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Date Functions

- 1) TODAY function shows today's date (whole number)
- 2) NOW function shows today's date and time (whole number & decimal)
- 3) YEAR function looks at a date and tells you what year it is. Example YEAR(1/1/2005) = 2005
- 4) MONTH function looks at a date and tells you what month it is. Example MONTH(1/1/2005) = 1
- 5) DAY function looks at a date and tells you what day it is. Example DAY(1/1/2005) = 1
- 6) EOMONTH function tells you what date is at the end of the month (including leap year)
 - -1 gives end of last month
 - 0 gives end of this month
 - 1 gives end of next month
- 7) EDATE returns a date that is a specified number of months before or after a supplied start date.
 - 1 jumps 1 month ahead
 - -1 jumps 1 month back
 - Example: EDATE(1/3/2016,1) = 2/3/2016
- 8) DATE function builds a date for you. Example: DATE(2004,2,2) = 2/2/2004

Examples of EOMONTH, EDATE and DATE functions:

25	EOMONTH function tells you what date is at the end of the month (including leap year)		
26	Invoice Date (Date on Invoice)	2/2/2016	0 = this month, -1 = last month. 1 = next month.
27	End of the Month	2/29/2016	=EOMONTH(B26,0)
28			
29	EDATE function jumps forward or backwards through the months given a start date (like 11/7/2011)		
30	Invoice Date (Date on Invoice)	11/7/2015	-1 = last month. 1 = next month. 2 = two months ahead.
31	Same Day Next Month	12/7/2015	=EDATE(B30,1)
32			
33	Hire Date	11/7/2014	
34	Number Years until Pension Vests	5	
35	Vest Date	11/7/2019	=EDATE(B33,B34*12)
36			
37	Dates	Date	DATE function builds a date for you. Example: DATE(2004,2,2) = 2/2/2004
38	20010714	7/14/2001	=DATE(LEFT(A38,4),MID(A38,5,2),RIGHT(A38,2))
39	20040410	4/10/2004	
40	20091115	11/15/2009	
41	20000610	6/10/2000	
42	20080401	4/1/2008	
43	20100717	7/17/2010	
44			

Fiscal Year

- 1) Fiscal Year for a company can be any three-month period.
- 2) Companies select Quarter 4 to be the slowest time of there year so that they have more time to do taxes and create financial reports.
- 3) Examples of Fiscal Quarters:

Actual Month	Actual Year	Fiscal Quarterly Sales Report
January	2016	2015 - Q4
February	2016	2015 - Q4
March	2016	2015 - Q4
April	2016	2016 - Q1
May	2016	2016 - Q1
June	2016	2016 - Q1
July	2016	2016 - Q2
August	2016	2016 - Q2
September	2016	2016 - Q2
October	2016	2016 - Q3
November	2016	2016 - Q3
December	2016	2016 - Q3

Example of Data Set with Date Helper Columns, including Formulas for Quarters and Fiscal Quarter and Fiscal Year:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
61	Date	Sales Rep	Sales	YEAR	MONTH	DAY	Month Name	Day Name	Quarter	Q Label	Fiscal Quarter	Fiscal Quarter	Fiscal Year	F Q Label								
62	1/25/2016	Michael G	\$389.00	2016	1	25	January	Monday	1	Q1 - 2016	4	4	2015	2015 - Q4								
63	2/9/2016	Dan	\$648.00	2016	2	9	February	Tuesday	1	Q1 - 2016	4	4	2015	2015 - Q4								
64	2/29/2016	Abdisamad A	\$295.00	2016	2	29	February	Monday	1	Q1 - 2016	4	4	2015	2015 - Q4								
65	2/29/2016	Catherine W	\$577.00	2016	2	29	February	Monday	1	Q1 - 2016	4	4	2015	2015 - Q4								
66	3/18/2016	Dana L	\$419.00	2016	3	18	March	Friday	1	Q1 - 2016	4	4	2015	2015 - Q4								
67	4/2/2016	Michael G	\$658.00	2016	4	2	April	Saturday	2	Q2 - 2016	1	1	2016	2016 - Q1								
68	4/8/2016	Cherry M	\$503.00	2016	4	8	April	Friday	2	Q2 - 2016	1	1	2016	2016 - Q1								
69	4/9/2016	Nikol M	\$236.00	2016	4	9	April	Saturday	2	Q2 - 2016	1	1	2016	2016 - Q1								
70	6/15/2016	Dan	\$537.00	2016	6	15	June	Wednesday	2	Q2 - 2016	1	1	2016	2016 - Q1								
71	8/3/2016	Sarabeth L	\$325.00	2016	8	3	August	Wednesday	3	Q3 - 2016	2	2	2016	2016 - Q2								
72	8/20/2016	Anastasiya A	\$510.00	2016	8	20	August	Saturday	3	Q3 - 2016	2	2	2016	2016 - Q2								
73	9/9/2016	Catherine W	\$557.00	2016	9	9	September	Friday	3	Q3 - 2016	2	2	2016	2016 - Q2								
74	10/30/2016	Nikol M	\$674.00	2016	10	30	October	Sunday	4	Q4 - 2016	3	3	2016	2016 - Q3								
75	11/1/2016	Dina	\$470.00	2016	11	1	November	Tuesday	4	Q4 - 2016	3	3	2016	2016 - Q3								

