Excel Tips March 2020

Page

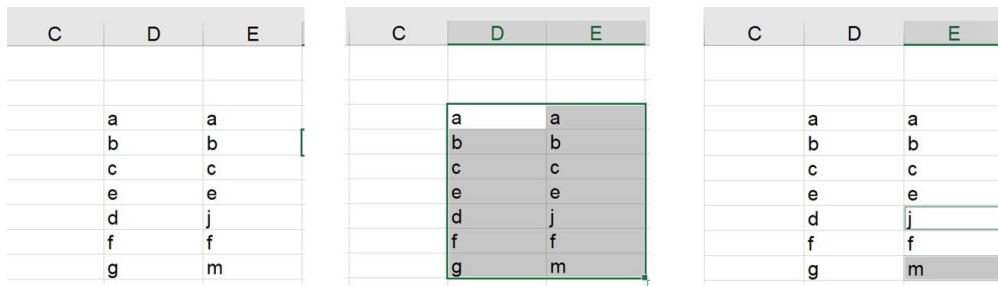To download the **Excel File** go to https://isaacgottlieb.com/excel-tips/

1. Comparing Lists Shortcut

There are so many ways to compare lists in Excel. You may use COUNTIF Conditional Formatting and many other methods

This one is using a shortcut. YES A SHORTCUT

Note: it depends on the way you select the data: Left to Right or Right to Left.

Select Left to Right D3:E9 and use CTRL+\

Selected Left to right and CTRL+\ show that j and m do not appear on the left column.

Select Right to Left and use CTRL+\

Selected Right to Left and CTRL+\ show that d and g do not appear on the right column.

YOU CAN TRY MORE THAT TWO COLUMNS

Select the range B16:D24and use CTRL+\

To select all the cells that do not appear on left column!

16		Alfano	Alfano	Alfano
17		Bai	Bai	Bai
18		Barile	Cohen	Barile
19		Bedard	Bedard	Bedard
20		James	Campbel	Dharam
21		John	Cao	Fidler
22		Capra	Capra	Capra
23		Chen	Chen	Chen
24		Chen	Chen	Ghanooni
25				

Selected Left to Right and used CRTL+\

To select all the cells that do not appear on right column!

16		Alfano	Alfano	Alfano
17		Bai	Bai	Bai
18		Barile	Cohen	Barile
19		Bedard	Bedard	Bedard
20		James	Campbel	Dharam
21		John	Cao	Fidler
22		Capra	Capra	Capra
23		Chen	Chen	Chen
24		Chen	Chen	Ghanooni

Selected Right to Left and used CRTL+\
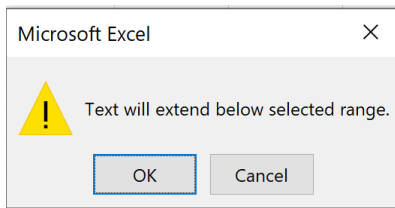
You can format them as the cells are selected.

2. Edit, Fill and Justify

When you have text in one cell, (A1) and you want them spread over a few cells:

Select A1 and use Edit>Fill>Justify

You will get a warning

When you click OK you will get the following:

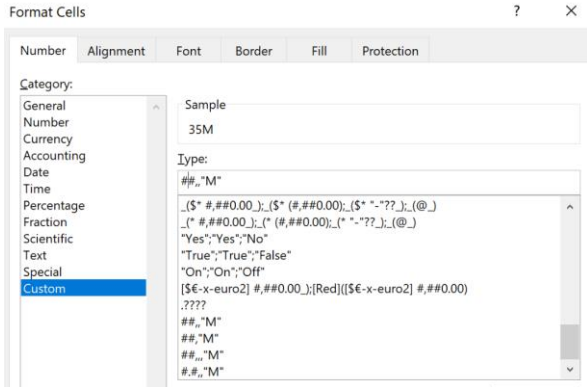|	A	B
1	Video provides a powerful way to	
2	help you prove your point.	
3	When you click Online Video,	
4	you can paste in the embed	
5	code for the video you want to	
6	add. You can also type a	
7	keyword to search online for the	
8	video that best fits your	
9	document.	

