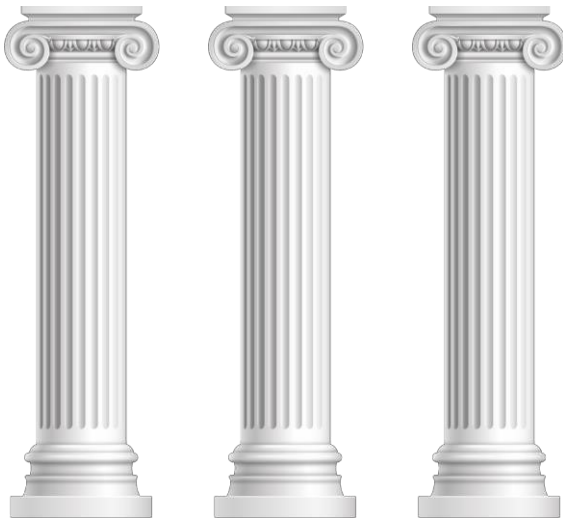


Business & Management



Excel Skills

2 DECEMBER 2019

Business & Management

60 minute webinar: Excel Skills



John Tennent

- Business consultancy
- Business training
- Business modelling training
- Model creation

www.corporateedge.co.uk

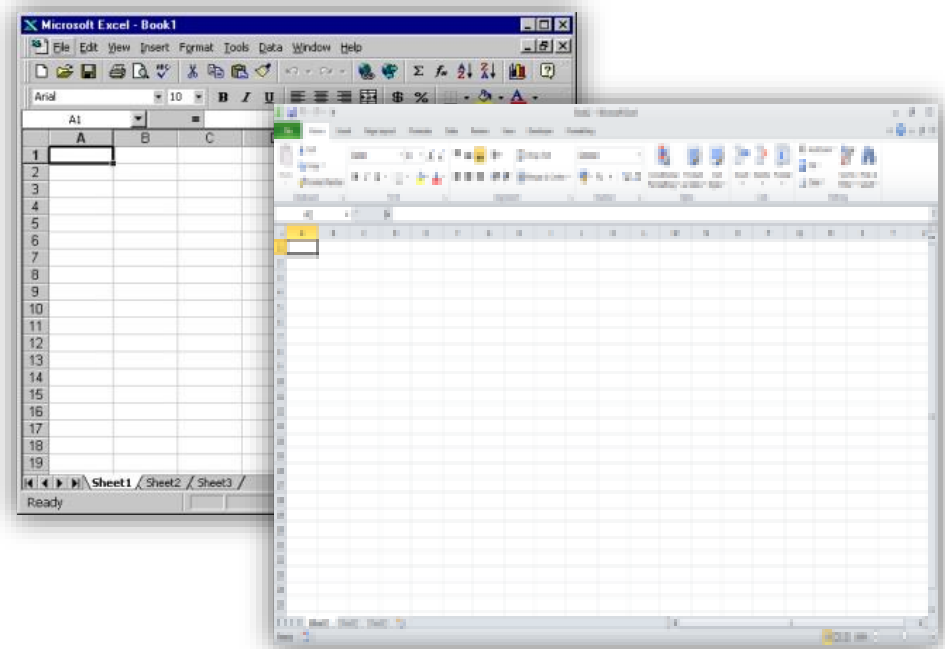
John-tennent@corporateedge.co.uk

Aim

The aim of the webinar : To explore a range of Excel techniques, functions and features to help you resolve common problems as well as improve structure and presentation.

We will revisit a few functions from previous webinars.

All techniques can be applied in Excel 2003 (version 11) through to 2016 (version 16) – except Sparklines (2010 onwards)

