



## Excel Speed Tips

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**About the speaker:**

David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is “Either you work Excel, or it works you.” David offers spreadsheet and database consulting services nationwide.

# Finding Worksheet Functions

**1** Type an equal sign in a cell.

1	Interest	5.25%
2	Term	360
3	Principal	350,000
4	Payment	(\$1,932.71)
5	Total Interest	=

**2** Click here, or press Shift-F3 to display the Insert Function dialog box.

**3** More Functions...

**4** Describe your formula in words

Search for a function: Cumulative interest

**5** Go

**6** Double-click the desired function to display the Function Wizard.

Select a function: CUMIPMT

CUMIPMT(rate,nper,pv,start\_period,end\_period,type)  
Returns the cumulative interest paid between two periods.

Functions you choose in step 6 will then appear on the list.

# CUMIPMT Function

	A	B	C	D
1	Interest	5.25%		Excel assumes an outflow, so add a minus sign before CUMIPMT to show a positive amount.
2	Term	360		
3	Principal	350,000		
4	Payment	1,933	=-PMT(B1/12,B2,B3)	
5	Total Interest	342,746	=-CUMIPMT(B1/12,B2,B3,1,B2,1)	
6				
7				
8				
9				

  

## =-CUMIPMT(B1/12,B2,B3,1,B2,0)

<p><b>rate</b> <b>B1/12</b> the interest rate for the loan expressed on same basis as nper, i.e. divide by 12 if term is in months</p>	<p><b>nper</b> <b>B2</b> the length of the loan (in this case in months)</p>	<p><b>pv</b> <b>B3</b> present value of amount being borrowed (or lent)</p>	<p><b>start_period</b> <b>1</b> The month number of the first period in the calculation</p>	<p><b>end_period</b> <b>B2</b> The month number of the last period in the calculation</p>	<p><b>type</b> <b>0</b> 0 (zero) for payments made at the end of a period  1 for payments made at the beginning of a period</p>
--	--	---	---	---	---

CUMIPMT Function +



# Undo/Redo Multiple Steps at Once

The image consists of three sequential screenshots of the Microsoft Excel interface, illustrating how to undo and redo multiple steps at once. Each screenshot includes numbered callouts (1-7) and yellow text boxes with instructions.

**Step 1:** The first screenshot shows a spreadsheet with the numbers 1 through 10 entered into cells A1 through A10. A red circle highlights the range A1:A10, and a callout labeled '1' points to it with the instruction: "Type the numbers 1 through 10 into cells A1:A10."

**Step 2:** The second screenshot shows the Undo button (a left-pointing arrow) in the Quick Access Toolbar. A red circle highlights the drop-down arrow next to it, with a callout labeled '2' and the instruction: "Click the drop-down arrow next to the Undo button." Below the toolbar, the Undo list is visible, showing actions like "Typing '10' in A10" down to "Typing '1' in A1". A red circle highlights the last action, "Typing '1' in A1", with a callout labeled '3' and the instruction: "Select the last action in the list." A red line connects the selected action back to the Undo button. A callout labeled '4' points to the Undo button with the instruction: "Excel will undo all 10 steps at once."

**Step 3:** The third screenshot shows the Redo button (a right-pointing arrow) in the Quick Access Toolbar. A red circle highlights the drop-down arrow next to it, with a callout labeled '5' and the instruction: "Click the drop-down arrow next to the Redo button." Below the toolbar, the Redo list is visible, showing actions like "Typing '6' in A6" down to "Typing '10' in A10". A red circle highlights the last action, "Typing '10' in A10", with a callout labeled '6' and the instruction: "Select the last action in the list." A red line connects the selected action back to the Redo button. A callout labeled '7' points to the Redo button with the instruction: "Excel will redo all 10 steps at once."

