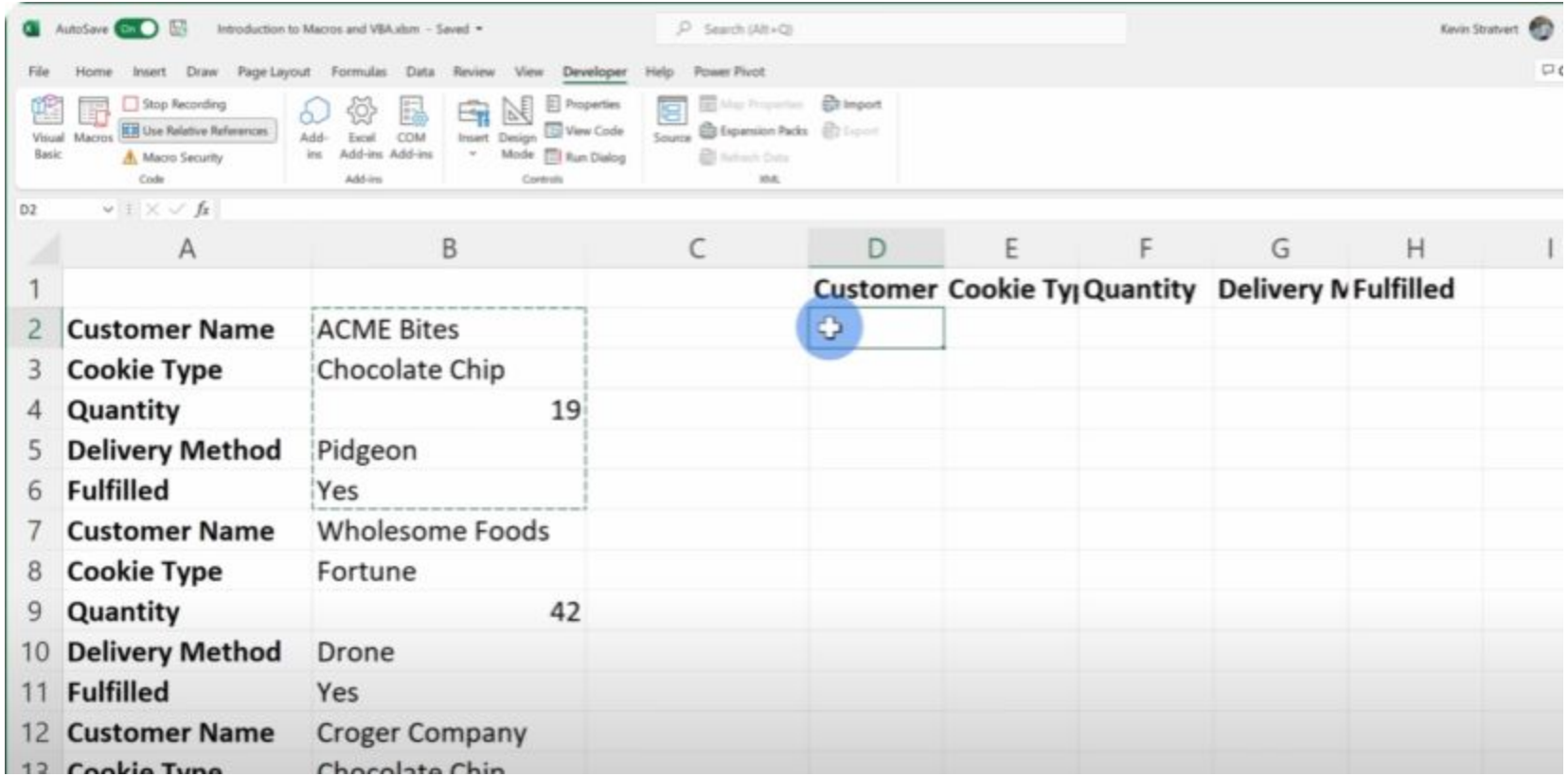
Del the cell and test it

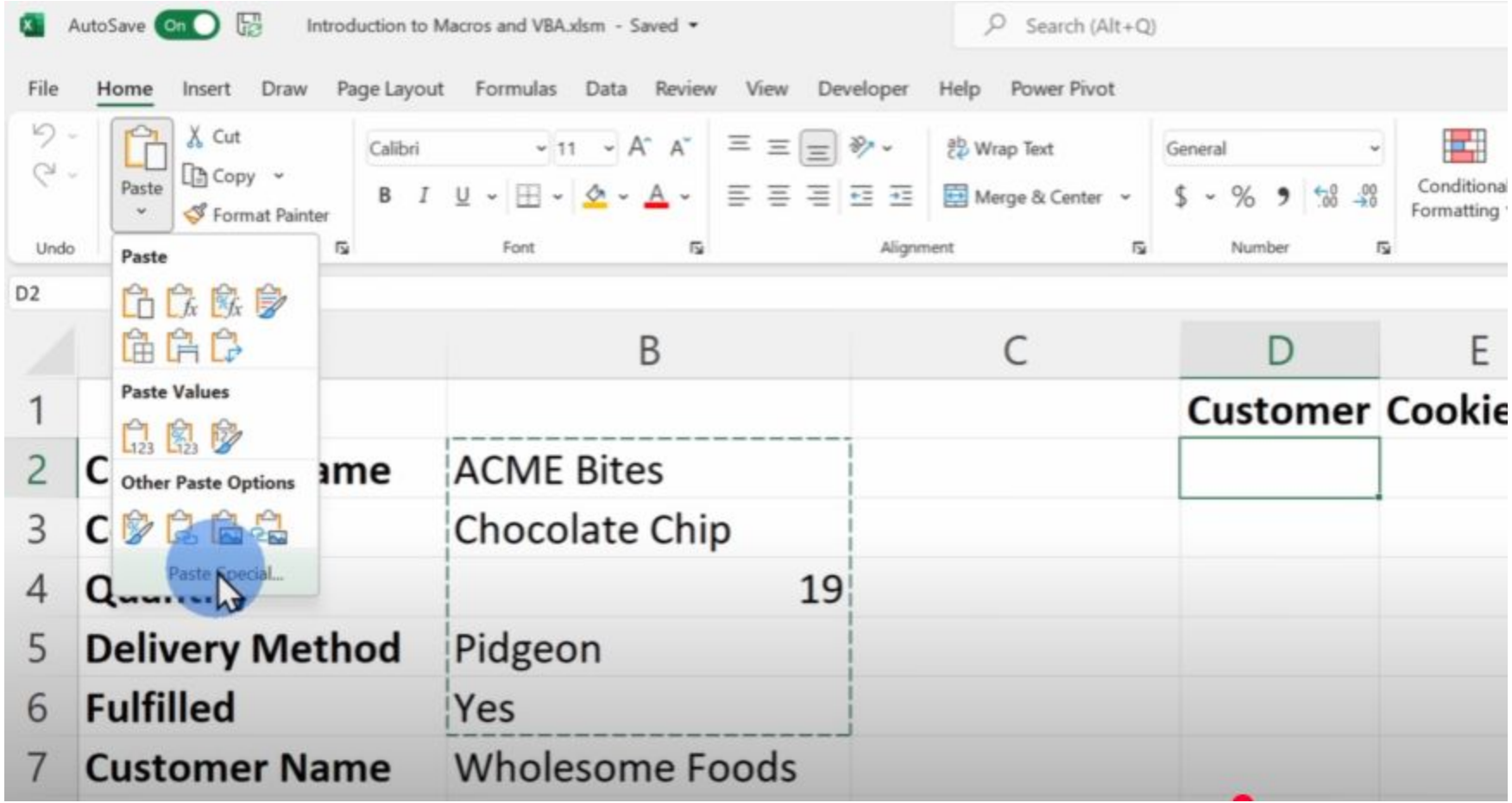


Record new macros

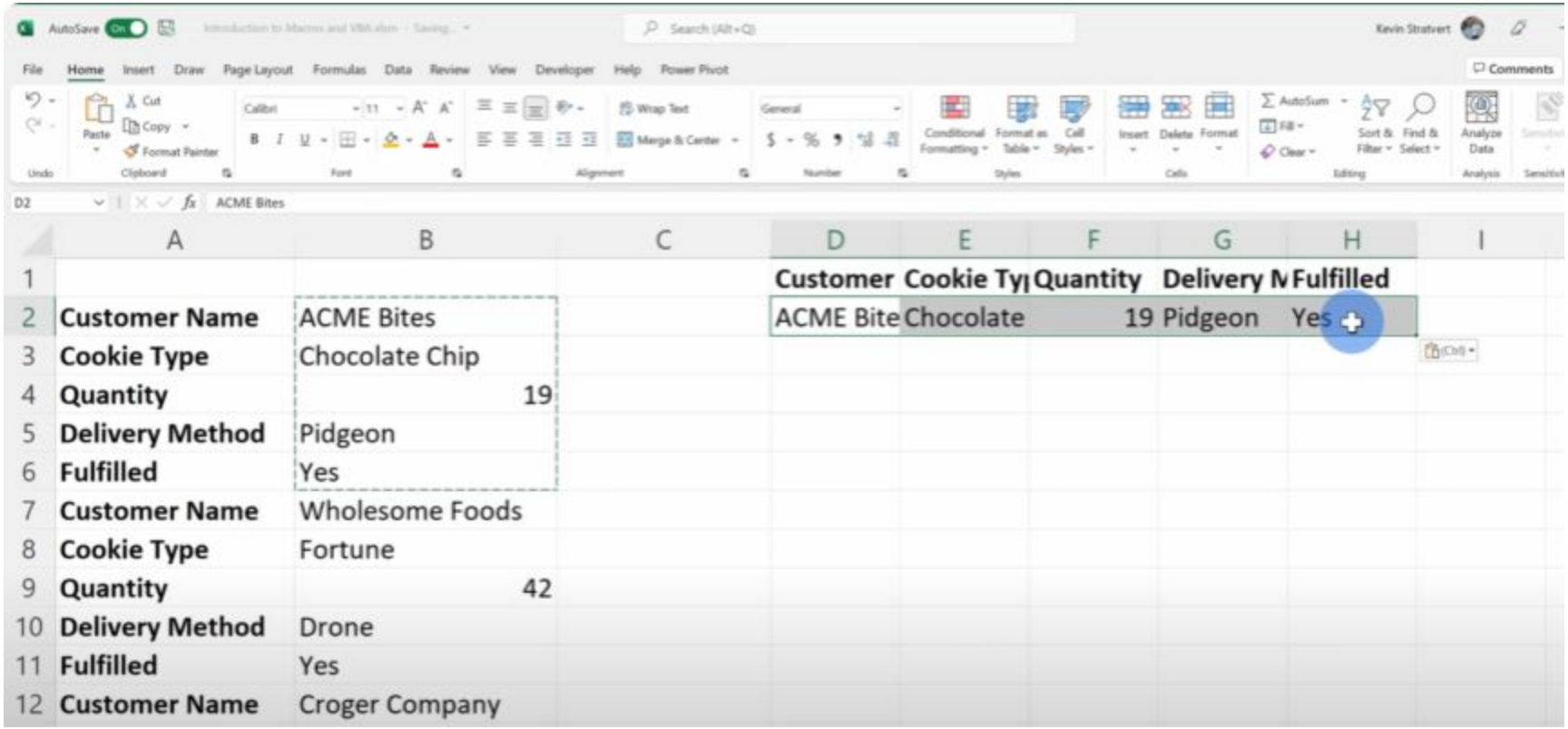


Select use relative after start macro

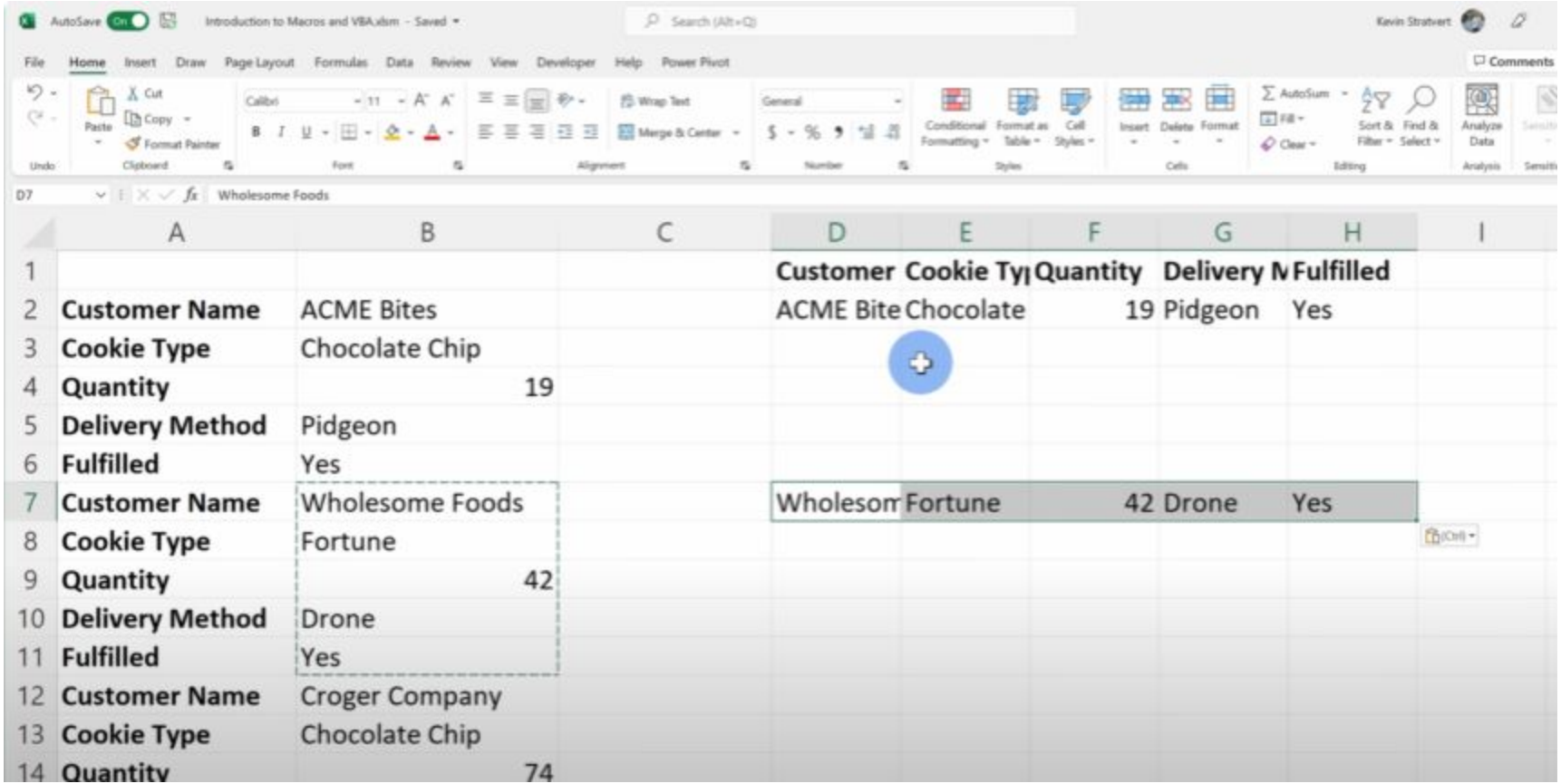



AutoSave On
Introduction to Macros and VBA.xlsm - Saved
Search (Alt+Q)
File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Power Pivot
Undo
Paste
Cut
Copy
Format Painter
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
D2
Paste
Paste Values
Other Paste Options
Paste Special...
B
C
D
E
Customer
Cookie
ACME Bites
Chocolate Chip
19
Pidgeon
Yes
Delivery Method
Fulfilled
Customer Name
Wholesome Foods

Transpose it



Again copy and paste it D7 cell(for next data)



This is why use loop concepts

Leave spaces we can remove in vba

Now stop recording this macro

Del this data and previous data

Now run two macros in the sheet

Open vba

Del the repeated portion

```
    Range("D1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, SkipBlanks:= _
        False, Transpose:=True
End Sub
Sub TransposeCustomerOrders()
'
' TransposeCustomerOrders Macro
'

'
    Range("B2").Select
    ActiveCell.Range("A1:A5").Select
    Selection.Copy
    ActiveCell.Offset(0, 2).Range("A1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, SkipBlanks:= _
        False, Transpose:=True
    ActiveCell.Offset(5, -2).Range("A1:A5").Select
    Application.CutCopyMode = False
    Selection.Copy
    ActiveCell.Offset(0, 2).Range("A1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, SkipBlanks:= _
        False, Transpose:=True
    ActiveCell.Offset(5, -2).Range("A1:A5").Select
    Application.CutCopyMode = False
    Selection.Copy
    ActiveCell.Offset(0, 2).Range("A1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, SkipBlanks:= _
        False, Transpose:=True
```

