Twitter Thread by Blake Burge ■



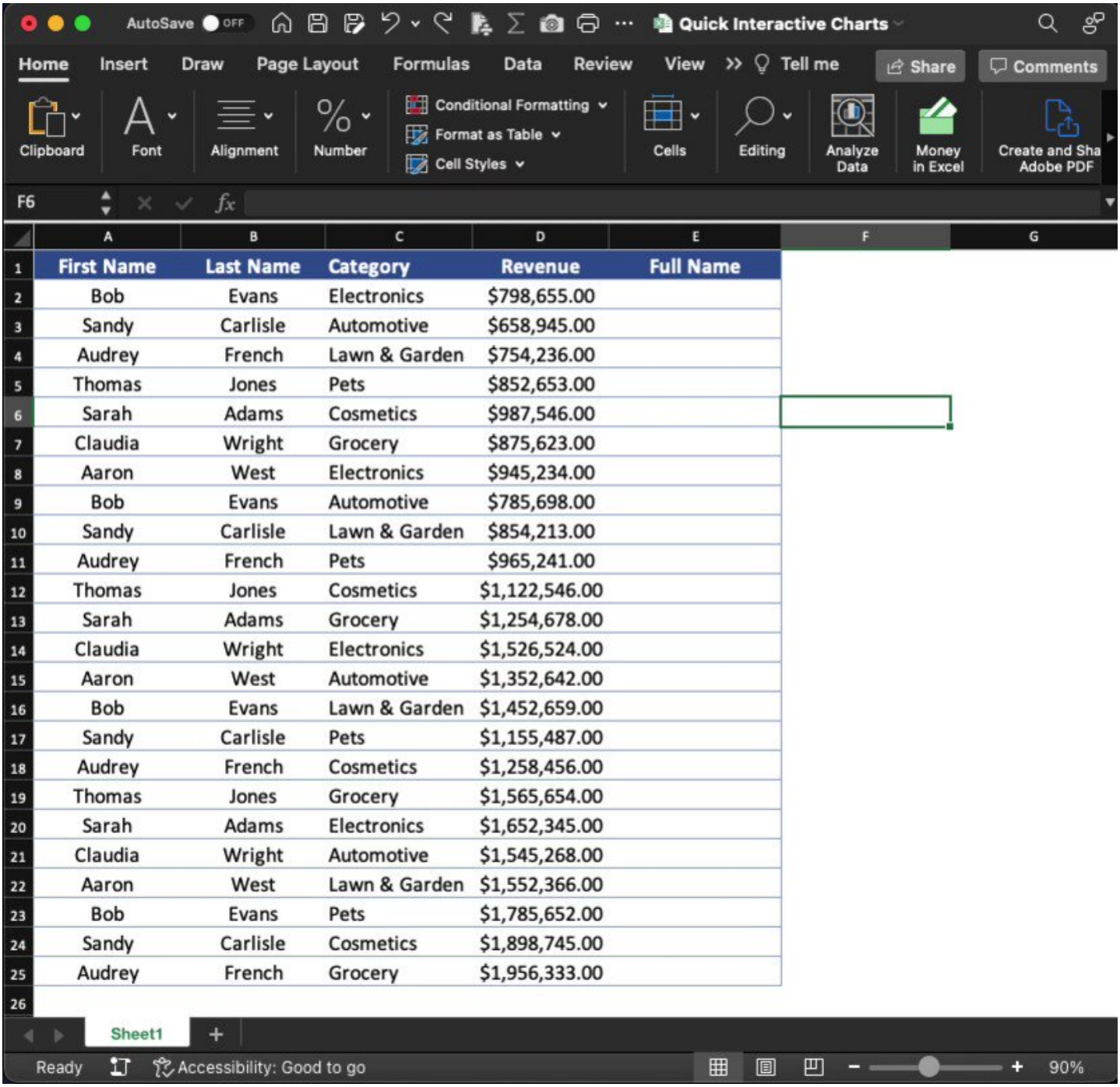
Blake Burge ■
@blakeaburge

5 Excel Skills You Can Learn Today and Show Off on Monday: ■

1. Tables + TEXTJOIN

• Select Range
• Format as table
• Combine Name Using TEXTJOIN

Note –– Changes to the formula will carry throughout the table.



