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Helper Column Solution with Join Operator and VLOOKUP

1) When we have two lookup values we can:

1. Add a helper column to the front of the lookup table that joins two values together from two fields in the data set that creates a unique identifier so Exact Match Lookup will work with VLOOKUP.

2. Join Two Lookup Values together in the lookup_value argument of VLOOKUP.

- Example:

<table>
<thead>
<tr>
<th></th>
<th>Unique Identifier</th>
<th>Server Name</th>
<th>Event</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>ZZR45678AEVENT-1</td>
<td>ZZR45678A</td>
<td>EVENT-1</td>
<td>Complete</td>
</tr>
<tr>
<td>5</td>
<td>ZZR45678AEVENT-2</td>
<td>ZZR45678A</td>
<td>EVENT-2</td>
<td>Review</td>
</tr>
<tr>
<td>6</td>
<td>BBT5643BGEVENT-1</td>
<td>BBT5643BG</td>
<td>EVENT-1</td>
<td>Complete</td>
</tr>
<tr>
<td>7</td>
<td>BBT5643BGEVENT-2</td>
<td>BBT5643BG</td>
<td>EVENT-2</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>8</td>
<td>BBT5643BGEVENT-3</td>
<td>BBT5643BG</td>
<td>EVENT-3</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>9</td>
<td>N-987-HQ55SDEVENT-1</td>
<td>N-987-HQSSD</td>
<td>EVENT-1</td>
<td>Incomplete</td>
</tr>
<tr>
<td>10</td>
<td>N-987-HQ55SDEVENT-2</td>
<td>N-987-HQSSD</td>
<td>EVENT-2</td>
<td>1/2 Stage Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Server Name</th>
<th>Event</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>ZZR45678A</td>
<td>EVENT-1</td>
<td>=VLOOKUP(A16&amp;B16,ServerEventTable,4,0)</td>
</tr>
<tr>
<td>17</td>
<td>ZZR45678A</td>
<td>EVENT-2</td>
<td>=VLOOKUP(A16&amp;B16,ServerEventTable,4,0)</td>
</tr>
<tr>
<td>18</td>
<td>BBT5643BG</td>
<td>EVENT-1</td>
<td>Complete</td>
</tr>
<tr>
<td>19</td>
<td>BBT5643BG</td>
<td>EVENT-2</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>20</td>
<td>BBT5643BG</td>
<td>EVENT-3</td>
<td>Not Yet Reviewed</td>
</tr>
</tbody>
</table>
Array Formula with: INDEX and MATCH functions and a Join Array Operations. This formula requires Ctrl + Shift + Enter.

1) When we have two lookup values and we are not allowed a helper column in the lookup table, we can:
   1. Join Two Lookup Values together in the lookup_value argument of MATCH
   2. Create a Join Array Operation in the lookup_array argument of MATCH.
   3. Use INDEX to select a value from the Status Field.
   4. Remember to enter the formula with Ctrl + Shift + Enter because lookup_array argument of MATCH requires it to calculate the array operation correctly.

   - Example:
Array Formula with: INDEX, INDEX and MATCH functions and a Join Array Operations. This formula does NOT require Ctrl + Shift + Enter

2) When we have two lookup values and we are not allowed a helper column in the lookup table, we can:
   1. Join Two Lookup Values together in the lookup_value argument of MATCH
   2. Create a Join Array Operation in the lookup_array argument of MATCH.
   3. Use INDEX to select a value from the Status Field.
   4. With the goal of avoiding Ctrl + Shift + Enter, we can put the Join Array Operation into the array argument of INDEX and put a zero (0) into the row_num argument to allow the INDEX to make the Join Array Operation without Ctrl + Shift + Enter.
      i. The array argument in INDEX can perform array operations without Ctrl + Shift + Enter.
      ii. INDEX delivers a range of values rather than a resultant array and therefore does not require Ctrl + Shift + Enter.

- Example:
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. $A$1 = 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) Import Excel Table into Power Query Editor: Alt, A, P, T
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. $A$1 = 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