

Transcript | Hacks for Working with Spreadsheets

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00:00:05.350 --> 00:00:11.100

Doug Hodgson: Hello, everyone! Hi, I'm just going to give us a couple of seconds.

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00:00:11.410 --> 00:00:16.690

Doug Hodgson: I can see that there are dozens and dozens of you filtering into this

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00:00:16.830 --> 00:00:20.990

Doug Hodgson: event. So I'm just gonna give it a couple of seconds to make sure that everybody

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00:00:21.300 --> 00:00:24.069

Doug Hodgson: has joined us before we get started.

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00:00:24.390 --> 00:00:32.080

Doug Hodgson: See that number picking up hope everyone is having a good day wherever you are joining us from.

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00:00:32.340 --> 00:00:56.309

Doug Hodgson: Okay, I'm gonna get us started because I can see that we're kind of reaching capacity here. So Hello! Welcome to this quickfire must class on hack for working with spreadsheets. My name is Doug Hodgson. I am the event producer here at Apolitical. It would be great to hear from all of you as well. So please do post in the chat where you're joining us from, and what organization you work for. I'm always very curious to know that

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00:00:56.635 --> 00:01:08.569

Doug Hodgson: for those of you who may be joining us for the 1st time a very warm welcome. Apolitical is the world's largest community, but governments used by over a quarter of a million public servants and policymakers from more than 170 countries.

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00:01:08.670 --> 00:01:21.560

Doug Hodgson: Our mission is to make government smarter. And we do this by putting the best knowledge and skills at the fingertips of public servants around the world just like you, and on queue I can see that my chat is lighting up. So

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00:01:42.100 --> 00:01:48.120

Doug Hodgson: There's now far too many messages coming in to keep up with. But

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00:01:48.390 --> 00:02:11.250

Doug Hodgson: it is very nice to have you all here with us today and keep those messages coming. It's lovely to hear from you. If you have joined an a political event before, welcome back, and if not. We're delighted to have you here. This event is going to be a little bit different to the way we normally run things. So in you, instead of the usual hour. Today's session is going to be a compact 30 min tightly focused on building your skills with spreadsheets.

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00:02:11.320 --> 00:02:19.009

Doug Hodgson: We know that as public servants you are likely short on time, and we want these events to suit your learning needs and work with your busy schedules.

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00:02:19.120 --> 00:02:23.309

Doug Hodgson: You'll have the chance to let us know whether this new format is helpful. At the end of this event.

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00:02:23.580 --> 00:02:36.529

Doug Hodgson: We're going to get into our presentation very shortly, but just before we do, I have a quick few messages or pieces of housekeeping to share with you. First, st I'd like to extend an invitation to all of you to join a political data skills network.

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00:02:36.910 --> 00:02:44.649

Doug Hodgson: This is a space for public servants to share questions, insights, resources, that kind of thing relating to data and building the skills to use it.

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00:02:44.850 --> 00:03:02.990

Doug Hodgson: Spreadsheets are fundamentally ways of organizing and working with data. So as attendees of today's event, I thought I'd invite you all to join this community. You will be able to find a link to join in the resources section of your zoom, and my colleague is just posting a link in the very busy chat now as well.

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00:03:03.140 --> 00:03:19.729

Doug Hodgson: Secondly, I must let you know that this event is recorded for on demand viewing on the Apolitical website, please don't record it yourself. Contact details for privacy concerns are in the apolitical homepage. Footer. Closed captions are available and can be toggled on and off in your screen settings.

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00:03:20.140 --> 00:03:45.039

Doug Hodgson: That is more than enough from me. It is my pleasure to introduce David Ben. I'm who is going to be our speaker today. David is an excel vlogger, trainer and comedian. What a combination he runs! Excel, consulting, which helps organizations optimize operations via spreadsheet as well as running a popular Youtube channel that aims to increase spreadsheet proficiency, and he has, I think, nearly

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00:03:45.200 --> 00:04:09.939

Doug Hodgson: or nearly 20,000 followers. Gosh! That's a lot, David. In 2020 David was awarded the Microsoft most valuable professional award for Excel, which is a highly honored title given to less than 100 people worldwide. So David is very well placed to get us up to speed on some spreadsheet tips. Today you can reread that that bio by visiting the resources tab at the bottom of your zoom screen and heading to the Speaker section.