# Subtotal Feature

**1** Sort your data so you don't end up with meaningless subtotals. Then, click anywhere in the list.

Product	Date	Sales
Apples	8/9/2018	1226
Bananas	2/28/2018	1845
Bananas	10/15/2018	2655
Bananas	1/7/2018	1298
Bananas	1/4/2019	2420

**2** Data Review Share

**3** Subtotal

**4** Click Remove All to remove the totals.

**5** The list is subtotaled and outlined.

Product	Date	Sales
Apples	8/9/2018	1226
Apples	3/26/2019	1595
Apples	9/10/2018	3576
Apples	3/2/2019	3143
Apples	10/28/2018	3675
<b>Apples Total</b>		<b>13215</b>
Bananas	2/28/2018	1845
Bananas	3/12/2019	4220
<b>Bananas Total</b>		<b>12438</b>
Oranges	11/6/2019	4038
Oranges	3/8/2018	2042
Oranges	10/13/2018	3538
Oranges	4/10/2019	2435
Oranges	5/9/2019	3239
<b>Oranges Total</b>		<b>15292</b>
Pears	3/20/2018	4469
Pears	4/20/2018	2661
Pears	1/26/2019	2921



# Formatting Subtotals

**1** Select the range of cells containing the subtotals.

**2** The subtotals are highlighted.

**3** Select Find & Select on Home menu.

**4** Go To Special...

**5** Double-click to skip the OK button.

**6** Apply formatting in usual fashion.

**7** The subtotals are formatted.

**Keyboard Shortcut:** Use Alt+; in lieu of steps 3, 4, and 5 to select visible cells.

Product	Date	Sales
Apples Total		13215
Bananas Total		12438
Oranges Total		15292
Pears Total		16064
Grand Total		57009

Product	Date	Sales
Apples	8/9/2018	1226
Apples	3/26/2019	1595
Apples	9/10/2018	3576
Apples	3/2/2019	3143
Apples	10/28/2018	3675
Apples Total		13215
Bananas	2/28/2018	1845
Bananas	10/15/2018	2655
Bananas	1/7/2018	1298
Bananas	1/4/2019	2420
Bananas	3/12/2019	4220
Bananas Total		12438
Oranges Total		15292
Pears	3/20/2018	4469
Pears	4/20/2018	2661
Pears	1/26/2019	2921
Pears	11/21/2018	1831
Pears	12/4/2018	4182
Pears Total		16064
Grand Total		57009

# Filtering Data

**1** Select any cell within the list.

**2** Filter

**3** Filter

**4** City

**5** (Select All)

**6** Macon

**7** OK

**8** Only rows that contain Macon in column B are shown. All other rows are hidden. Changes you make when the filter arrows are present only affect the visible rows.

Region	City	Vendor
North GA	Atlanta	Fruit R Us
North GA	Atlanta	Fruit R Us
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Middle Georgia Fru
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
Mid GA	Macon	Whistlestop Fruit S
North GA	Blue Ridge	Mountain Fruit



# Table Feature

**1** Select any cell within the list and then press Ctrl-T and press Enter, otherwise do steps 2 through 4.

**2** Keyboard shortcut: Press Ctrl-Shift-T anywhere within the table to display the total row in lieu of steps 5 and 6.

**3** Keyboard shortcut: Press Alt-Down in the total row to display the function list in lieu of step 7.

**4** Sum

Region	City	Vendor	Cases Sold	Total Sales	
North GA	Atlanta	Fruit R Us	6168	61680	
North GA	Atlanta	Fruit R U	6079	85106	
North GA	Atlanta	Fruit R Us	6058	66638	
South GA	Valdosta	Oranges 'n Onions	Bananas	6,165	80,14
South GA	Valdosta	Oranges 'n Onions	Mixed Berries		8,35
<b>Total</b>					<b>3,279,63</b>



# Slicers with Tables (Excel 2013+)

**1** Select any cell within a table.

Region	City	Vendor
North	Atlanta	Fruit R Us
North GA	Atlanta	Fruit R Us
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit
North GA	Atlanta	Bob's Fruit

**2** Choose Insert Slicer from the Design or Insert menus.

**3** Select the field(s) that you wish to filter on.

**4** OK

**5** Choose a city the slicer to filter the list. Hold down the Ctrl key to make multiple choices. Shaded items are shown in the table, non-shaded items are presently filtered.

