



Transcript for Session 033

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Transcript:

Hey and welcome to the 33rd episode of <http://chandoo.org> podcast. Thank you so much for listening. This podcast is dedicated to making you awesome in data analysis, charting, dashboards and VBA using Microsoft Excel.

I have a really exciting podcast set up for you. This is a very special one because this podcast has a couple of features. The first is that after the last podcast was over (the 32nd episode), I launched a contest on <http://chandoo.org> inviting out podcast listeners as well as readers of <http://chandoo.org> to submit their own podcast tips. So, about 7 people sent me their audio recordings. They recorded a tip just like I am recording now and they sent me those tips. I am going to feature a selection of those tips for you in this podcast. That's the first specialty. The second specialty in this podcast is that there is a secret Easter egg hidden in this podcast. Listen very carefully and keenly and I am sure that you can uncover that Easter egg in this podcast.

Moving on, there is really no topic for this podcast because it is an actually a **collection of tips** from our readers. But, most of these tips are powerful ways to use Excel without spending a lot of time. I will let the readers speak and then I will add my own commentary in between so that you can understand what these tips are and how they will help you.

I also want to very quickly share with you that in about a week's time I will be travelling to USA for participating in the Pass Business Analytics Conference. I am really excited about it because it is a congregation of many people who are pre-eminent authorities in the data analysis, visualization, dashboard reporting and Microsoft Excel world. So, we are expecting a lot of people. Bill Jenin (Mr. Excel) is going to be there. My good friend, Rob Collie, is going to be there. Oz du Soleil from Excel TV will be there. Rick Grantham will also be there. And, Jordan Goldmier and a lot of people who have blogs, have been authors, are writing books, speaking at conferences etc. are going to be there. This is the first time that I am meeting so many Excel pros.

Actually, Microsoft conducts an MVP conference every year and about 50-60 Excel MVPs show up for that event. But, since that happens in USA and I live in India, every time they conduct the event,



something happens and I can't make the availability to travel all the way to USA. So, every time the event happens (it has happened 7 times since I became an MVP), I couldn't travel to USA for it. The Pass Analytics conference is like a pseudo MVP conference but it is open to the general public. So, not only do I get to meet all these Excel pros but I also get to meet a lot of our audience, people who are following <http://chandoo.org>, my readers, customers and fellow Excel users. So, I am even more excited about his conference. Not only am I going to speak and conduct some sessions, but I am also going to interact with fellow Excel entrepreneurs, writers and bloggers and share some of my knowledge with them and learn from them as well as maybe have a live podcast session from that venue. I may be able to squeeze some time from other Excel MVPs either during the event or after the event in the evening social time, and ask them to share an Excel tip with us in the podcast. If that happens, I am going to share another collection of tips in the next or subsequent podcast episode but for this time, they are right from the mouths of Excel pros.

Anyway, the first step is from Robert Summers who shares with us **how to do VLOOKUP but find the second, third or fourth instance of a value**. We will know that VLOOKUP can find the first occurrence of a value. But, what if I want to find out the sales for the second person named Sam in the data? Robert Summers shares that tip; listen to him.

Robert Summers: Chandoo, I would like to say that my favorite VLOOKUP tip is one that you showed me which saved me a 2-hour job bi-weekly and actually reduced it to just about 10 minutes for every 2 weeks. It is the one where you show us a VLOOKUP but before it is executed, you show us a COUNT formula which counts how many of the same value are there in one column and puts a quantity of 1, 2 or 3 at the end of it depending on the quantity. From there, you showed that I can take it and go a few columns over, and do the VLOOKUP on the value that I am looking for. I can put in a value of 1, 2, 3, 4 and 5 as column headers for the next 5 or 6 columns and do a VLOOKUP which will pull the value that we are looking for. In the first column it will pull the one that has the 1 at the end of it or a 2 at the end of it or a 3 at the end of it. That right there, Chandoo, was ultimately amazing! Crazy amazing! And, it is, like I said, only about 2 hours every 2 weeks that I was doing this but saving that time down to 10 minutes was great and absolutely wonderful. I look forward to new tricks and looking at new ways in which we can manipulate data, move data around and I look forward to everything, Chandoo. You have been a great help for me in my profession and I am pretty sure that millions and hundreds of thousands of people that listen to your show, like I do, greatly appreciate everything that you do. Thank you, Chandoo.

Chandoo: The second tip comes from Robert. He tells us a very nifty trick. I didn't even know about this. Let's say that we have a value in a cell and we want to copy that value to the cell below it as well. You can press **Ctrl+'** and it will **copy the value from the cell above and paste it below**. It is very useful. I usually do a Ctrl+D which stands for duplication. That works in the same way as well. It copies the value from the cell above. But, the Ctrl+' seems to be a very interesting way to use it.



