

EXCEL TIPS MARCH 2022

To find the Excel file for this document go to

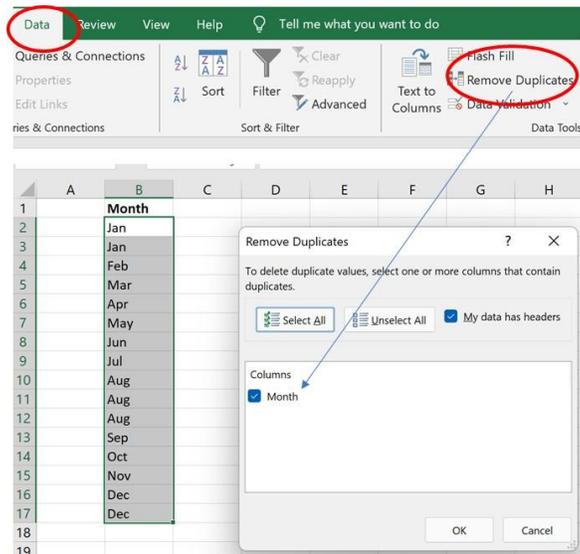
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1 UNIQUE VALUES ONLY

Most users know how to use Excel for Removing duplicates by going to Data and Remove Duplicates.



If you want to keep the original list intact – you can **copy the unique values only**, without duplicates.

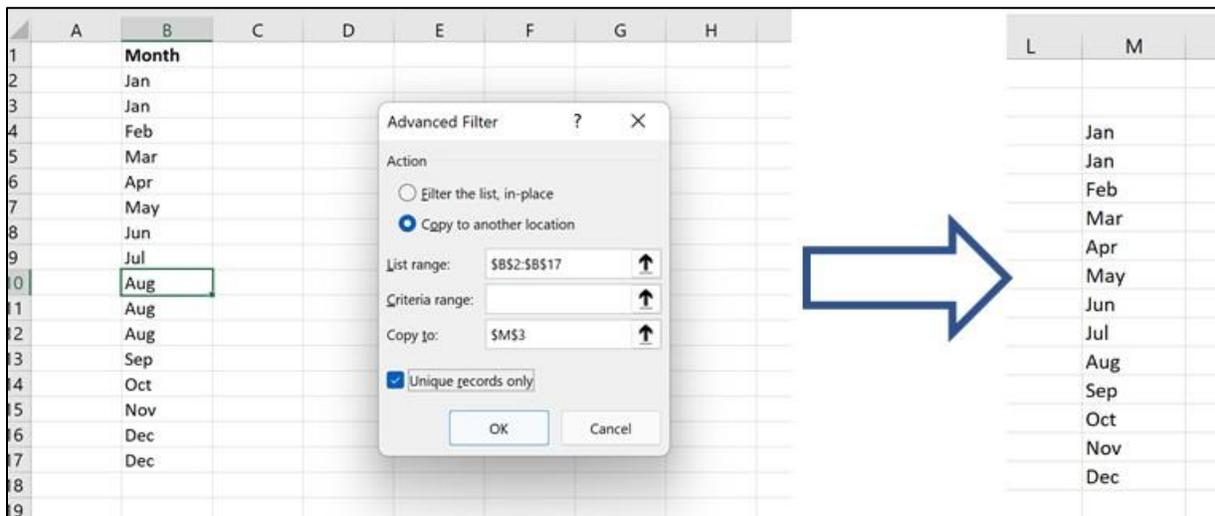
Select a single cell in the column (or the entire column data range).

Click on Advance Filter.

Select Copy to another location.

Click Unique records only and

Select the cell you want to copy it to'



2 UNDERSTANDING INDEX AND MATCH IN EXCEL

The **MATCH** function returns the position of a cell in a row or column. I like to call it “position address.

e.g. in list of the following letter a, b, c, c, g, g, t, and f; the letter “t” is the 7th in the list. The first time you see the letter “c” in the list is in the 3rd item on the list.

L	M	N	O	P	Q	R	S
1	2	3	4	5	6	7	8
a	b	c	c	g	g	t	f
			7	=MATCH("t",L2:S2,0)			
			3	=MATCH("c",L2:S2,0)			

=MATCH(item, array, type_of_match)

The “0” in our case is for exact match.