3. Align Decimals Numbers
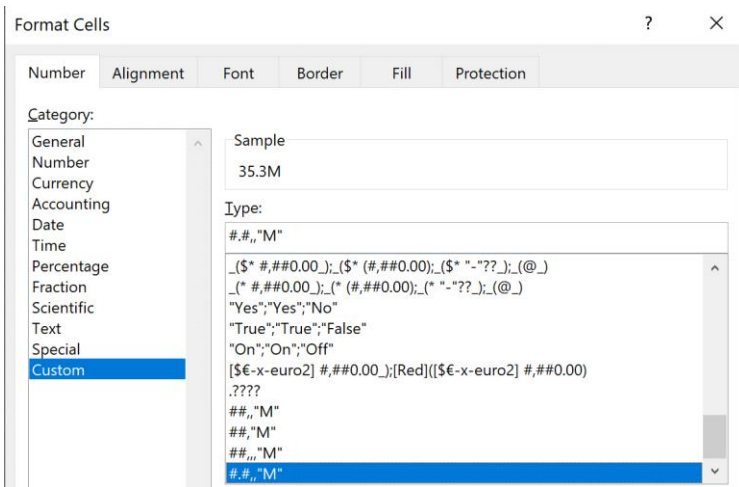
(Variable Decimal Places)

You may want to align all your numbers regardless of the number of digits before or after the decimal point.

Use CTRL+1 (Format cell)

Under Custom use: .????

4. Change Font Case

You can use three different functions to change capitalization of text in a cell.

=LOWER( ) will change the text to lower case.

=UPPER() will convert it to upper case.

=PROPER() will change it to proper case

	A	B
1		
2	Video provides a powerful way to help you prove your point	
3	video provides a powerful way to help you prove your point	=LOWER(A2)
4		
5	Video provides a powerful way to help you prove your point	
6	VIDEO PROVIDES A POWERFUL WAY TO HELP YOU PROVE YOUR POINT	=UPPER(A5)
7		
8	Video provides a powerful way to help you prove your point	
9	Video Provides A Powerful Way To Help You Prove Your Point	=PROPER(A8)
10		
11		

5. Format Millions

When you want to use abbreviations to save space in our spreadsheets.

For example, for $35,000,000 revenue, we would like to write 35M, where the M meaning "one million".

For example, 35,543,000 will be 35.5M.

USE CTRL+1 (format cell) and under custom use

##,,"M" for the Millions only

#.#,,"M" for the millions followed by a single decimal value.

The two (2) commas tell the format to ignore the last 6 digits.

It will round up or down the values.

35,333,444.00			##,.,"M"		35.3M
35,833,444.00			##,.,"M"		35.8M
35,333,444.00			##,,"M"		35M
35,833,444.00			##,,"M"		36M

The results of formatting with an M

You can try it with other nominations like KM. etc.

6. Formatting Dates and Time

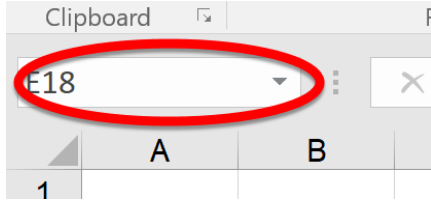| Symbol	Displays
m	month or minutes as a number without a leading 0
mm	month or minutes as a number with a leading 0

mmm	month as abbreviated text (Jan, Feb, Mar, and so on)
mmmm	month as text (January, February, March, and so on)
d	day of the month as a number without a leading 0
dd	day of the month as a number with a leading 0
ddd	day of the week as abbreviated text (Sun, Mon, Tue, and so on)
dddd	day of the week as text (Sunday, Monday, Tuesday, and so on)
yy	year with two digits
yyyy	year with four digits
h	hour without a leading 0
hh	hour with a leading 0
s	seconds without a leading 0
ss	seconds with a leading 0
[ ]	When surrounding hours, minutes, or seconds place holders, displays hours greater than 24 or minutes and seconds greater than 60
AM am PM pm A a P p	Uses a 12-hour clock, displaying AM or PM as specified
\	Forces display of the following character
. (period)	The decimal point.
"text"	Text within the quotes.

Category	Format	Value	Displayed As
Date	m/d/yy	40409	8/19/2010
	d-mmm-yy	40409	19-Aug-10
Time	h:mm AM/PM	0.75416667	6:06 PM
	[h]:mm:ss	2.79267361	67:01:27

7. Jump to any Cell

This is very simple but many people just don't know about it.
To go to a specific cell just type it in the name-box and hit enter.

Try E18:

Type cell address in a cell.