	A	B	C	D	E	F	G
1	First Name	Last Name	Category	Revenue	Full Name		
2	Bob	Evans	Electronics	$798,655.00			
3	Sandy	Carlisle	Automotive	$658,945.00			
4	Audrey	French	Lawn & Garden	$754,236.00			
5	Thomas	Jones	Pets	$852,653.00			
6	Sarah	Adams	Cosmetics	$987,546.00			
7	Claudia	Wright	Grocery	$875,623.00			
8	Aaron	West	Electronics	$945,234.00			
9	Bob	Evans	Automotive	$785,698.00			
10	Sandy	Carlisle	Lawn & Garden	$854,213.00			
11	Audrey	French	Pets	$965,241.00			
12	Thomas	Jones	Cosmetics	$1,122,546.00			
13	Sarah	Adams	Grocery	$1,254,678.00			
14	Claudia	Wright	Electronics	$1,526,524.00			
15	Aaron	West	Automotive	$1,352,642.00			
16	Bob	Evans	Lawn & Garden	$1,452,659.00			
17	Sandy	Carlisle	Pets	$1,155,487.00			
18	Audrey	French	Cosmetics	$1,258,456.00			
19	Thomas	Jones	Grocery	$1,565,654.00			
20	Sarah	Adams	Electronics	$1,652,345.00			
21	Claudia	Wright	Automotive	$1,545,268.00			
22	Aaron	West	Lawn & Garden	$1,552,366.00			
23	Bob	Evans	Pets	$1,785,652.00			
24	Sandy	Carlisle	Cosmetics	$1,898,745.00			
25	Audrey	French	Grocery	$1,956,333.00			
26							

2. Organize With Multiple Slicers

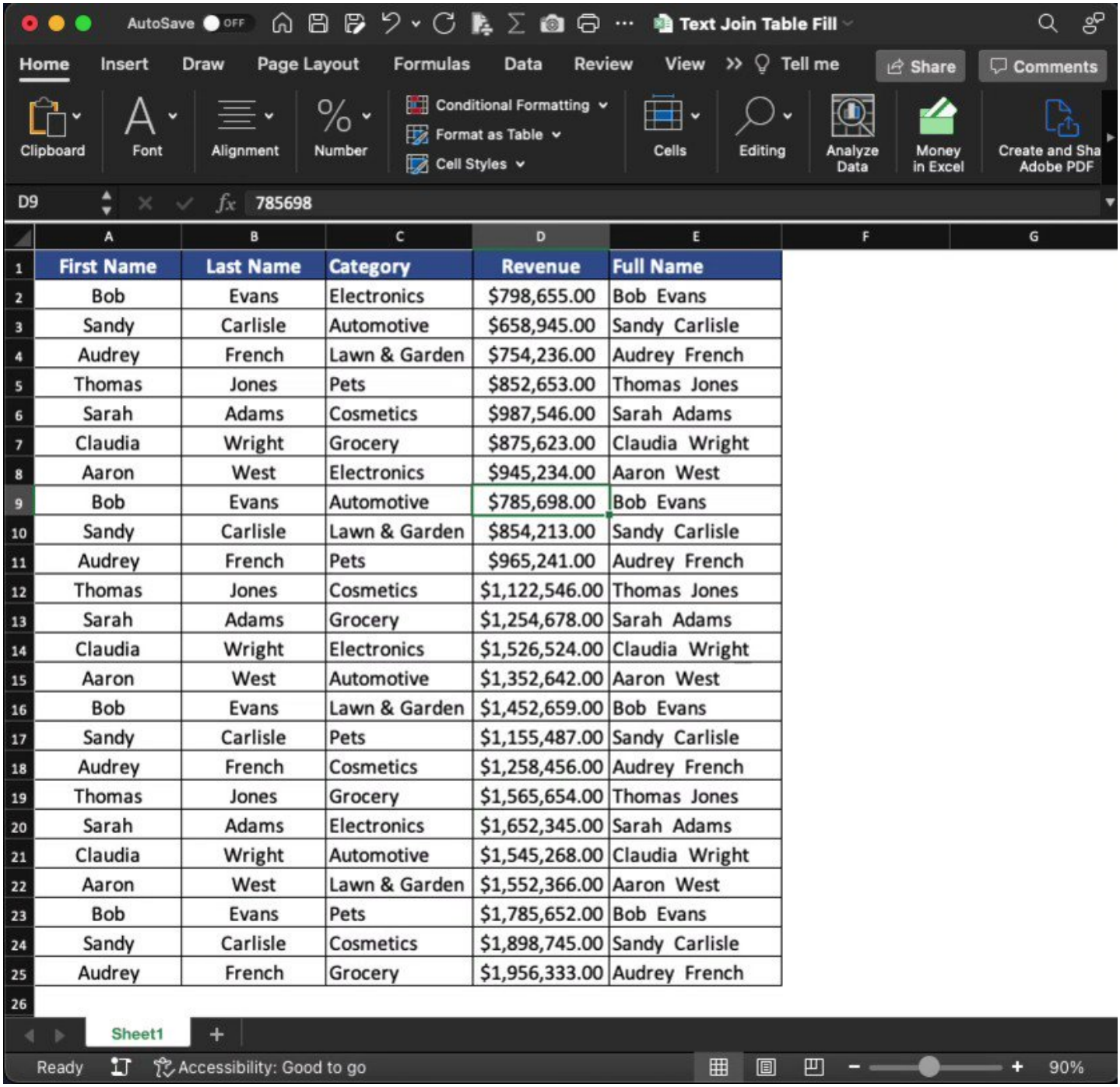
• Select Range
• Format as Table
• Insert Slicers of Your Choice

