DALLAS COUNTY PROMISE

Excel Magic

Common shortcuts and functions for college advisors

Key Shortcuts/Functions:

To Do This	Press This (PC)	Press This (Mac)
Filters	Ctrl + Shift + L	Command + Shift + F
Select whole column/row up to last nonblank	Ctrl + Shift + Arrow Key	Command + Shift + Arrow Key
"Lock" a cell	Fn + F4	Command + T
Count the number of cells that meet a criterion	=COUNTIF(range, criteria) *If criteria is a word and not a number, put in "quotes"*	
Remove duplicates	Data Tab → Remove Duplicates	

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Creating Rosters

IndexMatch formula allows you to combine information from multiple spreadsheets. For example, you could pull FAFSA complletion data over to a master senior roster to see who has not completed FAFSA yet.

=INDEX	(Array,	MATCH	(lookup_value,	Lookup_array,	0))
	Select the whole column I want to return a value from. This is where the data I want to pull into my page lives.		My lookup value (school ID, student ID, whatever unique identifier I want to "match" on. One cell in the document I'm pulling into.	Column I want to look up against. This is the whole column where the student ID lives in the document I'm pulling from.	0 means you want Excel to return the exact value

More Index Match Tips

Tips:

- Your lookup value cell and your column where lookup values live in the document have to be in the same format (number, text, etc.) Right click, format cells, category – categories have to match.

- The =INDEX(MATCH,0) Formula goes in the spreadsheet you are pulling information **into**

- Don't forget double close parentheses at the end of the formula.

Other lessons on INDEX MATCH
https://www.deskbright.com/excel/using-index-match/

https://www.youtube.com/watch?v=kxeSS8n3WNI