EXCEL 101

1. Ctrl + t: transform into table
2. =TRIM([@Column]): remove odd spaces
3. Ctrl + shift + down: select everything down
4. Alt + h + vv: make values
5. Ctrl + minus: remove
6. =ROUNDUP([@Column] ; decimals): roundup
7. Pivot table: we can colapse entire field with right click
8. Pivot table: “Filters” aren’t meant to have values that we already have in our pivot table
9. SPILL ERROR: happened with IF Formula when it returns multiple values. In *logical test* [Age] should be [@Age]
10. =IFS: multiple conditions
11. =LEFT: specifies the number of characters to be returned from the start of the given text
12. =RIGHT: retrieve a chosen amount of characters, counting from the right side of an Excel cell
13. =TEXT: lets you change the way a number appears by applying formatting to it with format codes
14. =TRIM curiosity: it doesn’t remove one space in the middle of the cell (that way you can do *name lastname*)
15. Fx “Warning”: means that there are a new formula that replace that formula (i.e: =CONCATENATE -> =CONCAT)
16. Formula [] parameter: means that is optional (i.e: =SUBSTITUTE(…,[instance\_num]))
17. Error #VALUE date: #value error in Days function (it's because your system date format doesn't match the given one). Select all dates (h2:h10) -> go to Data tab -> choose Text to Columns from there -> Delimited, Next->, Next ->, step 3 of 3: column date format and chose DMY -> finish
18. =XLOOKUP: searches a range, finds the specified value, and returns a corresponding value in another range
19. “\*”: wildcard character
20. &: work like *AND*
21. =VLOOKUP: like *XLOOKUP*, but with the disadvantage that if you add a new column, it will change the result
22. Most used Conditional Formatting: Highlight Cells Rules > Duplicate Values. Also Highlight Cells Rules > Text that Contains
23. Warning Creating Rules in Conditional Formatting: Format might change, so we need to change it ourselves