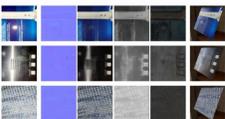
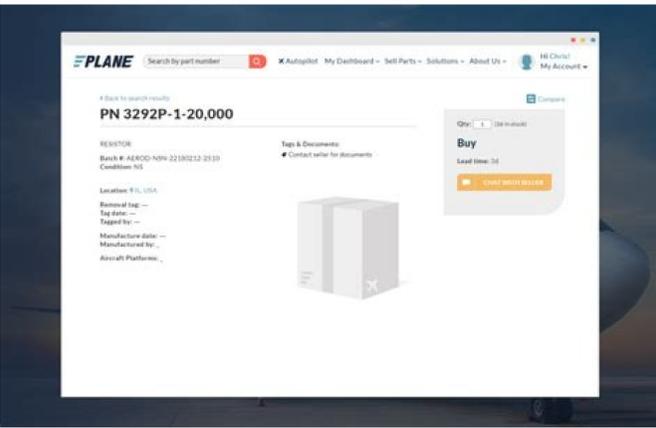


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Dummy projects for manual testing methods using excel examples



The INDEX and MATCH formulas work right-to-left, whereas VLOOKUP formulas only work as a left-to-right lookup. If you want to color code commonalities between different rows in Excel, you can do that. Here's how to add drop-downs to your cells. Ranges are one way to segment your data for better analysis. To add that necessary space, use the function =A2&" "&B2. The formula: =COUNTIF(range, criteria) The formula with variables from our example below: =COUNTIF(D:D,"Gryffindor") In this formula, there are several variables: Range: The range that we want the formula to cover. To subtract, use the - sign. In the example case below, let's select "Delimited" so we can separate the full name into first name and last name. Let's explore more of the basics of Excel (along with advanced features) next. How to Use Excel To use Excel, you only need to input the data into the rows and columns. So if you have three rows with Harry Potter's information and you only need to see one, then you can select the whole dataset and then remove duplicates based on email. Then, choose "Conditional Formatting" from the Home menu and select your logic from the dropdown. 10. It can be used in tandem with the INDEX function. If the key shortcut isn't working for any reason, you can also do this manually by highlighting the cell and clicking Insert > Hyperlink. Sometimes, we don't want to count the number of times a value appears. Select "Remove Duplicates," and you're good to go. Use formulas for simple calculations. 2. If I were looking at columns C and D, I would use "C:D." Criteria: Whatever number or piece of text you want Excel to count. Use conditional formatting to make cells automatically change color based on data. In our example, this would be the column that "House" is located in. 13. The real power of the IF function comes when you string multiple IF statements together, or nest them. They won't change the data that you have, but they can sum up values and compare different information in your spreadsheet, depending on what you'd like them to do. Example: =C5/D3. Since I want to count the number of students in each house, I'll go to the Pivot table builder and drag the House column to both the Row Labels and the Values. Example: =COUNTIF(A2:A5,"London"). What is Excel? Look at the Allow options, then click Lists and select Drop-down List. Pretend we want to combine first names and last names into full names in a single column. Split up text information between columns. [Note: Your range can be more than two columns. In situations like this, removing the duplicates comes in quite handy. Let's cover the basics first. On newer versions of Excel, a drop-down will appear instead of a pop-up. Then, right-click and select "Insert." In the example below, I want to add an additional three rows. Need to do simple math? When you have rows of data in your spreadsheet, you might decide you actually want to transform the items in one of those rows into columns (or vice versa). Add drop-down menus. Sometimes, you may even need to add hundreds of rows. To make this true for multiple rows, simply drag the corner of that first cell downward as shown in the example. Instead of just pulling in any numeric value, you can sum, count, average, max, min, count numbers, or do a few other manipulations with your data. Balance Sheets: Balance sheets are among the most common types of documents you can create with Excel. Sometimes, you only want to look at data that fit into certain criteria. Right-click on the cell, and then select "Paste Special." A module will appear — at the bottom, you'll see an option to transpose. Have you ever seen a dollar sign in an Excel formula? Let's dig into each of these variables. VLOOKUP: The VLOOKUP function helps you search for anything on your sheet's rows. How can we spend less time navigating, formatting, and selecting items in our spreadsheet? Excel Keyboard Shortcuts Creating reports in Excel is time-consuming enough. Example: =(C5-D3)/(A5+B6)*3). It removes the need to spend hours and hours counting cells or copying and pasting performance numbers. You'll often find the number of times a word or number appears in any range of cells. INDEX: The INDEX function returns a value from within a range. Table Array: The table array is the range of columns on Sheet 2 you're going to pull your data from, including the column of data identical to your lookup value (in our example, email addresses) in Sheet 1 as well as the Column C. To complete a sum, you would input the starting cell and the final cell with a colon in between. While Excel is primarily known as an accounting tool, professionals in any field can use its features and formulas — especially marketers — because it can be used for tracking any type of data. If you're just getting started using Excel, you can rely on the following formulas to carry out some complex functions — without adding to the complexity of your learning path. In our example, the criteria is "Gryffindor." Simply typing in the COUNTIF formula in any cell and pressing "Enter" will show me how many times the word "Gryffindor" appears in the dataset. 