BUZZ CHRONICLES > ALL Saved by @paro\_monty See On Twitter

# Twitter Thread by Blake Burge



y

## This thread will make you better at Excel: ■

Automatic Abbreviations:

If you're like me, autocorrect is more of an annoyance than a help.

Let's change that.

Set up your own custom list of abbreviations, and bend its powers to your will.

Type 'TBD' Press 'Enter" Output = 'To be determined'

AutoSave	off G B P	9•Ο 🖡 Σ	🙆 ··· 👜 A	bbreviations				୦ ୫	
ome Insert Di	raw Page Layout	Formulas Dat	ta Review	View Acrob	at 🔉 Tell me		🖻 Share	Comments	
	nt Alignment Nur	/ Endition Condition	onal Formatting  v as Table  v les  v	Cells	C v Analyze	Money C in Excel	Create and Share Adobe PDF		
‡ × √	$f_X$ Abbreviations							-	
A	В	с	D	E	F	G	н	I	
	Abbreviat	ions							
Examples									
TBD		-							
NGMI		-							
YOLO								-	
TLDR									
Abbreviatio	ons +								
Abbreviatio	T T				E			<b>+</b> 150%	
Ready							and the second se	- 10070	

Consolidate:

Take data from multiple tabs.

Consolidate into one.

Sum, average, count, it's your choice.

By creating links to the source data, your consolidation tab will update automatically.

The best part? No formulas required.

Hor	ne Insert	Draw Page L	ayout Formu	las Data l	Review View	Acrobat (	? Tell me	🖄 Share	Comments	
Get	Data (Power D	ata from Refres		itocks Currencie			What-If Analysis	ine	rsis Tools	
B31	\$ ×	$\checkmark f_x$								
	Α	В	С	D	E	F	G	н	L, L,	
1		Mon	thly Sales - Ja	nuary		4			10	
2		Widget 1	Widget 2	Widget 3	Widget 4					
3	Week 1	\$25,633.00	\$35,652.00	\$15,246.00	\$20,156.00					A standard and the second stand
4	Week 2	\$25,461.00	\$32,689.00	\$17,894.00	\$24,516.00					a di kacamatan sa kacamatan kacamatan kacamatan kacamatan kacamatan kacamatan kacamatan kacamatan kacamatan ka
5	Week 3	\$28,974.00	\$34,678.00	\$14,568.00	\$28,945.00				. ta	
6	Week 4	\$36,254.00	\$35,984.00	\$14,987.00	\$26,457.00					
7										
8										
9										
10		1								
11		7								
12 13		7							19	
									19	
14	lanuani	February	March S	heet9 +						
	January	rebruary	March S	heet9 +						

Camera Snapshot

Here's a little-known trick to move data between workbooks.

First, add "camera" to your quick access toolbar.

Select your data ■ click ■

•Paste to new workbook

The cool part: When you update the main workbook, the data in the picture updates as well! ■

0.00	Auto	Save 🧲	• 6 B	89.	C 🖡	Σ 📾 … 🔹	Sparklines		୦ ୫	0.61	Aut	toSave 🌒	·· 68	B 7 .	C LΣ	··· Book2					Q &
Home	Insert	Dra	w Page Lay	out Forn	nulas	Data Review	>> 🖓 Tell me			Home	Insert	Draw	Page Lay	yout Form	ulas Data	Review	View	🖓 Tell me		are 🖓 🗘	
Paste *	× •	A	Alignment	0∕∩ ▼ Number	Con	nditional Formatting mat as Table  × I Styles  ×	* Cells	Editing Analyze	Money in Excel	Paste *	× ©~	A ~	Alignment	% Number	Condition	al Formatting  ~ : Table  ~ s  ~	Cells	• D •	Analyze Data	Money in Excel	
C13	. ‡ - ×									C13			ž.								
4	A		В	c	Monthly S	D	E	F		< A	۱.	8	c	D E	F	G	н	1	J	к	L
2	Spark		Jan	Fe		Mar	Apr	May		2											
			\$12,356.00	<b>₽</b> \$56,47	8.00	\$111,563.00	\$46,958.00	\$45,789.00		3 4											
			\$56,589.00	\$54,68			\$14,662.00	\$35,564.00		5 6 7											
			\$2,487.00	\$522				\$15,265.00		8											
			\$12,698.00	\$6,65	9.00	\$32,659.00	<b>∂</b> \$64,652.00	\$25,365.00		10 11											
			\$65,478.00	\$6,49	8.00	\$35,645.00	<mark>≫</mark> \$65,478.00	S35,642.00		12 13 14											
0										15											
										18											
										20 21											
5 7 8										22 23											
9										24											
2										26 27 28											
5										29											
6 7										31 32											
4 1	Home		+						_	4.1	Shee	t1 +									

People Graph:

I'm a big fan of visual representations of data.