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00:04:10.320 --> 00:04:25.110

Doug Hodgson: It's a pleasure to have have you with us, David. I'm going to hand over to you immediately for the next kind of 1820 min. And then we're gonna have a few minutes reserved at the end. QA. So attendees. Submit your questions in the Q. And a tab for David, and hopefully we'll cover them later. But without further ado, David, over to you.

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00:04:26.420 --> 00:04:34.070

David Benaim: Thank you. Thank you, Doug. Nice to be with you, everyone. So today we're going to look at hacks for working with spreadsheets. And

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00:04:34.450 --> 00:04:49.910

David Benaim: here. Yeah, as you said, I've started an Instagram channel called the Excel Comedian, where I post stuff like memes and sketches and silly things about the spreadsheet app. We hate to love or we love to hate. And I'm actually going to be doing a

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00:04:50.400 --> 00:05:00.779

David Benaim: a stand-up comedy show at the Edinburgh fringe. Probably the world's first, st
ever hour-long comedy special on spreadsheets. So if anyone is in

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00:05:00.780 --> 00:05:25.639

David Benaim: Edinburgh or does come through, feel free to join me, I'm just going to post my
socials on the chat. So I've just done that. Now, yeah. So you can follow me on Instagram. If you
want this stuff or Youtube, which is where I have over 19,000 subscribers as well, hoping to 20
K. Next month. So that'd be really exciting. So we're going to be looking at quick wins AI
formulas and then

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00:05:25.640 --> 00:05:28.700

David Benaim: and summary. So looking at quick wins

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00:05:29.050 --> 00:05:34.940

David Benaim: here, let's do a lot of stuff in the spreadsheet itself.

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00:05:35.140 --> 00:05:45.169

David Benaim: So a lot of new stuff that people don't realize that Excel has. So if you have a
picture like this, you can go to the. You can copy the picture.

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00:05:45.500 --> 00:05:54.260

David Benaim: You can go to the data tab, and you can choose from picture. And here you can
actually convert a picture from a clipboard

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00:05:55.500 --> 00:05:57.800

David Benaim: in tube data.

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00:05:58.240 --> 00:06:00.919

David Benaim: So it uses AI to analyze it.

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00:06:02.300 --> 00:06:21.099

David Benaim: and it's not always perfectly right, like it's given this extra column. But you can do
insert here and insert, and then it will just give you something that is close to it. You might still
need some manipulation to get it working. What you might see here with this kind of crosshair is
something called a focus cell.

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00:06:21.200 --> 00:06:39.730

David Benaim: So this is a brand new tab in the view. In the view tab, you have focus cell, you can just turn this on or off. You can even customize the color that you want makes it really easy for teaching stuff. I really like this, so feel free to respond with an emoji reaction, if you like, what I'm showing you.

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00:06:39.910 --> 00:06:42.079

David Benaim: this can be pretty useful.

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00:06:42.680 --> 00:06:57.040

David Benaim: I actually just had someone today who said that they recently unfortunately suffered a stroke, and they said that they would find this super super useful. So yeah, so that's really great. You also have the ability to

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00:06:57.240 --> 00:07:09.700

David Benaim: insert. Nowadays you can get a picture and you can. You could always get it over the cells, but you can now do it inside the cells as well, or you can use the equals image function to convert that as well.

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00:07:10.870 --> 00:07:30.019

David Benaim: I know I have to go through. I don't have much time, so I'm just showing you some quick wins. Things like check boxes in the insert tab recently came out last year and does what it says on the tin. Really, it's pretty easy to use. You can multi-select and press spacebar to select or deselect, or just do that.

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00:07:30.150 --> 00:07:36.380

David Benaim: and you want to delete them and press delete with your keyboard like that. So this brand new came out last year.

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00:07:36.970 --> 00:07:40.909

David Benaim: All right, some AI stuff here. So

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00:07:41.620 --> 00:07:48.589

David Benaim: I know this is what people have been asking for. So I'm gonna show you this one.

