Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

I. A selection of useful tips and tools

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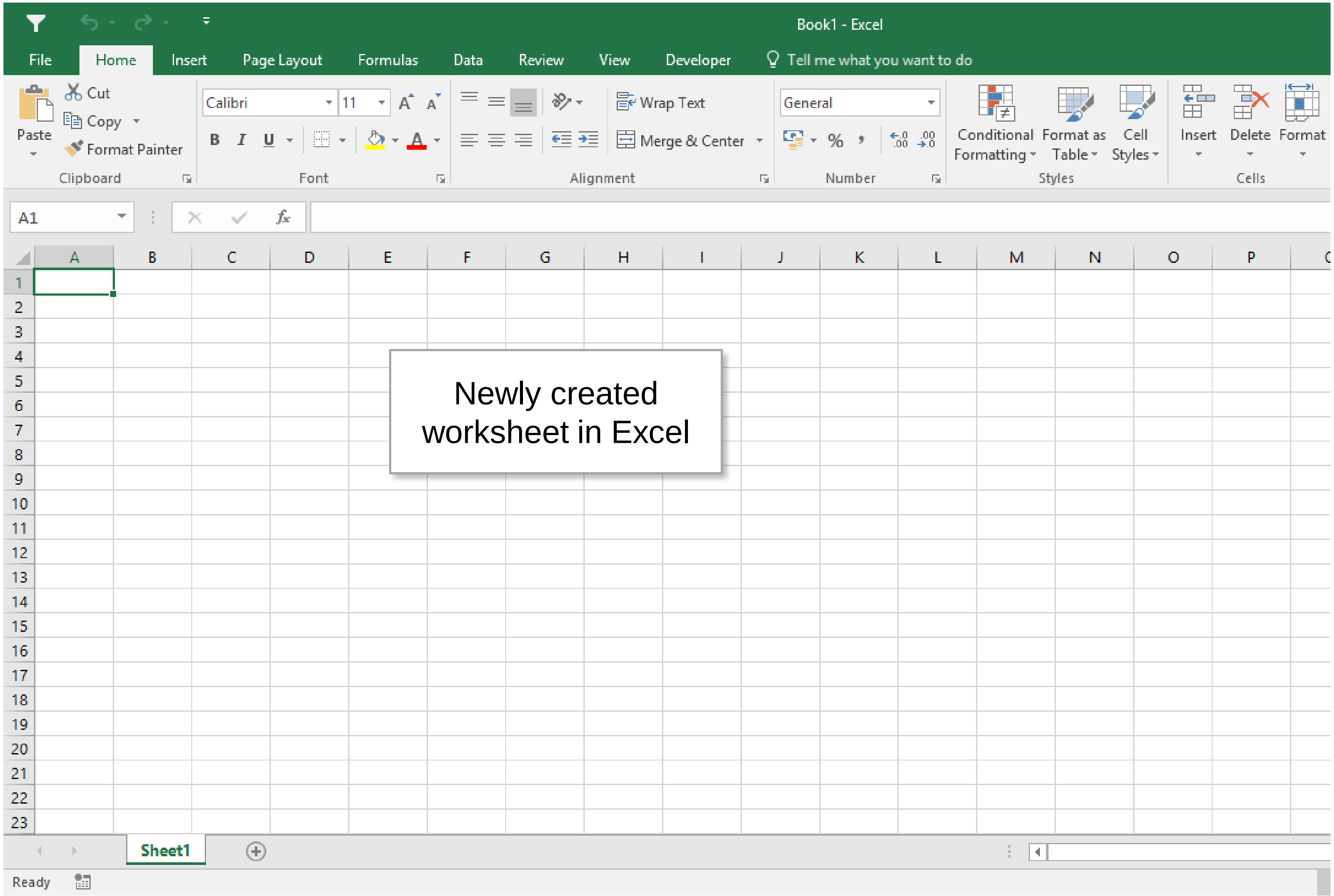
365 Careers

Formatting a worksheet

Formatting a worksheet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Insert
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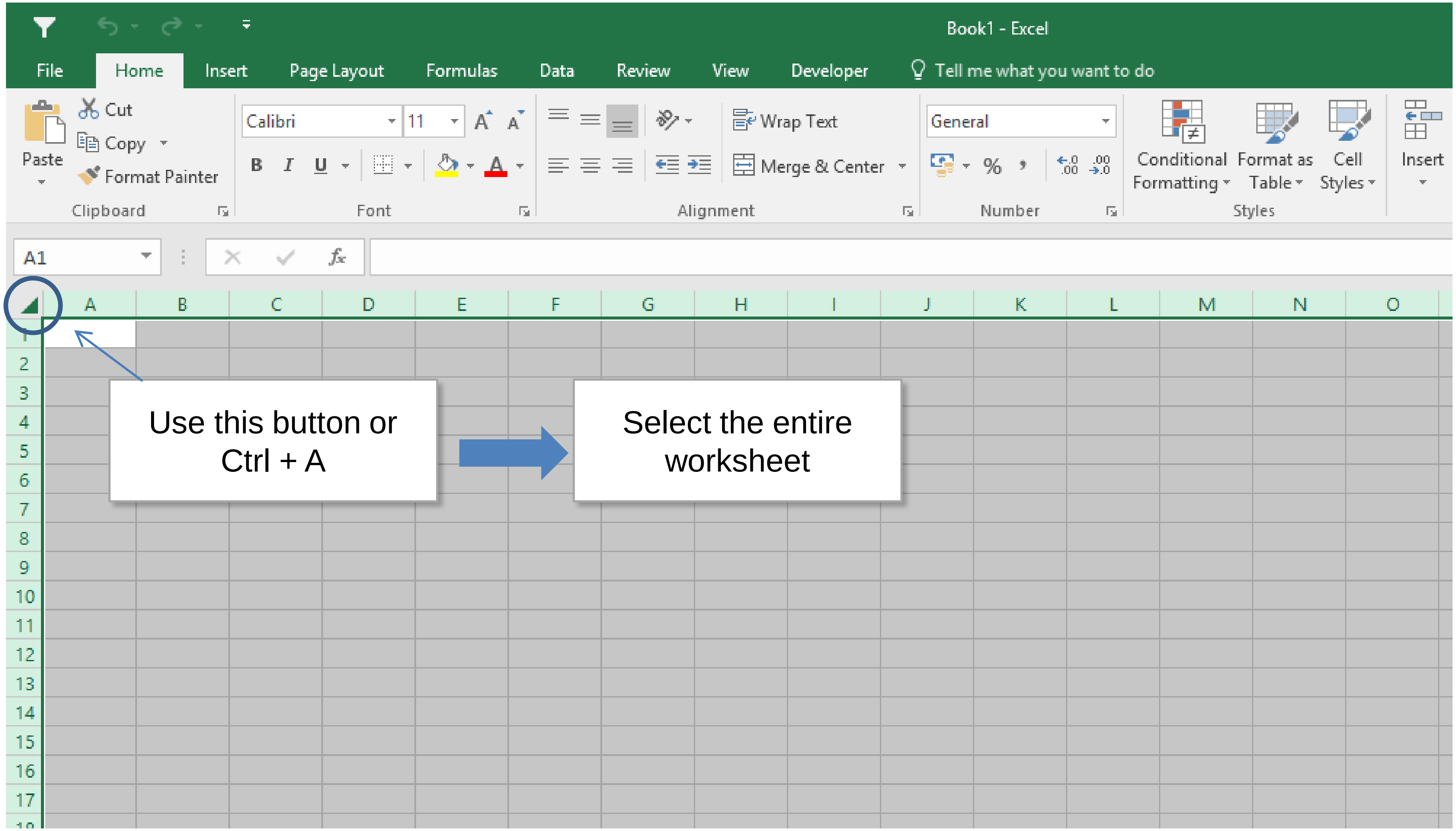
A1
Sheet1
Ready

Newly created worksheet in Excel

Formatting a worksheet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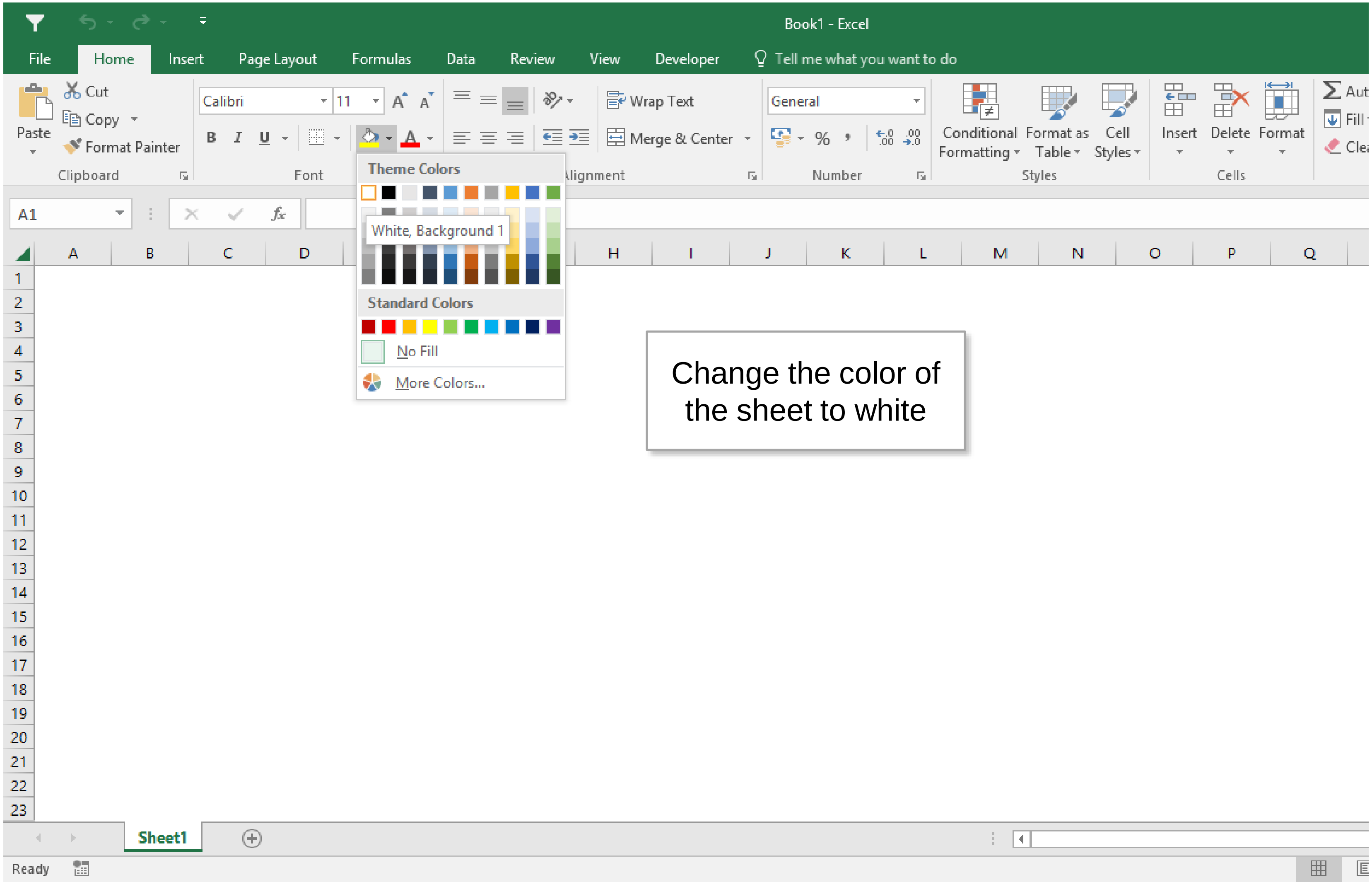
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Use this button or Ctrl + A

Select the entire worksheet

Formatting a worksheet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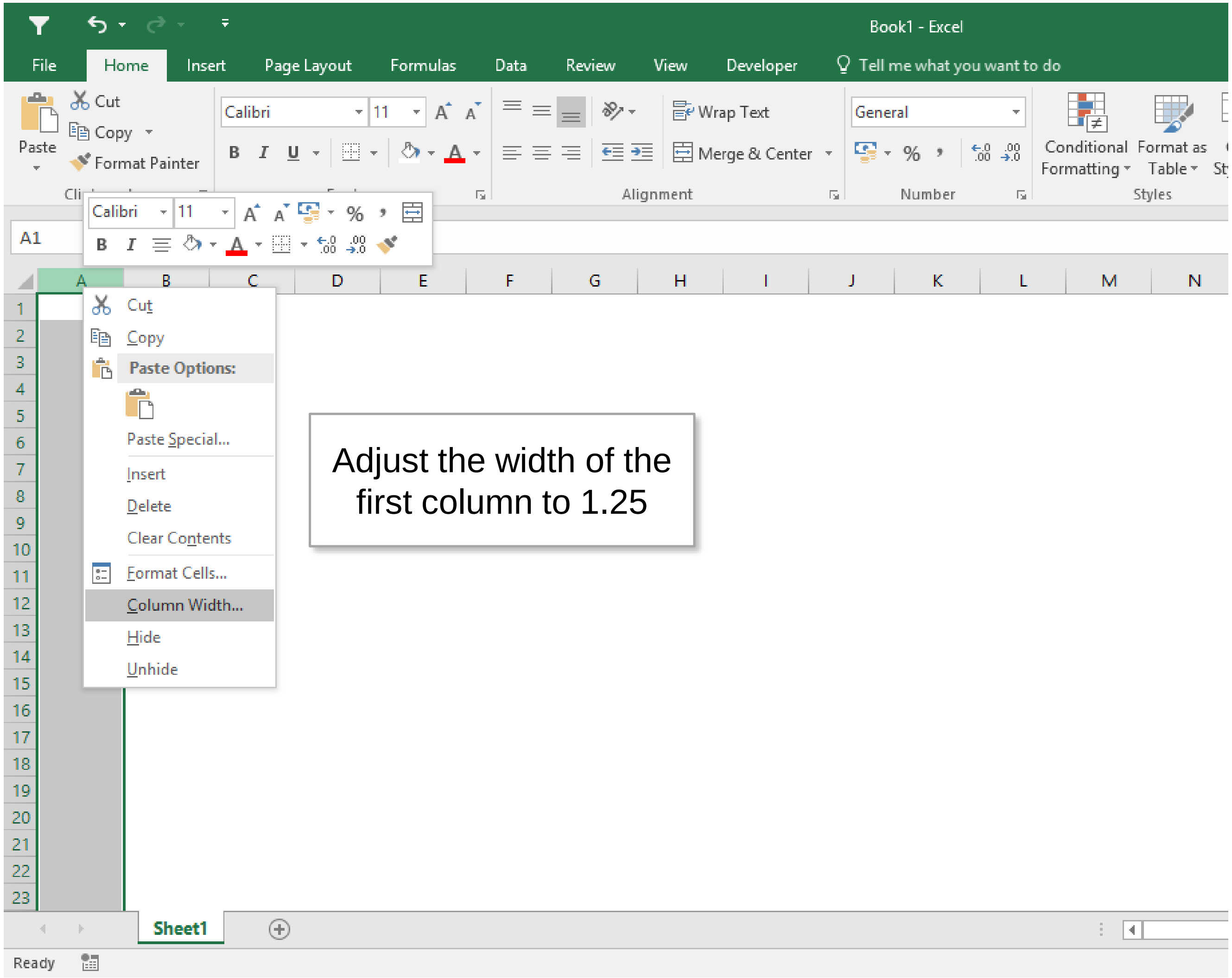
Ready

Change the color of the sheet to white

Formatting a worksheet

365 Careers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Clear Contents
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Hide
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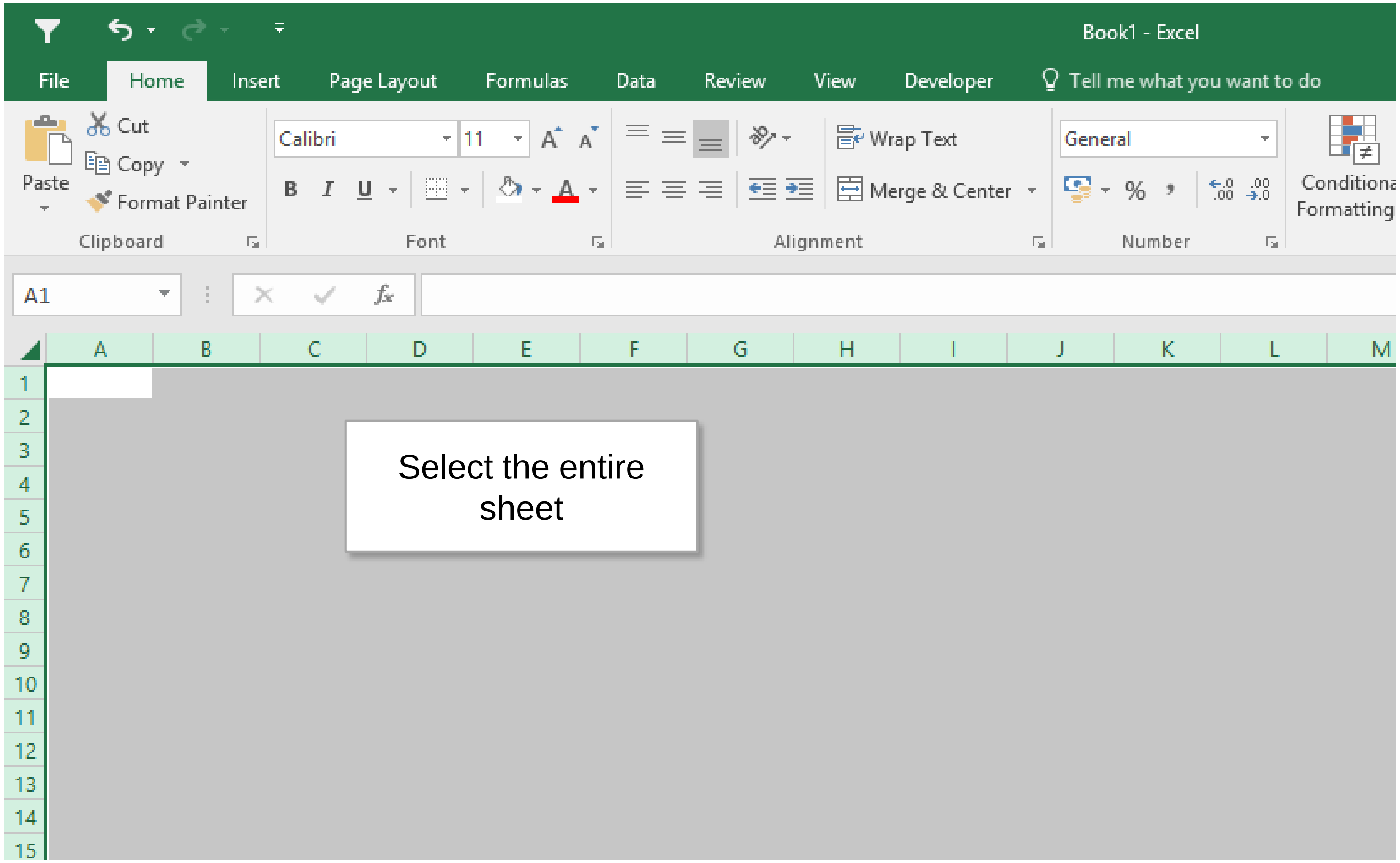
Sheet1
Ready

Adjust the width of the first column to 1.25

Formatting a worksheet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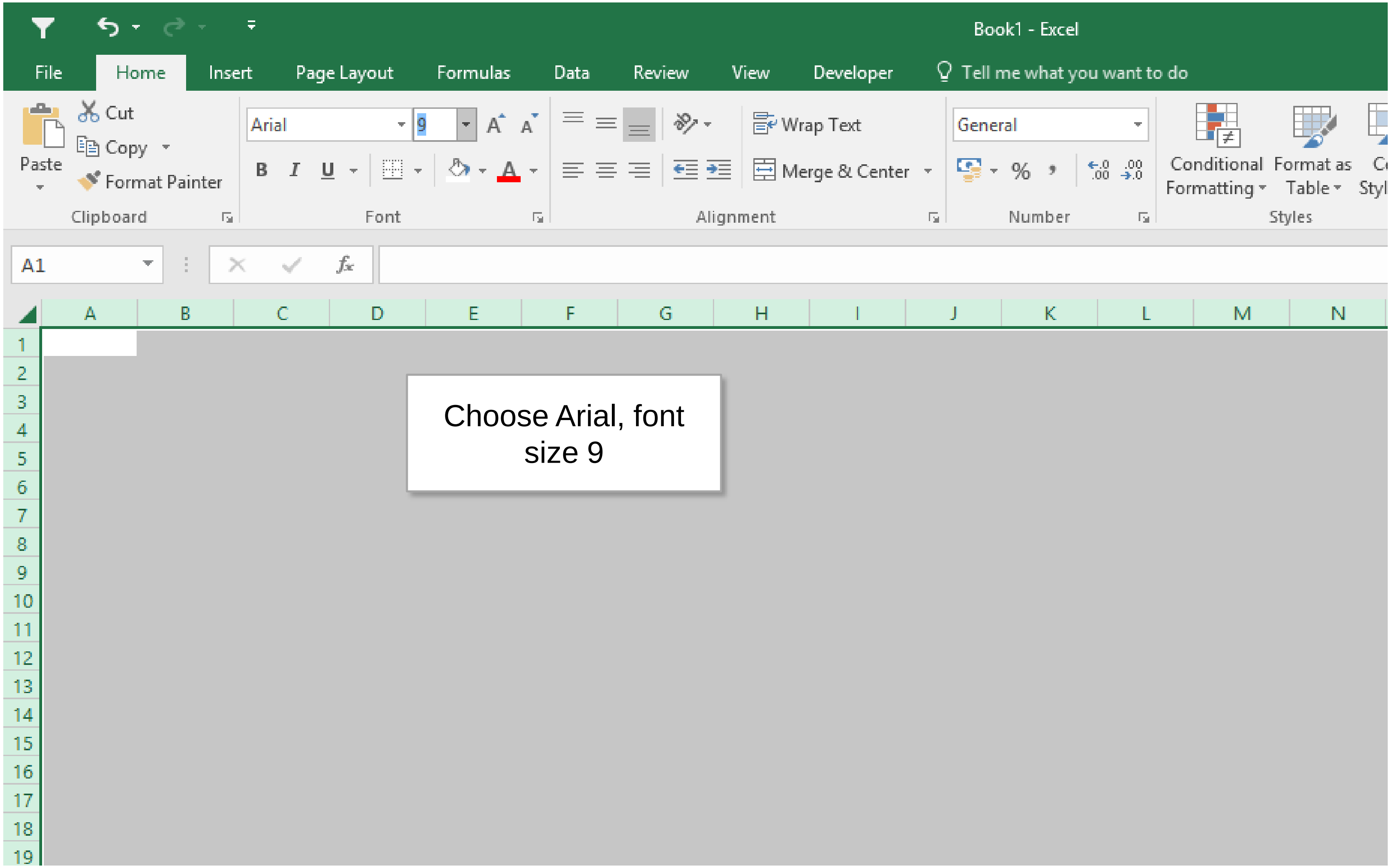
Select the entire sheet

Formatting a worksheet

365 Careers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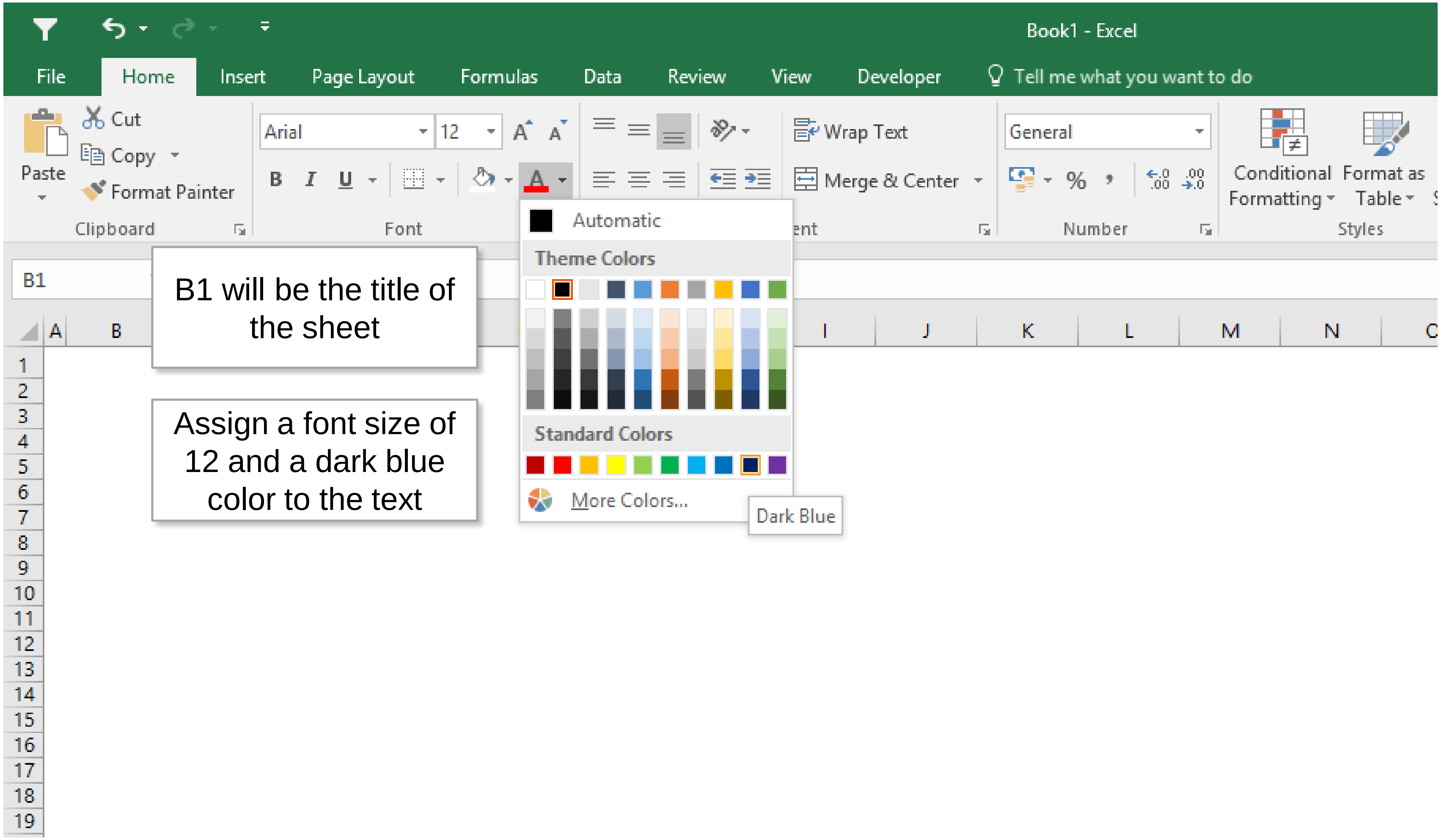
Choose Arial, font size 9

Formatting a worksheet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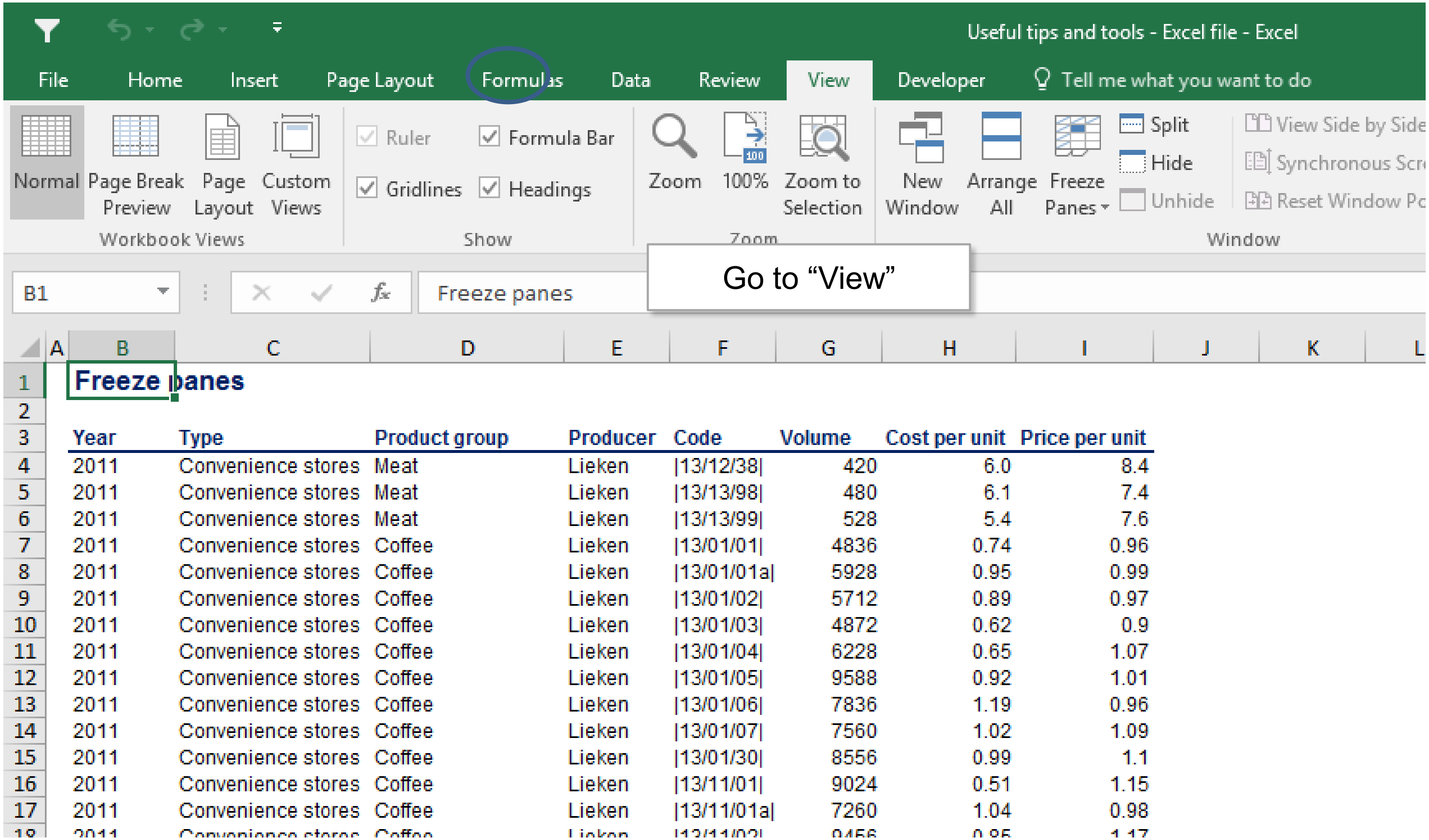
B1 will be the title of the sheet

Assign a font size of 12 and a dark blue color to the text

Freeze Panes

Freeze panes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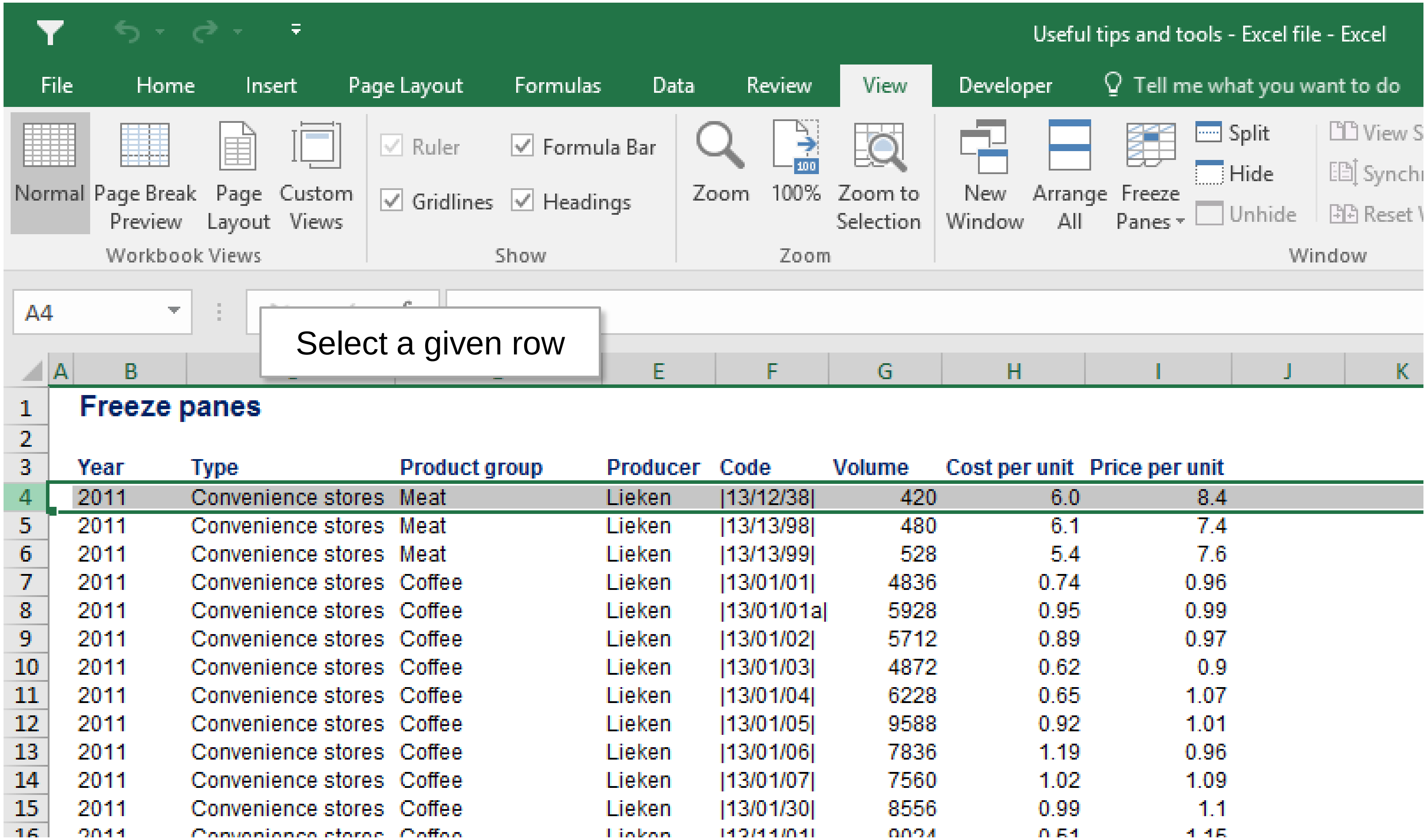
Go to “View”

Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

Freeze panes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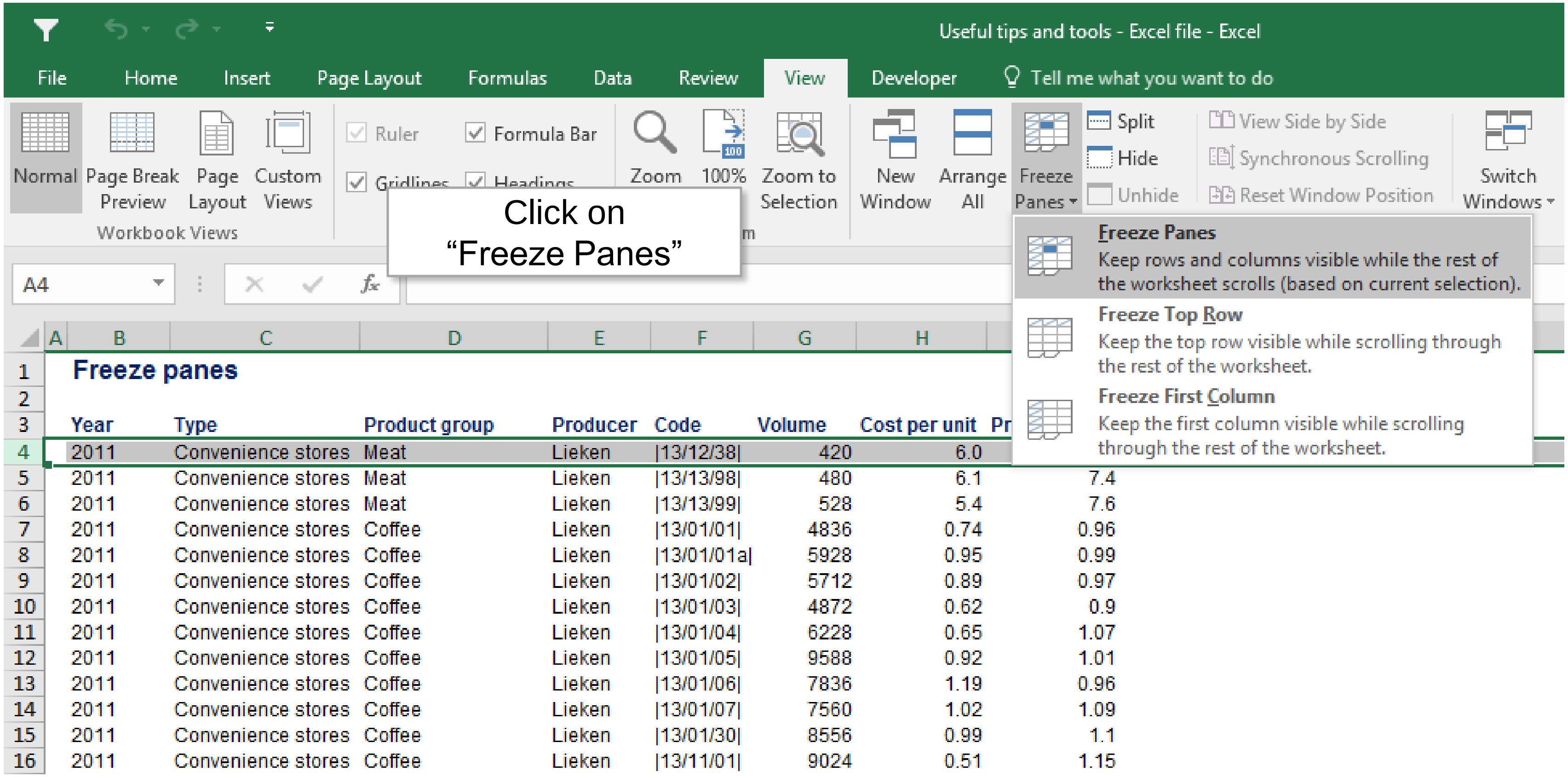
Select a given row

Freeze panes

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
4	2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
5	2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
6	2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
7	2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
8	2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
9	2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
10	2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15

Freeze panes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View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
A4
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Click on “Freeze Panes”

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

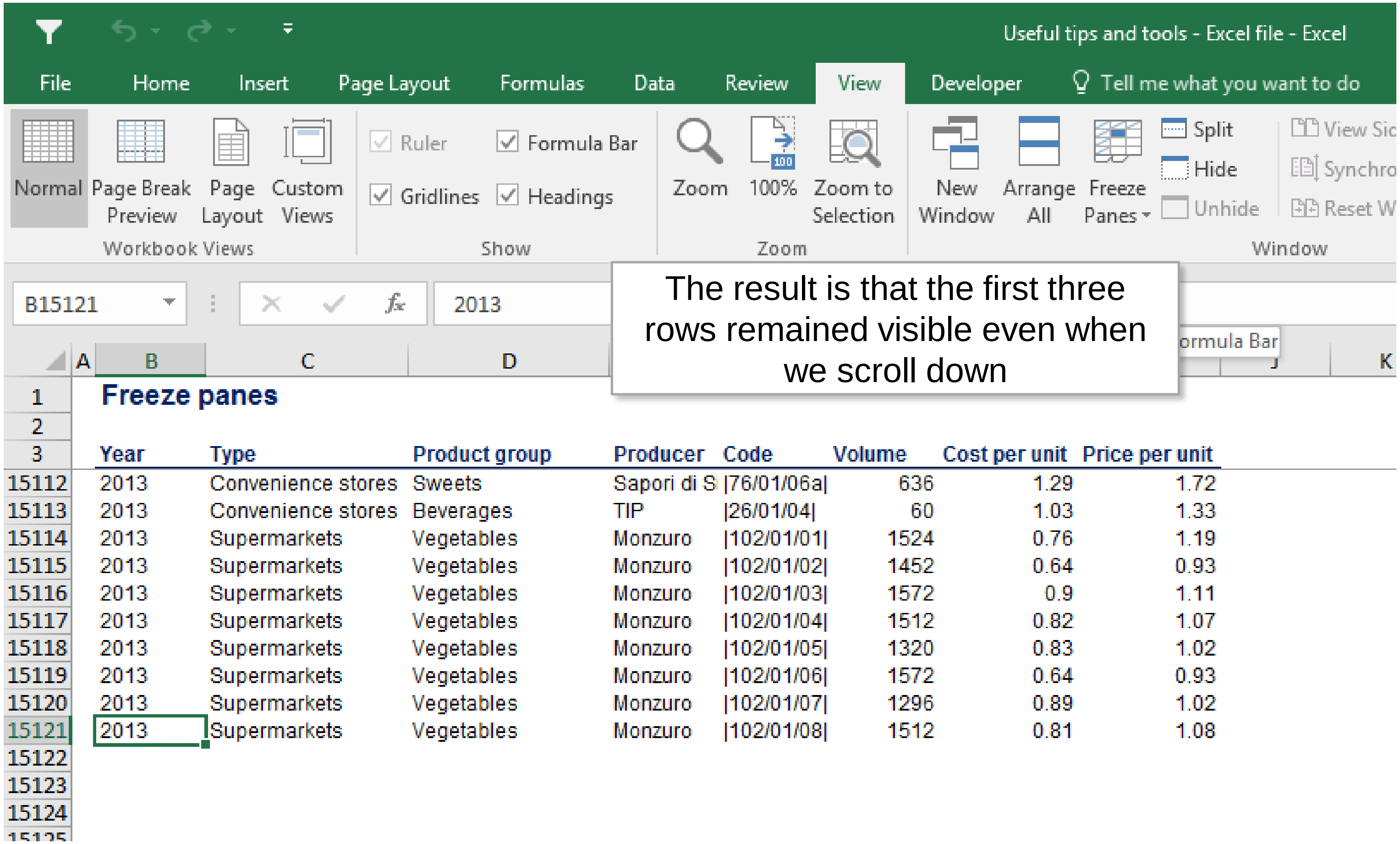
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Pr
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15

Freeze panes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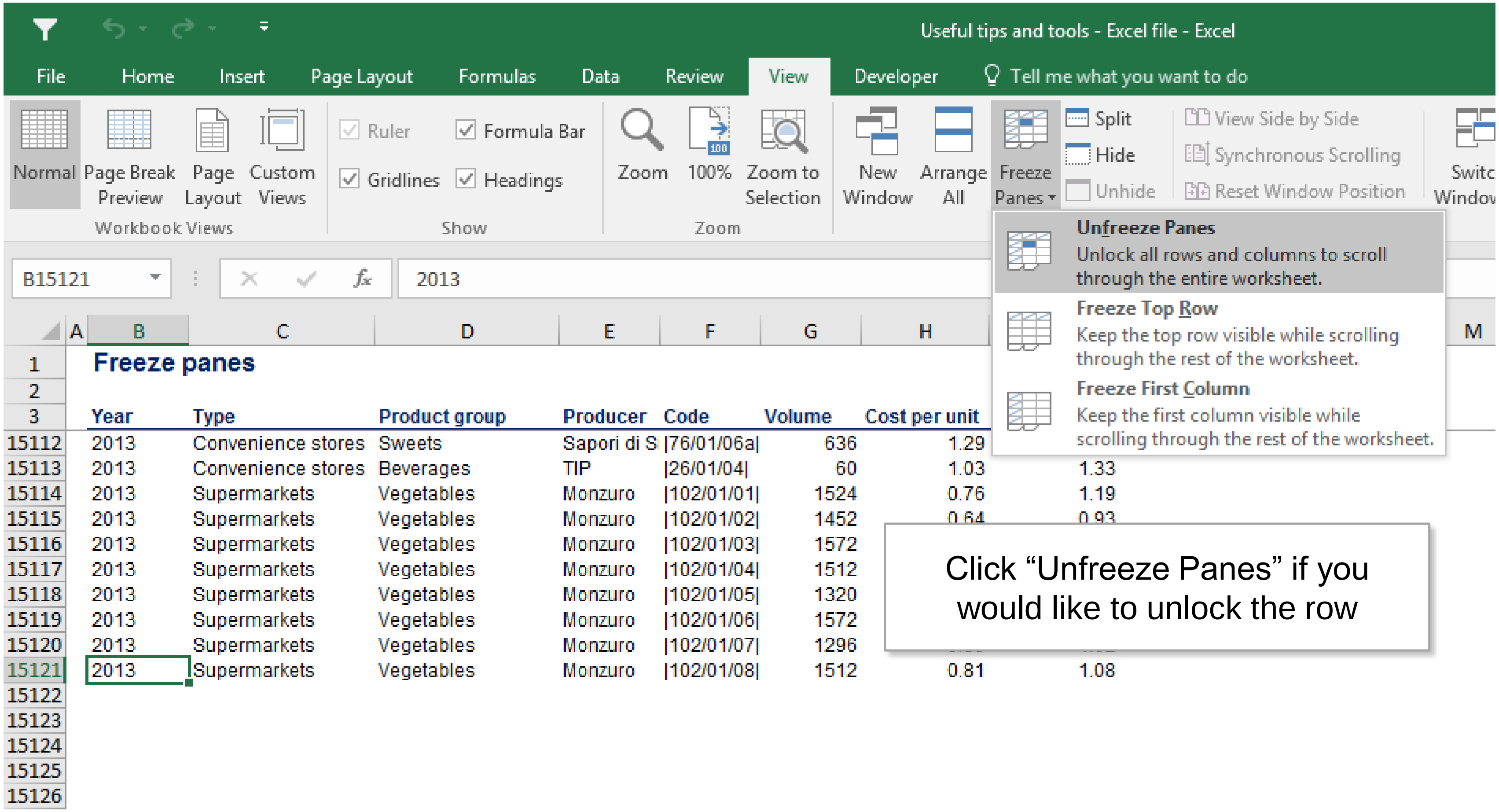
The result is that the first three rows remained visible even when we scroll down

Freeze panes

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
15112	2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	1.72
15113	2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33
15114	2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19
15115	2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93
15116	2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572	0.9	1.11
15117	2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512	0.82	1.07
15118	2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320	0.83	1.02
15119	2013	Supermarkets	Vegetables	Monzuro	|102/01/06|	1572	0.64	0.93
15120	2013	Supermarkets	Vegetables	Monzuro	|102/01/07|	1296	0.89	1.02
15121	2013	Supermarkets	Vegetables	Monzuro	|102/01/08|	1512	0.81	1.08
15122								
15123								
15124								

Freeze panes

365 Careers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Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Unfreeze Panes
Freeze Top Row
Freeze First Column
B15121
2013

Unfreeze Panes: Unlock all rows and columns to scroll through the entire worksheet.

Freeze Top Row: Keep the top row visible while scrolling through the rest of the worksheet.

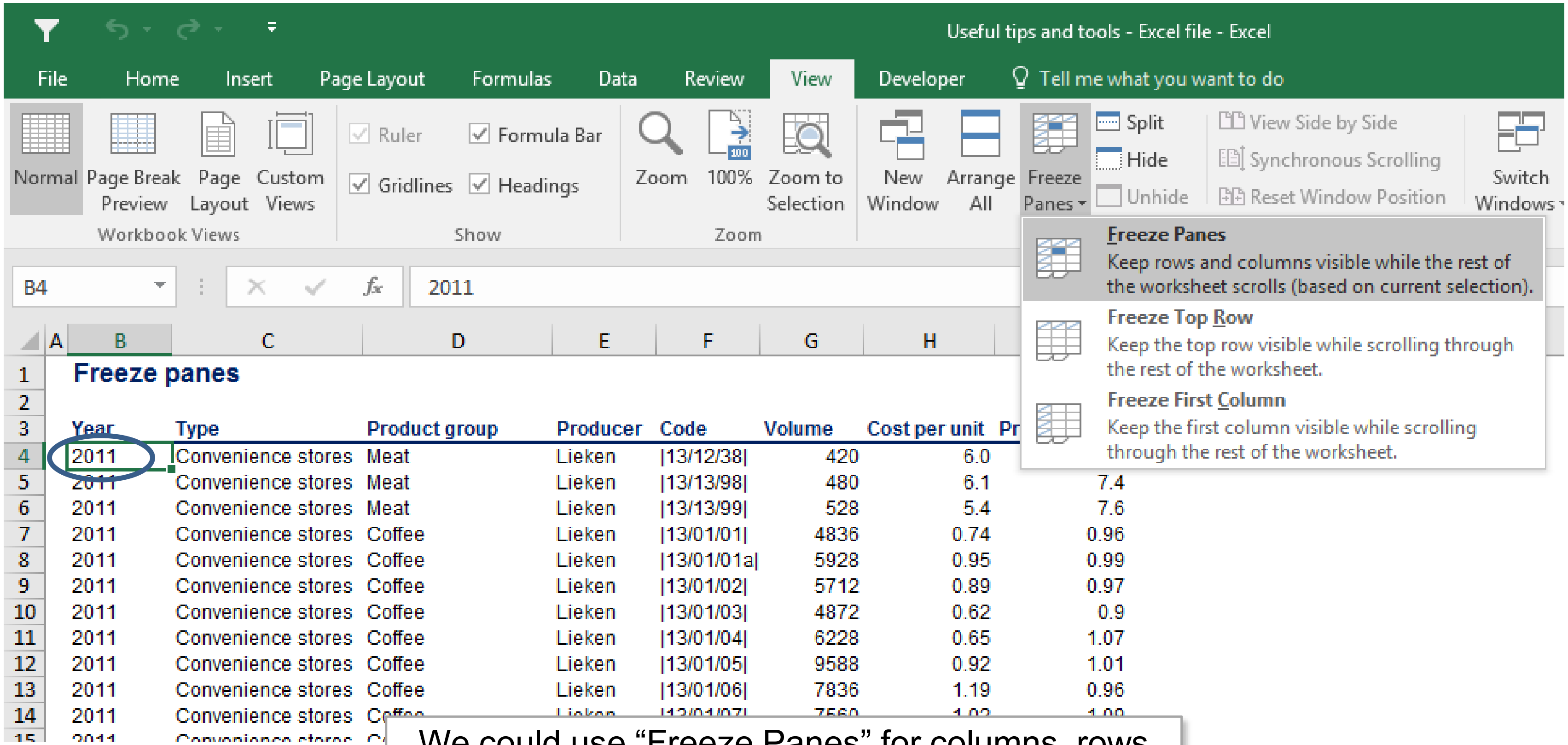
Freeze First Column: Keep the first column visible while scrolling through the rest of the worksheet.

Freeze panes

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	
15112	2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	
15113	2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33
15114	2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19
15115	2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93
15116	2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572		
15117	2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512		
15118	2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320		
15119	2013	Supermarkets	Vegetables	Monzuro	|102/01/06|	1572		
15120	2013	Supermarkets	Vegetables	Monzuro	|102/01/07|	1296		
15121	2013	Supermarkets	Vegetables	Monzuro	|102/01/08|	1512	0.81	1.08

Click “Unfreeze Panes” if you would like to unlock the row

Freeze panes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Synchronous Scrolling
Reset Window Position
Switch Windows
B4
fx

2011

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

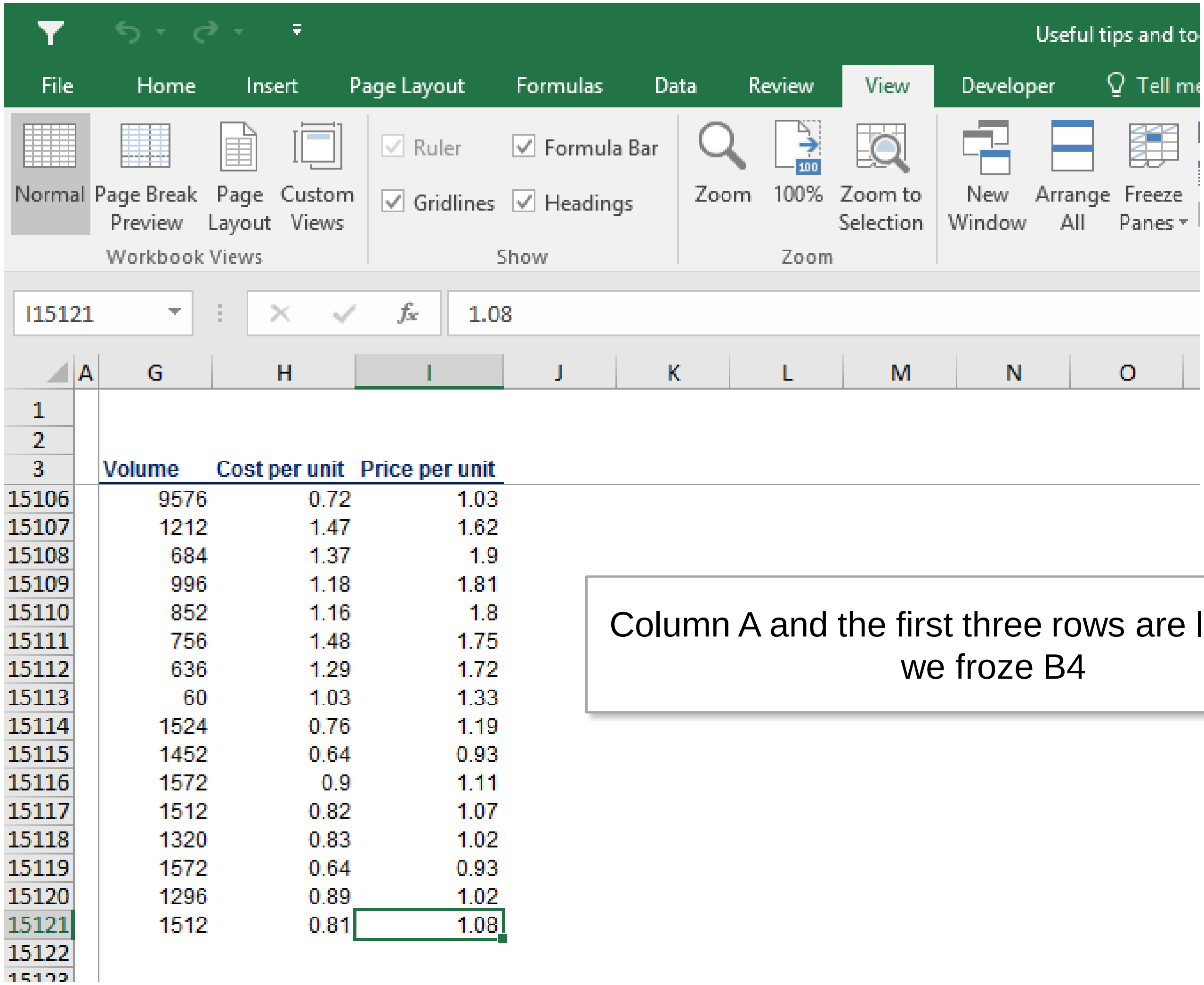
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Pr
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores						

We could use “Freeze Panes” for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

Freeze panes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I15121

1.08

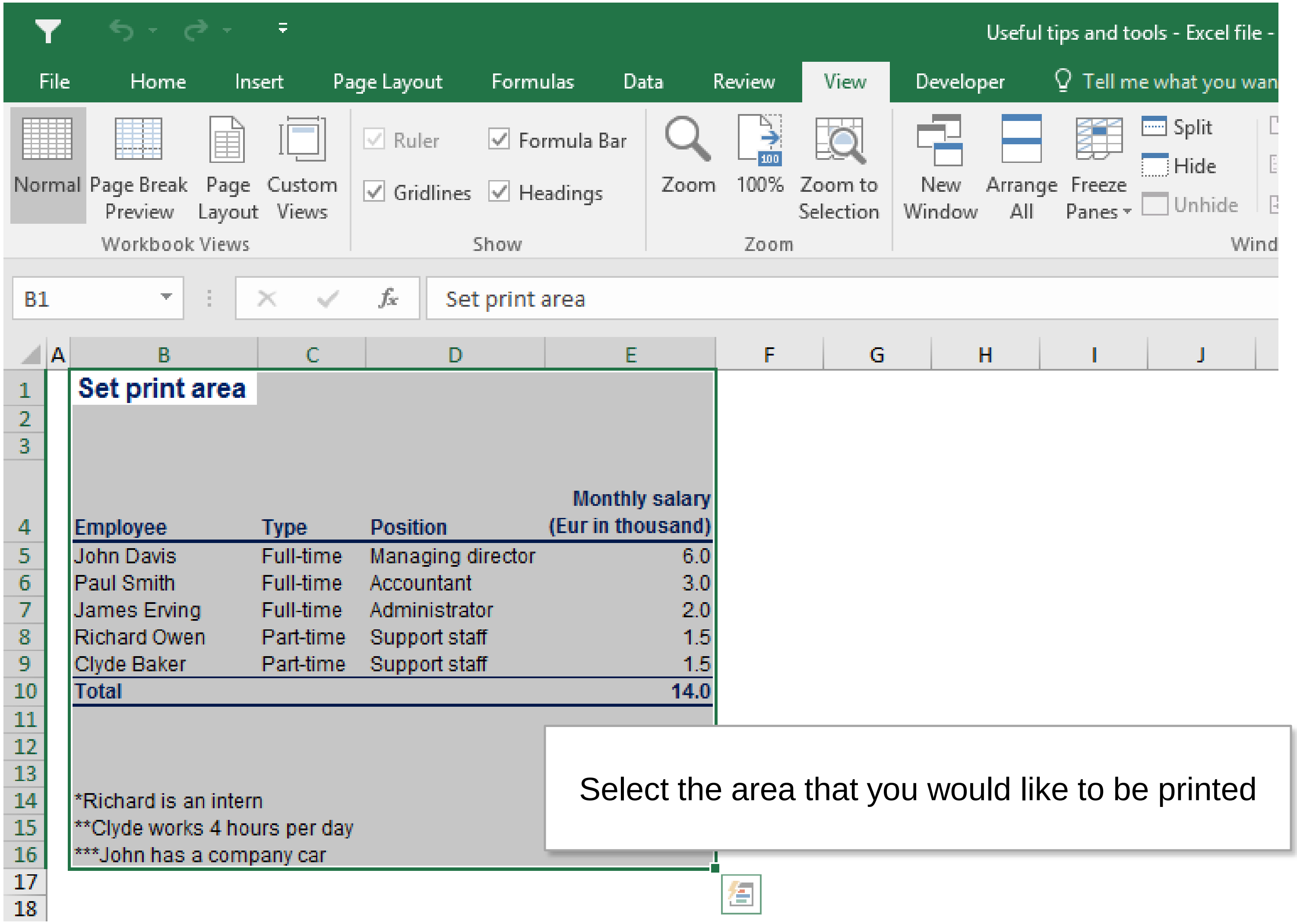
	Volume	Cost per unit	Price per unit
15106	9576	0.72	1.03
15107	1212	1.47	1.62
15108	684	1.37	1.9
15109	996	1.18	1.81
15110	852	1.16	1.8
15111	756	1.48	1.75
15112	636	1.29	1.72
15113	60	1.03	1.33
15114	1524	0.76	1.19
15115	1452	0.64	0.93
15116	1572	0.9	1.11
15117	1512	0.82	1.07
15118	1320	0.83	1.02
15119	1572	0.64	0.93
15120	1296	0.89	1.02
15121	1512	0.81	1.08
15122			

Column A and the first three rows are locked after we froze B4

365 Careers

Set Print Area

Set print area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Freeze Panes
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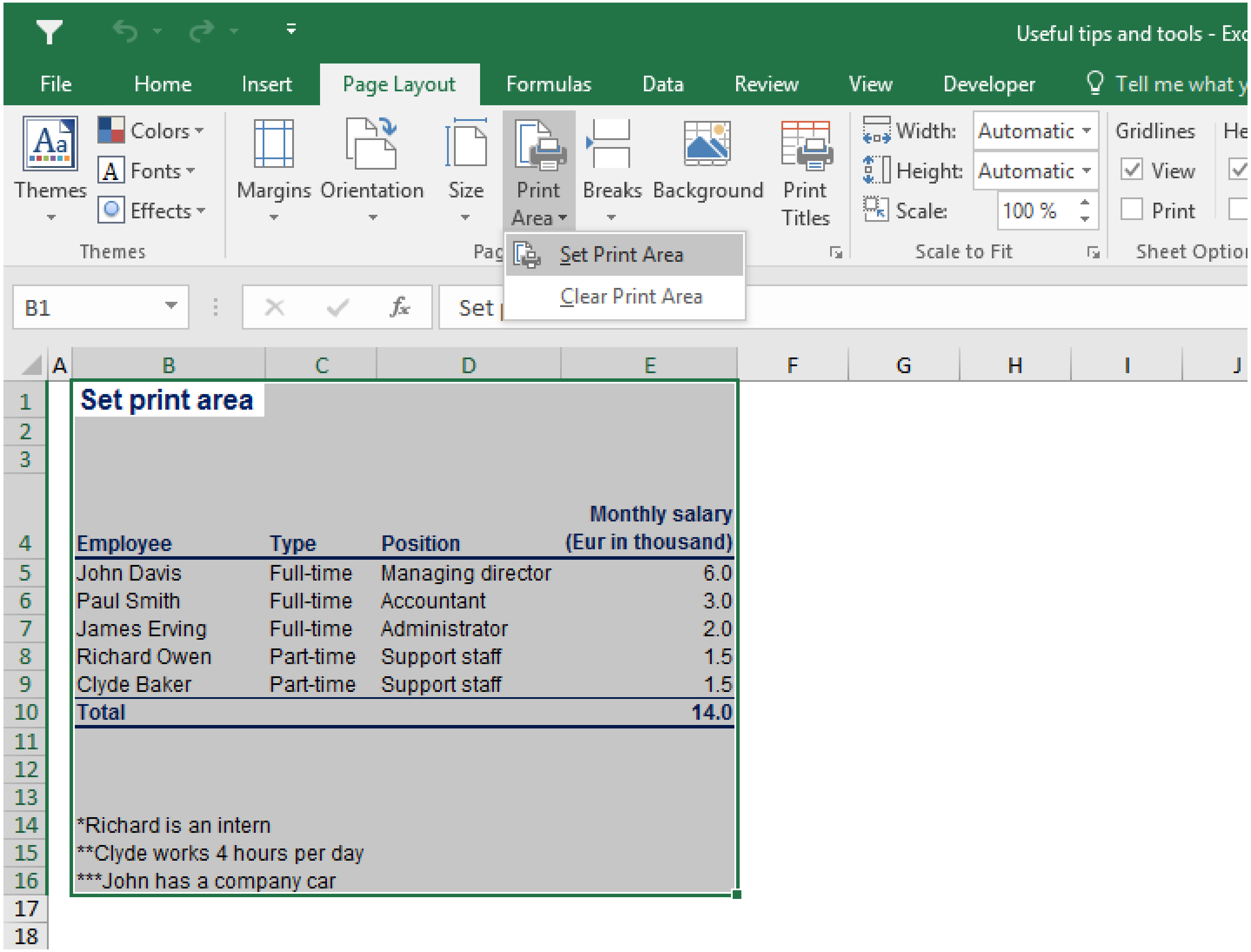
B1
Set print area

	A	B	C	D	E
1		**Set print area**			
2					
3					
4		**Employee**	**Type**	**Position**	**Monthly salary (Eur in thousand)**
5		John Davis	Full-time	Managing director	6.0
6		Paul Smith	Full-time	Accountant	3.0
7		James Erving	Full-time	Administrator	2.0
8		Richard Owen	Part-time	Support staff	1.5
9		Clyde Baker	Part-time	Support staff	1.5
10		**Total**			**14.0**
11					
12					
13					
14		*Richard is an intern			
15		**Clyde works 4 hours per day			
16		***John has a company car			
17					
18					

Select the area that you would like to be printed

Set print area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Height: Automatic
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Clear Print Area
B1
Set

Set print area

Employee	Type	Position	Monthly salary (Eur in thousand)
John Davis	Full-time	Managing director	6.0
Paul Smith	Full-time	Accountant	3.0
James Erving	Full-time	Administrator	2.0
Richard Owen	Part-time	Support staff	1.5
Clyde Baker	Part-time	Support staff	1.5
Total			**14.0**