Using 'People Graph' is an easy way to liven up your spreadsheet, especially when tracking metrics related to, well, humans.

Create an infographic to visualize social media engagement, app users, customers, & more.

Home Insert Draw		ormulas Da				ſell me			e s	hare 🖓 Co	omments
	lustrations Add-ins	Recommended Charts		⊈ • 🙆 • ≩ • Maps	PivotChart Sp	oarklines		Link New Commer	nt Text	Symbols	
123 🛔 🗙 🗸 j	fx										•
A	В	с	D	E	F	G	н	1	J	к	L
	e Graph										
2 Twitter Engagemer											
3 Likes	100,000										
4 Comments	15,000						E.				
5 Retweets	32,000										
6 Quote Tweets 7	2,500				8		0				
8											
9											
10											
11											
12											
13											
14											
15											
16					_						
17	<u>n</u> 1										
18 19	-										
20											
21	<u>.</u>										
22											
23											
22 23 24 25 26								i i			
25											
26											
27											

**Conditional Formatting:** 

As I said above, I'm a big fan of visualizing data.

Conditional formatting is one of the best (and easiest) ways to do this.

Let's face it, if your data looks good, you look good.

Spice it up by adding data bars, heat maps, or icon sets to show trends:

0.0	AutoSave		•	Sparklines			ଦ ୫
Home		e Layout Formulas Data	Review View 🖓 T	'ell me			Share 🖓 Comments
Paste	▲         Calibri (Body)           □         ✓           ●         ✓           B         I         U		= = ╬ •   Currency = = = : • •   =   ≫ •   \$ • %		at as Table 🗸 🛛 🏭 D	nsert * O * Editing Analyze	Money in Excel
C7	$\stackrel{\wedge}{=}$ $\times$ $\checkmark$ $f_{X}$ 6498						•
	A	В	С	D	E	F	
1			Monthly	Sales			
2	Spark	Jan	Feb	Mar	Apr	May	
3 _		\$12,356.00	\$56,478.00	\$111,563.00	\$46,958.00	\$45,789.00	
4		\$56,589.00	\$54,685.00	\$32,465.00	\$14,662.00	\$35,564.00	
5 .		\$2,487.00	\$522.00	\$3,231.00	\$25,666.00	\$15,265.00	
6		\$12,698.00	\$6,659.00	\$32,659.00	\$64,652.00	\$25,365.00	
7		\$65,478.00	\$6,498.00	\$35,645.00	\$65,478.00	\$35,642.00	
8 9 10							
10 11 12 13 14							
13 14	Home +						

Flash Fill:

Let's say you've got all the data you need-it just isn't in the right place.

"Flash Fill" is your friend.

Quickly extract pieces of text from one cell and move them to another OR combine text from multiple cells into a single place.

Home Insert Draw Page Layout	Formulas	Data	Revi	ew View Ta	ıble 🔉 Tell	me		🖻 Share	□ Comments
Get Data (Power Query) Data from Picture All	Stocks	Currenc		, Ž↓ ZAZ Z↓ Sort	Filter 🙀	Text to Columns	Ei v Uhat-If Analysis	Outline	sis Tools
B3 $\stackrel{*}{\downarrow} \times \checkmark f_x$									
A	В	с	D	E	F	G		н	
1 Extract Example				Corr	bine Example				
2 Employee Name	First Name	Last Name		Employee Name	First Name	Last Name			
3 David Morris					David	Morris			
4 Amanda Natividad					Amanda	Natividad			
5 William Jackson					William	Jackson			
6 Sheila Gonzalez					Sheila	Gonzalez			
7 Blake Burge					Blake	Burge			
8 Rick Adams					Rick	Adams			
9 10									
111 Address Example	2. X								
12 Full Address	State	Zip							
13 4059 Mt Lee Dr Hollywood, CA 90068									(
14 350 Fifth Avenue New York, NY 10118									-
15 1180 Seven Seas Dr Lake Beuna Vista, FL 32830									
16         17         18         19         20         21         22         23         24         25									
10									
10									
20									
20									
22									
23									
24									
25									

#### Advanced Filter:

When working with large data sets, it's nice to be able to extract specific items and paste them to another location.