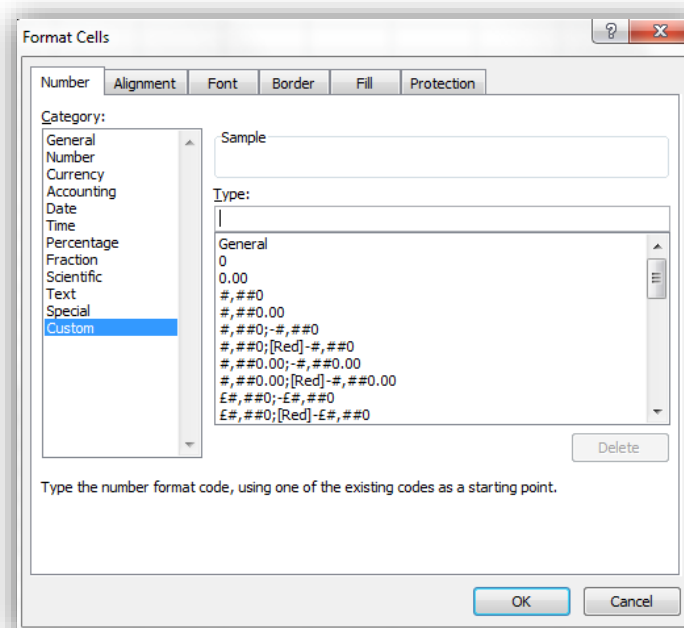


Agenda

1. Some old favourites
2. Excel new AI – Flash Fill
3. Sorting out duplicate data
4. Customise the status bar
5. Christmas Tree Charts (upside down Tornado charts)

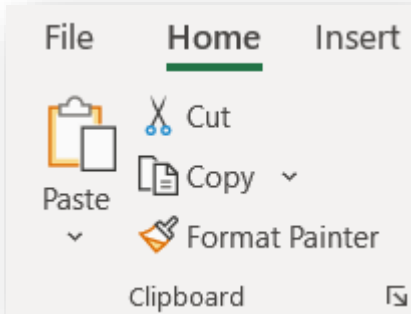
Some old favourites

- **Number formats** #,##0_);(#,##0) and ,, for millions



Some old favourites

- **Double click the Paint Brush**

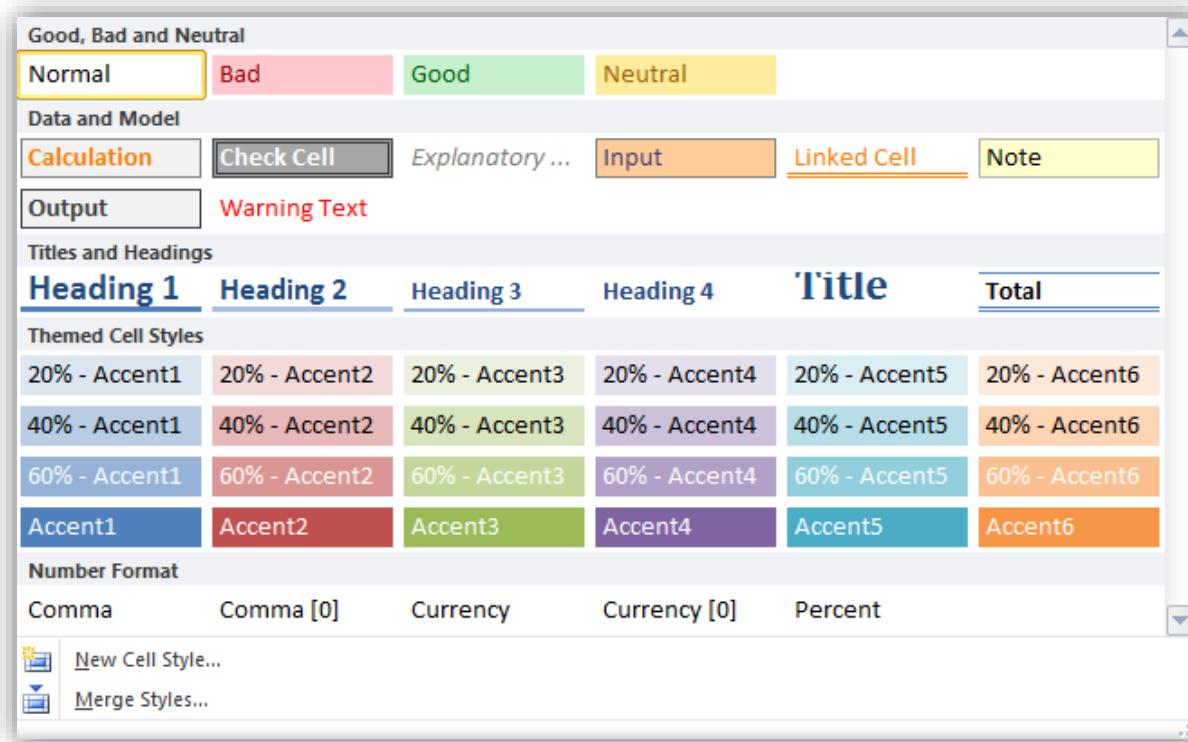


Double click to stay on
'ESC' to turn off

- **Toggle formulae and results** (Ctrl ! the key left of 1 at top of the keyboard)
- **Audit sheet** (F5 Special – to select attributes that need investigating)