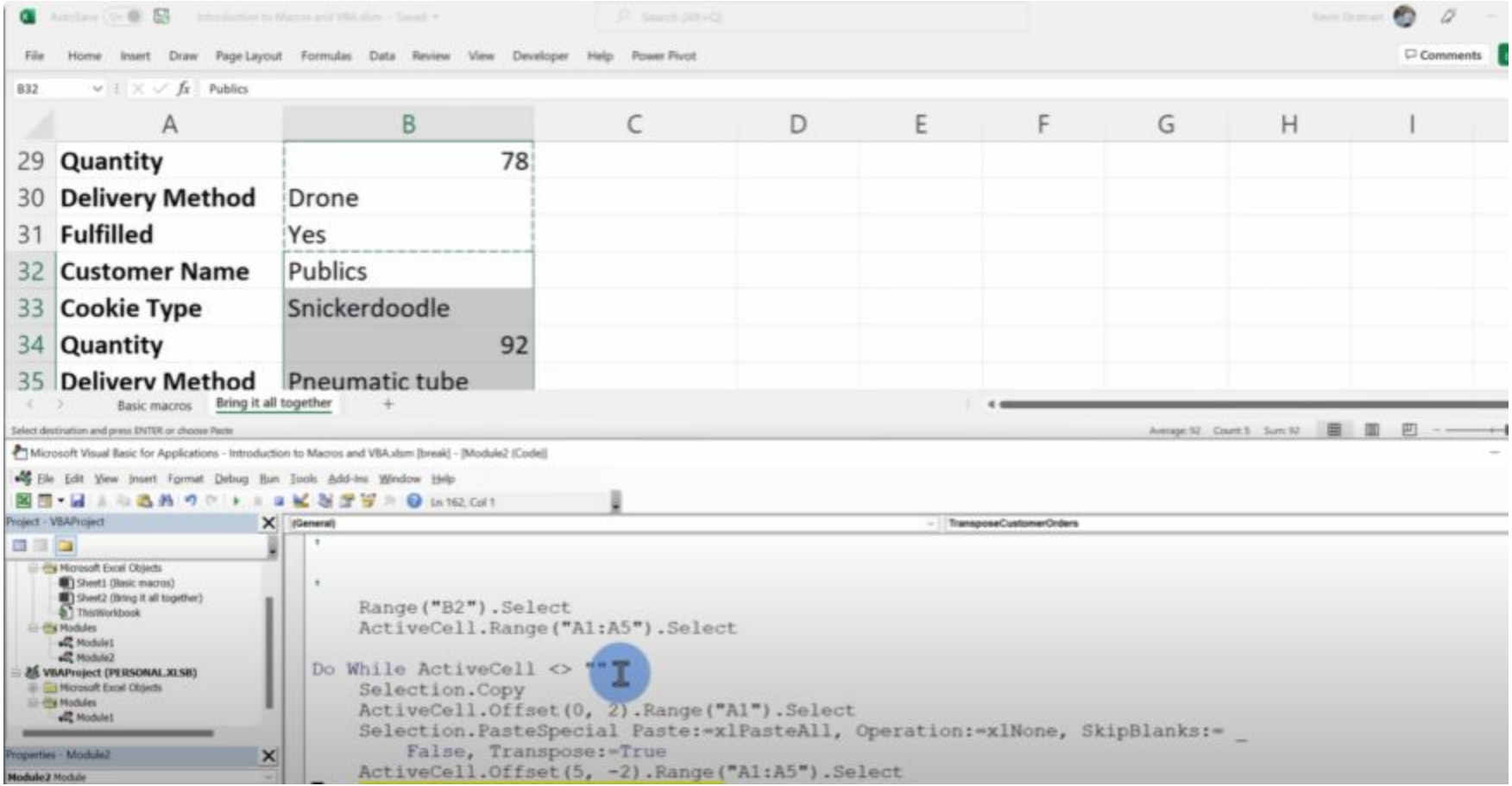
Use do while loop

```
Sub TransposeCustomerOrders()
'
' TransposeCustomerOrders Macro
'

'
    Range("B2").Select
    ActiveCell.Range("A1:A5").Select

Do While ActiveCell <> ""
    Selection.Copy
    ActiveCell.Offset(0, 2).Range("A1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, Skip
        False, Transpose:=True
    ActiveCell.Offset(5, -2).Range("A1:A5").Select
    Application.CutCopyMode = False
Loop
End Sub
```

