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Date Functions

1) TODAY function shows today's date (whole number)
2) NOW function shows today's date and time (whole number & decimal)
3) YEAR function looks at a date and tells you what year it is. Example YEAR(1/1/2005) = 2005
4) MONTH function looks at a date and tells you what month it is. Example MONTH(1/1/2005) = 1
5) DAY function looks at a date and tells you what day it is. Example DAY(1/1/2005) = 1
6) EOMONTH function tells you what date is at the end of the month (including leap year)
   - -1 gives end of last month
   - 0 gives end of this month
   - 1 gives end of next month
7) EDATE returns a date that is a specified number of months before or after a supplied start date.
   - 1 jumps 1 month ahead
   - -1 jumps 1 month back
8) DATE function builds a date for you. Example: DATE(2004,2,2) = 2/2/2004

Examples of EOMONTH, EDATE and DATE functions:

<table>
<thead>
<tr>
<th>Date Functions</th>
<th>Date Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOMONTH function tells you what date is at the end of the month (including leap year)</td>
<td>EDATE function jumps forward or backwards through the months given a start date (like 11/7/2011)</td>
</tr>
<tr>
<td>Invoice Date (Date on Invoice)</td>
<td>2/2/2016</td>
</tr>
<tr>
<td>End of the Month</td>
<td>2/29/2016</td>
</tr>
<tr>
<td>EDATE function jumps forward or backwards through the months given a start date (like 11/7/2011)</td>
<td>Edate function builds a date for you. Example: DATE(2004,2,2) = 2/2/2004</td>
</tr>
<tr>
<td>Invoice Date (Date on Invoice)</td>
<td>11/7/2015</td>
</tr>
<tr>
<td>Same Day Next Month</td>
<td>12/7/2015</td>
</tr>
<tr>
<td>EDATE function jumps forward or backwards through the months given a start date (like 11/7/2011)</td>
<td>Edate function builds a date for you. Example: DATE(2004,2,2) = 2/2/2004</td>
</tr>
<tr>
<td>Number Years until Pension Vests</td>
<td>5</td>
</tr>
<tr>
<td>Vest Date</td>
<td>11/7/2019</td>
</tr>
<tr>
<td>Dates</td>
<td>Date</td>
</tr>
<tr>
<td>20010714</td>
<td>7/14/2001</td>
</tr>
<tr>
<td>20040410</td>
<td>4/10/2004</td>
</tr>
<tr>
<td>20091115</td>
<td>11/15/2009</td>
</tr>
<tr>
<td>20000610</td>
<td>6/10/2000</td>
</tr>
<tr>
<td>20080401</td>
<td>4/1/2008</td>
</tr>
<tr>
<td>20100717</td>
<td>7/17/2010</td>
</tr>
</tbody>
</table>
Fiscal Year

1) Fiscal Year for a company can be any three-month period.
2) Companies select Quarter 4 to be the slowest time of the year so that they have more time to do taxes and create financial reports.
3) Examples of Fiscal Quarters:

<table>
<thead>
<tr>
<th>Actual Month</th>
<th>Actual Year</th>
<th>Fiscal Quarterly Sales Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2016</td>
<td>2015 - Q4</td>
</tr>
<tr>
<td>February</td>
<td>2016</td>
<td>2015 - Q4</td>
</tr>
<tr>
<td>March</td>
<td>2016</td>
<td>2015 - Q4</td>
</tr>
<tr>
<td>April</td>
<td>2016</td>
<td>2016 - Q1</td>
</tr>
<tr>
<td>May</td>
<td>2016</td>
<td>2016 - Q1</td>
</tr>
<tr>
<td>June</td>
<td>2016</td>
<td>2016 - Q1</td>
</tr>
<tr>
<td>July</td>
<td>2016</td>
<td>2016 - Q2</td>
</tr>
<tr>
<td>August</td>
<td>2016</td>
<td>2016 - Q2</td>
</tr>
<tr>
<td>September</td>
<td>2016</td>
<td>2016 - Q2</td>
</tr>
<tr>
<td>October</td>
<td>2016</td>
<td>2016 - Q3</td>
</tr>
<tr>
<td>November</td>
<td>2016</td>
<td>2016 - Q3</td>
</tr>
<tr>
<td>December</td>
<td>2016</td>
<td>2016 - Q3</td>
</tr>
</tbody>
</table>

Example of Data Set with Date Helper Columns, including Formulas for Quarters and Fiscal Quarter and Fiscal Year:
Cumulative List of Keyboards Throughout Class:

1) **Esc Key:**
   i. Closes Backstage View (like Print Preview).
   ii. Closes most dialog boxes.
   iii. If you are in Edit mode in a Cell, Esc will revert back to what you had in the cell before you put the Cell in Edit mode.