14. Lookup Value: This is the identical value you have in both spreadsheets. Logical Test: The logical test is the "IF" part of the statement. Click on the data in the column you want to sort. Scour your data sets to make sure the column of data you're using to combine your information is exactly the same, including no extra spaces. Lookup Value: This is the column in Sheet 1 that contains identical values in both spreadsheets. If the "A" is on top of the "Z," you can just click on that button once. Sometimes, you'll be using your spreadsheet to track processes or other qualitative things. Instead, we want to input different information into a cell if there is a corresponding cell with that information. Here is a list of documents you can create: Income Statements: You can use an Excel spreadsheet to track a company's sales activity and financial health. Then click on the "Data" tab in your toolbar and look for the "Sort" option on the left. Need to merge two sheets with similar data? Pivot tables are used to reorganize data in a spreadsheet. Add more than one row or column. Highlight the words you want to hyperlink, then press Shift K. In this case, the logic is D2="Gryffindor" because we want to make sure that the cell corresponding with the student says "Gryffindor." Make sure to put Gryffindor in quotation marks here. Larger data sets tend to have duplicate content. With the COUNTIF function, Excel can count the number of times a word or number appears in any range of cells. INDEX: The INDEX function returns a value from within a range. Table Array: The table array is the range of columns on Sheet 2 you're going to pull your data from, including the column of data identical to your lookup value (in our example, email addresses) in Sheet 1 as well as the column of data you're trying to copy to Sheet 1. The "B" means Column B, which contains the information that's only available in Sheet 2 that you want to translate to Sheet 1. Both Row and Column labels can contain data from your columns (e.g. First Name can be dragged to either the Row or Column label — it just depends on how you want to see the data.) Value: This section allows you to look at your data differently. 11. Excel is used by marketers, accountants, data analysts, and other professionals. Thanks to Excel, both are possible. Maybe you exported a list of your marketing contacts or blog posts. If you're working with large data sets that would require thousands of lookups, using the INDEX and MATCH function will significantly decrease load time in Excel. Let's say we want to combine both datasets so that all the house information from Sheet 2 translates over to Sheet 1. But first, let's take a look at the types of documents you can create using the software. Highlight the cells you want the drop-downs to be in, then click the Data menu in the top navigation and press Validation. Select "OK" when you're done, and you should see your results automatically appear. Keep in mind that VLOOKUP will only pull back values from the second sheet that are to the right of the column containing your identical data. With the tips and tricks we shared in this post, you'll be sure to use Excel to its fullest extent and get the most out of the software to grow your business. In that case, you're actually referring to a cell that's five columns to the left (C minus A) and in the same row (5). 8. Create a New Workbook PC: Ctrl-N | Mac: Command-N Select Entire Row PC: Shift-Space | Mac: Shift-Space Select Entire Column PC: Ctrl-Space | Mac: Control-Space Select Rest of Column PC: Ctrl-Shift-Down/Up | Mac: Command-Shift-Down/Up Select Rest of Row PC: Ctrl-Shift-Right/Left | Mac: Command-Shift-Right/Left Add Hyperlink PC: Ctrl-K | Mac: Command-K Open Format Cells Window PC: Ctrl-1 | Mac: Command-1 Autosum Selected Cells PC: Alt+= | Mac: Command-Shift-T Other Excel Help Resources Use Excel to Automate Processes in Your Team Even if you're not an accountant, you can still use Excel to automate tasks and processes in your team. Division: To divide the values of two or more cells, use the / sign. To add, use the + sign. "Fixed Width" means you want to select the exact location on all the columns that you want the split to occur. Luckily, there's always an easier way. When you're done, click "Finish." 