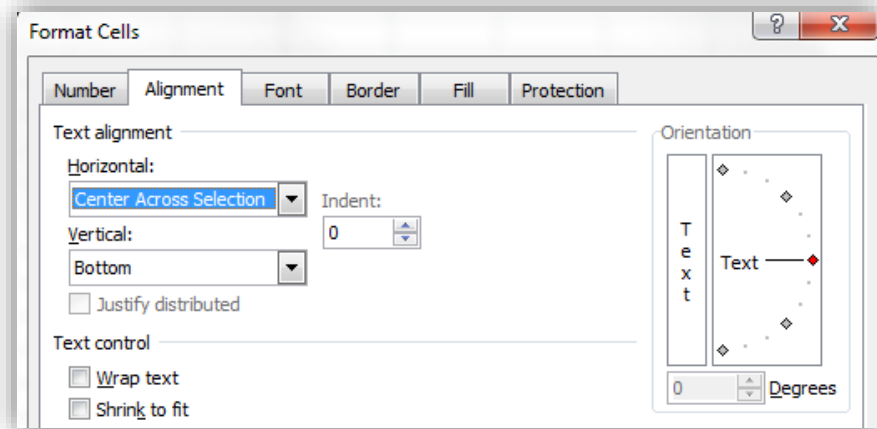
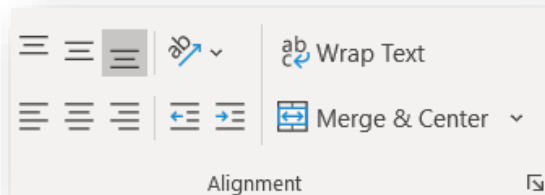
Cell Styles

- Home Ribbon – consistent formatting and efficient changes








Never Again – Merge and Centre

- **Centre Across Selection** better than Merge which interferes with selecting ranges

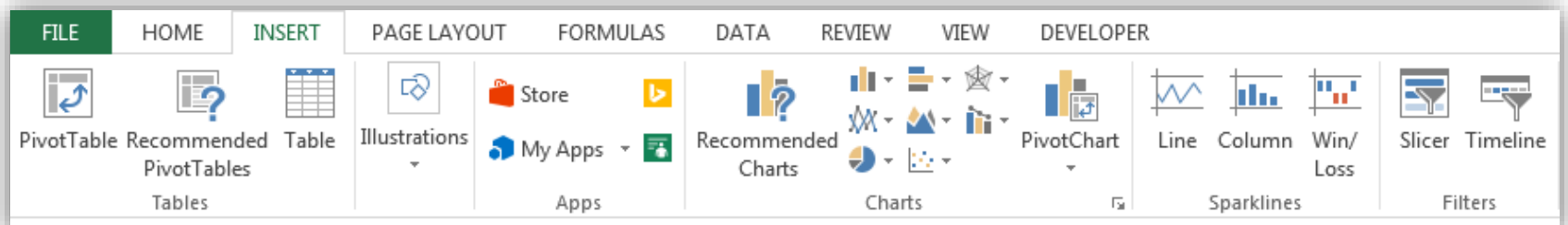


Sparklines

A great visual audit of how the numbers outside the screen area are sequencing. When reviewing a model ask yourself 'Is the profile of the series what I was expecting?'

