Analyze 6 – Cheat Sheet

http://analyze6.com

EXCEL

Time/Date Bins

Week Commencing: =INT((A1-2)/7)*7+2
Quarter Commencing: =DATE(YEAR(A1),INT((MONTH(A1)+2)/3)*3-2,1)
Hour Increments: =INT(A1/(1/24))*(1/24)
2-Hour Increments: =INT(A1/(1/12))*(1/12)

Date Manipulations

Add months =EOMONTH(B2,-2)+1
Date Differences: =DATEDIF(date1,date2,"[m or y or d, for months, years, or days]")

Excel Shortcuts

GENERAL

Drop list for current column	Alt+Down
Select objects mode	Alt+HFDO
New scatter chart*	Alt+ND
New pivot table	Alt+DP

FORMULAS

Jump to formula precendents	Ctrl+[
Jump to formula dependents	Ctrl+]
Enter cell in edit mode	F2
Trace formula precedents	Alt+MP
Remove trace arrows	Alt+MAA

FORMATTING

Enter current time	Ctrl+:
Enter current date	Ctrl+;
Format as Time	Ctrl+@
Format as Date	Ctrl+#
Context Menu	Ctrl+1
Format # with 2dp + 'ooo,	Ctrl+!
Reduce by 1dp	Alt+H+9
Increase by 1dp	Alt+H+0
Insert symbol	Alt+NU
En dash	Ctrl+Num -
CopyPaste values	Ctrl+C,Alt+HVS

RANGE MANIPULATION

Select current row	Shift+space
Select current column	Ctrl+space
Delete selected range	Alt+-
Add selected range	Alt++
Add curr. range to selection*	Shift+F8
Select current cell's region	Ctrl+A
Autofit selection col widths*	Alt+HOI

NAVIGATION

Next tab	Ctrl+PageDown
Previous tab	Ctrl+PageUp
Hide ribbon	Ctrl+F1
Find	Ctrl+F
Find & Replace	Ctrl+H
Delete current tab	Alt+E+L
1 ScreenRight	Alt+PageDown
1 ScreenLeft	Alt+PageUp

Array Formulas: Ctrl+Shift+Enter

MaxIf	=MAX(IF(A1=C1:C100,D1:D100))
SumIf	=SUM(IF(A1:A10="txt",B1:B10,0))
Sumproduct	=SUM(A1:A10*B1:B10)
Sum length	=SUM(LEN(A1:A10))
Sum 3 small	=SUM(SMALL(A1:A10,{1,2,3}))
Avg diffs	=AVERAGE(A1:A10-B1:B10)
Sum range	=SUM(IFERROR(A1:A10,0))
SumIf AND	=SUM((values>0.3)*(values<0.7)*values)
SumIf OR	=SUM(IF((values<0)+(values>5), values))

Custom Number Formats

$* 0.0,, "m"	10400000 = $10.4m
$*0.0,"k"	12344 = $12.4k
+0;[red]-0;0	10 = +10, -10 = -10
[h]:mm "h"	5.125=123:00h
h:mm "hrs"	5.125=03:00hrs
"hi";"lo";"ok"	1=hi, -1=lo, 0=ok
ddmmmyy	42075=12Mar15
# ??/??	3.75=3 ¾
??/??	3.75=15/4
0.0, #.0	leading zero's, no leading zero's

EXCEL VBA

Run code to cursor	Ctrl+F8
Jump to cursor	Ctrl+F9
Step through	F8
Run routine	F5
Watch window	Alt+VH
Immediate window	Ctrl+G
Write to Immediate	Debug.print *string*
Halt Execution	Debug.Assert False

Get last row: Range("A64000").end(xlup).row

Extract Workbook Range Names

```
Dim nm As Name
For Each nm In ThisWorkbook.Names
Debug.Print nm.Name, nm
Next nm
```

Case-When Processing

```
For i = 1 To 70
Select Case i
Case 25, 36, 37, 44
'do something
Case Else
'do something else
End Select
Next i
```

Array Processing

```
Dim arr as long
arr = Array(261, 311, 325, 344, 501)
For i = 0 To 4
Debug.Print arr(i)
'do other stuff with arr(i)..
Next i
```

Write to a Text File

```
Sub textlog()
Open "C:\textlog.txt" For Append As #1
Write #1, Format(Date, "dd/mm/yyyy"),
Format(Time, "hh:mm:ss") 'other things...
Close #1
End Sub
```

Cycle through files in a folder

```
Sub xlfiles()
pth = "C:\yourdirectory \"
fnm = Dir(pth & "*.xls*")
Do While fnm <> ""
Debug.Print fnm
'do stuff.. with fnm
fnm = Dir
Loop
End Sub
```

MS ACCESS

Shortcuts

Cycle through windows	Ctrl+F6
Create new query	Alt+CQD
Switch to SQL view in a query	Alt+VQ
Switch to results view	Alt+VS
Run query	Alt+QR
Convert datetime to time	cdate(expr-int(expr))
Convert strings to date	dateserial(nz(y),nz(m),nz(d))

