12 useful things to know in Excel

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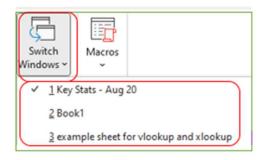
Switch between open Excel windows

Do you often have more than one Excel workbook open and have to switch between them to work? There is a command that lets you switch easily within Excel.

Click on View tab to access the Window group.

File	Home	Insert	Draw	Page Layo	out Fo	rmulas	Data	Review	v <u>View</u>	Help	Enterprise Connect
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Choose the 'Switch Windows' command and click on the open Excel workbook you want to see next.



It will appear in front of everything else on your screen. You can then use this to go back to your original spreadsheet.

Start a new line within a cell

If you are inputting into a cell in a spreadsheet and want to start a new line **in the same cell**, this is called a line break within a cell. You can use this to wrap text more accurately than the 'Wrap text' command in your ribbon, for example with a list of roles.

- 1. To input a line break, type the first thing you want in the cell and leave your cursor after the last character.
- 2. Then press the **ALT** key down and press the **Enter** key.
- 3. Type your next line.

Main Stakeho 1) CEO		
2) Directors		
3) Area Mana	gers	

4. Repeat this process until you have everything you want in the cell.

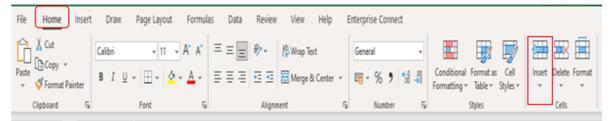
Ways to insert rows or columns easily

There are several ways to do this. Although the following examples show how to insert rows, all of these methods will work for inserting columns too.

A. You can use a keyboard shortcut to insert rows or columns

- 1. Click onto the row where you want to add one.
- 2. Hold the **Alt key** down whilst you press I key and then **R** key. (Remember IR for Insert Row).
- 3. It will add a row above where you are clicked on. You can keep **Alt** pressed down and repeatedly press I then **R** to add multiple rows.
- 4. For adding columns, use **Alt** and the **I** and **C** keys (IC for Insert Columns).

B. You can click on the 'Insert' command in the Cells group on Home tab



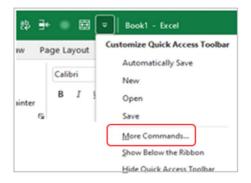
- 1. This should let you repeatedly click onto it and insert multiple rows.
- 2. If you click onto a whole column, then click Insert, it will insert new columns instead.

C. Add 'insert row' to the quick access area of your Excel files.

The 'quick access area' is the space along the top left of your Excel workbooks. A couple of commands may already be there (e.g. Undo) but you can add whatever you want there.



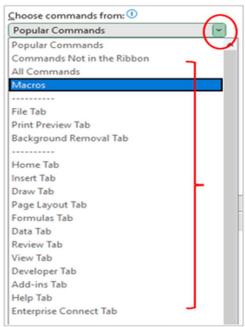
1. Click on the dropdown arrow and choose 'More Commands' at the bottom of the list.



2. Find what you want in the list on the left. It looks complicated but all you need to know is that on the left are commands available to add, on the right are commands already in your QAT, and the Add/Remove buttons are in the middle.

ccel Options		?	\times
General	Customize the Quick Access Toolbar.		
Formulas			
Data	Choose commands from: Customize Quick Access Toolba	r. 🛈	
	Popular Commands For all documents (default)	~	
roofing			
ave	Font Size		
nguage	Compare and Merge Work	books	
cessibility	Merge & Center		
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uick Access Toolbar	Co Insert Picture		
JICK ACCESS IOOIDAF	UP Insert Sheet Columns		
d-ins	B Insert Sheet Rows		
ust Center	Insert Table		
	Macros [View Macros]		
	Merge & Center << <u>R</u> emove		*
	Name Manager		
	New File		
	C Open		
	S Page Setup		
	Paste		
	Paste Pa		
	Paste Special		
	Show Quick Access Toolbar		
	Toolbar Position Above Ribbon ~ Customizations: Reset ~ 3		
	Always show command Jabels Import/Exp	art v	
	Importexp		
		ОК	Cancel

3. It defaults to Popular commands, but if you can't find what you want in that list, just use the drop-down arrow to select another group like All Commands, Home tab commands, etc.)