The INDEX function is like a “look-up” in a table, the function returns the cell contents of the relative address in the table.

In our table C that is in Excel range of C2:E7, John’s height is on the 4th row and the 2nd column of the table. Mary’s weight in the 3rd row and the 3rd column.

	A	B	C	D	E	F	G	H	I
1									
2			Name	Hight	Weight				
3			Joe	6.1	180				
4			Mary	5.8	164		5.7	=INDEX(C2:E7,4,2)	
5			John	5.7	176				
6			Anna	6.0	129		164	=INDEX(C2:E7,3,3)	
7			Don	5.9	160				
8									
9									

We could use a combination of MATCH and INDEX. The MATCH identifies the positions in the table.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2			1	2	3							
3		1	Name	Hight	Weight							
4		2	Joe	6.1	180	129	=INDEX(C3:E8,5,3)					
5		3	Mary	5.8	164							
6		4	John	5.7	176	129	=INDEX(C3:E8,MATCH("Anna",C3:C8,0),MATCH("Weight",C3:E3,0))					
7		5	Anna	6.0	129							
8		6	Don	5.9	160							
9												

3 MODE AND TEXT MODE

Excel has function to find the mode (most frequent value) in a list of numerical values.

	I	J	K	L	M	N	O	P	Q
				1					
				2					
				2					
			2 =MODE(L1:L15)	2					
				7					
				8					
				6					
				7					
				6					
				7					
				5					
				7					
				5					
				1					
				2					

As you see here the mode, the number that appear more than any of the numbers is 2.

The get the "MODE" of non-numeric items use:

=INDEX(range, MODE(MATCH(range, range, 0))).

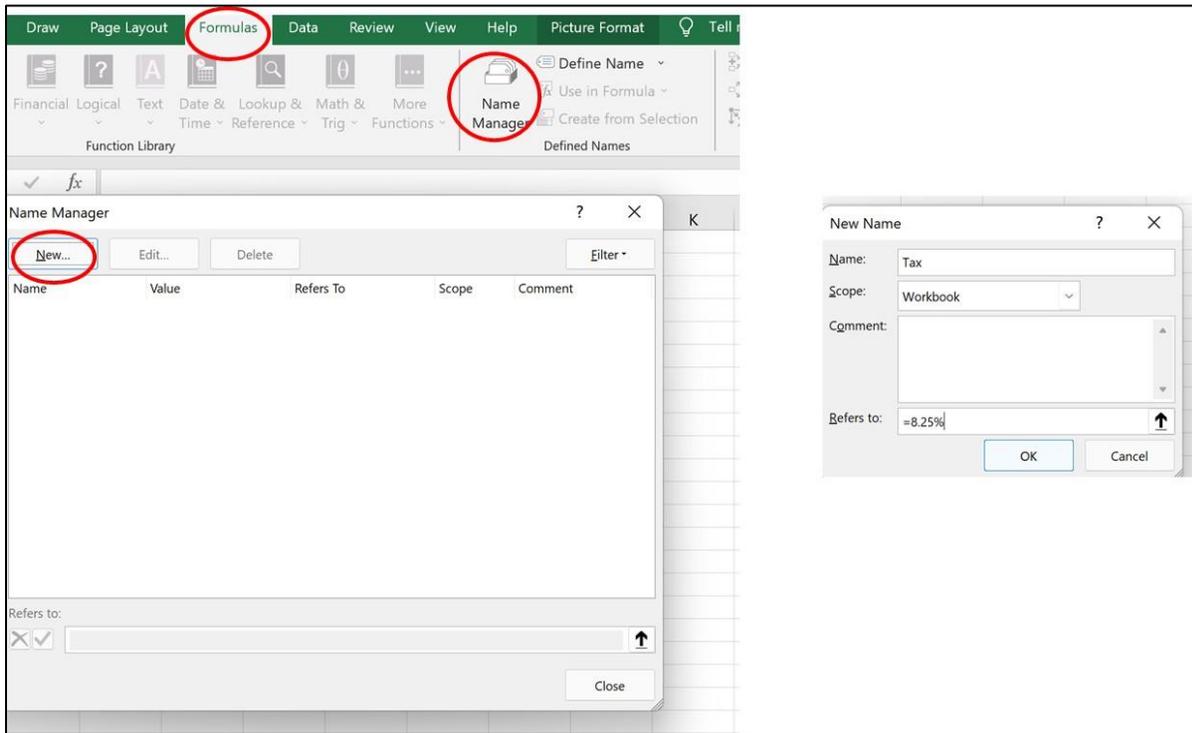
	A	B	C	D	E	F	G	H
		Alabama			One			
		Alaska			two			
		Arizona			Three			
		Arkansas			Three			
		California			Three			
		Colorado			Three			
		Connecticut						
		Delaware			Three	=INDEX(E2:E7,MODE(MATCH(E2:E7, E2:E7, 0)))		
0		Florida						
1		Georgia						
2		Georgia						
3		Georgia						
4		Hawaii	Illinois			=INDEX(B2:B20,MODE(MATCH(B2:B20, B2:B20, 0)))		
5		Idaho						
6		Illinois						
7		Illinois						
8		Illinois						
9		Illinois						
0		Illinois						