City	Vendor	Product	Case Sold	Total Sales
Atlanta	Fruit R Us	Oranges	68	72001
Atlanta	Bob's Fruit	Bananas	15	99
Atlanta	Bob's Fruit	Mixed Berries	98	98
Atlanta	Bob's Fruit	Mixed Berries	89	89
Atlanta	Fruitju	Oranges	49	77
Atlanta	Fruitju	Apples	77	55
Atlanta	Fruitju	Kiwi	55	84
Atlanta	Fruitju	Bananas	84	8
Atlanta	Fruitju	Mixed Berries	8	65
Atlanta	Orange U Glad	Oranges	65	72001
Atlanta	Orange U Glad	Apples	2605	31260

**6** Click to clear the filter and show all items again.

**7** Optional: Right-click on a slicer and choose Remove from the menu to delete a slicer from the worksheet.

# Formula Management Within a Table

**1** Type =F2/E2 and then press Enter.

**2** Excel automatically copies the formula down the length of the column.

**3** If you click on cells F2 and E2 while writing the formula (instead of typing the cell address, Excel inserts the field names. This improves readability of formulas.

**4** Modify any formula in the column and press Enter.

**5** Excel automatically updates the formula in the entire column.

Cases Sold	Total Sales	Per Case Price
6168	61680	10
6079	85106	14
6058	66638	11
6868	75548	11
1996	29940	15
7818	93816	12
1565	21910	14
9967	99670	10
9842	98420	10

Cases Sold	Total Sales	Per Case Price
6168	61680	1000
6079	85106	1400
6058	66638	1100
6868	75548	1100
1996	29940	1500
7818	93816	1200
1565	21910	1400
9967	99670	1000
9842	98420	1000



# Recommended Charts (Excel 2013+)

**1** Select any cell within the data that you wish to chart.

Fruit Sales	January	February	March	April	May
Apples	327	192	397	464	500
Oranges	466	449	370	385	482

**2** Click the 'Recommended Charts' button in the 'Insert' ribbon.

**3** The 'Recommended Charts' task pane appears.

**4** Double-click to add a recommended chart to your worksheet.

More options appear here.

OK Cancel

# Self-Expanding Charts

**1** Select any cell within the chart data.

Fruit Sales	January	February	March	April
Apples	327	192	397	400
Oranges	466	449	370	500

**5** Add new data.

**6** The chart shows the new data automatically.

**7** To remove the shading from the table, click on any cell within the table and then click on Table Design tab.

**8**

**9** Light

**4** OK

**3**

**2** Insert

**File** **Home** **Insert** **Draw** **Page Layout** **View** **Help** **Table Design** **Comments**

**Create Table**

Where is the data for your table?  
 \$A\$1:\$D\$3

My table has headers



# Custom Views - Multipurpose Worksheets

**1** Click to select the entire worksheet.

**2** Right-click any column.

**3** Unhide

**4** Right-click any row.

**5** Unhide

**6** Click on cell A1.

**7** View

**8** Custom Views

**9** Add...

**10** All Periods

**11** OK

	January	February
Income		
Materials Income	3,000	
Subcontracted Labor Income	17,229	
Total Income	24,948	
Cost of Goods Sold		
Job Materials	8,270	





# Group and Ungroup Rows and Columns

**1** Select columns B:Q.

**2** Choose Group from the Data menu.

**3** Click here to hide columns B:Q.

**4** Group rows 2:6, 9:12, and 15:26 in the same fashion.

**5** Use the buttons to expand or collapse the spreadsheet.

**6** Optional: Choose Ungroup from the Data menu.

**7** Clear Outline

Quarter	2018
Q1	6,000
Q2	36,729

	2018
Total Income	447,586
Total COGS	141,631
Gross Profit	305,955
Total Expense	74,721

# Group Worksheets

**1** Select the first sheet you wish to include in the group.

1	January
2	Sales
3	Product Sales 84,354
4	Services 15,896
7	Cost of Goods Sold 12,655

**2** Hold down the Shift key and click the last sheet you wish to include in the group (or hold Ctrl key as you select individual worksheets)

1	Quarter4
2	Sales
3	Product Sales 84,354
4	Services 15,896
7	Cost of Goods Sold 12,655

**3** Click on cell A2 and type the word Revenue.

1	Quarter4
2	Revenue
3	Product Sales 213,135
4	Services 132,700
7	Cost of Goods Sold 81,520

**4** Cell A2 has been changed to display Revenue on every worksheet in the group.

1	Quarter4
2	Revenue
3	Product Sales 213,135
4	Services 132,700
7	Cost of Goods Sold 81,520

**5** To ungroup the worksheets, first right-click any sheet within the group.

**6** Select All Sheets  
Ungroup Sheets

The word Group appears at the top of the screen when two or more sheets are grouped. Do not leave sheets grouped longer than needed.