4. Click onto the command you want to add to your quick access area, e.g. Insert Sheet Rows, and then press Add so it appears in the list on the right.

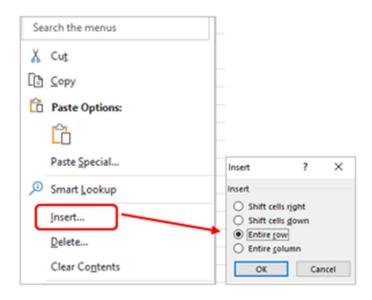
el Options		?	×
eneral	Customize the Quick Access Toolbar.		
ormulas			
ata	Choose commands from: ① Customize Quick Access To	olbar: 🛈	
	Popular Commands) ~	
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ick Access Toolbar	C Insert Picture		
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d-ins	+ Insert Sheet Rows		
ist Center	Insert Table		
	Macros [View Macros]		
	Merge & Center << <u>Bernove</u>		Ψ.
	Name Manager		
	New File		
	D Open		
	Page Setup		
	D Paste		
	C Paste +		
	🔁 Paste Special		
	De Drint Deminer and Drint		Į.
	Show Quick Access Toolbar		
	Toolbar Position Above Ribbon Customizations: Reset	3	
	Always show command labels Import.	/Export ~ 🕕	
	ſ	ОК	Cancel

- 5. Click OK to apply the change and close the dialogue box.
- 6. It is now in your quick access area along the top of Excel. It stays there for every Excel workbook you open.



7. To add multiple rows, just press the icon multiple times and new rows will be inserted into your worksheet.

D. You can right click and choose 'Insert'. Then choose 'entire row' or 'entire column'.



E. Finally, if you drag your cursor to highlight, say, six rows, then use any of these methods for inserting, it will add six rows. The same with columns.

The new rows / columns are inserted in front of the first of the row/column you highlighted.

How to tell which column is sorting data

If you have a lot of columns and have sorted your data alphabetically, numerically, etc, you might have forgotten which column you sorted by, especially if you last used the spreadsheet a while ago.

Look for the column heading that has the small arrow pointing upwards or downwards. This is the column data by which the spreadsheet is sorted. An arrow upwards means the data is sorted in ascending order; a downward arrow means descending order.

1	A	В	С	D	\frown
1	First Name 💌	Surname 💌	Full Name 🔻	Years at Barnardo's	(.T)
2	Maxine	Craig	Maxine Craig		1
3	Stuart	Bain	Stuart Bain		6
4	Lissa	Jones	Lissa Jones		20
-					

1	A	В	c o	D	
1	First Name 💌	Surname 💌	Full Name 斗	Years at Barnardo's	-
2	Stuart	Bain	Stuart Bain		6
3	Maxine	Craig	Maxine Craig		1
4	Lissa	Jones	Lissa Jones		20
-					

Finding workbooks that you recently opened or worked on.

Do you know that when you open a blank Excel workbook, you can easily see your recently accessed workbooks and any that have been shared with you?

Before you click onto 'Blank workbook,' there is an Excel landing page with sections called New, Recommended for you, Recent, Pinned and Shared with me (see next page).

Excel	Good afternoon
습 Home	New
D New	Blank workbook Personal monthly budget Loan amortization schedule
D Open	Search Recommended for You
	Stakeholder Map + BAU Meetings Key Stats - Aug 20 James Phillips created a task for Mar Vou edited this Wed at 09.17 5 May
	Recent Pinned Shared with Me Image: Name Image: Name Key Stats - Aug 20 Maxime Craig's OneDrive - Barrando's > Documents > 1) Guides > Excel

Recommended for you: this displays the most recent 5-6 Excel files you have accessed as 'tiles' so you can see a page of them. (You can hide this section via the dropdown arrow in front of Recommended)

Recent: if you click into 'Recent,' you can see a longer list of your recent workbooks with the date you modified them. Using the 'More workbooks' arrow at bottom right, you can access workbooks you opened from today, yesterday, this week and last week.

Most useful of all, you can open any of these Excel files from this list so you don't have to go hunting for files you worked on or read last week or find the email they came to you on.