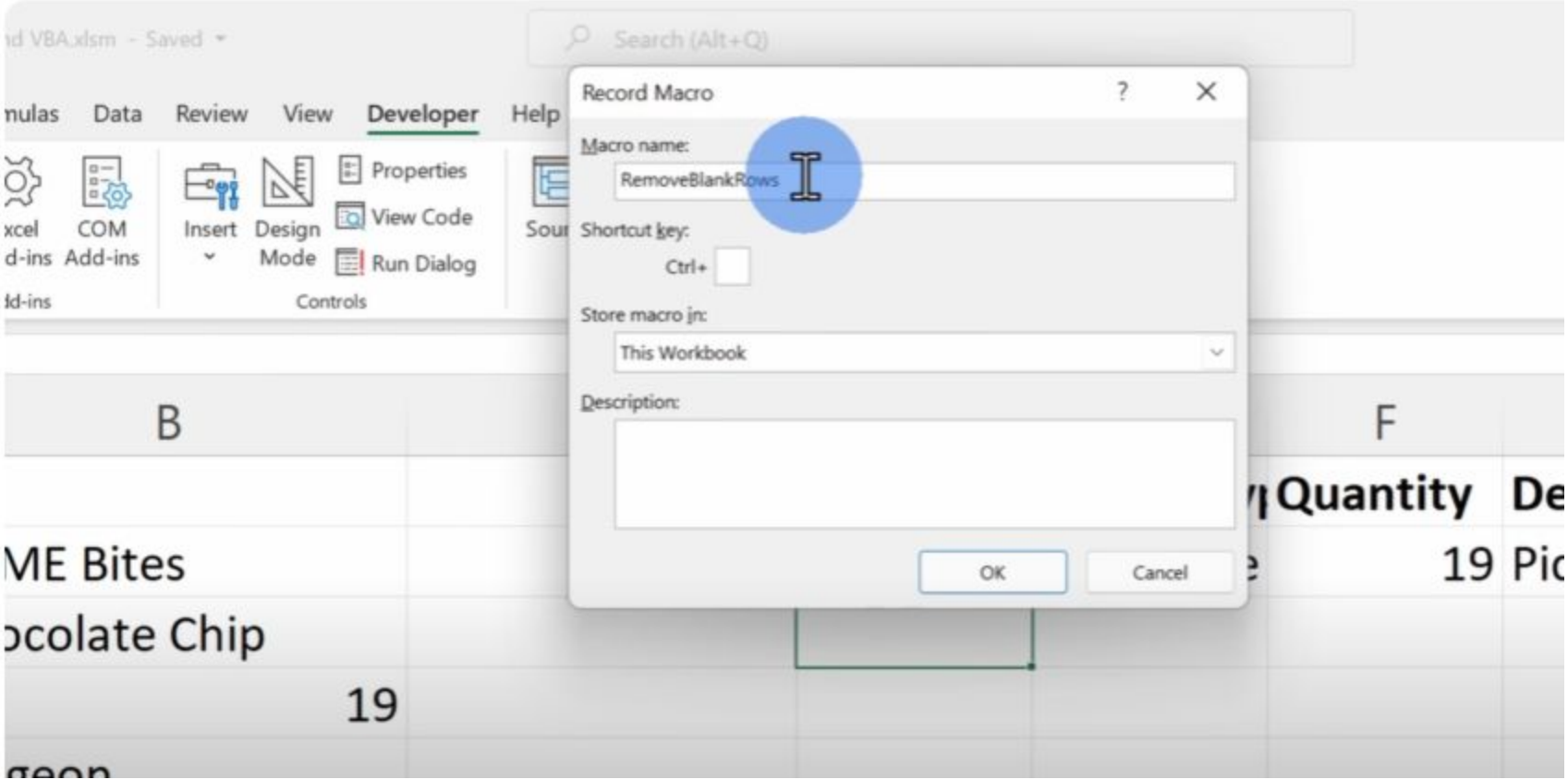
Del the existing rows

Then test this macro side by side

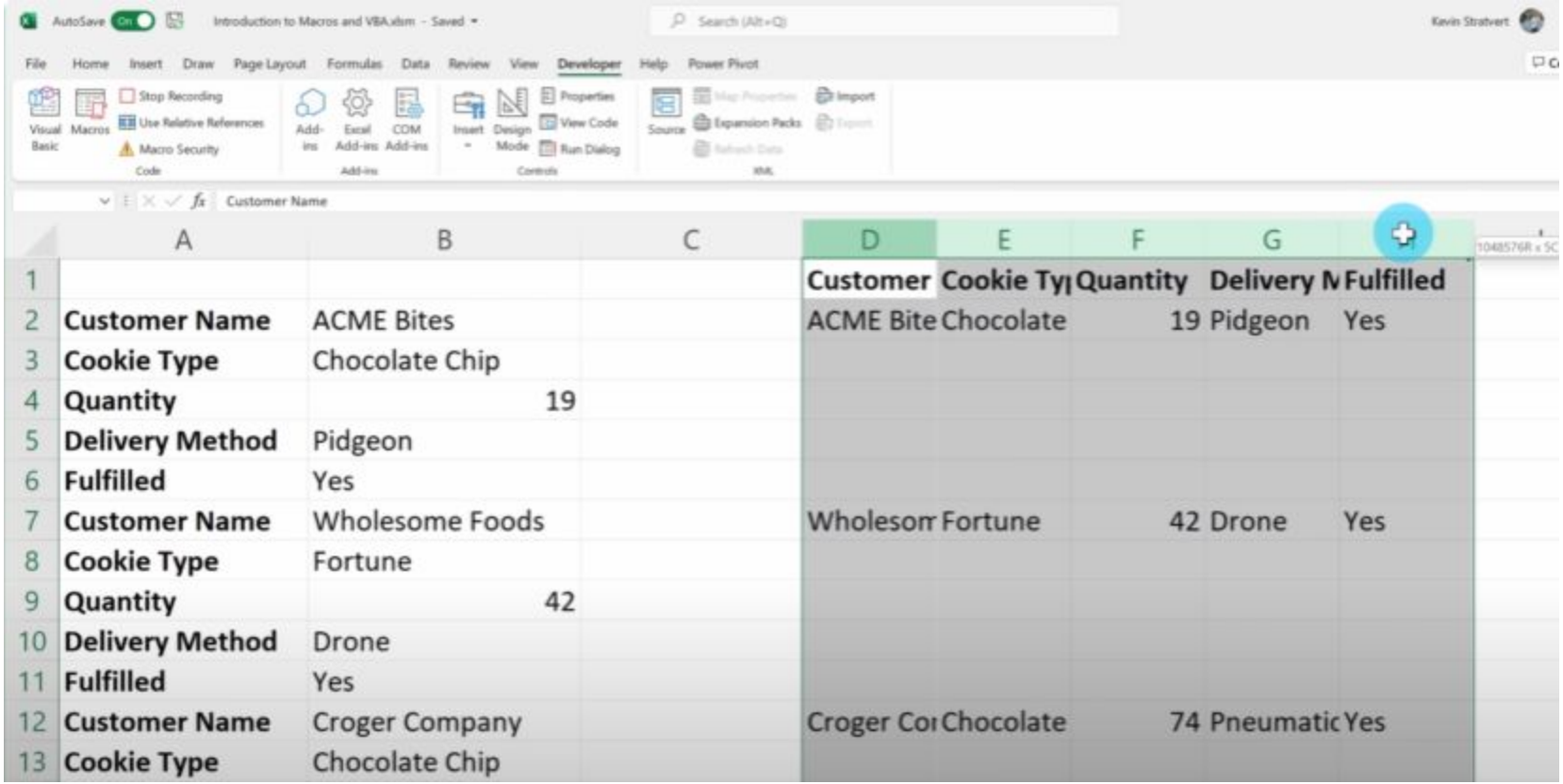
