

EXCEL TIPS SEPTEMBER 2021

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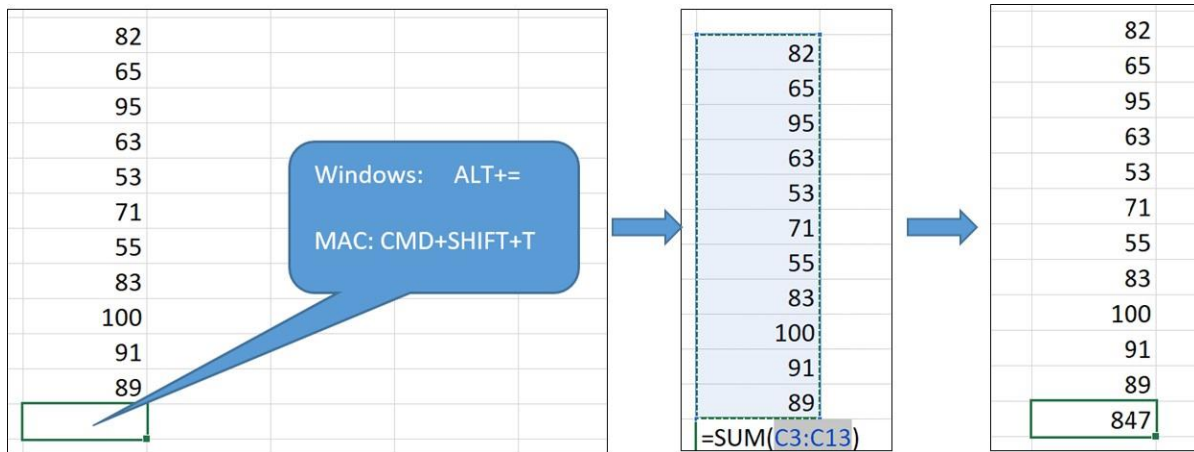
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1 TIME SAVING SHORTCUTS

AUTOSUM SHORTCUT

Windows: **ALT+=**

MAC: **OPT+SHIFT+T**



FORMATTING WITH A THOUSAND SEPARATOR AND TWO (2) DECIMALS

Converts 12458.2184 to 12,458.22

Windows: **CTRL+SHIFT+1**

MAC: **OPT+SHIFT+1**

ABSOLUTE ADDRESSING

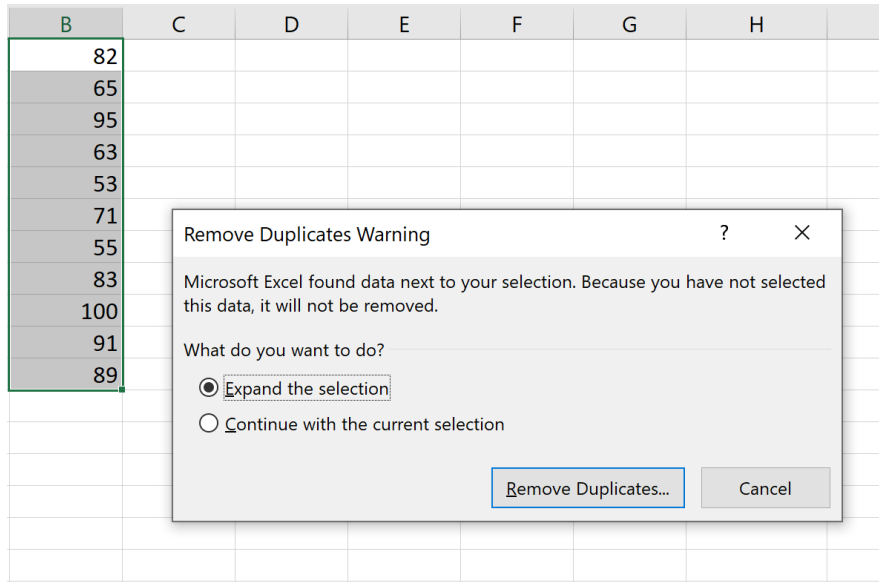
Converts G1 to \$G\$1 or G1:G20 to \$G\$1:\$G\$20

Windows: **F4**

MAC: **CMD+T**

REMOVE DUPLICATES SHORTCUT

ALT+A+M



AUTO CHART

ALT+F1: Auto Chart on the same sheet (embedded)

F11: Auto Chart on a new sheet

2 AGGREGATE FUNCTION - ONE STATISTICAL FUNCTION FITS ALL

The **AGGREGATE** function allows you to apply functions such **AVERAGE**, **SUM**, **COUNT**, **MAX** or **MIN** and ignore errors or hidden rows.