You can even pin any of these Excel workbooks to your Pinned list so you can easily find it later. Just use the Pin icon.



How to see which Excel files have been shared with you

Do you know that when you open a blank Excel workbook, you can easily see any workbooks that have been shared with you?

Before you click onto 'Blank workbook,' there is an Excel landing page with a section called 'Shared with me.'

Excel	Good afternoon
ि Home	V New
D New	Blank workbook Personal monthly budget Loan amortization schedule
D open	✓ Search ✓ Recommended for You Image: Stakeholder Map + BAU Meetings mame Phillips created a tank for Mar Wed at 09.17 Recent Pinned Shared with Me Image: Name
	Key Stats - Aug 20 Maxime Craig's OneDrive - Barnardo's > Documents > 1) Guides > Excel

Click onto 'Shared with me' and it will display the list of Excel workbooks that have been shared with you by colleagues. It gives you the file name, and when it was shared and by whom.

Recent Pinned Shared with Me		
Name	Date shared	Shared by
Setting up your new Computer - v1_10 - FINAL Version - 7th February 2022 Subject: New Computer Guide	8 February	Michael Fleet
Tips for recording selfie videos Subject: Business Services Virtual Conference	19 January	Angi Lewis
digital signature test Shared by: Andrew Payne (D&T)	19 January	Andrew Payne (D&T)

Clicking onto the 'More workbooks' arrow at bottom right will display a full list.

Handily, you can open any of these files from this list, so you don't have to go hunting for the files you know were shared with you.

Concatenate (Merging columns)

This complicated word just means to link together.

The Concatenate function is a useful tool in Excel if you want to combine two or more columns into one – e.g. First Name and Surname. Concatenate works for rows too but this example is for columns, which is a more common use.

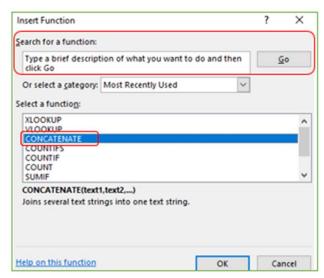
1. Choose a column for the concatenated data to go into. In this example, Full Name.

1	A	В	C	D
1	Role	First Name	Surname	Full Name
2		Maxine	Craig	
3		Lissa	Jones	
4		Stuart	Bain	
5				\square
6				
-				

- 2. Click into the first cell of that new column e.g., cell number D2 after the column header.
- 3. Click into the Insert Function area the **fx** in top left.

D	2	• : × ·	fx	
4	A	В	c	D
1	Role	First Name	Surname	Full Name
2		Maxine	Craig	

4. Choose 'Concatenate' from the list or type it into the 'Search for a function' box and click Go to find it.



5. Click OK

6. This brings up your 'Function Arguments' box. Don't panic – all you need to do is tell Excel which two (or more) columns you want to merge.

Function A	Arguments					?	×
CONCATE	NATE						
	Text1 Text2			★ = text★ = text)		
Joins severa	al text strings i	nto one text s	tring.				
		Text1:			ct strings to be joine is, numbers, or singl		
Formula re:	sult =						
Help on thi	is function				ОК	Ca	ncel

- In Text1 box, type the number of the cell you want to appear first in the new cell, e.g. First Name, which in this example is B2. OR you can simply click into B2 and the Text1 box will enter the data itself.
- 8. Repeat the same step for Text2 box, e.g., click onto C2 or enter C2 for the Surname.

CONCATENATE				
Text1	B2	1	=	"Maxine"
Text2	C2	1	=	"Craig"
Text3		Ť	=	text

Note: when you click into the Text2 box, Excel will automatically give you a Text3 box. You do not have to use this if you don't need it.

9. Make sure to add a space if you need one. If you want anything like a space or comma, you need to input that character into Text2 box in inverted commas (e.g., "" or ",") then continue with the data in Text3. For example, B2 is First Name and C2 is Surname, but if you want a space or comma between those names:

Function Arguments CONCATENATE		CONCATENATE	
Text1 82 Text2		Text1 B2 Text2	
Text3 C2 Text4		Text3 C2 Text4	
	= "Maxine Craig"		= "Maxine,Crai

Note that Excel shows you in bottom right how the new cell will look before you press OK.

