Discovering the underappreciated gems within the Excel Ribbons

SPEED UP TASKS, ENHANCE PRESENTATION AND BRING IN ADDITIONAL FEATURES

Lunch and Learn series

John Tennent

Lunch & Learn – The Series

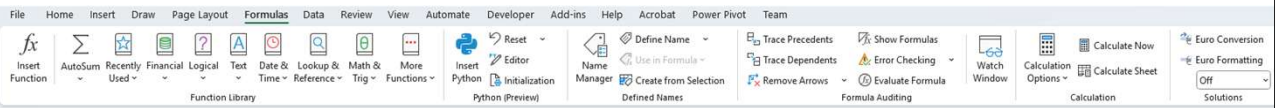|	
3 Sep	File & Home
15 Oct	Formulas & Data
12 Nov	Insert
10 Dec	Everything else

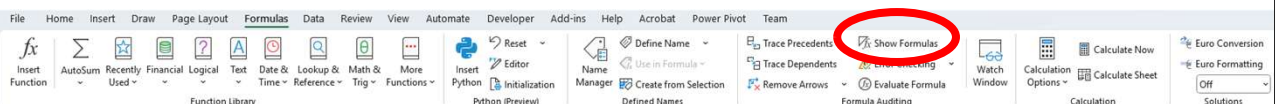12:30 to 13:00

Formulas and Data Ribbons

Show Formulas
Name Manager

Data from Picture (2022)
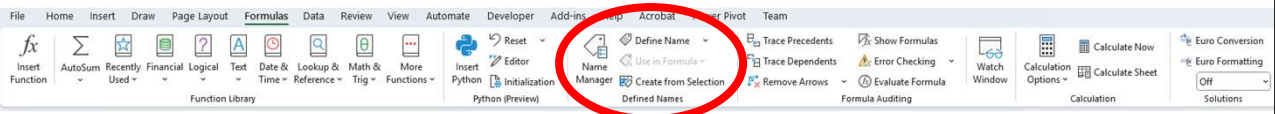Sort and Filter v new(ish) Functions (2021)

Flash Fill
Data Validation

Format Painter

The same as Ctrl 'Useless key' – top left next to 1

Range Names

- **Define Name** (Ctrl F3 – gives it the name of word in the cell to the left)
- **Define Row** (Ctrl F3 – gives it name of word in column A) Need to use @ when referencing
- **Create Name** (CTRL Shift F3 – gives it name of word(s) in column to the left)
- **Use Name in formulae** (F3)
- **Paste Names** – Use in Formula on Ribbon

Use detailed description to avoid overwriting or duplication

Does not accept some punctuation characters such as /,.'*-+

Data from Picture

Flash Fill

Uses AI to sense a pattern in the data and will replicate that pattern across your data

Flash Fill				
Name	**Age**			
John Grown	34	John	Grown	John is 34
Jane Sing	67	Jane	Sing	Jane is 67
Dave Bardow Smith	21	Dave	Bardow Smith	Dave is 21
Simon Jolett	39	Simon	Jolett	Simon is 39
Sopihie Pagent	62	Sopihie	Pagent	Sopihie is 62
Mary Borkas	26	Mary	Borkas	Mary is 26
Peter Robinson	47	Peter	Robinson	Peter is 47
George Lovett	52	George	Lovett	George is 52
Danny Cane Wallis	68	Danny	Cane Wallis	Danny is 68

New data sets need to be in adjacent columns and phrases can be added

Sort
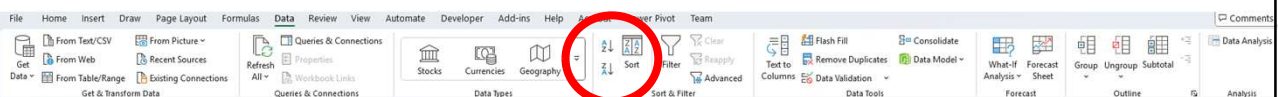
Also a function that *spills* from an anchor formulae in top left and is a *live* update as data changes

=**SORT**(Array, Sort Index, Sort order, By Column)

Range of the data set	Sort column (1= first on left)	1 = Ascending 2 = Descending	True = Column False = Row

=**SORTBY**(Array, By Array 1, Sort order 1, By Array 2, Sort order 2….)

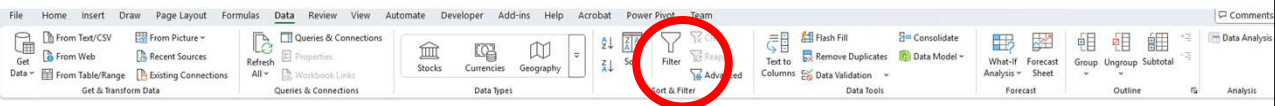| Range of the data set	First Sort column as a range	1 = Ascending 2 = Descending	Second sort column as a range	1 = Ascending 2 = Descending

Filter

Also a function that *Spills* from an anchor formulae in top left and is a *live* update as data changes

> A range and logical test
> B5:B15>50

=**FILTER**(Array, Include, If_empty)

> Range of the data set

> Response if no values meet the criteria
> "No items are…."

Combine with Sort and the result is both filtered and sorted

Properties

Filter Properties with 6 bedrooms and sort Alphabetically by Name

To Filter by two criteria Multiply them together

=**FILTER(A5:F32,(E5:E32>K2)*(F5:F32>K3))**

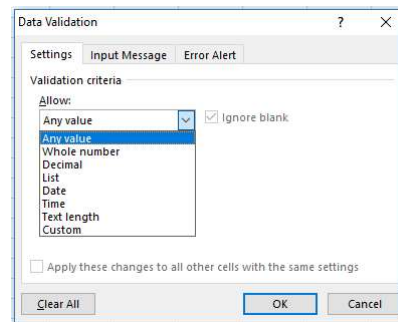To Filter by two either of two criteria Add them together

NB with these functions ranges must all match

Properties

Name	Location	Bedrooms	Date built	Price
Willows	Woking	4	1965	740,000
Toll barn	Barnet	5	1947	1,120,000
Squirels	Slough	5	1953	1,270,000
Oak Trees	Croyden	6	1974	940,000
Avers	Maidstone	4	1968	950,000
Meadow View	Luton	6	1935	1,020,000
Sunnyside	Ealing	5	1898	640,000
The Haven	Wimbledon	4	1987	1,480,000
Wayside	Crawley	6	1995	950,000
Lilac Cottage	Hemel Hempstead	5	1974	580,000
The Coach House	Windsor	5	1962	540,000
The Stables	Ipswich	4	1985	1,470,000
Greenacres	Epping	6	1948	1,350,000
Fairview	Sevenoaks	4	1935	920,000
Ivy Cottage	Hitchin	6	1984	640,000
The old Vicarage	Farnham	7	1973	1,250,000
Highfield	Greenwich	5	1958	530,000
The Firs	Merton	4	1942	620,000

Input data validation
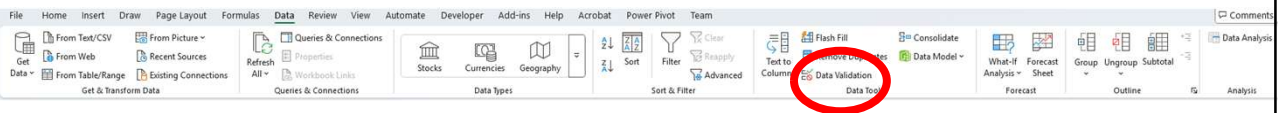
Lots of options to control the
way data is entered,
validated and error messages
returned

Questions

icaew.com