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00:07:49.970 --> 00:07:52.620

David Benaim: So let's say that you have

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00:07:52.770 --> 00:07:58.739

David Benaim: a customer name here, and you want to extract just the given name. So you can actually give an example like this.

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00:07:58.960 --> 00:08:01.440

David Benaim: And then, if you select this, the column

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00:08:02.120 --> 00:08:06.690

David Benaim: in the data tab, you have this thing called flash fill.

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00:08:08.030 --> 00:08:16.260

David Benaim: If you click on that, it will take the example that you gave, and extract all of these names without using a formula

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00:08:16.620 --> 00:08:17.900

David Benaim: which is pretty cool.

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00:08:18.960 --> 00:08:28.499

David Benaim: So it's all example based. Let's go to the next one, which is more complicated. So here I want to extract the family name, and here you have

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00:08:28.750 --> 00:08:38.600

David Benaim: the family name sometimes has 2 words like Dowi, Jr. Slot Thomas. Sometimes it's uppercase, and we don't want that. So if I write here

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00:08:39.020 --> 00:08:48.819

David Benaim: an example, I can select my cells, and if I go to flash, fill it. Does this now because flash fill is AI. It uses machine learning

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00:08:49.020 --> 00:08:55.630

David Benaim: a similar system, and if you immediately correct it over here and press. Enter.

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00:08:56.770 --> 00:08:59.030

David Benaim: it will then correct it underneath.

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00:08:59.880 --> 00:09:03.199

David Benaim: and then, if you want another correction, as long as you see

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00:09:03.510 --> 00:09:12.769

David Benaim: the symbol on the side. It means that it's live. So dawit like this. When I press, enter, watch what happens to these last 2 like that.

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00:09:12.890 --> 00:09:14.449

David Benaim: As long as you see this.

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00:09:14.640 --> 00:09:21.319

David Benaim: it's live, but if you click away, then it goes away like that. Good people seem to like that one. Alright

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00:09:23.520 --> 00:09:29.610

David Benaim: But one main disadvantage of this is that it's not formula based. So if I do change name

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00:09:30.400 --> 00:09:32.889

David Benaim: like my name, it will not change in here.

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00:09:34.180 --> 00:09:44.970

David Benaim: One thing you can do is you can ask ChatGPT, or you can ask Microsoft copilots for how to do a formula. So if you're going to do that, a couple of tips.

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00:09:45.820 --> 00:09:48.259

David Benaim: Say you're writing

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00:09:48.910 --> 00:09:59.909

David Benaim: an excel formula. Make sure you say that specifically, and then say, to extract everything before the space from

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00:10:00.270 --> 00:10:06.940

David Benaim: sell here, H. 11 H. 9.

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00:10:07.310 --> 00:10:11.400

David Benaim: So make sure you say the reference, and then click there

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00:10:11.930 --> 00:10:15.200

David Benaim: and then it should give you the formula here.

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00:10:15.790 --> 00:10:32.540

David Benaim: So text before. If you have an older version of Excel. You can use that if I copy the code, both of them work text before is a much more efficient way. It's a formula that got a function that got released about 2 years ago. You can paste it, and then here's 1 if you want to drag down.

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00:10:32.540 --> 00:10:49.980

David Benaim: But you don't want to do this manually. You can actually move your mouse till it's a black cross over here and double click, instead of dragging down, and it will come down automatically with the formula, so if you double, click down here, let me know if you like that one. All right. A lot of shocked faces. People like that great.

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00:10:50.230 --> 00:11:08.959

David Benaim: a brand new function as well allows you to do something even more elaborate. So let's say, I want to extract the email address from this column, which is sometimes in the middle, sometimes at the beginning, sometimes at the end, sometimes it's not there, so I can write here.

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00:11:09.790 --> 00:11:11.220

David Benaim: Let's do the same.

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00:11:12.060 --> 00:11:27.050

David Benaim: So write an excel formula, just copy and paste that to extract the email from cell F. 9, and

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00:11:27.560 --> 00:11:32.530

David Benaim: it could be anywhere in the sentence.

