

EXCEL TIPS DECEMBER 2021

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1 FORMULATEXT

The Excel FORMULATEXT function returns a formula as a text string from a given cell.

	A	B	C	D	E
1		2	3		
2					
3		11	=IF(B1>C1,70,11)		
4			=FORMULATEXT(B3)		
5					
6		1	1	=B6^(ROW())	=FORMULATEXT(C6)
7		2	128	=B7^(ROW())	=FORMULATEXT(C7)
8		3	6561	=B8^(ROW())	=FORMULATEXT(C8)
9		4	262144	=B9^(ROW())	=FORMULATEXT(C9)
10		3	59049	=B10^(ROW())	=FORMULATEXT(C10)
11		4	4194304	=B11^(ROW())	=FORMULATEXT(C11)
12			4522187	=SUM(C6:C11)	=FORMULATEXT(C12)
13			7	=B11+B10	=FORMULATEXT(C13)

2 USE FORMAT CELLS WITH THE DIAGONAL LINE

You may want to have the information show in cell B8. Type a few spaces. Type the first word Day. And use ALT+ENTER for a line break and the word Hour.

Use CTRL+1 (CMD+1 with a MAC): Format Cells and format with a Diagonal Line.



3 FLASH FILL

Use flash fill extracts or joins automatically data. I call it Artificial Intelligence.

Flash Fill in Excel works when it recognizes a pattern.

Flash Fill Example 1. When you want to extract the name initials.

Start by typing the initials for the first line. As soon as you start the same pattern on the second line, Excel recognizes it and it shows you the way it will look. Hit Enter and it will complete it for you.

Last Name,First Name,Rate,Hours	Last Name,First Name,Rate,Hours	Initials	Last Name,First Name,Rate,Hours	Initials
Alfano,Vincenzo,17.4,38.3	Alfano,Vincenzo,17.4,38.3	V A	Alfano,Vincenzo,17.4,38.3	V A
Bai,Ye,12.95,45.12	Bai,Ye,12.95,45.12	Y B	Bai,Ye,12.95,45.12	Y B
Barile,Brad,11.5,49	Barile,Brad,11.5,49	B B	Barile,Brad,11.5,49	B B
Bedard,Greg,11,62.9	Bedard,Greg,11,62.9	G B	Bedard,Greg,11,62.9	G B
Campbell,Jaime,12,41	Campbell,Jaime,12,41	J C	Campbell,Jaime,12,41	J C
Cao,Lei,11.12,39	Cao,Lei,11.12,39	L C	Cao,Lei,11.12,39	L C
Capra,Ivana,13,32	Capra,Ivana,13,32	I C	Capra,Ivana,13,32	I C
Chen,Wei-Ta,10,64	Chen,Wei-Ta,10,64	Wei-T C	Chen,Wei-Ta,10,64	Wei-T C
Chen,Jie,18,33	Chen,Jie,18,33	J C	Chen,Jie,18,33	J C
Cohen,Sari,15,31	Cohen,Sari,15,31	S C	Cohen,Sari,15,31	S C
Dharam,Nimisha,17,30.50	Dharam,Nimisha,17,30.50	N D	Dharam,Nimisha,17,30.50	N D
Fidler,Megan,16,32	Fidler,Megan,16,32	M F	Fidler,Megan,16,32	M F
Ghanooni,Michael,12,38	Ghanooni,Michael,12,38	M G	Ghanooni,Michael,12,38	M G

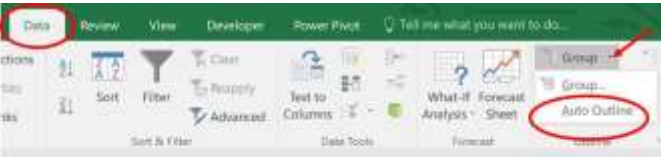
In Example 2, I tried a different combination and it worked.