# Merge Cells

This is text that we wish to center across columns A through I.  
Center Across Selection is a much better alternative to Merged Cells.  
You won't inadvertently end up losing text on rows beyond the first one.  
You'll be able to select individual cells within the range that you've centered.

1 Select the row(s) and columns that you wish to center data across.

Microsoft Excel

Merging cells only keeps the upper-left  
Show Help >>  
Merged cells can result in frustrating prompts.  
To do this, all the merged cells need to be  
OK

Center Across Selection

Center Across Selection

2

3 Merge Across

4

5 Text centered across columns.

6 Click the Merge and Center button to unmerge the cells.

# Center Across Selection

**1** Select the area you wish to center across columns.

**2** Home

**3** Click the Alignment Settings button, or press Ctrl-1.

**4** Center Across Selection

**5** OK

**6** The text is centered across the columns without merging the cells.

**7** Home

**8** To undo Center Across Selection, select the cells in question then choose Align Left.



# Automating Center Across Selection

**1** Preselect the cells you wish to format, so that the selection is not included in the macro.

**2** Click the Record button or choose View, Macro, Macro Recorder.

**3** Avoid using Excel features as macro names, also spaces are not permitted.

**4** Personal Macro Workbook

**5** Automates center across selection.

**6** OK

**7** Click the Alignment Settings button on the Home menu or press Ctrl-1.

**8** Center Across Selection

**9** OK

**10** The Macro Recorder shortcut on the Status Bar becomes a Stop Recording shortcut, and also serves as a visual indication that recording is in progress.

# Shortcuts for Running a Macro

**1** Select cells.

**2** To run the macro either click the icon or tap Alt and then type the number shown.

**3** Yet Another Report Title  
Yet Another Report Subtitle

**4** View

**5** Macros

**6** PERSONAL.XLSB!CenterTitle

**7** Options...

**8** Ctrl+Shift+ C

**9** Automates center across selection (Shortcut Ctrl-Shift-C).

**10** OK

Center Across Selection

Macro name: PERSONAL.XLSB!CenterTitle

Run

Step Into

Edit

Create

Delete

Options...

Macro Options

Macro name: PERSONAL.XLSB!CenterTitle

Shortcut key: Ctrl+Shift+ C

Description: Automates center across selection (Shortcut Ctrl-Shift-C).

Macro descriptions appear here.

Be careful when assigning shortcut keys in this fashion.

Always include Shift to avoid superseding Windows shortcuts.

If you assign Ctrl-C here then you can no longer use Ctrl-C to copy while working in Excel.



# Creating an Icon for Our Macro

1. Click the dropdown arrow in the top right of the Quick Access Toolbar.

2. Click "More Commands..." in the ribbon.

3. The Quick Access Toolbar section of the Excel Options dialog box appears.

4. Choose commands from: Macros

5. Select the macro: PERSONAL.XLSB!CenterTitle

6. Click "Add >>"

7. Click "Modify..."

8. Select a symbol for the button.

9. Spaces are permitted in the Display Name field.

10. Click "OK" in the Modify Button dialog.

11. Click "OK" in the Customize Quick Access Toolbar dialog.

# Text Box Feature

**1** Insert

**2** Text

**3** Text Box

**4** Drag to create a text box.

**5** The text box has been created.

**6** Optional: Right-click.

**7** Format Shape...

**8** Properties

**9** Properties

- Move and size with cells
- Move but don't size with cells
- Don't move or size with cells
- Print object
- Locked
- Lock text

**10** Optional: Clear Print Object checkbox to hide textbox from printouts.





# Repairing Damaged Workbooks

**1** Click once on the file you want to open and repair.

**2** Select Open and Repair.

**3** Select Open and Repair.

**4** Repair

Excel can perform checks while opening the workbook and attempt to repair any corruption it detects from the workbook.