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00:11:32.680 --> 00:11:37.319

David Benaim: Now, I think that Chat Gpt is going to give me the wrong answer. So I'm going to copy that.

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00:11:37.834 --> 00:11:40.960

David Benaim: Yeah. So this is the wrong answer. This will not work.

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00:11:42.430 --> 00:11:50.040

David Benaim: but I know that Chat Gbt. In the brand new version launched about 4 months ago, has Regex.

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00:11:50.700 --> 00:12:03.479

David Benaim: So, Regex, if you just type use Regex, which is new to excel from last year. So if you do know, this, Regex uses very powerful.

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00:12:04.140 --> 00:12:23.239

David Benaim: very powerful coding that can do something based on characters next to each other. By the way, Geppetto is the is the pet name that I give to my chat. Gpt. Seriously. So it stands for Geppetto. Gbt, yeah, I know I'm really obsessed.

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00:12:23.250 --> 00:12:39.640

David Benaim: It's kind of fun for a while. It was calling me Geppetto. But now it's got it right good. I'll tell Geppetto he was live on screen, and he'll get a kick out of that. Wow! I have problems. I definitely have problems. So if I copy and paste that.

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00:12:39.890 --> 00:12:42.041

David Benaim: All right. It's got it wrong.

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00:12:43.060 --> 00:12:44.760

David Benaim: Reg, that's the thing with,

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00:12:46.140 --> 00:12:48.509

David Benaim: yeah, it's I know it's regex extract.

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00:12:51.020 --> 00:12:55.779

David Benaim: Okay, if you change it to Regex, extract. It actually worked. And you can drag it down.

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00:12:55.880 --> 00:13:00.089

David Benaim: It doesn't get it when it's blank. But there's a way you can change that.

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00:13:00.250 --> 00:13:11.049

David Benaim: Yeah, that's the thing with Chat. Gbt, it sometimes gets it wrong, all right. So we're going to quickly flow through, because I know that we've got a very short space of time. All right. So

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00:13:12.665 --> 00:13:18.880

David Benaim: sometimes you want to delete everything in one go. But what a lot of people do is

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00:13:19.100 --> 00:13:25.189

David Benaim: I'm going to copy this and do it here. Actually, if you want to delete everything in one go, most people would

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00:13:25.780 --> 00:13:32.800

David Benaim: kind of use clear contents or press delete on that keyboard. But then you also have to go here and say that

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00:13:33.000 --> 00:13:39.090

David Benaim: maximize this again. So you delete on your keyboard. Then you also have to remove the colors.

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00:13:39.280 --> 00:13:51.829

David Benaim: and then you also have to remove this no borders, and that actually takes a lot of clicks. And just when you think that you're done, you still have some red text. So that didn't quite work.

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00:13:52.830 --> 00:14:07.740

David Benaim: So there are faster ways to do this. But a lot of people don't know this very, very simple tool. So some people tell me. Well, why don't you just take some empty cells and copy them and paste them over here? And while that might work.

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00:14:08.561 --> 00:14:20.479

David Benaim: That is not always a luxury that people have to be able to just find some white, empty cells like that. This is kind of what I would say is the spreadsheet equivalent of white privilege.

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00:14:21.910 --> 00:14:22.920

David Benaim: So

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00:14:23.720 --> 00:14:42.340

David Benaim: that's something that you can do. Another thing that you might want to do is, select your cells and go to this cell. You have the drop down next to the eraser or the rubber, and you can choose clear all. And what clear all does is it keeps the data, but gets rid of the text.

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00:14:42.440 --> 00:14:56.389

David Benaim: It's clear all over here. You also have clear formats, very, very useful, keeps the data, gets rid of all the formatting. And this is not a new feature. This has been around for 20 plus years, but no one ever clicks on this button.

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00:14:58.600 --> 00:15:06.830

David Benaim: so some other stuff that you can do. Let's say that you want to do equals this cell plus this cell

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00:15:09.480 --> 00:15:13.510

David Benaim: and do it like that.

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00:15:13.780 --> 00:15:16.219

David Benaim: Yeah, I'm going to clear rules

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00:15:16.620 --> 00:15:20.780

David Benaim: there. Okay, so a lot of people will drag this down.