Last Name,First Name,Rate,Hours	TRY	Last Name,First Name,Rate,Hours	TRY
Alfano,Vincenzo,17.4,38.3	Vincenzo 17.4	Alfano,Vincenzo,17.4,38.3	Vincenzo 17.4
Bai,Ye,12.95,45.12	Ye 12.95	Bai,Ye,12.95,45.12	Ye 12.95
Barile,Brad,11.5,49	Brad 11.5	Barile,Brad,11.5,49	Brad 11.5
Bedard,Greg,11,62.9	Greg 11	Bedard,Greg,11,62.9	Greg 11
Campbell,Jaime,12,41	Jaime 12	Campbell,Jaime,12,41	Jaime 12
Cao,Lei,11.12,39	Lei 11.12	Cao,Lei,11.12,39	Lei 11.12
Capra,Ivana,13,32	Ivana 13	Capra,Ivana,13,32	Ivana 13
Chen,Wei-Ta,10,64	Wei-Ta 10	Chen,Wei-Ta,10,64	Wei-Ta 10
Chen,Jie,18,33	Jie 18	Chen,Jie,18,33	Jie 18
Cohen,Sari,15,31	Sari 15	Cohen,Sari,15,31	Sari 15
Dharam,Nimisha,17,30.50	Nimisha 17	Dharam,Nimisha,17,30.50	Nimisha 17
Fidler,Megan,16,32	Megan 16	Fidler,Megan,16,32	Megan 16
Ghanooni,Michael,12,38	Michael 12	Ghanooni,Michael,12,38	Michael 12

If you have a problem and it does not recognize the pattern use CTRL+E after typing the first line.

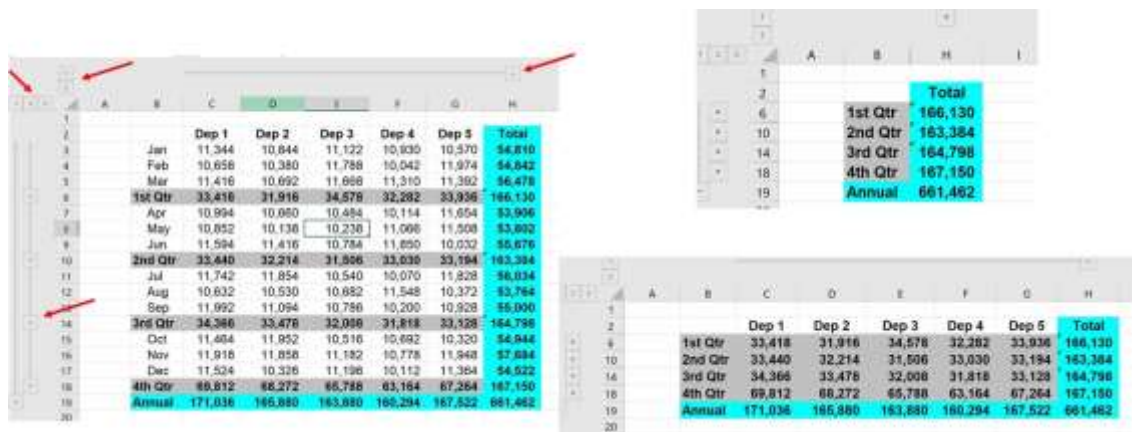
4 GROUP AND OUTLINE

When you want to group data and show or hide certain information. Click on a single cell in the range: Use: Data and click on the drop down menu of the Group and select Auto Outline. You can use the grouping feature to display as much as little information as you wish.