Robert: Hi, my favorite Excel tip is to hold down the Ctrl key and also touch the apostrophe (') key when I want to copy cell contents from one cell to another. So, I would go to the blank cell adjacent to the cell that has the contents in it and I would hold down the Ctrl key and then touch the apostrophe (') key and the contents would be copied over as opposed to going up to the Command keys and touching the Copy key and the Paste key. It is a quick shortcut to just hold down the Ctrl key and touch the apostrophe (') key and copy from one cell to another. My name is Robert. Thank you very much for letting me provide this Excel tip. Bye.

Chandoo: These next two tips come from Orkun Atilia from Turkey. He shares two very powerful tips. They are both shortcuts. I will let Orkun explain them.

Orkun: I generally work with tables and while working with tables, I use filtering as everybody does. But, when you filter a column and then you need to clear the filter, instead of going and clicking and clearing the filter, I use **Ctrl+Shift+L** which **activates and de-activates filtering**. This is the quickest way for using filters. Thanks, this is Orkun from Istanbul.

Hi, while writing a formula, when you select a range, sometimes the actual cell that you are writing the formula in goes off the screen and you want to go back to your cell in Edit mode. If you press **Ctrl and backspace**, you go back and continue writing your formula. This is one of my favorite Excel tips. Thanks a lot.

Chandoo: This next one is my favorite. It is from Val Whitman. Val shares how to fill up a bunch of values or formulas in your workbook. Let's say that you have some names in one column and you have calculated the length of each name. So, in the adjacent column, you've written the LEN() formula in the very first cell to calculate the length. But, you want to fill the formula down all the way down the 7524 rows. You don't have to drag; you can just double-click. This is one of the most powerful ways to use the mouse. It saves you a lot of time and it is really cool. I will let Val explain that tip.

Val: My favorite Excel tip is to double click on the fill handle of the cell containing a formula to copy the formula down the column. This is much quicker than clicking and dragging to fill the formula using the fill handle. I hope you like my tip. My name is Val Whitman. I enjoy your column. Thank you very much.

Chandoo: This next one is from TJ. TJ tells us the various simple but powerful guidelines that he follows when he is formatting charts. These are the kind of guidelines that I have been talking about in the podcast all along. I will let TJ explain them once again to you.



TJ: Hello, this is TJ Prodnock. I am recording this for the <http://chandoo.org> contest for the favorite Excel tip. I work a lot with charts and digging data for human resources and making it make sense to people. So, I get to pull all this data about employees and present it to people so that it makes sense to them. So, I think that my favorite tip from this website has been making all those charts readable once you have the data. So, removing gridlines and not going too crazy on the colors and just making the data go from largest to smallest and smallest to largest instead of just all over the place - basically, we can work with Excel all we want and we can make all the charts and everything that we want to do – but, if it is not readable to the people who are going to use it then it really doesn't do us any good. So, I think that was my favorite tip off the website. I learnt the most from it. Thanks again, I think the website is fantastic. I love to read everything on it and I love to use all the tips that I see. Out of all the really cool stuff, the thing that is really my favorite is the formatting. Again, my name is TJ Prodnock. Thank you.

Chandoo: This next one is from Mickey who is from Israel. He is not a native English speaker just like me. I am not a native English speaker, so in case the audio is slightly garbled, please bear with him. Mickey tells us how to calculate the sum of a bunch of values very quickly using the keyboard shortcut **Alt+=**. I will let him explain it to you and I encourage you to use that shortcut anytime possible.

Mickey: Hello Chandoo, my name is Michael (Mickey) Avida. I am from Israel and here is my beloved tip. I also typed it on your site because I am not so sure that my English will be clear enough in the recording. English is not my mother tongue. Here it goes. If you need to add or summarize cells in a worksheet, it can be done in a very easy way. It will even sum ranges in multiple rows or columns horizontally or vertically even when they are not adjacent. I mean that the rows and columns don't need to be close together. All you need to do is select all the cells for which you need to present the totals and then click the Auto Sum button, i.e. the sigma icon. Even easier, you can use the keyboard shortcut **Alt+=**. The sum function will be added to all the selected cells. Thank you and have a nice weekend. This is Michael Mickey Avida. Thank you.

Chandoo: Now that we have heard all the tips from our readers, let me share my tip as well. That's all for this podcast. I hope you enjoyed this format where our readers and the listeners of the podcast shared their powerful tips. I thank each and every one of the listeners who submitted their tips – both the Roberts, Orkun, Val, TJ and Mickey. There is one more tip that was sent by Santosh but the audio was very poor and I couldn't really resurrect that audio or save the audio. So, I had to leave it out. But, I thank Santosh as well.

Thank you so much for submitting your entries. I hope you are enjoying <http://chandoo.org> podcasts. See you again in the next episode. Bye.