Select that first customer name cell and run



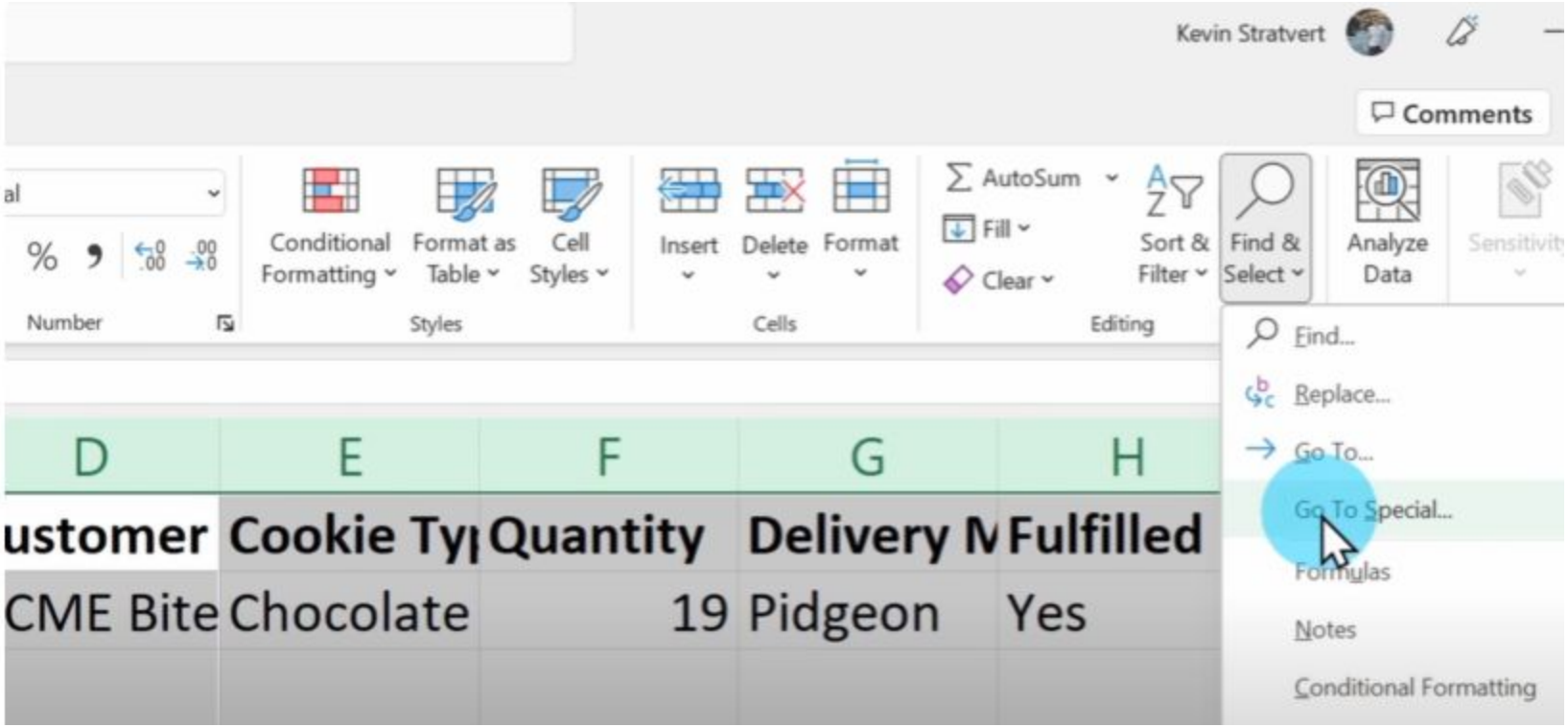
Now record new macro for remove blank rows