Select individual or multiple categories at the same time.

To select multiple click+drag or select the ■■■ box.

Click the funnel to unfilter.

No need for a pivot table!

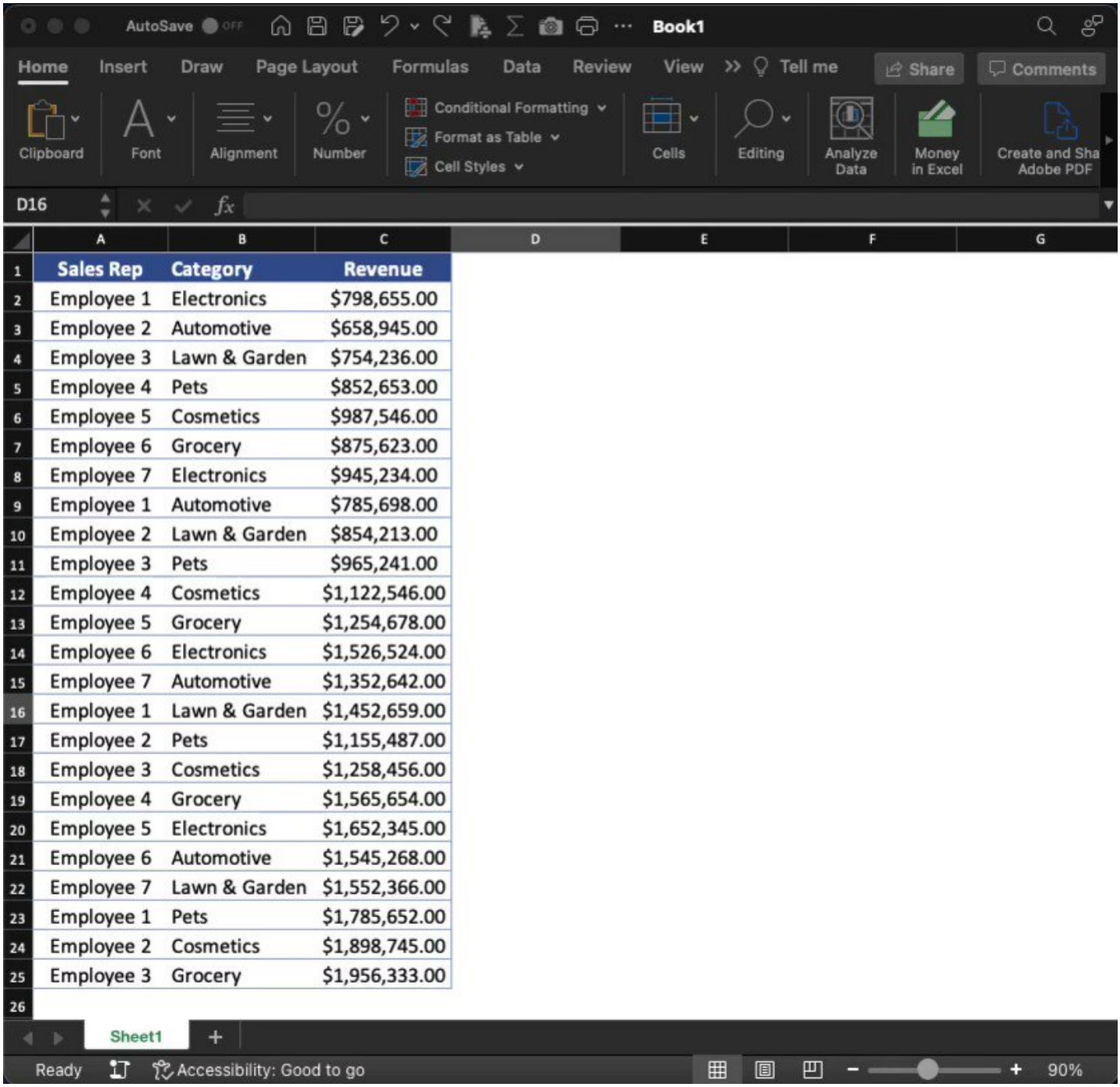


	A	B	C	D	E	F	G
1	First Name	Last Name	Category	Revenue	Full Name		
2	Bob	Evans	Electronics	$798,655.00	Bob Evans		
3	Sandy	Carlisle	Automotive	$658,945.00	Sandy Carlisle		
4	Audrey	French	Lawn & Garden	$754,236.00	Audrey French		
5	Thomas	Jones	Pets	$852,653.00	Thomas Jones		
6	Sarah	Adams	Cosmetics	$987,546.00	Sarah Adams		
7	Claudia	Wright	Grocery	$875,623.00	Claudia Wright		
8	Aaron	West	Electronics	$945,234.00	Aaron West		
9	Bob	Evans	Automotive	$785,698.00	Bob Evans		
10	Sandy	Carlisle	Lawn & Garden	$854,213.00	Sandy Carlisle		
11	Audrey	French	Pets	$965,241.00	Audrey French		
12	Thomas	Jones	Cosmetics	$1,122,546.00	Thomas Jones		
13	Sarah	Adams	Grocery	$1,254,678.00	Sarah Adams		
14	Claudia	Wright	Electronics	$1,526,524.00	Claudia Wright		
15	Aaron	West	Automotive	$1,352,642.00	Aaron West		
16	Bob	Evans	Lawn & Garden	$1,452,659.00	Bob Evans		
17	Sandy	Carlisle	Pets	$1,155,487.00	Sandy Carlisle		
18	Audrey	French	Cosmetics	$1,258,456.00	Audrey French		
19	Thomas	Jones	Grocery	$1,565,654.00	Thomas Jones		
20	Sarah	Adams	Electronics	$1,652,345.00	Sarah Adams		
21	Claudia	Wright	Automotive	$1,545,268.00	Claudia Wright		
22	Aaron	West	Lawn & Garden	$1,552,366.00	Aaron West		
23	Bob	Evans	Pets	$1,785,652.00	Bob Evans		
24	Sandy	Carlisle	Cosmetics	$1,898,745.00	Sandy Carlisle		
25	Audrey	French	Grocery	$1,956,333.00	Audrey French		
26							

