

EXCEL TIPS APRIL 2022

To find the Excel file for this document go to

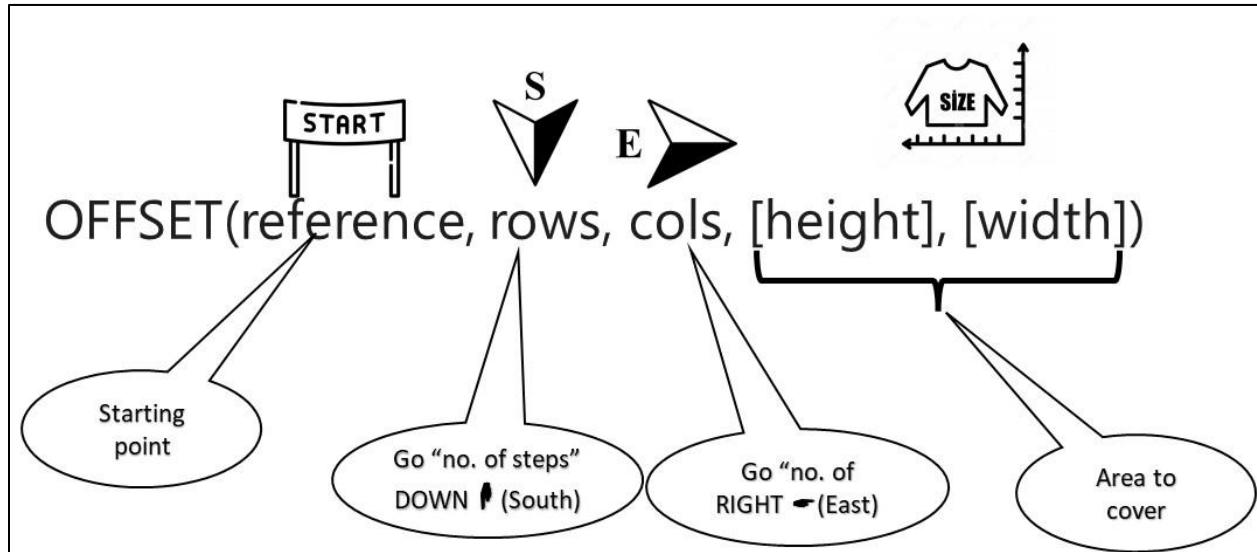
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1 DON'T BE INTIMIDATED BY THE OFFSET FUNCTION

The OFFSET is very useful- when you understand how to use it. Think about it as following an "Excel GPS". It goes like: It has five pieces of information.



Reference is the STARTING POINT (ADDRESS)

Rows is the NUMBER OF STEPS (ROWS) DOWN

Cols is the NUMBER OF STEPS (COLUMNS) TO THE RIGHT

[height], [width] IS THE AREA (THE UNITS ARE CELLS) TO COVER

In this first example we start in cell A3 and it returns the cell value that is 3 rows below, 4 columns to the right and the size of the range is 1 cell (1,1).

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr					
4	2015	900	758	669	907		873 =OFFSET(A3,3,4,1,1)			
5	2016	797	815	786	708					
6	2017	774	641	781	873					
7	2018	649	786	711	640					
8	2019	600	715	785	863					
9	2020	649	780	611	908					
10	2021	915	689	809	729					
11										

In this example we start in cell A3 and sum the cell values that 5 rows below the starting point, 2 columns to the right and the size of the range is 1 cell high by two rows wide cell (1,2).

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr						
4	2015	900	758	669	907						
5	2016	797	815	786	708						
6	2017	774	641	781	873						
7	2018	649	786	711	640						
8	2019	600	715	785	863		1500	=SUM(OFFSET(A3,5,2,1,2))			
9	2020	649	780	611	908						
10	2021	915	689	809	729						