*Richard is an intern

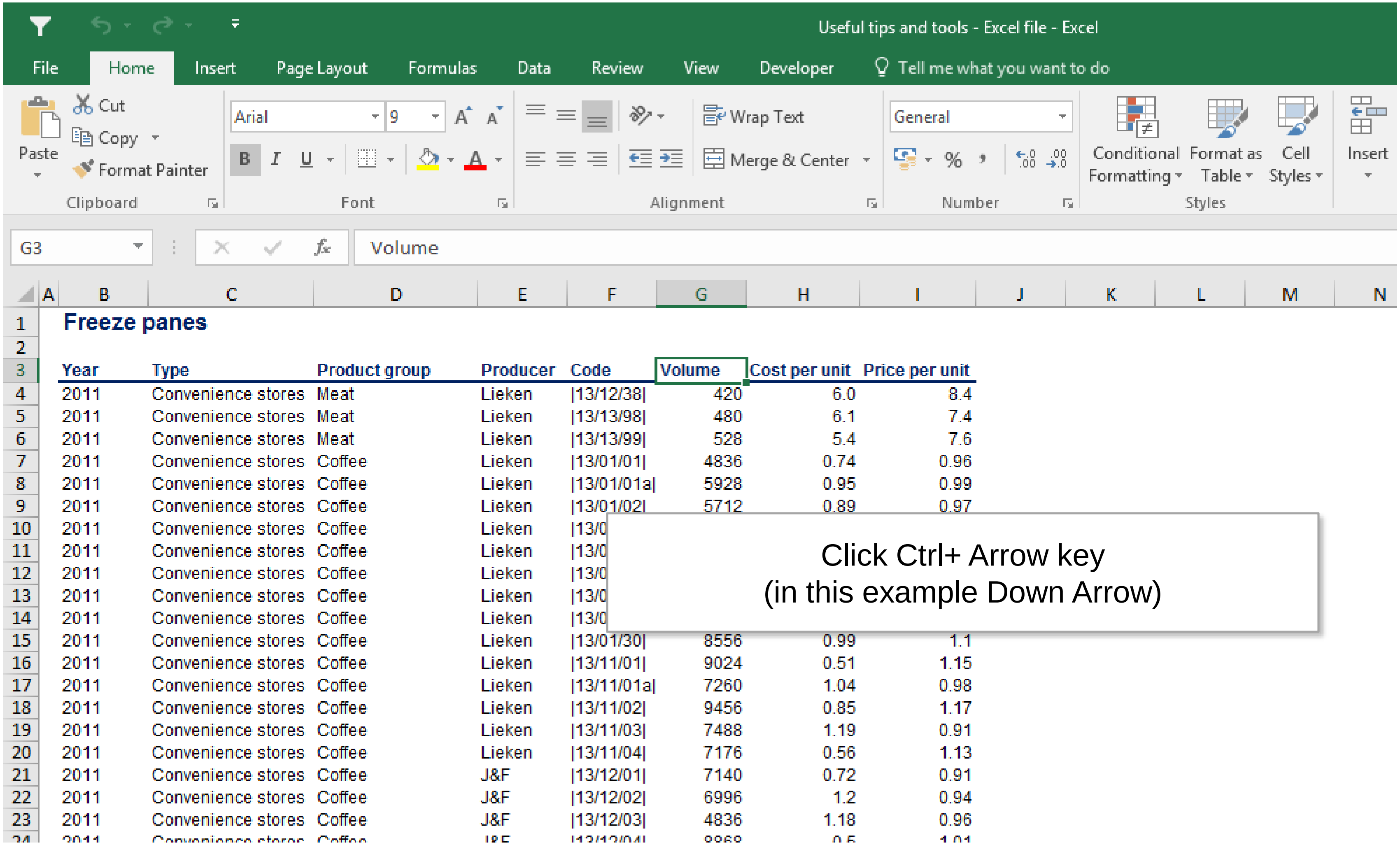
**Clyde works 4 hours per day

***John has a company car

Fast Scrolling

Fast scrolling

365 Careers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G3 | Volume

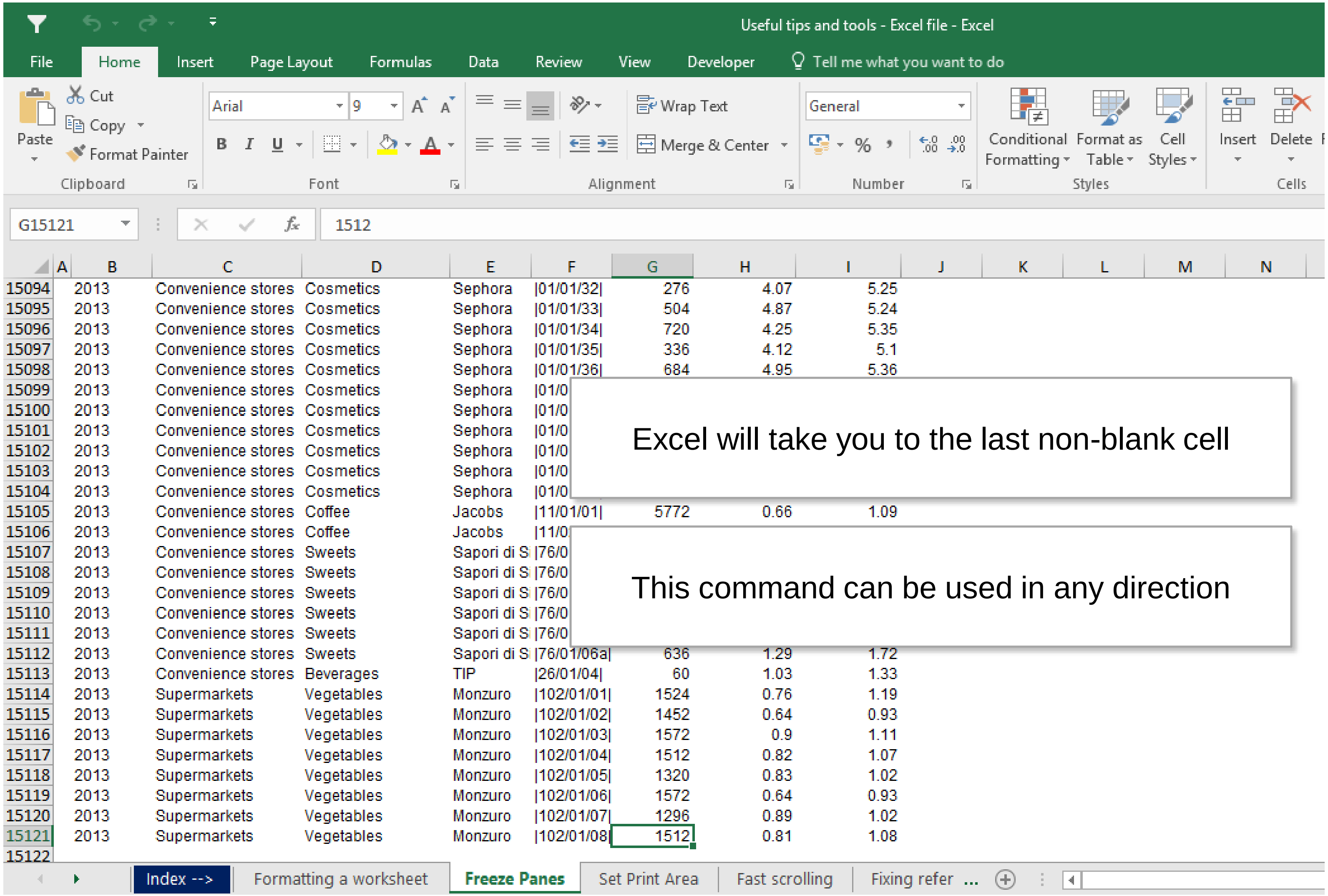
Freeze panes

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
4	2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
5	2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
6	2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
7	2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
8	2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
9	2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97
10	2011	Convenience stores	Coffee	Lieken	|13/0			
11	2011	Convenience stores	Coffee	Lieken	|13/0			
12	2011	Convenience stores	Coffee	Lieken	|13/0			
13	2011	Convenience stores	Coffee	Lieken	|13/0			
14	2011	Convenience stores	Coffee	Lieken	|13/0			
15	2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
17	2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98
18	2011	Convenience stores	Coffee	Lieken	|13/11/02|	9456	0.85	1.17
19	2011	Convenience stores	Coffee	Lieken	|13/11/03|	7488	1.19	0.91
20	2011	Convenience stores	Coffee	Lieken	|13/11/04|	7176	0.56	1.13
21	2011	Convenience stores	Coffee	J&F	|13/12/01|	7140	0.72	0.91
22	2011	Convenience stores	Coffee	J&F	|13/12/02|	6996	1.2	0.94
23	2011	Convenience stores	Coffee	J&F	|13/12/03|	4836	1.18	0.96

Click Ctrl+ Arrow key
(in this example Down Arrow)

Fast scrolling

365 Careers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G15121

1512

	A	B	C	D	E	F	G	H	I
15094		2013	Convenience stores	Cosmetics	Sephora	|01/01/32|	276	4.07	5.25
15095		2013	Convenience stores	Cosmetics	Sephora	|01/01/33|	504	4.87	5.24
15096		2013	Convenience stores	Cosmetics	Sephora	|01/01/34|	720	4.25	5.35
15097		2013	Convenience stores	Cosmetics	Sephora	|01/01/35|	336	4.12	5.1
15098		2013	Convenience stores	Cosmetics	Sephora	|01/01/36|	684	4.95	5.36
15099		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15100		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15101		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15102		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15103		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15104		2013	Convenience stores	Cosmetics	Sephora	|01/0			
15105		2013	Convenience stores	Coffee	Jacobs	|11/01/01|	5772	0.66	1.09
15106		2013	Convenience stores	Coffee	Jacobs	|11/0			
15107		2013	Convenience stores	Sweets	Sapori di S	|76/0			
15108		2013	Convenience stores	Sweets	Sapori di S	|76/0			
15109		2013	Convenience stores	Sweets	Sapori di S	|76/0			
15110		2013	Convenience stores	Sweets	Sapori di S	|76/0			
15111		2013	Convenience stores	Sweets	Sapori di S	|76/0			
15112		2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	1.72
15113		2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33
15114		2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19
15115		2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93
15116		2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572	0.9	1.11
15117		2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512	0.82	1.07
15118		2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320	0.83	1.02
15119		2013	Supermarkets	Vegetables	Monzuro	|102/01/06|	1572	0.64	0.93
15120		2013	Supermarkets	Vegetables	Monzuro	|102/01/07|	1296	0.89	1.02
15121		2013	Supermarkets	Vegetables	Monzuro	|102/01/08|	1512	0.81	1.08
15122									

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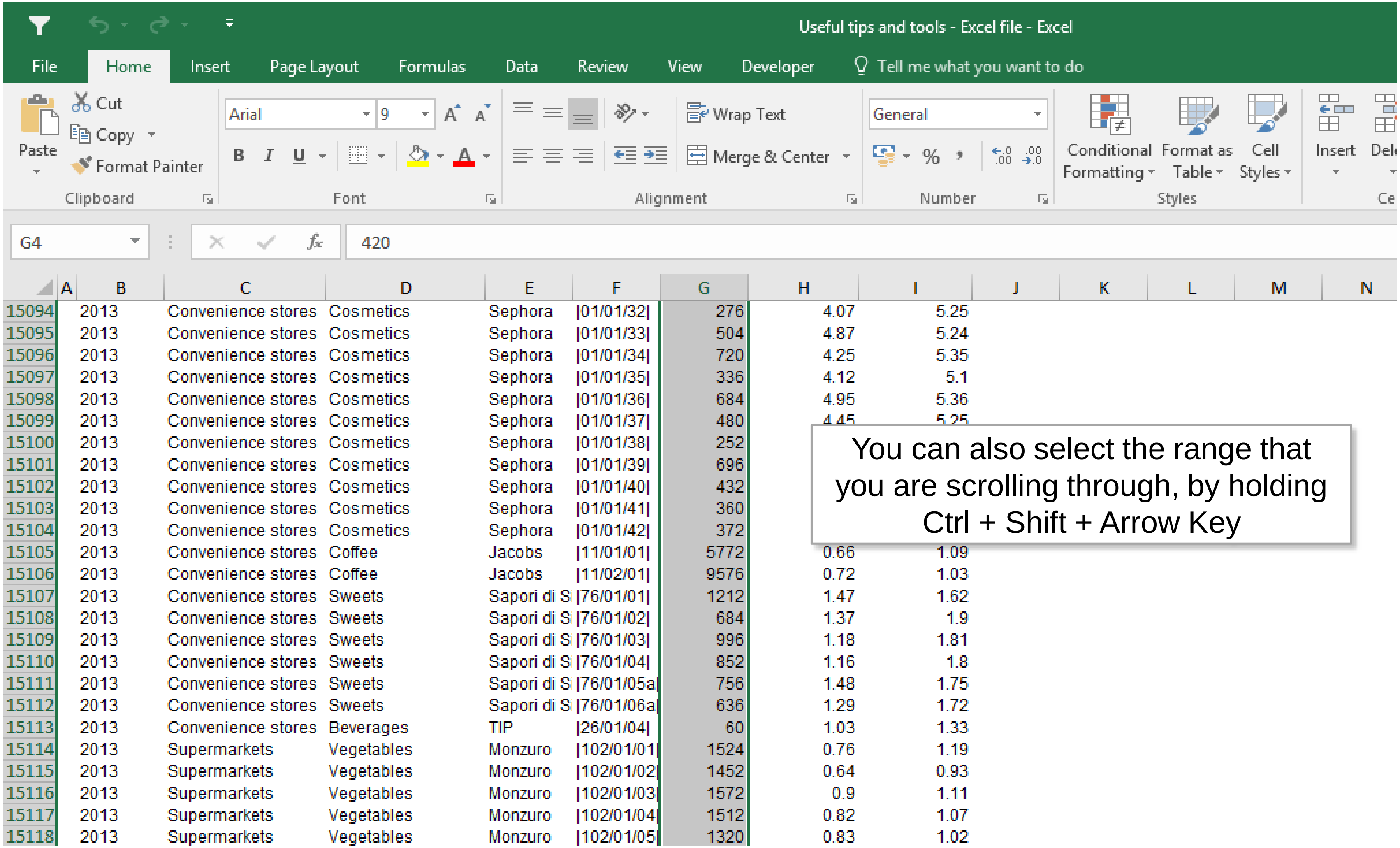
Excel will take you to the last non-blank cell

This command can be used in any direction

Fast scrolling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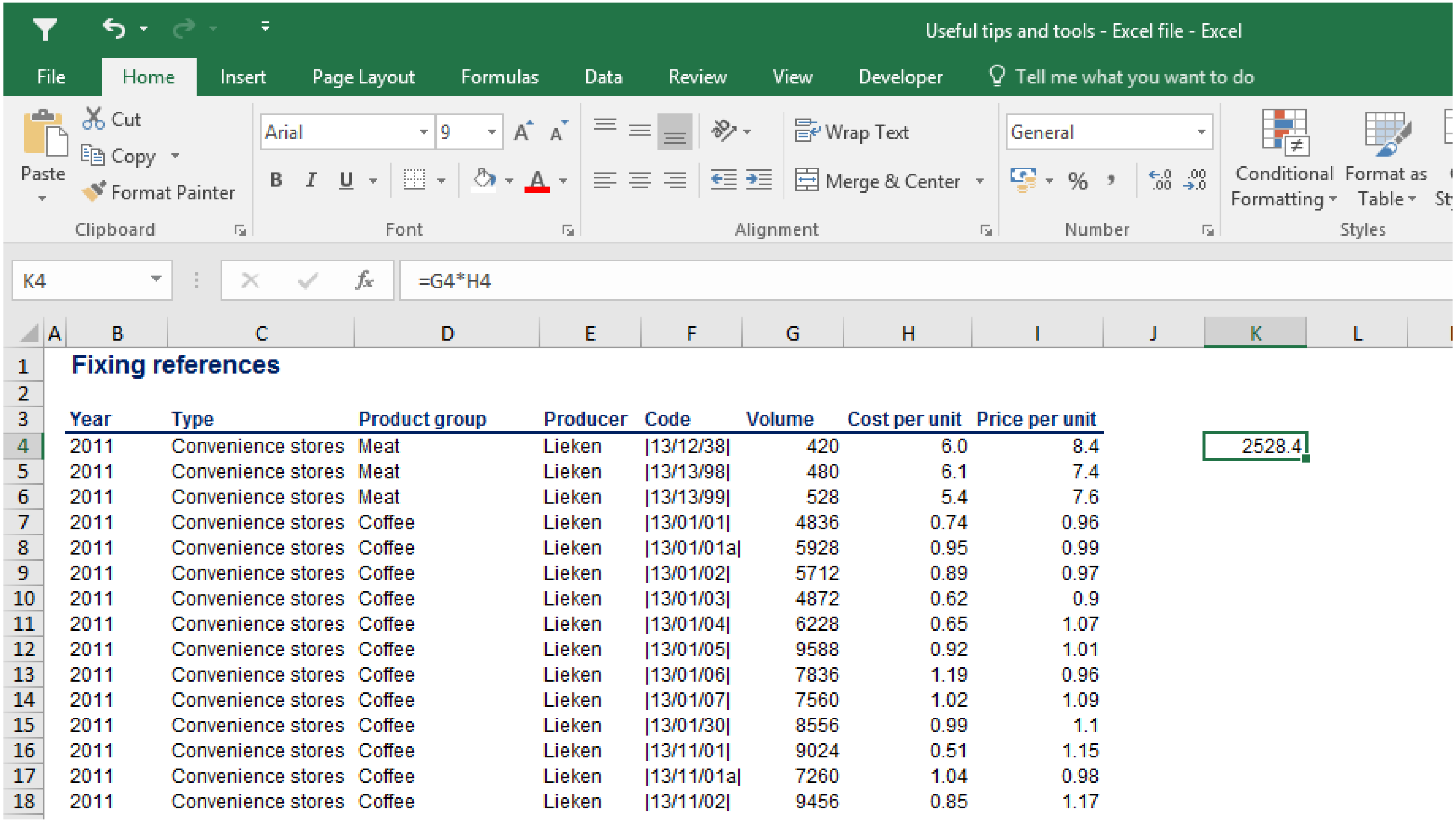
	A	B	C	D	E	F	G	H	I
15094		2013	Convenience stores	Cosmetics	Sephora	|01/01/32|	276	4.07	5.25
15095		2013	Convenience stores	Cosmetics	Sephora	|01/01/33|	504	4.87	5.24
15096		2013	Convenience stores	Cosmetics	Sephora	|01/01/34|	720	4.25	5.35
15097		2013	Convenience stores	Cosmetics	Sephora	|01/01/35|	336	4.12	5.1
15098		2013	Convenience stores	Cosmetics	Sephora	|01/01/36|	684	4.95	5.36
15099		2013	Convenience stores	Cosmetics	Sephora	|01/01/37|	480	4.45	5.25
15100		2013	Convenience stores	Cosmetics	Sephora	|01/01/38|	252		
15101		2013	Convenience stores	Cosmetics	Sephora	|01/01/39|	696		
15102		2013	Convenience stores	Cosmetics	Sephora	|01/01/40|	432		
15103		2013	Convenience stores	Cosmetics	Sephora	|01/01/41|	360		
15104		2013	Convenience stores	Cosmetics	Sephora	|01/01/42|	372		
15105		2013	Convenience stores	Coffee	Jacobs	|11/01/01|	5772	0.66	1.09
15106		2013	Convenience stores	Coffee	Jacobs	|11/02/01|	9576	0.72	1.03
15107		2013	Convenience stores	Sweets	Sapori di S	|76/01/01|	1212	1.47	1.62
15108		2013	Convenience stores	Sweets	Sapori di S	|76/01/02|	684	1.37	1.9
15109		2013	Convenience stores	Sweets	Sapori di S	|76/01/03|	996	1.18	1.81
15110		2013	Convenience stores	Sweets	Sapori di S	|76/01/04|	852	1.16	1.8
15111		2013	Convenience stores	Sweets	Sapori di S	|76/01/05a|	756	1.48	1.75
15112		2013	Convenience stores	Sweets	Sapori di S	|76/01/06a|	636	1.29	1.72
15113		2013	Convenience stores	Beverages	TIP	|26/01/04|	60	1.03	1.33
15114		2013	Supermarkets	Vegetables	Monzuro	|102/01/01|	1524	0.76	1.19
15115		2013	Supermarkets	Vegetables	Monzuro	|102/01/02|	1452	0.64	0.93
15116		2013	Supermarkets	Vegetables	Monzuro	|102/01/03|	1572	0.9	1.11
15117		2013	Supermarkets	Vegetables	Monzuro	|102/01/04|	1512	0.82	1.07
15118		2013	Supermarkets	Vegetables	Monzuro	|102/01/05|	1320	0.83	1.02

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

Fixing references

Fixing references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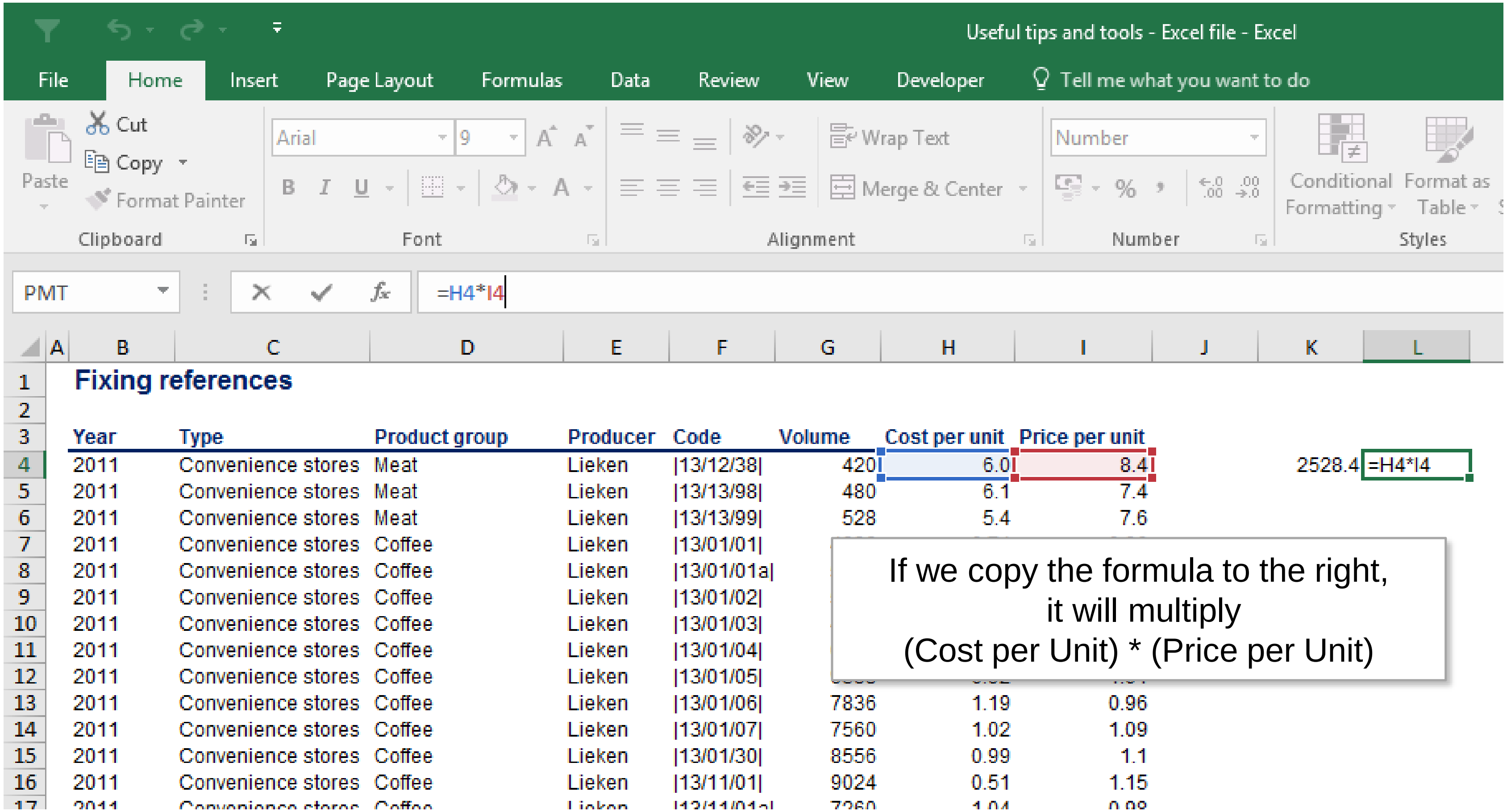
K4 =G4*H4

Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit	
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4	2528.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4	
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6	
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96	
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99	
2011	Convenience stores	Coffee	Lieken	|13/01/02|	5712	0.89	0.97	
2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9	
2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07	
2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01	
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96	
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09	
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1	
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15	
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98	
2011	Convenience stores	Coffee	Lieken	|13/11/02|	9456	0.85	1.17	

Fixing references

365 Careers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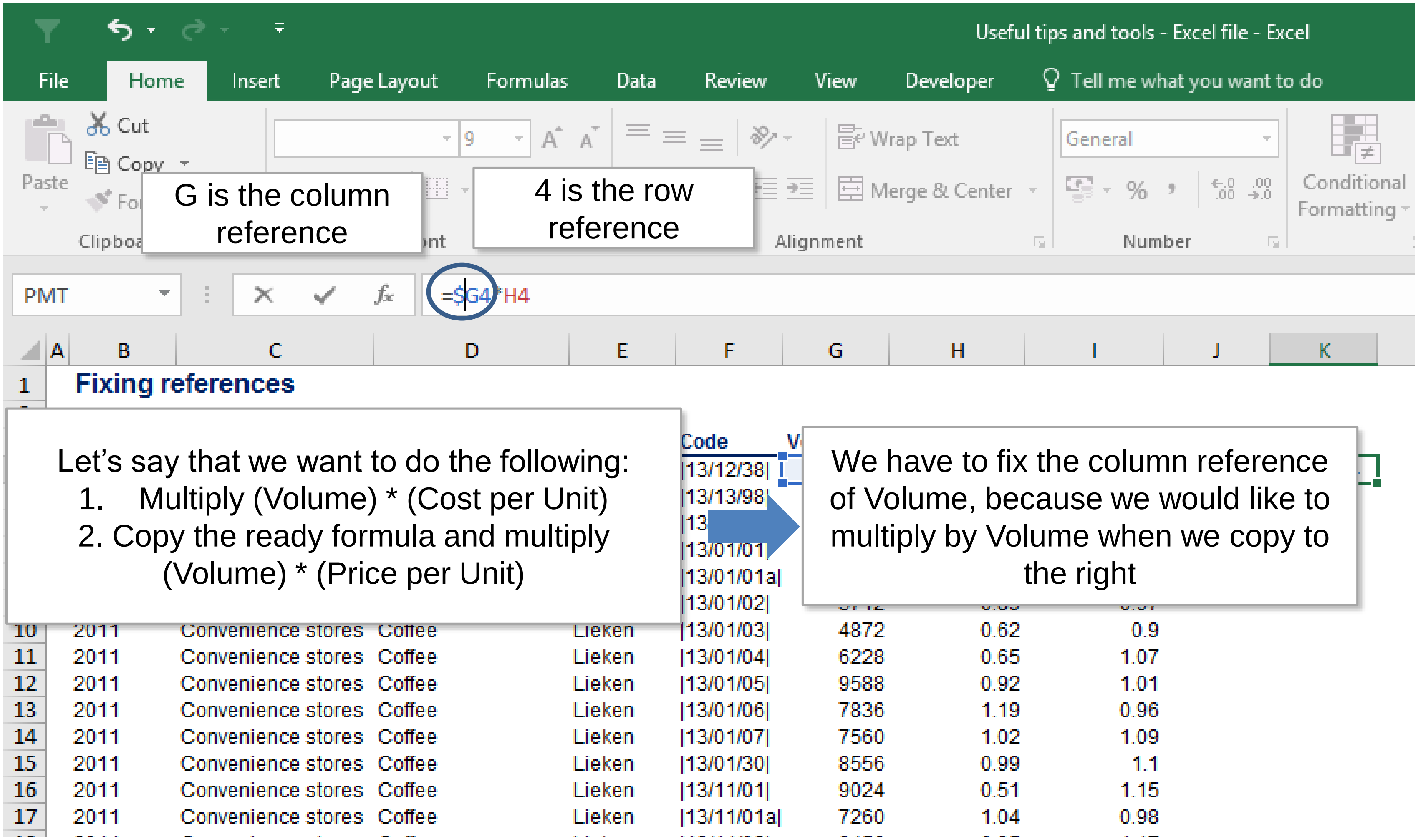
=H4*I4

	A	B	C	D	E	F	G	H	I	J	K	L
1		**Fixing references**										
2												
3		**Year**	**Type**	**Product group**	**Producer**	**Code**	**Volume**	**Cost per unit**	**Price per unit**			
4		2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4		2528.4	=H4*I4
5		2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4			
6		2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6			
7		2011	Convenience stores	Coffee	Lieken	|13/01/01|						
8		2011	Convenience stores	Coffee	Lieken	|13/01/01a|						
9		2011	Convenience stores	Coffee	Lieken	|13/01/02|						
10		2011	Convenience stores	Coffee	Lieken	|13/01/03|						
11		2011	Convenience stores	Coffee	Lieken	|13/01/04|						
12		2011	Convenience stores	Coffee	Lieken	|13/01/05|						
13		2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96			
14		2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09			
15		2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1			
16		2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15			
17		2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98			

If we copy the formula to the right,
it will multiply
(Cost per Unit) * (Price per Unit)

Fixing references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G is the column reference

4 is the row reference

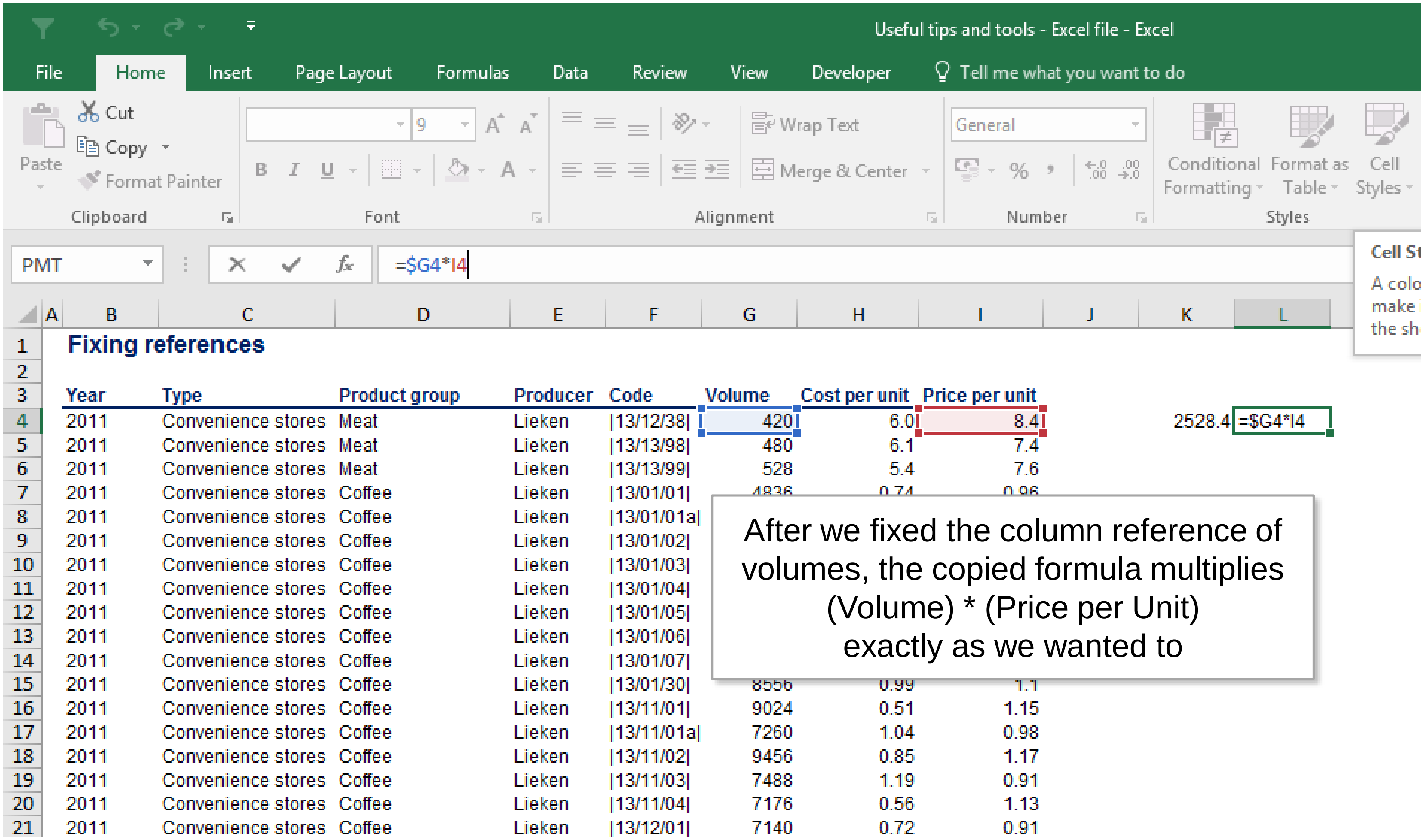
=$G4*H4

Let's say that we want to do the following:
1. Multiply (Volume) * (Cost per Unit)
2. Copy the ready formula and multiply (Volume) * (Price per Unit)

We have to fix the column reference of Volume, because we would like to multiply by Volume when we copy to the right

	B	C	D	E	F	G	H	I
10	2011	Convenience stores	Coffee	Lieken	|13/01/03|	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	|13/01/04|	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	|13/01/05|	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
17	2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

Fixing references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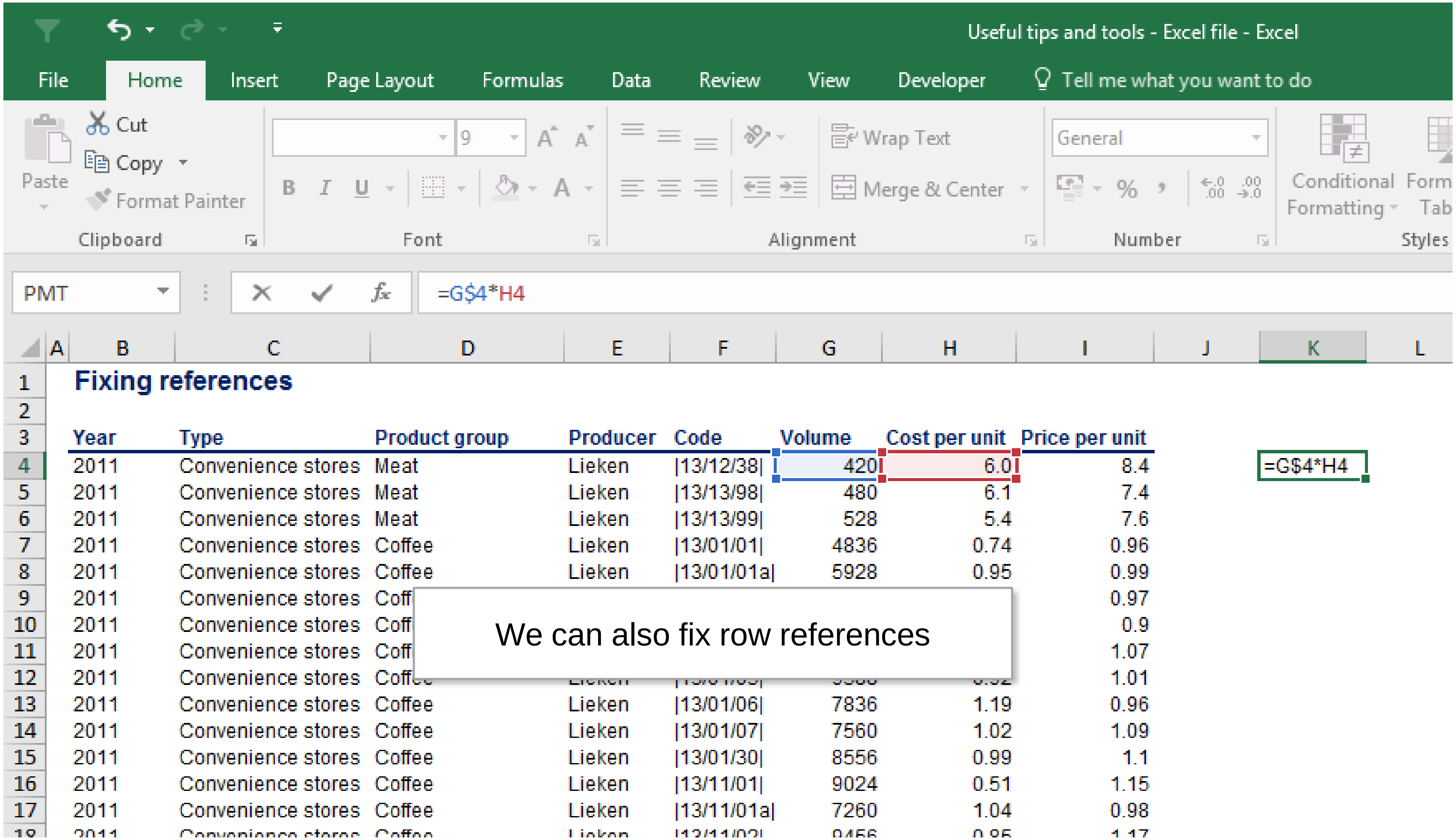
=$G4*I4