3. Quick Interactive Charts

• Select Range
• Format as Table
• Insert Slicer
• Insert Chart

Like this: ■■

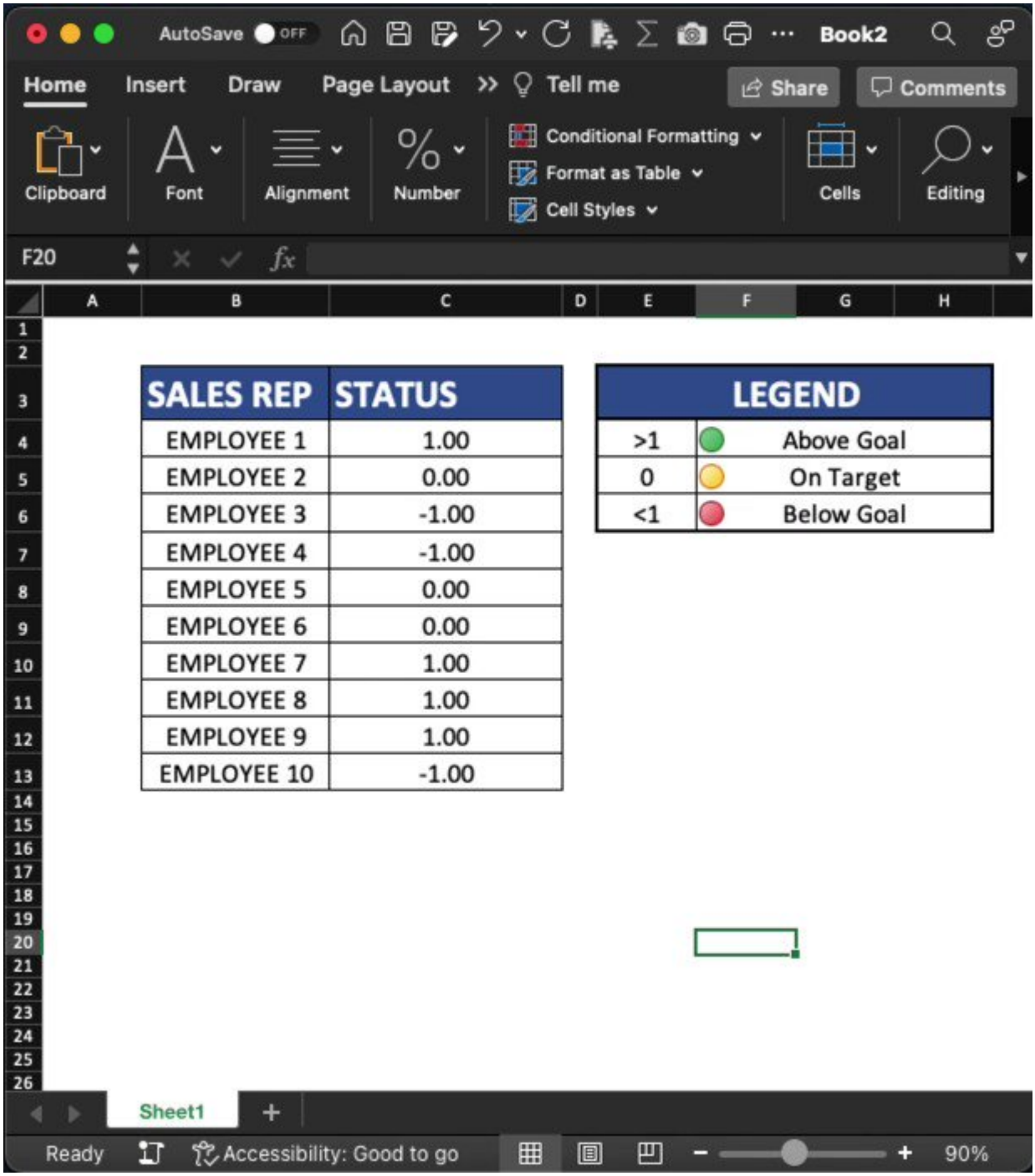


	A	B	C	D	E	F	G
1	Sales Rep	Category	Revenue				
2	Employee 1	Electronics	$798,655.00				
3	Employee 2	Automotive	$658,945.00				
4	Employee 3	Lawn & Garden	$754,236.00				
5	Employee 4	Pets	$852,653.00				
6	Employee 5	Cosmetics	$987,546.00				
7	Employee 6	Grocery	$875,623.00				
8	Employee 7	Electronics	$945,234.00				
9	Employee 1	Automotive	$785,698.00				
10	Employee 2	Lawn & Garden	$854,213.00				
11	Employee 3	Pets	$965,241.00				
12	Employee 4	Cosmetics	$1,122,546.00				
13	Employee 5	Grocery	$1,254,678.00				
14	Employee 6	Electronics	$1,526,524.00				
15	Employee 7	Automotive	$1,352,642.00				
16	Employee 1	Lawn & Garden	$1,452,659.00				
17	Employee 2	Pets	$1,155,487.00				
18	Employee 3	Cosmetics	$1,258,456.00				
19	Employee 4	Grocery	$1,565,654.00				
20	Employee 5	Electronics	$1,652,345.00				
21	Employee 6	Automotive	$1,545,268.00				
22	Employee 7	Lawn & Garden	$1,552,366.00				
23	Employee 1	Pets	$1,785,652.00				
24	Employee 2	Cosmetics	$1,898,745.00				
25	Employee 3	Grocery	$1,956,333.00				
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4. Custom Text & Icon Sets

