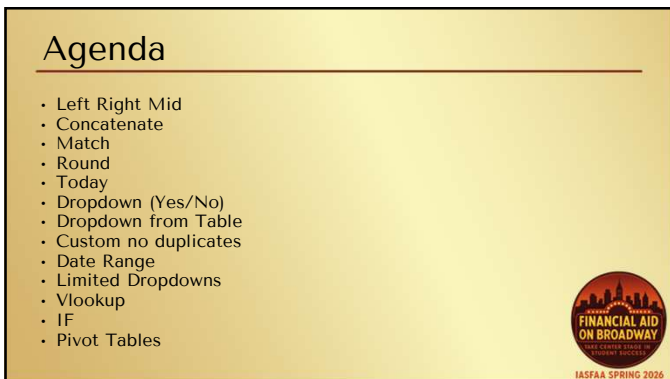




1



2



3

Left, Right, Mid

- Take part of a cell and isolate it
- Uses:
 - Separate Dates, UID+Name, First+Last Name
- =Part of cell(which cell, number of characters)
 - =LEFT(B2,9)
 - =RIGHT(B2,6)
 - =MID(B2,11,5)



4

Left, Right, Mid

Excel & Sheets

- =LEFT(cell B2,first 9 characters)
- =RIGHT(cell B2, last six characters)
- =MID(cell B2, start at character 11,

Examples: admission tab, column J

=LEFT(B2,9)

Student	LEFT
100485738 Bingo Heeler	100485738

=RIGHT(B2,6)

Student	Right
100485738 Bingo Heeler	Heeler

=MID(B2,11,5)

Student	MID
100485738 Bingo Heeler	Bingo



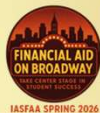
5

Match

- Find cells that match, or don't
- =MATCH(this cell, this cell, 0 or false for exact match)

=MATCH(B3,C3,0)

	B	C	D
Row Labels			MATCH
374969276	60925	7	#N/A
465342249	552846667		#N/A
485783576	485783576		1
487636789	465342249		#N/A
948576467	374969276		#N/A
Grand Total			




6

Round

- Round up to a certain number of digits or whole number
- =ROUND(this cell, this number of digits)

	B	C	D
=ROUND(C2,2)			
2 = hundredths place	4356.34		4356.34
1 = tenths place	4356.34		4356.3
0 = whole number	4356.34		4356
-1 = tens place	4356.34		4360
-2 = hundreds place	4356.34		4400
-3 = thousands place	4356.34		4000




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Today

D	E
=WORKDAY(TODAY(),30)	
Date to Calculate by:	5/22/2026 << business days
=TODAY()+30	
Date to Calculate by:	5/12/2026 << calendar days
=IF(C4="" , "" , TODAY()+30)	
Date to Calculate by:	<< to leave blanks




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Bring Data from another cell,tab, or sheet

A	B
	R2T4 Log
To bring in data from another	100485738 Bingo Heeler
sheet, =Left Right Mid!B3	100483766 Bluey Heeler




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Data Validation

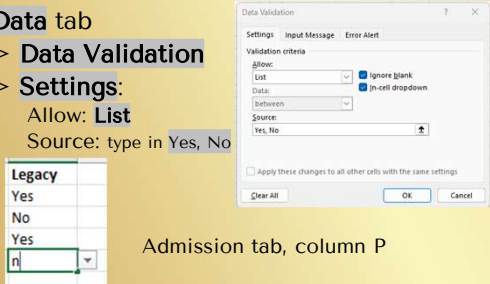
- Let's you control what users can enter in a cell
- Helps prevent errors
- Keeps data consistent
- Guides users with rules and messages
- **Common types**
 - Drop down
 - Number limits
 - Date limits
 - Text Rules
 - Custom Formulas




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Dropdown (Yes/No)

- **Data tab**
- > **Data Validation**
- > **Settings:**
 - Allow: **List**
 - Source: type in Yes, No



