So, congratulations! You have reached the end of this video series. This is Video #10. This is going to be a lot more in depth. I'm going to show you different things and 15 different functions and formulas that you wished that you would’ve known with Excel.

These are definitely applicable to your business and you're going to be able to see that. It’s really amazing and exciting as well as you're going to be able to walk through and you're going to realize – wow, I wish I have known this for my own business.

What I'm going to do is just dive right in. you want to refer to Sheet 7 in your workbook, which is going to be in brown. So, if we go over here and we move to this one here, so Sheet 7, and you're going to be able to see all of this. This is actually going to be fun and it’s going to be an eye opener to you and a realization that – wow, I've been doing a lot of things the long way and in reality, I should have been doing this and a lot of shortcuts and a lot of short hacks.

The first way is being able to count the duration between two dates. I'm going to show you a formula that you can use and you could apply in the practice sheet in just a minute where you can actually figure out how many days, how many months, and how many years between two dates.

The formula that you're going to be using is =DATEDIF and then the A3 is going to be the column of the date in the beginning and then the end date is going to be B3 and then the D stands for day. So, let's go ahead and do that right now. I'm going to pull up the sheet. We have the Sheet 7. And feel free to pause this video at any time. What we need to do is we need to select it here. So, it looks like this here. Select one of these, especially the top one because once we have implemented the formula, we can apply that to the rest of these, right? So, it’s going to look like this – we’re going to be able to see the amount of days between this date and this date here. Now, I'm going to show you some other cool functions later on. But as you can see, this date and this date – so how many days in between this? So, if you're going to count this by hand, obviously, this is going to take a lot of time but what we want to do is we want to select that, go here, click =, in caps DATEDIF, we’re going to put it in parentheses, we’re going to select this one here, and then comma, this one here, comma, and then quotation D (capital D in quotation), so make sure that it’s “D” and the D stands for days obviously, and then make sure that you close the parentheses. Now, when I click on enter, look what happens – it says 536 days. So, we’re correct. That’s what it is over here. Remember, make sure to copy the formula to the rest. You select this one, you put your mouse until you see the plus sign, you click left click, you drag it down and let it go, and voila. So, we can see 1447; it’s the same here; same here, same here, same here. So, we've gotten it. We were able to do that.

Now, let's move onto #2 way. So, the second way is of course, the count duration between months. As you can see, how many months are between the start date and the end date? Well, the only thing you have to do is put quotations in the M. So, let's go ahead and do that right now. So, we could actually in this case, we scroll over here, we can actually just easily copy this formula right here. That would obviously be the easier way, right? Now, if we go to the months and we copy that formula over here into here, we can see DATEDIF(A3,B3 that’s the start date and end date. And instead of D, you want to put an M (capital M). Press Enter. We can see it’s 17 months. If we do that, we drag and drop it and copy the formula over, we can see that it is the same – 17-17, 47-47, 48-48, 34-34, and 62-62. So now, we can see that that is correct. So, that would be the second way. You can tell how many months without having to really count everything as you can see here.

So, that is the second way and obviously the third way is to count the duration with years. So, we do that by just putting a Y for years. So, let's go ahead and do that. That’s pretty easy, right? So, we go over here. We could just copy it or we could just do DATEDIF. Remember A3,B3,”Y”). Doing it from scratch, we can memorize it by doing that and then of course, we select that, make sure it’s a plus sign, drag and drop it, and drag it down. We can see it’s 1, 3, 4, 2, 5 – the same thing over here. We got it and we got an A+. So, that is days, months, and years.