10. Click OK

11. Your new cell will display with the merged data.

D	2	• : 🗙 -	∕ fx =(CONCATENATE(B2," ",C
4	A	В	С	D
1	Role	First Name	Surname	Full Name
2		Maxine	Craig	Maxine Craig
3		Lissa	Jones	
4		Stuart	Bain	
5				

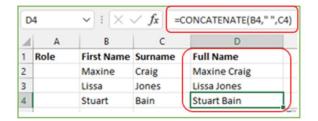
The example above shows the formula in the Functions bar as: **B2**," ",**C2**" because it is for row 2. Therefore, the data in cell D2 is First Name (B2) plus a space, plus Surname (C2).

12. To reproduce this in other cells, just grab the 'fill handle' of the concatenated cell and pull it down through the cells where you want to duplicate the function.

1	A	B	С	D
L.	Role	First Name	Surname	Full Name
2		Maxine	Craig	Maxine Craig
3		Lissa	Jones	
\$		Stuart	Bain	

Excel is clever enough to know that you don't want the same name in all of those cells, you want the same function to be performed.

13. You can see now that all the names in Columns B and C are concatenated in column D. You can also see that Excel has amended the formula for each row, e.g., row 4 now says B4 and C4 instead of B2 and C2.



14. This is the Concatenate function. Obviously, you can do it with multiple columns should you need to combine more than two.

Important: remember that your new column (D in this example) is only populated because there is data in your other columns (e.g., B and C). If you remove the data from those cells, the data in your concatenated cells will disappear.

Tip: If you need the new cells but not the originals (e.g., First Name and Surname not required now you have a Full Name column created), copy your new column and paste it back in using Values paste option. If you use normal Paste, it brings the formula with it.

[в ⊆ору	
Paste Options:	
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Paste Special	>

Convert text to columns – splitting one column into two

The 'text to columns' function allows you to divide the contents of one cell into separate columns.

For example, you may want to separate a column called Full Name into columns called First Name and Surname.

The first thing to remember is that when you separate one column into two, you need to have figured out where you want the new columns to go.

- 1. If needed, create new columns for the separated data e.g. First Name and Surname.
- Select the column with the data you want to separate, e.g., here Full Name in column B.
- 3. On the Data tab of Excel, click on **Text to Columns** function within the Data Tools group.

File	Ho	me insert Draw i	Page Layout Form	ulas Da	ta Review View H	elp Enterprise C	onnect		
Ge Data		nom From From Table/ t/CSV Web Range	Recent Existing Sources Connection	Refre		ns Stocks	Geography U	A↓ ZA Z↓ Sort	Filter Reapply Filter Advanced
		Get & Transform D	ata		Queries & Connections	Dat	ta Types	1	Sort & Filter
82	A	v : × √ fx Jo	hn Smith	D	E	F	G H		JKL
1 ID	^	Full Name		name	Role	Years of service	v n		
2	6567	John Smith	1		Retail Assistant	6			
3	5647	Matthew Smith	· · · · · · · · · · · · · · · · · · ·		Retail Assistant	7			
	3487	Helen Taylor			Manager	10			G En '
5	4354	Emma Johnson			Deputy Manager	4			Text to
5	9823	Peter Jones			Supply Assistant	1			
1	8974	Mary Kelly			Marketing Assistant	3			Columns
8	2398	Erika Szabo			Retail Assistant	2			
9	1284	Marius Kozakovich			Driver	15			

4. The 'Convert text to columns' wizard will appear and has three steps.

convert lext to Columns w	izard - Step 1 of 3			?	\times
The Text Wizard has determine	ned that your data	is Delimited.			
f this is correct, choose Next	t, or choose the da	ta type that be	est describes your da	ata.	
Original data type					
Choose the file type that b				_	
- With construction of	racters such as com				
Fixed width - Field	is are aligned in co	iumns with sp	aces between each	field.	
Preview of selected data:					
2 John Smith					^
3 Matthew Smith					
4 Helen Taylor 5 Emma Johnson					
6 Peter Jones					~
<					
					>
	Cancel	< Back	Next >		>

5. Step 1 - choose 'Delimited' under the file type section.

6. Click Next.

7. Step 2 is for setting your delimiters. A delimiter is one or more characters that separate text strings, such as commas, semicolon, space, brackets.

