

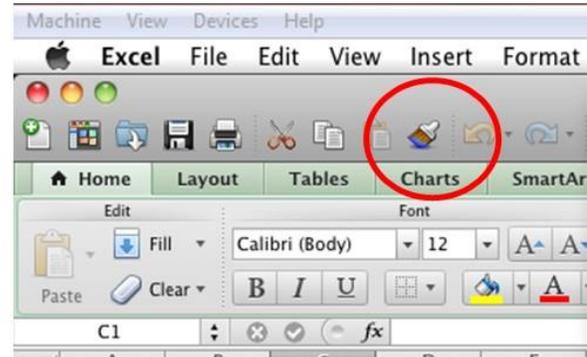
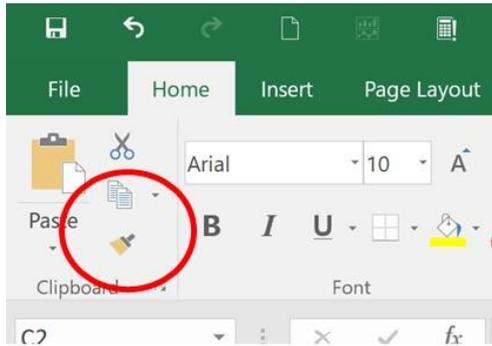
Excel Tips April 2020

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1. Double click the Format Painter for **multiple** use

The Format Painter button copies the formatting from an item and applies it to a different item or group of items that you select.

Most users are familiar with the Format Painter   (MAC) next to the Copy and Paste icons in Windows Excel. These are the Windows and Mac Format Painter locations.



When you click on a single cell or a range of cells, you will copy the format which can be transferred to a different cell or range.

DOUBLE CLICK ON THE FORMAT PAINTER ICON

Most users are surprised that you can use the Format Painter to copy the formatting to **multiple selections**.

Select the item that has the formatting you want to copy.

Double-click the Format Painter button.

You can apply the format as many times as you wish to apply the formatting.

NOTE: Click the Format Painter button again when you are finished, or press ESC to turn off the Format Painter.

THIS FEATURE WORKS IN **ALL OFFICE APPLICATIONS**.

2. CONVERT function (time, distance, energy and many more units)

This function converts dates and other units

See B2 converting years to days

=CONVERT(A2,"yr","day")

See C3 converting days to years

=CONVERT(B2,"day","yr")

See D3 converting years to minutes

=CONVERT(C2,"yr","mn")

The list starting in cell H17 lists other measurements

| | A | B | C | D | E | F |
|---|--------------|-------------|--------------|----------------|---|---|
| 1 | Years | Days | Years | Minutes | | |
| 2 | 3.5 | 1278.375 | 3.5 | 1,840,860 | | |
| 3 | | | | | | |
| 4 | | | | | | |

When you download the Excel File, you can see all the other units you can convert.

These are the time codes:

| Time | From_unit or to_unit |
|-------------|-----------------------------|
| Year | "yr" |
| Day | "day" |
| Hour | "hr" |
| Minute | "mn" |
| Second | "sec" |

See the rest of the conversion table at the end of this [document](#) ⁱ

3. The DATEDIF function (compute the difference between two dates – years, months, etc.)

(DateDif=Date Difference)

A Phantom function. It is not part of the Excel functions list. It may have problems that you can find on the [Microsoft Support](#) site.

The DATEDIF function computes the difference between two dates in a variety of different intervals, such as the number of years, months, or days between the dates.