• Create Custom Text
• Choose Icon Sets
• Apply Conditional Formatting

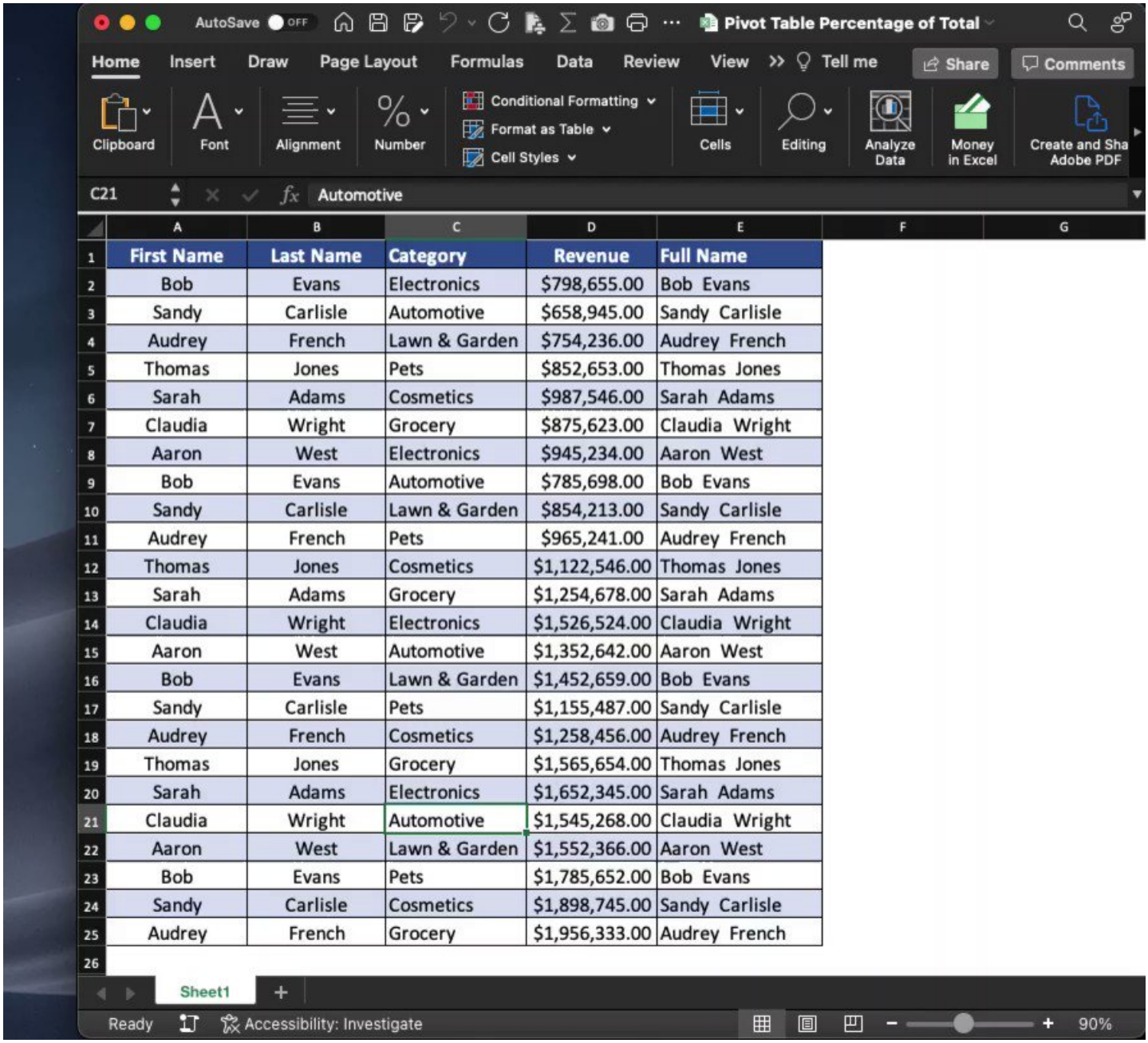
No one else in your office is doing this!



5. Pivot Table Grand Total Percentage

Convert numeric values to show as a percentage of the grand total.