8. Clear all except Space.

Convert Text to	Columns Wiz	ard Step 2 of 3		?	×
This screen lets n the preview Delimiters I Jab Semicolon Gomma Space Qther:	below.	limiters your data contain at consecutive delimiters valifier:		w your text is af	fected
John Matthew Helen Emma Peter	Smith Smith Taylor Johnson Jones				< > >
		Cancel <	Back Next	> <u>F</u> in	ish

Note: If you think that there are double/triple consecutive spaces between the names, then tick the 'Treat consecutive delimiters as one' box.

9. Click Next.

10. Step 3 is where you set the data format for your columns – do you want general, text or date?

Convert Text to Columns Wizard -	Step 3 of 3			?	×
This screen lets you select each col Column data format © <u>G</u> eneral <u>D</u> ate: <u>DMY</u> Do not import column (skip)	'General' cor	nverts numeric d all remaining	values to numb values to text. vanced	ers, date	e values
Destination: SBS2					Î
Data preview General General John Smith Matthew Smith Kelen Taylor Smma Johnson Peter Jones <					^ ~ ~
	Cancel	< <u>B</u> ack	Next >	Ein	nish

11. This is also where you set your **destination cell**. As you can see, it defaults to the cell in which your current data is, e.g., B2 in this example.

12. If you want the first column of the new data to overwrite your existing data (e.g. with the first name in the first column and last name in the adjacent column) AND the column after it is blank, you can leave this as it is.

13. If you want to keep the original data intact, choose different destination cells by clicking the cells you want the data to go into.

In this example, I have chosen to separate the names into the two new columns I created, keeping the original data column intact. Therefore, the destination is cells C2 to D9.



14. Click Finish. Your data is now in separate columns.

4	A	В	- C-	↓	E
1	ID	Full Name	First Name	Surname	Role
2	6567	John Smith	John	Smith	Retail Assistant
3	5647	Matthew Smith	Matthew	Smith	Retail Assistant
4	3487	Helen Taylor	Helen	Taylor	Manager
5	4354	Emma Johnson	Emma	Johnson	Deputy Manager
6	9823	Peter Jones	Peter	Jones	Supply Assistant
7	8974	Mary Kelly	Mary	Kelly	Marketing Assistant
8	2398	Erika Szabo	Erika	Szabo	Retail Assistant
9	1284	Marius Kozakovich	Marius	Kozakovich	Driver

Putting data into middle of other cell data

If you ever have cells in Excel that need to be merged but without some of the original data, you should not use Concatenate. You can, however, use this formula to place data in the middle of other data in a cell.

For example, how can you get the ticket numbers in column A to go into column B to replace the xxxxx's?

A		В		
Ticket Number		Action		
	52841	exec REMOVECALL	xxxxx	1,1
	52843	exec REMOVECALL	xxxxx	1,1
	52845	exec REMOVECALL	xxxxx	1,1

1. This method should be done with a 'help' column. Select the blank cell which is next to the original data. Name the new column if you want.

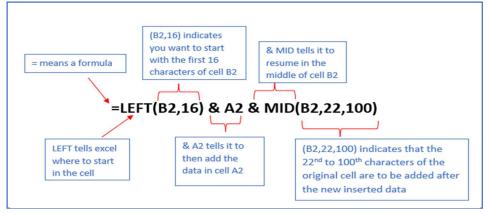
1	A	В	С
1	Ticket Number	Action	New action with ticket numbers
2	52841	exec REMOVECALL xxxxx,1,1	
3	52843	exec REMOVECALL xxxxx,1,1	
4	52845	exec REMOVECALL xxxxx,1,1	
-			

- You will also need to count along the cell data to see at what point you want the 'inserted' data to start and end. Count every character (including spaces) up to the start point, then up to the end point.
- 3. For example, in the screenshot above, I want the 52841 in cell A2 to take the place of xxxxx in cell B2. Therefore, I know that the inserted data needs to start AFTER character number 16 (the space after CALL) and to end before character number 22 (the comma after the xxxxx).
- 4. Now comes the formula. This might seem complicated, but this explains each part.
- 5. In this example, I want the result in cell C2 to be exec REMOVECALL 52841,1,1
- Therefore, in the formula bar for cell C2, I put: =LEFT(B2,16) & A2 & MID(B2,22,100)

