1. Office 365 function named: "Sequence". Sequence uses four Arguments. This is the example of the Sequence formula we will use to create the calendar below.

=SEQUENCE(6,7,DATE(\$D\$2,MONTH(B4),1)-(WEEKDAY(DATE(\$D\$2,MONTH(B4),1))-1),1). We will walk you step by step of how to create one Sequence formula to help create a calendar. We need to add conditional formatting. The calendar is ready to go and it will run from year 1900 to year 9999. As an FMer, I would give this to all my money managers as another worksheet within the Pivot Table workbook or anything else. In fact, anyone could use an interactive calendar. We will provide three different worksheets that is operational. One worksheet is using Fiscal Year, see below, the months are top to bottom, then left to right. We'll provide another Fiscal Year worksheet that the months are simply left to right, and the last worksheet is a Calendar Year from January through December (Normal).

Year	Ī	2020	2021																								
October-2020					January-2021						April-2021						July-2021										
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
),1)	28	29	30	01	02	03	27	28	29	30	31	01	02	28	29	30	31	01	02	03	27	28	29	30	01	02	03
04	05	06	07	08	09	10	03	04	05	06	07	08	09	04	05	06	07	08	09	10	04	05	06	07	08	09	10
11	12	13	14	15	16	17	10	11	12	13	14	15	16	11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	17	18	19	20	21	22	23	18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	24	25	26	27	28	29	30	25	26	27	28	29	30	01	25	26	27	28	29	30	31
01	02	03	04	05	06	07	31	01	02	03	04	05	06	02	03	04	05		07	08	01	02	03	04	05		07
November-2020				February-2021					May-2021					August-2021													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07	31	01	02	03	04	05	06	25	26	27	28	29		01	01	02	03	04	05	06	07
08	09	10	11	12	13	14	07	08	09	10	11	12	13	02	03	04	05	06	07	08	08	09	10	11	12	13	14
15	16	17	18	19	20	21	14	15	16	17	18	19	20	09	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	21	22	23	24	25	26	27	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30	01	02	03	04	05	28	01	02	03	04	05		23	24	25	26	27	28	29	29	30	31	01	02	03	
06	07	08	09	10	11	12	07	08	09	10	11	12	13	30	31	01	02	03	04	05	05	06	07	08	09	10	11
December-2020 March-2021								June-2021					September-2021														
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05	28	01	02	03	04	05	06	30	31	01	02	03	04	05	29	30	31	01	02	03	04
06	07	08	09	10	11	12	07	08	09	10	11	12	13	06	07	08	09	10	11	12	05	06	07	08	09	10	11
13	14	15	16	17	18	19	14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30	31	01	02	28	29	30	31	01	02	03	27	28	29	30	01	02	03	26	27	28	29	30	01	02
03	04		06	07	08	09	04	05	06	07	08	09	10	04	05	06	07		09	10	03	04	05	06	07	08	

We'll be providing three different training scenarios.

- a. Option 1: Just take the finish product and use it right away. Size: **30 KB**.
- b. Option 2: Create a calendar on your own by copying and pasting the Sequence formula along with the Concatenate formula, and the Conditional Formatting Formula.
- c. Option 3: Learn from start to finish in the build of the Sequence formula using three additional Functions, named Date, Weekday, and Month that is part of the final Sequence formula.
- 2. Office 365 has fixed the F11 Key in Excel. In the 1990's and 2000's this one key was the coolest key. Then in either Office 2010 or Office 2013, the F11 key didn't function liked it use to. Now, I'm happy to say it's back to normal and let me show you how powerful this key is. Plus, I will provide a PowerPoint picture of what all 12 F keys do. My favorites are the F4, F7, F11, and F12. See PowerPoint to see the explanation of all F Keys.
- 3. How to move cells without doing a copy or cut in Excel.
- 4. How to move a set of data from Horizontal to Vertical or Vertical to Horizontal in Excel.
- 5. Unique way of taking formulas and converting to values in Excel.

APRIL 15TH TIPS AND TRICKS

6. How to change the date within the Pivot Table. Most people don't like the way the Pivot Table displays the Date. See below:



They rather see this way. See below:

	PivotTable Fields * *							
F	Choose fields to add to report:							
Month_Name 💌	Search							
10/31/2019								
11/30/2019	BS							
12/31/2019	EOR_3							
1/31/2020	EX_Month							
2/29/2020	✓ Month_Name							
3/31/2020	FCA							
4/30/2020	MDEP 💌							
5/31/2020								
6/30/2020	Drag fields between areas below:							
7/31/2020	T FILTERS							
8/31/2020								
9/30/2020								
(blank)								
Grand Total	\equiv ROWS Σ VALUES							
	Month_Name							
	Defer Layout Update UPDATE							

We'll show how easy it is to change. Mr. James Yoder showcased to me years ago and it has made a difference through the years.

Name	Size	Length
01_Synopsis_April_2021_Trng.mp4	13,279 KB	00:03:07
02_Sequence_Function_Option_1_Ready_for_Primetime.mp4	13,252 KB	00:03:54
03_Sequence_Function_Option_2_Part_1.mp4	13,747 KB	00:05:39
04_Sequence_Function_Option_2_Part_2.mp4	13,974 KB	00:05:07
05_Sequence_Function_Option_3_Part_1.mp4	8,349 KB	00:04:10
06_Sequence_Function_Option_3_Part_2.mp4	5,050 KB	00:02:15
07_Sequence_Function_Option_3_Part_3.mp4	8,224 KB	00:03:35
08_Sequence_Function_Option_3_Part_4.mp4	5,231 KB	00:02:16
09_Sequence_Function_Option_3_Part_5.mp4	8,110 KB	00:03:28
10_Sequence_Function_Option_3_Part_6.mp4	15,765 KB	00:06:02
11_Sequence_Function_Option_3_Part_7.mp4	10,367 KB	00:03:34
12_Office_365_F11_Key_is_back.mp4	17,467 KB	00:07:01
13_Quick_Excel_Tips.mp4	12,964 KB	00:05:09