	A	B	C	D	E	F	G	H	I	J	K	L
1		Fixing references										
2												
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit			
4		2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4		2528.4	=$G4*I4
5		2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4			
6		2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6			
7		2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96			
8		2011	Convenience stores	Coffee	Lieken	|13/01/01a|						
9		2011	Convenience stores	Coffee	Lieken	|13/01/02|						
10		2011	Convenience stores	Coffee	Lieken	|13/01/03|						
11		2011	Convenience stores	Coffee	Lieken	|13/01/04|						
12		2011	Convenience stores	Coffee	Lieken	|13/01/05|						
13		2011	Convenience stores	Coffee	Lieken	|13/01/06|						
14		2011	Convenience stores	Coffee	Lieken	|13/01/07|						
15		2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1			
16		2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15			
17		2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98			
18		2011	Convenience stores	Coffee	Lieken	|13/11/02|	9456	0.85	1.17			
19		2011	Convenience stores	Coffee	Lieken	|13/11/03|	7488	1.19	0.91			
20		2011	Convenience stores	Coffee	Lieken	|13/11/04|	7176	0.56	1.13			
21		2011	Convenience stores	Coffee	Lieken	|13/12/01|	7140	0.72	0.91			

After we fixed the column reference of volumes, the copied formula multiplies (Volume) * (Price per Unit) exactly as we wanted to

Fixing references

365 Careers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=G$4*H4

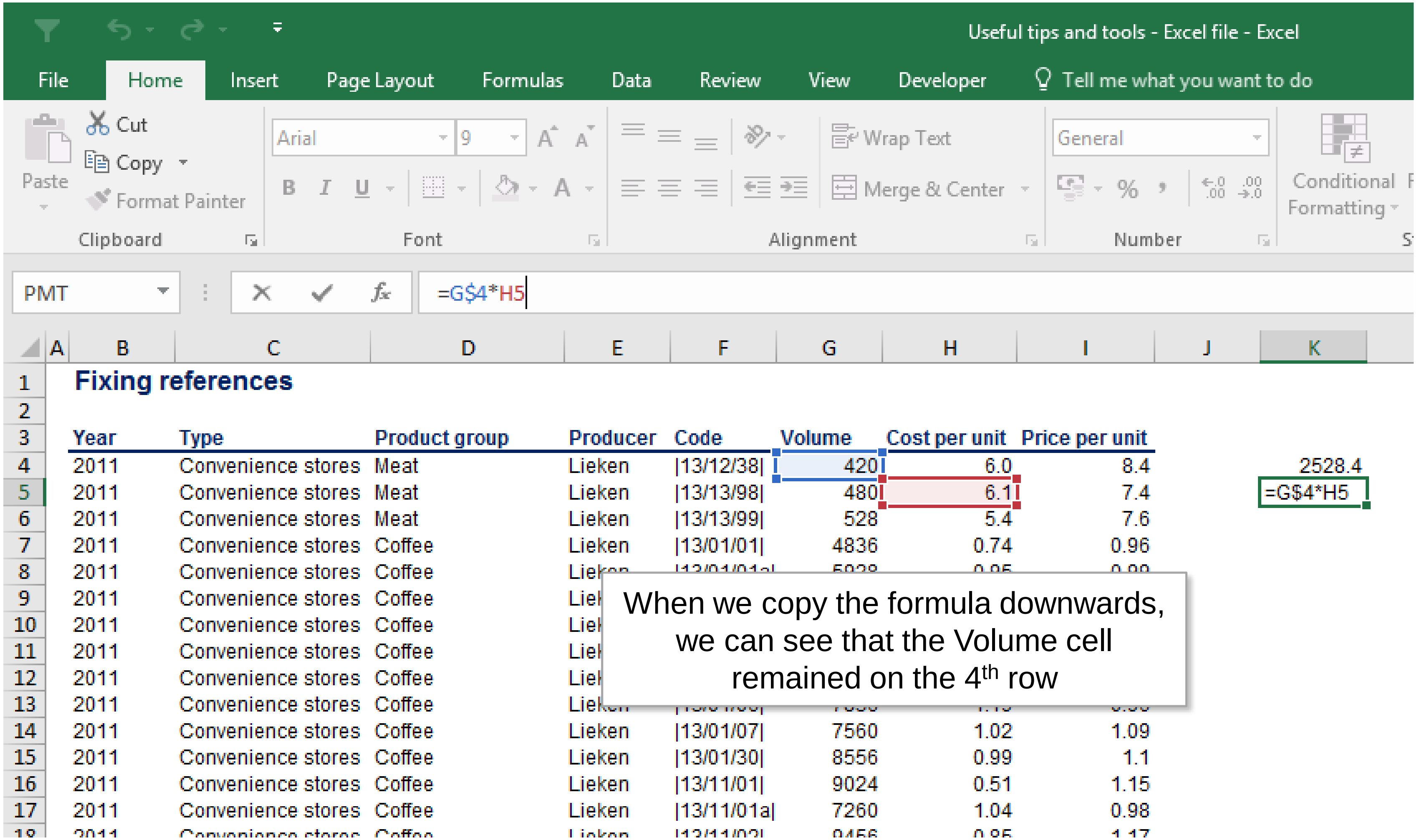
Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coff					0.97
2011	Convenience stores	Coff					0.9
2011	Convenience stores	Coff					1.07
2011	Convenience stores	Coff					1.01
2011	Convenience stores	Coffee	Lieken	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98

=G$4*H4

We can also fix row references

Fixing references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=G$4*H5

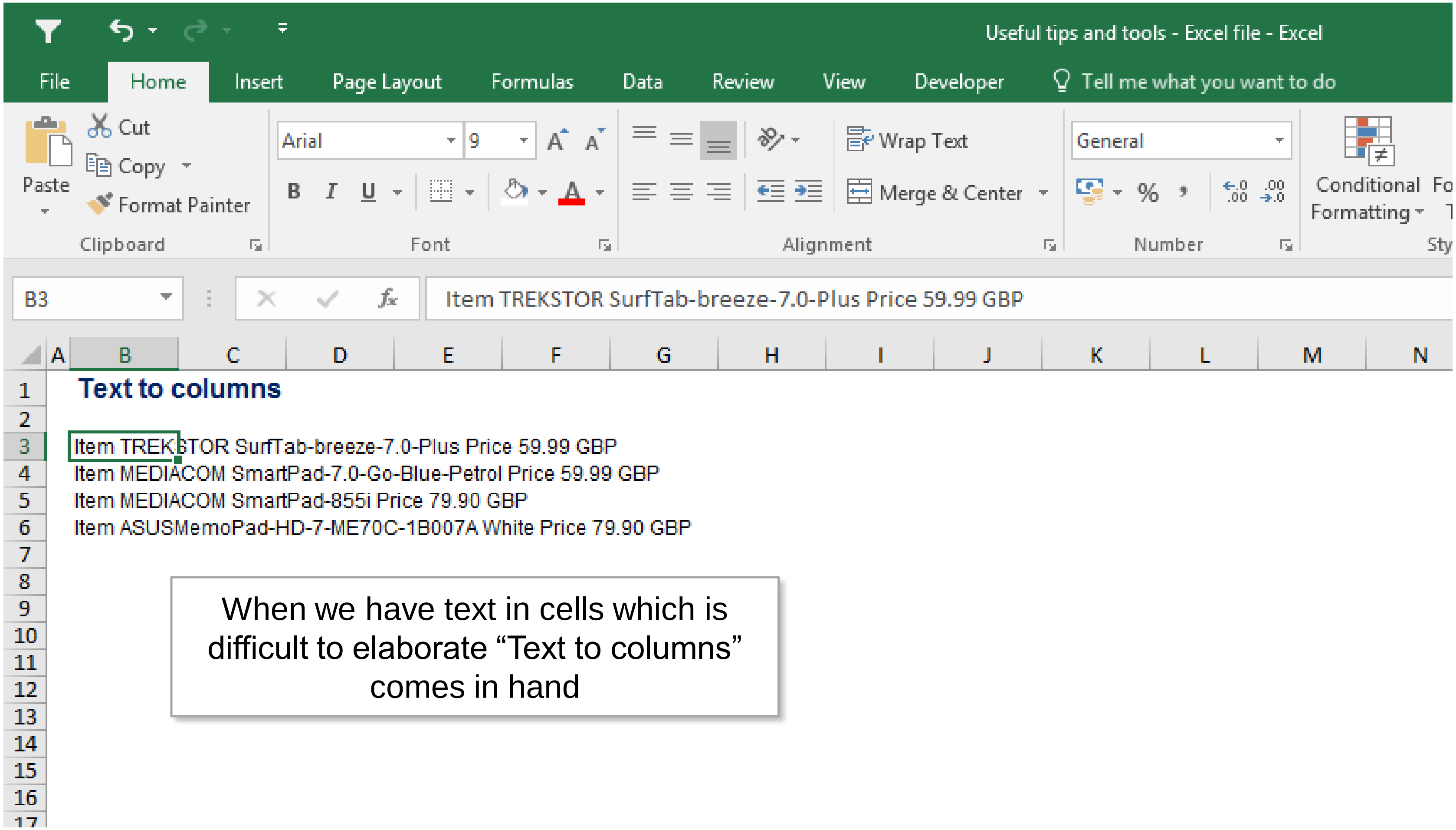
Fixing references

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit		K
2011	Convenience stores	Meat	Lieken	|13/12/38|	420	6.0	8.4		2528.4
2011	Convenience stores	Meat	Lieken	|13/13/98|	480	6.1	7.4		=G$4*H5
2011	Convenience stores	Meat	Lieken	|13/13/99|	528	5.4	7.6		
2011	Convenience stores	Coffee	Lieken	|13/01/01|	4836	0.74	0.96		
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee							
2011	Convenience stores	Coffee	Lieken	|13/01/07|	7560	1.02	1.09		
2011	Convenience stores	Coffee	Lieken	|13/01/30|	8556	0.99	1.1		
2011	Convenience stores	Coffee	Lieken	|13/11/01|	9024	0.51	1.15		
2011	Convenience stores	Coffee	Lieken	|13/11/01a|	7260	1.04	0.98		

When we copy the formula downwards, we can see that the Volume cell remained on the 4th row

Text to columns

Text to columns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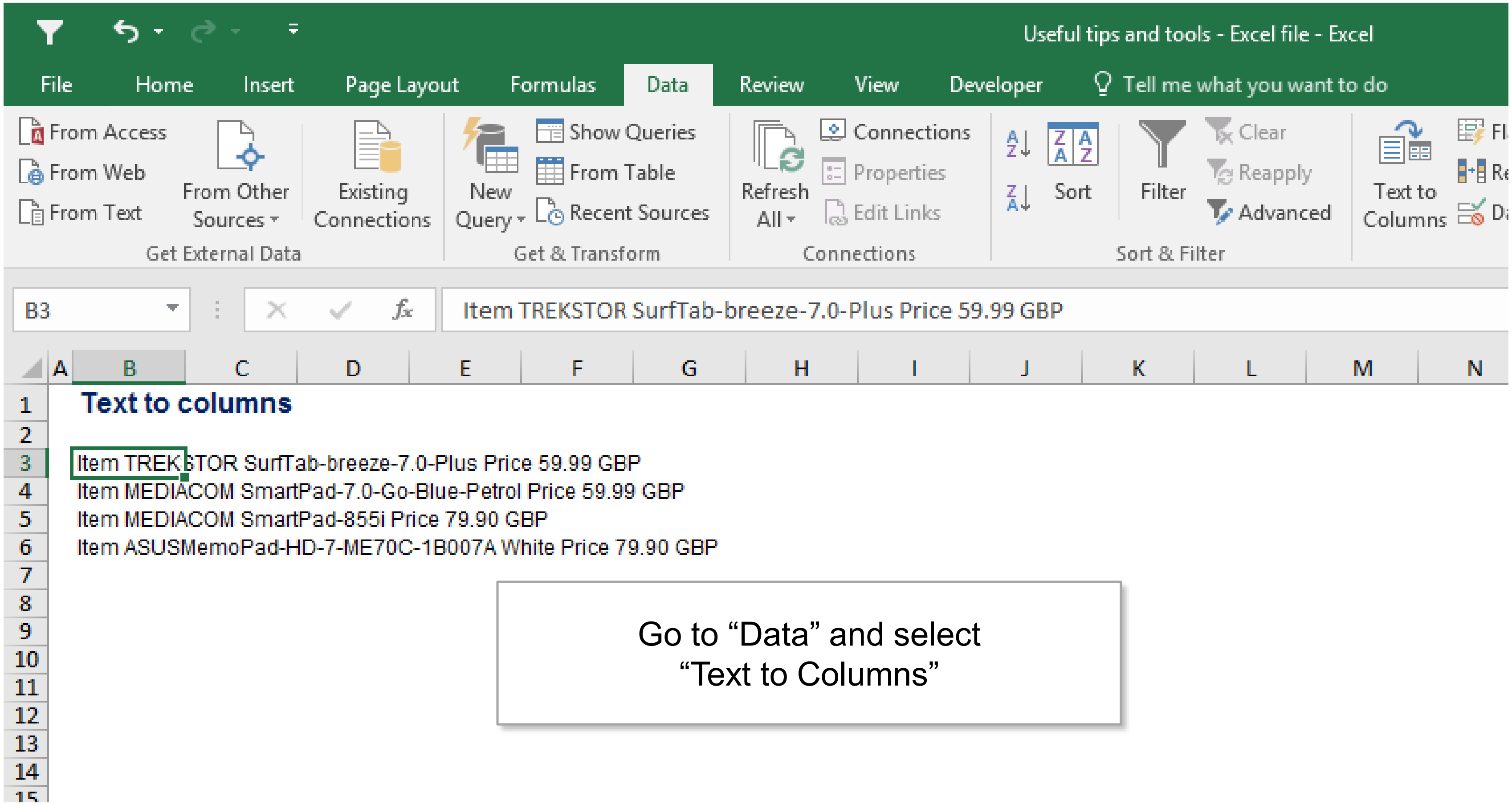
Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP

	A	B
1		**Text to columns**
2		
3		Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
4		Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
5		Item MEDIACOM SmartPad-855i Price 79.90 GBP
6		Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP

When we have text in cells which is difficult to elaborate “Text to columns” comes in hand

Text to columns

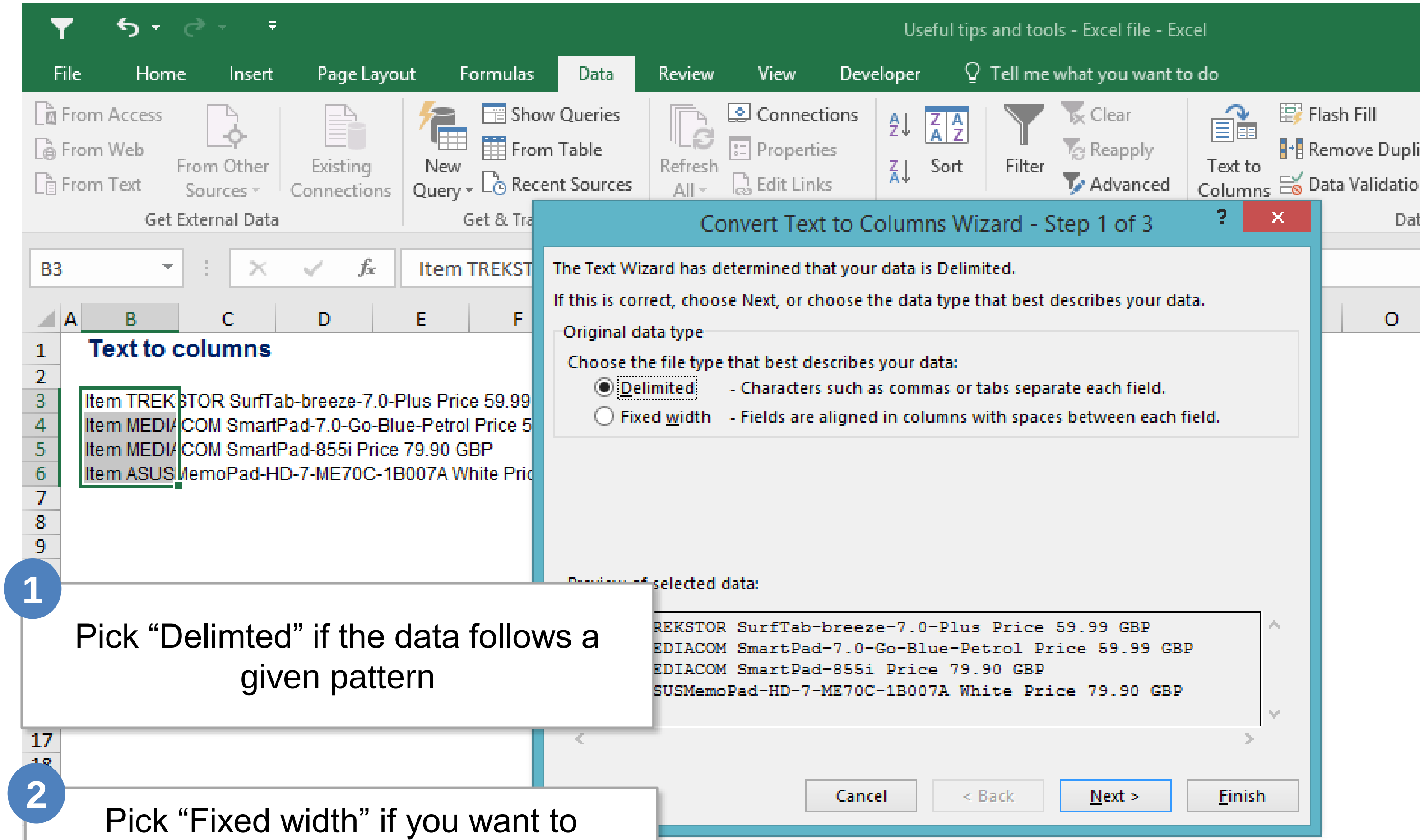

Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
B3

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP

	A	B
1		Text to columns
2		
3		Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
4		Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
5		Item MEDIACOM SmartPad-855i Price 79.90 GBP
6		Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP

Go to “Data” and select “Text to Columns”

Text to columns


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
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Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
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Reapply
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B3
Item TREKST
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1
2
3
4
5
6
7
8
9
17
Cancel
< Back
Next >
Finish

Text to columns

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 5
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Pric

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

● Delimited - Characters such as commas or tabs separate each field.
○ Fixed width - Fields are aligned in columns with spaces between each field.

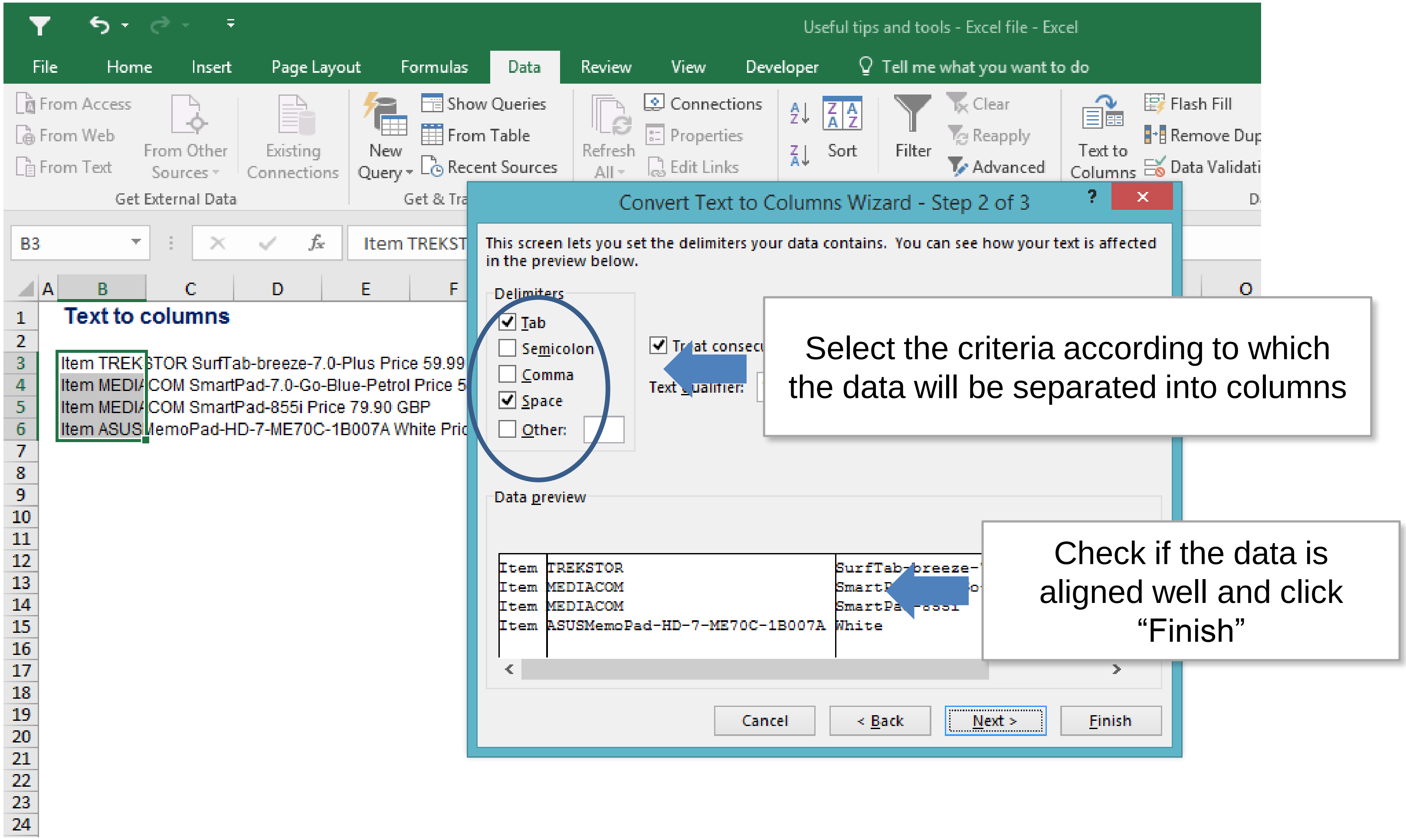
Preview of selected data:

```
REKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
EDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
EDIACOM SmartPad-855i Price 79.90 GBP
SUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP
```

1 Pick “Delimted” if the data follows a given pattern

2 Pick “Fixed width” if you want to separate the data into columns mechanically

Text to columns


Useful tips and tools - Excel file - Excel
File
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Formulas
Data
Review
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Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
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Reapply
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Text to Columns
Flash Fill
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Data Validati
B3
Item TREKST
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C
D
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F
O
Cancel
< Back
Next >
Finish

	B
1	Text to columns
2	
3	Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
4	Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 5
5	Item MEDIACOM SmartPad-855i Price 79.90 GBP
6	Item ASUSMemoPad-HD-7-ME70C-1B007A White Pric

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
- ☑ Tab
- ☐ Semicolon
- ☐ Comma
- ☑ Space
- ☐ Other:

☑ Treat consecu

Text qualifier:

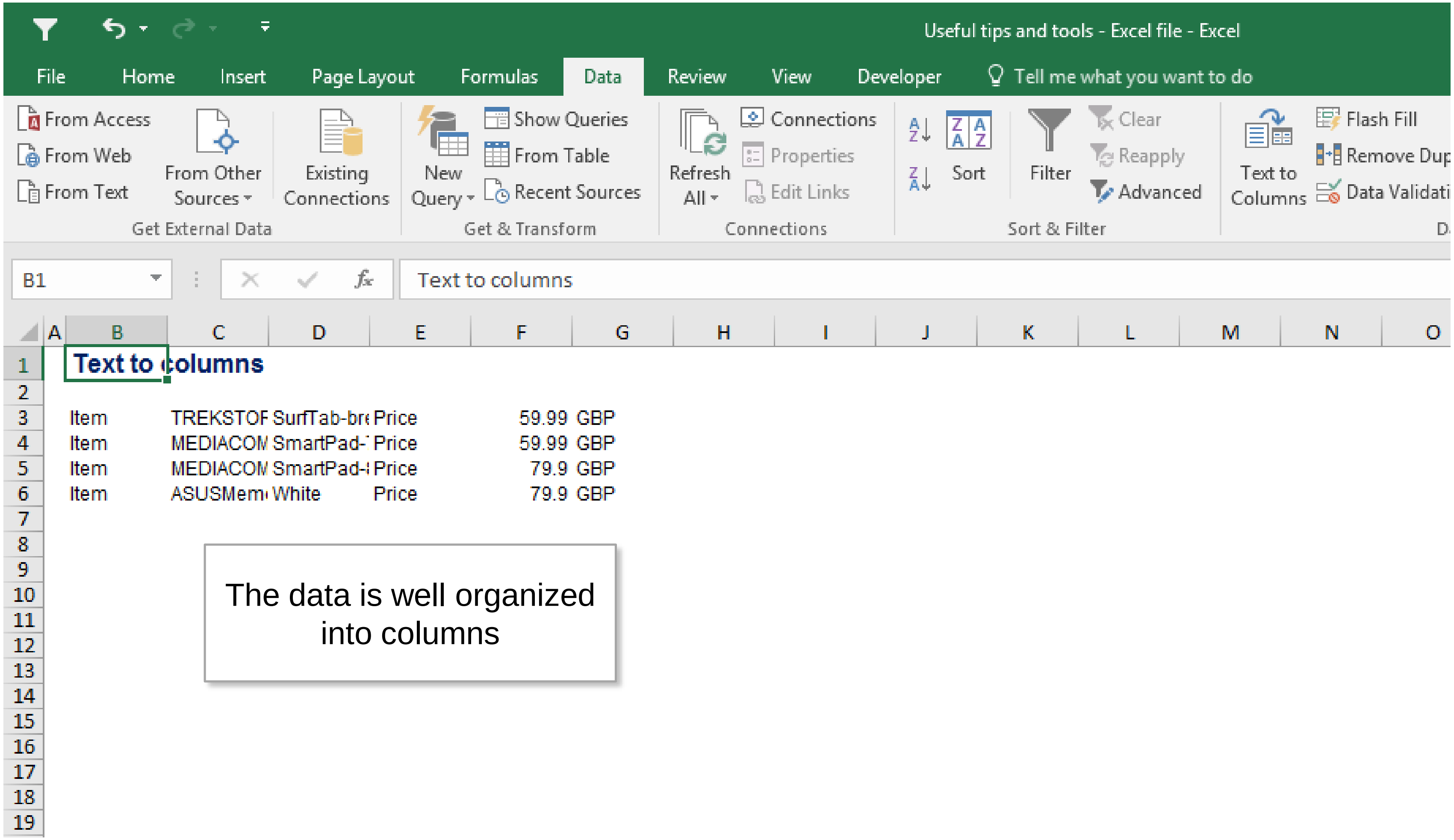
Data preview

```
Item TREKSTOR                SurfTab-breeze-
Item MEDIACOM                SmartP
Item MEDIACOM                SmartPa
Item ASUSMemoPad-HD-7-ME70C-1B007A White
```

Select the criteria according to which the data will be separated into columns

Check if the data is aligned well and click “Finish”

Text to columns


Useful tips and tools - Excel file - Excel
File
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Insert
Page Layout
Formulas
Data
Review
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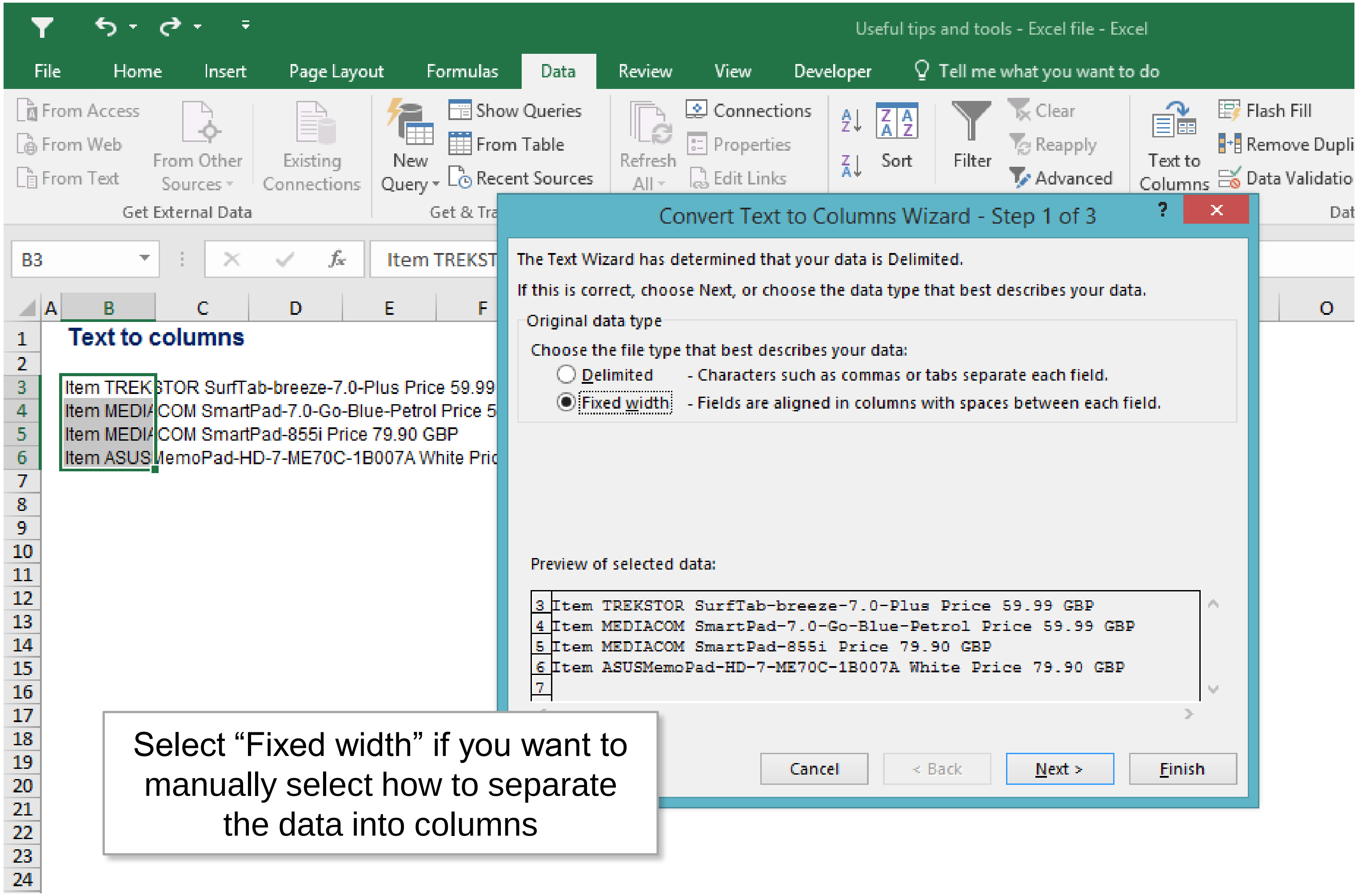
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
D

B1 | Text to columns

	A	B	C	D	E	F	G
1		**Text to columns**					
2							
3		Item	TREKSTOF	SurfTab-bre	Price	59.99	GBP
4		Item	MEDIACOM	SmartPad-'	Price	59.99	GBP
5		Item	MEDIACOM	SmartPad-i	Price	79.9	GBP
6		Item	ASUSMem	White	Price	79.9	GBP

The data is well organized into columns

Text to columns


Useful tips and tools - Excel file - Excel
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Insert
Page Layout
Formulas
Data
Review
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Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Tra
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
Flash Fill
Remove Dupli
Data Validatio
Dat
B3
Item TREKST
Text to columns
Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 5
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Pric
Cancel
< Back
Next >
Finish

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

○ Delimited - Characters such as commas or tabs separate each field.

● Fixed width - Fields are aligned in columns with spaces between each field.