SQL Syntax

SELECT WHERE

```
SELECT field1 from table1 WHERE field2 is NULL
```

GROUP BY HAVING

```
SELECT field1, count(*) as rcount from table1 GROUP BY field1 HAVING count(*)>5
```

DELETE

```
DELETE * from table1 WHERE field2 is NULL
```

DISTINCT

```
SELECT DISTINCT field1 from table1
```

INTO, LIKE

```
SELECT * INTO table2 FROM table1 WHERE field1 like '*tax*'
```

SUBQUERY, IN

```
SELECT * FROM table1 WHERE field1 IN(SELECT DISTINCT field1 FROM table2)
```

UNION

```
SELECT field1, field2 FROM table1 UNION SELECT field1, field2 FROM table2
```

UPDATE WITH 2 TABLES

```
UPDATE table1 a INNER JOIN table2 b ON a.field1=b.field1 SET a.field2 =b.field2 WHERE a.field2<>b.field2
```

ADD A UNIQUE INDEX

```
CREATE UNIQUE INDEX index1 ON table1 (field1)
```

SINGLE-FIELD CONSTRAINTS

```
CREATE TABLE table1 (field1 tinyint, field2 text(20), CONSTRAINT constraint1 UNIQUE (field1), CONSTRAINT constraint2 UNIQUE (field2))
```

MULTI-FIELD CONSTRAINT

```
CREATE TABLE table1 (field1 text(15), field2 text(5), field3 date CONSTRAINT constraint1 UNIQUE (field1,field2,field3))
```

TRANSFORM/CROSSTAB

```
TRANSFORM count(*) SELECT field1 FROM table1 PIVOT field2
```

AUTONUMBER, NOT NULL

```
CREATE TABLE tr_ib (ID AUTOINCREMENT(30000000,1), field1 text(15), field2 byte, field3 datetime NOT NULL)
```

RANDOMISE DATASET

```
SELECT TOP 10 field1 FROM table1 ORDER BY rnd(field1)
```

ADD COLUMNS

```
ALTER TABLE table1 ADD COLUMN field2 text(20), field3 float, field4 date
```

JOIN ACROSS 2+ ACCESS DB'S

```
SELECT * FROM [C:\path\db1.accdb].table1 a INNER JOIN table2 b ON a.field1=b.field1
```

TRANSFORM & NESTED JOIN

```
TRANSFORM sum(val) SELECT [field 1], b.varper_df FROM (table1 a INNER JOIN table2 b ON a.variable&a.product2 = b.variable1&b.product2) INNER JOIN table3 c ON mid(a.period2,4,3)=c.mth3 WHERE abs(a.val)>0 GROUP BY [field 1], b.varper_df
PIVOT iif(cdbl(right(period2,4))<2017, dateserial(cdbl(right(period2,4)),c.month_no,1), dateserial(cdbl(right(period2,4)),1,1))
```

JOIN 3 TABLES

```
SELECT a.task, c.deadline FROM (table1 a LEFT JOIN table2 b ON a.task = b.task) LEFT JOIN table3 c ON b.dur = c.bgt_dur
```

NESTED SUBQUERY

```
SELECT field1, rmDate, (SELECT Field2 FROM table2 m WHERE m.Field5 = x.field1 AND DateSerial(Mid(m.Field3,6,4), mNr, Left(m.Field3,2))=rmDate) as Mpn INTO table3 FROM (SELECT Field5 as field1, Max(DateSerial(Mid(Field3,6,4), mNr, Left(Field3,2))) as rmDate FROM tbale2 GROUP BY Field5) x
```

MS ACCESS VBA

Open Access without 'On Open' macros: Hold Shift when opening

SQL PROGRAMMING

```
Sub vbasql1() 'simple vba routine
Dim db As DAO.Database
Set db = DBEngine(0)(0)
db.Execute "SELECT t_week, first(task) as task2 into x_1 from d_time group by t_week"
End Sub
```

RECORDSET SYNTAX

```
Set rs = db.OpenRecordset("SELECT Max(RmDate) as MxDate FROM ts_RtnD")
rs.MoveLast
i = Format(rs!MxDate, "mm/dd/yyyy")
db.execute "select * from table1 where date1=" & i
```

CYCLING THROUGH TABLES

```
Dim td as TableDef
For Each td In db.TableDefs
If Not (td.Name Like "*sys*") Then
db.Execute "drop table " & td.Name
Next
```

ACCESS CODE FOR IMPORTING SPREADSHEETS OR TEXT FILES:

```
DoCmd.TransferSpreadsheet acImport, acSpreadsheetTypeExcel12, "x_hcm1", fpath1, True, "x_hcm1"
DoCmd.TransferText acImportDelim, , "d_hcm1019b", fpath, True
```

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