

## Excel Tips April 2024

### Contents

1.	Three simple functions to COUNT in Excel .....	1
2.	COUNTIF - counts the number of cells that meet a criterion.....	1
3.	Force Blank Cells to Display Zeros.....	2
4.	Shrinking Text to Fit Cells .....	3
5.	Date and Time Shortcuts.....	3

You can find the Excel file here: [Download](#)

### 1. Three simple functions to COUNT in Excel

**COUNT** – returns the number of cells in a range containing numerical values.

**COUNTA** - returns the number of non-empty cells in a range.

**COUNTBLANK** - returns the number of empty cells in a range.

	A	B	C	D	E	F	G	H	I	J
1										
2	=COUNT(E1:E5)	2			1		2 cells containing numerical values			
3	=COUNTA(E1:E5)	3			q		3 non-empty cells in the range			
4	=COUNTBLANK(E1:E5)	2					2 empty/blank cells in the range			
5					4					
6										

### 2. COUNTIF- counts the number of cells that meet a criterion

=COUNTIF(The range,What are you looking for?)

Examples

=COUNTIF (E1:E5,4)

=COUNTIF (E1:E5,"q")

	A	B	C	D	E
1					
2	=COUNTIF(E1:E5,4)	1			1
3	=COUNTIF(E1:E5,"q")	1			q
4					
5					4

### 3. Force Blank Cells to Display Zeros.

Excel doesn't always display zeroes in blank cells.

To make blank cells display as zeroes

1. Type 1 in an unused cell
2. Copy the cell
3. Highlight the region that includes blanks that you want converted
4. Select Edit > Paste Special > select Multiply, and click OK.

Excel multiplies all the entries in the region by 1, so existing cells are unchanged and blank ones display 0.

The image illustrates the process of forcing blank cells to display zeros in Excel. It shows a 'Paste Special' dialog box with the 'Multiply' option selected. To the left, a spreadsheet shows a list of items with quantities, where blank cells in the 'Quantity' column are highlighted in red. A speech bubble labeled 'Copy' points to a '1' in cell C6. To the right, the same spreadsheet is shown after the operation, with the blank cells now containing '0'.

	A	B	C
1	Item	Quantity	
2	Bolts	34	
3	Nuts	12	
4	Screwdriver		
5	Widgets	2	
6	Pliers		1
7	Bolts		
8	Nuts	3	
9	Screwdriver	5	
10	Widgets		
11	Pliers	37	

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments and Notes
- Validation
- All using Source theme
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats
- All merging conditional formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide

Skip blanks  Transpose

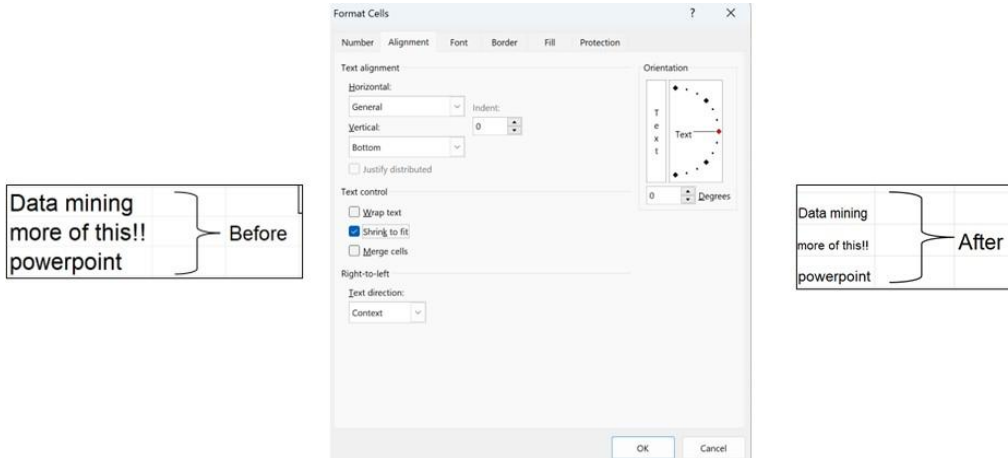
Paste Link OK Cancel

	A	B	C
1	Item	Quantity	
2	Bolts	34	
3	Nuts	12	
4	Screwdriver	0	
5	Widgets	2	
6	Pliers	0	1
7	Bolts	0	
8	Nuts	3	
9	Screwdriver	5	
10	Widgets	0	
11	Pliers	37	

## 4. Shrinking Text to Fit Cells

Use:

Format>Cells>Alignment and select Shrink to fit.



## 5. Date and Time Shortcuts

Current date: Press CTRL+SEMICOLON: **CTRL+;**

Current time: Press CTRL+SHIFT+ SEMICOLON: **CTRL +Shift+;**

Current date and time: Press CTRL+ SEMICOLON then SPACE then CTRL+SHIFT+ SEMICOLON:  
**CTRL+; CTRL +Shift+;**

<b>CTRL+;</b>	4/18/2024
<b>CTRL+Shift+;</b>	3:44 PM
<b>CTRL+;CTRL+Shift+;</b>	4/18/2024 15:44