- Click Repair if you want to recover as much of your work as possible.
- Click Extract Data if Excel was previously unable to repair the workbook.

If this step doesn't resolve your problem, go to <http://www.libreoffice.org> to install the free LibreOffice product. Use the Calc spreadsheet program to try to open your damaged Excel workbook.



# Ensure E-Mail Attachments Get Attached

1

2

3

4

5

6

If you don't see the Quick Access Toolbar right-click on File and choose Show Quick Access Toolbar. Follow steps 4-5 to add the E-mail icon to your Quick Access toolbar.

You can also drag a file from a Windows Explorer window into Outlook to attach it to an email. Another option is to copy and paste a file into an email.

Optional: Tap Alt key to reveal keyboard shortcut.

# Streamlining PDF Creation

1

File Home Insert Page Layout Formulas Data Review View Help

## Export

3

Create PDF/XPS Document

Change File Type

4

Create PDF/XPS

- Preserves layout, formatting
- Content can't be easily changed
- Free viewers are available

2

Export

Excel 2007: Choose Save As.  
Excel 2010: Choose Save & Send.

File name: Book1

Save as type: PDF

Alternative: Change the Save as Type to PDF within Excel's Save As dialog box.



# One-Click Access for Creating PDF Files

**1** Right-click on the Quick Access Toolbar.

**2** Click More Commands...

**3** The Quick Access Toolbar section of the Excel Options dialog box appears.

**4** File Tab

**5** Publish as PDF or XPS

**6** Add >>

**7** OK

**8** Click here to create a PDF of your spreadsheet.

**9** Optional: Tap Alt key to reveal keyboard shortcut.

# Editing PDF Documents (Word 2013+)

**1** File

**2** Open

**3** Browse

**4** Double-click on the file to skip the Open button.

**5** OK

**6** Click here (or press Ctrl-A) to select the entire document. Then, press Ctrl-C. Paste as usual into any Excel spreadsheet.

Word 2013: Choose Computer and then Browse.

Microsoft Word

Word will now convert your PDF to an editable Word document. This may take a while. The resulting document may not be exactly like the original PDF, especially if the original file contained complex formatting or images.

Don't show this message again

Cancel Help

Rock Castle Construction  
Transaction List by Date  
December 1, 2017

	Name	Amount
Dec 1, 17		
Check	12/01/2017	Abercrombie, Kristy Remode...
Credit Memo	12/01/2017	Abercrombie, Kristy Remode...
Bill	12/01/2017	Fay, Maureen Lynn, CPA



# Extracting PDFs with Power Query

1 Data

2 Get Data

3 From File

4 From PDF

5 Profit & Loss.pdf

6 Import

7 Select multiple items

8 Page001, Page002

9 Transform

From PDF may not yet be available in your version of Microsoft 365 but is on the horizon.

Navigator

- Profit & Loss.pdf [9]
  - Table001 (Page 1)
  - Table002 (Page 1)
  - Table003 (Page 1)
  - Table004 (Page 1)
  - Table005 (Page 1)
  - Table006 (Page 1)
  - Table007 (Page 2)
  - Page001
  - Page002

