

Excel Tips and Tricks

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Tips (aka "Hiding in Plain Site")

- View Multiple Sheets:
 - To open a new window: View/New Window
 - To view side by side with another window: [Windows button] + →
- Fill blanks with data in above cell
 - One cell: Ctrl + D
 - Many cells: Home / Find & Select / Go To Special / Blanks / = up arrow / Ctrl+Enter / Paste special values to remove the equation and allow for sorting
- Format window: Ctrl+1
- Find and Replace: Ctrl + H
 - Wildcard: *
 - When date or times aren't being recognized as dates and times after formatting:
 - Dates - replace / with /
 - Time - replace : with :
- Repeat last action in tables and (sometimes) charts: F4
- Set and Clear Filters: Ctrl, Shift + L
- View formulas: Ctrl+~

Formulas

- Formatting text with upper/lowercase: Upper, Lower, Proper
- Remove extra spaces: Trim
- Convert units: Convert
- Return data from another table: XLookup

UnPivot Data – “Reverse Pivot Table Explosion”

1. Take a summary data table that you want to convert to a table that is one record per row (i.e. a more EDD friendly version).

Well	Date	Analyte A	Analyte B	Analyte C
Stuff	Goes	In	These	Cells
Stuff	Goes	In	These	Cells

2. There should be only one row and column header. If there is more than one combine with a “;” or another delimiter you would like to use. In the example below the Well and Date fields were combined.

Well; Date	Analyte A	Analyte B	Analyte C
Stuff;Goes	In	These	Cells
Stuff;Goes	In	These	Cells

3. Click in any of the cells in the table. Hold down Alt, press D and then P. A pop-up will appear.
 - a. Select multiple consolidation pages and NEXT.
 - b. Select I will create the page fields and NEXT
 - c. Highlight everything including the top labels, hit add, and NEXT.
 - d. Select New worksheet and FINISH.
4. Unclick everything on the pivot table pane on the right but value.
5. Double click on the value in the pivoted table (on the left) and a new table will be created with one record per row.
6. If you combined any data in step 2 (in our example Well and Date) move the column to the last column in your table, highlight the column and under the Data tab use text to columns “delimited” and enter the delimitator you used (in our example a ;).

Chart Detects and ND's with Different Markers

1. Create a table that includes sample date, detect flag and result value.
2. Add an If function that if it is not a detect to return the result value, otherwise return an #N/A for detects (see below image for an example of the function).
3. Chart the date, result and non-detect fields.
4. The Non-Detects will chart on top of the Detects, masking you are charting the value twice.
5. Format the detects with a connecting line and how you would like detects to look. Format the non-detects without a line and how you would like the non-detect marker to look.