Cumulative List of Keyboards Throughout Class:

- 1) Esc Key:
 - i. Closes Backstage View (like Print Preview).
 - ii. Closes most dialog boxes.
 - iii. If you are in Edit mode in a Cell, Esc will revert back to what you had in the cell before you put the Cell in Edit mode.
- 2) **F2 Key** = Puts formula in Edit Mode and shows the rainbow colored Range Finder.
- 3) SUM Function: **Alt + =**
- 4) **Ctrl + Shift + Arrow** = Highlight column (Current Region).
- 5) **Ctrl + Backspace** = Jumps back to Active Cell
- 6) **Ctrl + Z** = Undo.
- 7) **Ctrl + Y** = Undo the Undo.
- 8) **Ctrl + C** = Copy.
- 9) **Ctrl + X** = Cut.
- 10) **Ctrl + V** = Paste.
- 11) **Ctrl + PageDown** =expose next sheet to right.
- 12) **Ctrl + PageUp** =expose next sheet to left.
- 13) **Ctrl + 1** = Format Cells dialog box, or in a chart it opens Format Chart Element Task Pane.
- 14) **Ctrl + Arrow**: jumps to the bottom of the "**Current Region**", which means it jumps to the last cell that has data, right before the first empty cell.
- 15) **Ctrl + Home** = Go to Cell A1.
- 16) **Ctrl + End** = Go to last cell used.
- 17) Alt keyboards are keys that you hit in succession. Alt keyboards are keyboards you can teach yourself by hitting the Alt key and looking at the screen tips.
 - i. Create PivotTable dialog box: **Alt, N, V**
 - ii. Page Setup dialog box: **Alt, P, S, P**
 - iii. Keyboard to open Sort dialog box: **Alt, D, S**
- 18) **ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell DOWN.
- 19) **CTRL + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and keep cell selected.
- 20) **TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell RIGHT.
- 21) **SHIFT + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell UP.
- 22) **SHIFT + TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell LEFT.
- 23) **Ctrl + T** = Create Excel Table (with dynamic ranges) from a Proper Data Set.
 - i. Keyboard to name Excel Table: **Alt, J, T, A**
 - ii. **Tab** = Enter Raw Data into an Excel Table.
- 24) **Ctrl + Shift + ~ (`)** = General Number Formatting Keyboard.
- 25) **Ctrl + ;** = Keyboard for hardcoding today's date.
- 26) **Ctrl + Shift + ;** = Keyboard for hardcoding current time.
- 27) **Arrow Key** = If you are making a formula, Arrow key will "hunt" for Cell Reference.
- 28) **Ctrl + B** = Bold the Font
- 29) **Ctrl + * (on Number Pad)** or **Ctrl + Shift + 8** = Highlight Current Table.
- 30) **Alt + Enter** = Add Manual Line Break (Word Wrap)
- 31) **Ctrl + P** = Print dialog Backstage View and Print Preview
- 32) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:

- i. **A1** = Relative
 - ii. **\$A\$1** = Absolute or “Locked”
 - iii. **A\$1** = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
 - iv. **\$A1** = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)
- 33) **Ctrl + Shift + 4** = Apply Currency Number Formatting
- 34) **Tab key** = When you are selecting a Function from the Function Drop-down list, you can select the function that is highlighted in blue by using the Tab key.
- 35) **F9 Key** = To evaluate just a single part of formula while you are in edit mode, highlight part of formula and hit the F9 key.
- i. If you are creating an Array Constant in your formula: Hit F9.
 - ii. If you are evaluating the formula element just to see what that part of the formula looks like, REMEMBER: to Undo with Ctrl + Z.
- 36) **Alt, E, A, A** = Clear All (Content and Formatting)
- 37) Evaluate Formula One Step at a Time Keyboard: **Alt, M, V**
- 38) Keyboard to open Sort dialog box: **Alt, D, S**
- 39) **Ctrl + Shift + L** = Filter (or **Alt, D, F, F**) = Toggle key for Filter Drop-down Arrows
- 40) **Ctrl + N** = Open New File
- 41) **F12** = Save As (Change File Name, Location, File Type)
- 42) Import Excel Table into Power Query Editor: **Alt, A, P, T**
- 43) **Ctrl + 1 (When Chart element in selected)**: Open Task Pane for Chart Element
- 44) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:
- i. **A1** = Relative
 - ii. **\$A\$1** = Absolute or “Locked”
 - iii. **A\$1** = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
 - iv. **\$A1** = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)
- 45) Keyboard to open Scenario Manager = **Alt, T, E**
- 46) **Ctrl + Tab** = Toggle between Excel Workbook File Windows
- 47) **Ctrl + Shift + F3** = Create Names From Selection
- 48) **Ctrl + F3** = open Name Manager
- 49) **F3** = Paste Name or List of Names
- 50) **Alt + F4** = Close Active Window
- 51) **Window Key + Up Arrow** = Maximize Active Window
- 52) **Ctrl + Shift + Enter** = Keystroke to enter Array Formulas that: 1) have a function argument that requires it, or 2) whether or not you are entering the Resultant Array into multiple cells simultaneously.
- 53) **Ctrl + /** = Highlight current Array

New In This Video:

54) None