# Extracting PDFs with Power Query

**10** Home

**11** Merge Queries  
Append Queries  
Combine Files  
Combine

Queries [2]  
Page001  
Page002

**12** Append  
Concatenate rows from two tables  
 Two tables  Three or more tables

**13** Select the table to append  
Page002

**14** OK

**15** Information may appear across multiple columns once you combine the pages of the PDF file.

**16** Select the columns you wish to consolidate into one.

64200 - Repairs			null	null
64210 - Building Repairs			null	175.00
Total 64200 - Repairs			null	175.00
64800 - Tools and Machinery			null	810.00
65100 - Utilities			null	
65110 - Gas and Electric			null	
Total 65100 - Utilities			null	
66000 - Profit & Loss				
66100 - Profit & Loss				
66200 - Profit & Loss				
66300 - Profit & Loss				
66400 - Profit & Loss				
66500 - Profit & Loss				
66600 - Profit & Loss				
66700 - Profit & Loss				
66800 - Profit & Loss				
66900 - Profit & Loss				
67000 - Profit & Loss				
67100 - Profit & Loss				
67200 - Profit & Loss				
67300 - Profit & Loss				
67400 - Profit & Loss				
67500 - Profit & Loss				
67600 - Profit & Loss				
67700 - Profit & Loss				
67800 - Profit & Loss				
67900 - Profit & Loss				
68000 - Profit & Loss				
68100 - Profit & Loss				
68200 - Profit & Loss				
68300 - Profit & Loss				
68400 - Profit & Loss				
68500 - Profit & Loss				
68600 - Profit & Loss				
68700 - Profit & Loss				
68800 - Profit & Loss				
68900 - Profit & Loss				
69000 - Profit & Loss				
69100 - Profit & Loss				
69200 - Profit & Loss				
69300 - Profit & Loss				
69400 - Profit & Loss				
69500 - Profit & Loss				
69600 - Profit & Loss				
69700 - Profit & Loss				
69800 - Profit & Loss				
69900 - Profit & Loss				
70000 - Profit & Loss				



# Extracting PDFs with Power Query

17 Amount

18 Currency

19 Select column.

20 Home

21 Split Column

22 By Delimiter

23 Split at  
 Left-most delimiter  
 Right-most delimiter  
 Each occurrence of the delimit

24 OK

25 The account numbers are now separated from the account names.

26 Close and Load

27 Click Close and Load to return the data to Excel.

Account.1	Account.2
1 Ordinary Income/Expense	
2 Income	
3 40100	Construction Income
4 40110	Design Income
5 40130	Labor Income
6 40140	Materials Income
7 40150	Subcontracted Labor Income
8 Total 40100	Construction Income
9 40500	Reimbursement Income
10 40520	Permit Reimbursement Income

# Flash Fill Introduction (Excel 2013+)

	A	B
1	<u>SSN</u>	<u>SSN</u>
2	212681056	212-68-1056
3	173841131	
4	631715255	
5		
6	301104556	

1 Type SSN and press Enter to go to the next row.

Flash Fill - SSN

	A	B	C	D
1	<u>SSN</u>			
2	212681056			
3	173841131	173-84-1131		
4	631715255	631-71-5255		
5	267984412	267-98-4412		
6	301104556	301-10-4556		
7				
8				
9				
10				

3 Flash fill options.

Flash Fill (Ctrl+E)

Book15 - Excel

at you want to do

Filter Clear Reapply Advanced Flash Fill Remove Duplicates

Flash Fill only works on one column at a time.

<u>SSN</u>	<u>SSN</u>
212681056	212-68-1056
173841131	

	A	B
1	<u>SSN</u>	<u>SSN</u>
2	212681056	212-68-1056
3	173841131	173-84-1131
4	631715255	631-71-5255

2 Type the digit of the next SSN. Excel will offer a list, press Enter to fill the column.

Flash Fill - SSN

Salary Pivot Tables.xlsx - Excel

Tell me what you want to do

Flash Fill Remove Duplicate Data Validation

Flash Fill (Ctrl+E)

Alternatively you could type the first SSN in cell B2 click Flash Fill on the Data menu.

	A	B	C
1	<u>Combined Name</u>	<u>First</u>	<u>Last</u>
2	Mary Thompson	Mary	Thompson
3	Bob Jones	Bob	Jones
4	Mary-Alice Smith	Mary	Smith
5	Stacy Sommerville	Stacy	Sommerville
6	Monica Woods	Monica	Woods
7	Josh Miller, Jr.	Josh	Jr.
8	Denise Barnes	Denise	Barnes

Flash Fill sometimes misinterprets punctuated names.



# Using Text to Columns for Names

**Step 1:** Select the names you wish to separate into columns.

Combined Name		
Mary Thompson		
Bob Jones		
Mary-Alice Smith		
Stacy Sommerville		
Monica Woods		
Josh Miller, Jr.		
Denise Barnes		

**Step 2:** The names are now separated into three columns.

Combined Name		
Mary	Thompson	
Bob	Jones	
Mary-Alice	Smith	
Stacy	Sommerville	
Monica	Woods	
Josh	Miller	Jr.
Denise	Barnes	

**Wizard Step 1:** Convert Text to Columns Wizard - Step 1 of 3. The Text Wizard has determined that your data is Delimited. Choose the file type that best describes your data:  Delimited,  Fixed width.