7. These are things like: Creating a new spreadsheet from scratch. Then, you have four options to choose from. Example: =C5/D3. It would take a lot of time to copy and paste each individual header — but what the transpose feature allows you to do is simply move your row data into columns, or the other way around. For example, if you're using an Excel sheet to manage your sales prospects and want to track whether you called them in the last quarter, you could have a "Called this quarter?" column and check off the cells in it when you've called the respective client. Once the box appears in the cell, copy it, highlight the cells you also want it to appear in, and then paste it. Transpose rows into columns. The syntax is as follows: IF(logical test, value if true, [value if false]). No advanced Excel knowledge required. When the "A" is on top of the "Z," that means your list will be sorted in alphabetical order. In the spirit of working more efficiently and avoiding tedious, manual work, here are a few Excel formulas and functions you'll need to know. When applicable, the copy has been updated to provide instruction for users of both newer and older Excel versions. Use dollar signs to keep one cell's formula the same regardless of where it moves. Originally published Feb 18, 2022 7:00:00 AM, updated March 16 2022 5. The formula with variables from our example below: =A2&" "&B2 Let's go through the formula together using an example. Excel Basics If you're just starting out with Excel, there are a few basic commands that we suggest you become familiar with. Excel Functions Excel functions automate some of the tasks you would use in a typical

formula. Example: =SUM(C5:C30). For example, maybe you want to pull one someone's company name through their email address. Then, it's time to use the Delimiters, Calendar. You can easily create a spreadsheet monthly calendar or other date-sensitive information. Use the format painter to easily copy the formatting from one area of the worksheet to another. 9. From there a box will pop up allowing you to place the hyperlink URL. Excel Formulas It's easy to get overwhelmed by the wide range of Excel formulas that you can use to make sense out of your data. You just need to change the "2" to a "3" so it pulls back the value in the third column. =VLOOKUP(C2:Sheet2!A:C,3,false,1] Approximate Match (TRUE) or Exact Match (FALSE): Use FALSE to ensure you pull in only exact value matches. The syntax is: MATCH(lookup_value, lookup_array, [match_type]). Row Labels: These could be your rows in the dataset. It's part of the Microsoft Office suite of products. But you're not finished — if all you type in is =A2&B2, then there will not be a space between the person's first name and last name. For more complex formulas, you'll need to use parentheses around the expressions to avoid accidentally using the PEMDAS order of operations. Hyperlink a cell to a website. In our example, this is "Sheet2!A:B." "A" means Column A in Sheet 2, which is the column in Sheet 2 where the data identical to our lookup value (email) in Sheet 1 is listed. But, if you have to hyperlink words, such as a page title or the headline of a post you're tracking, here's how. You see, a cell reference — when you refer to cell A5 from cell C5, for example — is relative by default. The syntax is the same as the SUM function: AVERAGE(Cell1:Cell2). In addition to doing pretty complex calculations, Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. The following is true when you want to combine information in Sheet 1 and Sheet 2 onto Sheet 1. IF: The IF function allows you to return values based on a logical test. This allows you to set multiple conditions, get more specific results, and ultimately organize your data into more manageable chunks. Let's say Sheet 1 contains a list of people's names and their Hogwarts email addresses, and Sheet 2 contains a list of people's email addresses and the Patronus that each student has. In the example below (10+10*10), the second and third 10 were multiplied together before adding the additional 10. Let's get to it. Choose the first value in your first spreadsheet. You'll see I differentiated the MATCH formula using a different color here. Let's look at an example. Databases tend to split out data to make it as exact as possible. In Excel, a filter can be added to each column in your data — and from there, you can then choose which cells you want to view at once. "House" is the second column in our range of columns (table array), so our column number is 2. Use Pivot tables to recognize and make sense of data. Next, go to the Data tab and select "Text to Columns." A module will appear with additional information. Use the COUNTIF function to make Excel count words or numbers in any range of cells. What if you want to split out information that's in one cell into two different cells? Combine cells using &. So: Sheet2!C:C. All I have to do is enter a formula, and pretty much anything I'd ever need to do manually can be done automatically. Example: =AVERAGE(C5:C30). Here are some documents you can create specifically for marketers. This will sum up the number of students associated with each house. Here's how that looks in practice: =IF(B3

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