

EXCEL TIPS JANUARY 2022

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1 USE THE SUBTOTAL FUNCTION TO SUM FILTERED DATA IN EXCEL

When using functions on filtered data Excel sums the data including the excluded (filtered out) data – it adds both the visible and hidden cells.

Using the SUBTOTAL it calculates only calculates the visible cells in a range.

The functions is =Subtotal(**function number**, data range)

The function number to **sum** filtered data is 9. =Subtotal(9, data range)

The subtotal has the following 11 functions:

1	AVERAGE	7	STDEV
2	COUNT	8	STDEVP
3	COUNTA	9	SUM
4	MAX	10	VAR
5	MIN	11	VARP
6	PRODUCT		

In this example, you can filter the data and the sum (or any other function) will not be applied on to the unhidden cell.

F	G	H	I	J	K
Type	Expense	Amount			
Fixed	Space Rent	125,000			
Fixed	Equipment Lease	250,000			
Fixed	Marketing	250,000			
Fixed	Salary and Benefits	265,000			
Variable	Total Material Cost	125,000			
Variable	Manufacturing Cost	125,000			
		1,140,000	=SUBTOTAL(9,H4:H9)	9	SUM
		190,000	=SUBTOTAL(1,H4:H9)	1	AVERAGE

You can filter for Type (column F) or Color (column G). I tried both:

F	G	H	I	J	K
Type	Expense	Amount			
Fixed	Space Rent	125,000			
Fixed	Equipment Lease	250,000			
Fixed	Marketing	250,000			
Fixed	Salary and Benefits	265,000			
		890,000	=SUBTOTAL(9,H4:H9)	9	SUM
		222,500	=SUBTOTAL(1,H4:H9)	1	AVERAGE

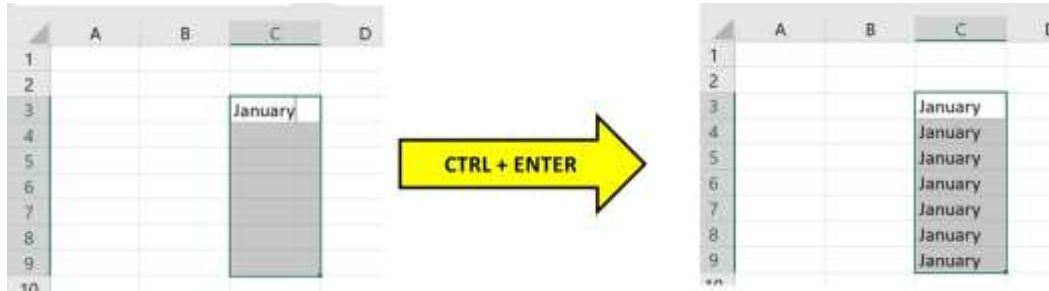
F	G	H	I	J	K
Type	Expense	Amount			
Fixed	Equipment Lease	250,000			
Variable	Total Material Cost	125,000			
Variable	Manufacturing Cost	125,000			
		500,000	=SUBTOTAL(9,H4:H9)	9	SUM
		166,667	=SUBTOTAL(1,H4:H9)	1	AVERAGE

2 THREE USES FOR CTRL + ENTER

Pressing Ctrl and Enter at the same time you can fill information to a range of cells at once

