

Excel Tricks & Tips – 9/27/2010 - BKS

Purpose

Show some frequently used Excel tips and Tricks to assist in manipulating data, to get it into the “Required Format”, for your website product catalog.

Topics

- Basics
 - Sorting
 - Searching
 - Filtering
 - Step Values
 - Insert a Row
 - Insert Column
 - Copy & Paste (values, row, column)
 - Paste Special - Transpose
 - Paste Special - Values
- Find & Replace
 - Strip Special Characters Out
 - Replace “.jpg” with “_t.jpg”
 - Correcting type / bad data
- Concatenate Fields & Values
 - Building Image File Names from SKU
 - Building Static Page File Names from SKUs and Product Names
- Text to Columns
 - Getting rid of first 3 characters on sku (for brand id)
- De-Duping Data
 - Using If-Then equation to find dups
- Length of a Field
 - If data is too large for field, find the rows that are too large
- Pull Columns/Values From One Sheet Into Another Sheet (vlookup)
 - Two spreadsheets, pull values in on unique ID
- Building a Delimited List of Values Using Concatenation