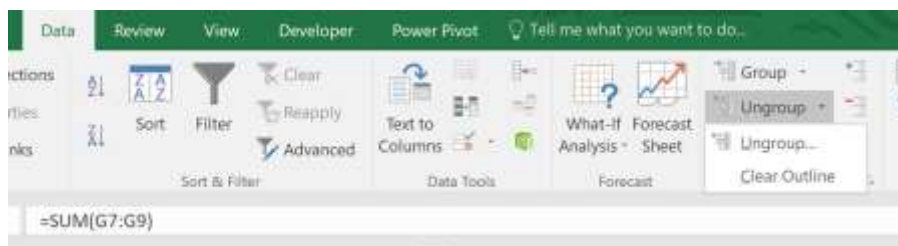


	Dep 1	Dep 2	Dep 3	Dep 4	Dep 5	Total
Jan	11,344	10,844	11,122	10,930	10,570	54,810
Feb	10,658	10,380	11,788	10,042	11,974	54,842
Mar	11,416	10,692	11,668	11,310	11,392	56,478
1st Qtr	33,418	31,916	34,578	32,282	33,936	166,130
Apr	10,994	10,660	10,484	10,114	11,854	53,906
May	10,852	10,138	10,238	11,066	11,508	53,802
Jun	11,594	11,416	10,784	11,850	10,032	55,676
2nd Qtr	33,440	32,214	31,506	33,030	33,194	163,384
Jul	11,742	11,854	10,540	10,070	11,828	56,034
Aug	10,632	10,530	10,682	11,548	10,372	53,764
Sep	11,992	11,094	10,786	10,200	10,928	55,000
3rd Qtr	34,366	33,478	32,008	31,818	33,128	164,798
Oct	11,464	11,952	10,516	10,692	10,320	54,944
Nov	11,918	11,858	11,182	10,778	11,948	57,684
Dec	11,524	10,326	11,196	10,112	11,364	54,522
4th Qtr	69,812	68,272	65,788	63,164	67,264	167,150
Annual	171,036	165,880	163,880	160,294	167,522	661,462

I tried a couple of combinations.



To clear the outline go to Date and under the Ungroup menu choose Clear Outline.

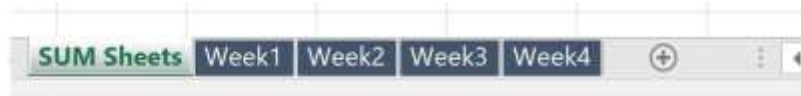


5 3D FORMULAS

A 3D formula is a formula that refers to the same cell (or range of cells) on a number of worksheets.

Example 1: The 3D formula **"=SUM(Sheet1:Sheet4!A2)"** can be used to add up the numbers in cell "A2" on 4 different worksheets.

The 3D formula **"=SUM(Week1:Weeet4!C2)"** can be used to add up the numbers in cell "C2" on 4 payroll worksheets.



This is the example of the four weeks payroll.

	A	B	C	D	E
1	Employee	Rate	Hours	Salary	
2	BB1001	12	42	504.00	
3	BB1002	14	31	434.00	
4	BB1003	13	43	559.00	
5	BB1004	16	34	544.00	
6	BB1005	18	44	792.00	Week1
7	BB1006	21	32	672.00	
8	BB1007	17	34	578.00	
9	BB1008	15	30	450.00	
10	BB1009	16	40	640.00	
11	BB1010	17	36	612.00	
12				5,785.00	

	A	B	C	D	E
1	Employee	Rate	Hours	Salary	
2	BB1001	12	36	432.00	
3	BB1002	14	32	448.00	
4	BB1003	13	31	403.00	
5	BB1004	16	39	624.00	
6	BB1005	18	30	540.00	Week2
7	BB1006	21	43	903.00	
8	BB1007	17	37	629.00	
9	BB1008	15	42	630.00	
10	BB1009	16	33	528.00	
11	BB1010	17	30	510.00	
12				5,647.00	

	A	B	C	D	E
1	Employee	Rate	Hours	Salary	
2	BB1001	12	44	528.00	
3	BB1002	14	31	434.00	
4	BB1003	13	38	494.00	
5	BB1004	16	34	544.00	
6	BB1005	18	39	702.00	Week3
7	BB1006	21	41	861.00	
8	BB1007	17	30	510.00	
9	BB1008	15	33	495.00	
10	BB1009	16	30	480.00	
11	BB1010	17	31	527.00	
12				5,575.00	

	A	B	C	D	E
1	Employee	Rate	Hours	Salary	
2	BB1001	12	44	528.00	
3	BB1002	14	37	518.00	
4	BB1003	13	44	572.00	
5	BB1004	16	31	496.00	
6	BB1005	18	38	684.00	Week4
7	BB1006	21	30	630.00	
8	BB1007	17	39	663.00	
9	BB1008	15	40	600.00	
10	BB1009	16	34	544.00	
11	BB1010	17	35	595.00	
12				5,830.00	

You will insert a 3D formula for each of the items you want to total.