I used the INDEX and MATCH of part 3 of this document.

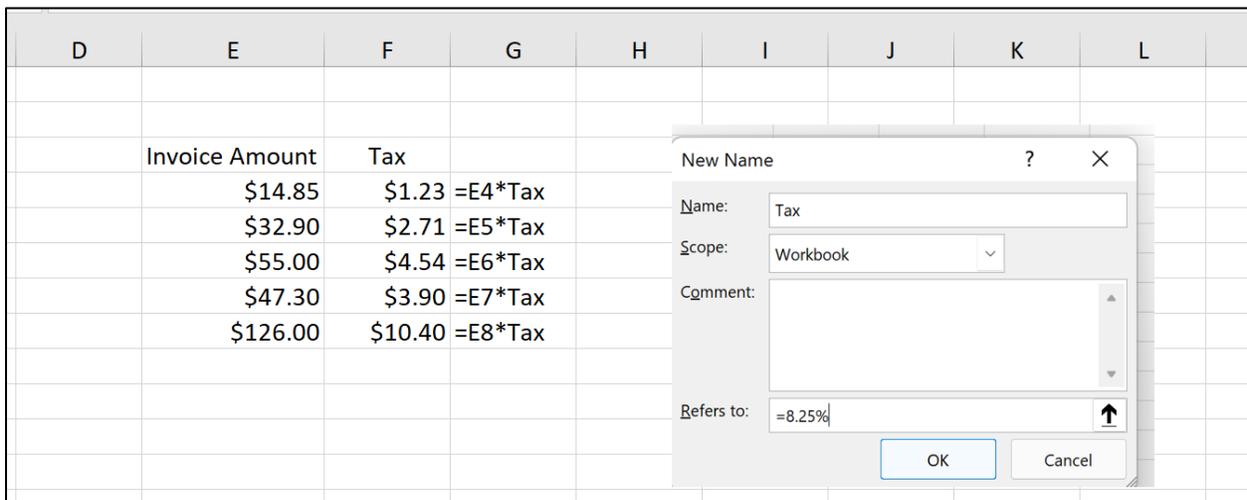
4 CREATING AN EXCEL NAME WITHOUT AN ADDRESS

You can create an Excel name or a variable that is not associated with and location that you can use all over the workbook.

Go to the Formulas ribbon and click on the Name Manager. Click on New and type the name you want to use. In the **Refers to** cell type the name you wish to use. I used the name **Tax** and assigned 8.25% to it.

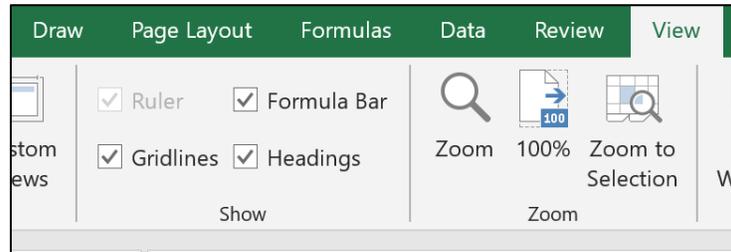


Now you can use it anywhere in the workbook.



5 HIDE SHEET NAMES

We all know where to hide the Gridlines, the Formula Bar and the Headings (Row Names and Column Numbers.) We go to the View ribbon and we can check off the boxes next to the features.