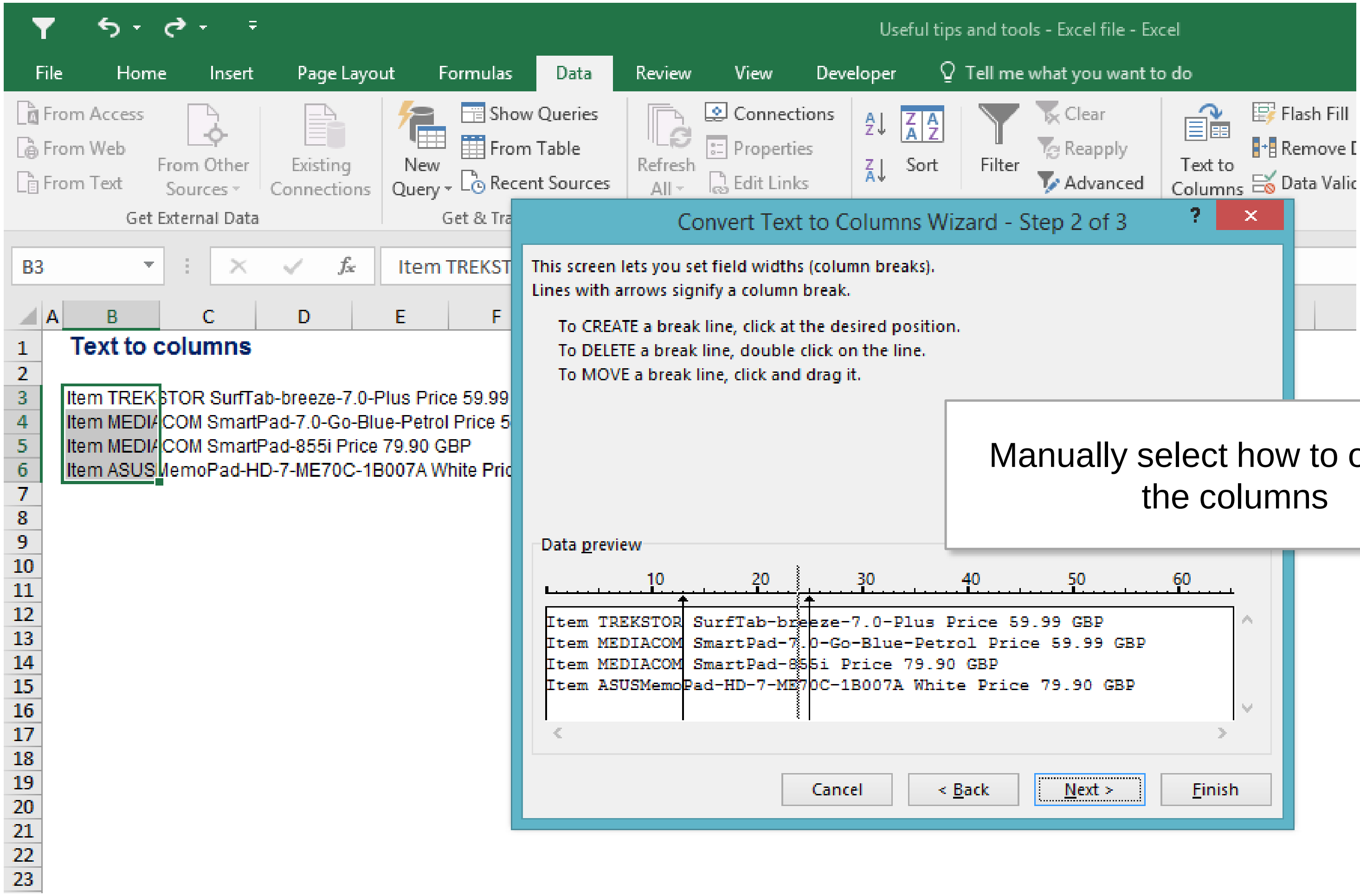
Preview of selected data:

```
3 Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
4 Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
5 Item MEDIACOM SmartPad-855i Price 79.90 GBP
6 Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP
7
```

Select “Fixed width” if you want to manually select how to separate the data into columns

Text to columns

365 Careers


Useful tips and tools - Excel file - Excel
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
Get External Data
New Query
Show Queries
From Table
Recent Sources
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Connections
Properties
Edit Links
Sort
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Clear
Reapply
Advanced
Text to Columns
Flash Fill
Remove D
Data Valic
B3
Item TREKST
A
B
C
D
E
F
Cancel
< Back
Next >
Finish

Text to columns

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 5
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Pric

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set field widths (column breaks).
Lines with arrows signify a column break.

To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

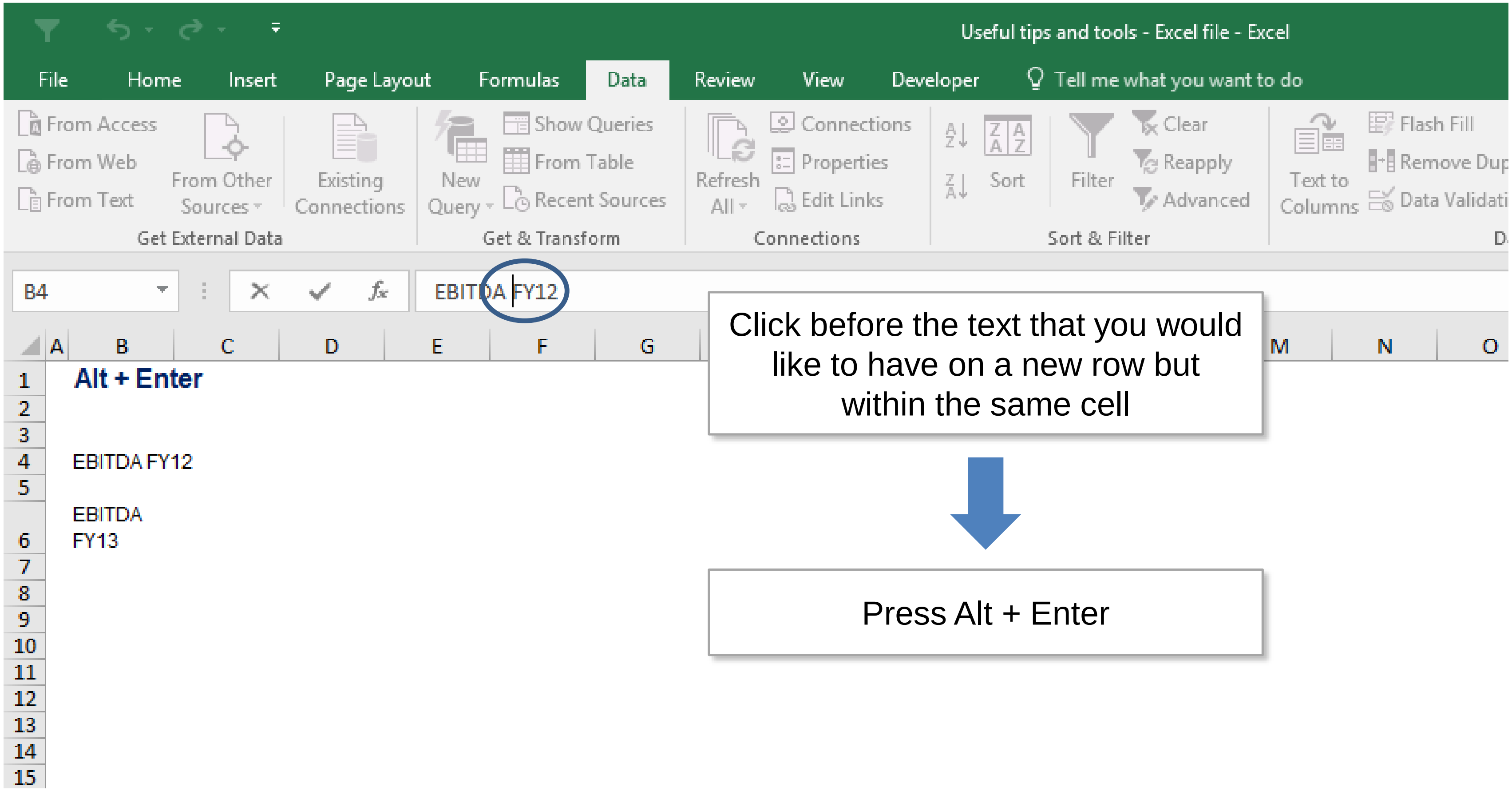
Data preview

```
Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP
```

Manually select how to organize the columns

Alt + Enter

Alt + Enter


Useful tips and tools - Excel file - Excel
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
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
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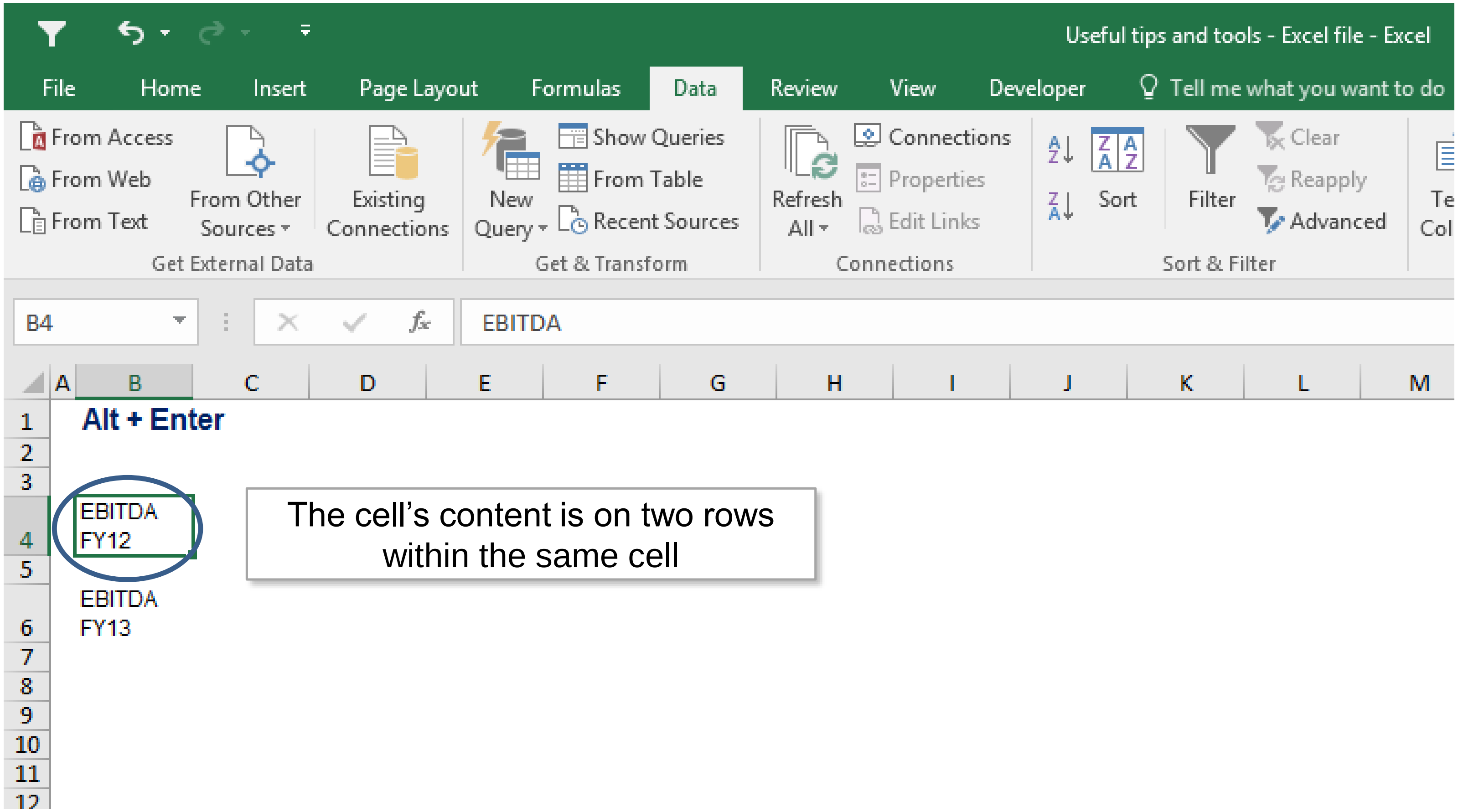
Formula bar: EBITDA FY12

Row	B
1	**Alt + Enter**
2	
3	
4	EBITDA FY12
5	
6	EBITDA FY13

Click before the text that you would like to have on a new row but within the same cell

Press Alt + Enter

Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
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Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
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Col

B4 | EBITDA

Alt + Enter

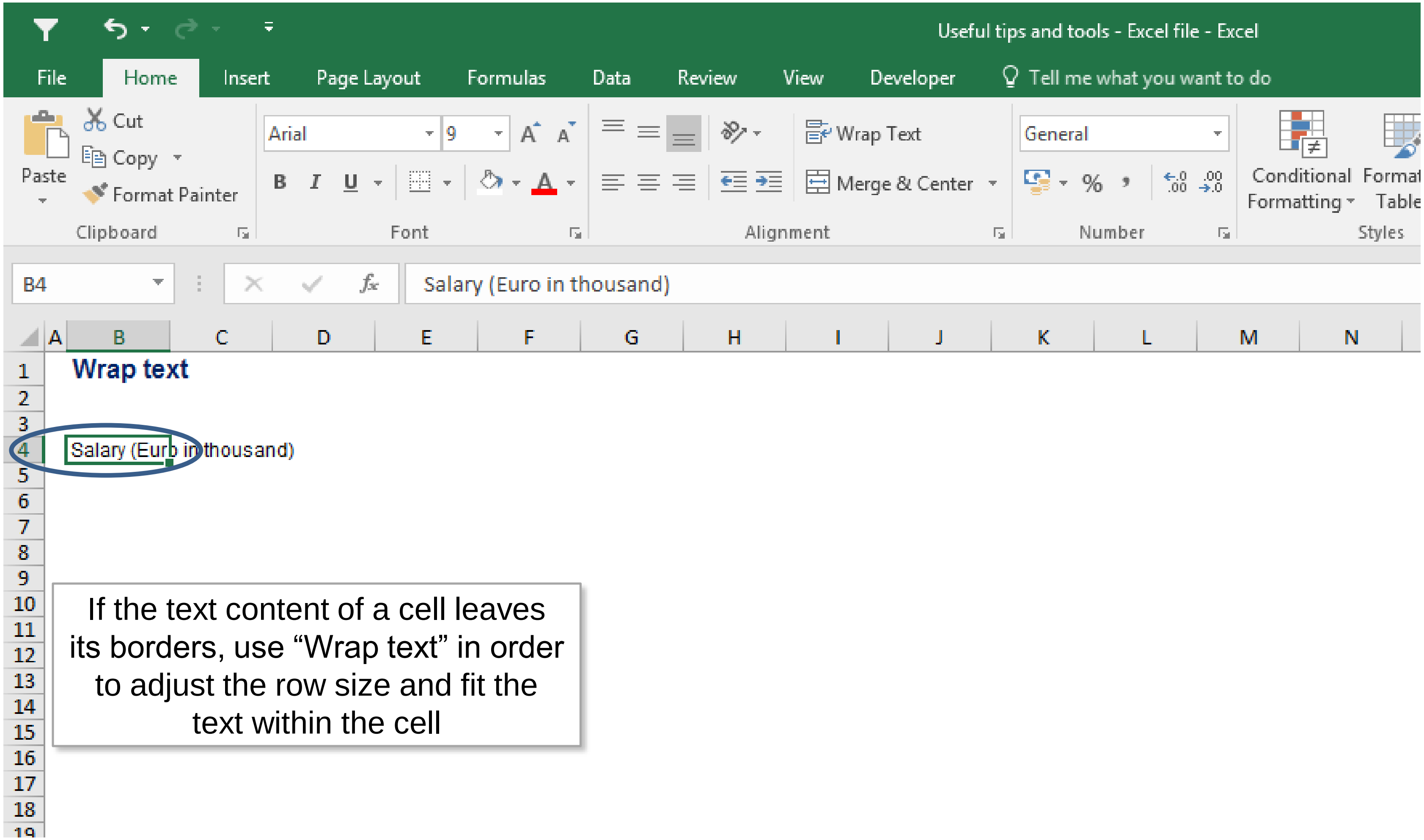
EBITDA
FY12

EBITDA
FY13

The cell’s content is on two rows within the same cell

Wrap text

Wrap text

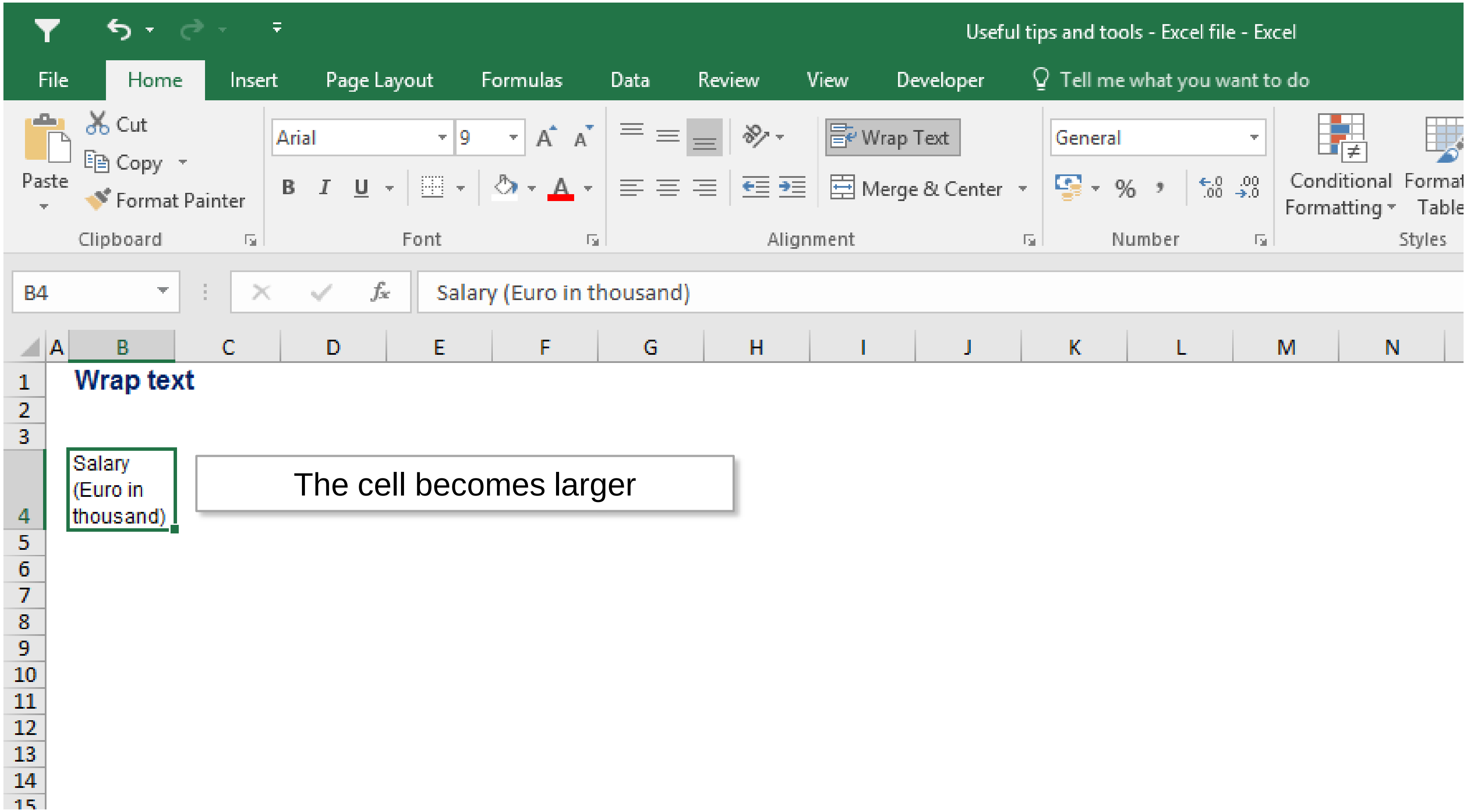


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Paste
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format Table
Styles
B4
Wrap text

Salary (Euro in thousand)

If the text content of a cell leaves its borders, use "Wrap text" in order to adjust the row size and fit the text within the cell

Wrap text



Useful tips and tools - Excel file - Excel
File
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Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Paste
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format Table
Styles
B4
Wrap text

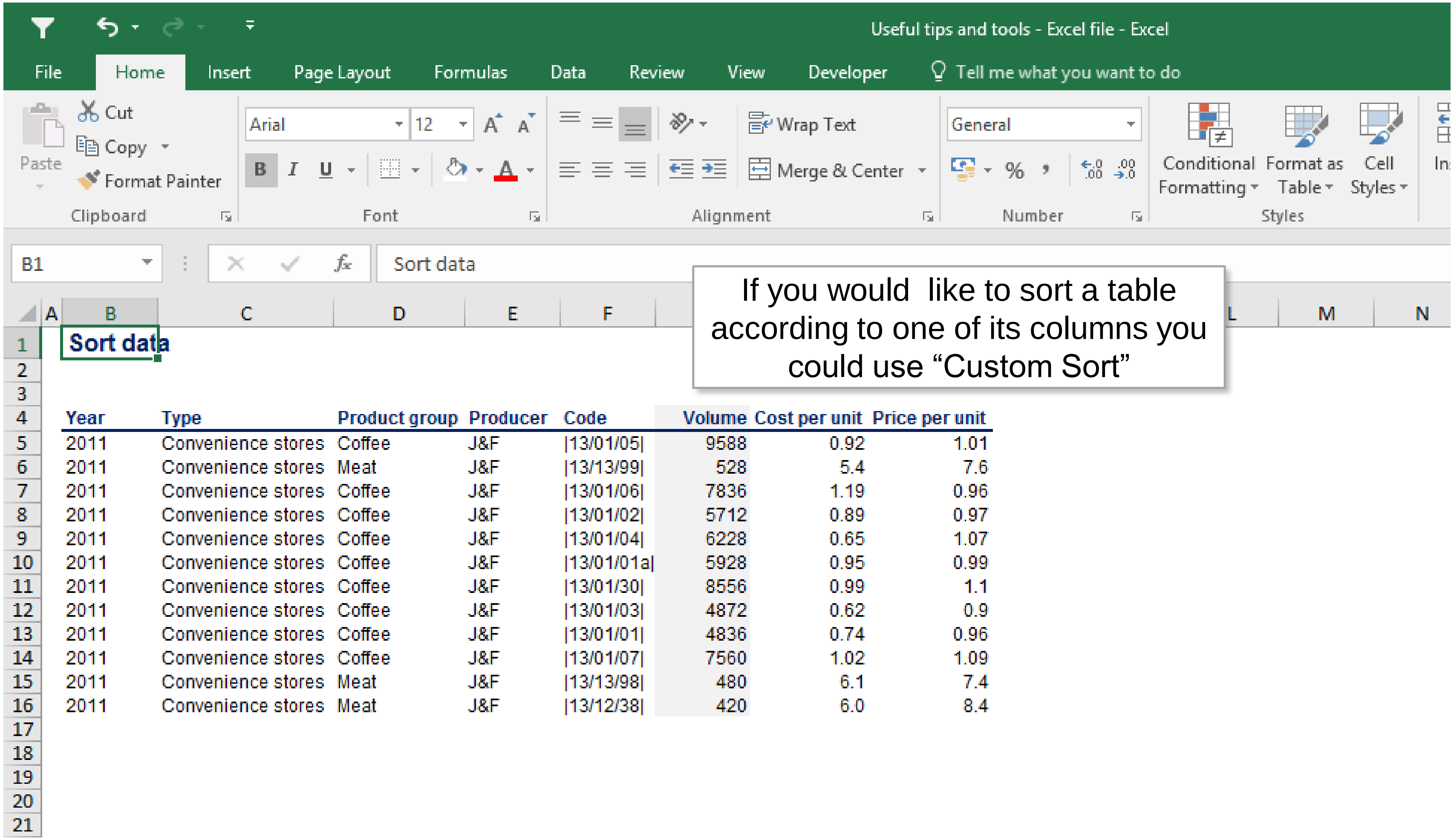
Salary (Euro in thousand)

Salary
(Euro in
thousand)

The cell becomes larger

Custom sort

Custom sort


Useful tips and tools - Excel file - Excel
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Conditional Formatting
Format as Table
Cell Styles
Styles
B1
Sort data

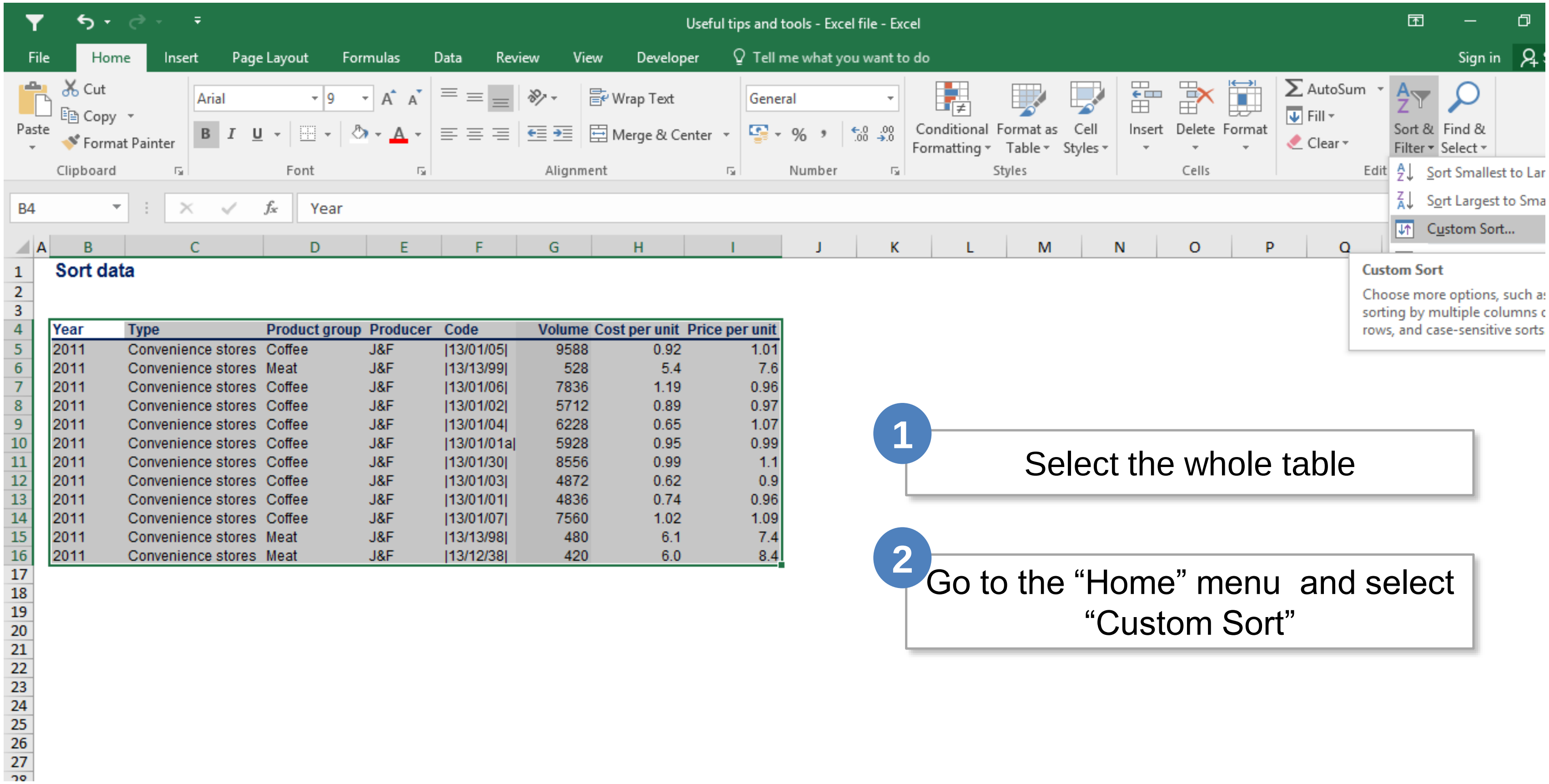
If you would like to sort a table according to one of its columns you could use "Custom Sort"

Sort data

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Meat	J&F	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4

Custom sort

365 Careers


Useful tips and tools - Excel file - Excel
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Tell me what you want to do
Sign in
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Format Painter
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Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
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Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Edit
Sort Smallest to Lar
Sort Largest to Sma
Custom Sort...
B4
Year

Custom Sort

Choose more options, such a
sorting by multiple columns c
rows, and case-sensitive sorts

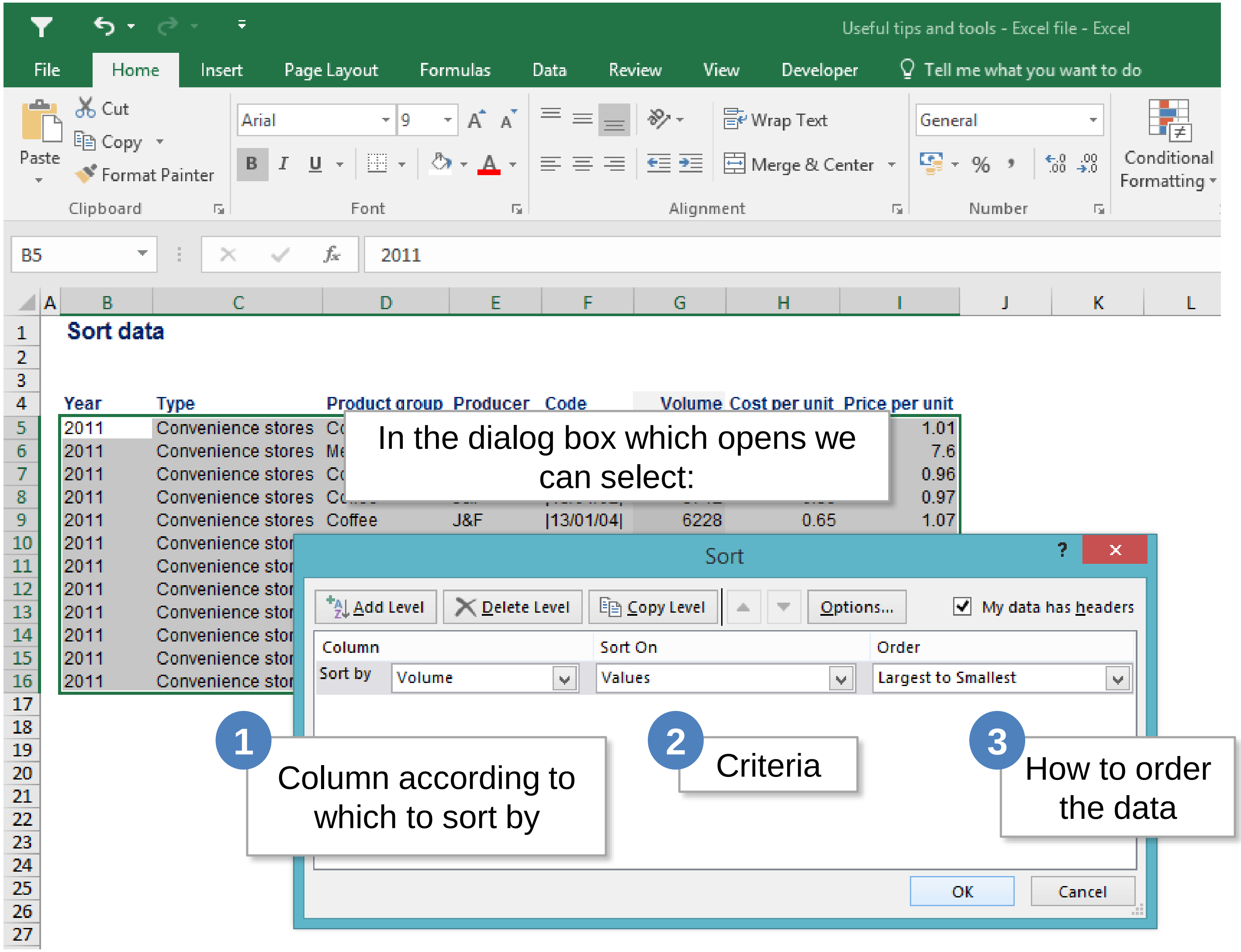
Sort data

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Meat	J&F	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4

1. Select the whole table

2. Go to the “Home” menu and select “Custom Sort”

Custom sort



In the dialog box which opens we can select:

Sort

☑ My data has headers

Column	Sort On	Order
Sort by Volume	Values	Largest to Smallest

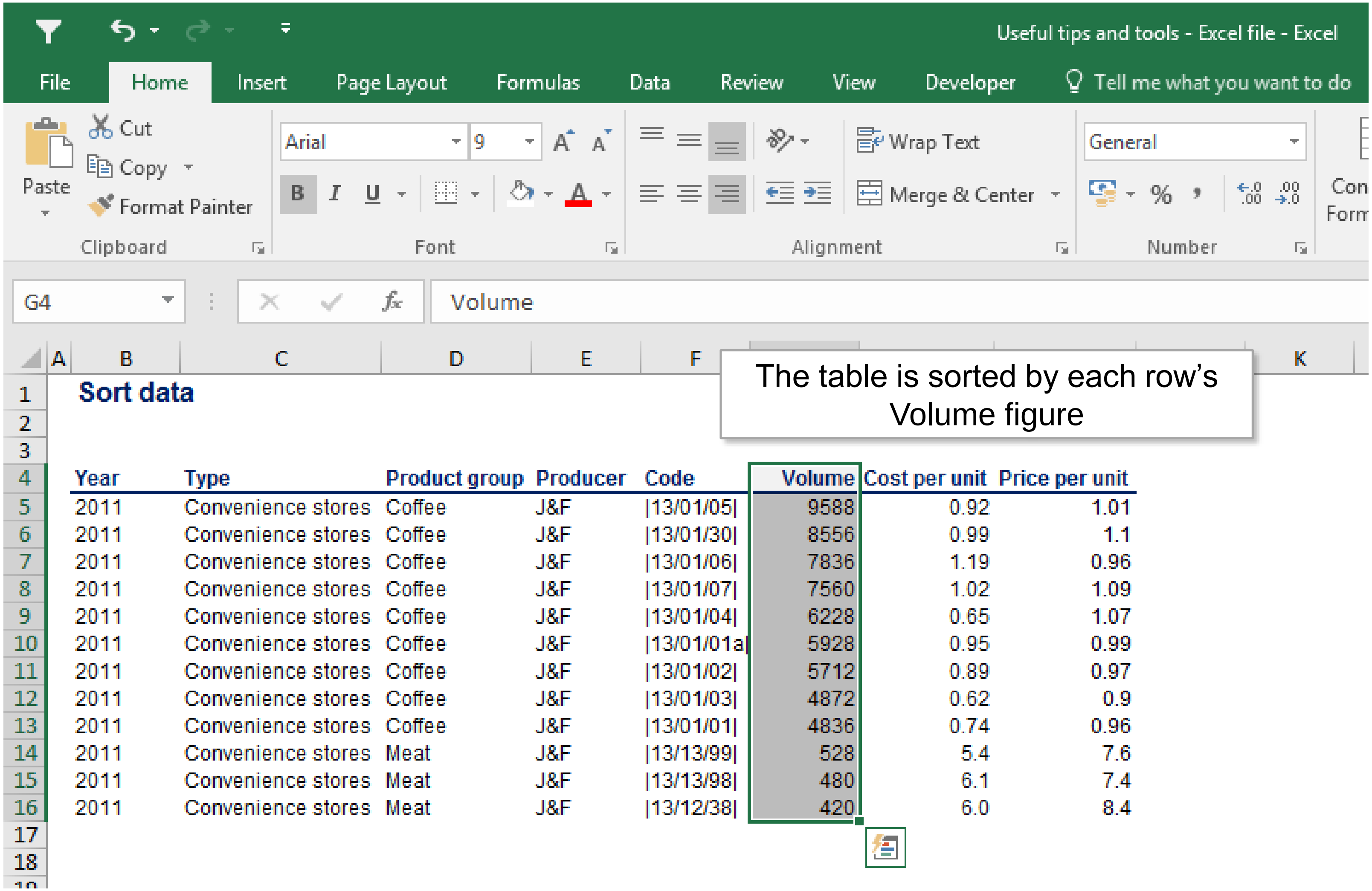
Add Level
Delete Level
Copy Level
Options...
OK
Cancel
B5
2011
Sort data
Year
Type
Product group
Producer
Code
Volume
Cost per unit
Price per unit

① Column according to which to sort by

② Criteria

③ How to order the data

Custom sort


Useful tips and tools - Excel file - Excel
File
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Tell me what you want to do
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18

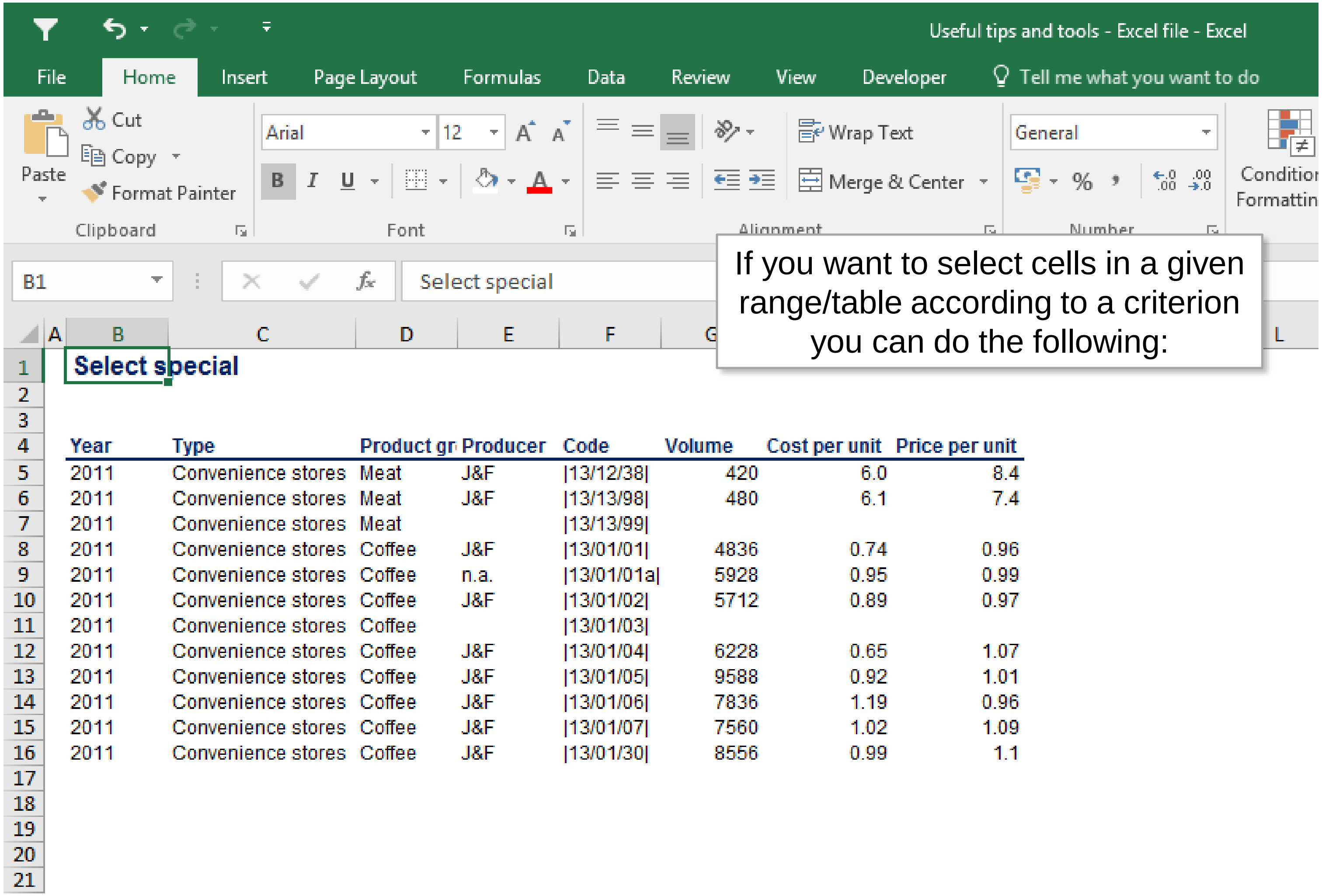
The table is sorted by each row's Volume figure

Sort data

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/01a	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	|13/01/03|	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Meat	J&F	|13/13/99|	528	5.4	7.6
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4

Select special

Select special


Useful tips and tools - Excel file - Excel
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Tell me what you want to do
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Wrap Text
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B1 | Select special

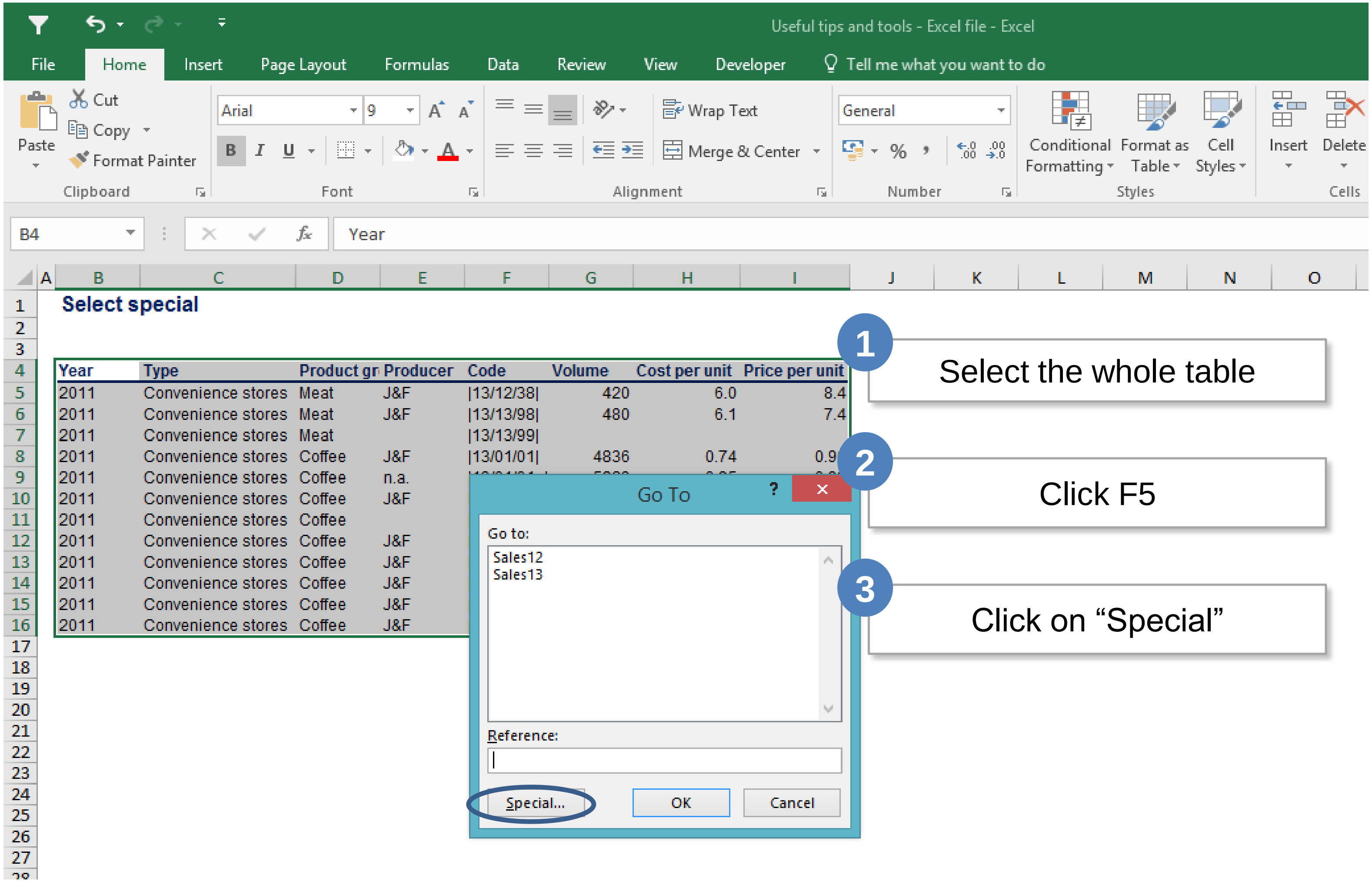
If you want to select cells in a given range/table according to a criterion you can do the following:

Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat		|13/13/99|			
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	n.a.	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee		|13/01/03|			
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1

Select special

365 Careers


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Cells
B4
Year
Go To
Go to:
Reference:
Special...
OK
Cancel

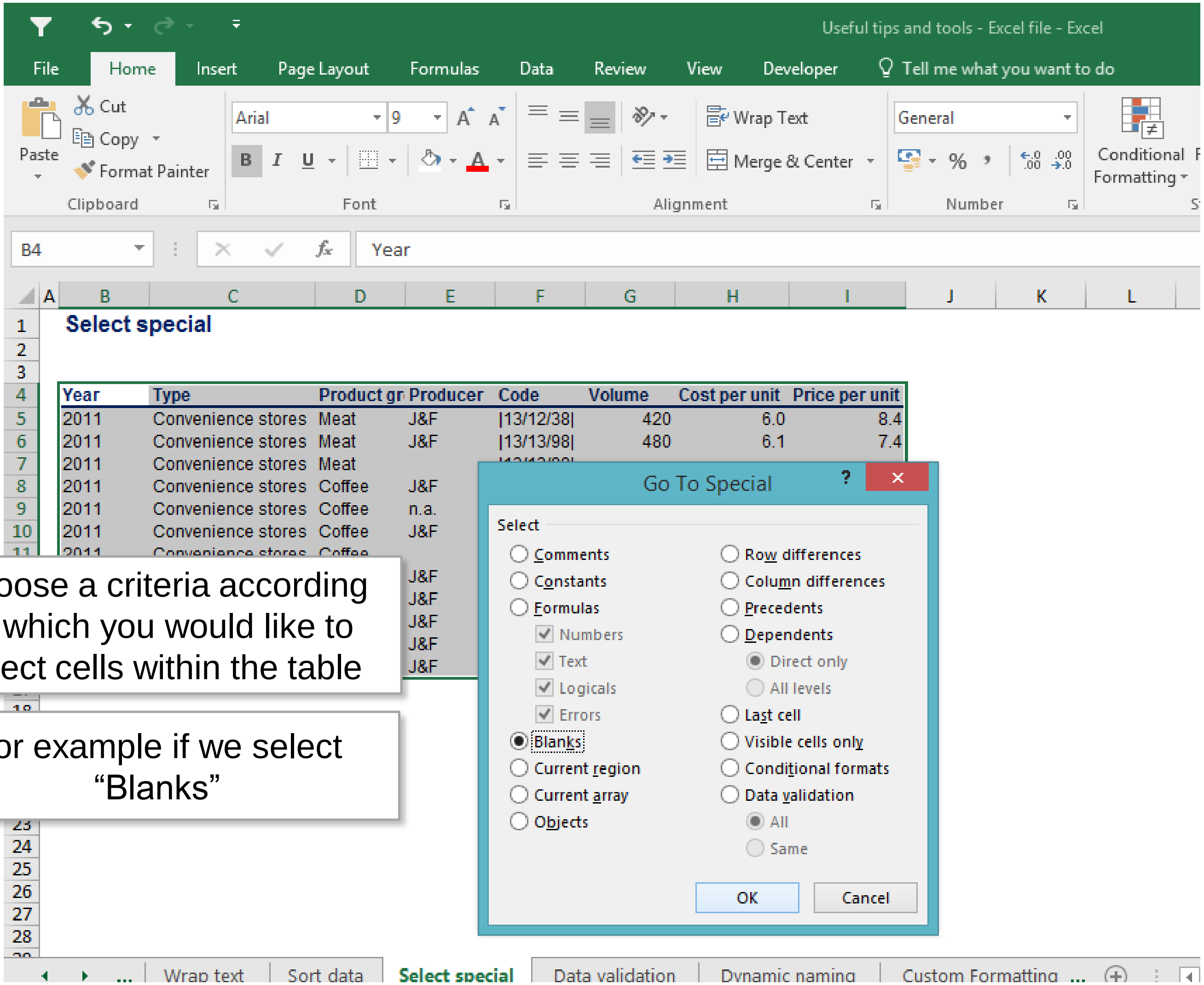
Go to:
Sales12
Sales13

Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat		|13/13/99|			
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.9
2011	Convenience stores	Coffee	n.a.				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee					
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				

1. Select the whole table
2. Click F5
3. Click on “Special”

Select special


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Wrap text
Sort data
Select special
Data validation
Dynamic naming
Custom Formatting

B4 | Year

Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat					
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	n.a.				
2011	Convenience stores	Coffee	J&F				

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

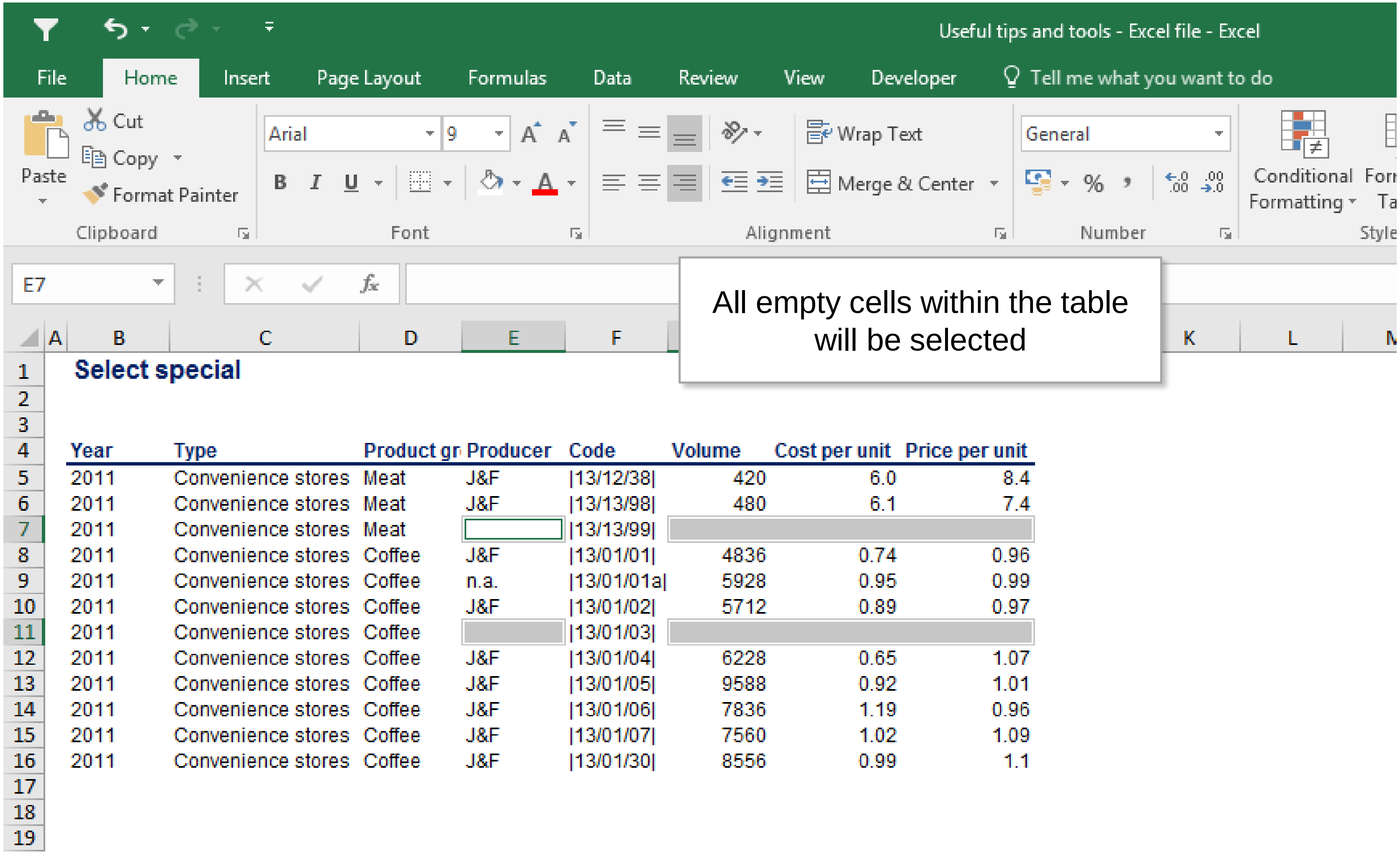
OK | Cancel

Choose a criteria according to which you would like to select cells within the table

For example if we select “Blanks”

Select special

365 Careers



Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
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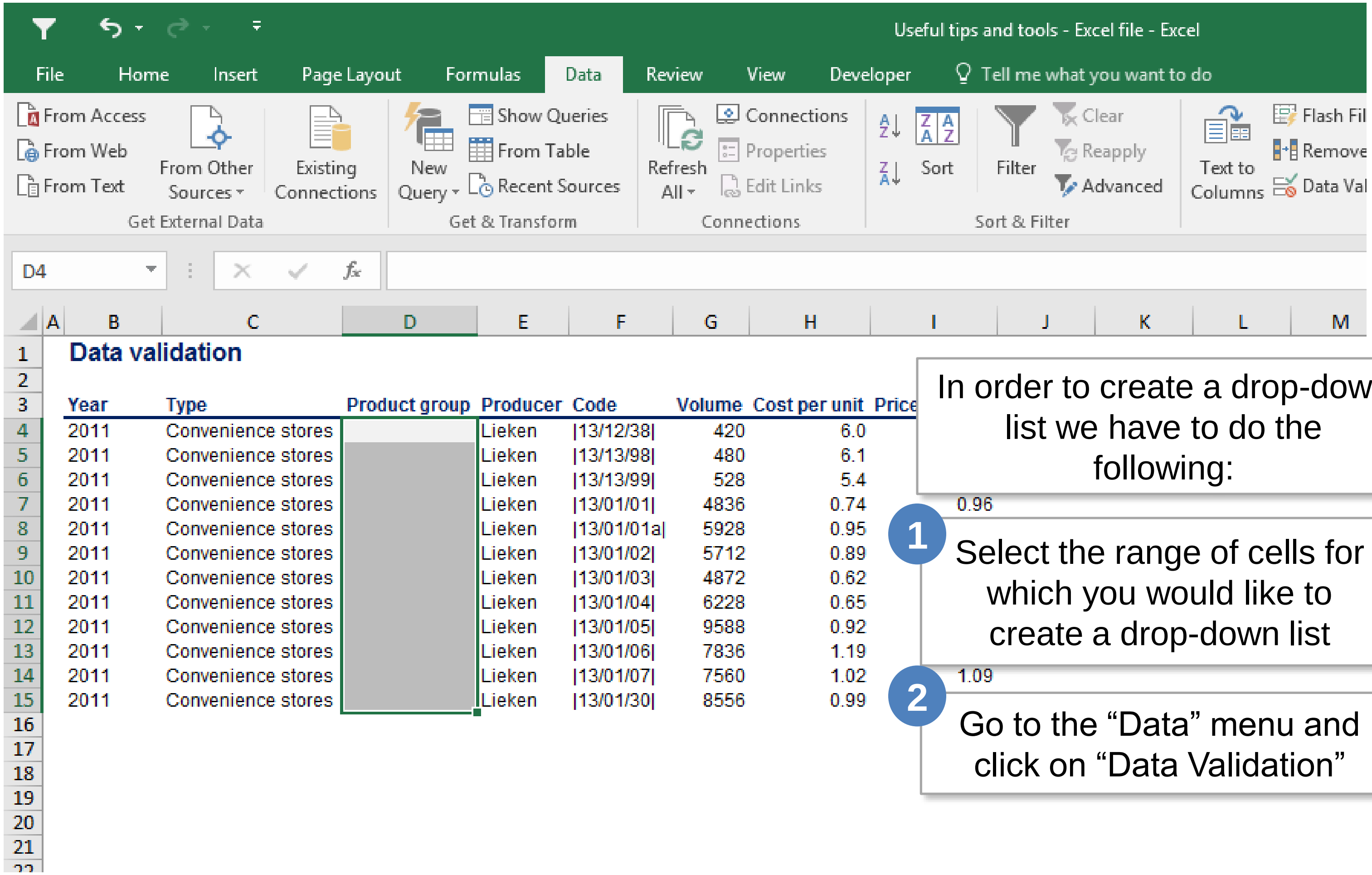
All empty cells within the table will be selected

Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	|13/12/38|	420	6.0	8.4
2011	Convenience stores	Meat	J&F	|13/13/98|	480	6.1	7.4
2011	Convenience stores	Meat		|13/13/99|			
2011	Convenience stores	Coffee	J&F	|13/01/01|	4836	0.74	0.96
2011	Convenience stores	Coffee	n.a.	|13/01/01a|	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	|13/01/02|	5712	0.89	0.97
2011	Convenience stores	Coffee		|13/01/03|			
2011	Convenience stores	Coffee	J&F	|13/01/04|	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	|13/01/05|	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	|13/01/06|	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	|13/01/07|	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	|13/01/30|	8556	0.99	1.1

Data validation

Data validation


Useful tips and tools - Excel file - Excel
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
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fil
Remove
Data Val
D4

Data validation

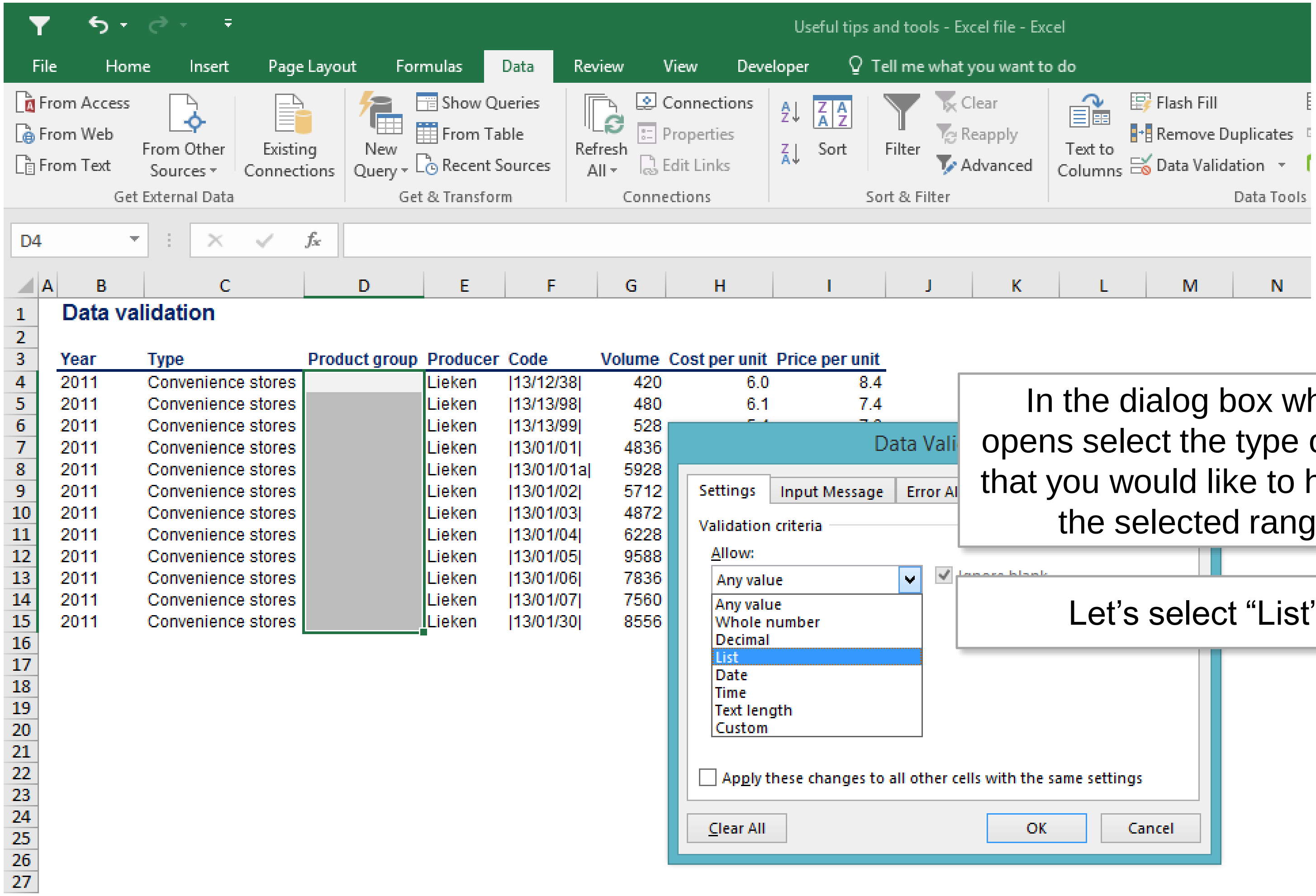
Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price
2011	Convenience stores		Lieken	|13/12/38|	420	6.0	
2011	Convenience stores		Lieken	|13/13/98|	480	6.1	
2011	Convenience stores		Lieken	|13/13/99|	528	5.4	
2011	Convenience stores		Lieken	|13/01/01|	4836	0.74	0.96
2011	Convenience stores		Lieken	|13/01/01a|	5928	0.95	
2011	Convenience stores		Lieken	|13/01/02|	5712	0.89	
2011	Convenience stores		Lieken	|13/01/03|	4872	0.62	
2011	Convenience stores		Lieken	|13/01/04|	6228	0.65	
2011	Convenience stores		Lieken	|13/01/05|	9588	0.92	
2011	Convenience stores		Lieken	|13/01/06|	7836	1.19	
2011	Convenience stores		Lieken	|13/01/07|	7560	1.02	1.09
2011	Convenience stores		Lieken	|13/01/30|	8556	0.99	

In order to create a drop-down list we have to do the following:

1. Select the range of cells for which you would like to create a drop-down list

2. Go to the “Data” menu and click on “Data Validation”

Data validation


Useful tips and tools - Excel file - Excel
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
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Data Tools
D4
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N
Data Vali
Settings
Input Message
Error Al
Validation criteria
Allow:
Any value
Ignore blank
Any value
Whole number
Decimal
List
Date
Time
Text length
Custom
Apply these changes to all other cells with the same settings
Clear All
OK
Cancel

Data validation

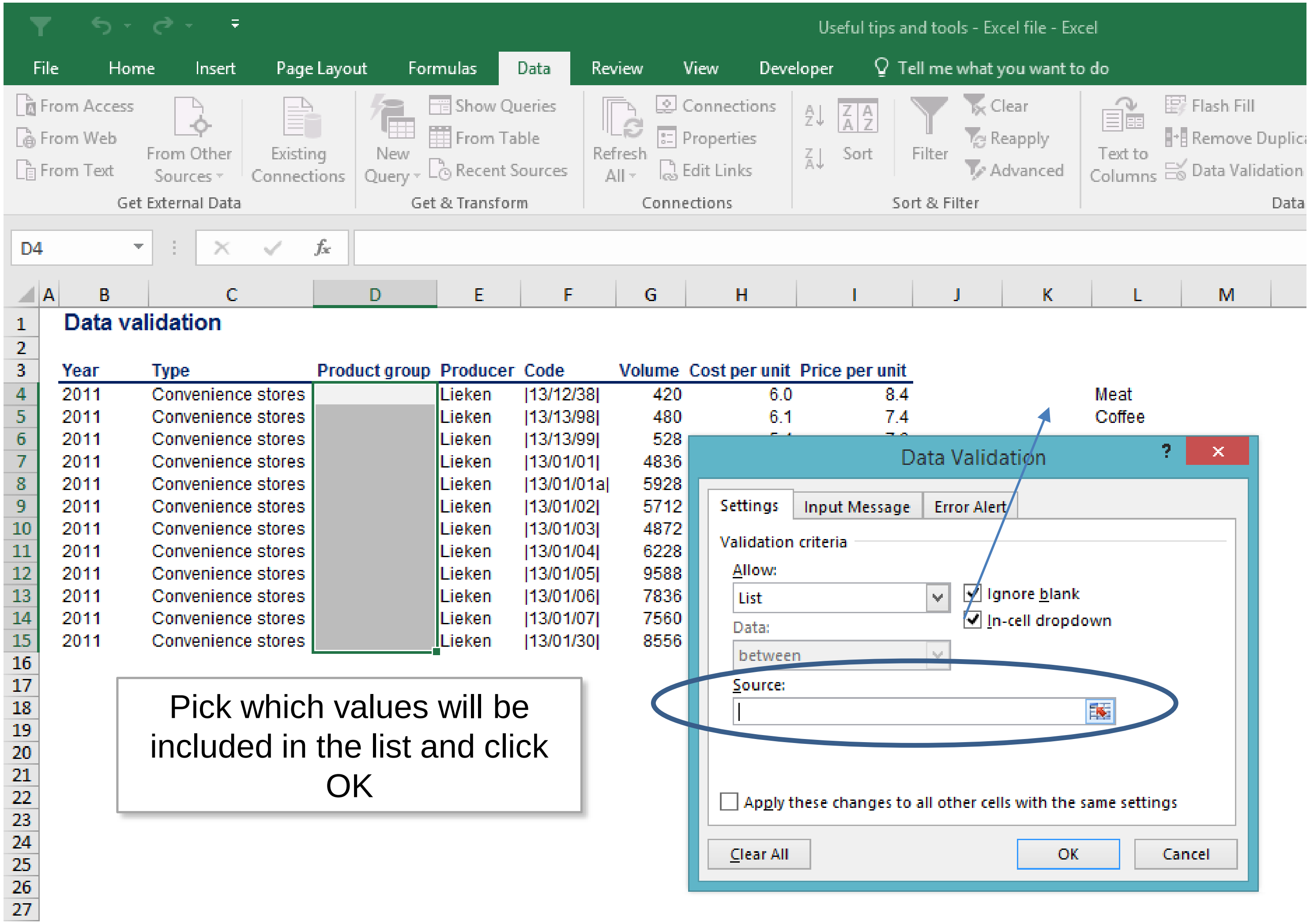
Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores		Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores		Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores		Lieken	|13/13/99|	528		
2011	Convenience stores		Lieken	|13/01/01|	4836		
2011	Convenience stores		Lieken	|13/01/01a|	5928		
2011	Convenience stores		Lieken	|13/01/02|	5712		
2011	Convenience stores		Lieken	|13/01/03|	4872		
2011	Convenience stores		Lieken	|13/01/04|	6228		
2011	Convenience stores		Lieken	|13/01/05|	9588		
2011	Convenience stores		Lieken	|13/01/06|	7836		
2011	Convenience stores		Lieken	|13/01/07|	7560		
2011	Convenience stores		Lieken	|13/01/30|	8556		

In the dialog box which opens select the type of data that you would like to have in the selected range

Let’s select “List”

Data validation

365 Careers


Useful tips and tools - Excel file - Excel
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
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplica
Data Validation
Data
D4
Data Validation
Settings
Input Message
Error Alert
Clear All
OK
Cancel

