

Workshop video Link:

https://www.youtube.com/watch?v=xfdzulgnSbw&ab_channel=Queen%27sEngSocProfessionalDevelopmentTeam

Function/Key point/ Terminology	Description	Timestamp in video	Name of Example in the video
&	Use to combine data	2:56	&
""	Include text, like a dash or space	3:15	&
\$A or \$1	Makes it so that column A or row 1 stay the same in the formula when gets moved or copied to another cell	4:51	&
=TEXT(value)	Turns a value into text	5:42	&
=IF()	Conditional if statement	7:00	&
=LEN(value)	Gets length of value	7:07	& (combining)
Text to column	Feature under data tool in the data tab that takes the text a cell and splits it into multiple	10:52	Pull apart (separate data)
Removing duplicate	Feature under data tool in data tab that will remove duplicates from a list	12:10	Pull apart (separate data)
LEFT(location,[number of characters])	Starting from the left, which characters do you want (keeps the ones on the left)	14:11	Courses
RIGHT (location,[number of characters])	Starting from the right, which characters do you want (keeps the ones on the right). Can combine with right as in & examples=.	14:44	Courses
Combining cells	Combines the content of two separate cells	15:02	Courses
csv	Type of document, columns have fixed width, and ...	17:04	mtcars
Fixing column width	Select all and double click to resize to the biggest of each column, can also select and move to resize to the size you want	17:52	Mtcars
Freeze panes	Select a row (generally header) or column and freeze it so when you scroll you can still see it	18:56	Mtcars
Filter and sort	Feature under data tab. You can choose to see only parts of the data based on some filter type. Can also sort by ascending and descending numbers	20:01	mtcas
=MIN(select data)	Built in function for the minimum value in a list of selected data	22:30	Mtcas
=MAX(select data)	Built in function for the maximum value in a list of selected data	23:00	Mtcas
=AVERAGE(select data)	Built in function for the average value in a list of selected data, there are different types	23:07	Mtcas
Open up a new window (need to see how this works for a mac vs windows)	Allows you to open a new window of the same file twice, changes carry over	24:40	Mtcars and car #

MATCH (lookup value, lookup array, type) Type 0 is exact match, -1 is one smaller and 1 is next biggest	Looks up a value from another tab	27:10	Mtcars and car #
OFFSET	How far from a reference do you want to offset by rows and cols	29:40	Mtcars and car #
'car #'! '[book]name'!	Reference another sheet or even another book	29:55	Mtcars and car #
V lookup (vertical lookup)	Allows you to lookup values in an excel table that correspond to specific values in that table's row.	33:09	Another way to do the MATCH and OFFSET example from above
Paste special	Allows you to paste values only without the formulas carrying over	40:50	Mtcars
Hiding	Allows you to hide a certain number of columns within a table of data in excel so you can see two specific columns next to each other.	43:50	Logger data and en_climate_hourly
MATCH with type of -1	Used match again to see if data matches/ can be found on the other sheet	47:40	Logger data and en_climate_hourly
Conditional formatting	Under home tab, select style: can apply certain requirements to a chosen type of cell (ie. Colour all cells that say "No" red)	52:57	conditional
Filter based on formatting	Sort all cells that have conditional formatting applied -> can see where formatting has already been applied under data tab	55:00	Conditional
GoTo	Can search for conditional formatting	56:33	Conditional
Clear rules	Under home tab and conditional formatting -> you can clear all the rules that have already been applied	56:35	Conditional
Used LEFT and RIGHT and MID to extract parts of a date	Tell excel which numbers out of a string of numbers you want it to look at	1:00:25	Wildlife
Date function	Select day, month and year to properly format the date	1:02:00	Wildlife
Day, month, or year function	Extracts the day/month or year from the date	1:02:00	wildlife
Pivot table and chart	Insert tab. Number of counts of a thing. Add bar chat	1:02:39	Wildlife and wildlife2
Goto	Search for blanks and remove them	1:06:00	blanks
V lookup	Is a method to search for all desired values	1:09:49	Extra