

Excel 2016 Advanced – Quick Tips

Formulas & Functions

Text Functions:


Function	What it Does	Uses	What it Looks Like
LEFT	Extracts a designated # of characters starting from the left	Pull the first 2 characters from a string:	=LEFT(A2,2)
MID	Extracts a designated # of characters starting at the designated character.	Pull the 4 characters from a string starting with the 3 rd character:	=MID(A2,3,4)
CONCATENATE	Combines multiple strings into one.	Add the text from multiple cells into one string, or add additional numbers (like a date's year) to the date in a cell.	=CONCATENATE(LEFT(A2,2),2007)

Nesting IF Statements:

Nesting IF formula logically looks something like this: ***"IF Condition then, Else IF Condition then, Else IF Condition then, False then"***.

Array Formulas:

Array formulas are used to perform multiple calculations with single or multiple results. They need to have the same number of rows and columns to work. You press **CTRL+SHIFT+ENTER** to enter and array formula.

 {=SUM(B4:B11*C4:C11)}

Viewing all Formulas on a spreadsheet:

1. Press **Ctrl+`** to display all formulas
2. Press **Ctrl+`** again to go back to the default display

Calculating days of the week - To identify what day of the week a specific date falls on:

TEXT(Value, Format_Text) ie: =TEXT(C15,"dddd")

Calculating # of workdays between 2 dates:

=NETWORKDAYS(date,date) ie: =NETWORKDAYS(C8,C9)

Calculating # of months, days or years between 2 dates:

DATEDIF(Value, Value, Format) ie: =DATEDIF(C8,C9,"m")

BLANK Functions – ISBLANK and COUNTBLANK:

COUNTBLANK(range) or **ISBLANK(range)**

ie: =COUNTBLANK(A4:C23)

SumIf – only add cells if they meet a certain criteria:

SUMIF(range, criteria, sum_range)

ie: =SUMIF(C4:C28,"=Local",D4:D28)

Creating Different Data Views

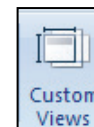
Transposing Data:

Transposing Data allows you to re-arrange the rows into columns or vice versa – basically interchanging the two.

1. Select then copy desired cells
2. Click on cell where the transposed data should display
3. On the **Home** tab, in the **Clipboard** group, click the drop-down arrow under the **Paste** button, select **Paste Special**, then choose **Transpose**

Custom Views

1. Set up spreadsheet view as desired
2. Select the **View** tab, then click the **Custom Views** button in the **Workbook Views** group
3. Click the **Add** button and type a name for the view, click **OK**



Adding Custom View button to Quick Access toolbar

1. Right-click on the **Custom Views** from the **View** tab, then select **Add to Quick Access Toolbar**

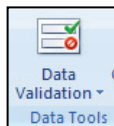
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Additional Tools

Validations:

Validations set parameters to cells to ensure consistent formatting

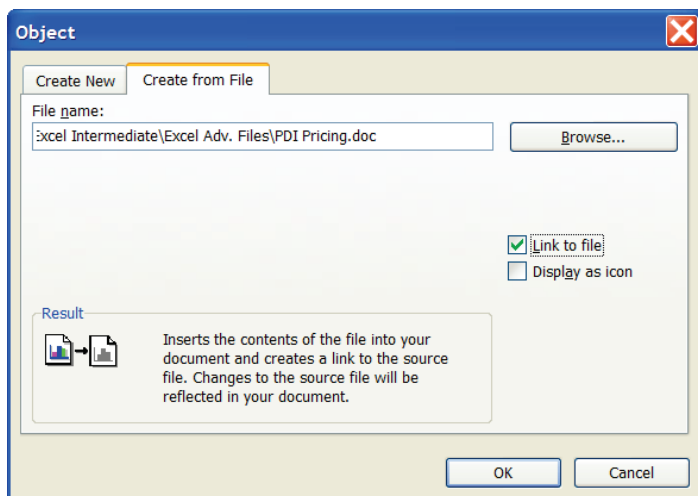
1. Select cells to apply Validation to
2. On the **Data** tab, in the **Data Tools** group, click the **Data Validation** button, then select the **Data Validation** menu option
3. On the **Settings** tab, set the **Validation** criteria
4. Click on the **Error Alert** tab, create any desired Alert messages and actions
5. Click **OK** when complete



Embedding & Linking

Linked objects maintain a link with their original source file, while embedded objects don't.

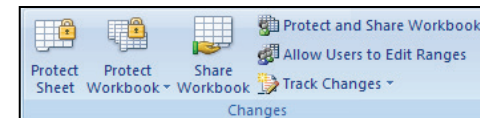
1. Select cell to place object into
2. Go to the **Insert** tab, then from the **Text** group, choose the **Object** button
3. In the **Object** dialog box, click on the **Create from File** tab
4. Click the **Browse** button and navigate to desired file, click the **Insert** button after selecting it
5. To Embed the file, click **OK**. To create a Link to the file, check the **Link** to file box



Protecting Worksheets:

To lock cells so that others cannot edit them, you unlock the cells you want them to be able to edit, then protect the entire sheet.

1. Add the **Lock Cell** button to the **Quick Access Toolbar**
2. Select cells to unlock, then click the **Lock Cell** button to unlock them
3. Click on the **Protect Sheet** button from the **Changes** group
4. In the **Protect Sheet** dialog box, check desired options
5. Ensure that the first check box is checked to **Protect Worksheet and contents of locked cells**
6. It is **not** recommended that you enter a password
7. Click the **OK** button



Macros

Saving Macros:

Location	Purpose
This Workbook	Macros stored in This Workbook are available for use only in this workbook and are not available in other workbooks that you may edit.
New Workbook	Selecting New Workbook will create a new workbook and store the macro in it.
Personal Macro Workbook	Selecting Personal Macro Workbook will store the macro in a special file that will make macros available in all workbooks.

Saving Macro to a Workbook:

1. Click the **File** Tab on the Ribbon, select **Save As** and then click **Browse** to see the **Save As** dialog box
2. Notice, at the bottom where it says **Save as type** - Change the type to read **Excel Macro-Enabled Workbook**

Recording or Running a Macro:

1. On the **View** tab on the Ribbon, click the **Macro** button and select **View Macros** (to select and run one) or **Record Macro** (to record)