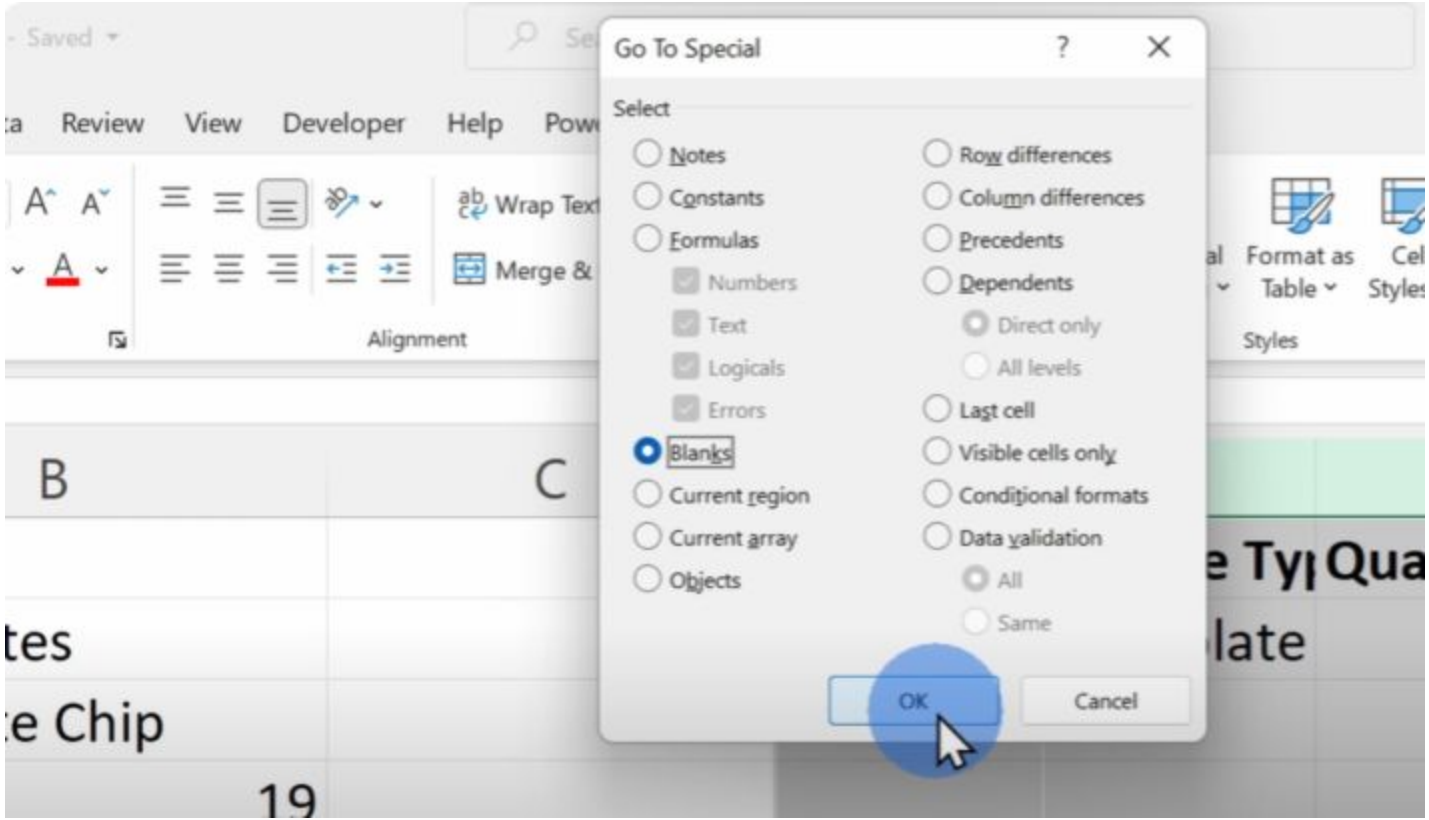
Select all cols



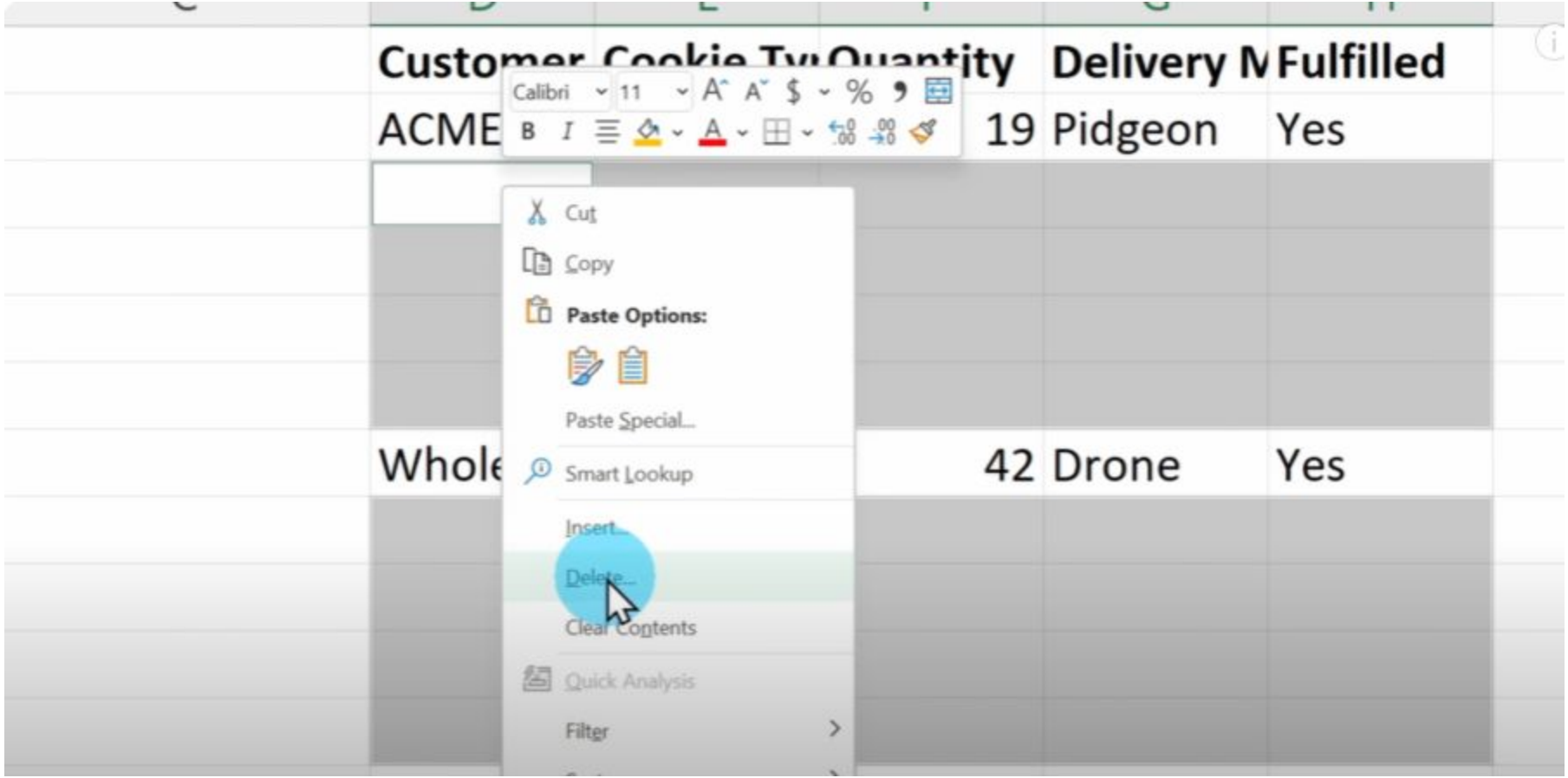
Go to home tab , choose this



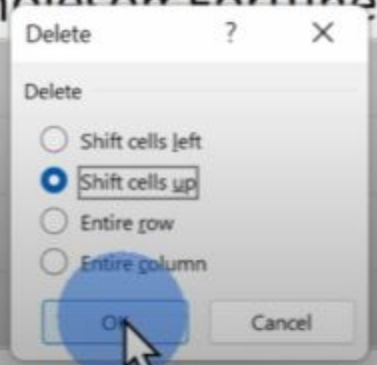
Select blanks