Advanced Filter lets you do just that.

• 'Data'

#### 'Advanced'

Choose your range, filter criteria, & the where to paste the data.

Easy.

Home	Insert Draw	Page Layout	Formulas D	ata Review	View	Acrobat 🛛 🖓 Tell m	e		년 Share 🖓 Comments
G	<b>}</b> ~ │ ⊞,~		俞	Q,	Z↓ ZA		<u>_</u>	•   🖽 •   @	🚽 🗸 🎡 Analysis Tools
Get Dat	a (Power Data from ery) Picture	Refresh All			Z   Sort	Filter	Text to Columns	What-If Ou Analysis	tline 🛛 🔠 Data Analysis
F14	$\oint_{\mathbf{v}} \times \checkmark f_x$								
	A	В	с	D	Е	F	G	н і	л к
1		Advanced Filt	ters			Region			
1 2 3	Salesman	Region	Revenue	Qty Sold		North			
	А	North	\$25,000	150					
4 5	В	South	\$35,000	250					
5	С	East	\$27,526	175					
6	D	West	\$45,894	300					
7	E	North	\$25,000	150					
8	F	South	\$35,000	250					
9	G	East	\$27,526	175					
9 10 11	н	West	\$45,894	300					
11	1	North	\$25,000	150					
12 13 14	J	South	\$35,000	250					
13	к	East	\$27,526	175					
14	L	West	\$45,894	300					
15	М	North	\$25,000	150					
16	N	South	\$35,000	250					
15 16 17	0	East	\$27,526	175					
18	Р	West	\$45,894	300					
19									
20									
21									
22									
23									
19 20 21 22 23 24 25 25 26 27									
25									
26									
27									

Analyze Data:

I was never very good at Pivot tables, graphs, & analyzing data on my own.

Lucky for me (and you) Excel will do the heavy lifting for us.

•Select the range of data •"Home" ■ "Analyze Data"

Charts, tables, & analysis-premade.

Click "insert" & you're done!

× 1	Body) ~ ⊔ ~   ⊞ ~	12 • A   <u> </u>			eeneral	<ul> <li>☑ Conditional Formatting ∨</li> <li>☑ Format as Table ∨</li> <li>☑ Cell Styles ∨</li> </ul>	Insert *     >       Image: Delete *     Editing       Format *     Format *	Analyze Money Data in Excel
$\Rightarrow$ × $\checkmark$ f.								-1
A	B	C	D	E Total Revenue	F	G	н	
Item# Widget-0001	Sales Rep Williams	Units Sold 500	Price Per Unit \$ 50.00					
Widget-0001 Widget-0002	Jones	2500	\$ 60.00					
Widget-0002 Widget-0003	Williams	2500	\$ 25.00					
Widget-0004	Adams	63	\$ 35.00					
Widget-0005	Morris	789	\$ 49.00					
Widget-0006	Boone	254	\$ 65.00					
Widget-0007	Boone	367	\$ 45.00					
Widget-0008	Harris	500	\$ 115.00					
Widget-0009	Jones	2500	\$ 365.00					
Widget-0010	Williams	25	\$ 25.00					
Widget-0011	Adams	63	\$ 189.00	\$ 11,907.00				
Widget-0012	Morris	789	\$ 784.00					
Widget-0013	Morris	254	\$ 254.00					
Widget-0014	Morris	367	\$ 236.00	\$ 86,612.00				
Widget-0015	Harris	500	\$ 635.00	\$ 317,500.00				
Widget-0016	Jones	2500	\$ 258.00	\$ 645,000.00				
Widget-0017	Williams	25	\$ 498.00	\$ 12,450.00				
Widget-0018	Adams	63	\$ 123.00					
Widget-0019	Lopez	789	\$ 365.00					
Widget-0020	Boone	254	\$ 452.00	\$ 114,808.00				
Widget-0021	Lopez	367	\$ 333.00	\$ 122,211.00				

### Defined Cell Names:

Formulas in Excel are extremely useful.