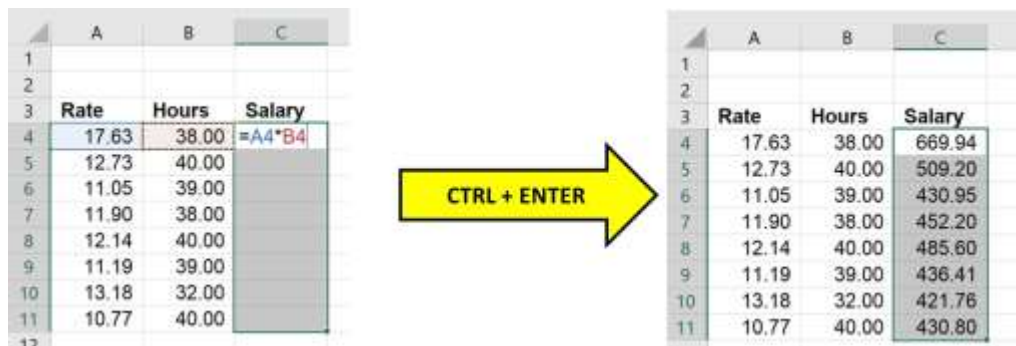
2.1 FILL MULTIPLE CELLS

When you have a range of cell and you want to fill them all with the same contents. Select and the cells, type the word or any other information and use CTRL + ENTER



2.2 CALCULATE MULTIPLE CELLS

You can select the range you want to have the formula in. Create the formula or function and use CTRL + ENTER



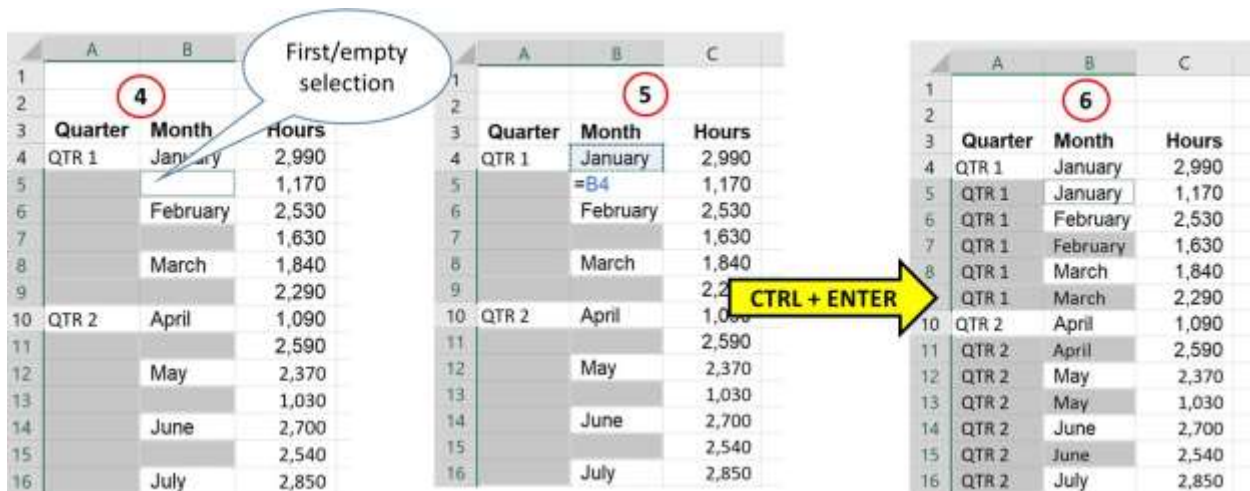
2.3 FILL MULTIPLE CELLS WITH THE INFORMATION ABOVE

When you have to fill information from the cells above:

- 1 Select all the cells
- 2 Use the “go to” F5 or CTRL+G
- 3 On the Go To menu click on Special



- 4 On the Go To Special menu select Blanks
- 5 On the first empty cell type =the-cell-above (here it is =B4)
- 6 use CTRL + ENTER