The syntax for DATEDIF is =DATEDIF(Date1, Date2, Interval)

| | A | B | C |
|---|-------------|---------------|--------------|
| 1 | Days | Months | Years |
| 2 | 1/7/2015 | 1/7/2015 | 1/7/2015 |
| 3 | 2/12/2019 | 2/12/2019 | 2/12/2019 |
| 4 | 1497 | 49 | 4 |

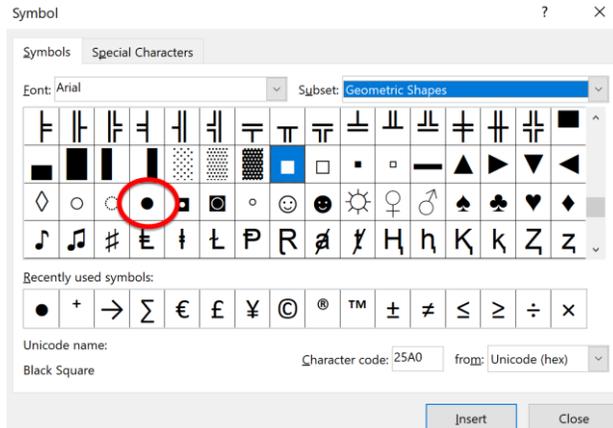
You can calculate ages by using =DATEDIF(Birth_Date,TODAY(), “y”)

| Interval | Meaning | Description |
|----------|---------------------------------|---|
| m | Months | Complete calendar months between the dates. |
| d | Days | Number of days between the dates. |
| y | Years | Complete calendar years between the dates. |
| ym | Months Excluding Years | Complete calendar months between the dates as if they were of the same year. |
| yd | Days Excluding Years | Complete calendar days between the dates as if they were of the same year. |
| md | Days Excluding Years And Months | Complete calendar days between the dates as if they were of the same month and same year. |

4. Bullets in Excel

Go to an empty cell and use: Insert Symbol

Choose the symbol you like. Try: ●



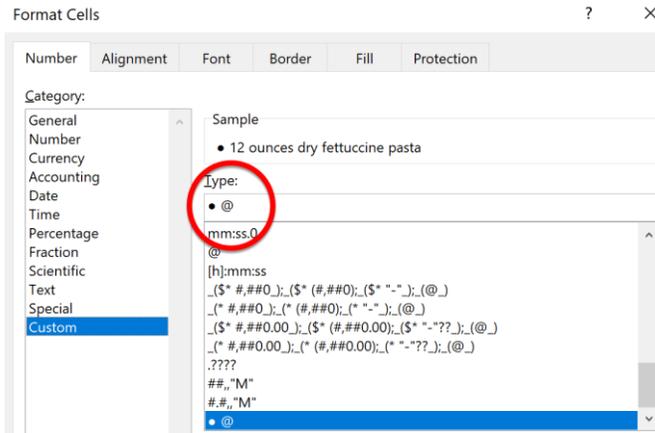
Insert the ● symbol or any other you may like

Select the cell and copy the symbol.

Select the cells with the text and use Format Cell (CTRL+1 or CMD+1 for MAC)

Under custom look for the @ (end of list)

Paste the symbol in front ● of the @



Formatting the bullets

| Ingredients | | Ingredients |
|--------------------------------|---|----------------------------------|
| 12 ounces dry fettuccine pasta | | ● 12 ounces dry fettuccine pasta |
| 2 red bell peppers, julienned | | ● 2 red bell peppers, julienned |
| 3 cloves garlic, minced | | ● 3 cloves garlic, minced |
| 3/4 teaspoon cayenne pepper | → | ● 3/4 teaspoon cayenne pepper |
| 1 cup reduced fat sour cream | | ● 1 cup reduced fat sour cream |
| 3/4 cup chicken broth | | ● 3/4 cup chicken broth |
| 3/4 cup grated Parmesan cheese | | ● 3/4 cup grated Parmesan cheese |
| salt and pepper to taste | | ● salt and pepper to taste |

The results

5. Replace all Errors in a Range

If you want to replace all the “Error” cells with a blank, a zero or anything else.