So, going down here, that is the third way. And of course the fourth way, if you want to make it look prettier, you want to add the word days, the word months, or even years on the Age column, and we switch back to the previous video where we talked about using the Concatenate function, which allows us to combine different words, we can use this in the same way. And we can use this formula within the concatenate function. What we’ll do is we can add a space and then utilize the word day, days, month, months, or even year or years right afterwards. And what that will look like is =CONCATENATE and then parentheses, DATED … you put the parentheses and then you put the formula in it and then you close it then a comma. You put quotation, quotation, you put a space in between it, and you're just saying – okay, so I want the number of days, I'm putting a space, and then I'm going to put the word ‘days’. So, let's try doing that right now. So, we’re going to go back over to here and we are going to do it from scratch =CONCATENTATE … so it kind of fills a blank for us and then we type in DATEDIF … so it needs all these in caps so I’ll just make sure that we do that DATEDIF and then make sure that we have that there. And remember, that’s going to be A3,B3 … and let's say that we want the days in this case it’s in the D column so “D” and there we do. So, we’re done with the days and that’s the number of days. And then we put a comma and remember, we want to concatenate that with ‘days’. So, we need to put a space so we do “ “ comma, all right … and then we put a comma and then quotation days (the word days). So, we’re basically combining it with the word ‘days’ and then closing it with a parenthesis. And then when we press Enter, you can see it says 536 Days. Now, we copy that over, we drag it down, and we are good to go there. So, see how easy that was? If we go back over to here, we have completed #4.

And of course, #5, you can notice the date on the End Date. It says =TODAY(). This is what I was talking about earlier. If we go back over to here and we select the end date like select one of these cells, you can notice that it says =TODAY(). Now, the beauty of this is that you can create spreadsheets that are updated up to today. So, you can get the latest day either today and you can do, let's say for example, today minus one, which is yesterday or even plus one, which is tomorrow. So, you see how this changes? So, for example, today is December 19th 2015 as I'm recording this. So, that’s the beauty of that function is you can have an Excel spreadsheet with updated dates. So anytime you open it up, you see that that is the day today or you can plan ahead and put the date for tomorrow. And it will constantly update itself every time you open up the Excel spreadsheet. So, this is actually very, very powerful stuff as you can see.

And #6 is remember that plus icon that I just keep on mentioning? Well, you can use it as well to continue a sequence of numbers. So, for example, if you type 1, 2 … and then you put the plus sign and you drag it down, Excel will actually complete the sequence for you. So, let’s go ahead and do that. 1,2 we select it all together. Make sure you select both of these. Drag the plus sign down and it fills in the sequence. Now, if we were to do something like total opposite, Excel could figure things out, it’s pretty smart. So, if we did something like backwards like -2 to -1 to 0, all we do is select it, select the plus sign, drag it down, and it fills it in. It goes the total opposite. So, that’s why Excel is so powerful. It’s got so many different formulas within it but once you figure it out and it makes sense, then it’s a lot easier, right?

So, #7 for better visuals, you can actually merge cells together as you would notice Sheets 2 through 6 for the headers. To merge cells together, it’s really, really easy to do. I’ll show you in just a minute. But you select the different cells, you go up the top where it says Home, you click on Merge and then of course it merges things together. So, if we go down here, let's say we want to merge these cells together. So, we click on Home and then we look for Merge, which is right here, you can see that it has merged it into all of these cells into one cell.

Next, #8, go to Sheet 8. So, we go to Sheet 8. Notice how it looks a lot cleaner than all of the other sheets? Even though we've added all the other sections and everything like that, it looks really clean. There's no gridlines, right? So, all I did was remove the gridlines and the headers. To remove the gridlines, all you have to do is go to the View tab and then uncheck the tick box for the gridlines and the headers. Now, in the earlier versions of Excel, this can actually be found under File, Options, and Advanced. So, if we go over to here and let's say we want to apply the same thing to Sheet 7, if we go to View and we go to Gridlines and we uncheck that, notice how the gridlines disappear. Of course, you can also remove the headings, make it look nice, and the formula bar. So, if you remove the formula bar, think about that – you can send this to somebody else and they won't have access to the formula bar. So, if you want to create an Excel spreadsheet that maybe had formulas within it, you can actually send it to somebody without them actually messing up the formulas. So, this is actually pretty formula and I’ll show you in just a minute how you can even make it more powerful than ever.

