
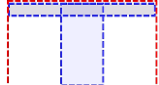


[Advanced Excel & Basics of PQ] Masterclass – Revision Notes by [www.yodalearning.com]

SN	Technique	Description	Remarks
(A) DATA CLEANING			
1	FlashFill (Ctrl E)	Show sample output / pattern – (1) no blank column, (2) three samples, (3) apostrophes for bank account no., IDs, (4) diverse/tough samples [Add Column Headers later]	-
2	Go To – Special (Ctrl G)	Ctrl + Enter (to fill Blanks); Constants (hard coded) vs. Formulas	15
3	Find & Replace (Ctrl H)	Wildcard characters (*) and (?); To neutralize, use tilde ~	63-64
4	SUBSTITUTE	Formula version of “Find & Replace”	-
5	Text to Columns	(1) Split text, (2) Cell formats - General vs. Text vs. Date ***; (3) Rectify 22.07.2018 ~ dmy and 20180722 is ~ ymd	67-70
6	Extract characters	LEFT (first <i>n</i> characters), RIGHT (last <i>n</i> characters), MID (<i>n</i> characters from a certain starting point)	71
7	“Cleanse”	TRIM (<i>Yoda Pvt Ltd > Yoda Pvt Ltd</i>), VALUE (Nos. stored as text > No.)	60
8	Check/Validate	LEN (<i>Yoda = 4</i>), SEARCH (start position no. in a cell)	60
(B) LOOKUPS			
9	VLOOKUP “tantrums”	(1) Lookup value in 1 st column of table array, (2) F4 and comma, (3) Format = Nos. stored as text vs. General/Number -> Use T2C ***	50
10	VLOOKUP with TRUE / 1	3 conditions – [Slabs] in [>=] [Nos. in Asc. Order]; Used for [Nos./Dates]	51
11	VLOOKUP with 1 MATCH	<ul style="list-style-type: none"> 2D lookup with 90° table (Cross-tab) Junior (MATCH) follows Senior (VLOOKUP) 	 53
12	INDEX with 2 MATCH	<ul style="list-style-type: none"> T-form / Reverse lookup Array (Map) + 1st MATCH for row (Vertical) + 2nd MATCH for column (Horizontal) 	 57
13	Fuzzy Lookup (MS Add-in)	Ctrl + T; Matching same names with different spellings – Rajeev vs. Rajiv	-
(C) AGGREGATORS & LOGICALS			
14	SUMIFS / COUNTIFS	SAME Heights of all Ranges, Use \$ for ranges, “>=”&A1	58-59
15	Running Count	=COUNTIFS(\$A\$1:A1,A1) – Used to lookup for duplicate value	59
16	Logical Statements	<ul style="list-style-type: none"> IF(AND(), __, __); IF(OR(), __, __); IFERROR(__, “NA”) Logical = TRUE/FALSE; TRUE = 1 and FALSE is 0 	72-73
(D) PIVOT TABLE (Alt D P) – 38-48			
17	<ol style="list-style-type: none"> Options: Classic, Autofit Column Mathematical Calculations (SUM vs COUNT, %) Grouping: Dates (Year, Months etc.), Numbers (Slabs) Heatmap (Conditional Formatting – Color Scale) Slicer (Color Styles, Increase Columns Nos.) Sparklines (High Pt. vs. Low Pt.) F11 (Chart) 	<ol style="list-style-type: none"> Refresh vs. Change Data Source Move (headers) ~ Hold, Drag and Drop Cross-tab to Flat file (PQ – Transform – Unpivot Columns) Show Filter Pages (100s of Pivot reports) Disable GETPIVOTDATA Others: _____ Others: _____ 	
(E) Others			
18	EDATE	Expiry Date (3 months from now)	29
19	EOMONTH	End of Month (5 th of next month)	29
20	TEXT	“ddd” = Sun, “dddd” = Sunday	27 Alternative: WEEKDAY where 1= Sunday
21	Macros (Google Search)	VBA CODE TO [VERB] [OBJECT] [ADDL. LOGIC]	Youtube Channel – <i>excelsuperstar</i>
22	Power Query ETL Tricks (Get & Transform)	<ul style="list-style-type: none"> Applied Steps for Undo (Trail), M-Query Formula Bar; Unpivot Columns, Split to Rows Merge Queries (Join) > Table Expansion Button; Case Sensitive & Data Types Load to (Data Connection) > Pivot Table, Group By, Column from Examples 	