Data validation

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores		Lieken	|13/12/38|	420	6.0	8.4
2011	Convenience stores		Lieken	|13/13/98|	480	6.1	7.4
2011	Convenience stores		Lieken	|13/13/99|	528		
2011	Convenience stores		Lieken	|13/01/01|	4836		
2011	Convenience stores		Lieken	|13/01/01a|	5928		
2011	Convenience stores		Lieken	|13/01/02|	5712		
2011	Convenience stores		Lieken	|13/01/03|	4872		
2011	Convenience stores		Lieken	|13/01/04|	6228		
2011	Convenience stores		Lieken	|13/01/05|	9588		
2011	Convenience stores		Lieken	|13/01/06|	7836		
2011	Convenience stores		Lieken	|13/01/07|	7560		
2011	Convenience stores		Lieken	|13/01/30|	8556		

Meat
Coffee

Validation criteria

Allow: List

☑ Ignore blank

☑ In-cell dropdown

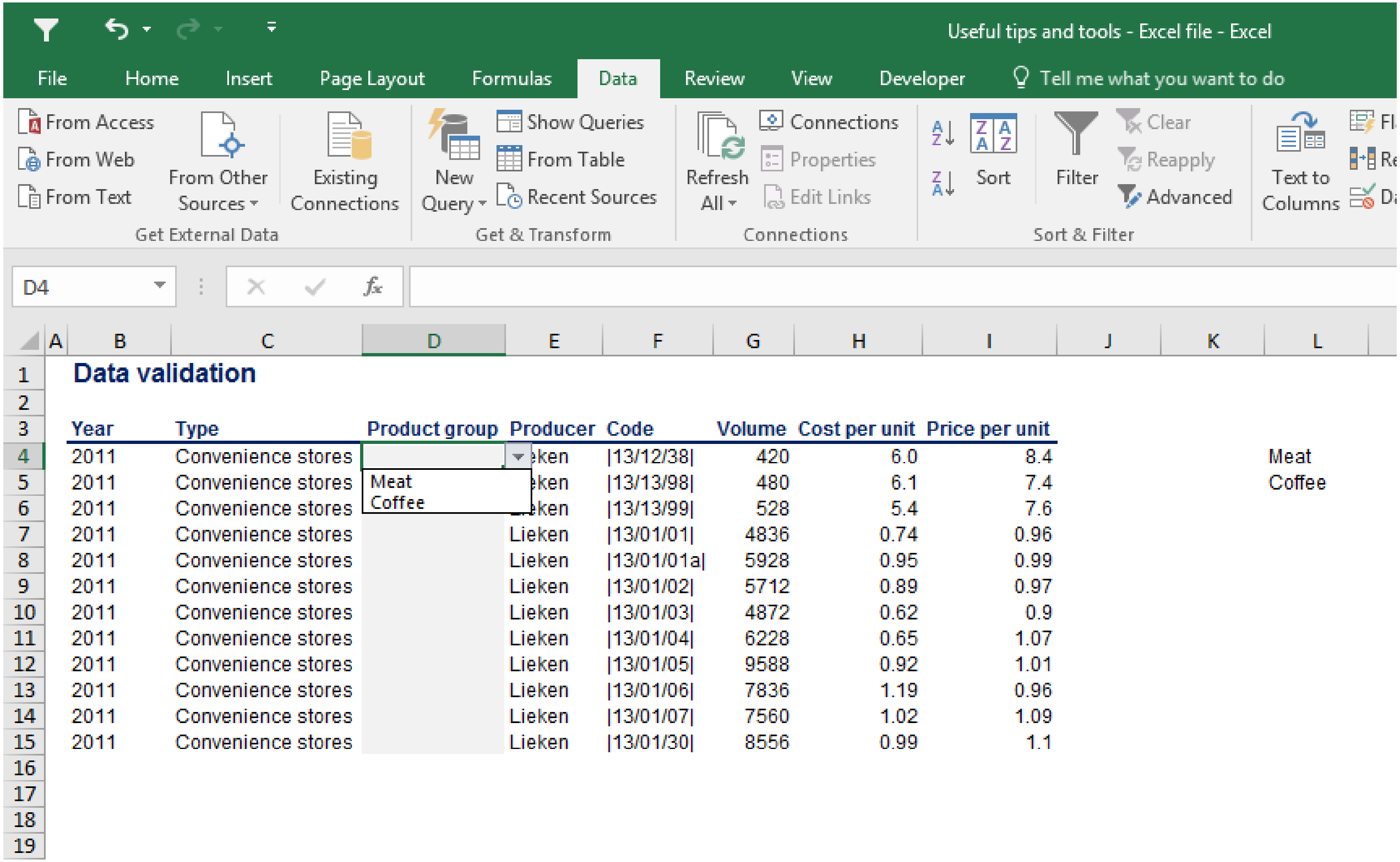
Data: between

Source:

☐ Apply these changes to all other cells with the same settings

Pick which values will be included in the list and click OK

Data validation


Useful tips and tools - Excel file - Excel
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Insert
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Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
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From Table
Recent Sources
Get & Transform
Refresh All
Connections
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Edit Links
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Reapply
Advanced
Sort & Filter
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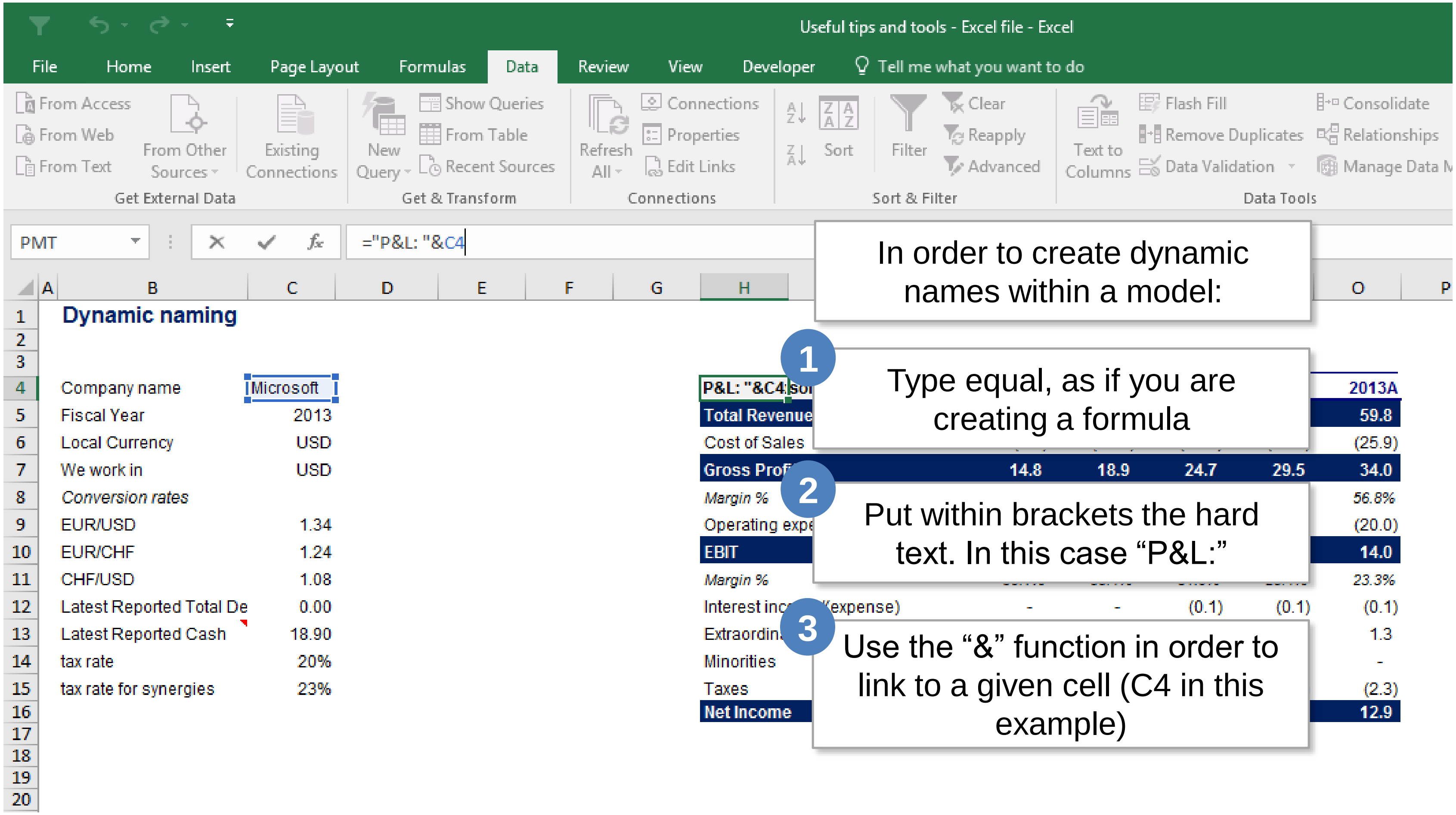
Data validation

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit	
2011	Convenience stores		ken	|13/12/38|	420	6.0	8.4	Meat
2011	Convenience stores	Meat	ken	|13/13/98|	480	6.1	7.4	Coffee
2011	Convenience stores	Coffee	ken	|13/13/99|	528	5.4	7.6	
2011	Convenience stores		Lieken	|13/01/01|	4836	0.74	0.96	
2011	Convenience stores		Lieken	|13/01/01a|	5928	0.95	0.99	
2011	Convenience stores		Lieken	|13/01/02|	5712	0.89	0.97	
2011	Convenience stores		Lieken	|13/01/03|	4872	0.62	0.9	
2011	Convenience stores		Lieken	|13/01/04|	6228	0.65	1.07	
2011	Convenience stores		Lieken	|13/01/05|	9588	0.92	1.01	
2011	Convenience stores		Lieken	|13/01/06|	7836	1.19	0.96	
2011	Convenience stores		Lieken	|13/01/07|	7560	1.02	1.09	
2011	Convenience stores		Lieken	|13/01/30|	8556	0.99	1.1	

Dynamic naming

Dynamic naming


Useful tips and tools - Excel file - Excel
File
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Insert
Page Layout
Formulas
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Review
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Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
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Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Consolidate
Relationships
Manage Data M
Data Tools
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`="P&L: "&C4`

Dynamic naming

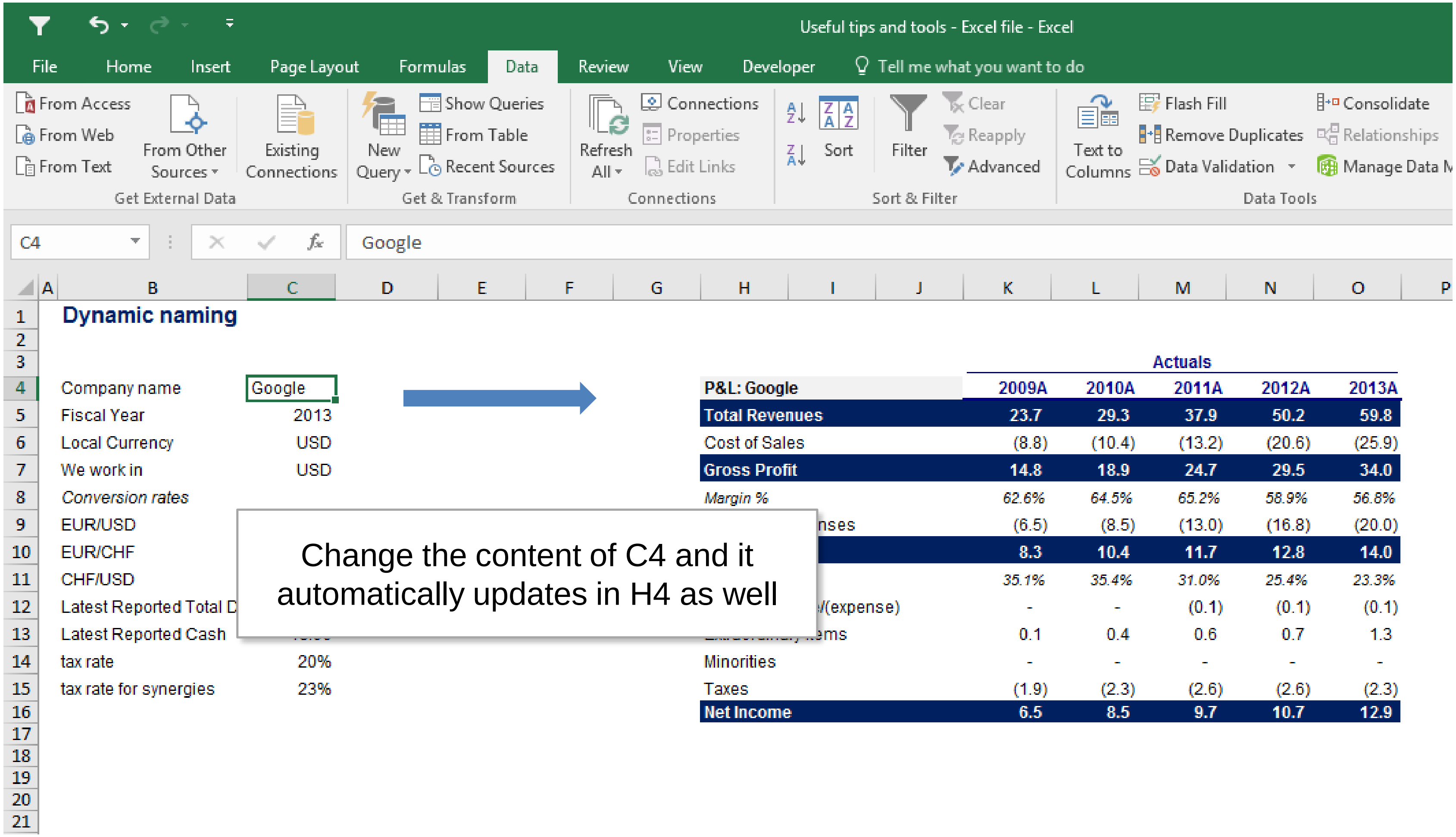
Company name	Microsoft
Fiscal Year	2013
Local Currency	USD
We work in	USD
Conversion rates	
EUR/USD	1.34
EUR/CHF	1.24
CHF/USD	1.08
Latest Reported Total De	0.00
Latest Reported Cash	18.90
tax rate	20%
tax rate for synergies	23%

P&L: "&C4					2013A
Total Revenue					**59.8**
Cost of Sales					(25.9)
Gross Prof	**14.8**	**18.9**	**24.7**	**29.5**	**34.0**
Margin %					*56.8%*
Operating expe					(20.0)
EBIT					**14.0**
Margin %					*23.3%*
Interest inc (expense)	-	-	(0.1)	(0.1)	(0.1)
Extraordin					1.3
Minorities					-
Taxes					(2.3)
Net Income					**12.9**

In order to create dynamic names within a model:

1. Type equal, as if you are creating a formula
2. Put within brackets the hard text. In this case “P&L:”
3. Use the “&” function in order to link to a given cell (C4 in this example)

Dynamic naming


Useful tips and tools - Excel file - Excel
File
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Insert
Page Layout
Formulas
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Review
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Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Consolidate
Relationships
Manage Data M
Data Tools
C4
Google

Dynamic naming

Company name	Google
Fiscal Year	2013
Local Currency	USD
We work in	USD
Conversion rates	
EUR/USD	
EUR/CHF	
CHF/USD	
Latest Reported Total D	
Latest Reported Cash	
tax rate	20%
tax rate for synergies	23%

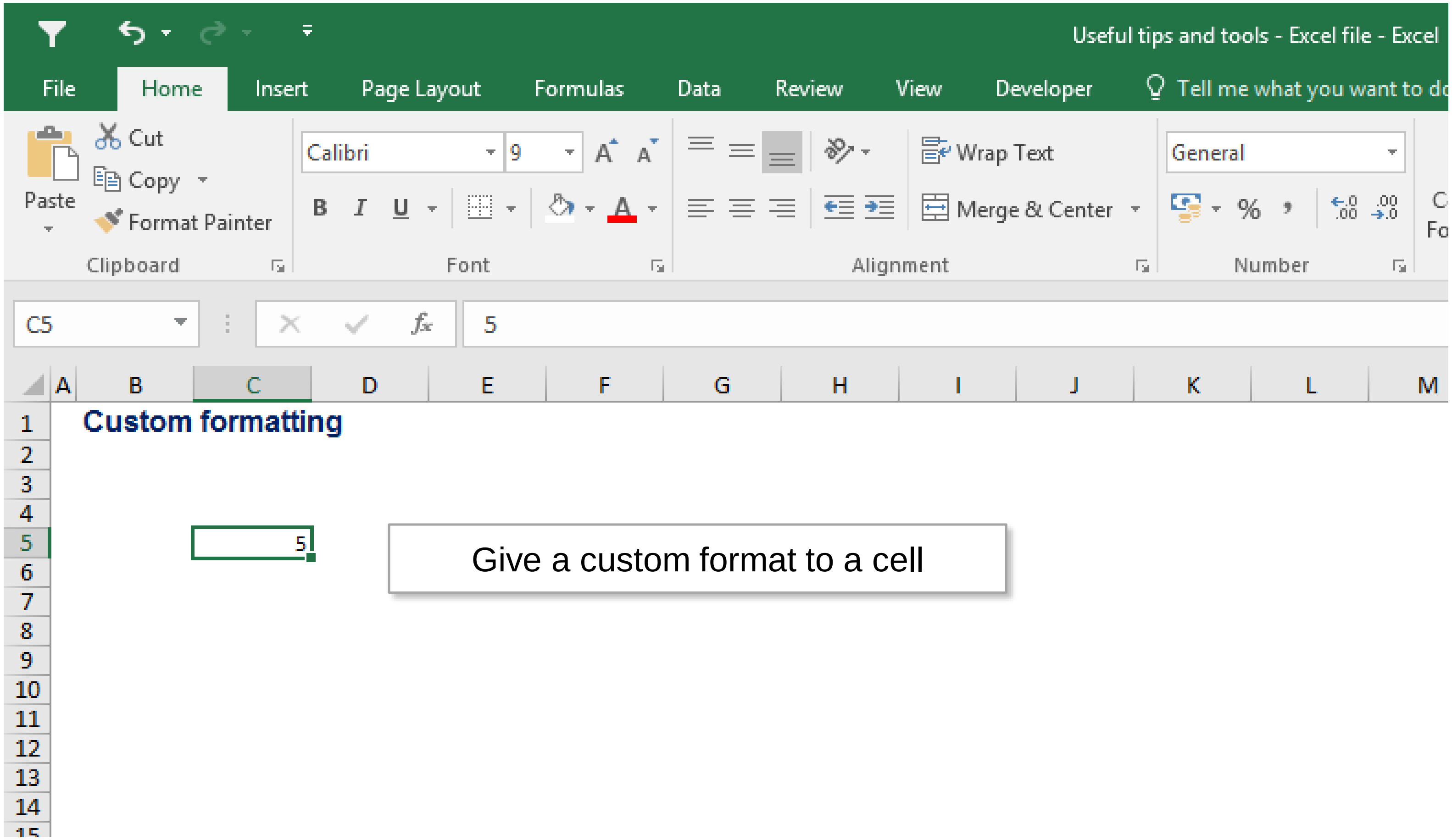
	Actuals				
P&L: Google	**2009A**	**2010A**	**2011A**	**2012A**	**2013A**
Total Revenues	**23.7**	**29.3**	**37.9**	**50.2**	**59.8**
Cost of Sales	(8.8)	(10.4)	(13.2)	(20.6)	(25.9)
Gross Profit	**14.8**	**18.9**	**24.7**	**29.5**	**34.0**
Margin %	*62.6%*	*64.5%*	*65.2%*	*58.9%*	*56.8%*
nses	(6.5)	(8.5)	(13.0)	(16.8)	(20.0)
	8.3	**10.4**	**11.7**	**12.8**	**14.0**
	35.1%	*35.4%*	*31.0%*	*25.4%*	*23.3%*
/(expense)	-	-	(0.1)	(0.1)	(0.1)
ems	0.1	0.4	0.6	0.7	1.3
Minorities	-	-	-	-	-
Taxes	(1.9)	(2.3)	(2.6)	(2.6)	(2.3)
Net Income	**6.5**	**8.5**	**9.7**	**10.7**	**12.9**

Change the content of C4 and it automatically updates in H4 as well

Custom formatting of cells

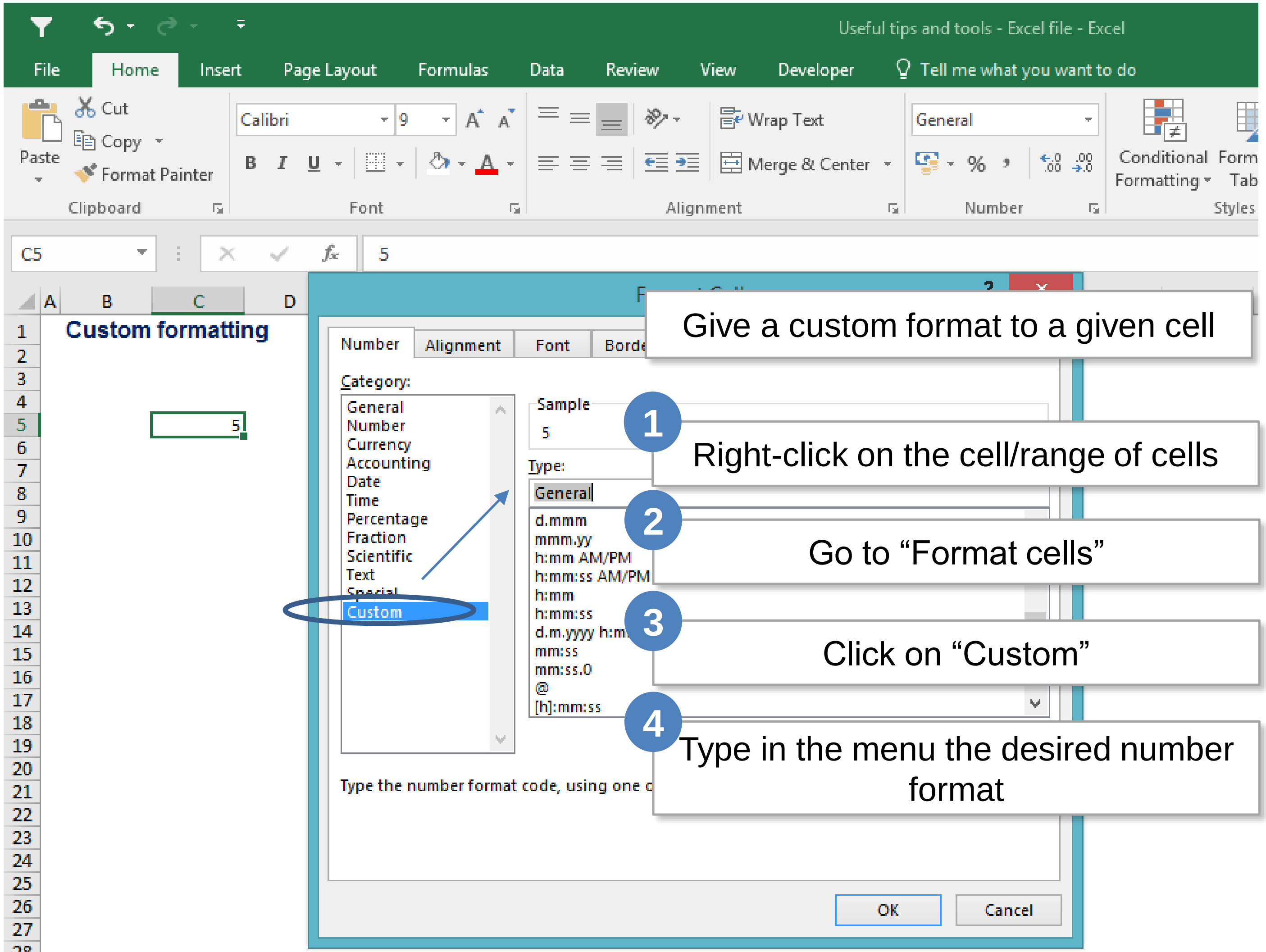
Custom formatting of cells

365 Careers


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
C5
Custom formatting
5

Give a custom format to a cell

Custom formatting of cells


Useful tips and tools - Excel file - Excel
File
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Formulas
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Review
View
Developer
Tell me what you want to do
Paste
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Copy
Format Painter
Clipboard
Calibri
9
B
I
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Font
Wrap Text
Merge & Center
Alignment
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Conditional Formatting
Form Tab
Styles
C5
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Alignment
Font
Borde
OK
Cancel

Custom formatting

Category: Custom

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 5

Type: General

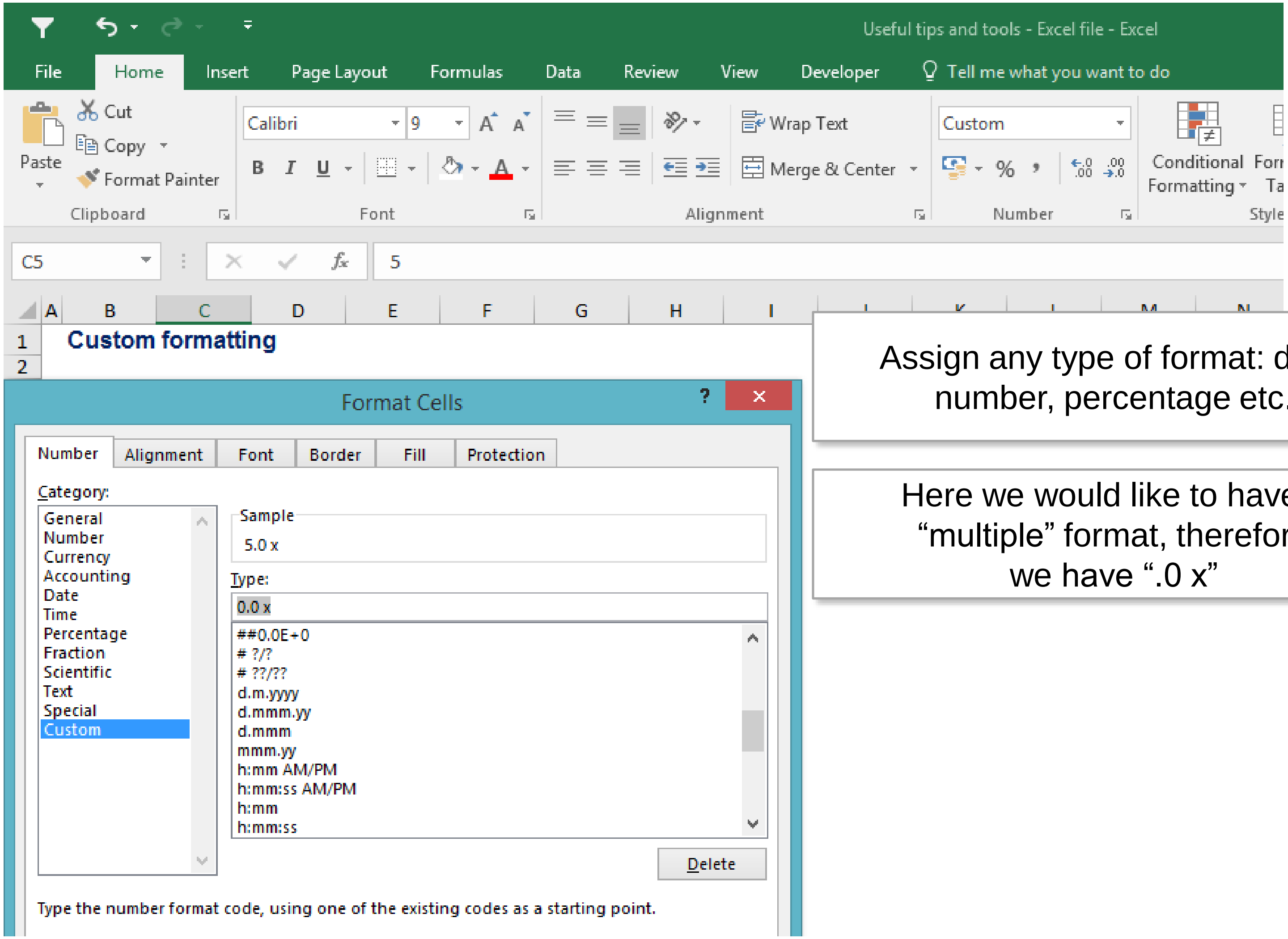
- d.mmm
- mmm.yy
- h:mm AM/PM
- h:mm:ss AM/PM
- h:mm
- h:mm:ss
- d.m.yyyy h:m
- mm:ss
- mm:ss.0
- @
- [h]:mm:ss

Type the number format code, using one o

Give a custom format to a given cell

1. Right-click on the cell/range of cells
2. Go to “Format cells”
3. Click on “Custom”
4. Type in the menu the desired number format

Custom formatting of cells


Useful tips and tools - Excel file - Excel
File
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Formulas
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View
Developer
Tell me what you want to do
Paste
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Copy
Format Painter
Clipboard
Calibri
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Merge & Center
Alignment
Custom
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Number
Conditional Formatting
Styles
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Custom formatting
Format Cells
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Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Delete

Sample

5.0 x

Type:

0.0 x

```
##0.0E+0
# ?/?
# ??/??
d.m.yyyy
d.mmm.yy
d.mmm
mmm.yy
h:mm AM/PM
h:mm:ss AM/PM
h:mm
h:mm:ss
```

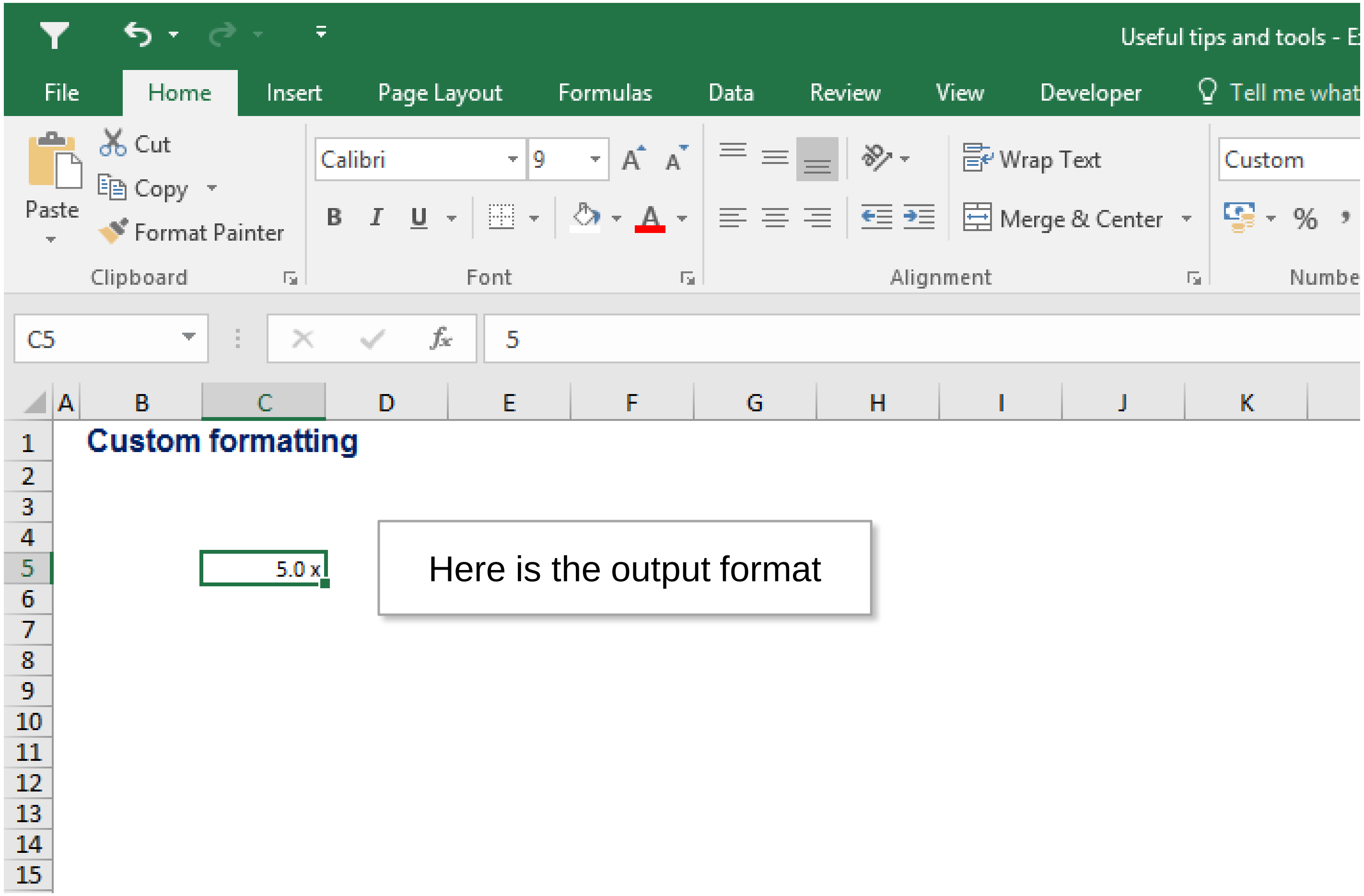
Type the number format code, using one of the existing codes as a starting point.

Assign any type of format: date, number, percentage etc.