- Select Range
- Create Pivot Table
- Right-Click On Data
- Select "Show Values As"
- Percentage of Grand Total



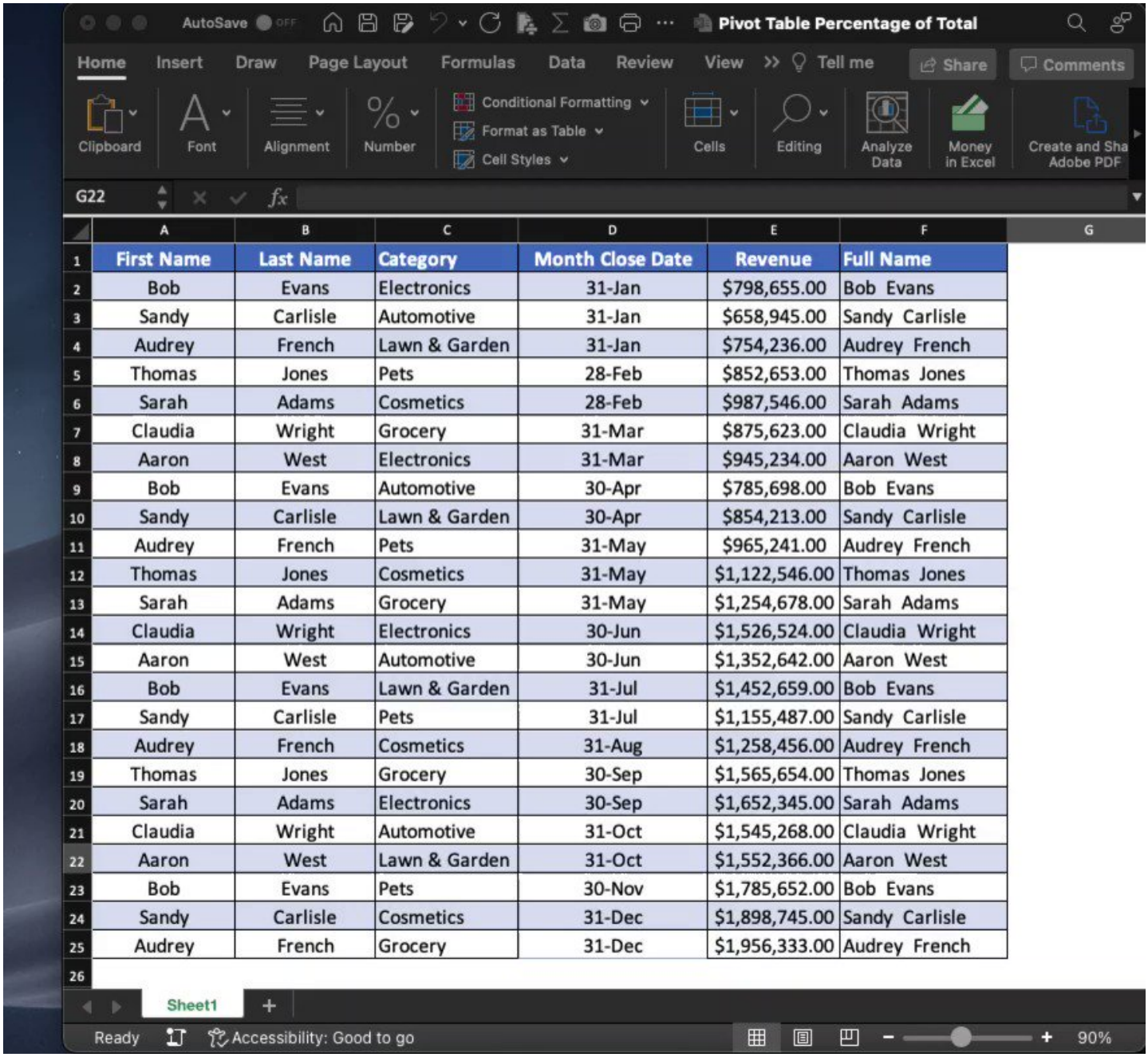
	A	B	C	D	E	F	G
1	First Name	Last Name	Category	Revenue	Full Name		
2	Bob	Evans	Electronics	$798,655.00	Bob Evans		
3	Sandy	Carlisle	Automotive	$658,945.00	Sandy Carlisle		
4	Audrey	French	Lawn & Garden	$754,236.00	Audrey French		
5	Thomas	Jones	Pets	$852,653.00	Thomas Jones		
6	Sarah	Adams	Cosmetics	$987,546.00	Sarah Adams		
7	Claudia	Wright	Grocery	$875,623.00	Claudia Wright		
8	Aaron	West	Electronics	$945,234.00	Aaron West		
9	Bob	Evans	Automotive	$785,698.00	Bob Evans		
10	Sandy	Carlisle	Lawn & Garden	$854,213.00	Sandy Carlisle		
11	Audrey	French	Pets	$965,241.00	Audrey French		
12	Thomas	Jones	Cosmetics	$1,122,546.00	Thomas Jones		
13	Sarah	Adams	Grocery	$1,254,678.00	Sarah Adams		
14	Claudia	Wright	Electronics	$1,526,524.00	Claudia Wright		
15	Aaron	West	Automotive	$1,352,642.00	Aaron West		
16	Bob	Evans	Lawn & Garden	$1,452,659.00	Bob Evans		
17	Sandy	Carlisle	Pets	$1,155,487.00	Sandy Carlisle		
18	Audrey	French	Cosmetics	$1,258,456.00	Audrey French		
19	Thomas	Jones	Grocery	$1,565,654.00	Thomas Jones		
20	Sarah	Adams	Electronics	$1,652,345.00	Sarah Adams		
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23	Bob	Evans	Pets	$1,785,652.00	Bob Evans		
24	Sandy	Carlisle	Cosmetics	$1,898,745.00	Sandy Carlisle		
25	Audrey	French	Grocery	$1,956,333.00	Audrey French		
26							