Function_num	Function
1	AVERAGE
2	COUNT
3	COUNTA
4	MAX
5	MIN
6	PRODUCT
7	STDEV.S
8	STDEV.P
9	SUM
10	VAR.S
11	VAR.P
12	MEDIAN
13	MODE.SNGL
14	LARGE
15	SMALL
16	PERCENTILE.INC
17	QUARTILE.INC
18	PERCENTILE.EXC
19	QUARTILE.EXC

Option	Description
0 or omitted	Ignore nested SUBTOTAL and AGGREGATE functions
1	Ignore hidden rows, nested SUBTOTAL and AGGREGATE functions
2	Ignore error values, nested SUBTOTAL and AGGREGATE functions
3	Ignore hidden rows, error values, nested SUBTOTAL and AGGREGATE functions
4	Ignore nothing
5	Ignores the hidden rows
6	Ignore the error values
7	Ignore hidden rows and error values

This function will calculate the average result in the value 5.333 ignoring errors.

	A	B	C	D
1	#DIV/0!	82		
2	72	65		
3	30	95		=AGGREGATE(
4	#NUM!	63		AGGREGATE(function_num, options, array, [k])
5	31	53		AGGREGATE(function_num, options, ref1, ...)
6	96	71		
7	32	55		
8	81	83		
9	33	100		
10	53	91		
11	34	89		

	A	B	C	D
1	#DIV/0!	82		
2	72	65		
3	30	95		=AGGREGATE(1,6,A1:A11)
4	#NUM!	63		AGGREGATE(function_num, options, array, [k])
5	31	53		AGGREGATE(function_num, options, ref1, ref2, [ref3], ...)
6	96	71		
7	32	55		
8	81	83		
9	33	100		
10	53	91		
11	34	89		

1=Average

6=Ignore error values

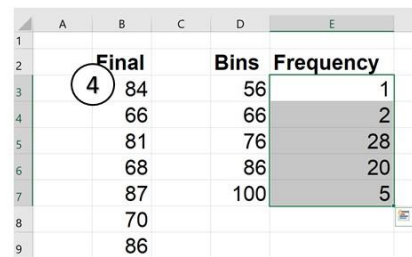
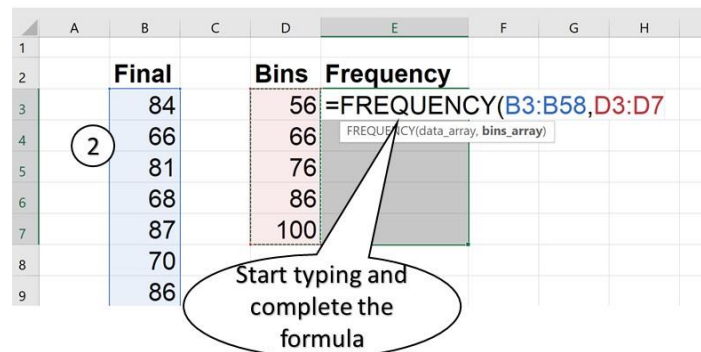
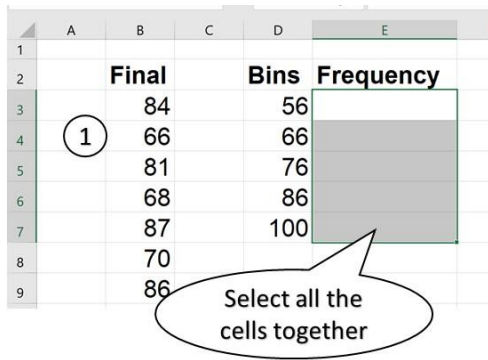
3 FREQUENCY FUNCTION

The **FREQUENCY** function calculates how often values occur within a range of values, and then returns a vertical array of numbers. For example, use **FREQUENCY** to count the number of test scores that fall within ranges of scores. Because **FREQUENCY** returns an array, enter it as an array formula. (CTRL+SHIFT+ENTER)

FREQUENCY(data_array, bins_array)

data_array is where the data is.

Bins-array are the cells that contain the upper limit of the groups' frequency



4 DROP-DOWN OPTION

To add or modify data use the shortcut:



B	C
Name	Region
Alfano Vincenzo	East
Bai Ye	West
Barile Brad	North
Bedard Greg	South
Campbell Jaime	East
Alfano Vincenzo	West
Bai Ye	North
Barile Brad	South
Bedard Greg	East
Cao Lei	West
Capra Ivana	North
Chen Jie	East
Chen Wei-Ta	West
Fidler Megan	North
Ghanooni Michael	East
Hobbie Kelly	West
Huang Xiuhua	North
Inozemtseva Irina	South
IP Andrew	East
Jiang Nan	West
Kuo Hsin-Yi	North
Latif Umar	South
Lee Jinyoung	East

OR

B	C
Name	Region
Alfano Vincenzo	East
Bai Ye	West
Barile Brad	North
Bedard Greg	South
Campbell Jaime	East North South West
Cao Lei	East
Capra Ivana	West
Chen Wei-Ta	South
Chen Jie	East
Cohen Sari	West
Dharam Nimisha	North
Fidler Megan	East
Ghanooni Michael	West
Hobbie Kelly	North
Huang Xiuhua	South
Inozemtseva Irina	East
IP Andrew	West
Jiang Nan	North
Kuo Hsin-Yi	South
Latif Umar	East
Lee Jinyoung	West

5 REPEAT LAST FUNCTION

