

# Excel Tips May 2020

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## 1. Add a secondary axis to a chart

When you have two or more data series that vary broadly from one to another, you can plot one or more data series on a secondary axis. For example, if one column has sales and another has prices, plotting the data on the same chart will not look right.

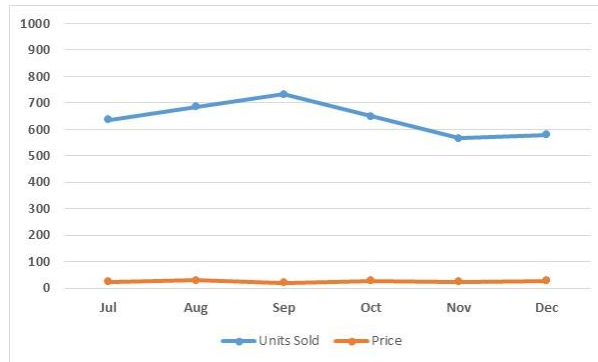
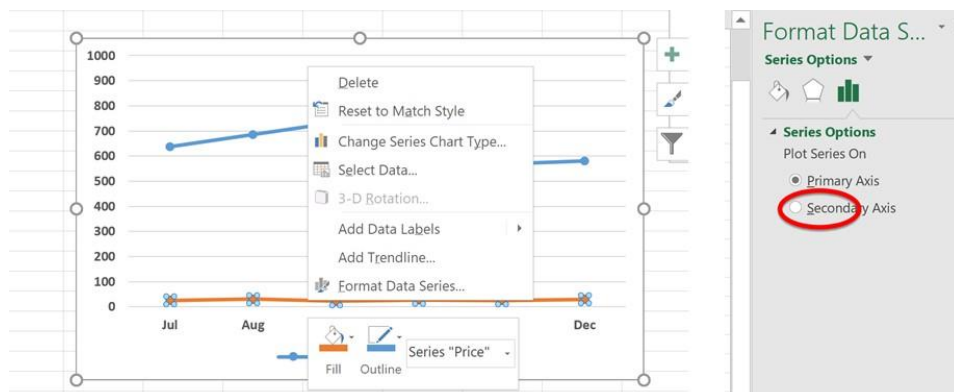


Chart with values on the same scale

A secondary axis works well to show the second series on a different scale.

To get the prices to be on a secondary scale:



Right click on the series on the chart, and choose Secondary Axis



Price are utilizing the secondary axis on the right.

## 2. Move a Formula to another Sheet

Sometimes you may need to create formulas on one worksheet, such as a summary report, where the references are located on another sheet.

You may find it easier to create the formula on the sheet that it references the data and then move the formula to the other sheet.

How do you move the formulas to another sheet and keep the cell references pointing to the original sheet?

You simply drag the cell or cell(s) containing the formulas, using the left mouse button, to the destination sheet tab while holding down the ALT key. When the other sheet opens, drag and drop the cell(s) where you want them. All the references to the original sheet in the formulas are unaffected.

I created the formula of the sheet Secondary Axis sheet =SUM(C2:C7 and dragged it to cell B26 on another sheet (“Move with ALT”). It changed to read: =SUM('Secondary Axis'!C2:C7).

### 3. Fast navigation

When you press CTRL (CMD for MAC) and any arrow key (north, east, south, or west), you will jump to the last populated cell in that direction.

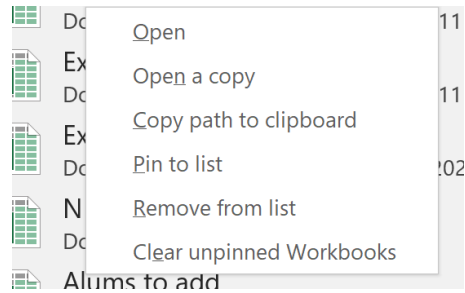
Click on B2 and use CTRL+ →. You will move to F2. Try now CTRL+ ↓ and it will go to F17.

	A	B	C	D	E	F
1						
2	77	77	77	77	77	77
3	77	77	77	77	77	77
4	77	77	77	77	77	77
5	77	77	77	77	77	77
6	77	77	77	77	77	77
7	77	77	77	77	77	77
8	77	77	77	77	77	77
9	77	77	77	77	77	77
10	77	77	77	77	77	77
11	77	77	77	77	77	77
12	77	77	77	77	77	77
13	77	77	77	77	77	77
14	77	77	77	77	77	77
15	77	77	77	77	77	77
16	77	77	77	77	77	77
17	77	77	77	77	77	77

Try CTRL + Arrow (CMD for the MAC)

#### 4. Pinning frequently used files in Excel

You may want to have always access to a few IMPORTANT files/workbooks that you use frequently. You can PIN them the files and they will always be displayed at the top of your “Recent” files when you use the OPEN files in Excel, as well when you use other Microsoft application.



Right click on a file and choose Pin to list

If a file no longer needed to be pinned. Right-click over the file you want to remove from the Pinned list and select "Unpin from List" in the drop-down menu.

## 5. Rounding functions

Excel has a number of Rounding functions. Here we cover only ROUND, ROUNDUP, ROUNDDOWN and MROUND.

**ROUND** - returns a number rounded to a specified number of digits.

=ROUND( number, digits )

If cell A26 contains 233.7826

=ROUND(A26,2) returns 233.78 (2 digits following the decimal point.)

=ROUND(A26,1) returns 233.7

=ROUND(A26,-1) returns 230 (negative 1 rounds to the closest 10)

=ROUND(A26,-2) returns 200 (negative 2 rounds to the closest 100)

=ROUND(A26,-3) returns 0! (negative 3 rounds to the closest 1000)

=ROUND(633.45,-3) returns 1000

**ROUNDUP** - returns a number rounded UP to a specified number of digits

=ROUNDUP(44.1, -1) returns 50

**ROUNDDOWN** returns a number rounded DOWN to a specified number of digits

=ROUNDDOWN(55.1, -1) returns 50

## 6. N<sup>th</sup> Root

For the square root you use =SQRT(value)

For any other root use =value<sup>(1/n)</sup>

For the 10<sup>th</sup> root of 1024, use =1024<sup>(1/10)</sup> resulting in 2. Yes, 2<sup>10</sup> = 1024

For the 7<sup>th</sup> root of 2187 use =2187<sup>(1/7)</sup> resulting in 3, since 3<sup>7</sup> = 2187.