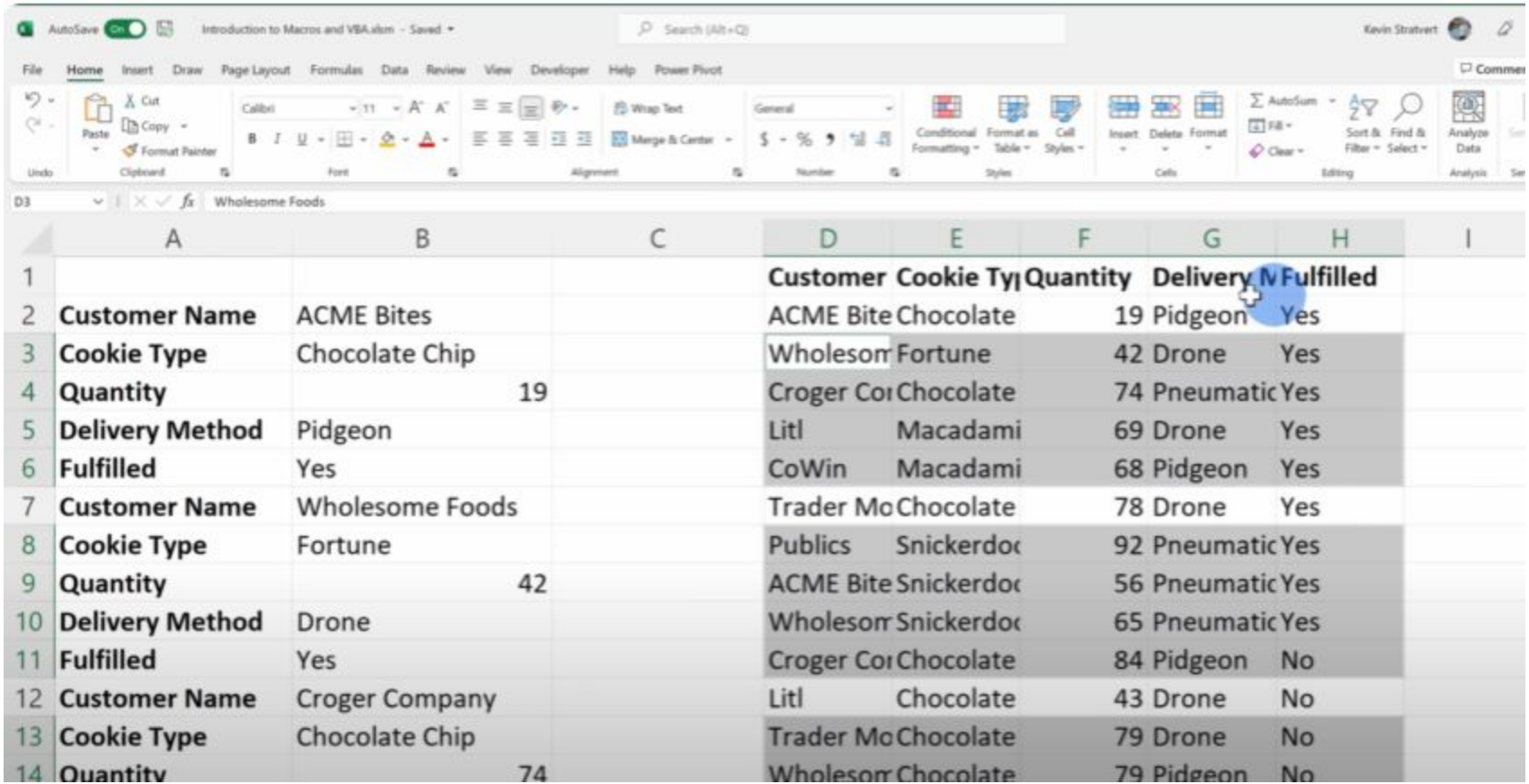


Ri8 click and select delete



Customer	Cookie Ty	Quantity	Delivery M	Fulfilled
ACME Bite	Chocolate	19	Pidgeon	Yes
Wholesom	Fortune	42	Drone	Yes
Croger Co	Chocolate	74	Pneumatic	Yes