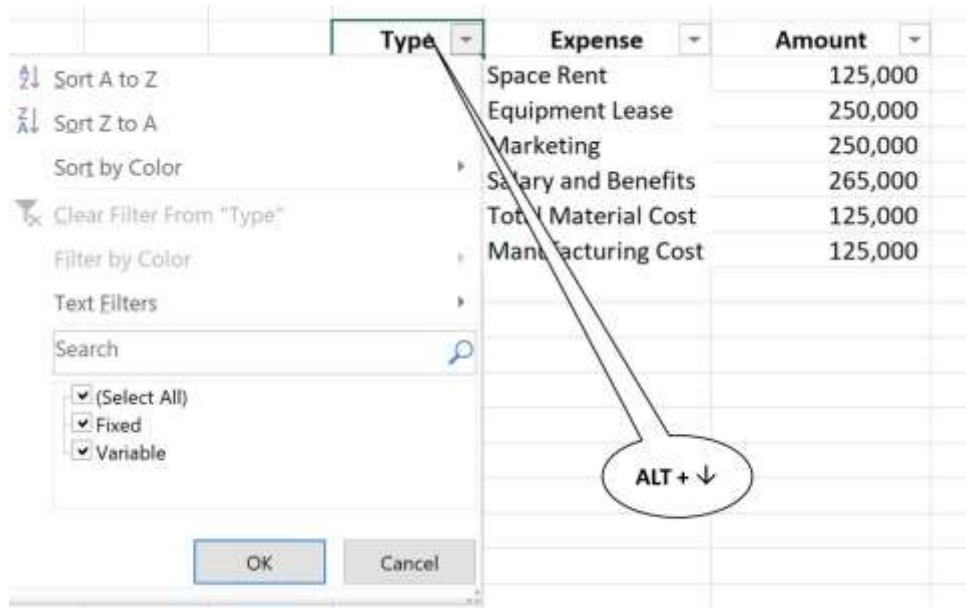
3 ALT + ARROW DOWN

Using the ALT + Arrow down is similar, when you have text entries in a column, to the data-validation. You can pick an entry from the drop-down list.



	A	B	C	D
7				
8		Alabama	Vincenzo	Points
9		Alaska	Ye	17
10		Arizona	Brad	12
11		Arkansas	Greg	11
12		California	Jaime	12
13		Iowa	Lei	12
14		Kansas	Ivana	11
15		Kentucky	Wei-Ta	13
16		Louisiana	Bob	11
17		Maine	Miriam	13
18		Maryland	Joe	12
19				
20		Alaska		
21		Arizona		
22		Arkansas		
23		California		
24		Iowa		
25		Kansas		
		Kentucky		
		Louisiana		

When the filter is ON – the ALT + Arrow down Activated the filter dialog box.

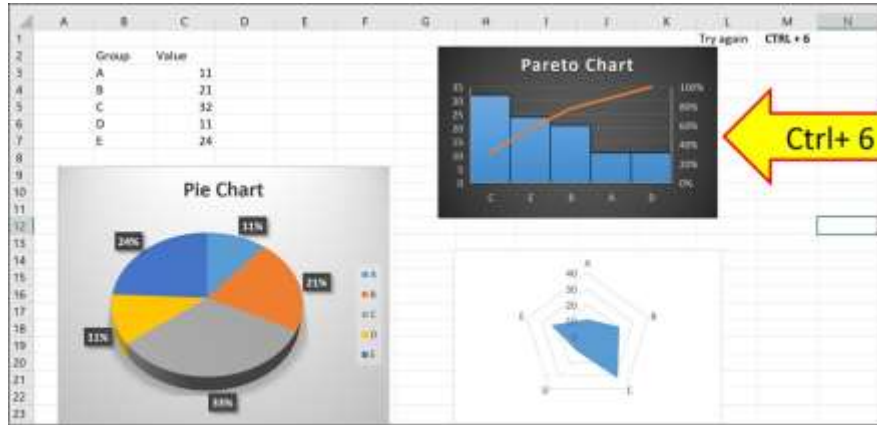


Type	Expense	Amount
	Space Rent	125,000
	Equipment Lease	250,000
	Marketing	250,000
	Salary and Benefits	265,000
	Total Material Cost	125,000
	Manufacturing Cost	125,000

4 CTRL+6 SHORTCUT

If you have too many objects on a sheet use CTRL+6 to hide them.

Use CTRL+6 to get them back.



Use CTRL+6