**Wizard Step 2:** Convert Text to Columns Wizard - Step 2 of 3. This screen lets you set the delimiters your data contains. Delimiters:  Tab,  Semicolon,  Comma,  Space.  Treat consecutive delimiters as one. Text qualifier: -

# Remove Duplicates Feature

**1** Select any cell within your list (no need to highlight the entire list).

**2** Data

**3** Remove Duplicates

**4** OK

**5** OK

Microsoft Excel  
28 duplicate values found and removed; 20 unique values remain.

"Remove duplicates" is literal, so work with a copy of your list if you need to keep the original data as well.

Application	Version
Excel	2007
Excel	2007
Word	2007
Outlook	2007
PowerPoint	2007
PowerPoint	2007

Application	Version
Excel	
Excel	
Excel	
Word	
Word	
Word	
Word	
Outlook	
Outlook	
PowerPoint	
PowerPoint	



# UNIQUE Function (Microsoft 365 Only)

	A	B	C	D	E	F	G	H	I	J	K
1	Region	City	Vendor	Product	Cases Sold	Total Sales					
2	North GA	Atlanta	Fruit R Us	Oranges	6,168	61,680		Oranges	=UNIQUE(D2:D51)		
3	North GA	Atlanta	Fruit R Us	Apples	6,079	85,106		Apples			
4	North GA	Atlanta	Fruit R Us	Kiwi	6,058	66,638		Kiwi			
5	North GA	Atlanta	Fruit R Us	Bananas	6,868	75,548		Bananas			
6	North GA	Atlanta	Fruit R Us	Mixed Berries	1,996	29,940		Mixed Berries			
7				Oranges	7,818	93,816					
8				Apples	1,565	21,910		Apples	=SORT(UNIQUE(D2:D51))		
9				Kiwi	9,967	99,670		Bananas			
10	North GA	Atlanta	Bob's Fruit	Bananas	9,842	98,420		Kiwi			
11	North GA	Atlanta	Bob's Fruit	Mixed Berries	8,993	89,930		Mixed Berries			
12	North GA	Atlanta	Fruitju	Oranges	4,933	54,263		Oranges			
13	North GA	Atlanta	Fruitju	Apples	7,784	187,856					
14	North GA	Atlanta	Fruitju								
15	North GA	Atlanta	Fruitju								
16	North GA	Atlanta									
17	North GA	Atlanta									
18	North GA	Atlanta									
19	North GA	Atlanta									
20	North GA	Atlanta									
21	North GA	Atlanta									
22	North GA	Atlanta									

The UNIQUE function returns #NAME? in Excel 2019 and earlier.

You can wrap the SORT function around UNIQUE to sort the results.

**=UNIQUE(D2:D51)**

**array**  
D2:D51  
range of cells to return unique values from

**[by\_col]**  
Optional: defaults to TRUE to look down columns, specify FALSE to look across rows

**[occurs\_once]**  
Optional: defaults to TRUE to return items that only appear once, specify FALSE to return a list of everything that appears 2 or more times in a list.

UNIQUE Function (Microsoft 365)

# Text to Speech Command

**1** Click the **More Commands...** option in the Customize Quick Access Toolbar menu.

**2** Select **More Commands...** in the menu.

**3** In the Excel Options dialog box, select **Commands Not in the Ribbon** under Choose commands from.

**4** Double-click on each command (Speak Cells, Speak Cells - Stop Speaking Cells) to skip the Add button.

**5** Click **OK** to confirm the changes.

**6** Select a range of cells containing numbers and/or words.

**7** Click the **Text to Speech** button in the Quick Access Toolbar.

**Click Stop Speaking Cells if needed.**

**Excel reads words or numbers.**

**Excel Says:**

- One hundred dollars
- January Thirty-One, Two Thousand Eighteen
- Excel reads words or numbers.

A	B
\$100	
1/31/2018	



# Thank you for attending!

I'm happy to hear from you. In particular let me know if you did not receive the handouts for this presentation.

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Is there something you were hoping to learn today but didn't?  
Please let me know. You can ask me anything about Excel.