С	2 • : 🗙 🗸	fx =LEFT(B2,16) & A2 & MID(B2	,22,100)
4	Α	В	с
1	Ticket Number	Action	New action with ticket numbers
2	52841	exec REMOVECALL xxxxx,1,1	exec REMOVECALL 52841,1,1
3	52843	exec REMOVECALL xxxxx,1,1	
4	52845	exec REMOVECALL xxxxx,1,1	

You can see the result in cell C2.

7. Here is the explanation of the formula so you can adapt it to different scenarios.



- = means you are starting a formula
- > **LEFT** indicates where to start in the new cell (here, column C)
- > (B2,16) indicates you want to start with the first 16 characters of cell B2
- & A2 indicates to then add the data that is in cell A2 (e.g. the ticket number, the data to go into the middle of the original data)
- **& MID** indicates to resume in the middle of the cell
- (B2,22,100) indicates that the 22nd to 100th characters of the original cell are to be added after the new inserted data

8. Once your first cell is completed, use the fill handle of that cell to drag the formula down through the column to populate your whole column.

A	В	C	
Ticket Number	Action	New action with ticket numbers	
52841	exec REMOVECALL xxxxx,1,1	exec REMOVECALL 52841,1,1	
52843	exec REMOVECALL xxxxx,1,1	exec REMOVECALL 52843,1,1	
52845	exec REMOVECALL xxxxx,1,1	exec REMOVECALL 52845,1,1	

9. Obviously you could put text or letters into the mix instead of numbers. Any text has to be included in inverted commas. For example, if you need to put a D into a list name, the formula could look like this:

	B2	- (C	f∗ =LE	FT(A2,1) &	"D" & MID	(A2,2,10
-	A	В	e	D	E	F
1	List					
2	G20150101	GD20150101				
3	G20150102					
4	G20150103					
5	G20150104					
6	G20150105					
7	G20150106					
8	G20150107					
9	G20150108					
10	G20150109					
11	G20150110					
12	G20150111					

=LEFT(A2,1) & "D" & MID(A2,2,100)

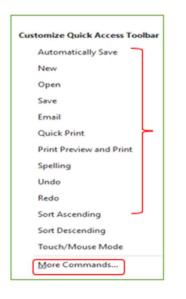
Tip: Besides the above formula, you can also apply this formula =**REPLACE(A2,2,0,"D")** (the number 2 indicates the location where the D is put – 2^{nd} character of the cell data).

Add commands into quick access toolbar

The quick access toolbar is the small area that runs along the very top left of your Excel (and Word, Outlook, PowerPoint). It gives you quick access to the commands you put there, rather than going along the tabs and groups to find specific commands.



1. If you click onto the small downward arrow you can see some commands there for you to add, such as Open, Save, Quick Print, Read Aloud, Editor, Undo, Open, etc.



- 2. However, if you choose 'More Commands,' a command box will open. (You can also reach this through File in top left of your Excel, then choosing Options and the Quick Access Toolbar area.)
- 3. Your available-to-add commands are on the left, and your current QA toolbar commands are on the right. The Add and Remove buttons are in the middle.

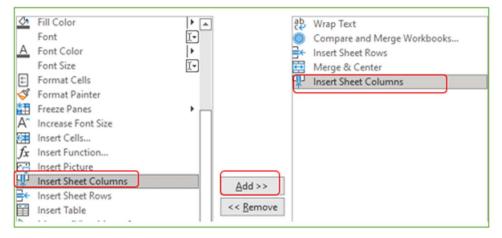
Customize the Quick Act	cess Toolbar.		
Choose commands from:		Customize Quick Access Toolban	
Popular Commands	*	For all documents (default)	~
<separator> All Chart Types [Create Child or Remove Filters All Chart Types [Create Child or Remove Filters Calculate Now Conditional Formatting Conditional Formatting Copy Custom Sort Custom Sort Custom Sort Custom Sort Custom Sort Delete Cells Delete Sheet Columns Delete Sheet Rows Email Font Font Color Font Color Format Cells Freeze Panes Show Quick Access Toolbar Toolbar Pgsition Above Ribboo Above Ribboo</separator>		Wrap Text Compare and Merge Workbook Insert Sheet Rows Merge & Center Modify Customizations: Reset • •	*
C Anways show command jabe	0	Import/Export *	J.
		ок	Cancel

4. Find what you want in the list on the left. It defaults to 'Popular commands,' but there are hundreds in total so if you can't find what you want in that list, just use the drop-down arrow to select something else like All Commands, Home Tab commands, Review commands, etc.