Income Statement									
Revenue	£		15,084,459			0	1,315,825	1,355,300	1,395,959
Cost of sales	£		(9,352,365)			0	(815,812)	(840,286)	(865,494)
Gross Profit	£		5,732,094			0	500,014	515,014	530,464
Staff cost	£		(2,479,637)			0	(216,300)	(222,789)	(229,473)
Rent	£		(593,800)			0	(55,000)	(55,000)	(55,000)

Located in the middle of the 'Insert' Ribbon



How to split text data

Old style was to use functions that chopped the text into parts

	A	B	C	D
1				
2		George Benson		
3				
4		=FIND(" ",B2)	7	
5		=LEFT(B2,C4-1)	George	
6		=MID(B2,C4+1,50)	Benson	
7				

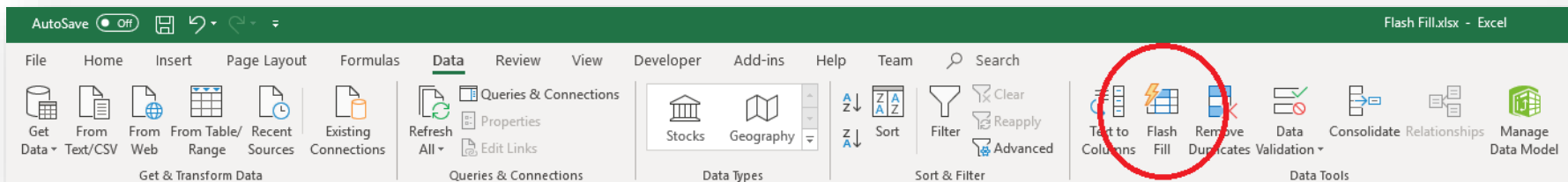
Then came Excel AI....

Flash Fill

Uses AI to sense a pattern in the data and will replicate that pattern across your data

Flash Fill				
Name	Age			
John Grown	34	John	Grown	John is 34
Jane Sing	67	Jane	Sing	Jane is 67
Dave Bardow Smith	21	Dave	Bardow Smith	Dave is 21
Simon Jolett	39	Simon	Jolett	Simon is 39
Sophie Pagent	62	Sophie	Pagent	Sophie is 62
Mary Borkas	26	Mary	Borkas	Mary is 26
Peter Robinson	47	Peter	Robinson	Peter is 47
George Lovett	52	George	Lovett	George is 52
Danny Cane Wallis	68	Danny	Cane Wallis	Danny is 68

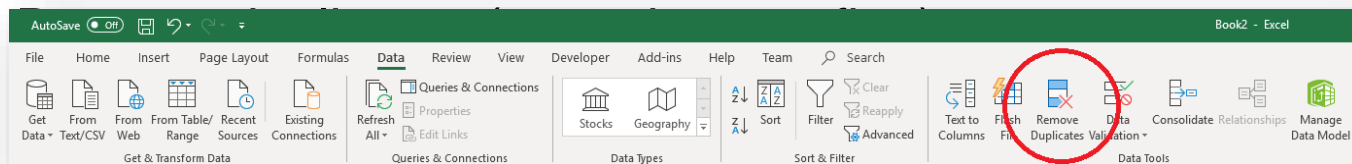
New data sets need to be in adjacent columns and phrases can be added



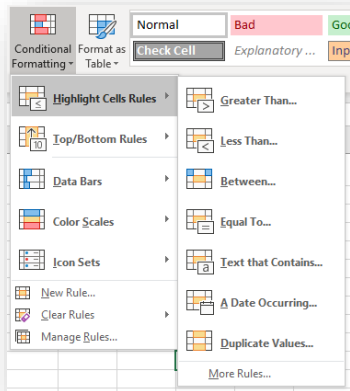
Beware : un-auditable and has to be re-run next time

Unique data – removing duplicates (Ignoring case used)

Soon to be released a new function call UNIQUE will extract the unique values until then...



Or Highlight duplicates with Conditional formatting (copy data set first)