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00:15:21.650 --> 00:15:22.850

David Benaim: And then

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00:15:23.250 --> 00:15:36.750

David Benaim: you kind of have made a mistake, because you've gone from this kind of like gray, white, gray, white, to just having gray the whole way with this border around. And it's not really that useful.

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00:15:37.090 --> 00:15:58.070

David Benaim: So I'll throw in my socials again if anyone wants to follow that there. So it's not really that useful and a lot of people struggle to. With this, however, you've probably never noticed that you can click on that, and then you can choose fill without formatting, because what that does is it removes. Let me do it here equals this, plus this.

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00:15:59.330 --> 00:16:03.370

David Benaim: If you drag it down, you choose, fill without formatting.

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00:16:04.340 --> 00:16:09.770

David Benaim: It keeps the background, but it gets rid of all the other clutter around it like that.

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00:16:10.390 --> 00:16:12.770

David Benaim: So yeah, fill without formatting over here.

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00:16:13.490 --> 00:16:15.229

David Benaim: Good a lot of people like that.

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00:16:16.910 --> 00:16:19.139

David Benaim: Now I showed you, you can double click

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00:16:19.460 --> 00:16:48.839

David Benaim: another. Let me show you another shortcut in the next section. But I just want to show you this other brand new feature that might work for you guys as government people,

because you probably need to work with other countries. I love this feature equals translate. So translate, can take anything. It could be a word, a phrase, a whole paragraph. You have text, and then you have source, language and target language. So if I was to say comma.

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00:16:49.000 --> 00:16:55.659

David Benaim: you've got these at 2 in square brackets. Now, square brackets in excel functions means it's optional.

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00:16:55.860 --> 00:17:10.329

David Benaim: the 1st one, if you leave it blank. So if I just do that. It will just use auto, detect the language and then target language. I can click on the 2 letter code. So FRI know is French.

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00:17:10.670 --> 00:17:20.770

David Benaim: but it's also searchable, so I can do es for Spanish. I speak French and Spanish as well, so that will actually convert and translate these.

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00:17:22.119 --> 00:17:28.499

David Benaim: and it gets even more efficient if you've got it in another language, because I can just do equals translates.

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00:17:29.010 --> 00:17:31.179

David Benaim: and I can click on that. And

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00:17:31.810 --> 00:17:54.340

David Benaim: if you auto detect this, leave it blank and target language will just default to your systems language. So my system is in English, so that will give me in English, if it also detects it correctly, Mesa, I guess it hasn't, because there might be some extra English words that are associated with it. All right. But

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00:17:54.420 --> 00:18:03.799

David Benaim: let me show you this. I showed you how to drag down. Also, if you select some cells and you want to fill it down, you can use the shortcut control and D

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00:18:04.130 --> 00:18:07.650

David Benaim: control and DD for down

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00:18:09.350 --> 00:18:13.540

David Benaim: will fill down automatically. So that's a pretty good one.

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00:18:16.270 --> 00:18:18.169

David Benaim: Oh, another one here.

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00:18:18.390 --> 00:18:36.639

David Benaim: It's not quite AI. But you ever have us dates that you need to switch to European format. So if you select some cells, this is one of the most hidden features excel has. So if you select some cells, you can go to the data tab, and then here you have text to columns

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00:18:39.570 --> 00:18:43.640

David Benaim: and with text to columns super hidden feature, because what we're doing is

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00:18:43.760 --> 00:18:50.870

David Benaim: not like text to columns at all. And then, if I go to this, I can click on delimited

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00:18:51.110 --> 00:19:01.860

David Benaim: press next 2 times, because I don't care about the text to columns. The only thing I care about is this, if I click on date, and I choose, Mdy, because my source is month, day, year.

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00:19:01.960 --> 00:19:11.919

David Benaim: and then I press finish. It will switch. So instead of 8 0 3, it will become 3rd of August, and this will become 18th of August 15th of September, etc.

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00:19:12.700 --> 00:19:13.590

David Benaim: Look at that.

