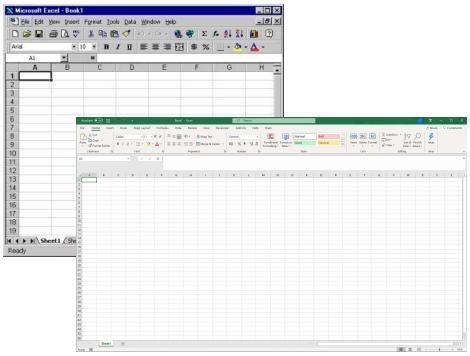
Aim

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

New features can only be applied in version 16 updated with the new features.



Agenda

1. Managing Data
    - New AI – Flash Fill
    - New Array functions –Sort, Filter and Unique
    - New XLookUp

2. Ideas – quick data presentation

3. Charts
    - Quick charts and flexing attributes
    - Waterfall charts

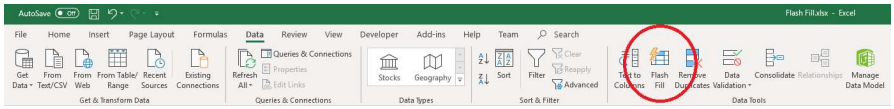
Flash Fill

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
Sopihie Pagent	62	Sopihie	Pagent	Sopihie 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

Sort

A function that ***spills*** from an anchor formulae in top left and is a ***live*** update as data changes

Sort column (1= first on left)

True = Column
False = Row

=**SORT**(Array, Sort Index, Sort order, By Column)

Range of the data set

1 = Ascending
2 = Descending

Filter

Also a function that ***Spills*** from an anchor formulae in top left and is a ***live*** update as data changes

A range and logical test
B5:B15>50

=**FILTER**(Array, Include, If_empty)

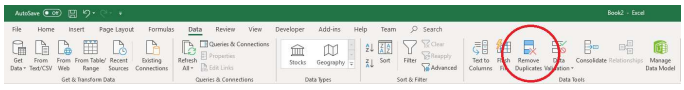
Range of the data set

Response if no values meet the criteria
"No items are…."

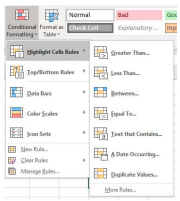
Combine with Sort and the result is both filtered and sorted

Removing duplicates (the old ways)

Remove Duplicates button



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



Both are irrelevant of case

Unique

Still a function that ***Spills*** from an anchor formulae in top left and is a ***live*** update as data changes

Find unique columns or rows
False = Row and True = Column

=**UNIQUE**(Array, By_col, Exactly_once)

Range of the data set

Only unique values or include duplicates once
False = Duplicates once and True = only unique

VLOOKUP – No more

=VLOOKUP(Lookup_value, Array, Column number)

=INDEX(Array, Row Number of Array)

=MATCH(Value, Array, Type) Type = 0 is exact Match

=INDEX(Column with Answers, **MATCH** (Value, List of all values, Match Type))

=IFERROR(Value, Value if error) – put this around to produce a zero if no match found

Better than **VLOOKUP** – faster, the account balance can be on the left of the account code and not in alphabetical order.

XLOOKUP – its what we have been waiting for!

Use =XLOOKUP(lookup_value, lookup_array, return_array,

[if_not_found], [match_mode], [search_mode])

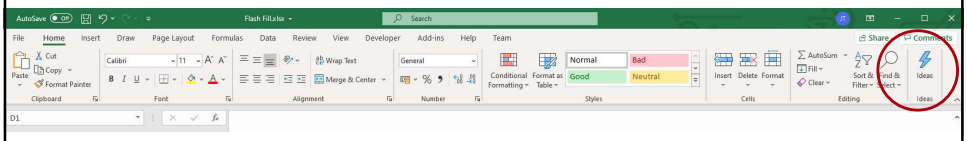
Text if no match available

Type of match including an option for wildcard characters

Search method to speed response from large tables

	A	B	C	D	E	F	G
1	Fruit Pricing						
2							
3							
4		Apple	0.15				
5		Pear	0.20				
6		Banana	0.18				
7		Grape	0.01		Mango	Price is:	
8		Orange	0.28				
9		Mango	0.45				
10		Lemon	0.12				
11		Strawberr	0.05				
12							

Ideas



Analyses your data and generates pivot tables and charts for you that can be dropped into your worksheet

Quick Charts

Top left corner must be blank

	A	B	C	D	E	F	G	H
1	Quick Charts							
2								
3								
4			2016	2017	2018	2019	2020	
5		Actual	1,000	1,120	1,210	1,325	1,523	
6		Budget	980	1,254	992	1,563	1,615	
7								
8								

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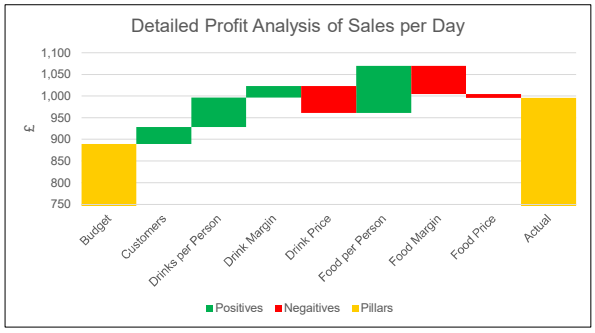
A Waterfall Chart

A great way to illustrate the causal factors in reconciling Budget to Actual results.



Top tip – its just a stacked bar chart with a 'clear' base on which the blocks sit

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The Data Blocks for the Chart

Build the 5 rows needed for the graph

	Budget	Customers
Variances	889.1506	39.5978
Pillars	889.1506	
Positives		39.5978
Negatives		0
Cumulative	889.1506	928.7484
Blank	0	889.1506

The ends of the chart

The positive variances (use **=MAX**(value,0)

The negative variances (use **=MIN**(value,0) and switch to positive with **=ABS**(value)

Cumulative value = previous + actual variance

Blank block is the base on which the variance sits therefore =cumulative-negative variance

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