

# EXCEL TIPS DECEMBER 2022

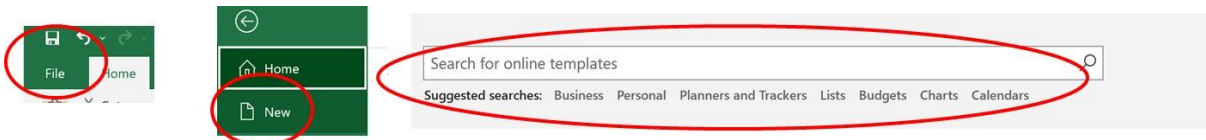
To find the Excel file for this document go to  
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To subscribe, email me [isaacgottlieb@gmail.com](mailto:isaacgottlieb@gmail.com)

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## 1. Templates Anyone?

I receive emails asking for specific templates for Excel and other applications. Why reinvent the wheel again? Microsoft has countless free templates. With any application – just use File>New and type if your desired template topic.



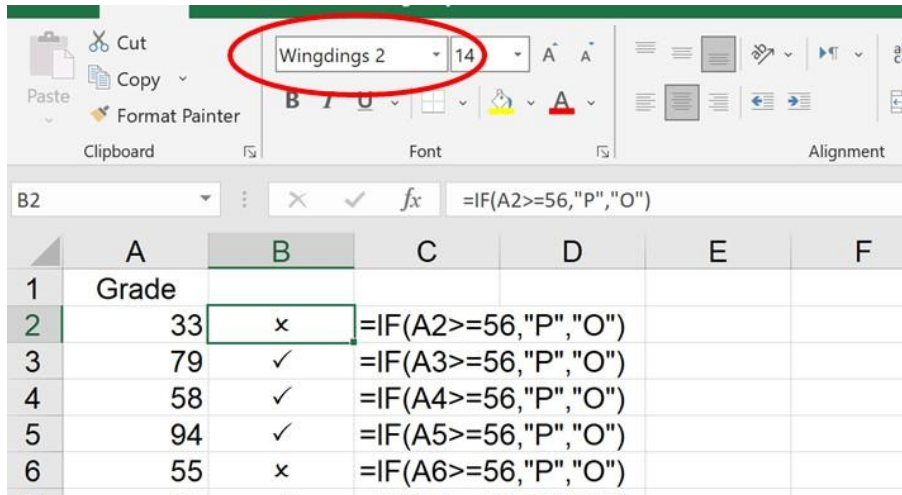
You can also use this link for invoices:

[https://templates.office.com/en-us/invoices?fbclid=IwAR3\\_sK2D\\_sujGiEburdvDapgdxYhRRQw-WaJTYhXEK0Bq2H9B3z6lOUDVUc](https://templates.office.com/en-us/invoices?fbclid=IwAR3_sK2D_sujGiEburdvDapgdxYhRRQw-WaJTYhXEK0Bq2H9B3z6lOUDVUc)

The Microsoft team has prepared a variety of templates (try to look for any topics.)

## 2. Check Mark Font

You can use conditional formatting for the check symbol. However, an easy way to use the symbols is to try the "Wingdings 2" font. See this example for Pass or Fail marks. Use the functions =IF(A2>=56,"P","O").



### 3. Flash Fill Again

In the following database has information regarding our customers (1,000 rows.) All we want is the “Product” of the list.

I know that most users are familiar with Text To Columns” or the MID function.

TRY TO USE FLASH-FILL.

	A	B
1	Customer No.-Product-Gender-Own/Rent Home-Marital Status-Customer-Income-Children-Credit Card-Mailed Coupons-Purchases	
2	W10001-Clothing-F-Rent-S-New-18000-1-Other-2-282	
3	W10002-Other-F-Own-M-Old-120000-3-Am EX-3-3422	
4	W10003-Clothing-M-Own-M-New-108000-1-Am EX-2-3961	
5	W10004-Furniture-M-Own-M-New-30000-0-Visa MC-2-564	
6	W10005-Other-M-Rent-S-New-12000-0-Other-1-137	
7	W10006-Furniture-F-Rent-S-New-48000-0-Am EX-2-986	
8	W10007-Garden-F-Rent-S-New-39000-0-Visa MC-3-2098	
9	W10008-Clothing-F-Own-M-Old-89000-0-Other-1-2580	
10	W10009-Furniture-M-Own-S-New-67000-0-Visa MC-4-2718	
11	W10010-Furniture-M-Own-M-Old-69000-0-Other-4-3437	

Start by typing in Cell B1 the word “Product”. In cell B2 type the word “Clothing”. See figure.

	A	B
1	Customer No.-Product-Gender-Own/Rent Home-Marital Status-Customer-Income-Children-Credit Card-Mailed Coupons-Purchases	Product
2	W10001-Clothing-F-Rent-S-New-18000-1-Other-2-282	Clothing
3	W10002-Other-F-Own-M-Old-120000-3-Am EX-3-3422	Other
4	W10003-Clothing-M-Own-M-New-108000-1-Am EX-2-3961	Clothing
5	W10004-Furniture-M-Own-M-New-30000-0-Visa MC-2-564	Furniture
6	W10005-Other-M-Rent-S-New-12000-0-Other-1-137	Other
7	W10006-Furniture-F-Rent-S-New-48000-0-Am EX-2-986	Furniture
8	W10007-Garden-F-Rent-S-New-39000-0-Visa MC-3-2098	Garden
9	W10008-Clothing-F-Own-M-Old-89000-0-Other-1-2580	Clothing

Excel has the rest of the Product READY for you. If you hit Enter it should fill it all the way.

**If you have a problem use CTR+E (the flash fill shortcut.)**

	A	B
1	Customer No.-Product-Gender-Own/Rent Home-Marital Status-Customer-Income-Children-Credit Card-Mailed Coupons-Purchases	Product
2	W10001-Clothing-F-Rent-S-New-18000-1-Other-2-282	Clothing
3	W10002-Other-F-Own-M-Old-120000-3-Am EX-3-3422	Other
4	W10003-Clothing-M-Own-M-New-108000-1-Am EX-2-3961	Clothing
5	W10004-Furniture-M-Own-M-New-30000-0-Visa MC-2-564	Furniture
6	W10005-Other-M-Rent-S-New-12000-0-Other-1-137	Other
7	W10006-Furniture-F-Rent-S-New-48000-0-Am EX-2-986	Furniture
8	W10007-Garden-F-Rent-S-New-39000-0-Visa MC-3-2098	Garden
9	W10008-Clothing-F-Own-M-Old-89000-0-Other-1-2580	Clothing
10	W10009-Furniture-M-Own-S-New-67000-0-Visa MC-A-2718	Furniture

Now try typing "Gender" in cell C1. Type "F" in cell C2. Hit enter or CTRL+E. You should be able to get the rest of the rows:

	A	B	C
1	Customer No.-Product-Gender-Own/Rent Home-Marital Status-Customer-Income-Children-Credit Card-Mailed Coupons-Purchases	Product	Gender
2	W10001-Clothing-F-Rent-S-New-18000-1-Other-2-282	Clothing	F
3	W10002-Other-F-Own-M-Old-120000-3-Am EX-3-3422	Other	F
4	W10003-Clothing-M-Own-M-New-108000-1-Am EX-2-3961	Clothing	M
5	W10004-Furniture-M-Own-M-New-30000-0-Visa MC-2-564	Furniture	M
6	W10005-Other-M-Rent-S-New-12000-0-Other-1-137	Other	M
7	W10006-Furniture-F-Rent-S-New-48000-0-Am EX-2-986	Furniture	F
8	W10007-Garden-F-Rent-S-New-39000-0-Visa MC-3-2098	Garden	F

## 4. All Sheets Names List

If you wish to get a list of all the sheets names in the workbook. Go to Formulas>Name Managers and click on New...



On the New Names menu enter this information:

New enter:

`=IFERROR(INDEX(MID(Sheetnames,FIND("]",Sheetnames)+1,255),ROWS($A$2:A2)), "")`

Drag it down for the rest of the sheet names.

<b>Home</b>							<code>=IFERROR(INDEX(MID(Sheetnames,FIND("]",Sheetnames)+1,255),ROWS(\$A\$2:A2)), "")</code>
<b>Check Mark Font</b>							
<b>Flashfill again</b>							
<b>Statistics</b>							
<b>Stats Results</b>							
<b>All sheets names</b>							

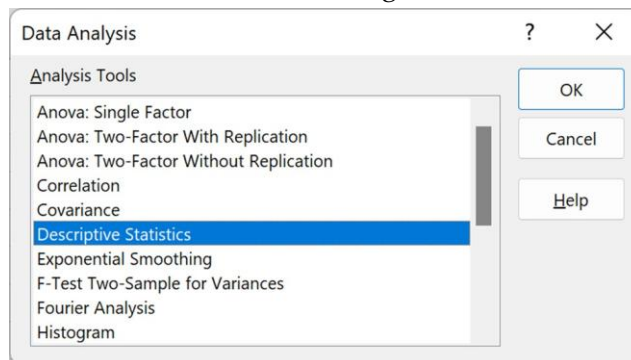
## 5. Easy Statistics

If you have a number of data sets on one sheet – you can get the Data Analysis ToolPak and calculate all statistics in one simple step..

The data is on the sheet Statistics. No all columns have the same number of rows.

	A	B	C	D	E	F
1	Dataset1	Dataset2	Dataset3	Dataset4	Dataset5	
2	224	111	113	26.28	1	
3	907	99	808	46.96	2	
4	2937	107	2830	67.09	3	
5	1710	78	1632	69.36	4	
6	787	116	671	19.19	5	
7	1025	95	930	86.03	6	
8	2512	98	2414	16.67	7	
9	2639	98	2541	61.42	8	
10	1669	95	1574	23.5	9	
11	1512	109	1403	72.46	10	
12	2445	81	2364	41.53		
13	217	113	104	71.59		
14	1354	92	1262	53.34		

Go to **Data Analysis** under the Data ribbon on the right and select Descriptive Statistics.



Select the data and ask for at least one of the calculations:

**Input**

Input Range:

Grouped By:  Columns  Rows

Labels in First Row

**Output options**

Output Range:

New Worksheet Ply:

New Workbook

Summary statistics

Confidence Level for Mean:  %

Kth Largest:

Kth Smallest:

**Callouts:**

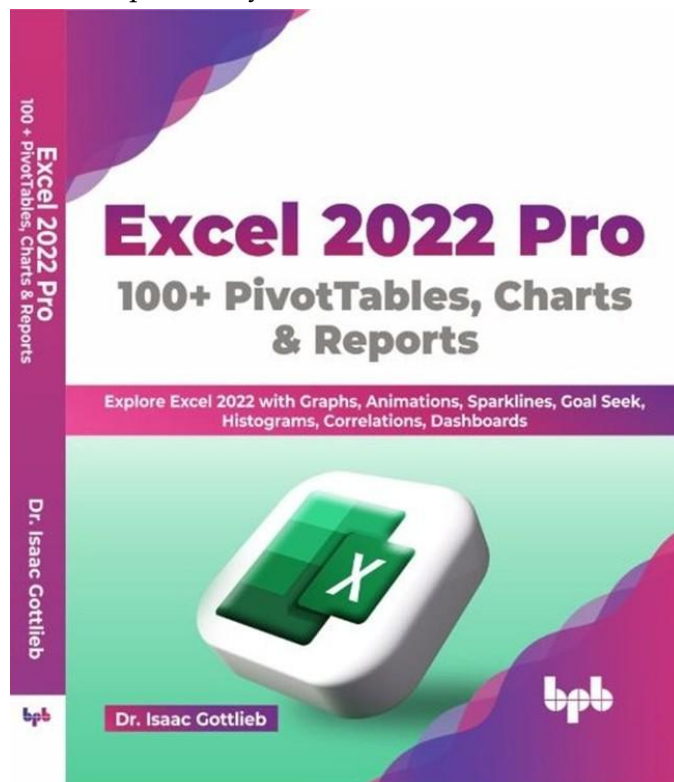
- Select the data (points to Input Range)
- If you have labels on the 1<sup>st</sup> row (points to Labels in First Row)
- Ask for statistics (points to Summary statistics)

You will get all the statistics of all the columns.

	A	B	C	D	E	F	G	H	I	J
1	Dataset1		Dataset2		Dataset3		Dataset4		Dataset5	
2										
3	Mean	1506.484	Mean	100.0711	Mean	1406.413	Mean	48.75641	Mean	5.5
4	Standard E	27.53415	Standard E	0.320083	Standard E	27.5309	Standard E	0.891836	Standard E	0.957427
5	Median	1514	Median	100	Median	1414	Median	48.25	Median	5.5
6	Mode	2445	Mode	97	Mode	1145	Mode	26.28	Mode	#N/A
7	Standard C	870.2708	Standard C	10.11685	Standard C	870.1681	Standard C	28.18823	Standard C	3.02765
8	Sample Va	757371.2	Sample Va	102.3507	Sample Va	757192.6	Sample Va	794.5761	Sample Va	9.166667
9	Kurtosis	-1.1919	Kurtosis	-0.0411	Kurtosis	-1.19176	Kurtosis	-1.12956	Kurtosis	-1.2
10	Skewness	-0.01868	Skewness	0.060394	Skewness	-0.01843	Skewness	0.063452	Skewness	0
11	Range	2987	Range	66	Range	2999	Range	99.95	Range	9
12	Minimum	8	Minimum	69	Minimum	-107	Minimum	0.01	Minimum	1
13	Maximum	2995	Maximum	135	Maximum	2892	Maximum	99.96	Maximum	10
14	Sum	1504978	Sum	99971	Sum	1405007	Sum	48707.65	Sum	55
15	Count	999	Count	999	Count	999	Count	999	Count	10

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