

# EXCEL TIPS OCTOBER 2022

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# Counting Nonduplicated Items in a Range

You may want to count nonduplicates without removing duplicate items.

In the range A1:C20 you have a number of animals, a few of which appear a number of times. If you want to count the unique number of animals see the figure below.

	A	B	C	D	E	F	G	H	I
1	Dog	Pig	Dog						
2	Cat	Dog	Elephant			Count non duplicates			
3	Monkey	Cat	Cat						
4	Cat	Monkey	Bird						
5	Chicken	Cat	Dog		For Column A only				
6	Cat	Giraffe	Cat		6	{=SUM(1/COUNTIF(A1:A20,A1:A20))}			
7	Dog	Cat	Monkey						
8	Elephant	Dog	Deer		For the entire range				
9	Cat	Elephant	Chicken		9	{=SUM(1/COUNTIF(A1:C20,A1:C20))}			
10	Pig	Cat	Cat						
11	Dog	Pig	Dog						
12	Cat	Dog	Elephant						
13	Monkey	Cat	Cat						
14	Cat	Monkey	Pig						
15	Chicken	Cat	Dog						
16	Cat	Chicken	Cat						
17	Dog	Cat	Monkey						
18	Elephant	Dog	Cat						
19	Cat	Elephant	Chicken						
20	Pig	Cat	Cat						

This is an Array function. Do not forget to use **CTRL+SHIFT+ENTER**.

The function in E6 counts the animals in column A only.

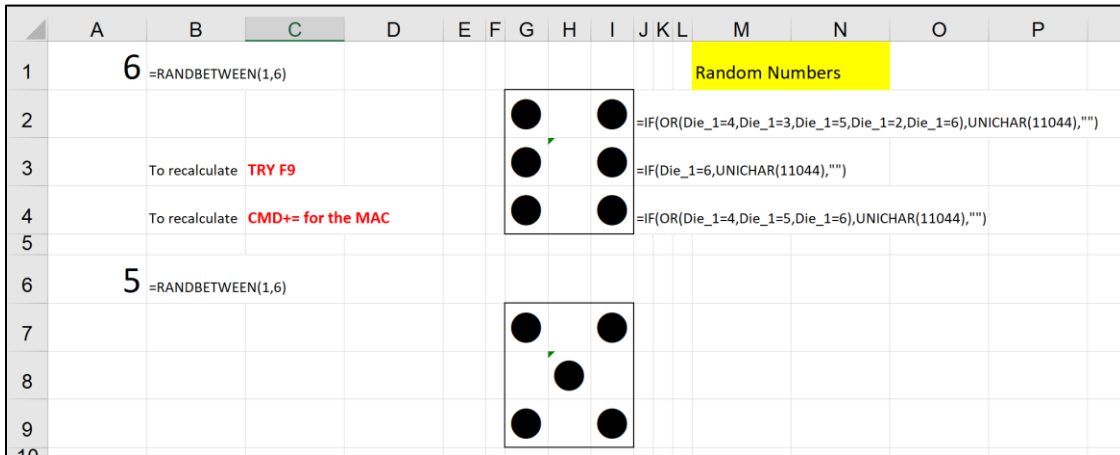
{=SUM(1/COUNTIF(A1:A20,A1:A20))}

In E9 we count the entire range.

{=SUM(1/COUNTIF(A1:C20,A1:C20))}

# Generating Random Numbers in Excel

Excel has a couple on random generating functions. Using RANDBETWEEN(1,6) simulates rolling dice. On the sheet "Random Numbers" we are rolling two dice this way. To visualize the idea – you can see the two dice on the sheet. A few of the functions that generate the visual part of the dice are listed as well. UNICHAR(11044) is creating the black circles ● .



Use F9 for Windows or CMD+= for the mac to roll the dice again.

# Right-Click With Your Keyboard!

Look at your keyboard. See that rarely-used, no-one-knows-what-it's-for key, next to the Ctrl key (on most PC keyboards). It looks like a dropdown menu with an arrow pointer. This is the 'Application key'. Pressing this key will display the selected item's shortcut menu - the same as you get when you right-click.



Once the shortcut menu is displayed, use the arrow keys to move through the options and the right arrow key to select sub-menus. Press the Enter key to execute the command.

If you do not have this key, use **SHIFT+F10**. It has the same effect.

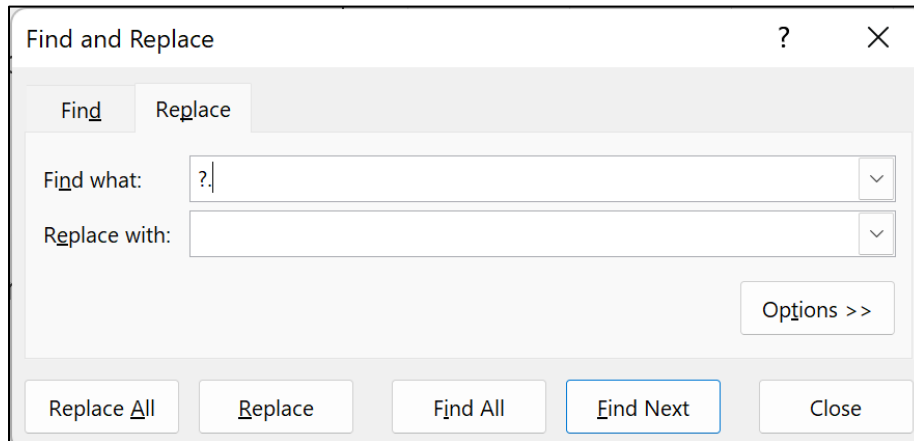
# How Do I Get Rid of the Middle Initial(s)?

Note: This works when you have more than one middle initial.

Select the column with the data. Choose: Edit>Replace or CTRL+H

In the Find what cell type "?." (no quotes - question mark period and a space.

Replace with: **nothing**. Make sure it has no space and choose Replace All.



This is how it looks this.

Before		After	
Name		Name	
Delores A. Adkisson		Delores Adkisson	
Jason Anderson		Jason Anderson	
David I. Archuleta		David Archuleta	
Paulette Arthur		Paulette Arthur	
Gerald Barkley		Gerald Barkley	
Kathleen J. K. Brooks		Kathleen Brooks	
Joan Brown		Joan Brown	
Curtis B. C. Crissman		Curtis Crissman	
Latina Cunningham		Latina Cunningham	
Boyd Dyer		Boyd Dyer	
Rita Z. Fritts		Rita Fritts	
David Gibson		David Gibson	
Ma Grayson		Ma Grayson	
Kurt J. D. Hackney		Kurt Hackney	
Nancy Harris		Nancy Harris	
Stacey I. Hearn		Stacey Hearn	
Heath Hunter		Heath Hunter	
Trevor Jones		Trevor Jones	
Carol Lenhardt		Carol Lenhardt	
Patrick Lowe		Patrick Lowe	
Ian Morales		Ian Morales	
Earl T. Murguia		Earl Murguia	
John Oleary		John Oleary	

## Recover Deleted Sheets

When you (accidentally) delete a sheet there is no Undo option to bring it back.

Simple solution: Save your workbook with a different filename (File, Save As...)

Re-open your original workbook.

Copy the sheet that you need to recover from the original workbook to the new renamed workbook.

## To Select all Objects at Once

USE: EDIT>GO TO > SPECIAL

Choose 'OBJECTS'

Click OK

## To Hide and Reveal All Object

CTRL+6 to hide and CTRL+6 to reveal