| | A | B | C | D | E |
|----|----|---------|---------|---------|----|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | 2 | 4 | 6 | 10 | 33 |
| 5 | 4 | 3 | #NAME? | #NAME? | 33 |
| 6 | 6 | 2 | 8 | 10 | 33 |
| 7 | 8 | 3 | 11 | 14 | 33 |
| 8 | 10 | 2 | 12 | 14 | 33 |
| 9 | 12 | #DIV/0! | #DIV/0! | #DIV/0! | 33 |
| 10 | 14 | 3 | 17 | #N/A | 33 |
| 11 | 16 | 4 | 20 | 24 | 33 |
| 12 | 18 | 3 | 21 | 24 | 33 |
| 13 | 20 | 2 | 22 | 24 | 33 |
| 14 | 22 | w | #VALUE! | 21 | 33 |
| 15 | 24 | w | #VALUE! | Hello | 33 |
| 16 | 26 | #REF! | #REF! | #REF! | 33 |

Cells with errors

Select the range and use: CTRL+G or F5 (or EDIT>GO TO). You can find it under the Home ribbon on the right.



Select “Special”

On the Go To Special select Formulas and ONLY the Errors.

It will result in selecting all the cells with the errors only.

Selecting all the cells with the errors

You selected all cells where the formula returned an error.

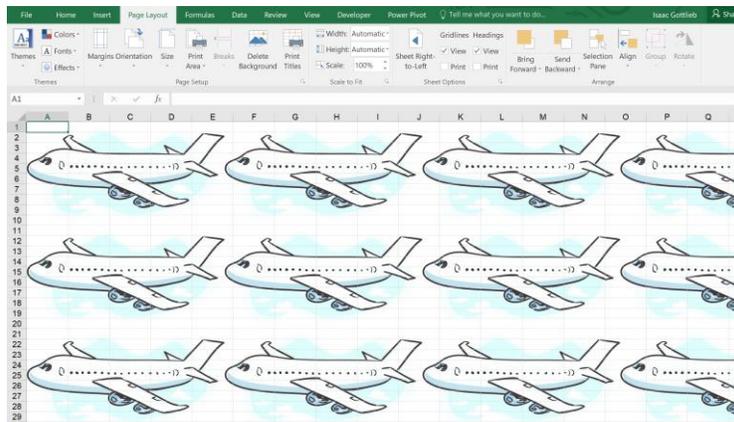
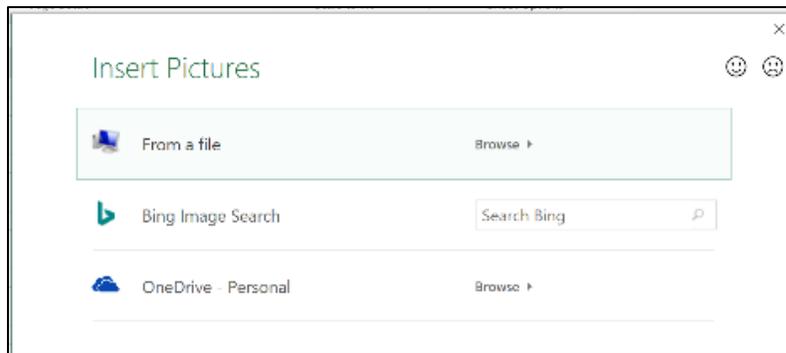
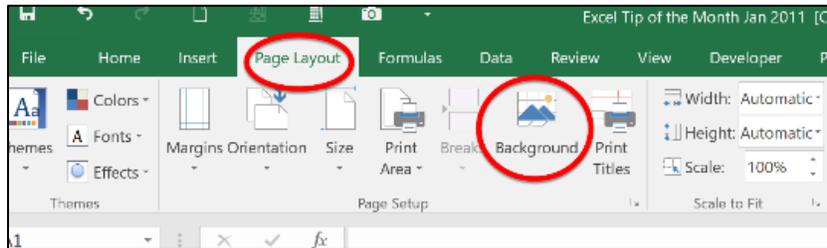
Type **0** or anything else you want to replace the cell information with.

Press **CTRL + Enter**. It will replace all the cells’ values at once.