Unique data – using formula

All duplicates show as True

=COUNTIF(A:A,A5)>1

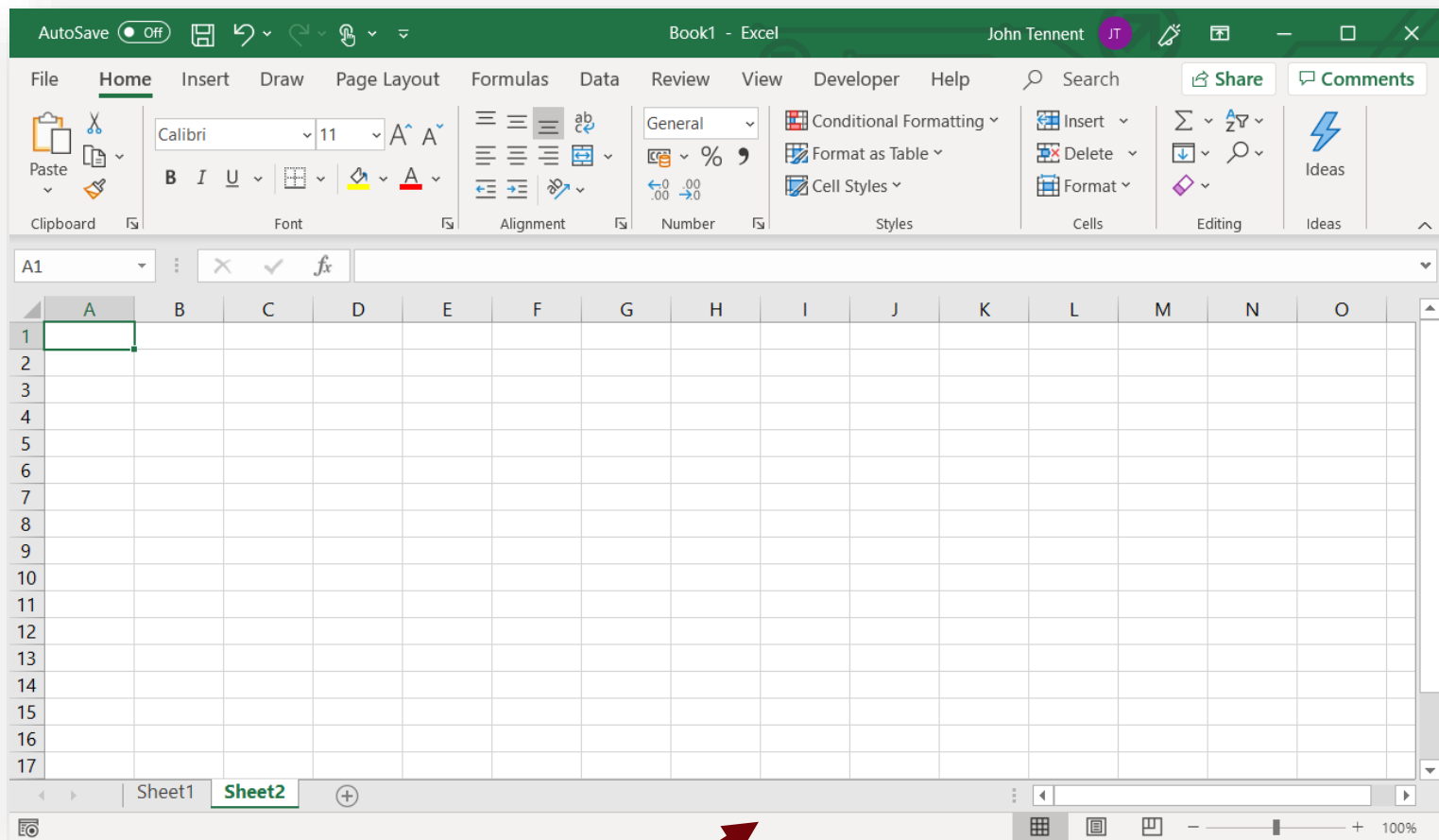
	A	B	C	D
1	Unique Data			
2				
3	Invoices			
4				
5	Waitrose	=COUNTIF(A:A,A5)>1		
6	Sainsburys	FALSE		
7	Waitrose	TRUE		

Highlight duplicates except first instance

=IF(COUNTIF(A\$5:A5, A5)>1, "Duplicate", "")