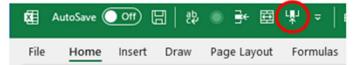


5. Click onto the command you want to add to your quick access area and then press 'Add' so it appears in the list on the right.

For example, adding 'Insert sheet columns' below:



- 6. Click on OK.
- 7. It is now in your quick access area along the top and will remain there whenever you open any Excel workbook.

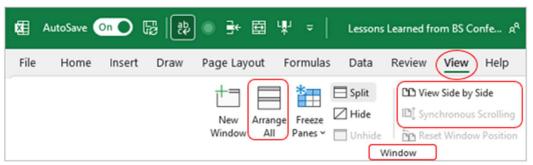


View side by side + synchro scrolling

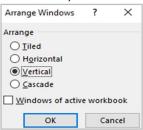
If you have two similar Excel workbooks and want to see them at the same time, you can use the 'view side by side' function. This allows you to compare the workbooks.

Synchro scrolling allows you to look at the same place in both files because, when you scroll, it will move both files through the rows/columns at the same time.

- 1. Open both of the files you want to compare.
- 2. On one of the files, look for the View tab on your ribbon and then to the Window group.



3. Click onto the 'Arrange All' command to choose how you want to view the files – Tiled, Horizontal, Vertical or Cascade. In this example, I have chosen vertical.



4. Click 'View side by side.' Your documents will move to be viewed side by side on your screen.

Sheet Work Viter - Vite	aost 94		Swith Holes	e B Shet Woldeda Ven - Ven -	Es Q. Determine Contract Determ	Setch Notes -
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				10 17 Weeting that space 18	Carriers disable the chart to there are no commerts after session ends?	Yes
				18		

5. To scroll both documents at the same time, click on 'Synchronous scrolling' command. (It will be greyed out until you open 'view side by side.')



6. As long as both 'view side by side' and synchro scrolling are in grey along the top of one of the files, you will now be able to scroll through two Excel files to spot differences.

📩 New Window	
Arrange All	
🟥 Freeze Panes 🗸	
	Window

Data validation

The data validation function in Excel helps control the kind of input entered by a user in a worksheet. In other words, the data typed in a specific cell must comply with the criteria set for that cell.

Data validation also allows a provision of instructions about the data to be typed. The cell to which the data validation rule is applied is called a 'validated cell.'

Examples of data validation rules:

- a. A whole number between 1 and 20 is allowed.
- b. A date is allowed to be entered which is greater than 15/09/2021 (start date) or lesser than 15/09/2021 (end date).
- c. A text entry is allowed which matches any of the values ("yes," "no," and "unsure") of a drop-down list.

Apart from setting the criteria, data validation in Excel also allows you to create a predefined range of inputs – a drop-down list. This ensures that all the data entries follow the same format.

- 1. Click into the cell for which you want to set validated data.
- 2. Go into the Data tab on your Excel ribbon and find the Data Tools group.



3. In the data tools group, select Data Validation.



4. The Data Validation dialogue box will open:

ettings Input Messa	ge Error Alert		
alidation criteria			
Allow:			
Any value	✓ Ignore blar	ik	
Data:			
between	~		

5. The first tab is Settings, which contains the validation criteria.

6. From the drop-down list under 'Allow,' you can select the data format to be allowed to users: whole number, decimal, list, date, time, text length and custom.

Allow:	
Any value	~
Any value	
Whole number	
Decimal	
List	
Date	
Time	
Text length	
Custom	

7. For each type, a box opens for you to set the data parameters, with the Data drop-down field and a minimum and maximum field.

