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# **UNIQUE**

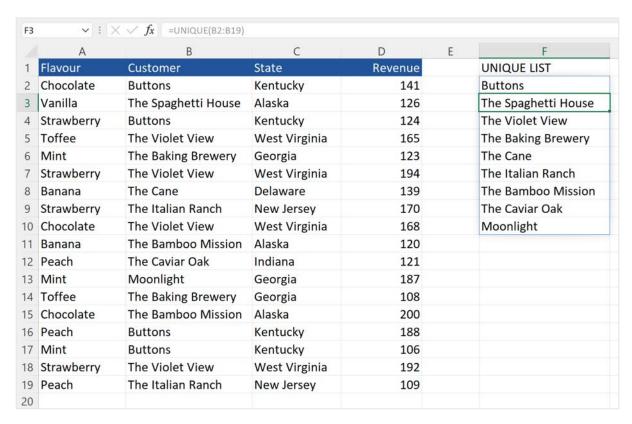
Returns a list of unique values from a range.

The worksheet below contains a list or orders for a company that sells ice cream. The owner of the business needs a list of customers to be displayed in column F. This could be done by copying the list from column B into column F and then removing the duplicates by using the Data > Remove Duplicates command on the Ribbon.

However, the Unique function offers a much simpler way to obtain the same information.

Cell F2 contains the following: **=UNIQUE(B2:B19)** 

This tells Excel to look at the range B2:B19 and list one instance of each value.



Unlike traditional formulas and functions, it is not necessary to manually copy the function down column F. The cells below F2 are automatically populated. Each cell contains the same function =UNIQUE (B2:B19)

Filling multiple cells with a single formula or function is called *spilling* and the populated range of cells is called *the spill range*.

A blue border appears around F2:F10, indicating that the function in F2 is a dynamic array function. The formulas in F3:F10 cannot be edited – they appear dimmed out in the formula bar. Any amendments must be made in F2

If one of the cells in the range B2:B19 is changed and the value entered is a new value (i.e. it does not already exist in B2:B19), the spill range automatically expands, so in this example the new value will appear in F11

#### **#SPILL**

In the screenshot below, there is data in F6. The dynamic array function in F2 should return 9 values (the blue border is around F2:F10).

Rather than overwriting the contents of F6 with a value from the dynamic array, Excel displays #SPILL in F2. As soon as the current contents of F6 are deleted, the values from the dynamic array function "spill" down column F.



## **Dynamic Arrays and The # Sign**

Typing a hash sign (#) within a formula that reference a dynamic array function will reference the entire spill range. In the example below:

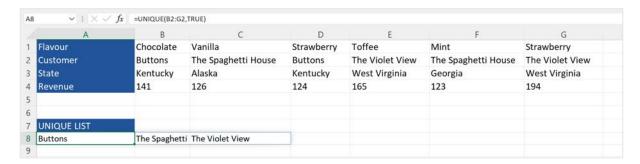
- The formula in I1 is =COUNTA(F2)
- The formula in I2 is =COUNTA(F2#)
- The formula in I3 is =COUNTA(F2:F10)

The difference between the formulas in I2 and I3 is that the formula in I2 refers to the spill range that starts in F2 (which may grow or shrink), whereas the formula in I3 refers to a fixed range F2:F10.



### **UNIQUE Function: By\_Col Parameter**

By default, the Unique function looks down a column and extracts unique values from the rows within that column. To force Excel to look across a row and extract unique values from the columns within that row, set the second (optional) parameter of the function to TRUE



In the spreadsheet above, the formula in A8 is **=UNIQUE(B2:G2,TRUE)** 

Notice that when using the TRUE parameter, the results spill across a row. To force the spill range to be a column, wrap the above formula in the TRANSPOSE function...

#### =TRANSPOSE(UNIQUE(B2:G2,TRUE))



### **UNIQUE Function: Exactly\_Once Parameter**

By default, the Unique function displays a list of all unique values regardless of how many times they appear.

But what if what was needed was a list of customers who made a single purchase? To do that, set the 3<sup>rd</sup> (optional) parameter to TRUE.