#9, you can copy a formatting of once cell to another by using the paste format icon located on the shortcut toolbar. Basically, here’s how it works. You can select the cell with formatting that you like. So maybe you like the formatting, you like the font, you like the color, everything like that – you select that format of that cell, you click it, you click the Copy Format icon, and then you select whatever new cell that you want and then the formatting will be applied. It’s going to look like a little paint brush on your Excel spreadsheet system.

If you're using Google sheets, the Copy Format has actually a different icon. It has a paint roller that looks like this. If I go over to here and let's say I want to apply the coloring. Let's say for example that we have 1, 2, 3 … I'm going to go to Home, I'm going to make it red, I'm going to make it yellow in the background, and then I've got this one over here. Let's say I want to apply this to this information over here. To do that, you just select that, you select the paint brush, you click this over here, and as you can see, it has applied the formatting – the yellow background and the red font as you can see here.

So, moving on #11, you can actually secure your workbook so whenever it’s open, it will prompt for a password. To do this, it’s very, very easy to go to the Review ribbon and click on Passwords. You can simply enter the password and it will prompt users that you gave the Excel workbook to enter the password as well. Let's go ahead and do that right now. Obviously, the workbook is the whole file. It’s not the individual spreadsheet. So, if we click on Review here and we click on Protect Workbook, we can enter the password – let's say ‘hello’ and there we go. And when you send it to somebody else, they can't really actually use it until they enter the password. So, we can unprotect it. Of course, we can go the reverse way by simply entering the password.

Of course, moving along, #12, you can actually secure the data in your spreadsheet. You can make sure that the formulas are not changed accidentally by protecting the sheet. So, this is great especially when it comes down to wanting to maybe creating an Excel spreadsheet where your customers or your clients or even your employees can use but you don’t want them messing up your formulas but you want them entering data and everything like that. So, #2 becomes valuable in that case. In this case, using this option locks certain cells in the worksheet so that they can't be edited. Now, to do this, all you have to do is go to Review just like in #11, click on Sheet and it will prompt you to basically protect it. It will also show you a checklist of what you wish the viewer would be able to do and when the sheet is locked. So, you can actually specify – hey, I only want the user to be able to format cells or to select unlocked cells or select locked cells, and they're not able to edit or insert rows. Or maybe you want them to be able to insert rows but you just don’t want them to be able to do everything else. So, you can actually set the permissions, which is the beauty of this. So, going back over to here, if I were to let's say for example protect this particular sheet, Sheet 8 and you can enter the password, and you can specify what the users’ permissions are. You can simply select that, click OK, and you are good to go.

So, moving along, we have #13, which is to unlock cells that those that you don’t want to protect. So, you can actually protect the sheet but you can unlock certain cells that you want them to edit. To do this, what you want to do is you want to select the entire sheet or click on CTRL-A (CTRL-A is selecting all). Then you want to go to Format Cells or use the shortcut CTRL-1. As you can see here, we go to the format cells, we click on Protection and then of course, you see Locked right there. So, we can go here, we can, let's say for example, go to Sheet 6. We can do CTRL-A and then CTRL-1. And then it’s locked. So, we can actually unlock that particular cells and sheets as well.

So, moving on, #14, you can also hide the formulas you've used so that viewers won't see it in the formula bar. To do that, the same thing in #13 but you're going to select the Hidden checkbox and that’s how to do it.

Of course, last but not least, #15, you can collaborate with others. You can actually share your workbook and allow multiple users to open and edit the workbook at the same time. Now, in order to do this, you click on the Review tab up at the top, you click on Share Workbook. Keep in mind that this is only possible if you are in a shared network where you basically you can access the same file just like everybody else from just one location. So, it’s not going to work if you're on two separate networks. It’s only going to work if you're on one centralized network.

With that said, this is a lot of information, I know, to take in but please go back. Please feel free to pause the video at any time. Make sure that you practice, practice, practice a long with the workbook and that way, you'll be able to retain the knowledge for years to come and see where you can apply this to your business.