	A	B	C	D	E	F	G	H	I
1				Customer	Cookie Ty	Quantity	Delivery M	Fulfilled	
2	Customer Name	ACME Bites		ACME Bite	Chocolate	19	Pidgeon	Yes	
3	Cookie Type	Chocolate Chip		Wholesom	Fortune	42	Drone	Yes	
4	Quantity	19		Croger Co	Chocolate	74	Pneumatic	Yes	
5	Delivery Method	Pidgeon		Litl	Macadami	69	Drone	Yes	
6	Fulfilled	Yes		CoWin	Macadami	68	Pidgeon	Yes	
7	Customer Name	Wholesome Foods		Trader Mo	Chocolate	78	Drone	Yes	
8	Cookie Type	Fortune		Publics	Snickerdo	92	Pneumatic	Yes	
9	Quantity	42		ACME Bite	Snickerdo	56	Pneumatic	Yes	
10	Delivery Method	Drone		Wholesom	Snickerdo	65	Pneumatic	Yes	
11	Fulfilled	Yes		Croger Co	Chocolate	84	Pidgeon	No	
12	Customer Name	Croger Company		Litl	Chocolate	43	Drone	No	
13	Cookie Type	Chocolate Chip		Trader Mo	Chocolate	79	Drone	No	
14	Quantity	74		Wholesom	Chocolate	79	Pidgeon	No	

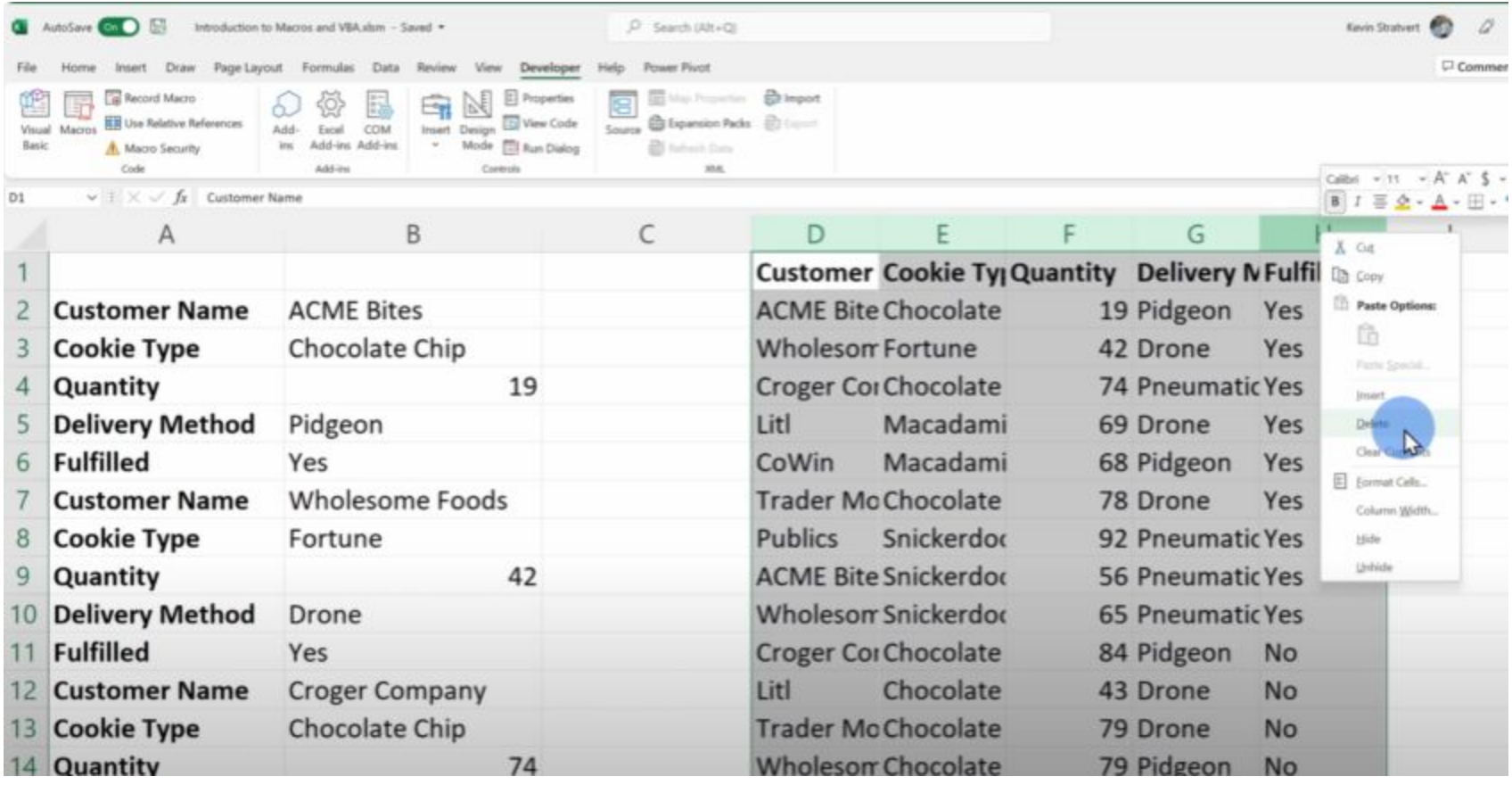
Stop record this macro

Combine all these 3 macros

Go to vba editor

Rename transpose header macro to cleanupcostumerdata

Del these things for the other 2 macros

```
Sub CleanUpCustomerData()
'
' TransposeHeaders Macro
'

'
    Range("A2:A6").Select
    Selection.Copy
    Range("D1").Select
    Selection.PasteSpecial Paste:=xlPasteAll, Operation:=xlNone, SkipBl
        False, Transpose:=True
End Sub
Sub TransposeCustomerOrders()
'
' TransposeCustomerOrders Macro
'
```

Del this and test it