That said, they can also be quite confusing.

By defining cell names, you can make them much more user-friendly and easier to read.

Instead of seeing = 'A3-B3' You'll now see = 'Revenue-Cost'

Check it out:

OOO Auto	Save 🔵 OFF 🛛 🎧	889	·C 🖡 Σ	i ··· · · · · · · · · · · · · · · · · ·	Advanced Filt	er			୍ କ	
Home Insert	Draw Page	e Layout Fo	rmulas Data	a Review	View Ac	robat 🔉 Te	ll me 🔄 🖻		Comments	
$\begin{array}{ccc} f_{\mathcal{X}} & \sum \text{ AutoSi}\\ f_{\mathcal{X}} & & \\ \hline \\ \hline$	um v <table-cell> 🖓 Log tly Used v 🔺 Tex sial v 🚳 Dat</table-cell>	ical v 🔍 v t v 🕑 v e & Time v 📺 v	Defined Names	Ban Trace Prec San Trace Dep Fx Remove Ar	edents endents rows v Formula	Error Was Checking Wi	atch Calcula ndow Optio	¥ III tion III ns		
С9 🛔 🗙	$\checkmark$ fx								•	
A	В	С	D	E	F	G	н	Ï	J	
1 D	efined Cell Nan	nes								financiation and the second
2 Revenue	Cost	Profit								
3 \$1,548,798	\$564,98	7								
4 \$2,564,874	\$524,53	6								
5 \$3,521,453	7 \$874,25	4								
6										
7										
8										
9										
10										
11										
12										
13										
14										
16							-			

#### 3D FORMULAS:

Let's say you want to add up the values in Column 'D' on 4 different sheets & show a single total.

Quit wasting time on SUM formulas that reference each sheet individually.

3D lets you select the 1st + last sheet in a series and dynamically include any in between.

OOO AutoS	ave 🔍 📭 🕜 🖌 🛱 🎁 🏸 V V C 💺	∑ 🙆 … 👘	3D Formulas					Q &
Home Insert	Draw Page Layout Formulas	Data Review	View Acro	bat 🔉 Tell m	ie		🖻 Share	Comments
Paste 🖋	A * 📃 * 70 * 📆 Fo	nditional Formatting  ¥ rmat as Table  ¥ Il Styles  ¥	Cells	Editing Analy		Create and Sha Adobe PDF	are	
C4 🌲 🛪	$\checkmark f_X$							-
A	В	с	D	E	F	G	н	1
1			9 9					
2 3				the 1st and	last sheet in a	series, then a	formula which utomatically in	
4	Total Sales (FAST Method) 🗄		•	sheets in be	etween. FAST	!!		
5							iny new sheets	
7		17		200	veen your 1st your workboo		ns will be added	d to the
8						-		
9				a second second second		t "Control" sel ift" select last s	And a second	
10 11				Wat. Select	Ist sheet on	int selectilast.	Sileet.	
12								
13	Total Sales (SLOW Method)	\$2,140,584.00		In this meth	od, you create	a senarate		
14	Ą	¢2)210)501100		SUM formul	a for each ind	ividual		
15				<ul> <li>sheet and a SLOW!!</li> </ul>	dd them all to	gether.		
16 17								
18								
19								
20								
✓ ► Total	January Sales February Sales	March Sales	April Sales	+				
Ready							•	<b> +</b> 140%

That's it for today!

Hopefully, you learned something new!

Follow me <u>@blakeaburge</u> for weekly threads on business & productivity.

Join 10,000+ others & check out my newsletter:

"While You Were Away"

The best of Twitter
In your inbox
Every Sunday
https://t.co/KPDWcXYbFv

Time is running out.

Join <u>@SahilBloom</u> & me in the next round of THE Audience Building Course.

Learn the frameworks we've used to grow a combined audience of over 900,000 followers across multiple platforms.

Space is limited, sign up today! https://t.co/UpFiYCXwej

If you're looking for something else interesting to read today, check out the latest from my friend @darrenchait.

A framework for dealing with the more, shall we say, difficult people in our lives. ■■ <u>https://t.co/lppEXx7ptZ</u>

The jerk, the slacker, and the downer...

How to deal with the most difficult personalities:

- Darren Chait (@darrenchait) April 23, 2022