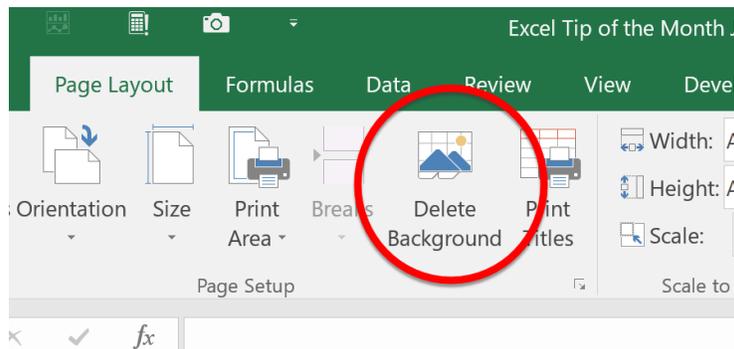
6. Sheet Background Picture

You can insert a background picture:

Under Page Layout choose Background and find a picture (online or in your files)



You can also remove the background by using Page Layout and Remove Background:



 i Conversion tables

| Weight and mass | From_unit or to_unit |
|--------------------------|-----------------------------|
| Gram | "g" |
| Slug | "sg" |
| Pound mass (avoirdupois) | "lbm" |
| U (atomic mass unit) | "u" |
| Ounce mass (avoirdupois) | "ozm" |
| Distance | From_unit or to_unit |
| Meter | "m" |
| Statute mile | "mi" |
| Nautical mile | "Nmi" |
| Inch | "in" |
| Foot | "ft" |
| Yard | "yd" |
| Angstrom | "ang" |
| Pica (1/72 in.) | "Pica" |
| Time | From_unit or to_unit |
| Year | "yr" |
| Day | "day" |
| Hour | "hr" |
| Minute | "mn" |
| Second | "sec" |
| Pressure | From_unit or to_unit |
| Pascal | "Pa" (or "p") |
| Atmosphere | "atm" (or "at") |
| mm of Mercury | "mmHg" |
| Force | From_unit or to_unit |
| Newton | "N" |
| Dyne | "dyn" (or "dy") |
| Pound force | "lbf" |
| Energy | From_unit or to_unit |
| Joule | "J" |
| Erg | "e" |
| Thermodynamic calorie | "c" |
| IT calorie | "cal" |
| Electron volt | "eV" (or "ev") |
| Horsepower-hour | "HPH" (or "hh") |
| Watt-hour | "Wh" (or "wh") |
| Foot-pound | "flb" |
| BTU | "BTU" (or "btu") |
| Power | From_unit or to_unit |
| Horsepower | "HP" (or "h") |

| | |
|-----------------------|-----------------------------|
| Watt | "W" (or "w") |
| Magnetism | From_unit or to_unit |
| Tesla | "T" |
| Gauss | "ga" |
| Temperature | From_unit or to_unit |
| Degree Celsius | "C" (or "cel") |
| Degree Fahrenheit | "F" (or "fah") |
| Kelvin | "K" (or "kel") |
| Liquid measure | From_unit or to_unit |
| Teaspoon | "tsp" |
| Tablespoon | "tbs" |
| Fluid ounce | "oz" |
| Cup | "cup" |
| U.S. pint | "pt" (or "us_pt") |
| U.K. pint | "uk_pt" |
| Quart | "qt" |
| Gallon | "gal" |
| Liter | "l" (or "lt") |

The following abbreviated unit prefixes can be prepended to any metric from_unit or to_unit.

| Prefix | Multiplier | Abbreviation |
|--------|------------|--------------|
| exa | 1.00E+18 | "E" |
| peta | 1.00E+15 | "P" |
| tera | 1.00E+12 | "T" |
| giga | 1.00E+09 | "G" |
| mega | 1.00E+06 | "M" |
| kilo | 1.00E+03 | "k" |
| hecto | 1.00E+02 | "h" |
| deka | 1.00E+01 | "e" |
| deci | 1.00E-01 | "d" |
| centi | 1.00E-02 | "c" |
| milli | 1.00E-03 | "m" |
| micro | 1.00E-06 | "u" |
| nano | 1.00E-09 | "n" |
| pico | 1.00E-12 | "p" |
| femto | 1.00E-15 | "f" |