Data Validation	?	×]
			<u>D</u> ata:
Settings Input Message Error Alert			between 🗸
Validation criteria			between
Allow:			not between
Whole number			equal to
Data:			not equal to
between			greater than
			less than
Minimum:			greater than or equal to
	Ť		 less than or equal to
Maximum:			
	Î		
Apply these changes to all other cells with the sa	me settings		
<u>C</u> lear All OK	Ci	ancel	

- 7. The drop-down list under "Data" is used for defining the criteria within your chosen type. All options under Allow (whole number, decimal, list, date, time, text length) have the same Data options: between, not between, equal to, not equal to, greater than, less than, greater than or equal to, less than or equal to.
- 8. For instance, if the input in the cell should be entered as a number between 5 and 10, select 'whole number' from the drop-down list under "Allow." Then choose the minimum as 5 and the maximum 10.

10. The option of List is slightly different. If you choose List, the Data dropdown is greyed out and a Source box appears. **Note** that you can choose to use an in-cell dropdown.

ettings	Input Message	Error Alert
alidation	criteria	
Allow:		
List		V Ignore blank
Data:		In-cell dropdown
betwee	n	~
Source:		

11. The Source box is where you set your list of choices for the validated cell(s). You can do these one of two ways:

- (a) type in your list.
- (b) have your list on another tab already typed out.

11a. If you choose to type the list in Source, just input your list with a comma between each item:

Source: Never,Daily, Weekly,Monthly

A dropdown box will now appear in your cell:

do you attend meet	ings on Microsoft Teams?	_
	1	¥
Never	e	
Daily		
Weekly		
Monthly		

11b. If you choose the tab method, write your choices on separate lines of another tab (here called Data Options)

4	A
1	Never
2	Daily
3	Weekly
4	Monthly

Tip: if you think you will have extra list items to add later, always include some blank lines in this method. That way when you add them to your tab list, the formula still covers all of your list.

1	A		
1	Never		
2	Daily	Source:	
3	Weekly		•
4	Monthly	='Data options'!SA\$1:SA\$7	T
5			
6	<u> </u>		
-			

Click onto those cells while you are within the Source box. Excel will input the formula for those cells (e.g., Data Options cells A1 to A4)

='Data options'!SAS1:SAS4	1
---------------------------	---

This method will give you the same drop-down list as typing directly into Source.

do you attend meetings on Microsoft Teams?	
Monthly	¥
Never Daily Weekly	
Monthly	

12. The tick-box "ignore blank" is selected by default. This selection tells Excel to ignore the blank values.

Validation criteria		
Allow:		
Whole number	🗸 🗸 Ig	nore <u>b</u> lank

13. The second tab in the Data Validation box is "Input message". You can enter a title and a message, which are displayed when a validated cell is selected.

Data Validation	?	×
Settings Input Message Error Alert		
Show input message when cell is selected		
When cell is selected, show this input message: <u>I</u> itle:		
Input message:		^
		~
<u>C</u> lear All OK	Car	ncel

Note: An "input message" is optional and tells the user about the kind of input allowed in a validated cell. But if you do add an input message, ensure that the "show input message when cell is selected" box is ticked.

14. The third tab is 'Error Alert' where you can enter a title and error message that are displayed when invalid data is typed in.

Data Validation	?	×	
Settings Input Message Error Alert Show error alert after invalid data is entere When user enters invalid data, show this erro Style: Style: Stop Error messag	r alert:	>	Style: Stop Warning Information
⊆lear All	ок с	ancel	

15. From the "Style" drop-down, you can select any of the three options: Stop, Warning or Information.

Note: An "error message" is optional and is a customised message which tells the user that they have made an error while typing data in the validated cell.

If an error message is added, ensure that the "show error alert after invalid data is entered" box is ticked.

If not added, Excel displays the default error message, which states that restrictions have been defined for the validated cell.

16. Once the entries in tab(s) you want have been defined, click "Ok" in the "data validation" window.

17. The data validation Excel rule is applied to the selected range of cells. You can create a data validation rule by selecting either a single cell or a range of cells in Excel.

Note: For creating a data validation rule, it is mandatory to enter the validation criteria in the "settings" tab (step 5). However, it is optional to define the tabs "input message" and "error alert."