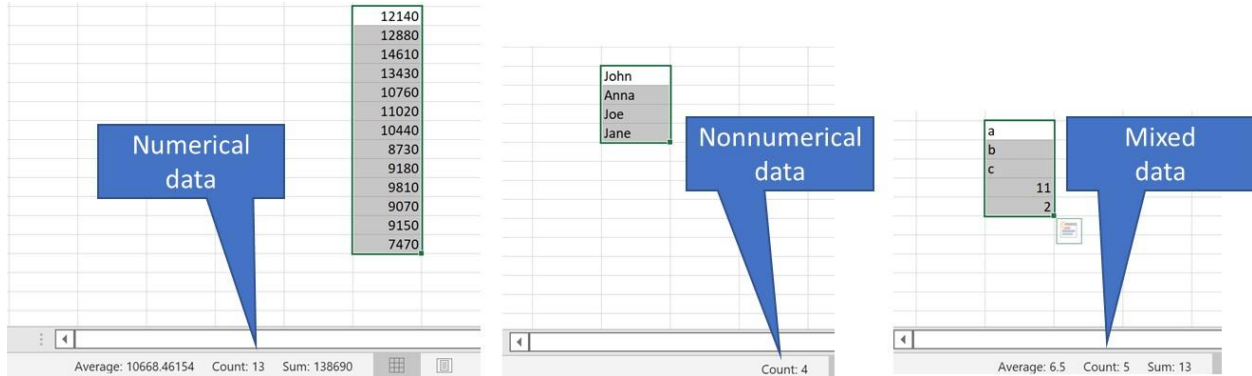
You can also use and array function (using CTRL + Enter):

G8											
	A	B	C	D	E	F	G	H			
1											
2											
3	Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr						
4	2015	900	758	669	907						
5	2016	797	815	786	708						
6	2017	774	641	781	873						
7	2018	649	786	711	640						
8	2019	600	715	785	863		611	908			
9	2020	649	780	611	908						
10	2021	915	689	809	729						
11											

I selected cell G8 and H8. I started in cell A3 and used 6 rows below the starting point, 3 columns to the right and the size of the range is 1 cell high by two rows wide cell (1,2). USED CTRL + Enter. Note the curled brackets “{}” for the array function.

2 WHAT I DID NOT KNOW ABOUT THE STATUS BAR

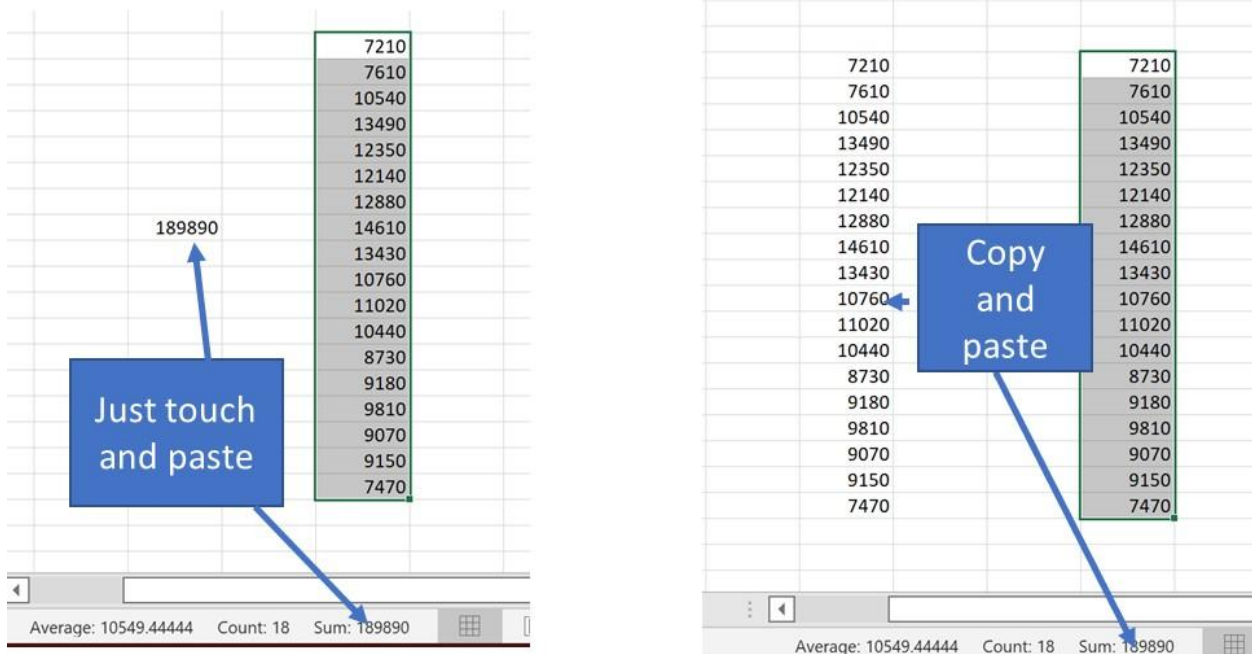
When you select a range in Excel, you can information on the status bar below. The default information is count, average and sum. If you select a range without numbers, it will give you the count. If you select a mixed range, it will give you both.



