

Tips and Tricks that Work

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Excel – Flash Fill versus Formulas

In the past I would use formulas to Split out or Concatenate data, but now that I've found Flash Fill those days are over.

=Concatenate(text1, [text2]...)

=Left (text, [num_chars]...)

Now, enter data as you want to appear in cell one and choose **Data, Flash Fill** and allow it to copy it on down.

Excel - Index Match

Index Match blows Vlookup out of the water! Look up is done across all columns and not just one directional.

```
=INDEX(Column, MATCH(search value, search column, 0))
```

Matrix Lookups using INDEX MATCH MATCH

```
=INDEX(Array, MATCH(lookup_value, lookup_array,0), MATCH(lookup_value, lookup_array, 0))
```

<http://www.mbaexcel.com/excel/how-to-use-index-match-match/>

Pivot Tables and Pivot Charts

Pivot Tables and Pivot Charts are a great way to get the most out of your data. You can create really quick reports and manipulate your data to present the information you want quickly. Most Pivot Tables are ready in 1 minute or less.

<https://exceljet.net/things-to-know-about-excel-pivot-tables>

Conditional Statements

- Ability to find criteria quickly
- Red, yellow, green light approach
 - Red - falls over a certain amount
 - Yellow - falls within a certain range
 - Green - falls below a certain amount

Filter by Color

- How to find which items that meet a certain condition
- Click on Filter
 - Chose the column that has the conditional criteria
 - Select By Color

Get rid of data entry

- Tired of entering data each month into a spreadsheet
- Different approaches:
 - ODBC connection
 - BI (Business Intelligence) Tools
 - Sharepoint
 - ERP system
 - Excel based like BI360

Thank You!

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