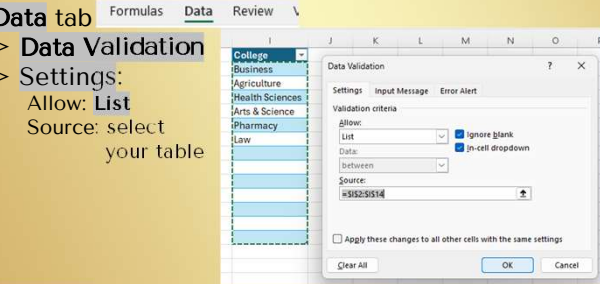

Admission tab, column P



11

Dropdown (from a Table)

- **Data tab**
- > **Data Validation**
- > **Settings:**
 - Allow: **List**
 - Source: select your table

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Paste validation without breaking it

Lock validated cells & protect the sheet

FINANCIAL AID ON BROADWAY
1001 CENTER ST. SUITE 100
NEW YORK, NY 10013
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Limits

- Number
- Date

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Custom Error Messages

- Add directions to a cell
- Helps when you only use a few times a year
- **Input Message**

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Workbook




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Vlookup

- Find something in another sheet or workbook, and return that value or another one
 - Needs to have a common value
 - If returning another related value, has to be formatted correctly (all related data on same rows)

=VLOOKUP(A2, 'Left Right Mid'!A:B,2,0)

SSN	Student	LEFT	Right	MID	Legacy
48578357A	100485738 Bingo Heeler	100485738	Heeler	Bingo	Yes



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Vlookup

- Vlookup(find this, in here, return the value in this number of columns, false or zero for exact match)

=VLOOKUP(A2, 'Left Right Mid'!A:B,2,0)

1	SSN	Student	C	D	E	F	G
2	48578357A	100485738 Bingo Heeler					
3	445342249						
4	3749A027A						
5	407A30389						
6	945574447						



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IF, And, Or

`=IF(F2="yes", "Yes", "No")`


D	E	F	G	H	I
st	First	FAFSA	Supplemental Grant	Verification	
Heeler	Bingo	Yes	1,000	Yes	
Heeler	Blaney	No	2,000		
Heeler	Chill	Yes	4,000		

`=IF(AND(F2="Yes", H2="Yes"), 500, "")`

C	D	E	F	G	H	I
UID	Last	First	FAFSA	Legacy	Verification	Supplemental Grant
Heeler	100485738	Heeler	Bingo	Yes	Yes	500

`=IF(AND(G2="Yes", OR(F2="Yes", H2="Yes")), 2000, "")`

C	D	E	F	G	H	I
UID	Last	First	FAFSA	Legacy	Verification	Supplemental Grant
Heeler	100485738	Heeler	Bingo	Yes	Yes	2000




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Pivot Tables

- Summarize, analyze, and reorganize large amounts of data quickly without changing the original data
- Ideal for reporting, totals, and trend analysis
 - Summarize data
 - Group data (category, date, department)
 - Compare values across different fields
 - Spot trends and patterns quickly
 - Create reports without writing formulas

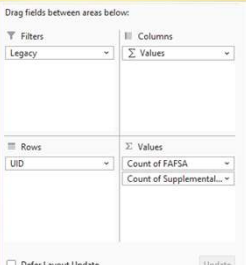



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Pivot Tables

- Four areas**
 - Rows
 - Columns
 - Values
 - Filters
- Common Calculations**
 - Sum
 - Count
 - Average
 - Min/Max





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Pivot Tables

- **Key Features**
 - Drag & Drop
 - Refresh to update data when source data changes
 - Sort and filter data
 - Group by dates (month, quarter, year)
 - Quick formatting with built in styles




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Pivot Tables

- **Important**
 - Pivot Tables do not update automatically
 - Source data
 - cannot have blank rows
 - columns must have headers
 - Summarize data but do not replace detailed records





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Pivot Tables

- **Select top left cell**
- **Insert**
 - **Pivot Table**
 - From Table/Range

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