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: paste as 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
24. =PROPER: used to capitalize the first letter of each word in a text string (quite useful for names)
25. Currency: useless in SQL; Number is a more suitable format
26. Short date: allows to fix date format (DD/MM/YYYY)
27. Ctrl + h: find and replace
28. Filters: useful to see inconsistencies with values
29. Alt while doing dashboards: if you press "Alt" while your dragging your charts/slicers/bottons/whatever they will align automatically. This helps a lot to make a cleaner dashboard
30. More sort options: You can rearrange as you please, especially your pivot tables
31. View>Gridlines: remove/add gridlines (background)
32. Slicer: is a visual way to filter data in PivotTables and PivotCharts. It provides an easy and interactive method for users to filter and analyze data. Click in chart > PivotChart Analyze > Insert Slicer
33. Slicer > Report Connections: to make sure it applies to all charts
34. Double Click: To drag down formula (rectangle)