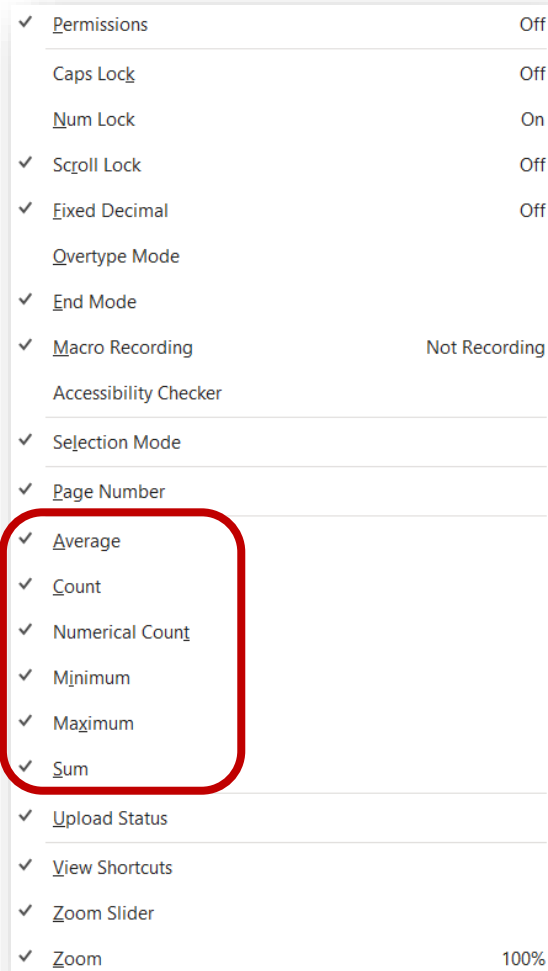
	A	B	C	D	E	F
1	Unique Data					
2						
3	Invoices					
4						
5	Waitrose	=IF(COUNTIF(\$A\$5:\$A5, \$A5)>1, "Duplicate", "")				
6	Sainsburys					
7	Waitrose	Duplicate				

Are you making the most of Status bar?



This bit right down here

Right click the bar to reveal a long list of options

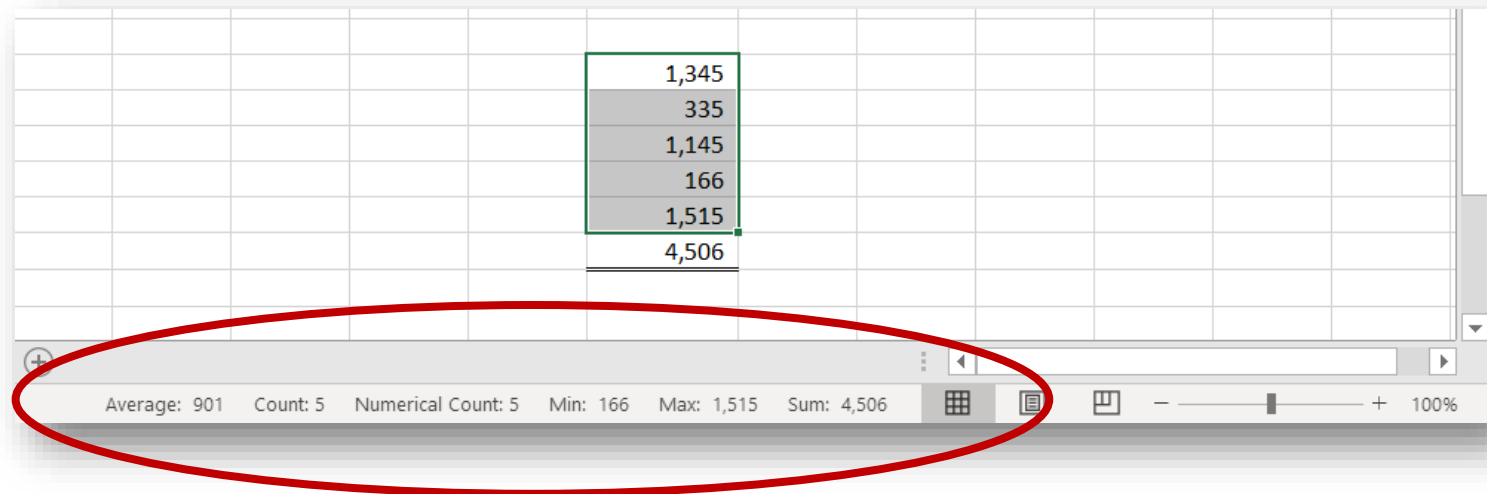


How often have you taken a calculator out to check that Excel is working properly?

If you highlight a group of cells it will do that check for you.