The formula in the example below is: **=UNIQUE(B2:B19,FALSE,TRUE)** 

Note that the second parameter has been set to FALSE to indicate that Excel needs to look down a column and extracts unique values from the rows within that column.



#### **SORT**

Sorts the value in a range into ascending or descending order.

The worksheet below contains a list or orders for a company that sells ice cream. The owner of the business needs an alphabetical list of customers.

One way to do this is to use the Sort command on the Ribbon to sort A2:A19 into ascending order. However, the owner wants to keep this list "as is". Another option is to copy the list to column D and use the Sort command on the Ribbon to sort that list. But that would increase the size of the file as well as making more work.

The Sort function offers a much simpler way to do the same thing.

Cell D2 contains the following: **=SORT(B2:B19)** 

	$\sim$ : $\times \sqrt{f_x}$ =SORT(A2:A19)				
А	В	С	D		
Customer			Customer		
Buttons			Buttons		
The Spaghetti House			Buttons		
Buttons			Buttons		
The Violet View			Buttons		
The Baking Brewery			Moonlight		
The Violet View			The Baking Brewery		
The Cane			The Baking Brewery		
The Italian Ranch			The Bamboo Mission		
The Violet View			The Bamboo Mission		
The Bamboo Mission			The Bamboo Mission		
The Caviar Oak			The Cane		
Moonlight			The Caviar Oak		
The Baking Brewery			The Comet Fox		
The Bamboo Mission			The Italian Ranch		
Buttons			The Spaghetti House		
Buttons			The Violet View		
The Comet Fox			The Violet View		
The Bamboo Mission			The Violet View		
	Customer Buttons The Spaghetti House Buttons The Violet View The Baking Brewery The Violet View The Cane The Italian Ranch The Violet View The Bamboo Mission The Caviar Oak Moonlight The Baking Brewery The Bamboo Mission Buttons Buttons The Comet Fox	Customer Buttons The Spaghetti House Buttons The Violet View The Baking Brewery The Violet View The Cane The Italian Ranch The Violet View The Bamboo Mission The Caviar Oak Moonlight The Baking Brewery The Bamboo Mission Buttons Buttons The Comet Fox	Customer Buttons The Spaghetti House Buttons The Violet View The Baking Brewery The Violet View The Cane The Italian Ranch The Violet View The Bamboo Mission The Caviar Oak Moonlight The Baking Brewery The Bamboo Mission Buttons Buttons The Comet Fox		

### **SORT Function: Sort\_Index Parameter**

If the range to be sorted contains more than 1 column & needs to be sorted by a column other than the first one, use (optional) Sort Index to indicate which column to sort by.

In the example below, the owner of the ice cream business needs, in columns F:I, a copy of the table in A2:D2 sorted by Revenue. The formula in F2 is: **=SORT(A2:D19,4)** 

This tells Excel to sort the range A4:D19 by the 4<sup>th</sup> column (the one containing the revenue)



### **SORT Function: Sort\_Order Parameter**

By default, the Sort function sorts in ascending order. To sort in descending order (highest to lowest, Z-A), set the  $3^{rd}$  (optional) parameter to -1.

For example: **=SORT(A2:D19,4,-1)** will produce a copy of the data in A2:D19, sorted by revenue with the highest revenue listed first:



### **SORT Function: By\_Col Parameter**

By default, the SORT function will sort data vertically by rows. To sort a range horizontally by columns, set the fourth (optional) argument, by col, to TRUE.

#### **SORTBY**

Allows you to sort a range based on a column or row that doesn't appear in the results

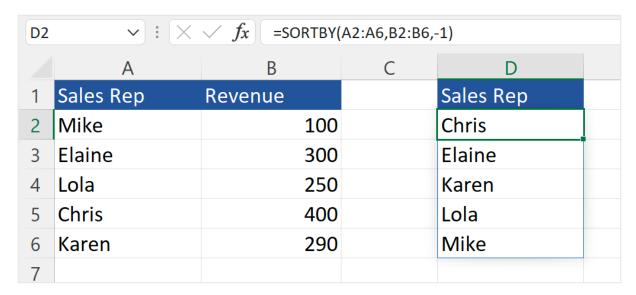
In the previous example, the requirement was to sort the list in columns A:D based on the revenue (column D)



Using a different scenario, here I have a list of the sales reps at the ice cream company together with the revenue that each has generated. The owner of the business wants a list of the sales reps based on their revenue but does not want the revenue to be displayed.