The first item in our Sum Sheets is in cell C2.

Select cell "C2" and insert the SUM function as normal.

Select the "Week2" worksheet tab with the mouse.

Hold down the Shift key and select the "Week4" worksheet tab with the mouse.

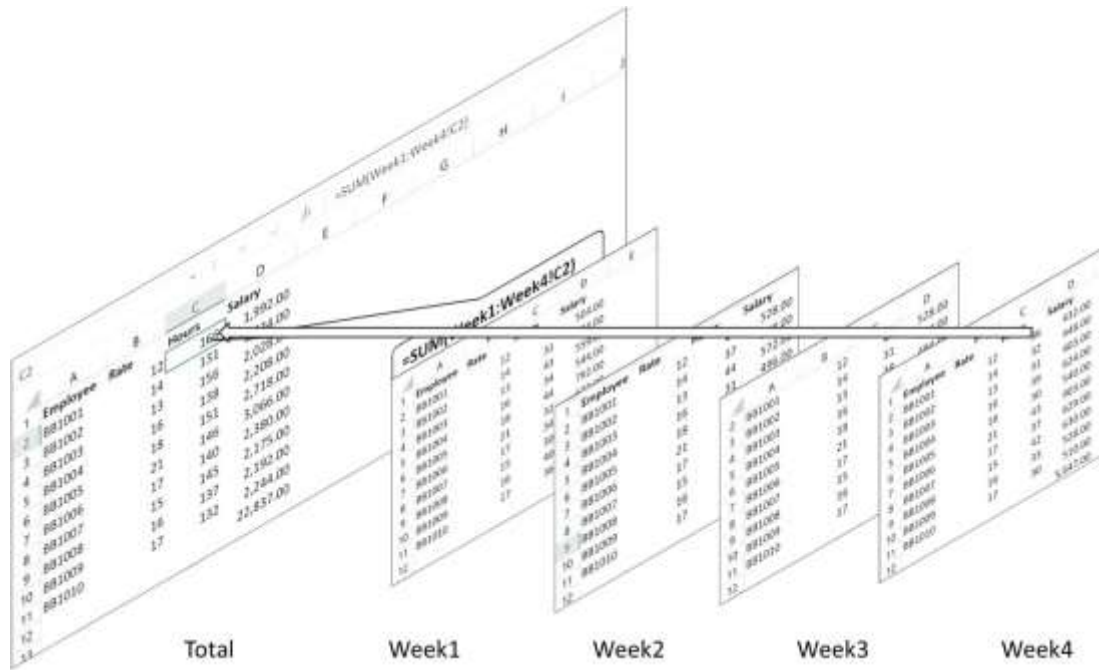
Select the cell you want to sum in this case cell "C2".

Enter a close bracket ")" to complete the formula.

Press Enter to return to the Summary worksheet.

Create the following table on the Sum sheet worksheet: =SUM(Week1:Week4!C2)

Repeat the above steps for the other nine totals to create your Sum Sheet2 worksheet.



C2				
=SUM(Week1:Week4!C2)				
A	B	C	D	
Employee	Rate	Hours	Salary	
BB1001	12	166	1,992.00	
BB1002	14	131	1,834.00	
BB1003	13	156	2,028.00	
BB1004	16	138	2,208.00	
BB1005	18	151	2,718.00	
BB1006	21	146	3,066.00	
BB1007	17	140	2,380.00	
BB1008	15	145	2,175.00	
BB1009	16	137	2,192.00	
BB1010	17	132	2,244.00	
			22,837.00	