Excel Tips February 2024

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1. **Assign completely random numbers to the entire population.**

I was asked by one of the readers how to assign a completely random number to each and every member of a group. Furthermore, he asked to list the members by the order of the random number. In the example on the Excel file for this newsletter – we are using 100 members.

	A	B	C
1	Member		
2	M001		
3	M002		
4	M003		
5	M004		
6	M005		
98	M097		
99	M098		
100	M099		
101	M100		
102			

In column B we enter the function =RAND(). This way we have 100 completely different random numbers.

	A	B	C
1	Member	Random	
2	M001	0.547598	=RAND()
3	M002	0.68879	
4	M003	0.751844	
5	M004	0.067783	
98	M097	0.375961	
99	M098	0.491953	
100	M099	0.308592	
101	M100	0.183896	
102			

Next, we copy column B and paste it as values (to eliminate the function.)

Now you can sort column B and get the desired results.

	A	B	C	
1	Member	Random		
2	M018	0.027794		
3	M082	0.032076		
4	M072	0.059097		
5	M016	0.085031		

	A	B	
97	M053	0.982835	
98	M091	0.983456	
99	M005	0.992126	
100	M084	0.995219	
101	M023	0.999668	

2. Using WINGDINGS 2 font

This is an easy way to get special characters in Excel and the other Office applications.

	Calibri font		Wingdings 2 font
O → Cross Mark	O	→	✗
P → Tick Mark	P	→	✓
Q → Cross in a Box	Q	→	☒
R → Tick in a Box	R	→	☑

3. A convenient way to convert text values to numbers

Using TEXT functions to extract numerical values from a text string creates the numbers with the "text format". See these examples:

	A	B	C	D	E	F
1						
2						
3			Text Format			
4		23abc	23	←	=LEFT(B4,2)	
5		G123BCD	123	←	=MID(B5,2,3)	
6		Formula 1	1	←	=RIGHT(B6,1)	
7						

An easy way to solve the problems is to use a minus sign (-) twice:

10				
11		**Number format**		--
12	23abc	23	←	=--LEFT(B12,2)
13	G123BCD	123	←	=--MID(B13,2,3)
14	Formula 1	1	←	=--RIGHT(B14,1)

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