6. Bonus: Pivot Table Timelines

• Select Range
• Insert Pivot Table
• Choose Pivot Fields
• Insert Timeline

Now you can filter data with a cool slider based on Months, Years, Quarters, etc.

Check it out: ■■



	A	B	C	D	E	F	G
1	First Name	Last Name	Category	Month Close Date	Revenue	Full Name	
2	Bob	Evans	Electronics	31-Jan	$798,655.00	Bob Evans	
3	Sandy	Carlisle	Automotive	31-Jan	$658,945.00	Sandy Carlisle	
4	Audrey	French	Lawn & Garden	31-Jan	$754,236.00	Audrey French	
5	Thomas	Jones	Pets	28-Feb	$852,653.00	Thomas Jones	
6	Sarah	Adams	Cosmetics	28-Feb	$987,546.00	Sarah Adams	
7	Claudia	Wright	Grocery	31-Mar	$875,623.00	Claudia Wright	
8	Aaron	West	Electronics	31-Mar	$945,234.00	Aaron West	
9	Bob	Evans	Automotive	30-Apr	$785,698.00	Bob Evans	
10	Sandy	Carlisle	Lawn & Garden	30-Apr	$854,213.00	Sandy Carlisle	
11	Audrey	French	Pets	31-May	$965,241.00	Audrey French	
12	Thomas	Jones	Cosmetics	31-May	$1,122,546.00	Thomas Jones	
13	Sarah	Adams	Grocery	31-May	$1,254,678.00	Sarah Adams	
14	Claudia	Wright	Electronics	30-Jun	$1,526,524.00	Claudia Wright	
15	Aaron	West	Automotive	30-Jun	$1,352,642.00	Aaron West	
16	Bob	Evans	Lawn & Garden	31-Jul	$1,452,659.00	Bob Evans	
17	Sandy	Carlisle	Pets	31-Jul	$1,155,487.00	Sandy Carlisle	
18	Audrey	French	Cosmetics	31-Aug	$1,258,456.00	Audrey French	
19	Thomas	Jones	Grocery	30-Sep	$1,565,654.00	Thomas Jones	
20	Sarah	Adams	Electronics	30-Sep	$1,652,345.00	Sarah Adams	
21	Claudia	Wright	Automotive	31-Oct	$1,545,268.00	Claudia Wright	
22	Aaron	West	Lawn & Garden	31-Oct	$1,552,366.00	Aaron West	
23	Bob	Evans	Pets	30-Nov	$1,785,652.00	Bob Evans	
24	Sandy	Carlisle	Cosmetics	31-Dec	$1,898,745.00	Sandy Carlisle	
25	Audrey	French	Grocery	31-Dec	$1,956,333.00	Audrey French	
26							

Want to learn Excel?

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