**[Advanced Excel & Basics of PQ] Masterclass – Revision Notes by [www.yodalearning.com]**

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| **SN** | **Technique** | **Description** | | | | **Remarks** |
| **(A) DATA CLEANING** | | | | | | |
| 1 | FlashFill (Ctrl E) | Show sample output / pattern – **(1)** no blank column, **(2)** three samples, **(3)** *apostrophes* for bank account no., IDs, **(4)** diverse/tough samples  [Add Column Headers later] | | | | - |
| 2 | Go To – Special (Ctrl G) | Ctrl + Enter (to fill Blanks); Constants (hard coded) vs. Formulas | | | | 15 |
| 3 | Find & Replace (Ctrl H) | Wildcard characters (\*) and (?); To neutralize, use tilde ~ | | | | 63-64 |
| 4 | SUBSTITUTE | Formula version of “Find & Replace” | | | | - |
| 5 | Text to Columns | **(1)** Split text, **(2)** Cell formats - General vs. Text vs. Date \*\*\*; **(3)** Rectify 22.07.2018 ~ dmy and 20180722 is ~ ymd | | | | 67-70 |
| 6 | Extract characters | LEFT (first *n* characters), RIGHT (last *n* characters), MID (n characters from a certain starting point) | | | | 71 |
| 7 | “Cleanse” | TRIM (*Yoda Pvt Ltd > Yoda Pvt Ltd*), VALUE (Nos. stored as text > No.) | | | | 60 |
| 8 | Check/Validate | LEN (Yoda = 4), SEARCH (start position no. in a cell) | | | | 60 |
| **(B) LOOKUPS** | | | | | | |
| 9 | VLOOKUP *“tantrums”* | **(1)** Lookup value in 1st column of table array, **(2)** F4 and comma, **(3)** Format = Nos. stored as text vs. General/Number -> Use T2C \*\*\* | | | | 50 |
| 10 | VLOOKUP with TRUE / 1 | 3 conditions – [**Slabs**] in [**>=**] [Nos. in **Asc. Order**]; Used for [**Nos./Dates**] | | | | 51 |
| 11 | VLOOKUP with 1 MATCH | * 2D lookup with 90° table (Cross-tab) * Junior (MATCH) follows Senior (VLOOKUP) | | |  | 53 |
| 12 | INDEX with 2 MATCH | * T-form / Reverse lookup * Array (Map) + 1st MATCH for row (Vertical) + 2nd MATCH for column (Horizontal) | | |  | 57 |
| 13 | Fuzzy Lookup (MS Add-in) | Ctrl + T; Matching same names with different spellings – Rajeev vs. Rajiv | | | | - |
| **(C) AGGREGATORS & LOGICALS** | | | | | | |
| 14 | SUMIFS / COUNTIFS | SAME Heights of all Ranges, Use $ for ranges, **“>=”&A1** | | | | 58-59 |
| 15 | Running Count | =COUNTIFS($A$1:A1,A1) – Used to lookup for duplicate value | | | | 59 |
| 16 | Logical Statements | * IF(AND(), \_\_ , \_\_ ); IF(OR(), \_\_ , \_\_ ); IFERROR( \_\_ , “NA”) * Logical = TRUE/FALSE; TRUE = 1 and FALSE is 0 | | | | 72-73 |
| **(D) PIVOT TABLE** (Alt D P) – 38-48 | | | | | | |
| 17 | 1. Options: Classic, Autofit Column 2. Mathematical Calculations (SUM vs COUNT, %) 3. Grouping: Dates (Year, Months etc.), Numbers (Slabs) 4. Heatmap (Conditional Formatting – Color Scale) 5. Slicer (Color Styles, Increase Columns Nos.) 6. Sparklines (High Pt. vs. Low Pt.) 7. F11 (Chart) | | 1. Refresh vs. Change Data Source 2. Move (headers) ~ Hold, Drag and Drop 3. Cross-tab to Flat file (**PQ** – Transform – Unpivot Columns) 4. Show Filter Pages (100s of Pivot reports) 5. Disable GETPIVOTDATA 6. Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **(E) Others** | | | | | | |
| 18 | EDATE | Expiry Date (3 months from now) | | 29 | | |
| 19 | EOMONTH | End of Month (5th of next month) | | 29 | | |
| 20 | TEXT | “ddd” = Sun, “dddd” = Sunday | | 27 | Alternative: WEEKDAY where 1= Sunday | | |
| 21 | Macros (Google Search) | VBA CODE TO [VERB] [OBJECT] [ADDL. LOGIC] | | Youtube Channel – *excelsuperstar* | | |
| 22 | Power Query ETL Tricks  (Get & Transform) | * Applied Steps for Undo (Trail), M-Query Formula Bar; Unpivot Columns, Split to Rows * Merge Queries (Join) > Table Expansion Button; Case Sensitive & Data Types * Load to (Data Connection) > Pivot Table, Group By, Column from Examples | | | | |