

Excel Tips & Tricks

EDITING DATES FIELDS IN EXCEL

Evergreen reports have the option of providing dates as either:

Raw timestamp	2011-01-19 14:19:18-05
Date (Transform)	2011-01-27
Year + Month (Transform)	2011-01

Excel recognizes this data as text. For proper sorting and filtering of dates, the Evergreen date data must be converted using the Text to Columns feature.

- 1) Highlight the column you wish to convert.
- 2) Data → Data Tools → Text to Columns
- 3) Accept defaults and click Next.
- 4) Accept defaults and click Next again.
- 5) Select the YMD option in the drop down box next to Date in the Column Data Format section.
- 6) Select the Destination where you would like the converted dates to appear. If you want to replace your current information, you do not need to make any changes.
- 7) Click Finish.

If you converted the raw timestamp, you will need to select how you want the converted information to appear: long date, short date or short date with the time information.

THE POWER OF PASTE SPECIAL

After using formulas to calculate or create the number/text you want, it is often easier to copy and paste the value into the cells, replacing the formula. This is particularly helpful if the calculation is processor-intensive.

To copy cells with the formula and then paste the values only:

- 1) Select the cells with the formula and copy them.
- 2) Home → Clipboard → Down Arrow under Paste → Paste Values

There are other useful options. Transpose will flip data from rows to columns, or vice versa. Under Paste Special, I am particularly fond of paste link, formats only, and column widths.

EASY COPYING AND PASTING OF FORMULAS

Ctrl+Shift +End moves the cursor to the last cell on the last row that contains data in the workbook.

If you need to create a new column of data based on a formula, to help save time you could:

1. Go to the next blank column in the workbook and enter a column header.
2. Enter the formula into the next cell down.
3. Copy that cell.
4. Click Ctrl+Shift+End to highlight the entire column.
5. Then paste!

You can then copy and paste the column anywhere you like in the worksheet.

HOW TO DELETE EXTRA BLANK ROWS AT END OF WORKSHEET

- 1) Highlight the first row you want to delete.
- 2) Click Ctrl+Shift+Down Arrow.
- 3) Right click and select delete.
- 4) Select "Entire Row."
- 5) Save the workbook.

HOW TO FIND DUPLICATE VALUES BY FORMULA

- 1) Enter the header "Duplicate?" in a new column.
- 2) In the cell below (Row 2), enter the following formula:

=IF(COUNTIF(range, criteria)>num), "duplicate", "unique")

Where: *range* is the range of cells for which you are looking for the duplicate value, and
criteria is the value that you are searching for
num is the number of times the value would appear if it was NOT a duplicate

* Please note that the messages that appear could be any text you prefer.

If you are looking for duplicate values in a single column, such as Column E, the following formula would be entered into Row 2 of the new column. You would then copy the formula and paste it throughout the new column so that there was a formula in the new column for every value in Column E.

=IF(COUNTIF(E:E,E2)>1,"duplicate", "unique")

If you are looking for duplicate values between 2 columns, such as Column E and F, with Column E containing the longer list of data, the formula would be

=IF(COUNTIF(E:E, F2)>0) ,"duplicate", "unique")

** Duplicate values can also be found by using the Conditional Formatting options. Cells can then be filtered or sorted by cell format. I do not use this method because it is a slower process on my PC longer compared to the formula method.*

USING MACROS

Macros are helpful for any repeated tasks performed in Excel. For Evergreen reports, they could be helpful for converting barcodes properly, converting ISBNs so that they display properly, and formatting common reports for printing.

To create a Macro:

- 1) Click the View → Macros → Record Macro
 - 2) Name the macro. [The name must start with a letter or an underscore and cannot contain spaces.]
 - 3) Assign a shortcut key, if so desired (optional).
 - 4) Store the macro in the Personal Macro Workbook so that it will be available anytime you open Excel.
 - 5) Click OK.
 - 6) Perform the steps you want saved to the macro.
 - 7) Click the View → Macros → Stop Recording
- The Macros are stored in "PERSONAL.xlsm" which is a hidden file that opens automatically with Excel. To view the file, click View → Window → Unhide.
 - Macros can also be imported and exported between computers via the VBA Project Explorer. (A quick way to access this interface is "Step Into" a macro.)