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00:19:15.890 --> 00:19:26.200

David Benaim: so I'll do that again. So select it. Go to text to columns 2 times next, and then in date. Choose Md. Y. And press. Finish

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00:19:30.130 --> 00:19:31.130

David Benaim: all rights.

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00:19:32.020 --> 00:19:33.940

David Benaim: A couple of questions.

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00:19:35.430 --> 00:19:44.179

David Benaim: that people asked, and then we'll open it for questions in a second, a lot of people like that one great. So if you.

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00:19:45.180 --> 00:19:49.389

David Benaim: if you select some cells like this, you can copy them.

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00:19:50.290 --> 00:19:56.690

David Benaim: and then, if you want to switch the rows and the columns, you can paste special

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00:19:57.750 --> 00:20:05.640

David Benaim: choose paste special here, which is the shortcut control Alt. V, you can then switch, transpose.

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00:20:05.750 --> 00:20:08.879

David Benaim: and it will switch the rows for the columns.

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00:20:09.310 --> 00:20:12.559

David Benaim: So pasting it looked like this. And now it's like this.

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00:20:13.070 --> 00:20:19.900

David Benaim: Another thing you might want to do is, let's say you have some special column widths like this

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00:20:20.040 --> 00:20:27.100

David Benaim: you can copy, and then if you paste it in here, it will give you kind of a more squash look.

131

00:20:27.390 --> 00:20:42.039

David Benaim: but if you paste special and choose column widths after that, it will actually just keep the same size of all the columns like that. So that is paste special. I showed you column widths and transpose.

132

00:20:42.581 --> 00:20:50.109

David Benaim: Yeah, some of the others here are also worth exploring, but that is a useful one. And what we got a question for. All right.

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00:20:50.560 --> 00:21:01.740

David Benaim: So as a whistle stop tour. I hope that was okay for you to follow. I do have bite-sized videos on my Youtube channel. If you want to re-record anything. But let's open up for questions.

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00:21:02.930 --> 00:21:18.789

Doug Hodgson: Thank you, David. That was an amazing and very dense the way you managed to condense so much information into that time. I know I gave you such a difficult task with you know, giving giving us so many tips in just 15 to 20 short minutes. You did a fantastic job.

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00:21:19.154 --> 00:21:26.830

Doug Hodgson: And I've never seen so many emojis being shared on an a political call. So there's a lot of clapping hands, I can see. So I second that

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00:21:27.139 --> 00:21:43.279

Doug Hodgson: but everyone participating. We will turn to questions in a moment. So remember to keep sharing any questions that you have possibly via the Q&A tab, if possible. It just makes the team a bit easier. Makes it easier for the team to to track those questions and make sure we're getting the right ones.

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00:21:43.300 --> 00:21:57.330

Doug Hodgson: Perhaps you would like to get David to repeat one of the demonstrations that he just did. If that's the case, then maybe just yeah. Message in the message in the Q&A tab, and and we can do for repeat. Or you might have some alternative questions to ask.

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00:21:57.760 --> 00:22:13.159

Doug Hodgson: We will get through as many as we can now, but we'll prior prioritize taking the conversation and any unanswered questions into the data fields network after this event, where you can discuss and share answers with the global network of public service peers.

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00:22:13.787 --> 00:22:20.572

Doug Hodgson: Okay, I've got a nice nice one from Rosary to to kick us off. So thank you, Rose.

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00:22:21.190 --> 00:22:34.190

Doug Hodgson: David, is that also a currency converter for world currencies? So you just showed us the kind of dates and language translation. Would you perhaps be able to do a quick visualization of currency conversion, if that's possible.

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00:22:34.190 --> 00:22:44.110

David Benaim: That's a question. Yes. So in fact, it's here in my data. Tab right now, currencies. So let's say that I want to get Usd to Gbp.

142

00:22:44.430 --> 00:22:51.050

David Benaim: I can type this in a cell, and I can click on currencies, and it will

143

00:22:52.380 --> 00:22:54.589

David Benaim: show me the live rate over here

144

00:22:55.080 --> 00:23:01.830

David Benaim: like that. Up refreshes every 5 min. If I want it in a cell, I can

145

00:23:02.010 --> 00:23:05.540

David Benaim: press the plus button and choose price like this.