You can right click on the status bar and customize it.

What I did not know about the Status Bar

If you just touch/select any of the values it will copy it to the clipboard and you can paste it. If you copy any of these values (CTRL+C) it will pasted the entire range that created it.



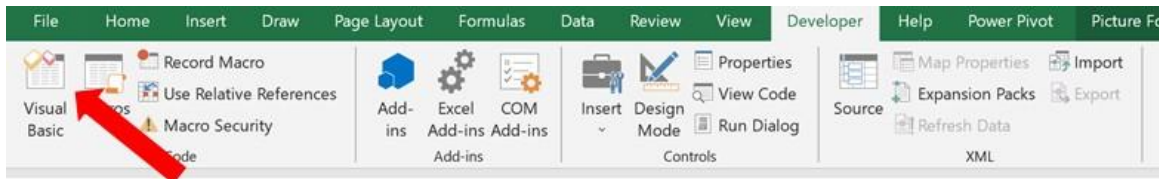
Time Difference Error

5 HOW TO MAKE EXCEL WORKSHEETS VERY HIDDEN

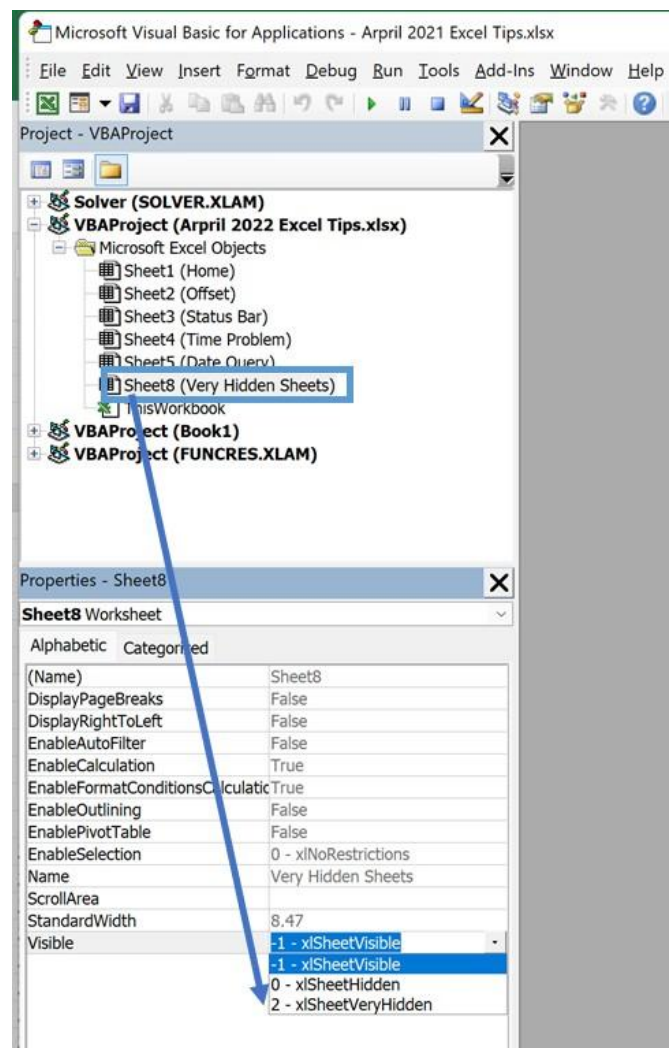
If you want to completely hide just one or more sheets:

You can change the Visible property of each sheet manually.

Use ALT+ F11 or go to the Developer (if you activated the ribbon) and click on Visual Basic.



Now you can select 2-VeryHidden



You can always go back and make it visible USING THE SAME METHOD. It cannot be unhidden eh conventional way.