2) **F2 Key** = Puts formula in Edit Mode and shows the rainbow colored Range Finder.

3) **SUM Function**: `Alt + =`

4) **Ctrl + Shift + Arrow** = Highlight column (Current Region).

5) **Ctrl + Backspace** = Jumps back to Active Cell

6) **Ctrl + Z** = Undo.

7) **Ctrl + Y** = Undo the Undo.

8) **Ctrl + C** = Copy.

9) **Ctrl + X** = Cut.

10) **Ctrl + V** = Paste.

11) **Ctrl + PageDown** = Expose next sheet to right.

12) **Ctrl + PageUp** = Expose next sheet to left.

13) **Ctrl + 1** = Format Cells dialog box, or in a chart it opens Format Chart Element Task Pane.

14) **Ctrl + Arrow**: Jumps to the bottom of the "Current Region", which means it jumps to the last cell that has data, right before the first empty cell.

15) **Ctrl + Home** = Go to Cell A1.

16) **Ctrl + End** = Go to last cell used.

17) Alt keyboards are keys that you hit in succession. Alt keyboards are keyboards you can teach yourself by hitting the Alt key and looking at the screen tips.
   i. Create PivotTable dialog box: `Alt, N, V`
   ii. Page Setup dialog box: `Alt, P, S, P`
   iii. Keyboard to open Sort dialog box: `Alt, D, S`

18) **ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell DOWN.

19) **CTRL + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and keep cell selected.

20) **TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell RIGHT.

21) **SHIFT + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell UP.

22) **SHIFT + TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell LEFT.

23) **Ctrl + T** = Create Excel Table (with dynamic ranges) from a Proper Data Set.
   i. Keyboard to name Excel Table: `Alt, J, T, A`
   ii. **Tab** = Enter Raw Data into an Excel Table.

24) **Ctrl + Shift + ~ ( ` )** = General Number Formatting Keyboard.

25) **Ctrl + ;** = Keyboard for hardcoding today's date.

26) **Ctrl + Shift + ;** = Keyboard for hardcoding current time.

27) **Arrow Key** = If you are making a formula, Arrow key will “hunt” for Cell Reference.

28) **Ctrl + B** = Bold the Font

29) **Ctrl + * (on Number Pad)** or **Ctrl + Shift + 8** = Highlight Current Table.

30) **Alt + Enter** = Add Manual Line Break (Word Wrap)

31) **Ctrl + P** = Print dialog Backstage View and Print Preview

32) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:
i. $A1$ = Relative
ii. $A$1 = Absolute or “Locked”
iii. $A$1 = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
iv. $A1$ = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)

33) **Ctrl + Shift + 4** = Apply Currency Number Formatting
34) **Tab key** = When you are selecting a Function from the Function Drop-down list, you can select the function that is highlighted in blue by using the Tab key.
35) **F9 Key** = To evaluate just a single part of formula while you are in edit mode, highlight part of formula and hit the F9 key.
   i. If you are creating an Array Constant in your formula: Hit F9.
   ii. If you are evaluating the formula element just to see what that part of the formula looks like, REMEMBER: to Undo with Ctrl + Z.

36) **Alt, E, A, A** = Clear All (Content and Formatting)
37) Evaluate Formula One Step at a Time Keyboard: Alt, M, V
38) Keyboard to open Sort dialog box: Alt, D, S
39) **Ctrl + Shift + L** = Filter (or Alt, D, F, F) = Toggle key for Filter Drop-down Arrows
40) **Ctrl + N** = Open New File
41) **F12** = Save As (Change File Name, Location, File Type)
42) **Alt, A, P, T** = Import Excel Table into Power Query Editor
43) **Ctrl + 1 (When Chart element in selected):** Open Task Pane for Chart Element
44) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:
   i. $A1$ = Relative
   ii. $A$1 = Absolute or “Locked”
   iii. $A$1 = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
   iv. $A1$ = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)
45) Keyboard to open Scenario Manager = Alt, T, E
46) **Ctrl + Tab** = Toggle between Excel Workbook File Windows
47) **Ctrl + Shift + F3** = Create Names From Selection
48) **Ctrl + F3** = open Name Manager
49) **F3** = Paste Name or List of Names
50) **Alt + F4** = Close Active Window
51) **Window Key + Up Arrow** = Maximize Active Window
52) **Ctrl + Shift + Enter** = Keystroke to enter Array Formulas that: 1) have a function argument that requires it, or 2) whether or not you are entering the Resultant Array into multiple cells simultaneously.
53) **Ctrl + /** = Highlight current Array

**New In This Video:**

54) None