146

00:23:06.370 --> 00:23:15.030

David Benaim: and this will be it, but it gets even cooler. Because what about, if you want to know what the exchange rate was on the 3rd of March

147

00:23:15.540 --> 00:23:17.239

David Benaim: 2,016.

148

00:23:17.680 --> 00:23:21.240

David Benaim: Well, you can use a function called Equal stock history

149

00:23:21.830 --> 00:23:33.249

David Benaim: in stock history. I'm going to click on this that has the currency pair press a comma, and then I have my start date and I'm going to click on that close my brackets, and it's going to show me the

150

00:23:33.440 --> 00:23:39.829

David Benaim: thing on that one more final trick I'm going to do today's date. So 28th of May.

151

00:23:40.050 --> 00:23:45.029

David Benaim: If I do in end date, I'm going to click on this

152

00:23:45.650 --> 00:23:55.960

David Benaim: close my brackets. This is cool. It's now done. The exchange rate every single day from 2,016 until

153

00:23:56.070 --> 00:24:08.280

David Benaim: so 2,400 rows of data all the way. Until today the exchange rate every day. You can do it with extra decimal places if you want to. Yeah. So there you go.

154

00:24:08.470 --> 00:24:09.660

Doug Hodgson: That's amazing.

155

00:24:10.510 --> 00:24:36.839

Doug Hodgson: incredible, David. This is really, really interesting. And and I'm I'm judging by all the reactions. This is the new new learning for everyone. Just to reiterate to everyone this event is being recorded. You will be sent a version of the recording after today. So anything that David has covered. You can re-access the recording or you can go to his fantastic Youtube channel to to learn more. But I'm getting the. I'm getting the sense that maybe a political should be running some more spreadsheet related events in future. So

156

00:24:37.120 --> 00:24:45.794

Doug Hodgson: You can let let us know. Send a thumbs up reaction. Now, if if you think that is the case, see this flooding in. So yes, that is useful for me as our event.

157

00:24:46.230 --> 00:25:00.699

Doug Hodgson: okay. Next question. I think that this is probably got a a lot of relevance. Do you have any kind of tip, David, for removing duplicate data quickly? Anything around kind of data cleaning or removals of duplication that you can show us.

158

00:25:01.250 --> 00:25:10.650

David Benaim: So good question. Here, I've actually put in some duplicates. So 2 things. Firstly, in a column, you can select.

159

00:25:10.970 --> 00:25:19.670

David Benaim: and you can go to the conditional, formatting, really underused tools, conditional, formatting. I love it. But here you have duplicate values.

160

00:25:19.780 --> 00:25:23.890

David Benaim: and here it will. Highlight duplicates in a color like that.

161

00:25:24.550 --> 00:25:34.210

David Benaim: and then once something becomes not a duplicate, the other one will automatically be uncolored. If a new one becomes a duplicate, they both get colored like that.

162

00:25:34.330 --> 00:25:51.109

David Benaim: So that's 1 way. The other method you have is actually called remove duplicates. It's in the data tab. And it's over here. If you select it. This is how you can check multiple columns for duplicates and press. Ok. And then.

163

00:25:51.450 --> 00:25:53.810

David Benaim: now it says, no duplicates found.

164

00:25:54.160 --> 00:26:00.430

David Benaim: Oh, okay, cause. I changed it for the demo. But yeah, usually it would do that.

165

00:26:01.190 --> 00:26:08.890

David Benaim: And now I can do remove duplicates. Yeah, any other questions. There you go. One duplicate values removed. Yeah.

166

00:26:09.350 --> 00:26:32.469

Doug Hodgson: Thank you. There's there's been a couple of questions around. There's people here which are using spreadsheets that have. You know that collaborated people, numerous people. An entire team might work with the same spreadsheet. And there's been a few questions around. How can you tell who has made changes to that spreadsheet? You know someone may have accidentally deleted a column, or or can you leave comments on it? Can you? Can you show us a bit about that?

167

00:26:32.470 --> 00:26:47.409

David Benaim: Yeah. Yeah. So actually excel. A year ago introduced. And, by the way, I am obsessed with new features. If you follow me on LinkedIn. I write about new features generally before Microsoft does, because I spot them, and I post about them.

168

00:26:47.410 --> 00:27:12.419

David Benaim: So in the review Tab, this came out 2 years ago. You have show changes now this is only active if you save it on sharepoint or onedrive, but if you do that it will come up with a list here of who edited what this current document is not saved on it. But yeah, this is pretty easy to follow in the review tab. If you have Microsoft 3, 65, then you click on that and you can edit. You can see the edit cell by cell.

169

00:27:12.620 --> 00:27:16.269

David Benaim: You can also select some text and choose

170

00:27:16.881 --> 00:27:22.010

David Benaim: show edit history if you save it on the on the cloud. But yeah.

171

00:27:22.960 --> 00:27:23.540

Doug Hodgson: Nice.

172

00:27:24.070 --> 00:27:29.179

David Benaim: Yeah, but it's pretty self-explanatory. I don't feel like I need to open up another file just to show it.

173

00:27:29.600 --> 00:27:44.969

Doug Hodgson: Sure. Thanks, David. I mean, I think this is a simple and probably easy one to answer. But is this the most up to date, and you know the the freshest, shiniest version of Excel available on the market right now that you're using.

174

00:27:46.230 --> 00:27:52.510

David Benaim: Yes, yes, yes, yes. So if you have Microsoft 3, 6, 5, you should get updates every month.

175

00:27:52.810 --> 00:28:15.339

David Benaim: some somewhere, every 6 months. Depends what version you have. But yeah, excel updates so fast and so many people don't know. They just assume that excel is still the same that it was that could not be further from the truth. There's literally hundreds of things that I could show if I had more time that would keep people as like wowed as this current session.

176

00:28:16.130 --> 00:28:37.869

Doug Hodgson: Thanks, David. Well, that's a neat, neat segue. I'm just looking at the time, and shocked to see that we're nearly at nearly at half an hour that went by so quick. So we have had some incredible nuggets of wisdom from our experts today. I'd like to give David. I commend you and please everyone. Join me in giving David a virtual round of applause.

177

00:28:38.160 --> 00:28:47.449

Doug Hodgson: For that fantastic and very kind of digestible load of tips and the hack. We really appreciate it, and I think that there is a demand for more. That's what I'm getting.

178

00:28:47.510 --> 00:29:17.310

Doug Hodgson: So watch this space. Everyone. Most importantly, thank you to everyone here, the attendees for investing in your learning and being so engaged in this topic. The team is going to pull up a couple of quick polls before you go to find out how you felt about this event, which will help us continue to improve our content. So 1st up, did you enjoy this shorter event, format? Would you like to see more? 30 min style events on a range of topics, but perhaps perhaps more on spreadsheets or other kind of digital tools that you use every day.

179

00:29:17.799 --> 00:29:36.509

Doug Hodgson: These polls are anonymous. I will give you a moment to click yes or no on that. And then, second, if you've been to an a political event, you know what's coming. Could you please rank on a scale of one to 10? Your agreement with the statement. This event was a valuable use of my time and meaning that yes, it absolutely was, and one meaning

180

00:29:36.890 --> 00:29:43.570

Doug Hodgson: absolutely not. I hope it's not that one, but but again, this is anonymous feedback. So please do be honest.

181

00:29:44.094 --> 00:30:07.920

Doug Hodgson: Finally, if we didn't get round to covering your question today, not to worry. As we mentioned not long ago, we have a highly active community on the apolitical platform, the data skills network, which is the place to post any outstanding queries or questions from today. There are nearly 700 of your public service peers, most of whom will be using spreadsheets and databases daily, who are waiting to help you find answers. A link to that space is being posted in the chat by my colleague. Now

182

00:30:08.810 --> 00:30:34.299

Doug Hodgson: that is all we have time for today. Thank you so much for joining. Thank you for your great questions and and your responses and reactions. We hope you found it helpful and want to say a huge thank you once again to David for making today happen, and everyone else for taking time out of your busy days. Keep an eye out for the email coming your way with today's recording and resources, and we hope to see you at another. A political event very soon. Have a fantastic day. Everyone. Goodbye.