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