The formula in D2 is : **=SORTBY(A2:A6,B2:B6,-1).** 

In other words, sort the range A2:A6 based on the corresponding values in B2:B6



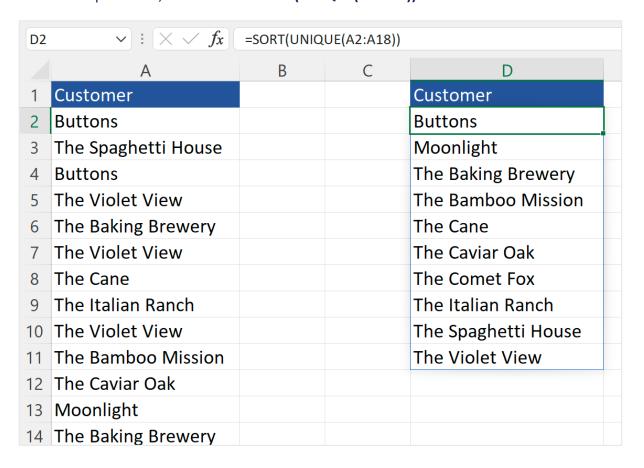
### **SORTBY Function: Sort\_Order Parameter**

The 3<sup>rd</sup> (optional) parameter defines the sort order. Use **1** (or do not specify) for ascending or **-1** for descending. In this example, **-1** has been specified so the names are listed based on the revenue generated in highest-lowest order (Chris being the highest revenue generator)

# **Combining UNIQUE and SORT**

Requirement: A unique list of customers sorted alphabetically by name. To do this, combine the UNIQUE and SORT functions.

In the example below, D2 contains: =SORT(UNIQUE(A2:A18))



#### **FILTER**

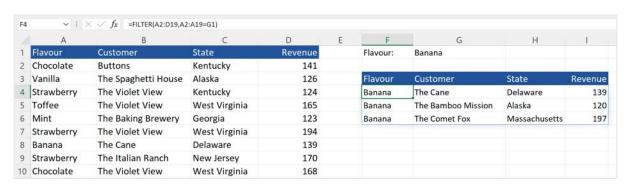
Extracts a set of matching records from a dataset based on supplied criteria.

In the example below, starting at F4 are the records columns A:D that match the flavour shown in G1.

The formula in F4 is **=FILTER(A2:D19,A2:A19=G1)** 

The 1st parameter is the range containing the data to be filtered

The 2nd parameter is the criteria. In this example this means "only display the records where whatever is displayed in G1 appears in A2:A19"



## Filter Function: Is\_Empty Parameter

If there are no records that match the criteria, the FILTER function returns a #CALC! error. To avoid this, add some text, inside double quotes, which will be displayed instead.

In the example below, B4 contains =FILTER(A2:D19,A2:A19=G1,"No Matches Found")



#### **About Mike Thomas**

Mike Thomas is a subject matter expert in a range of technologies, although his primary focus and passion is Excel and Power BI.

In a career spanning 30+ years, he has delivered thousands of training courses on a wide variety of technology-related topics.

In 2012 Mike founded the exceltrainer.co.uk where he has produced nearly 200 written and video-based Excel tutorials. He has an accompanying YouTube Channel and has also recorded several video-based training courses.

Mike is a Fellow of The Learning and Performance Institute and has worked with and for many global and UK-based companies and organizations across a diverse range of sectors.

In addition to training, he also designs and develops Microsoft Office-based solutions that automate key business tasks and processes.

Away from the Microsoft world, Mike is co-host of the <u>MacBites</u> podcast and a co-presenter of <u>MacBites After Hours</u>, a live technology show hosted on YouTube.

Connect with Mike via the links below

- YouTube Channel
- The Excel Trainer Website
- LinkedIn