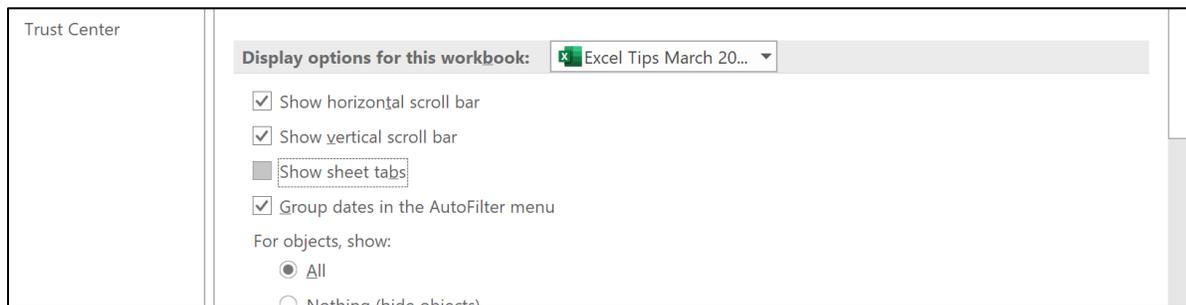


To hide the Sheet Names (also called Sheet Tabs):

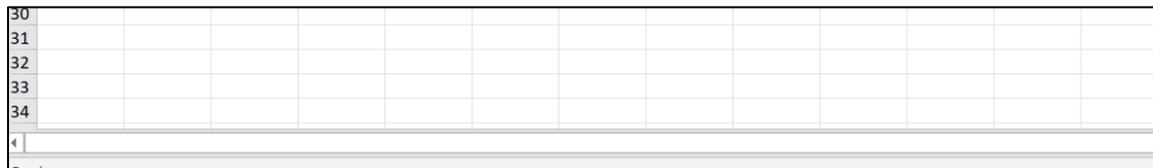
Go to Options

Click on Advanced

Scroll down to “Display options for this workbook” and check off the Show sheet tabs.



The sheet names disappear.



You can always go back and check it on.

6 ADD TEXT FROM A NUMBER OF CELLS

Most Excel users are familiar with the Text Functions like CONCAT and TEXTJOIN to concatenate text.

However, the easiest way is the use Ampersand symbol "&".

If you want to combine the text to a sentence you can use:

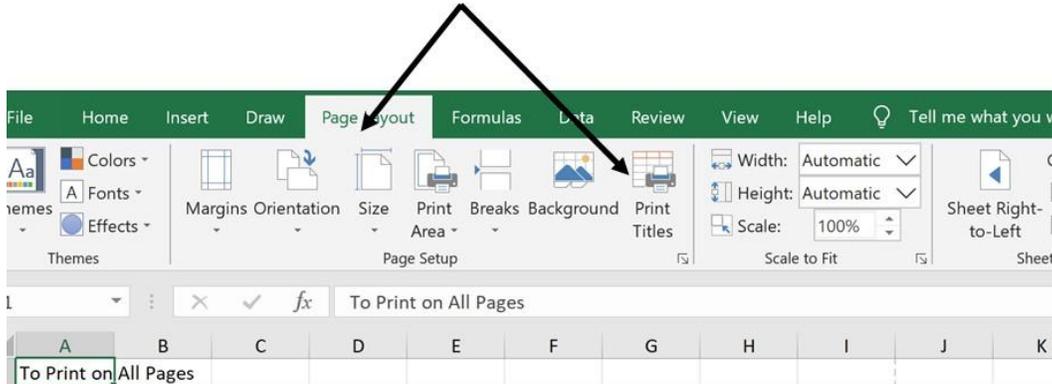
	A	B	C	D	E	F	G	H	I
1									
2									
3			We						
4			need		We need a break.	=C3&" "&C4&" "&C5&" "&C6&"."			
5			a						
6			break						
7									

You can see here that I added spaces and a period using the quotes”.

7 PRINT TITLE/HEADINGS AT TOP OF EVERY PAGE

To print the heading go to

Page layout and Print Titles



The easiest way to get the Print Titles is to click on A1 twice, once for the Row and once for the columns resulting in the following:

