

EXCEL TIPS JANUARY 2023

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1. Leading zeros

If you wish your values to have leading zeros so that 1 becomes 00001 and 123 will be 000123, use the function =TEXT(cell,"00000"). If B4 has the value 55 then TEXT(B4,"00000") will be 00055.

	A	B	C	D	E
1					
2					
3					
4		2345	02345	=TEXT(B4,"00000")	
5		71234	71234	=TEXT(B5,"00000")	
6		1	00001	=TEXT(B6,"00000")	
7		55	00055	=TEXT(B7,"00000")	
8		340	00340	=TEXT(B8,"00000")	
9		1342	01342	=TEXT(B9,"00000")	

2. Chrome Browser Shortcuts

If you are using the Chrome browser, you may want to try these useful shortcuts:

CTRL+T open a new tab.

CTRL+N Open new window.

CTRL+SHIFT+T reopen the last closed tab.

CTRL+SHIFT+N Opens a new window in incognito mode.

CTRL+O Opens a file from your computer in Google Chrome.

CTRL+F Open the search feature.

CTRL+H Opens the browsing History window.

CTRL+J Opens the recent downloads.

3. FORECAST function in Excel

The FORECAST function in Excel is using Linear regression. Since 2016 it was replaced by: FORECAST.LINEAR.

The syntax is

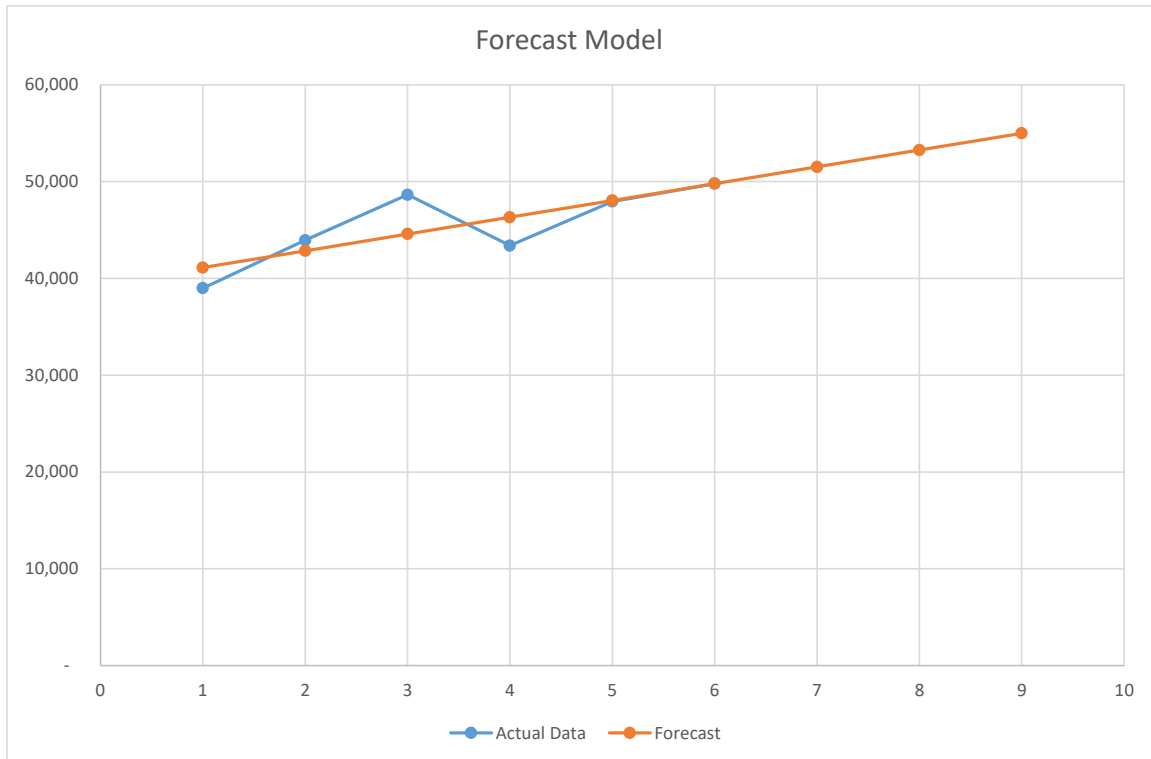
FORECAST.LINEAR(x, known_y's, known_x's)

Or FORECAST(x, known_y's, known_x's)

In the example on the Excel file we use FORECAST:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3					Month	Actual Data	Forecast			
4					1	38,999	41,116.90			
5					2	43,948	42,851.28			
6		Insert Data			3	48,643	44,585.65			
7					4	43,390	46,320.02			Compare to actual
8					5	47,945	48,054.39			
9					6	49,792	49,788.76			
10					7		51,523.13			
11					8		53,257.50			Future Forecast
12					9		54,991.88			
13										
14										
15										

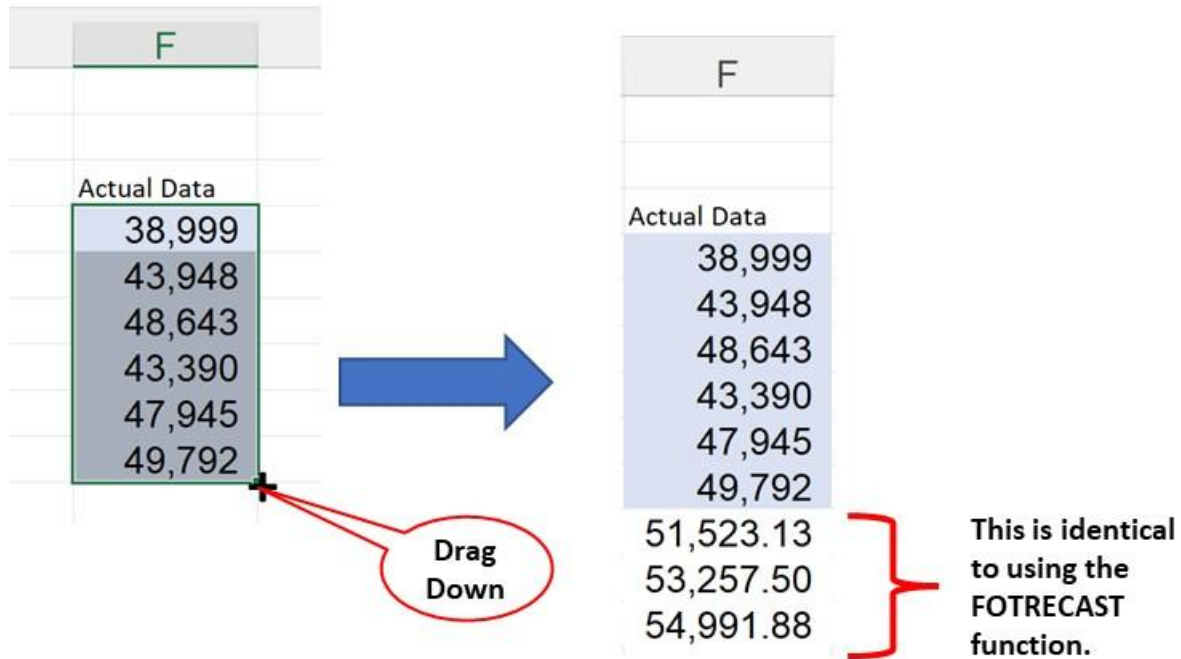
If you use the data in column F to create the FORECAST, the result is shown on the figure.



4. Use AUTOFILL instead of the FORECAST function!

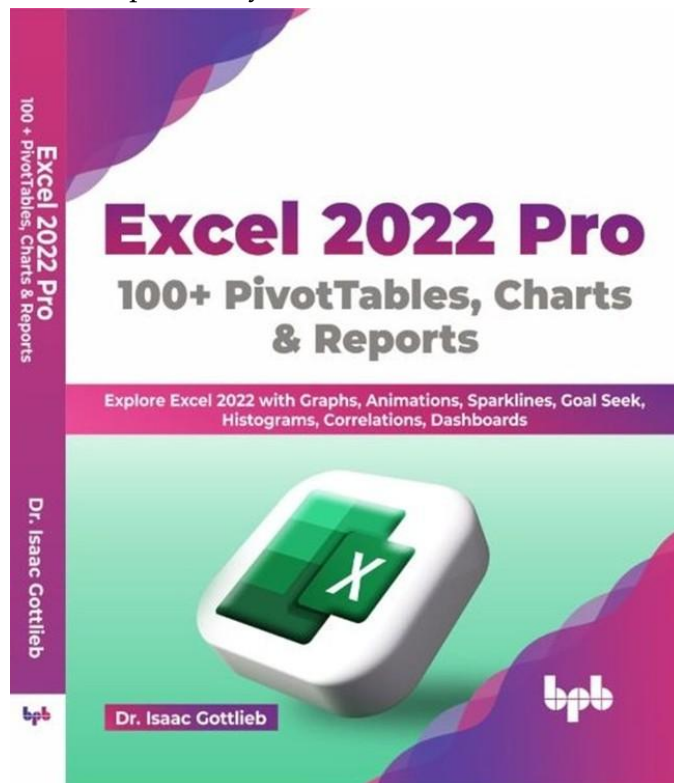
Using the same data of figure above – if the data is spaced equally on the time axis, like exactly every month, or exactly every week – we can use the autofill to get the same results without any effort.

For the data of the above forecast in cells F3:F9 – we can get the same forecast. How? Select the cells and use the AUTOFILL handle to drag it down.



5. My New Book

You can download the first chapter of my new book. [Click to download.](#)



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