Here we would like to have a “multiple” format, therefore we have “.0 x”

Custom formatting of cells

365 Careers



Useful tips and tools - E
File
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Page Layout
Formulas
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Review
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Developer
Tell me what
Paste
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Wrap Text
Merge & Center
Alignment
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11
12
13
14
15

Custom formatting

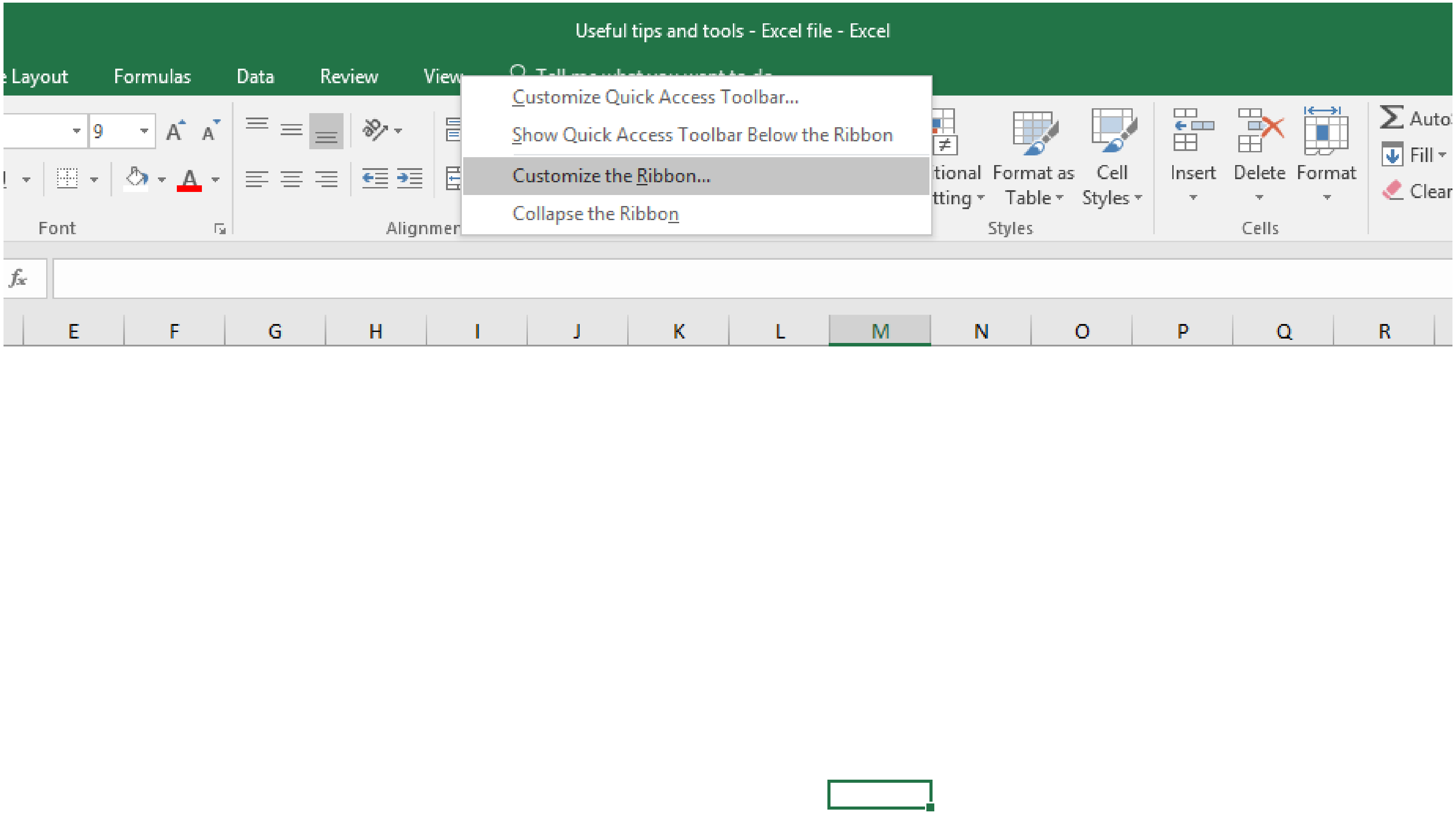
5.0 x

Here is the output format

Recording Macros

Recording Macros

365 Careers



Useful tips and tools - Excel file - Excel
Layout
Formulas
Data
Review
View
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Customize the Ribbon...
Collapse the Ribbon
Font
Alignmen
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Format as
Table
Cell
Styles
Styles
Insert
Delete
Format
Cells
Auto
Fill
Clear
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Q
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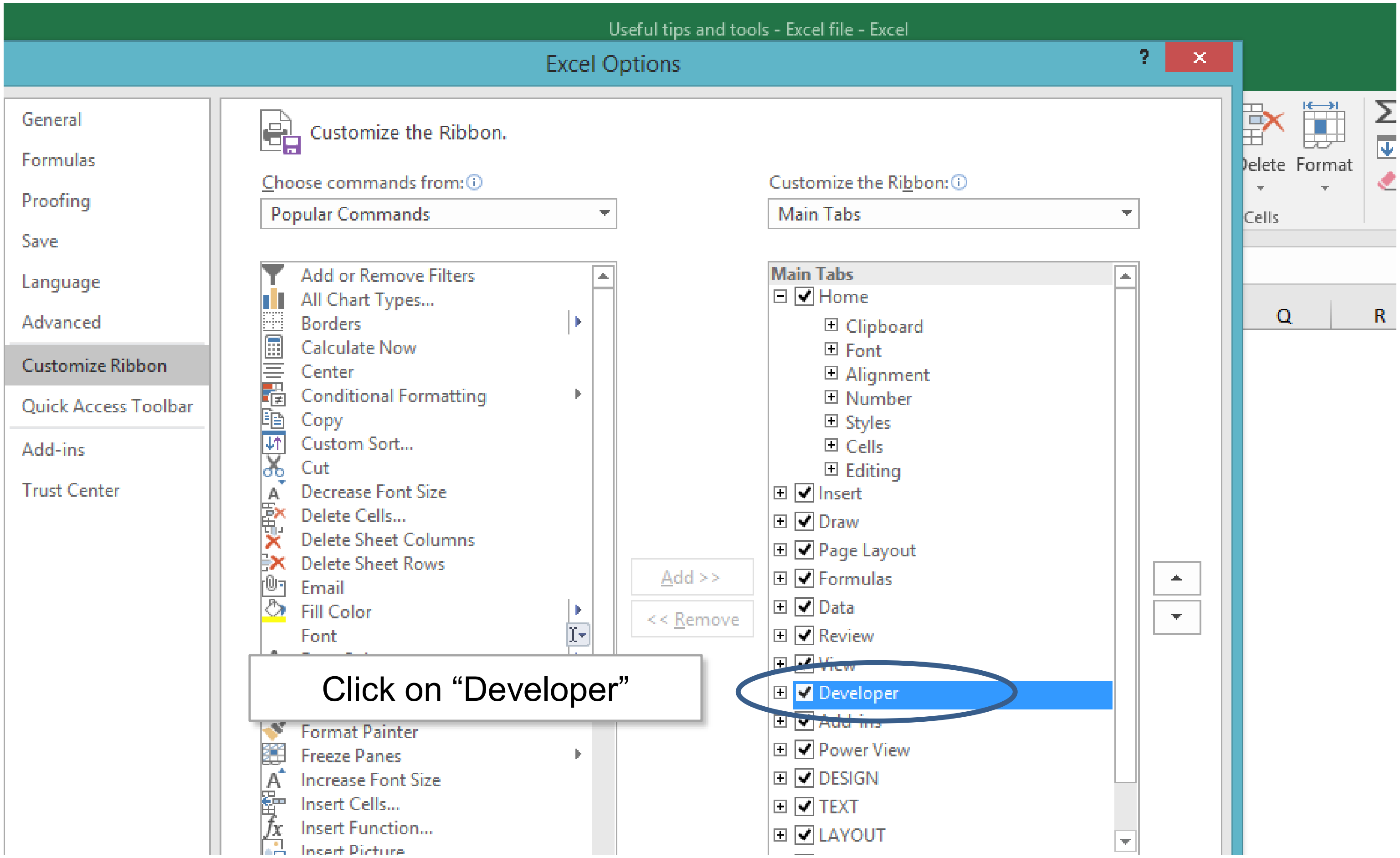
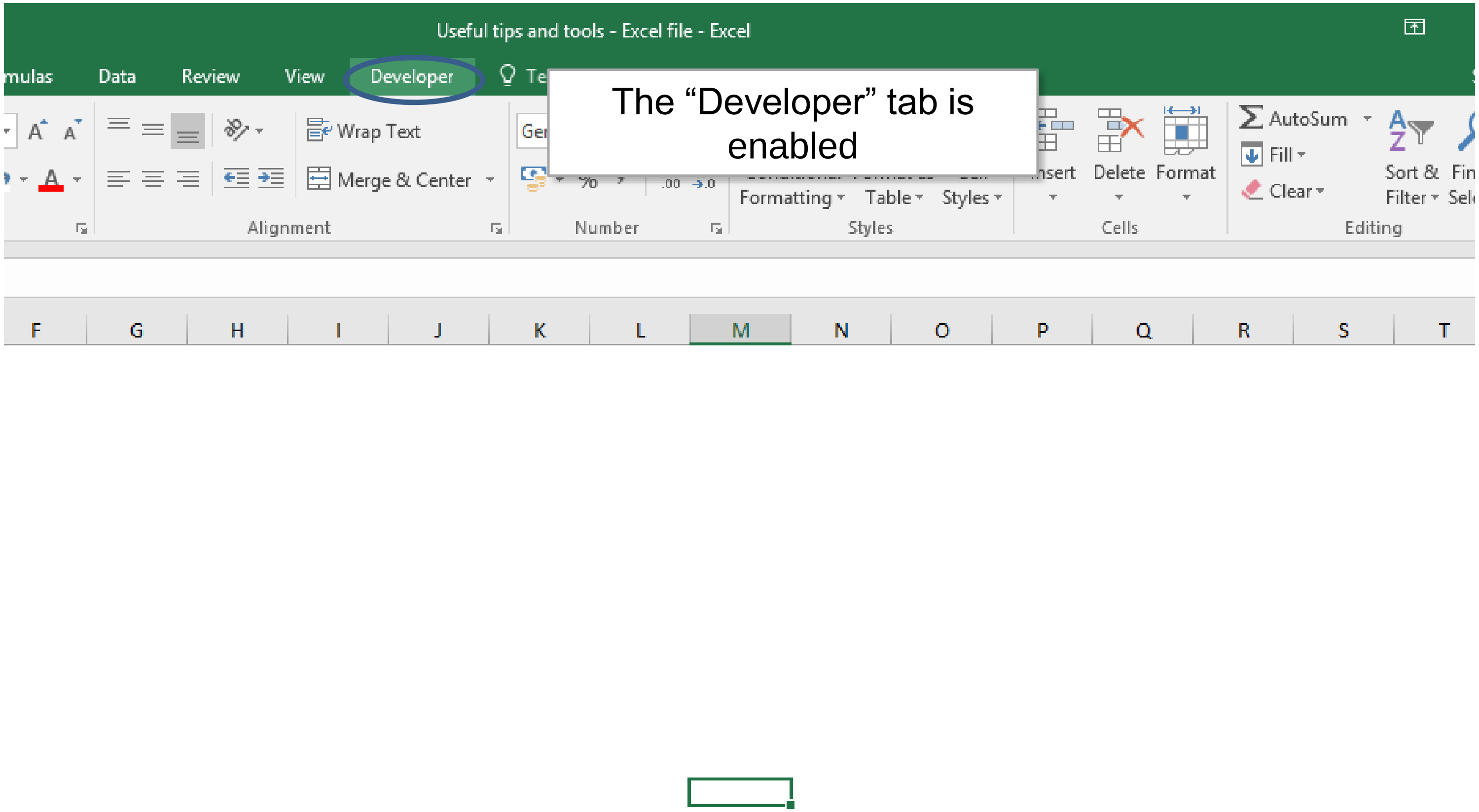
Recording Macros


Useful tips and tools - Excel file - Excel
Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize the Ribbon.
Choose commands from:
Popular Commands
Add or Remove Filters
All Chart Types...
Borders
Calculate Now
Center
Conditional Formatting
Copy
Custom Sort...
Cut
Decrease Font Size
Delete Cells...
Delete Sheet Columns
Delete Sheet Rows
Email
Fill Color
Font
Format Painter
Freeze Panes
Increase Font Size
Insert Cells...
Insert Function...
Insert Picture
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
☑ Home
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
☑ Insert
☑ Draw
☑ Page Layout
☑ Formulas
☑ Data
☑ Review
☑ View
☑ Developer
☑ Add-ins
☑ Power View
☑ DESIGN
☑ TEXT
☑ LAYOUT
Delete
Format
Cells
Q
R

Click on “Developer”

Recording Macros


Useful tips and tools - Excel file - Excel
mulas
Data
Review
View
Developer
Te
Wrap Text
Merge & Center
Alignment
Number
Formatting
Table
Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Editing
F
G
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I
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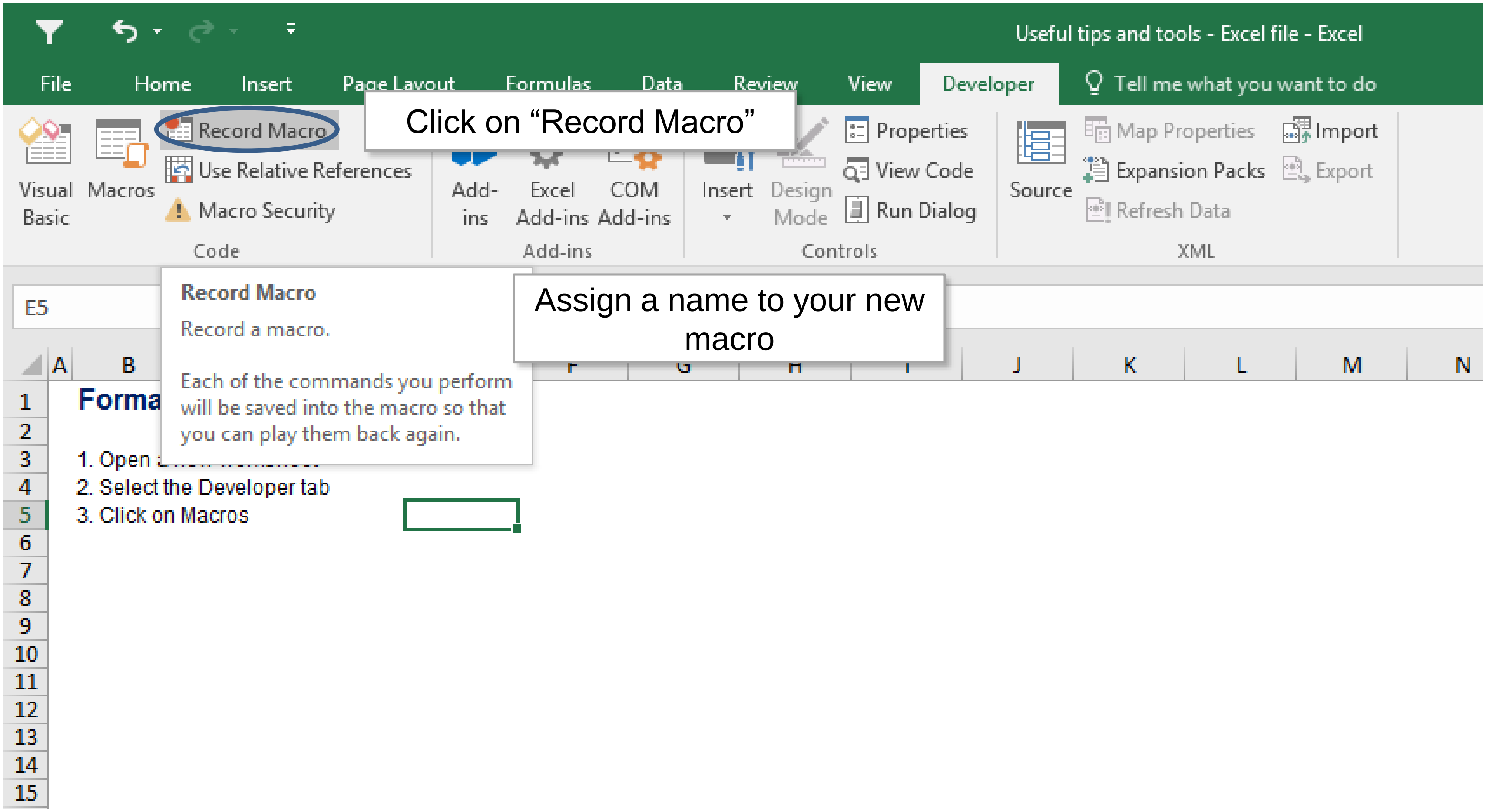
M
N
O
P
Q
R
S
T

The “Developer” tab is enabled

Recording Macros



Click on “Record Macro”

Assign a name to your new macro

Record Macro

Record a macro.

Each of the commands you perform will be saved into the macro so that you can play them back again.

1. Open a new worksheet
2. Select the Developer tab
3. Click on Macros

Useful tips and tools - Excel file - Excel
File
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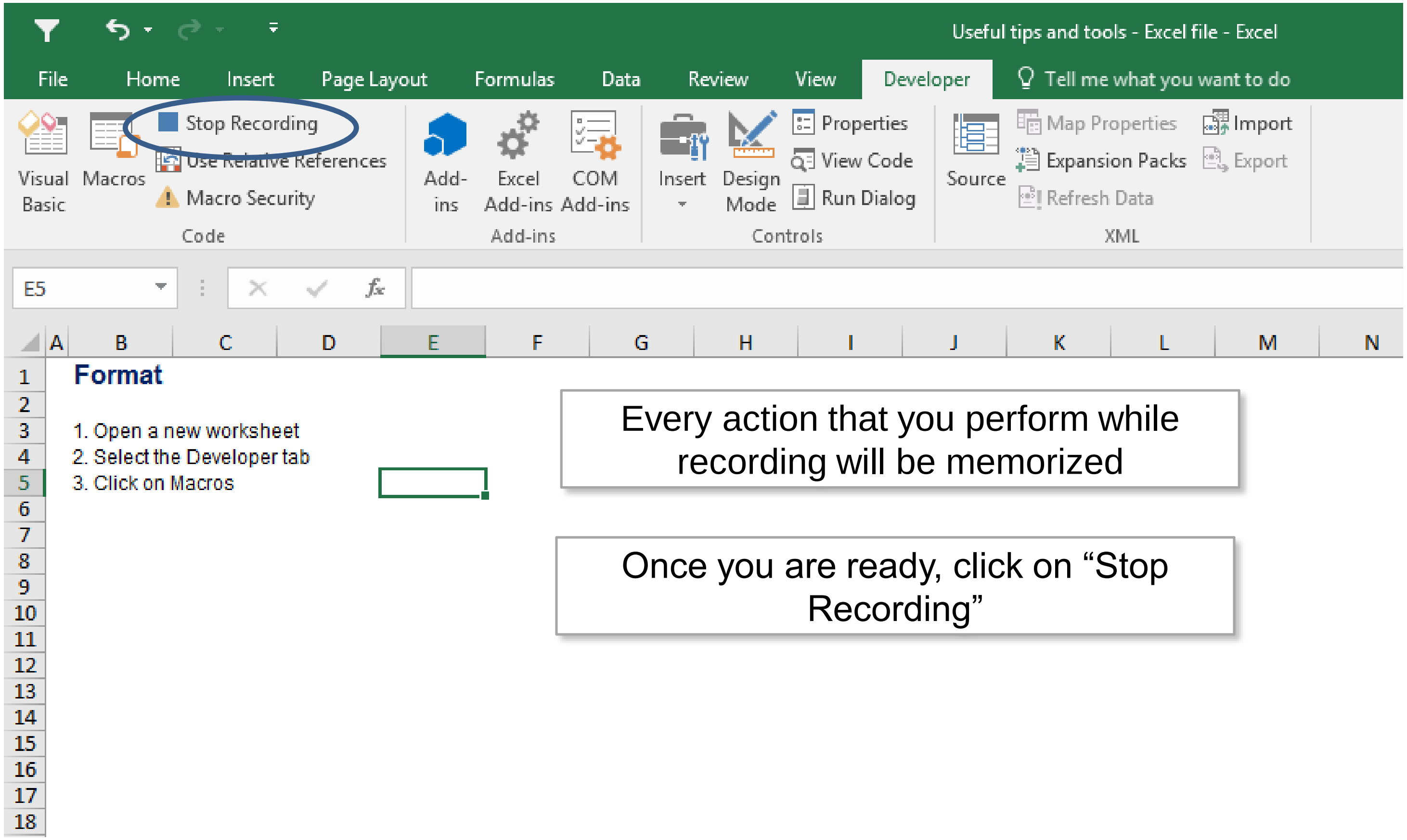
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
E5
Forma

Recording Macros


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Visual Basic
Macros
Stop Recording
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
E5

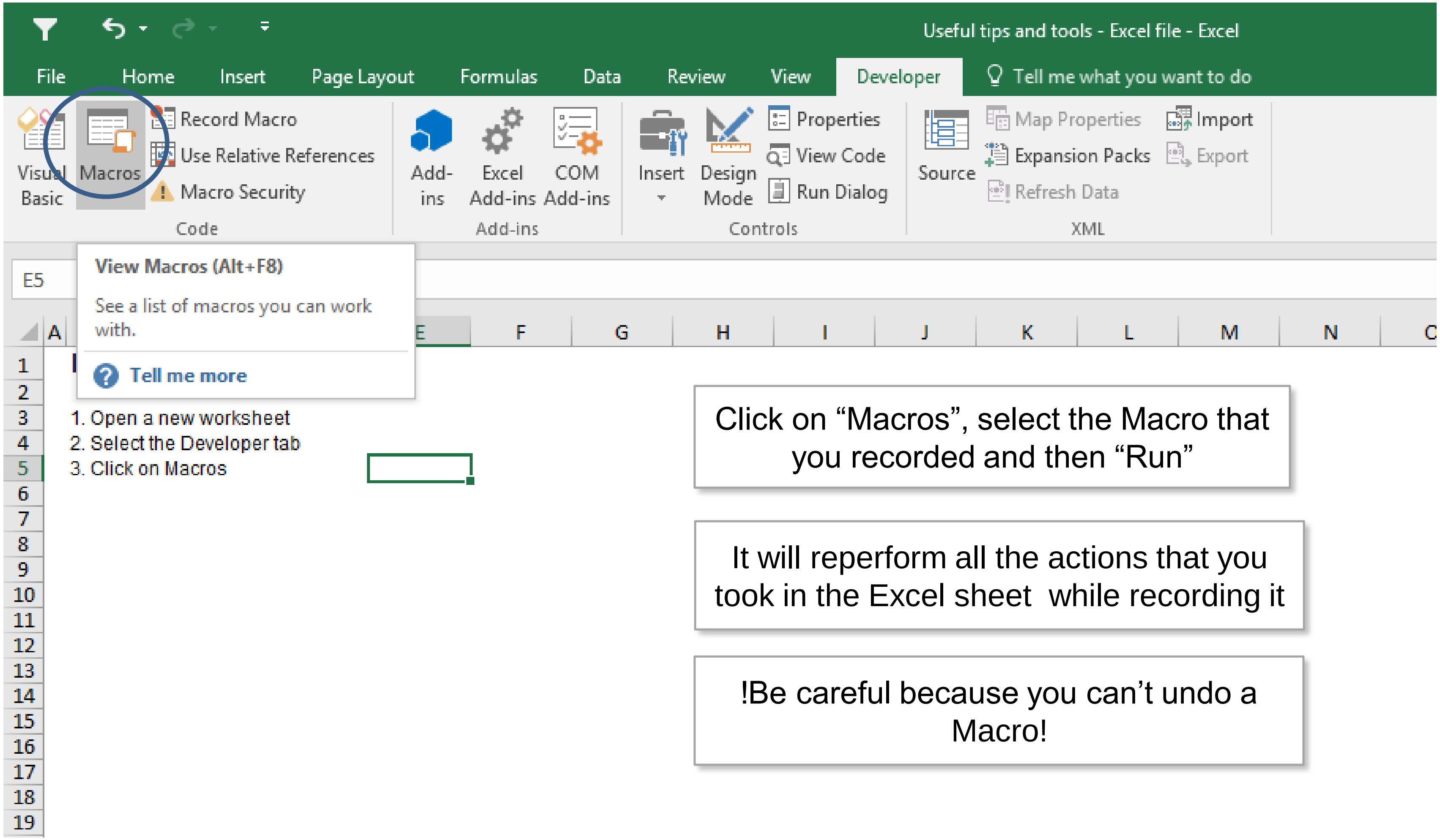
Format

1. Open a new worksheet
2. Select the Developer tab
3. Click on Macros

Every action that you perform while recording will be memorized

Once you are ready, click on “Stop Recording”

Recording Macros


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
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Visual Basic
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XML
E5

View Macros (Alt+F8)

See a list of macros you can work with.

Tell me more

1. Open a new worksheet
2. Select the Developer tab
3. Click on Macros

Click on “Macros”, select the Macro that you recorded and then “Run”

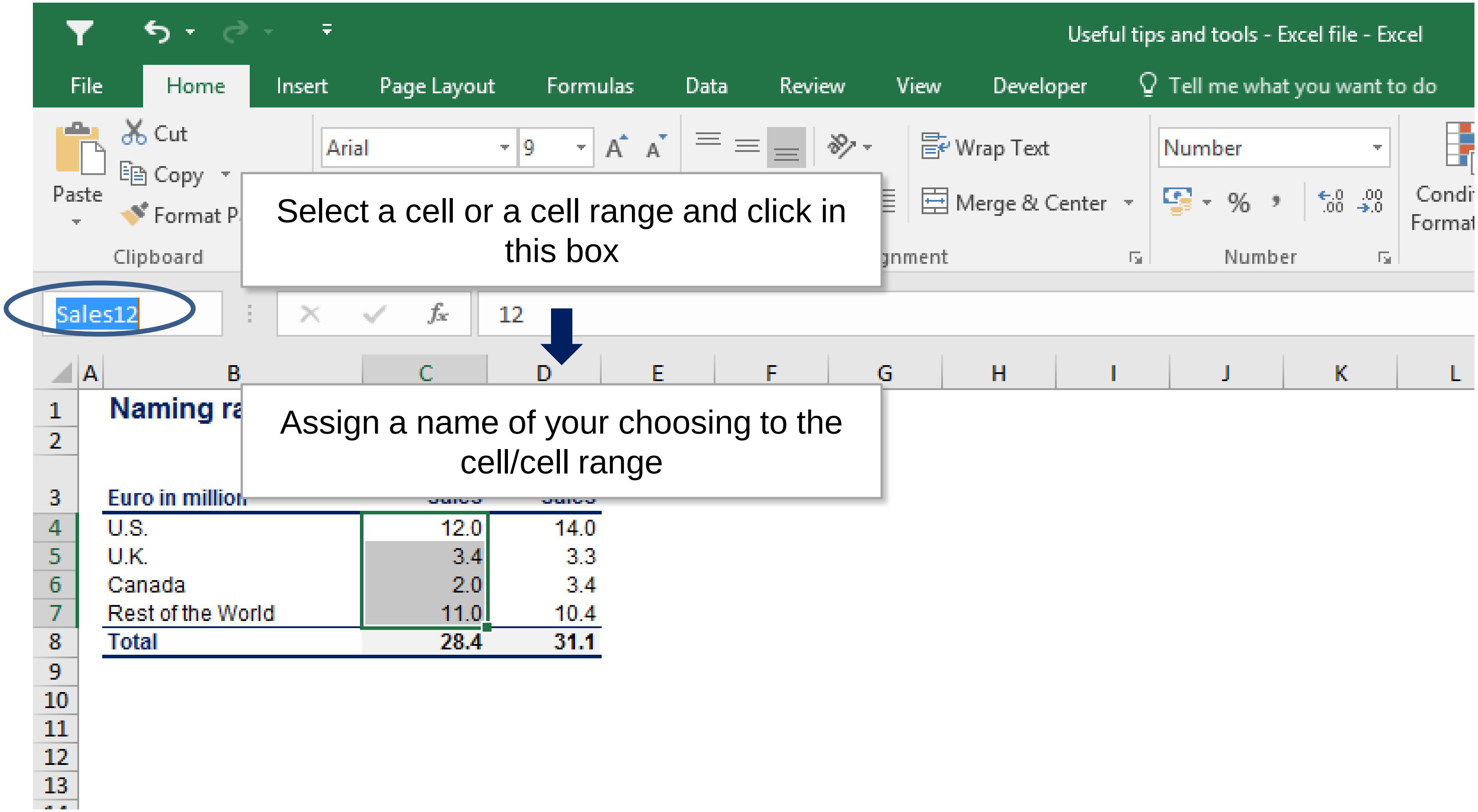
It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

Name cell ranges

Name cell ranges

365 Careers


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format P
Paste
Clipboard
Arial
9
Wrap Text
Merge & Center
Number
Number
Condi
Format
A
B
C
D
E
F
G
H
I
J
K
L

Select a cell or a cell range and click in this box

Sales12

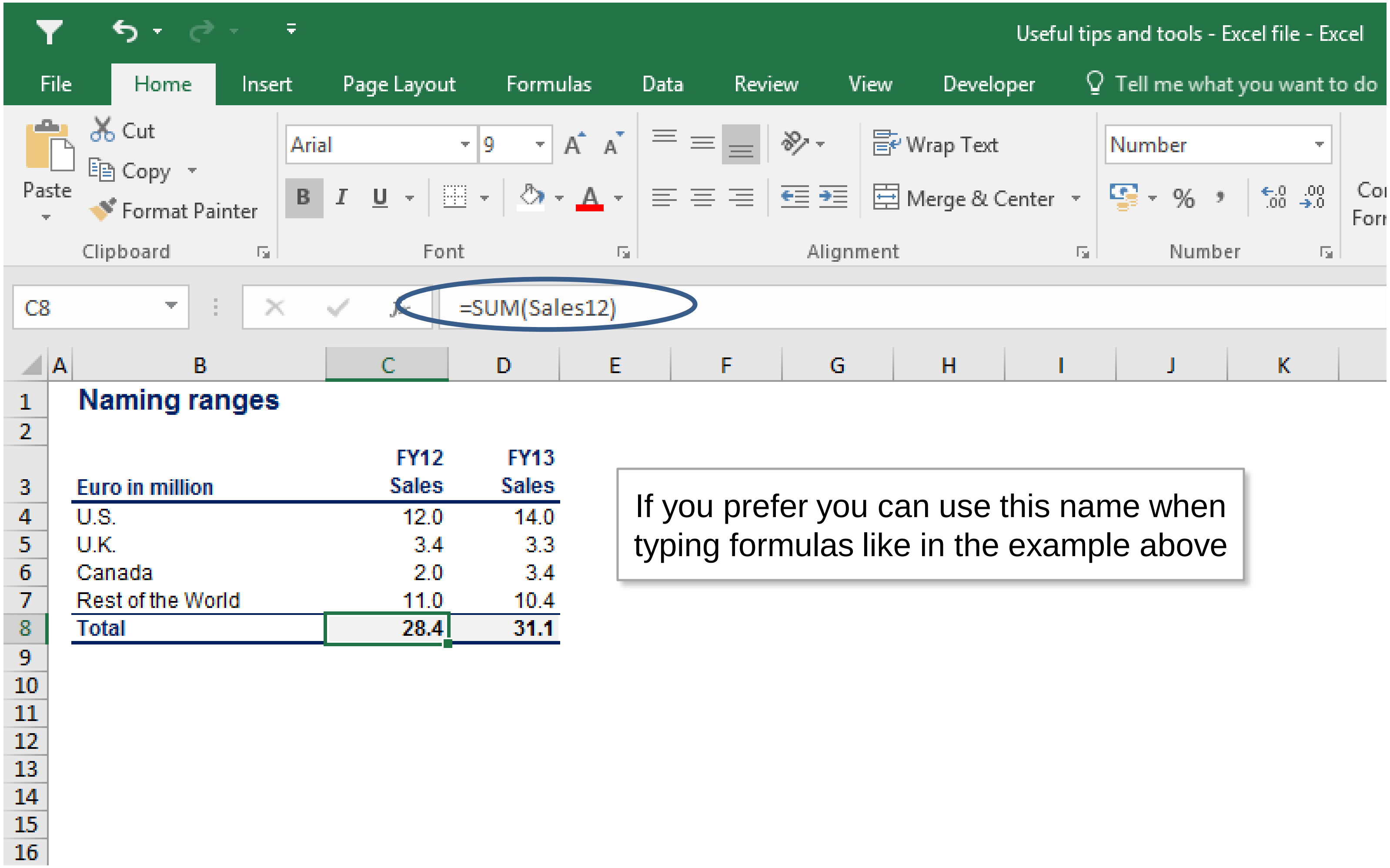
12

Assign a name of your choosing to the cell/cell range

Naming ra

Euro in million		
U.S.	12.0	14.0
U.K.	3.4	3.3
Canada	2.0	3.4
Rest of the World	11.0	10.4
Total	28.4	31.1

Name cell ranges


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
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Review
View
Developer
Tell me what you want to do
Cut
Copy
Paste
Format Painter
Clipboard
Arial
9
B
I
U
Font
Wrap Text
Merge & Center
Alignment
Number
%
Number
C8

=SUM(Sales12)

Naming ranges

Euro in million	FY12 Sales	FY13 Sales
U.S.	12.0	14.0
U.K.	3.4	3.3
Canada	2.0	3.4
Rest of the World	11.0	10.4
Total	**28.4**	**31.1**

If you prefer you can use this name when typing formulas like in the example above