

Table of Contents

Text Formulas.....	2
Math Operations on Text Numbers	3
Built-in Text Functions	3
TEXTJOIN Excel 2016 Function	3
Cumulative List of Keyboards Throughout Class:.....	4

Text Formulas

- 1) Text items are often called "Text Strings".
- 2) We can use the Ampersand to Join Items together. Remember: text always goes in "Double Quotes".
 - Example: Join First and Last Name:

	First Name	Last Name	Join
15			
16	Rosalie	Mullins	=A16&" "&B16
17	Marcia	Parker	Marcia Parker
18	Christy	Hogan	Christy Hogan
19	Sophia	Maxwell	Sophia Maxwell
20	Salvador	Craig	Salvador Craig
21	Wanda	Stevens	Wanda Stevens
22	Harvey	Tucker	Harvey Tucker
23	Jesse	Kelley	Jesse Kelley
24	Miguel	Simpson	Miguel Simpson
25	Darryl	May	Darryl May
26			

- 3) Often times we need to extract partial text items from a larger text item. You might hear this phrase: "extract partial text strings from a larger text strings".

- Example: We need "Carlota" from "Carlota / West: 658"

	C	K	Q	R
	Description	Product		
	Carlota / West: 658	=LEFT(C2,SEARCH(" ",C2)-1)		
	Aspen / South: 345	Aspen		
	Yanaki / South: 19.5	Yanaki		
	FlatTop / South: 987.75	FlatTop		
	Carlota / South: 56	Carlota		
	Carlota / East: 23.5	Carlota		
	Carlota / West: 321	Carlota		
	Yanaki / East: 1209.5	Yanaki		
	Yanaki / East: 123.5	Yanaki		
	Quad / West: 399.95	Quad		

- 4) Sometimes we need to create labels that include Formatted Numbers:

- Example: create labels from Time, Date or Rate values:

	A	B	C	D
1	The TEXT function converts a number to text with a Custom Number Format that you specify. TEXT(number, "Custom Number Format in quotes").			
2				
3	TEXT function with custom number format and & (ampersand) to make label:			
4	Number	Label		
5	2:00 PM	Your Appointment is at 2:00 PM	=&"Your Appointment is at "&TEXT(A5,"h:mm AM/PM")	
6	12/15/2010	The due date is 12/15/2010	=&"The due date is "&TEXT(A6,"mm/dd/yyyy")	
7	25.55%	The rate is 25.55%	=&"The rate is "&TEXT(A7,"0.00%")	

Math Operations on Text Numbers

- Any Math Operation on Text Numbers will convert them back to numbers AND remove extra spaces.

Text Numbers					Math Operation converts Text Numbers to Numbers:					
C	M	Q	R		C	M	Q	R	S	
Description	Amount				Description	Amount				
Carlota / West: 658	=RIGHT(C2,LEN(C2)-SEARCH(":",C2))				Carlota / West: 658	=RIGHT(C2,LEN(C2)-SEARCH(":",C2))+0				
Aspen / South: 345	=RIGHT(text,[num_chars])				Aspen / South: 345	345				
Yanaki / South: 19.5	19.5				Yanaki / South: 19.5	19.5				
FlatTop / South: 987.75	987.75				FlatTop / South: 987.75	987.75				
Carlota / South: 56	56				Carlota / South: 56	56				
Carlota / East: 23.5	23.5				Carlota / East: 23.5	23.5				
Carlota / West: 321	321				Carlota / West: 321	321				
Yanaki / East: 1209.5	1209.5				Yanaki / East: 1209.5	1209.5				
Yanaki / East: 123.5	123.5				Yanaki / East: 123.5	123.5				
Quad / West: 399.95	399.95				Quad / West: 399.95	399.95				

Built-in Text Functions

- LEFT** extracts a given number of characters from the left
- RIGHT** extracts a given number of characters from the right
- SEARCH** tells you the starting position in a text string of text you specify. FIND is similar to SEARCH, but it is case sensitive.
- REPLACE** function replaces part of a text string with text you specify, given a starting number and the number of characters
- LEN** function counts characters
- MID** extracts from the middle given a starting point and the number of characters that you want
- TRIM** removes spaces from a text string except for single spaces between words
- PROPER** function changes all capital letters or all lower case letters to all lower case except for first letter in each word
- LEN** function counts characters
- LOWER** converts all letters to lower case
- UPPER** converts all letters to upper case
- SUBSTITUTE** function finds some text and replaces it with some different text
- TEXT** function converts a number to text with a Custom Number Format that you specify. TEXT(number, "Custom Number Format in quotes")

TEXTJOIN Excel 2016 Function

14) TEXTJOIN function

- Joins multiple text items (text strings) together in a single cell with a specified delimiter.
- Only in Excel 2016 Office 365 or later, may require special version with latest updates.
- Example: Join First, Middle and Last names:

	First	Middle	Last	TEXTJOIN
14	Sioux		Radcoolinator	=TEXTJOIN(" ",TRUE,A15:C15)
15	Gigi	T.	Fran	Gigi T. Fran
16	Tyrone	Chip	Smith	Tyrone Chip Smith
17	Chin		Pham	Chin Pham
18	Dennis	Big D	Ho	Dennis Big D Ho

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