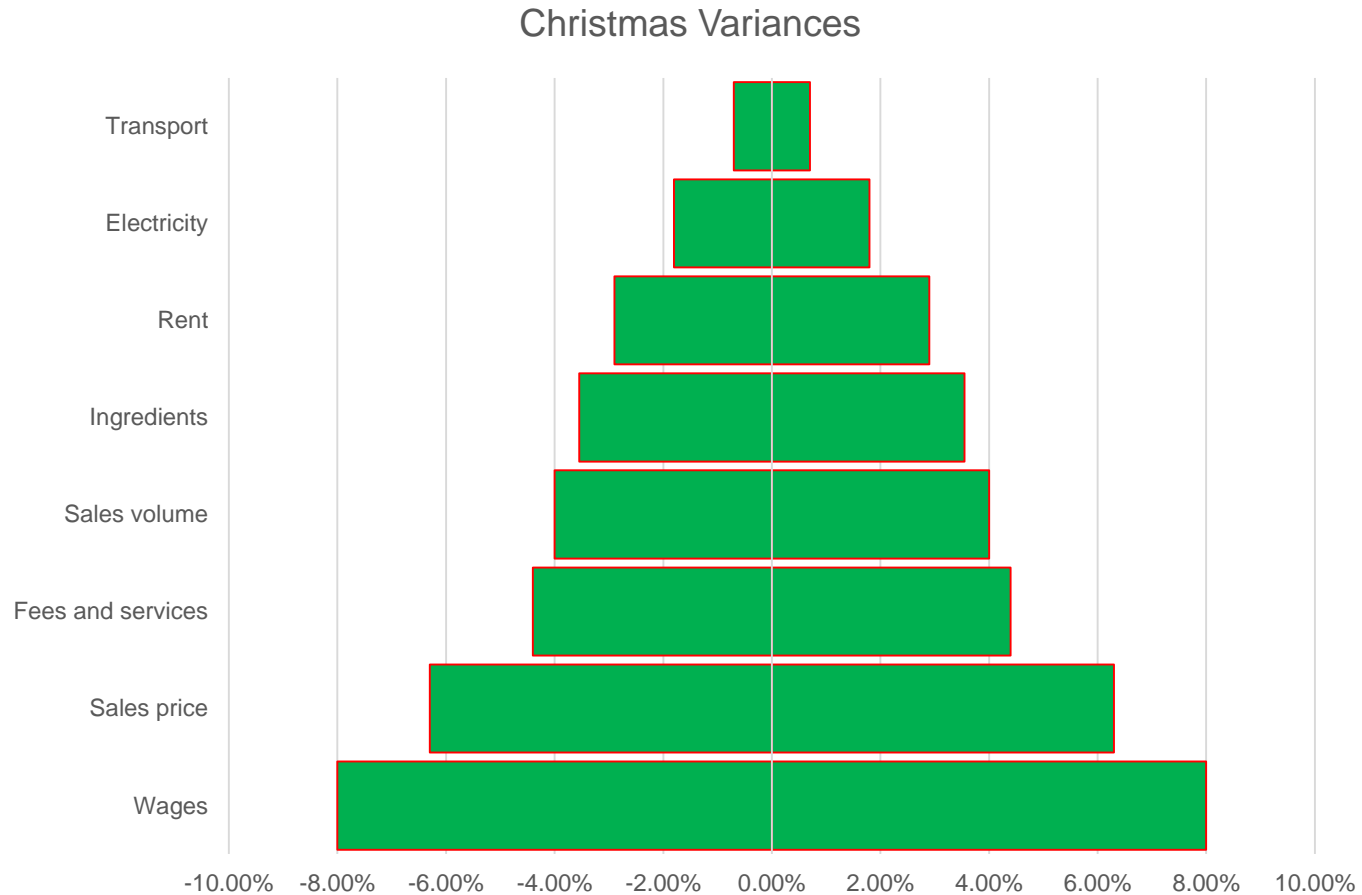
Just tick the boxes

The Status bar



Highlight a group of cells as a set of attributes are shown

Christmas tree charts (upside down tornado charts)



Christmas tree charts

Sort the data in order

High to low = Xmas tree

Low to high = Tornado

		Variance	
	Wages	8.00%	-8.00%
	Sales price	6.30%	-6.30%
	Fees and services	4.40%	-4.40%
	Sales volume	4.00%	-4.00%
	Ingredients	3.55%	-3.55%
	Rent	2.90%	-2.90%
	Electricity	1.80%	-1.80%
	Transport	0.70%	-0.70%

NB Excel builds the chart the reverse way up (ie the top row is the bottom of the chart)

Put a negative value for each positive value and then draw a **stacked bar chart**

Minimise the gap width and colour both bars Green



*Any
questions?*

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Business & Management

THANK YOU FOR ATTENDING

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